

TENNESSEE BOARD OF REGENTS
Committee Meetings
Thursday, June 16, 2022 – 1:00 p.m. (Central)
Agenda

I. Committee on External Affairs

1. Campus Safety and Security Update
2. Government Relations Update
3. Marketing and Digital Strategy Update
4. Strategic Advancement Update

II. Committee on Finance and Business Operations

1. Consent Agenda
 - a. Revisions to TBR Policy 4.01.03.00, Fees, Charges, Refunds, and Payments – Community Colleges
 - b. Revisions to TBR Policy 4.01.03.01, Fees, Charges, Refunds, and Payments – TCATS
 - c. Revisions to TBR Policy 4.01.00.02, Institutional Financial Performance Review
2. Consideration for Approval of Staff Recommendation for Tuition, Mandatory and Non-Mandatory Fees for Academic Year 22-23
3. Consideration for Approval of Funding for Operations for the 2022 – 2023 Fiscal Year and Approval of the Finalized (estimated) Budgets for the 2021-2022 Fiscal Year
4. Consideration for Approval of the Capital Budget Requests for the 2023-24 FY

III. Committee on Workforce Development

1. Center for Workforce Development Updates
 - a. Workforce Updates
 - b. Progress on Ford Blue Oval City

VI. Committee on Personnel and Compensation

1. Consent Agenda
 - a. Revisions to TBR Policy 5.01.01.20, Alternate Work Arrangements
 - b. Revisions to TBR Policy 5.02.04.10, Faculty Compensation During Summer Session
 - c. Revisions to TBR Policy 5.01.05.00, Outside Employment and Extra Compensation for Additional Assignments
 - d. Revisions to TBR Policy 5.01.07.00, Commissioning of Law Enforcement and Security Personnel
 - e. Revisions to TBR Policy 5.01.01.07, Sick Leave
2. Approval of the June 1, 2022 Special Called Meeting of the Personnel and Compensation Committee Minutes that includes action taken on compensation strategies
3. Tenure and Promotion Recommendations at Tennessee Colleges of Applied Technology
4. Tenure and Promotion Recommendations at Community Colleges
5. Review and Approval of Faculty Emeritus
6. Faculty Promotional Increases
7. Requests for Compensation Plan Payments for TCAT and President/Chancellor Compensation Plans
8. Institutional Requests for Amended Compensation Plans
9. Institutional Requests for Compensation Plan Payments from the State Salary Increase Pool
10. Executive Incentive Payments
11. Review and Approval of President Emeritus Contracts

V. Committee on Academic Policies and Programs and Student Life

1. Proposed Program Terminations, Modifications, and New Technical Program Implementations for TCATs
2. TBR's Strategic Plan in Action: External Grants to Improve Student Success
3. Strategic Conversations on Articulation
4. Amazon AWS Update
5. Accreditation Report
 - a. Community Colleges
 - b. Tennessee Colleges of Applied Technology
 - c. Resources

TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
Friday, June 17, 2022 – 9:30 a.m. (Central)
Agenda

- I. **Minutes**
 - A. March 31, 2022 Quarterly Board Meeting
 - B. May 25, 2022 Special Called Meeting of the Board

- II. **Report of Interim Action**

- III. **Report of the Committees**
 - A. Report of the Academic Policies and Programs/Student Life Committee Meeting on June 16, 2022
 - B. Report of the External Affairs Committee Meeting on June 16, 2022
 - C. Report of the Workforce Development Committee Meeting on June 16, 2022
 - D. Report of the Audit Committee Meeting on June 1, 2022

- IV. **Report of the Chancellor**

- V. **Unfinished Business**

- VI. **New Business**
 - A. Report of the Finance and Business Operations Committee Meeting on June 16, 2022, that includes Approval of Tuition, Mandatory and Non-Mandatory Fees for Academic Year 2022-23; Approval of the Funding for Operations for the 2022-23 Fiscal Year and Finalized Budgets for the 2021-22 Fiscal Year; Approval of Capital Budget Requests for the 2023-24 Fiscal Year; and Approval of Revised TBR Policies
 - B. Report of the Personnel and Compensation Committee Meeting on June 16, 2022, that includes Faculty Promotional Increases; Approval of the System Compensation Plan Recommendations; President Emeritus Contracts; Revised Personnel Policies, and the Report of the Special Called Meeting of the Personnel and Compensation Committee held on June 1, 2022 that includes System Wide Compensation Strategies
 - C. Review and Consider Motlow State Community College Strategic Plan
 - D. Resolution of Appreciation for Executive Vice Chancellor Danny Gibbs
 - E. Resolution of Appreciation for President William Seymour
 - F. Resolution of Appreciation for President Dean Blevins
 - G. Resolution of Appreciation for Student Regent Clifford Thompson
 - H. Resolution of Appreciation for Faculty Regent Wanda Reid
 - I. Resolution of Appreciation for Regent Joey Hatch
 - J. Election of the Vice Chair for 2022-2023

**Tennessee Board of Regents Meeting
June 16-17, 2022
AGENDA**



Hosted by
**Columbia State Community College
1665 Hampshire Pike
Columbia, TN 38401**

Wednesday, June 15 (All times are CST Zone)

3:00 pm Hotel Check-in (Dinner on your own)

Thursday, June 16

Reserved parking will be available in the lot beside the Waymon L. Hickman Building (Hickman). See attached map.

10:00 am - 4:30 pm	Welcome Desk	Hickman Lobby
11:00 am – 1:00 pm	Optional Campus Tour [approximately every quarter hour]	Hickman Lobby
11:00 am – 1:00 pm	Box Lunch Available <i>Sponsored by TCAT-Hohenwald</i>	Hickman 123
1:00 pm – 4:30 pm	TBR Standing Committee Meetings	Cherry Theater, Hickman
At conclusion of meeting	Motor Coach departs Campus for Hotels	Entrance of Hickman
5:00 pm – 6:00 pm	Hospitality Suite at Fairfield Inn & Suites	Bear Creek Meeting Room
5:45 pm	Motor Coach departs for Campus	Hampton Inn
6:00 pm	Motor Coach departs for Campus	Fairfield Inn & Suites
6:30 pm – 8:00 pm	TBR 50 th Anniversary Celebration Reception and Dinner	W. J. “Billy” Webster Athletic Center
After Dinner	Motor Coach Departs Campus for Hotels	Hampton Inn Fairfield Inn & Suites
9:00 pm – 10:00 pm	Hospitality Suite at Fairfield Inn & Suites	Bear Creek Meeting Room

Friday, June 17

6:30 am – 8:00 am	Continental Breakfast	Hampton Inn Fairfield Inn & Suites
8:00 am	Motor Coach departs for Campus	Hampton Inn Fairfield Inn & Suites
9:00 am – 9:30 am	Welcome from President Smith; Presentations by: Dr. Kelli Kea-Carroll , President, TCAT-Hohenwald Mr. Mike Whitehead , President, TCAT-Pulaski Dr. Janet F. Smith , President, Columbia State Community College	Cherry Theater, Hickman
9:30 am – 12:00 pm	TBR Quarterly Board Meeting	Cherry Theater, Hickman
After Meeting/12:00 pm	Boxed Lunches Available <i>Sponsored by TCAT-Pulaski</i>	Hickman Lobby

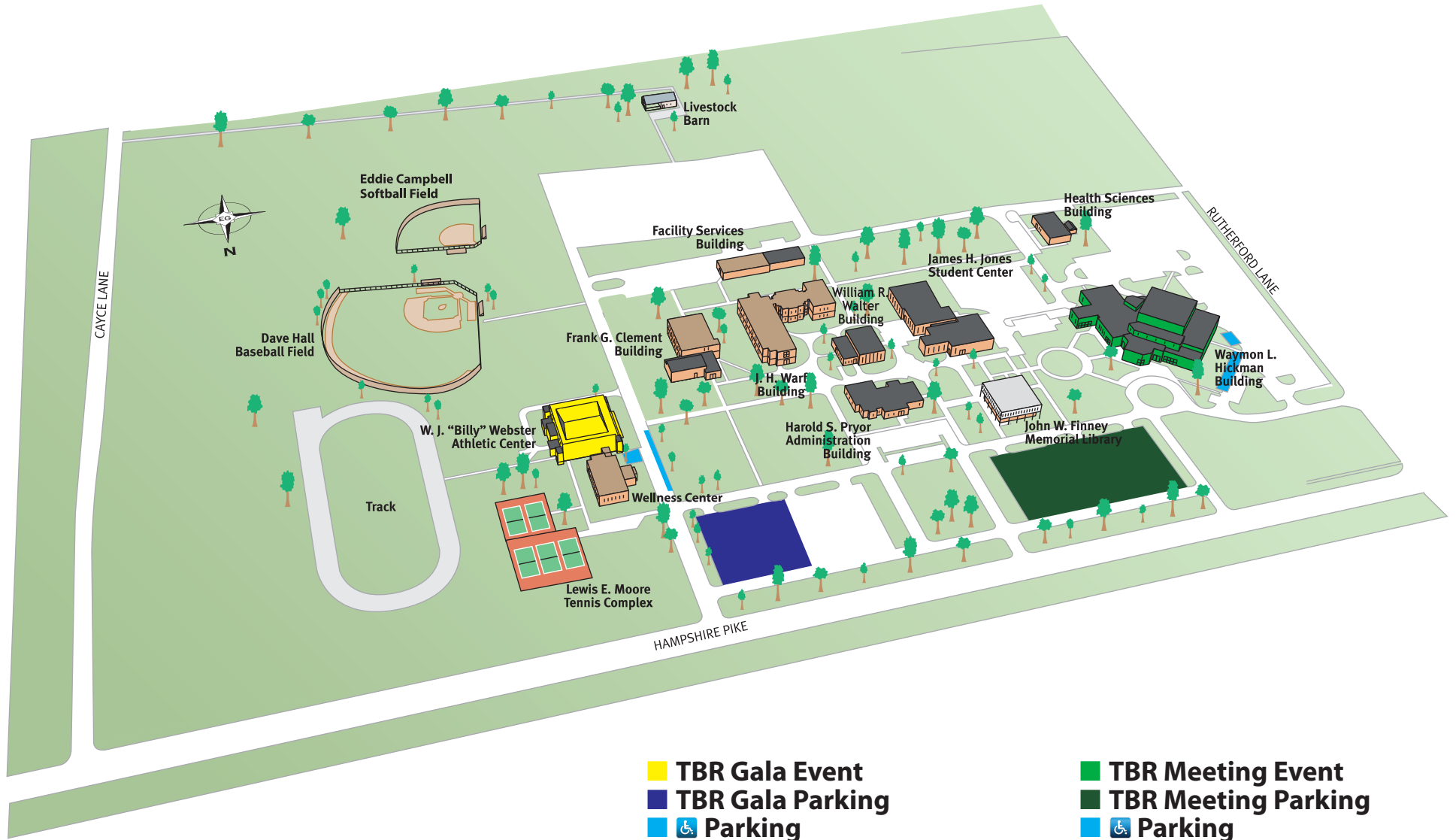


COLUMBIA
STATE COMMUNITY
COLLEGE

1665 Hampshire Pike
Columbia, TN 38401
931.540.2722

TBR Meeting

June 16-17, 2022



**TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
June 16 and 17, 2022**

EXECUTIVE SUMMARY

Thursday, June 16, 2022

I. COMMITTEE ON EXTERNAL AFFAIRS

1. CAMPUS SAFETY AND SECURITY UPDATE

The Committee will be updated on the continuing development of the System Office's Campus Safety and Security Department and the TCAT Police Department.

2. GOVERNMENT RELATIONS UPDATE

The 112th Tennessee General Assembly reconvened on January 11, 2022, and concluded the second annual session on April 28, 2022. The Government Relations Department will share legislation that affects Tennessee public higher education. The committee will be provided a timeline for the distribution of the 2022 TBR Public Chapter Compilation.

3. MARKETING AND DIGITAL STRATEGY UPDATE

The Department of Marketing and Digital Strategy will provide an update of the latest projects and advertising campaigns.

4. STRATEGIC ADVANCEMENT UPDATE

The Committee will be provided with an update of financial activities in the Strategic Advancement Department with the Foundation for the College System of Tennessee by Foundation Board Treasurer and Finance Committee Chair, Erik Clinite from Orcutt-Winslow. Erik will provide a financial update on the Foundation through May 31st with the fiscal year ending on June 30, 2022.

II. COMMITTEE ON FINANCE AND BUSINESS OPERATIONS

1. CONSENT AGENDA

A. Revisions to TBR Policy 4.01.03.00, Fees, Charges, Refunds, and Payments – Community Colleges

For the community colleges, TBR Policy 4.01.03.00 Payment of Student Fees and TBR Guideline B-060 Fees, Charges, Refunds, and Fee Adjustments are merged into new TBR Policy 4.01.03.00 Fees, Charges, Refunds, and Payments-Community Colleges. Relatively minor revisions were made to this merged policy.

Executive Summary – June 2022 Quarterly Meeting

B. Revisions to TBR Policy 4.01.03.01, Fees, Charges, Refunds, and Payments – TCATS

For the TCATS, TBR Policy 4.01.03.00 Payment of Student Fees; TBR Guideline B-060 Fees, Charges, Refunds, and Fee Adjustments; and TBR Guideline TCAT-080 Fees and Refunds are merged into new TBR Policy 4.01.03.10 Fees, Charges, Refunds, and Payments-TCATS. Relatively minor revisions were made to this merged policy.

C. Revisions to TBR Policy 4.01.00.02, Institutional Financial Performance Review

TBR Policy 4.01.00.02 Institutional Financial Performance was revised to bring the policy in alignment with TBR current best practices.

2. CONSIDERATION FOR APPROVAL OF STAFF RECOMMENDATION FOR TUITION, MANDATORY AND NON-MANDATORY FEES FOR ACADEMIC YEAR 22-23

TBR Staff will present the recommendations for tuition, mandatory fees, and non-mandatory fees for academic year 2022-23.

3. CONSIDERATION FOR APPROVAL OF FUNDING FOR OPERATIONS FOR THE 2022-2023 FISCAL YEAR AND APPROVAL OF THE FINALIZED (ESTIMATED) BUDGETS FOR THE 2021-2022 FISCAL YEAR

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

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

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

The purpose of this agenda item is to consider for approval both the recommended Estimated Budgets for FY 2021-22 and the recommended Proposed Budgets for FY 2022-23. As part of approval of the Proposed Budgets for FY 2022-23, staff recommends that the Board authorize the Chancellor to take actions necessary to implement the approved budgets.

4. CONSIDERATION FOR APPROVAL OF THE CAPITAL BUDGET REQUESTS FOR THE 2023-24 FY

The Committee will consider approval of the Capital Maintenance Budget Request for fiscal year 2023-24.

Executive Summary – June 2022 Quarterly Meeting

III. COMMITTEE ON WORKFORCE DEVELOPMENT

1. CENTER FOR WORKFORCE DEVELOPMENT UPDATES

- A. Workforce Updates.** Tennessee Board of Regents colleges across the state continue to anticipate the needs of Tennessee's industry, and new projects and initiatives continue to be developed to meet those needs. President Carol Puryear will review current workforce development projects and activities, including campus workforce training initiatives, apprenticeships, and successes with new graduates of the Governor's Correctional Education Initiative.
- B. Progress on Ford Blue Oval City.** Development of the new Tennessee College of Applied Technology (TCAT) in conjunction with Ford Motor Company and SK Innovation's Blue Oval City continued this quarter, and several benchmarks have been met during that time. President Puryear will be joined by TCAT Jackson President Jeff Sisk and newly-approved Executive Vice President Heath McMillian of TCAT Jackson to provide an update on this critical project, including new milestones, projections, and next steps.

IV. COMMITTEE ON PERSONNEL AND COMPENSATION

1. CONSENT AGENDA

A. Revisions to TBR Policy 5.01.01.20 Alternate Work Arrangements

The Committee will review for approval proposed revisions to the Alternate Work Arrangements Policy – 5.01.01.20. The Alternate Work Arrangements Policy proposed revisions are substantial and driven by changes during the course of the COVID-19 pandemic.

- Part I of the policy includes portions applicable to all forms of alternate work.
- Part II is directed at Remote Work and is intended to reflect changes in how many people have worked in the past two years and to update the process going forward.
- One of the major goals is to make clear that employees at TBR institutions are generally expected to have a central/primary workplace in Tennessee. The policy permits exceptions in certain circumstances, but because working in other states may subject an institution to the laws of other states, approval, including by the President and HR, is required. Any exceptions for international work (not including working with foreign study programs and short-term travel), must have the Chancellor's approval.
- Revisions also make clear that employees who work remotely might incur tax consequences, particularly if they work in states with a state income tax. State income taxes vary widely from state to state, and thus employees are required to comply with state tax laws.
- Certain provisions of the AWA are not applicable to faculty, as set out in the Purpose.
- There are a number of other clarifications and updates, which are intended to be self-explanatory.

Executive Summary – June 2022 Quarterly Meeting

B. Revisions to TBR Policy 5.02.04.10 Faculty Compensation During Summer Session and C. Revisions to TBR Policy 5.01.05.00 Outside Employment and Extra Compensation for Additional Assignments

The Committee will review for approval proposed revisions to the Faculty Compensation During Summer Session – 5.02.04.10 and the Outside Employment and Extra Compensation for Additional Assignments – 5.01.05.00. The impetus behind revisions to the Faculty Compensation During Summer Session and the Outside Employment and Extra Compensation for Additional Assignments policies is to reflect and more clearly document current practices, as well as to clarify payment during some of the shorter, non-traditional academic periods, primarily Maymester and Wintermester.

- Summer Session and thus Maymester, which is considered part of Summer Session for academic purposes, continue to be paid at the 1/32 of their academic year salary per semester hour of teaching load.
- If a teaching assignment is not part of Summer Session/ Maymester, it is paid at Overload Rates. This includes Wintermester, which is attached to either Fall or Spring Semester.
- This approach ensures consistency among community colleges, where the rates are established across the TBR System.
- Given the varied nature of TCAT programs, their presidents have more flexibility to establish Overload Rates of pay.

The major revisions to the Outside Employment and Extra Compensation for Additional Assignments policy, in addition to aligning with the Faculty Compensation During Summer Session policy, recognize that part-time employees are likely to have other employment, and because that additional employment is expected, it need not be approved as required of full-time employees. All employees remain subject to the conflict of interest policy. Employees further must disclose potential outside employment prior to hiring, as well as prior to commencing new outside employment while employed in the TBR system.

Other revisions in the policy are intended to be self-explanatory and to clarify the process for outside employment, including approval processes.

Because the policies are interrelated, they are presented at the same time, and a single vote is requested.

D. Revisions to TBR Policy 5.01.07.00 Commissioning of Law Enforcement and Security Personnel

The Committee will review for approval proposed revisions to the Commissioning of Law Enforcement and Security Personnel – 5.01.07.00. The proposed revisions to the Commissioning Security Officers policy are minor.

- The primary proposed revision makes clear that the Board has explicitly authorized the TBR System Office to have a police force. Last year the Board authorized the budget for a System Office police force, but the policy change will make sure that the authorization is part of policy.
- The proposed name change is to reflect more accurately the scope of the policy.

E. Revisions to TBR Policy 5.01.01.07 Sick Leave

The Committee will review for approval proposed revisions to the Sick Leave Policy– 5.01.01.07. The Sick Leave Policy revisions are specifically addressing adding an additional 36 hours of sick leave annually to employees who are identified as special disabled veterans.

Executive Summary – June 2022 Quarterly Meeting

The state implemented a policy effective July 2021, and while TBR doesn't have to follow the state policy, the TBR sub-councils agreed with the following revisions. The highlights of the proposed changes include:

- An individual is identified as a special disabled veteran if they are 30% or more disabled due to a service-related injury they received while serving our country.
 - The revisions provide up to 36 hours of sick leave – that doesn't accumulate each year but starts anew each fiscal year – specifically for those Veterans who have identified as Special Disabled.
 - The person self identifies as a specially disabled veteran at the time of hire or if return to work after a medical discharge.
 - The Human Resource Office may ask for documentation to support the use of the additional leave.
 - The purpose of the leave is specifically for the individual's medical appointments.
- 2. APPROVAL OF THE MINUTES FROM THE JUNE 1, 2022 SPECIAL CALLED MEETING OF THE PERSONNEL AND COMPENSATION COMMITTEE THAT INCLUDES ACTION TAKEN ON COMPENSATION STRATEGIES**

The Committee will consider approval of the minutes from the June 1, 2022 special called meeting of the Personnel and Compensation Committee that includes action taken on the system wide compensation strategies.

3. TENURE AND PROMOTION RECOMMENDATIONS AT TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

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

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

A summary of the tabulations regarding promotion and tenure recommendations for each center has been prepared by the staff. The fifty-seven (57) faculty receiving promotions represent 8.7% of the TCAT instructional staff. There are no faculty member receiving tenure recommendations for this cycle. Tabulation tables for promotion and tenure are shown as Attachments A-2 and B-2. Other observations of interest are listed below.

PROMOTIONS:

The fifty-seven promotions are divided into these categories: thirty-nine to Instructor (second rank); eleven to Senior Instructor (third rank); five (5) to Master Instructor (fourth rank); and two (2) to Master Instructor II (highest rank).

TENURE:

With approval of these instructional staff, the total tenured faculty for the TCAT is 6%

Executive Summary – June 2022 Quarterly Meeting

4. TENURE AND PROMOTION RECOMMENDATIONS AT COMMUNITY COLLEGES

The Committee will be asked to approve recommendations for promotion and tenure of faculty serving at the community colleges. Seventy (70) faculty members are recommended for tenure. This is a decrease from the previous year of eighty-three (83) recommendations for tenure.

One hundred seventy-six (176) faculty members are recommended for promotion. The number of promotions increased by sixteen (16) from 2021-22.

5. REVIEW AND APPROVAL OF FACULTY EMERITUS

The following faculty emeritus candidates are being recommended to the Board for consideration and approval:

Candidate	Rank/Discipline	Service Dates	College
Charles Cardwell	Professor of Philosophy	1999-2021	Pellissippi State
Levi Frazier	Associate Professor of Communications, Graphic and Fine Arts	2006-2021	Southwest TN
Sandra Arman	Associate Professor of Mathematics	1992-2022	Motlow State
Marian Stewart	Associate Professor of Nursing	1984-2022	Motlow State

Presidential nominations are appended.

6. FACULTY PROMOTIONAL INCREASES

A total of one-hundred-seventy-six (176) faculty members are recommended for promotion at the community colleges. At the TCATs, fifty-seven (57) faculty members are recommended for promotion. The recommendations are made within the requirements of TBR policies on tenure and promotion.

The recommendation and supporting documents were submitted to the Board by the community colleges and TCATs, and were certified by them as having been processed through the approved institutional procedures. TBR staff has verified the proposed ranks of the individuals submitted for promotion by the institutions and ensured a corresponding increase for those that were eligible was submitted, or an exception noted.

7. REQUESTS FOR COMPENSATION PLAN PAYMENTS FOR TCAT AND PRESIDENT/CHANCELLOR COMPENSATION PLANS

In accordance with the Board approved compensation plans at the March Board meeting, the following increases are recommended for the employees of the TCATs, the Chancellor and the Presidents of the colleges.

These increases will assist in keeping the respective pay for the TCAT employees, the Chancellor and Presidents competitive and be effective July 1, 2022.

Executive Summary – June 2022 Quarterly Meeting

8. INSTITUTIONAL REQUESTS FOR AMENDED COMPENSATION PLANS

In accordance with TBR Guideline P-043 Compensation, the following proposed compensation plans methodology are submitted for review:

Institution:

Chattanooga State Community College
Columbia State Community College
Pellissippi State Community College

Summary of Changes:

Amendment to the existing compensation plans to address changes in market for Chattanooga and Pellissippi State Community Colleges. Columbia State Community College has submitted a new compensation plan for review.

The new or revised compensation plans were reviewed within the System Office by a committee of four (5) individuals from the following offices: Finance, Academic Affairs, Policy & Strategy and two (2) individuals from Human Resources. The Committee reviewed the proposed plan 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 of the compensation plans

9. REVIEW AND APPROVAL OF INSTITUTIONAL REQUESTS FOR COMPENSATION PLAN PAYMENTS FROM THE STATE SALARY INCREASE POOL

At the June 1, 2022 special called meeting, the Personnel and Compensation Board Committee authorized a compensation strategy that included using the state provided portion of a 2% salary pool to be used for employee increases effective July 1, 2022. The increases could be for additional across-the board increases, to assist in funding the college compensation plan, or faculty promotions, or some combination of the three.

For those colleges providing the full amount as an across the board increase, nothing further was required. For those colleges wanting to use some or all of the state funding for their compensation plans or faculty promotions, they have submitted a proposal for review and approval.

Staff has received and evaluated compensation salary increase proposals from two (2) institutions as outlined in Attachment A.

Staff is recommending the Board's approval of these compensation increases as outlined.

10. EXECUTIVE INCENTIVE PAYMENTS

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

Executive Summary – June 2022 Quarterly Meeting

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

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

RECOMMENDATION

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

It is recommended the Committee take the following action:

- a) Consider for approval the Executive Performance Incentive Pay for the presidents and Chancellor, as presented in the attachment.

11. REVIEW AND APPROVAL OF PRESIDENT EMERITUS CONTRACTS

Per requirements to be compensated as President Emeritus (T.C.A. § 8-36-714) and TBR Policy 5.01.03.00 Retirement, those serving as President Emeritus must file a report for the previous year's work (approved by the sitting President), and a copy of the contract for the next fiscal year's work, for approval by the board. **Renewal of contracts is subject to availability of institutional funding.** Attached are the certification of work forms for 2021-2022 and work contracts for 2022-2023 submitted for your review and approval for the following:

Dr. Karen Bowyer – Dyersburg State Community College
Dr. Jack Campbell – Walters State Community College
Dr. Nathan Essex – Southwest Tennessee Community College
Dr. Frank Glass – Motlow State Community College
Dr. Rebecca Hawkins – Columbia State Community College
Dr. William Locke – Northeast State Community College

Dr. Walter Nelms, President Emeritus of Jackson State Community College passed away on April 19, 2022.

V. COMMITTEE ON ACADEMIC POLICIES AND PROGRAMS AND STUDENT LIFE

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

Fourteen (14) 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.

Executive Summary – June 2022 Quarterly Meeting

Ten (10) academic actions were submitted by a TCAT institution to the Vice-Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice-Chancellor. Appropriate documentation to support the need was provided.

2. TBR’S STRATEGIC PLAN IN ACTION: EXTERNAL GRANTS TO IMPROVE STUDENT SUCCESS

TBR’s 2020-25 Strategic Plan provides a framework for how various policies, innovations, and efforts shape how the system office and the colleges pursue the plan’s core pillars of Access, Completion, and Community and Workforce Development. Central to that effort over the years has been the pursuit of external grant opportunities that align with TBR’s mission and provide resources to pursue projects that can improve student success and workforce development. This entrepreneurial activity exemplifies the plan’s cross cutting themes of ‘Harnessing Innovation’ and ‘Strengthening Collaboration.’

Recently, TBR has received two grants – one from the Institute for Education Sciences at the US Department of Education (IES) and one from the Ascendium Education Group – that total \$3 million, the vast majority of which will be injected over four years at two community colleges to research and innovate around student success coaching. These grants will provide the means for both Jackson State Community College and Northeast State Community College to increase their college advising personnel substantially, allowing them the opportunity to pilot innovative student success coaching ideas for both recent high school graduates and returning adults. Central to both grants, which were designed and will operate in concert with each other, is a thorough research agenda that will evaluate how the innovations played out at each college.

The TBR staff will provide an overview of these grants, what they hope to accomplish, and the innovations they seek to test at scale.

3. STRATEGIC CONVERSATIONS ON ARTICULATION

Beginning in spring semester 2022, Strategic Conversations around articulation were held with TCAT and community college faculty representatives from advanced manufacturing and health care disciplines. Initial meetings highlighted successful local articulation models to serve as examples to help build statewide articulation models. Statewide Articulation Committees met during the semester to reach agreement on how to maximize credit from TCAT programs to be awarded toward related A.A.S. degrees at community colleges. Faculty Champions provided support and resources to complete this work during one semester so that agreements could be in place for fall semester 2022.

This priority of Academic Affairs supports TBR Policy: 2.00.01.06, Articulation and Transfer. As a result of this initiative, statewide articulations increased significantly, thus enhancing opportunities for graduates from TCAT programs to continue their education at a community college in an established pathway that will decrease time to completion.

4. AMAZON AWS UPDATE

TBR and Amazon Web Services, Inc. (AWS) have partnered on a collaborative effort to train, upskill, and certify 5,000 Tennesseans in cloud computing by 2025. Through this statewide initiative, technical training and education mapped to in-demand skills in cloud computing will be available from thirteen community and fourteen technical colleges across Tennessee.

Academic Affairs will also share highlights of emerging partnerships with Google and Apple on IT credentials and certificates at zero cost for TBR institutions.

Executive Summary – June 2022 Quarterly Meeting

5. ACCREDITATION SUMMARY REPORT AND OVERVIEW 2020-2021

The Annual Accreditation Report and Overview summarizes all activity for the academic year 2020-2021 on regional and program accreditation. The report also provides information on all non-accreditable programs that go through either the Program Review or the Academic Audit process. A summary of all activity is provided along with a more detailed accounting of all accreditation and quality assurance activity.

FRIDAY, JUNE 17, 2022

I. MINUTES

The Board will consider approving minutes from the March 31, 2021 regular quarterly meeting and the May 25, 2022 special called meeting.

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.

III. REPORT OF THE COMMITTEES

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

- A. Report of the Academic Policies and Programs and Student Life Committee on June 16, 2022
- B. Report of the External Affairs Committee Meeting on June 16, 2022
- C. Report of the Workforce Development Committee Meeting on June 16, 2022
- D. Report of the Audit Committee Meeting on June 1, 2022

IV. REPORT OF THE CHANCELLOR

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. REPORT OF THE FINANCE AND BUSINESS OPERATIONS COMMITTEE MEETING ON JUNE 16, 2022, THAT INCLUDES APPROVAL OF TUITION, MANDATORY AND NON-MANDATORY FEES; APPROVAL OF THE FUNDING FOR OPERATIONS FOR THE 2022-23 FISCAL YEAR AND FINALIZED BUDGETS FOR THE 2021-22 FISCAL YEAR; APPROVAL OF CAPITAL BUDGET REQUESTS FOR THE 2022-23 FISCAL YEAR; AND APPROVAL OF REVISED TBR POLICIES

The Board will be asked to consider approving the minutes from the Finance and Business Operations Committee on June 16, 2022 that includes approval of tuition, mandatory and non-mandatory fees; approval of the funding for operations for the 2022-23 fiscal year and finalized budgets for the 2021-22 fiscal year; approval of capital budget requests for the 2022-23 fiscal year; and approval of revised TBR policies.

Executive Summary – June 2022 Quarterly Meeting

B. REPORT OF THE PERSONNEL AND COMPENSATION COMMITTEE MEETING ON JUNE 16, 2022, THAT INCLUDES FACULTY PROMOTIONAL INCREASES; APPROVAL OF THE SYSTEM COMPENSATION PLAN RECOMMENDATIONS; PRESIDENT EMERITUS CONTRACTS; REVISED PERSONNEL POLICIES, AND THE REPORT OF THE SPECIAL CALLED MEETING OF THE PERSONNEL AND COMPENSATION COMMITTEE HELD ON JUNE 1, 2022 THAT INCLUDES SYSTEM WIDE COMPENSATION STRATEGIES

The Board will be asked to consider approving the minutes from the Personnel and Compensation Committee Meeting on June 16, 2022 that includes faculty promotional increases, approval of the system compensation plan recommendations, president emeritus contracts, revised personnel policies, and the report of the special called meeting of the Personnel and Compensation Committee held on June 1, 2022 that includes system wide compensation strategies.

C. REVIEW AND CONSIDER MOTLOW STATE COMMUNITY COLLEGE STRATEGIC PLAN

To meet TBR and SACSCOC expectations, each community college periodically brings its Strategic Plan and mission statement to the Board for review and approval. Now that the Board has approved the TBR Strategic Plan at the June 2021 meeting, it is in effect and functions as a guide and a foundational document for individual college strategic plans. No college is required to emulate its precise structure or the specific pillars and themes, though each college plan should establish clear linkages with relevant elements of the TBR Strategic Plan. Further, it is expected that college strategic plans should extend the ideas set forth in the TBR Strategic Plan to be more specific and actionable as colleges see fit in the course of pursuing their local and regional mission. Colleges can identify additional ideas and pursuits as foundational to its mission, as long as they are philosophically consistent with the TBR Strategic Plan.

Motlow State Community College (MSCC) has engaged campus and community constituencies to develop its revised 2021-25 strategic plan whose pillars match TBR's of Open Access, Completion, and Community and Workforce Development. The plan establishes specific goals and strategies for where MSCC can take action to effectuate the plan, with appropriate linkages to ongoing work around Strategic Enrollment Management and Achieving the Dream. President Michael Torrence presented the plan recently to Chancellor Tydings and staff for a discussion, and TBR staff recommend it for approval. Motlow State Community College also brings forth a revised mission statement that can be found in the supporting documents.

Therefore, staff recommend that the Board approve the Motlow State Community College Strategic Plan, as well as its Mission Statement.

D. RESOLUTION OF APPRECIATION FOR EXECUTIVE VICE CHANCELLOR DANNY GIBBS

The Board will consider approving a resolution of appreciation for Executive Vice Chancellor Danny Gibbs for his service to the Tennessee Board of Regents.

E. RESOLUTION OF APPRECIATION FOR PRESIDENT WILLIAM SEYMOUR

The Board will consider approving a resolution of appreciation for William ("Bill") Seymour, President of Cleveland State, for his years of service in the System.

F. RESOLUTION OF APPRECIATION FOR PRESIDENT DEAN BLEVINS

The Board will consider approving a resolution of appreciation for Dean Blevins, President of TCAT Elizabethton, for his years of service in the System.

Executive Summary – June 2022 Quarterly Meeting

G. RESOLUTION OF APPRECIATION FOR STUDENT REGENT CLIFFORD THOMPSON

The Board will consider approving a resolution of appreciation for Regent Clifford Thompson for his service as Student Regent to the Tennessee Board of Regents.

H. RESOLUTION OF APPRECIATION FOR FACULTY REGENT WANDA REID

The Board will consider approving a resolution of appreciation for Regent Wanda Reid for her service as Faculty Regent to the Tennessee Board of Regents.

I. RESOLUTION OF APPRECIATION FOR REGENT JOEY HATCH

The Board will consider approving a resolution of appreciation for Regent Joey Hatch for his years of service to the Tennessee Board of Regents.

J. ELECTION OF VICE CHAIR FOR 2022-2023

The Board will receive nominations and elect the Vice Chair for 2022-2023.



Tennessee Board of Regents
Committee on External Affairs
June 16, 2022

AGENDA

Members will be provided an update on the past quarter's activities and plans for the Office of External Affairs in Government Relations, Marketing and Digital Strategy, Campus Safety Security and Strategic Advancement.

1. **Campus Safety and Security** (*Executive Vice Chancellor Kim McCormick*)
The Committee will be introduced to Assistant Vice Chancellor for Campus Safety and Security/TCAT Chief of Police Michael Williams and will be provided an update of the department.
2. **Government Relations** (*Executive Vice Chancellor Kim McCormick*)
A legislative update will be provided to the Committee. The second session of the 112th Tennessee General Assembly convened on January 11, 2022, and concluded on Thursday, April 28, 2022.
3. **Marketing and Digital Strategy** (*Executive Vice Chancellor Kim McCormick and Associate Vice Chancellor Matthew Gann*)
A summary of the current and immediate future of media advertisement for the TBR System-wide will be shared.
4. **Strategic Advancement** (*Executive Vice Chancellor Kim McCormick*)
An update of financial activities will be provided to include Foundation of the College System of Tennessee.

BOARD TRANSMITTAL

MEETING: Committee on External Affairs

SUBJECT: Campus Safety & Security Update

DATE: June 16, 2022

PRESENTER: Executive Vice Chancellor Kim McCormick and
Assistant Vice Chancellor for Campus Safety & Security/
TCAT Police Chief Michael Williams

PRESENTATION
REQUIREMENTS: 5 minutes with discussion

ACTION REQUIRED: Informational Purposes

STAFF
RECOMMENDATION: Not Applicable

The Committee will be updated on the continuing development of the System Office's Campus Safety & Security Department and the TCAT Police Department.

BOARD TRANSMITTAL

MEETING: Committee on External Affairs

SUBJECT: Government Relations Update

DATE: June 16, 2022

PRESENTER: Executive Vice Chancellor Kim McCormick

PRESENTATION REQUIREMENTS: 10 minutes with discussion

ACTION REQUIRED: Informational Purposes

STAFF RECOMMENDATION: Not Applicable

The 112th Tennessee General Assembly reconvened on January 11, 2022, and concluded the second annual session on April 28, 2022. The Government Relations Department will share legislation that affects Tennessee public higher education. The committee will be provided a timeline for the distribution of the 2022 TBR Public Chapter Compilation.

BOARD TRANSMITTAL

MEETING: Committee on External Affairs

SUBJECT: Marketing & Digital Strategy Update

DATE: June 16, 2022

PRESENTER: Executive Vice Chancellor Kim McCormick and
Associate Vice Chancellor Matthew Gann

PRESENTATION
REQUIREMENTS: 5 minutes with discussion

ACTION REQUIRED: Informational Purposes

STAFF
RECOMMENDATION: Not Applicable

The Department of Marketing & Digital Strategy will provide an update of the latest projects and advertising campaigns.

BOARD TRANSMITTAL

MEETING: Committee on External Affairs

SUBJECT: Advancement Update

DATE: June 16, 2022

PRESENTER: Executive Vice Chancellor Kim McCormick

PRESENTATION
REQUIREMENTS: 10 minutes with discussion

ACTION REQUIRED: Informational Purposes

STAFF
RECOMMENDATION: Not Applicable

The Committee will be provided with an update of financial activities in the Strategic Advancement Department with the Foundation for the College System of Tennessee by Foundation Board Treasurer and Finance Committee Chair, Erik Clinite from Orcutt-Winslow. Erik will provide a financial update on the Foundation through May 31st with the fiscal year ending on June 30, 2022.



Tennessee Board of Regents
Committee on Business and Finance Operations

June 16, 2022

AGENDA

1. CONSENT AGENDA

A. Revisions to TBR Policy 4.01.03.00, Fees, Charges, Refunds, and Payments – Community Colleges

For the community colleges, TBR Policy 4.01.03.00 Payment of Student Fees and TBR Guideline B-060 Fees, Charges, Refunds, and Fee Adjustments are merged into new TBR Policy 4.01.03.00 Fees, Charges, Refunds, and Payments-Community Colleges. Relatively minor revisions were made to this merged policy.

B. Revisions to TBR Policy 4.01.03.01, Fees, Charges, Refunds, and Payments – TCATS

For the TCATS, TBR Policy 4.01.03.00 Payment of Student Fees; TBR Guideline B-060 Fees, Charges, Refunds, and Fee Adjustments; and TBR Guideline TCAT-080 Fees and Refunds are merged into new TBR Policy 4.01.03.10 Fees, Charges, Refunds, and Payments-TCATS. Relatively minor revisions were made to this merged policy.

C. Revisions to TBR Policy 4.01.00.02, Institutional Financial Performance Review

TBR Policy 4.01.00.02 Institutional Financial Performance was revised to bring the policy in alignment with TBR current best practices.

2. CONSIDERATION FOR APPROVAL OF STAFF RECOMMENDATION FOR TUITION, MANDATORY AND NON-MANDATORY FEES FOR ACADEMIC YEAR 22-23

TBR Staff will present the recommendations for tuition, mandatory fees, and non-mandatory fees for academic year 2022-23.

3. CONSIDERATION FOR APPROVAL OF FUNDING FOR OPERATIONS FOR THE 2022-2023 FISCAL YEAR AND APPROVAL OF THE FINALIZED (ESTIMATED) BUDGETS FOR THE 2021-2022 FISCAL YEAR

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

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

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

The purpose of this agenda item is to consider for approval both the recommended Estimated Budgets for FY 2021-22 and the recommended Proposed Budgets for FY 2022-23. As part of approval of the Proposed Budgets for FY 2022-23, staff recommends that the Board authorize the Chancellor to take actions necessary to implement the approved budgets.

4. CONSIDERATION FOR APPROVAL OF THE CAPITAL BUDGET REQUESTS FOR THE 2023-24 FY

The Committee will consider approval of the Capital Maintenance Budget Request for fiscal year 2023-24.

BOARD TRANSMITTAL

MEETING: Committee on Finance and Business Operations

SUBJECT: Revisions to TBR Policy 4.01.03.00-Fees, Charges, Refunds, and Payments – Community Colleges; 4.01.03.01-Fees, Charges, Refunds, and Payments – TCATs; and 4.01.00.02-Institutional Financial Performance Review

DATE: June 16, 2022

PRESENTER: Danny Gibbs, Executive Vice Chancellor for Business and Finance

PRESENTATION REQUIREMENTS: 5 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

For the community colleges, TBR Policy 4.01.03.00 Payment of Student Fees and TBR Guideline B-060 Fees, Charges, Refunds, and Fee Adjustments are merged into new TBR Policy 4.01.03.00 Fees, Charges, Refunds, and Payments-Community Colleges.

For the TCATS, TBR Policy 4.01.03.00 Payment of Student Fees; TBR Guideline B-060 Fees, Charges, Refunds, and Fee Adjustments; and TBR Guideline TCAT-080 Fees and Refunds are merged into new TBR Policy 4.01.03.10 Fees, Charges, Refunds, and Payments-TCATS.

Relatively minor revisions were made to the merged policies.

TBR Policy 4.01.00.02 Institutional Financial Performance was revised to bring the policy in alignment with TBR current best practices.

1 Fees, Charges, Refunds, and Payments –

2 Community Colleges:

3 4.01.03.00

4 Policy Area

5 Business and Finance

6 Applicable Divisions

7 Community Colleges

8 Purpose

9 The purpose of the following policy is to outline significant provisions for consistent
10 administration of fees, charges, refunds, payment of fees and enrollment of students for the
11 community colleges governed by the Tennessee Board of Regents. The policy largely
12 represents a consolidation of existing statements and practices. The policy contents include
13 general and specific provisions for: in-state tuition (sometimes referred to as maintenance
14 fees); out-of-state tuition; other fees; deposits; refunds; payment of fees and enrollment of
15 students.

16 The policy supersedes all previous fee and refund policies and may be revised by action of the
17 Tennessee Board of Regents or the Chancellor. Exceptions to the policy may be made by the
18 Chancellor.

19 I. General Provisions

20 A. Establishment of Fees and Charges

- 21 1. The Tennessee Board of Regents must establish or approve all institutional fees
22 and charges unless authority has been delegated to the chancellor or presidents.
- 23 2. The institution president is responsible for the enforcement and collection of all fees
24 and charges. Fees and charges which specifically do not require Board approval,
25 unless otherwise noted, must receive formal approval by the chancellor (or
26 designee) or the president (or designee) as applicable (see section VII for pass-
27 through charges).
- 28 3. Institutions should attempt to follow a general format in publishing information on
29 fees and charges, including but not limited to the following:
 - 30 a. All statements which include the fee amount should be complete and specific
31 enough to prevent misunderstanding by readers.

- 32 b. When a fee is quoted, the refund procedures should be clearly stated. If there
33 are qualifying conditions for refunds, those conditions also should be stated. If
34 there is no refund, it should be labeled as non-refundable.
- 35 c. Whenever possible, specific dates related to the payment of fees and the
36 refund procedures should be stated.
- 37 d. It should be made clear that all fees are subject to change at any time.

38 II. In-State Tuition

39 A. Description

- 40 1. In-state tuition is a charge to in-state students enrolled in credit courses. It is
41 calculated based on the number of Student Credit Hours (SCH's) for which the
42 student enrolls.
- 43 2. The charge is applicable to courses for which the student is enrolled on an audit
44 basis.

45 B. Rates

- 46 1. Rates are established by the Board and incorporated in a fee schedule. The hourly
47 rate will be discounted when students enroll in greater than 12 hours.
- 48 2. For community colleges with multiple summer sessions, tuition may be assessed by
49 using the current part-time rate with no maximum amount for total credit hours
50 enrolled.
- 51 3. In-state tuition may not be waived. However, specific exceptions are provided in the
52 following instances:
- 53 a. Pursuant to T.C.A. § 49-7-113, exceptions exist for certain disabled and elderly
54 students, as well as state service retirees. For audit courses, no tuition or
55 mandatory fee is required for persons with a permanent, total disability, persons
56 60 years of age or older and domiciled in Tennessee and persons who have
57 retired from state service with 30 or more years of service, regardless of age.
58 For courses taken for credit, a fee of \$70 per semester may be charged to
59 persons with a permanent, total disability, and persons who will become 65

60 years of age or older during the academic semester in which they begin classes
61 and who are domiciled in Tennessee. (Note: This fee includes all mandatory
62 fees (including but not limited to debt service, student activity, general access,
63 SGA, technology access, program service, sustainable campus, and
64 international education); it does not include any other non-mandatory fees.

65 b. Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for
66 dependents and spouses of military personnel killed, missing in action, or
67 officially declared a prisoner of war while serving honorably as a member of the
68 armed forces during a period of armed conflict. If these provisions are invoked
69 by a student, the correct applicable law should be determined and followed.

70 4. Military reserve and national guard personnel who are mobilized to active military
71 service within six months of attendance at a TBR institution and whose mobilization
72 lasts more than six months shall be charged upon re-enrollment at such institution
73 the tuition, student activity fees and required registration or matriculation fees that
74 were in effect when such student was enrolled prior to mobilization. After re-
75 enrollment, no increase in tuition, student activity fees or required registration or
76 matriculation fees shall be assessed to such student until a period of time equal to
77 one year plus the combined length of all military mobilizations has elapsed. In no
78 event, however, shall a student's tuition and fees be frozen after re-enrollment for
79 more than four years.

80 a. To be eligible for the tuition and fee freeze, the student shall have completed
81 military service under honorable conditions and shall re-enroll in a TBR
82 institution within six months of release from active duty.

83 b. A student eligible for the tuition and fee freeze may transfer from one state
84 institution of higher education to another state institution of higher education
85 one time with such student's tuition and fees calculated at the institution to
86 which the student transfers as if the student had been in attendance at that

87 institution before the mobilization that resulted in the student's tuition and fee
88 freeze at the initial institution.

89 C. Accounting Treatment

- 90 1. A revenue account for in-state tuition is used to record both the revenue assessed
91 and refunds made.
- 92 2. As provided in GASB Statements 34 and 35, summer school revenues and
93 expenditures must be accrued at fiscal year-end. Summer school activity will not be
94 allocated to only one fiscal year.
- 95 3. In some cases, full fees are not assessed to students. These occur when statutes
96 establish separate rates for such groups as the disabled, elderly, and military
97 dependents. The difference between normal fees and special fees is not assessed.
98 Fees not assessed in these cases do not represent revenue. For administrative
99 purposes the fees may be calculated and credited to revenue, then written off
100 against a contra revenue account.
- 101 4. Agreements/contracts may be executed with a third party (federal agency,
102 corporation, institution, etc.), but not with the individual student, to deliver routine
103 courses at a fixed rate or for the cost of delivering the course and may provide for
104 fees not to be charged to individual students. Individual student fees will be
105 assessed as usual and charged to the functional category Scholarships and
106 Fellowships. The amount charged to or paid by the third party is credited to the
107 appropriate Grants and Contracts revenue account.
- 108 5. In some cases, a non-credit course provides an option to grant regular credit. If a
109 separate (or additional) fee is collected because of the credit, that amount is
110 reported as tuition revenue.
- 111 6. Full-time employees of the Tennessee Board of Regents, the Locally Governed
112 Institutions (LGIs), and the University of Tennessee systems may enroll in one
113 course per term at any public postsecondary institution, with tuition and mandatory

114 fees waived for the employee. No tuition paying student shall be denied enrollment
115 in a course because of enrollment of TBR, LGI, and UT employees.

116 7. Spouses and dependents of employees of the Tennessee Board of Regents system
117 may be eligible for a tuition and mandatory fee discount for undergraduate courses
118 at Tennessee Board of Regents institutions, the LGIs, and the University of
119 Tennessee.

120 Tennessee Board of Regents institutions exchange funds for tuition and mandatory
121 fee discounts of employees' spouses and dependents who participate in a
122 Tennessee Board of Regents educational assistance program. This also applies to
123 exchanging of funds for tuition discounts between Tennessee Board of Regents
124 institutions, the LGIs, and the University of Tennessee institutions.

125 8. Fee waivers for full-time State employees and fee discounts to children of certified
126 public-school teachers shall be accounted for as a scholarship.

127 III. [Out-of-State Tuition](#)

128 A. Description of Fee

129 1. Out-of-State tuition is charged to students classified as non-residents who are
130 enrolled for credit courses, including audit courses.

131 2. Out-of-state tuition fee rates are established by the Tennessee Board of Regents
132 and are incorporated in the annual fee schedule.

133 3. Applicability of out-of-state tuition is determined pursuant to Tennessee Board of
134 Regents Policy for Classifying Students In-State and Out-of-State for Paying
135 College Fees & Tuition & for Admission Purposes (No. 3.05.01.00). The business
136 office will collect fees based upon student classification as determined by the
137 appropriate authority within the institution.

138 B. Accounting Treatment

139 1. A revenue account for out-of-state tuition is used for recording both credits for fees
140 and debits for refunds.

- 141 2. Other accounting is the same for out-of-state tuition as that outlined under in-state
142 tuition except separate out-of-state accounts are used.
- 143 a. In the case of fees not collected from students under grants and contracts, the
144 same expense account under Scholarships and Fellowships may be used.

145 IV. eRate

146 A. Description of Fee

- 147 1. The eRate is available to students who enroll at TBR institutions, who are classified
148 as non-residents of Tennessee, and who are enrolled exclusively in online or other
149 remote delivery courses.
- 150 2. The eRate is 150% of the institution's approved in-state tuition rate.
- 151 3. The hourly rate will not be discounted for students receiving the eRate and enrolling
152 in greater than 12 hours.
- 153 4. To qualify for an eRate, students must:
- 154 a. Meet all institution admission requirements and must
- 155 b. Be verified and documented by the institution as an online out-of-state student
156 enrolled exclusively in courses delivered exclusively online or by other remote
157 delivery methods.
- 158 c. Out-of-state students must both be classified as an out-of-state student and be
159 physically living outside the state of Tennessee. Undocumented students living
160 in Tennessee do not qualify for the eRate.
- 161 5. Students enrolled in any type courses with an on-ground, in Tennessee component
162 will not be eligible for the eRate specified in this guideline and will instead incur
163 traditional out-of-state tuition and fees.
- 164 a. Students who enroll in both online or remote delivery courses and on-ground in
165 Tennessee courses and subsequently drop the on-ground courses will not then
166 become eligible for the eRate.

167 B. Accounting Treatment

- 168 1. The eRate fee will be recorded as out-of-state tuition.

169 V. **Mandatory Fees**

170 Mandatory fees are generally fees to support various programs that are assessed to all
171 enrolled students and are not course dependent.

172 **A. Debt Service Fees**

- 173 1. The amount of debt service fees will be approved by the Tennessee Board of
174 Regents. Separate rates are recommended by each institution based on
175 requirements of the institution.
- 176 2. Revenue from debt service fees will be recorded in the unrestricted current fund and
177 then transferred to the retirement of indebtedness fund.
- 178 3. At the conclusion of the debt retirement for a given project, the debt service fee
179 attributed to the project will cease. Any new project requires the approval of a new
180 debt service fee on its own merits without the reallocation of any existing fee. Any
181 continuation of fees necessary for renewal and replacement of a project for which
182 the debt is totally retired must be approved for that purpose by the Tennessee
183 Board of Regents.

184 **B. Student Activity Fees**

- 185 1. Student activity fees must be approved by the Tennessee Board of Regents. Such
186 fees may be recommended by each institution based on facilities and services to be
187 provided which are related to the activity fee. These services include but are not
188 limited to access to all social, athletic, and cultural functions sponsored by the
189 school. Per TCA §49-8-109, these services are available to any student upon the
190 payment of the regular activity fee.

191 A portion of the student activity fee (and/or tuition) may be allocated to the student
192 government association (SGA) and recorded in the restricted fund as an SGA fee.

193 A referendum providing for an increase in that portion of the student activity fee
194 (and/or tuition) received by the SGA may be held for student body approval or
195 rejection. Per TCA §49-8-110, the referendum shall be held at the election for
196 SGA officers and shall be on the ballot with the candidates for the offices. The

197 referendum shall be held if the SGA legislative body votes to hold such a
198 referendum and if the appropriate college administrative body approves the
199 decision to hold a referendum. In the event a majority of the students voting in the
200 election approve the question submitted in the referendum, then that portion of the
201 student activity fee allocated to the SGA shall be increased by the amount
202 approved subject to the Board's approval. The increased portion shall be used for
203 student projects, student activities and student scholarships. The uses shall be
204 approved by the appropriate administrative body of the college designated to
205 supervise and advise the SGA.

206 The student activity fee portion will be unrestricted current funds revenues. These
207 fees are refundable on the same basis as tuition or as established by the
208 institution.

209 C. Technology Access Fees

210 1. A fee shall be levied by each institution for the purpose of providing student access
211 to computing and similar technologies. It is refundable on the same basis as tuition
212 or as established by the institutions. Institutions shall establish expenditure
213 accounts and designated revenue accounts for purposes of recording technology
214 access fees and expenditures.

215 2. Use

216 The TAF should be used by TBR institutions for direct student benefit, for items
217 such as new and improved high technology laboratories and classrooms,
218 appropriate network and software, computer and other equipment, and
219 technological improvements that enhance instruction. Use of TAF funds includes
220 but is not limited to the following items:

221 a. Computers and other technical laboratory supplies, equipment, and software
222 and maintenance.

223 b. Network costs (internet service, interactive video, etc.)

- 224 c. "Smart" or multimedia classroom equipment and classroom modifications.
- 225 d. Lab and course staffing - student and staff assistance for lab and classroom
- 226 uses; community colleges are limited to 25% maximum of current-year TAF
- 227 revenues for student or staff employees.
- 228 e. Renewal and replacement reserves as necessary.
- 229 f. New machines for faculty use when faculty are actively engaged in developing
- 230 and conducting on-line courses.
- 231 g. Faculty and staff development directly related to the introduction or application
- 232 of new technology which impacts students. These guidelines should have the
- 233 flexibility to place instructional technology in a faculty lab where course
- 234 materials are being prepared. For example, TAF funds can be used to create
- 235 faculty labs to include the purchase of computers and to conduct faculty
- 236 training and course development. (Travel costs for faculty and staff are
- 237 excluded; however, consultants may be hired as needed for training.)
- 238 h. Infrastructure (wiring, network, servers, etc.) necessary to provide students
- 239 maximum computing capability. A ceiling is established of 50% of the total
- 240 project costs from which technology access fees can be used.
- 241 i. Expand technology resources in library, i.e., video piped anywhere on campus,
- 242 interactive video room for distance education, network for web video courses.

243 Compliance with these guidelines will be audited by the internal audit staff and

244 reported to the Board as determined by the internal auditor's annual risk-based

245 planning process or other appropriate means.

246 D. Program Services Fee

- 247 1. This includes support for application to the college, change of course processing,
- 248 transcript processing, graduation ceremonies, parking facilities, etc. It is refundable
- 249 on the same basis as tuition or as established by the institution.

250 E. Sustainable Campus Fee

251 1. This supports campus environmentally sustainable efforts and initiatives. See TBR
252 Guideline B-065 *Sustainable Campus Fee Program* for program requirements.

253 F. International Education Fee

254 1. The amount of the International Education Fee will be approved by the Tennessee
255 Board of Regents. Separate rates are recommended by each institution based on
256 requirements of the institution. Generally, the fee supports cultural and international
257 opportunities, student activities for all students, and promotion of student's world
258 knowledge. This fee assists in integrating cultural and international concepts across
259 all academic disciplines in order to increase a student's ability to compete in the
260 international environment.

261 2. International Education Fee Usage Per TBR Policy 2.08.10.00

262 a. Recognizing the need for flexibility while maintaining accountability, the TBR
263 has established the optional assessment of an international education fee to be
264 paid by each student enrolled in the institutions.

265 b. Individual institutions have authority to allocate funds to activities in support of
266 globalization efforts for the campus, including international professional
267 development of the faculty.

268 c. Institutions should use a portion of the revenue generated through the
269 international education fee for study abroad scholarships.

270 d. Individual institutions are responsible for establishing an infrastructure to
271 determine the allocation of the international education fees collected from
272 students to promote globalization at the home institution. The infrastructure
273 should include student representation or input received from the entire study
274 body.

275 e. Employee Compensation/Benefits provided by Program Abroad

276 i. An allocation of salary and benefit costs for those involved in providing
277 direct support for international programs are allowable but should be
278 controlled and kept to a minimum.

279 ii. Faculty engaged in directing or teaching study abroad courses receive
280 remuneration from their home institutions. Direct instructional cost should
281 be charged to the appropriate departmental budget and not to the
282 international education fee budget.

283

284 VI. Specialized Academic Program Fees

285 Certain academic programs require expensive maintenance/updating of equipment and
286 software and the employment of highly qualified staff. The high costs of instruction for these
287 programs can be offset by establishing specialized academic fees, with the Board's
288 approval. To receive approval for a specialized academic fee, a program will be required to
289 meet criteria A, High Cost of Instruction as defined below. Additionally, it is preferred that
290 the program document meeting criteria B-H if applicable.

291 A. High Cost of Instruction. Programs qualifying for charging specialized academic fees
292 must demonstrate that they are more costly than other programs offered by the
293 institution. If appropriate, the extraordinary cost of the program must be validated
294 including benchmarking with similar programs in the region and nation.

295 B. High Demand. The number of students enrolled in the program and the student credit
296 hours generated are sufficient to justify additional fees.

297 C. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for
298 charging specialized academic fees are expected to be those that require extensive
299 maintenance and regular updating of equipment and/or software, all of which are very
300 expensive. An average hardware/software cost per student credit hour serves as the
301 basis for determining the amount of the fee.

302 D. Accreditation. Meeting standards of specific accrediting agencies may also qualify a
303 specialized program for charging specialized academic fees. The accrediting standards
304 that justify a fee are those that specify the possession and use of certain equipment and
305 unique software that are extraordinarily costly and/or the employment of faculty with
306 specific credentials that demand high salaries.

- 307 E. High Recognition and Quality. The programs approved for specialized academic fees
308 are expected to be distinctive and with a regional reputation. The program should
309 demonstrate that it has achieved exceptional recognition in its particular enterprise.
- 310 F. High Value to Tennessee. The program should demonstrate that it is a good investment
311 for the State of Tennessee to justify charging extra fees to the student. The graduates'
312 earning potential and the associated benefit to the state economy should be projected,
313 as well as the efforts taken by the institution to aid graduates in finding appropriate
314 employment in Tennessee.
- 315 G. Impact on Affected Students. Through surveys, questionnaires, or other suitable
316 means, the program should demonstrate that the charging of additional fees will not
317 diminish enrollment. The program should demonstrate that enrolled students realize
318 that the potential earning power in the work force justifies their additional investment.
- 319 H. Institution must submit documentation of the above applicable criteria when requesting
320 approval of a specialized academic fee. Specialized academic course fee revenues are
321 limited to funding related costs accumulated in the instruction function.

322 VII. [Miscellaneous Course Fees](#)

323 All miscellaneous fees must be approved by TBR. Fees for courses requiring special off-
324 campus facilities or services do not require Board approval but should reflect the cost of the
325 facilities or services. Fees for courses requiring materials or services that are required or
326 recommended by faculty and are a direct pass-through of the actual cost charged by a
327 third-party provider may be approved by the chancellor. Examples include but are not
328 limited to state board nursing exam preparatory programs, industry certification exam fees,
329 etc. Fees approved by the chancellor will be provided to the Board as an interim action
330 item.

331 VIII. [Incidental Fees and Charges](#)

332 A. Uniform Rates and Policies - Institutions

333 The following fees will be uniformly charged (or, if applicable, to the extent that they
334 remain within the set range) at all institutions both as to the amount and condition of
335 assessment. Charges are subject to approval by the Tennessee Board of Regents.

336 1. Returned Check Fee: \$30.00 per check - nonrefundable. All institutions will charge
337 a returned check fee that is the maximum set by state law. This fee will apply to all
338 returned checks received by the institution, whether from students, faculty, staff, or
339 other parties. The Board will review state statutes each spring to determine any
340 changes. (T.C.A. § 47-29-102)

341 2. Prior Learning Assessment (PLA) fee: \$25 (non-refundable). This fee, also known
342 as credit by exam fee, will be assessed at the rate of \$25 per exam, regardless of
343 the number of credit hours awarded. PLA standards were developed by the
344 Tennessee Prior Learning Assessment Task Force and adopted by the TBR and UT
345 Systems.

346 B. Other Fees and Charges Subject to Board Approval

347 1. All Institutions

348 a. The following fees may be assessed by all institutions. Specific rate
349 recommendations will be developed separately by each institution for approval
350 by the Tennessee Board of Regents. In review of the recommendations, the
351 Board staff will consider the consistency of fees for comparable services among
352 institutions.

353 i. Motor Vehicle Registration - nonrefundable. A fee may be levied by each
354 institution per academic year, per fiscal year and/or per academic term
355 for motor vehicle registration. The fee may be assessed to faculty and
356 staff.

357 ii. Traffic Fines - nonrefundable. These fines will apply to all employees and
358 students.

- 386 iii. Admissions fees to athletic and other events open to the public, including
387 special events sponsored by campus organizations and activities.
- 388 iv. Sales and services of educational activities such as clinical services,
389 publications, etc.
- 390 v. Registration for conferences, institutes, and non-credit activities. Fees
391 established for non-credit courses and activities shall at a minimum be
392 sufficient to cover the total costs incurred in providing instruction and
393 may be influenced by current market rates for comparable courses or
394 training.
- 395 vi. Fees for use of campus facilities for recreational purposes.
- 396 vii. Parking permits and parking meters for use by guests and visitors.
- 397 viii. Library fines, which will apply to students, faculty, staff, and other library
398 users.
- 399 ix. Child Care Fees - Kindergarten, Preschool, Early Childhood, Day Care,
400 or similarly defined activities. The refund policy will be established by the
401 institution.
- 402 x. Special Exam Fee and Standardized Test Fees - nonrefundable. The fee
403 will be determined based upon cost to the institution.
- 404 xi. Identification Card Replacement - nonrefundable. There will be no
405 charge for the original identification card. A fee may be set by each
406 institution to offset the cost of replacing the card. This fee applies only to
407 student ID cards and not to faculty and staff ID's.
- 408 xii. Change of Course or Section Fee - nonrefundable. If the change is
409 caused by the institution, there will be no charge for the change. If two or
410 more forms are used at one time, they will be treated as one
411 change/form. Institutions may waive the fee for schedule changes.

412 IX. **Deposits**

- 413 A. Breakage deposits may be required by the institution for courses or items in which it
414 can be shown that there is a reasonable chance of loss or damage to items issued to
415 students. The amount of the deposit should be related to the materials issued and
416 subject to a 100% refund.
- 417 B. A deposit may be established by the institution for rent or lease of buildings and
418 facilities or for the issuance of other institutional property or equipment. Deposits should
419 be subject to a 100% refund if no damage or loss occurs. The amount of such deposits
420 should be related to the value of the facilities or equipment subject to loss and the
421 general ability of the institution to secure reimbursement should loss or damage occur.

422 X. **Other Fee and Charge Considerations**

- 423 A. Institutions may submit for Board of Regents approval fees and charges not specifically
424 covered by those guidelines when the establishment of a fee or charge is justified by
425 the institution.
- 426 B. When fees and charges are incorporated in agreements with outside contractors and
427 vendors, specific rates, refunds, and conditions must be clearly stated.

428 X. **Refunds and Fee Adjustments**

- 429 A. Adjustments to all fees and charges must be in accordance with the following provisions
430 except as previously stated, or when required by federal law or regulation to be
431 otherwise.
- 432 B. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or
433 National Guard service during the semester are entitled to a 100% adjustment or credit
434 of mandatory fees.
- 435 C. Tuition Refunds and Adjustments
- 436 1. Refunds are 100% for courses canceled by the institution.
- 437 2. Changes in courses involving the adding and dropping of equal numbers of SCH's
438 for the same term at the same time require no refund or assessment of additional
439 tuition, unless the dropping and adding involves TNeCampus courses.

- 440 3. The fee adjustment for withdrawals or drops during regular terms (fall and spring) is
441 75% from the first day of classes through the fourteenth calendar day of classes
442 and then reduced to 25% for a period of time which extends 25% of the length of
443 the term. When the first day of the academic term falls on a Saturday, the 100%
444 refund period is extended through the weekend until the following Monday morning
445 (12:01 am). There is no fee adjustment after the 25% period ends. Dropping or
446 withdrawing from classes during either the 75% or the 25% fee adjustment period
447 will result in a fee adjustment of assessed tuition based on the total credit hours of
448 the final student enrollment.
- 449 4. For summer sessions and other short terms, the 75% fee adjustment period and the
450 25% fee adjustment period will extend a length of time which is the same proportion
451 of the term as the 75% and 25% periods are of the regular terms.
- 452 5. All fee adjustment periods will be rounded to whole days and the date on which
453 each fee adjustment period ends will be included in publications. In calculating the
454 75% period for other than the fall and spring and in calculating the 25% length of
455 term in all cases, the number of calendar days during the term will be
456 considered. When the calculation produces a fractional day, rounding will be up or
457 down to the nearest whole day.
- 458 6. A full refund (100%) is provided on behalf of a student whose death occurs during
459 the term. Any indebtedness should be offset against the refund.
- 460 7. A 100% refund will be provided for students who drop a course or courses prior to
461 the beginning of the first day of class.
- 462 8. A 100% refund will be provided to students who are compelled by the institution to
463 withdraw when it is determined that through institutional error, they were
464 academically ineligible for enrollment or were not properly admitted to enroll for the
465 course(s) being dropped. An appropriate official must certify in writing that this
466 provision is applicable in each case.

467 9. When courses are included in a regular term's registration process for
468 administrative convenience, but the course does not begin until later in the term, the
469 75%/25% fee adjustment periods will be based on the particular course's beginning
470 and ending dates. This provision does not apply to classes during the fall or spring
471 terms which may meet only once per week. Those courses will follow the same
472 refund dates as other regular courses for the term.

473 10. The fee adjustment is calculated as the difference between (1) the per credit hour
474 cost of originally enrolled hours and (2) the per credit hour cost of the courses at
475 final enrollment after adjustments have been applied for all courses
476 dropped. Adjustments are calculated at the full per credit hour rate less the fee
477 adjustment credit at the applicable fee adjustment percentage (regardless of the
478 original number of hours enrolled). Not all drops/withdrawals will result in fee
479 adjustments.

480 D. Out-of-State Tuition Refunds and Fee Adjustments

481 1. The fee adjustment provision for out-of-state tuition is the same as that for in-state
482 tuition. The 75% fee adjustment period and the 25% fee adjustment period will
483 follow the same dates as the fee adjustment periods for in-state tuition.

484 E. Debt Service Fee Refunds

485 1. Debt service fees will be subject to the same refund policy as tuition.

486 XI. **Payment of Student Fees and Enrollment**

487 A. All assessed fees by an institution governed by the Tennessee Board of Regents are
488 due and payable at the time of registration or at a time set by the institution.-

489 1. ~~An-Community colleges institution-~~ may implement deferred payment plans as may
490 be allowed under a TBR guideline and as authorized for the student.

491 B. An individual will be considered enrolled and counted as a student at a TBR institution
492 when:

493 1. all assessed fees have been paid (unless otherwise noted in policy); or

- 494 2. the initial minimum payment due under any deferred payment plans has been paid;
495 or
496 3. an acceptable commitment from an agency or organization approved by the
497 institution has been received by the institution.

498 C. An individual shall possess an acceptable commitment when an application(s) for
499 financial aid has been timely submitted with the reasonable probability of receiving
500 such.

501 ~~1. Agencies or organizations which may be approved by the institution for purposes of~~
502 ~~making acceptable commitments for applicants shall be limited to agencies of the~~
503 ~~federal or state governments authorized to provide financial aid, established~~
504 ~~financial institutions within the state, established in state and out of state~~
505 ~~corporations which employ the applicant, foreign embassies and foreign~~
506 ~~corporations, and other organizations within the state which have previously~~
507 ~~demonstrated the ability to pay the commitment.~~

508 2.1. An acceptable commitment from an agency or organization shall be limited
509 to a commitment which identifies the applicant and promises to pay all unpaid
510 assessed fees for such applicant.

511 2. No commitments from individuals will be accepted on behalf of applicants.

512 D. Pursuant to the above condition, institutions ~~with a continuous registration process~~ must
513 require payment of all applicable fees or payment of the initial minimum payment due
514 under the deferred payment plan or have an acceptable commitment from an agency or
515 organization. Otherwise, institutions must purge students from the class rolls that
516 haven't satisfied the payment requirements.

517 1. At a minimum, two purges for non-payment should occur.

518 2. One purge for non-payment must occur sometime prior to the beginning of classes.

519 3. A final purge should must occur on or before the census date to ensure that only
520 students that have met the payment requirements are reported in the census
521 reports. prior to the regular registration period as defined by each institution.

522 3.4. Students will not be purged for non-payment if the debt owed, whether current
523 debt or prior debt is less than \$100.

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525 ~~Students who do not prepay all fees or have an acceptable approved financial aid~~
526 ~~deferment will forfeit pre-registration privileges and must enroll under the normal~~
527 ~~registration process.~~

528 ~~A prepayment plan to assist parents and students with planning and budgeting their~~
529 ~~academic year expenses is authorized. Under the plan, students may choose the~~
530 ~~expenses they wish to prepay including tuition, and fees. Expenses can be prepaid~~
531 ~~over a period of eight months.~~

532

533 D.E. Notwithstanding any other requirements in policy, there will be no record holds,
534 enrollment holds, or purging of students for non-payment if the debt owed, whether
535 current debt or prior debt, is less than \$100.

536 E.F. All outstanding debts and obligations of \$100 or greater not evidenced by an
537 acknowledgement of debt/promise to pay agreement (see Section IVXIV) or a current
538 semester deferred payment agreement must be fully satisfied by the 14th day purge of
539 the semester.

540 F.G. An individual will not be considered for admission/readmission as a student until
541 all past due debts and obligations of \$100 or greater incurred in prior academic terms,
542 of whatever nature, have been paid, or the student, if allowable, has entered into an
543 acceptable acknowledgement of debt/promise to pay agreement (see Section IVXIV)
544 with the institution for the past due debts and obligations.

545 G.H. When an individual tenders payment of fees by means of a personal check or
546 credit card, the individual may be considered and counted as a student. If the payment

547 is subsequently dishonored by the financial institution, and the payment is not
548 redeemed in cash, the institution has the option to not consider that student as enrolled
549 for the term.

550 1. At the discretion of the institution, the student may be considered enrolled and will
551 be assessed the applicable returned payment fee, the applicable late registration
552 fee, and normal collection procedures as prescribed in TBR Guideline B-010
553 (Collection of Accounts Receivable) will be followed.

554 2. Institutions may deny future check writing privileges to students who have paid
555 registration fees with checks that are subsequently dishonored.

556 3. While institutions have discretion in how these situations will be handled, all
557 students must be treated the same at that institution.

558 4. The institutions are authorized, subject to approval by the Board, to establish
559 charges for late registration and/or payments which are returned dishonored, and
560 such charges shall become assessed fees for purposes of admission.

561 XII. [Records Holds](#)

562 A. Except as provided in sub-section [H.XII](#). B. hereof, institutions shall not issue diplomas,
563 transcripts, certificates of credit or grade reports until the student involved has satisfied
564 all debts or obligations of \$100 or greater or the debts or obligations are evidenced by
565 notes or other written contracts providing for future payment, such as, but not, limited
566 to, loans authorized under federal or state education or student assistance acts. This
567 does not prohibit the conferring of the degree. Diplomas, transcripts, certificates of
568 credit, and grade reports shall not be withheld for debts that are less than \$100.

569 B. The colleges in the college system of Tennessee shall issue a certificate of credit or
570 official transcript for a student seeking admission to any college in the college system of
571 Tennessee if the student has entered a written agreement (acknowledgement of
572 debt/promise to pay) to satisfy the outstanding debt or obligation owed to the college
573 issuing the certificate of credit or official transcript in the form of Exhibit 1 hereto.

- 574 1. Any credit or official transcript issued under this subsection shall indicate that it is
575 subject to an outstanding debt to the issuing college.
- 576 2. The college receiving the certificate of credit or official transcript issued shall not
577 subsequently issue a diploma, certificate of credit or official transcript to that student
578 until it receives proof that the student has satisfied the outstanding debt to the
579 college that issued the certificate of credit or official transcript. This does not prohibit
580 the conferring of the degree.

581 XIII. **Enrollment Holds**

- 582 A. A student must pay any past due debts and obligations owed to the institution
583 incurred in prior academic terms before being permitted to register at the institution
584 unless the debt is less than \$100, or an acknowledgement of debt/promise to pay
585 agreement (see section [IVXIV](#)) for the prior debt or obligation has been executed.
- 586 B. Institutions shall allow enrollment when the outstanding obligation is less than \$100.
- 587 1. Additionally, all known debts and obligations to the institution incurred during the
588 current term of \$100 or greater must be satisfied prior to a student being allowed
589 to pre-register for any future terms.
- 590 C. An amount owed under the institution's deferred payment plan for enrollment fees
591 which is not yet due shall not cause an enrollment hold to be applied.
- 592 D. A student that is currently assigned to a collection agency will be allowed to register
593 if the student signs an acknowledgement of debt/promise to pay agreement in the
594 form of Exhibit 1 hereto that acknowledges they will not receive a diploma,
595 certificate of credit or official transcript (except as provided in XIII. A and B above)
596 until the debt is paid in full. This does not prohibit the conferring of the degree. The
597 student account will not be recalled from the collection agency.

598 XIV. **Acknowledgement of Debt/Promise to Pay Agreement for Prior Debt and Obligations**

- 599 A. A student who has prior outstanding debt of \$100 or more and was not enrolled in
600 the preceding semester (excluding summer semester) may execute an
601 acknowledgement of debt/promise to pay agreement with the institution.

- 602 1. The acknowledgement of debt/promise to pay agreement will require that the
603 debt be fully satisfied before a diploma or degree will be issued. However, this
604 does not prohibit the conferring of the degree.
- 605 2. The acknowledgement of debt/promise to pay agreement will require continuous
606 enrollment.
- 607 a. If continuous enrollment is not maintained the institution may continue with
608 immediate collection efforts as prescribed in TBR Guideline B-010
609 (Collection of Accounts Receivable) or pursuant to the terms of any
610 previously executed repayment agreement.
- 611 3. A student may only ever execute one such agreement with the institution.
- 612 4. "Continuous enrollment" means a student is enrolled in the fall and spring
613 semesters of a single academic year unless granted a medical or personal leave
614 of absence. Allowable medical or personal reasons may include illness of the
615 student; illness or death of an immediate family member; extreme financial
616 hardship of the student or student's immediate family; fulfillment of a religious
617 commitment encouraged of members of that faith; fulfillment of required initial
618 active duty for training as a National Guard or Reserve member or for National
619 Guard or Reserve mobilization.

620 XV. Applicability of Fees

- 621 A. In accordance with this policy, the president or designee of an institution or the
622 chancellor or designee has the authority to determine the applicability of certain fees
623 ~~(as defined in Guideline B-060 Fees, Charges, Refunds and Fee Adjustments)~~, fines,
624 charges, and refunds, and to approve exceptions in instances of unusual circumstances
625 or for special groups. All such actions should be properly documented for auditing
626 purposes.

627 XVI. Exceptions

- 628 A. With regard to payment of student fees and enrollment, ~~t~~The Chancellor or designee
629 may approve exceptions to the requirements of this policy in appropriate circumstances.

630 B. Requests for exceptions [from Presidents](#) must ~~be signed by the President and~~
631 include sufficient justification documentation.

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644 **Sources**

645 **Authority**

646 T. C.A. §§ 47-29-102, 49-7-102, 49-7-113, 49-7-2301, 49-7-2302, 49-8-109

647 **History**

648 December 2, 1977 TBR meeting. Revised March 14, 1980 TBR meeting; November 13, 1991
649 presidents meeting; November 8, 1982 presidents meeting; July 1, 1984; November 1, 1988;
650 May 15, 1990 presidents meeting; August 14, 1990 presidents meeting; November 1[§]0, 1992
651 presidents meeting; August 10, 1993 presidents meeting; November 9, 1993 presidents
652 meeting; August 9, 1994 presidents meeting; May 8, 1995 presidents meeting, August 8, 1995
653 presidents meeting, November 8, 1995 presidents meeting, February 6, 1996 presidents
654 meeting, May 14, 1996 presidents meeting, November 12, 1996 presidents meeting, May 6,
655 1997 presidents meeting, July 16, 1997 called Board meeting, November 5, 1997 presidents
656 meeting, February 17, 1998 presidents meeting via conference call, August 25, 1998
657 presidents meeting, May 9, 2000 presidents meeting, August 8, 2000 presidents meeting,
658 November 8, 2000 presidents meeting, February 13, 2001 presidents meeting, August 21,
659 2001 presidents meeting, May 21, 2002 presidents meeting, February 11, 2003 presidents
660 meeting, May 20, 2003 presidents meeting, February 10, 2004 presidents meeting, August 17,
661 2004 presidents meeting, February 8, 2005 presidents meeting, May 17, 2005 presidents
662 meeting, February 8, 2006 presidents meeting, May 16, 2006 presidents meeting, August 16,
663 2006 presidents meeting, May 15, 2007 presidents meeting, August 21, 2007 presidents
664 meeting, November 6, 2007 presidents meeting, February 17, 2009 presidents meeting; May
665 12, 2009 presidents meeting; August 11, 2009 presidents meeting; November 10, 2009
666 presidents meeting; February 16, 2010 presidents meeting; February 15, 2011 presidents
667 meeting; May 17, 2011 presidents meeting; August 16, 2011 presidents meeting; May 16, 2012

668 presidents meeting; August 21, 2012 presidents meeting; Revised at Presidents Meeting,
669 February 4, 2014; Revised at Presidents Meeting, August 18, 2015; Revised at Presidents
670 Meeting, November 10, 2015; Presidents Meeting February 2, 2016; August 8, 2017.

671 **Related Policies**

- 672 • [Access to and Use of Campus Property and Facilities](#)
- 673 • [Policy for Classifying Students In-State & Out-of-State for Paying College Fees & Tuition &](#)
- 674 [for Admission Purposes](#)

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Fees, Charges, Refunds, and Payments – Community Colleges:

4.01.03.00

Policy Area

Business and Finance

Applicable Divisions

Community Colleges

Purpose

The purpose of the following policy is to outline significant provisions for consistent administration of fees, charges, refunds, payment of fees and enrollment of students for the community colleges governed by the Tennessee Board of Regents. The policy largely represents a consolidation of existing statements and practices. The policy contents include general and specific provisions for: in-state tuition (sometimes referred to as maintenance fees); out-of-state tuition; other fees; deposits; refunds; payment of fees and enrollment of students.

The policy supersedes all previous fee and refund policies and may be revised by action of the Tennessee Board of Regents or the Chancellor. Exceptions to the policy may be made by the Chancellor.

I. General Provisions

A. Establishment of Fees and Charges

1. The Tennessee Board of Regents must establish or approve all institutional fees and charges unless authority has been delegated to the chancellor or presidents.
2. The institution president is responsible for the enforcement and collection of all fees and charges. Fees and charges which specifically do not require Board approval, unless otherwise noted, must receive formal approval by the chancellor (or designee) or the president (or designee) as applicable (see section VII for pass-through charges).
3. Institutions should attempt to follow a general format in publishing information on fees and charges, including but not limited to the following:
 - a. All statements which include the fee amount should be complete and specific enough to prevent misunderstanding by readers.

- b. When a fee is quoted, the refund procedures should be clearly stated. If there are qualifying conditions for refunds, those conditions also should be stated. If there is no refund, it should be labeled as non-refundable.
- c. Whenever possible, specific dates related to the payment of fees and the refund procedures should be stated.
- d. It should be made clear that all fees are subject to change at any time.

II. In-State Tuition

A. Description

- 1. In-state tuition is a charge to in-state students enrolled in credit courses. It is calculated based on the number of Student Credit Hours (SCH's) for which the student enrolls.
- 2. The charge is applicable to courses for which the student is enrolled on an audit basis.

B. Rates

- 1. Rates are established by the Board and incorporated in a fee schedule. The hourly rate will be discounted when students enroll in greater than 12 hours.
- 2. For community colleges with multiple summer sessions, tuition may be assessed by using the current part-time rate with no maximum amount for total credit hours enrolled.
- 3. In-state tuition may not be waived. However, specific exceptions are provided in the following instances:
 - a. Pursuant to T.C.A. § 49-7-113, exceptions exist for certain disabled and elderly students, as well as state service retirees. For audit courses, no tuition or mandatory fee is required for persons with a permanent, total disability, persons 60 years of age or older and domiciled in Tennessee and persons who have retired from state service with 30 or more years of service, regardless of age. For courses taken for credit, a fee of \$70 per semester may be charged to persons with a permanent, total disability, and persons who will become 65

years of age or older during the academic semester in which they begin classes and who are domiciled in Tennessee. (Note: This fee includes all mandatory fees (including but not limited to debt service, student activity, general access, SGA, technology access, program service, sustainable campus, and international education); it does not include any other non-mandatory fees.

- b. Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. If these provisions are invoked by a student, the correct applicable law should be determined and followed.
4. Military reserve and national guard personnel who are mobilized to active military service within six months of attendance at a TBR institution and whose mobilization lasts more than six months shall be charged upon re-enrollment at such institution the tuition, student activity fees and required registration or matriculation fees that were in effect when such student was enrolled prior to mobilization. After re-enrollment, no increase in tuition, student activity fees or required registration or matriculation fees shall be assessed to such student until a period of time equal to one year plus the combined length of all military mobilizations has elapsed. In no event, however, shall a student's tuition and fees be frozen after re-enrollment for more than four years.
 - a. To be eligible for the tuition and fee freeze, the student shall have completed military service under honorable conditions and shall re-enroll in a TBR institution within six months of release from active duty.
 - b. A student eligible for the tuition and fee freeze may transfer from one state institution of higher education to another state institution of higher education one time with such student's tuition and fees calculated at the institution to which the student transfers as if the student had been in attendance at that

institution before the mobilization that resulted in the student's tuition and fee freeze at the initial institution.

C. Accounting Treatment

1. A revenue account for in-state tuition is used to record both the revenue assessed and refunds made.
2. As provided in GASB Statements 34 and 35, summer school revenues and expenditures must be accrued at fiscal year-end. Summer school activity will not be allocated to only one fiscal year.
3. In some cases, full fees are not assessed to students. These occur when statutes establish separate rates for such groups as the disabled, elderly, and military dependents. The difference between normal fees and special fees is not assessed. Fees not assessed in these cases do not represent revenue. For administrative purposes the fees may be calculated and credited to revenue, then written off against a contra revenue account.
4. Agreements/contracts may be executed with a third party (federal agency, corporation, institution, etc.), but not with the individual student, to deliver routine courses at a fixed rate or for the cost of delivering the course and may provide for fees not to be charged to individual students. Individual student fees will be assessed as usual and charged to the functional category Scholarships and Fellowships. The amount charged to or paid by the third party is credited to the appropriate Grants and Contracts revenue account.
5. In some cases, a non-credit course provides an option to grant regular credit. If a separate (or additional) fee is collected because of the credit, that amount is reported as tuition revenue.
6. Full-time employees of the Tennessee Board of Regents, the Locally Governed Institutions (LGIs), and the University of Tennessee systems may enroll in one course per term at any public postsecondary institution, with tuition and mandatory

fees waived for the employee. No tuition paying student shall be denied enrollment in a course because of enrollment of TBR, LGI, and UT employees.

7. Spouses and dependents of employees of the Tennessee Board of Regents system may be eligible for a tuition and mandatory fee discount for undergraduate courses at Tennessee Board of Regents institutions, the LGIs, and the University of Tennessee.

Tennessee Board of Regents institutions exchange funds for tuition and mandatory fee discounts of employees' spouses and dependents who participate in a Tennessee Board of Regents educational assistance program. This also applies to exchanging of funds for tuition discounts between Tennessee Board of Regents institutions, the LGIs, and the University of Tennessee institutions.

8. Fee waivers for full-time State employees and fee discounts to children of certified public-school teachers shall be accounted for as a scholarship.

III. [Out-of-State Tuition](#)

A. Description of Fee

1. Out-of-State tuition is charged to students classified as non-residents who are enrolled for credit courses, including audit courses.
2. Out-of-state tuition fee rates are established by the Tennessee Board of Regents and are incorporated in the annual fee schedule.
3. Applicability of out-of-state tuition is determined pursuant to Tennessee Board of Regents Policy for Classifying Students In-State and Out-of-State for Paying College Fees & Tuition & for Admission Purposes (No. 3.05.01.00). The business office will collect fees based upon student classification as determined by the appropriate authority within the institution.

B. Accounting Treatment

1. A revenue account for out-of-state tuition is used for recording both credits for fees and debits for refunds.

2. Other accounting is the same for out-of-state tuition as that outlined under in-state tuition except separate out-of-state accounts are used.
 - a. In the case of fees not collected from students under grants and contracts, the same expense account under Scholarships and Fellowships may be used.

IV. eRate

A. Description of Fee

1. The eRate is available to students who enroll at TBR institutions, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online or other remote delivery courses.
2. The eRate is 150% of the institution's approved in-state tuition rate.
3. The hourly rate will not be discounted for students receiving the eRate and enrolling in greater than 12 hours.
4. To qualify for an eRate, students must:
 - a. Meet all institution admission requirements and must
 - b. Be verified and documented by the institution as an online out-of-state student enrolled exclusively in courses delivered exclusively online or by other remote delivery methods.
 - c. Out-of-state students must both be classified as an out-of-state student and be physically living outside the state of Tennessee. Undocumented students living in Tennessee do not qualify for the eRate.
5. Students enrolled in any type courses with an on-ground, in Tennessee component will not be eligible for the eRate specified in this guideline and will instead incur traditional out-of-state tuition and fees.
 - a. Students who enroll in both online or remote delivery courses and on-ground in Tennessee courses and subsequently drop the on-ground courses will not then become eligible for the eRate.

B. Accounting Treatment

1. The eRate fee will be recorded as out-of-state tuition.

V. **Mandatory Fees**

Mandatory fees are generally fees to support various programs that are assessed to all enrolled students and are not course dependent.

A. **Debt Service Fees**

1. The amount of debt service fees will be approved by the Tennessee Board of Regents. Separate rates are recommended by each institution based on requirements of the institution.
2. Revenue from debt service fees will be recorded in the unrestricted current fund and then transferred to the retirement of indebtedness fund.
3. At the conclusion of the debt retirement for a given project, the debt service fee attributed to the project will cease. Any new project requires the approval of a new debt service fee on its own merits without the reallocation of any existing fee. Any continuation of fees necessary for renewal and replacement of a project for which the debt is totally retired must be approved for that purpose by the Tennessee Board of Regents.

B. **Student Activity Fees**

1. Student activity fees must be approved by the Tennessee Board of Regents. Such fees may be recommended by each institution based on facilities and services to be provided which are related to the activity fee. These services include but are not limited to access to all social, athletic, and cultural functions sponsored by the school. Per TCA §49-8-109, these services are available to any student upon the payment of the regular activity fee.

A portion of the student activity fee (and/or tuition) may be allocated to the student government association (SGA) and recorded in the restricted fund as an SGA fee.

A referendum providing for an increase in that portion of the student activity fee (and/or tuition) received by the SGA may be held for student body approval or rejection. Per TCA §49-8-110, the referendum shall be held at the election for SGA officers and shall be on the ballot with the candidates for the offices. The

referendum shall be held if the SGA legislative body votes to hold such a referendum and if the appropriate college administrative body approves the decision to hold a referendum. In the event a majority of the students voting in the election approve the question submitted in the referendum, then that portion of the student activity fee allocated to the SGA shall be increased by the amount approved subject to the Board's approval. The increased portion shall be used for student projects, student activities and student scholarships. The uses shall be approved by the appropriate administrative body of the college designated to supervise and advise the SGA.

The student activity fee portion will be unrestricted current funds revenues. These fees are refundable on the same basis as tuition or as established by the institution.

C. Technology Access Fees

1. A fee shall be levied by each institution for the purpose of providing student access to computing and similar technologies. It is refundable on the same basis as tuition or as established by the institutions. Institutions shall establish expenditure accounts and designated revenue accounts for purposes of recording technology access fees and expenditures.

2. Use

The TAF should be used by TBR institutions for direct student benefit, 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. Use of TAF funds includes but is not limited to the following items:

- a. Computers and other technical laboratory supplies, equipment, and software and maintenance.
- b. Network costs (internet service, interactive video, etc.)

- c. "Smart" or multimedia classroom equipment and classroom modifications.
- d. Lab and course staffing - student and staff assistance for lab and classroom uses; community colleges are limited to 25% maximum of current-year TAF revenues for student or staff employees.
- e. Renewal and replacement reserves as necessary.
- f. New machines for faculty use when faculty are actively engaged in developing and conducting on-line courses.
- g. Faculty and staff development directly related to the introduction or application of new technology which impacts students. These guidelines should have the flexibility to place instructional technology in a faculty lab where course materials are being prepared. For example, TAF funds can be used to create faculty labs to include the purchase of computers and to conduct faculty training and course development. (Travel costs for faculty and staff are excluded; however, consultants may be hired as needed for training.)
- h. Infrastructure (wiring, network, servers, etc.) necessary to provide students maximum computing capability. A ceiling is established of 50% of the total project costs from which technology access fees can be used.
- i. Expand technology resources in library, i.e., video piped anywhere on campus, interactive video room for distance education, network for web video courses.

Compliance with these guidelines will be audited by the internal audit staff and reported to the Board as determined by the internal auditor's annual risk-based planning process or other appropriate means.

D. Program Services Fee

1. This includes support for application to the college, change of course processing, transcript processing, graduation ceremonies, parking facilities, etc. It is refundable on the same basis as tuition or as established by the institution.

E. Sustainable Campus Fee

1. This supports campus environmentally sustainable efforts and initiatives. See TBR Guideline B-065 *Sustainable Campus Fee Program* for program requirements.

F. International Education Fee

1. The amount of the International Education Fee will be approved by the Tennessee Board of Regents. Separate rates are recommended by each institution based on requirements of the institution. Generally, the fee supports cultural and international opportunities, student activities for all students, and promotion of student's world knowledge. This fee assists in integrating cultural and international concepts across all academic disciplines in order to increase a student's ability to compete in the international environment.
2. International Education Fee Usage Per TBR Policy 2.08.10.00
 - a. Recognizing the need for flexibility while maintaining accountability, the TBR has established the optional assessment of an international education fee to be paid by each student enrolled in the institutions.
 - b. Individual institutions have authority to allocate funds to activities in support of globalization efforts for the campus, including international professional development of the faculty.
 - c. Institutions should use a portion of the revenue generated through the international education fee for study abroad scholarships.
 - d. Individual institutions are responsible for establishing an infrastructure to determine the allocation of the international education fees collected from students to promote globalization at the home institution. The infrastructure should include student representation or input received from the entire study body.
 - e. Employee Compensation/Benefits provided by Program Abroad
 - i. An allocation of salary and benefit costs for those involved in providing direct support for international programs are allowable but should be controlled and kept to a minimum.

- ii. Faculty engaged in directing or teaching study abroad courses receive remuneration from their home institutions. Direct instructional cost should be charged to the appropriate departmental budget and not to the international education fee budget.

VI. Specialized Academic Program Fees

Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Board's approval. To receive approval for a specialized academic fee, a program will be required to meet criteria A, High Cost of Instruction as defined below. Additionally, it is preferred that the program document meeting criteria B-H if applicable.

- A. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by the institution. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.
- B. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
- C. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software, all of which are very expensive. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.
- D. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.

- E. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional reputation. The program should demonstrate that it has achieved exceptional recognition in its particular enterprise.
- F. High Value to Tennessee. The program should demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the institution to aid graduates in finding appropriate employment in Tennessee.
- G. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program should demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.
- H. Institution must submit documentation of the above applicable criteria when requesting approval of a specialized academic fee. Specialized academic course fee revenues are limited to funding related costs accumulated in the instruction function.

VII. **Miscellaneous Course Fees**

All miscellaneous fees must be approved by TBR. Fees for courses requiring special off-campus facilities or services do not require Board approval but should reflect the cost of the facilities or services. Fees for courses requiring materials or services that are required or recommended by faculty and are a direct pass-through of the actual cost charged by a third-party provider may be approved by the chancellor. Examples include but are not limited to state board nursing exam preparatory programs, industry certification exam fees, etc. Fees approved by the chancellor will be provided to the Board as an interim action item.

VIII. **Incidental Fees and Charges**

- A. Uniform Rates and Policies - Institutions

The following fees will be uniformly charged (or, if applicable, to the extent that they remain within the set range) at all institutions both as to the amount and condition of assessment. Charges are subject to approval by the Tennessee Board of Regents.

1. Returned Check Fee: \$30.00 per check - nonrefundable. All institutions will charge a returned check fee that is the maximum set by state law. This fee will apply to all returned checks received by the institution, whether from students, faculty, staff, or other parties. The Board will review state statutes each spring to determine any changes. (T.C.A. § 47-29-102)
2. Prior Learning Assessment (PLA) fee: \$25 (non-refundable). This fee, also known as credit by exam fee, will be assessed at the rate of \$25 per exam, regardless of the number of credit hours awarded. PLA standards were developed by the Tennessee Prior Learning Assessment Task Force and adopted by the TBR and UT Systems.

B. Other Fees and Charges Subject to Board Approval

1. All Institutions
 - a. The following fees may be assessed by all institutions. Specific rate recommendations will be developed separately by each institution for approval by the Tennessee Board of Regents. In review of the recommendations, the Board staff will consider the consistency of fees for comparable services among institutions.
 - i. Motor Vehicle Registration - nonrefundable. A fee may be levied by each institution per academic year, per fiscal year and/or per academic term for motor vehicle registration. The fee may be assessed to faculty and staff.
 - ii. Traffic Fines - nonrefundable. These fines will apply to all employees and students.

- iii. Applied Music Fees. This fee is charged for private music lessons or small group training sessions. It is refundable on the same basis as tuition or as established by the institution.
 - iv. Late Registration Fee. A late registration fee up to \$100 will be charged during the entire period of late registration. The effective date of the fee will be determined by each institution.
 - v. Transcript Fee. There will be no charge for transcripts; however, institutions shall set a limit on a reasonable number of copies at any one time and may establish a nonrefundable charge for the cost of copying transcripts in excess of that number.
2. Fees and Charges to be Established and Administered by the Institution.
- a. The following fees and charges may be established and administered by each institution. No specific approval or notification to the Tennessee Board of Regents will be required unless subject to other Board or State requirements. The institution will establish appropriate refund policies.
 - i. Sales of goods and services of a commercial nature, including bookstores (including digital textbook costs assessed on the student's account), food services, vending, laundry, and similar activities. Fees for auxiliary services must take into consideration that Auxiliary Enterprises should be a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget guidelines.
 - ii. Rental of facilities. Fees may be established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities. [Reference Tennessee Board of Regents Policy on Access to and Use of Campus Property and Facilities (No. 1.03.02.50).]

- iii. Admissions fees to athletic and other events open to the public, including special events sponsored by campus organizations and activities.
- iv. Sales and services of educational activities such as clinical services, publications, etc.
- v. Registration for conferences, institutes, and non-credit activities. Fees established for non-credit courses and activities shall at a minimum be sufficient to cover the total costs incurred in providing instruction and may be influenced by current market rates for comparable courses or training.
- vi. Fees for use of campus facilities for recreational purposes.
- vii. Parking permits and parking meters for use by guests and visitors.
- viii. Library fines, which will apply to students, faculty, staff, and other library users.
- ix. Child Care Fees - Kindergarten, Preschool, Early Childhood, Day Care, or similarly defined activities. The refund policy will be established by the institution.
- x. Special Exam Fee and Standardized Test Fees - nonrefundable. The fee will be determined based upon cost to the institution.
- xi. Identification Card Replacement - nonrefundable. There will be no charge for the original identification card. A fee may be set by each institution to offset the cost of replacing the card. This fee applies only to student ID cards and not to faculty and staff ID's.
- xii. Change of Course or Section Fee - nonrefundable. If the change is caused by the institution, there will be no charge for the change. If two or more forms are used at one time, they will be treated as one change/form. Institutions may waive the fee for schedule changes.

IX. [Deposits](#)

- A. Breakage deposits may be required by the institution for courses or items in which it can be shown that there is a reasonable chance of loss or damage to items issued to students. The amount of the deposit should be related to the materials issued and subject to a 100% refund.
- B. A deposit may be established by the institution for rent or lease of buildings and facilities or for the issuance of other institutional property or equipment. Deposits should be subject to a 100% refund if no damage or loss occurs. The amount of such deposits should be related to the value of the facilities or equipment subject to loss and the general ability of the institution to secure reimbursement should loss or damage occur.

X. **Other Fee and Charge Considerations**

- A. Institutions may submit for Board of Regents approval fees and charges not specifically covered by those guidelines when the establishment of a fee or charge is justified by the institution.
- B. When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds, and conditions must be clearly stated.

X. **Refunds and Fee Adjustments**

- A. Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.
- B. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a 100% adjustment or credit of mandatory fees.
- C. Tuition Refunds and Adjustments
 - 1. Refunds are 100% for courses canceled by the institution.
 - 2. Changes in courses involving the adding and dropping of equal numbers of SCH's for the same term at the same time require no refund or assessment of additional tuition, unless the dropping and adding involves TNeCampus courses.

3. The fee adjustment for withdrawals or drops during regular terms (fall and spring) is 75% from the first day of classes through the fourteenth calendar day of classes and then reduced to 25% for a period of time which extends 25% of the length of the term. When the first day of the academic term falls on a Saturday, the 100% refund period is extended through the weekend until the following Monday morning (12:01 am). There is no fee adjustment after the 25% period ends. Dropping or withdrawing from classes during either the 75% or the 25% fee adjustment period will result in a fee adjustment of assessed tuition based on the total credit hours of the final student enrollment.
4. For summer sessions and other short terms, the 75% fee adjustment period and the 25% fee adjustment period will extend a length of time which is the same proportion of the term as the 75% and 25% periods are of the regular terms.
5. All fee adjustment periods will be rounded to whole days and the date on which each fee adjustment period ends will be included in publications. In calculating the 75% period for other than the fall and spring and in calculating the 25% length of term in all cases, the number of calendar days during the term will be considered. When the calculation produces a fractional day, rounding will be up or down to the nearest whole day.
6. A full refund (100%) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.
7. A 100% refund will be provided for students who drop a course or courses prior to the beginning of the first day of class.
8. A 100% refund will be provided to students who are compelled by the institution to withdraw when it is determined that through institutional error, they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.

9. When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the 75%/25% fee adjustment periods will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.
10. The fee adjustment is calculated as the difference between (1) the per credit hour cost of originally enrolled hours and (2) the per credit hour cost of the courses at final enrollment after adjustments have been applied for all courses dropped. Adjustments are calculated at the full per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled). Not all drops/withdrawals will result in fee adjustments.

D. Out-of-State Tuition Refunds and Fee Adjustments

1. The fee adjustment provision for out-of-state tuition is the same as that for in-state tuition. The 75% fee adjustment period and the 25% fee adjustment period will follow the same dates as the fee adjustment periods for in-state tuition.

E. Debt Service Fee Refunds

1. Debt service fees will be subject to the same refund policy as tuition.

XI. **Payment of Student Fees and Enrollment**

- A. All assessed fees by an institution governed by the Tennessee Board of Regents are due and payable at the time of registration or at a time set by the institution.
 1. Community colleges may implement deferred payment plans as may be allowed under a TBR guideline and as authorized for the student.
- B. An individual will be considered enrolled and counted as a student at a TBR institution when:
 1. all assessed fees have been paid (unless otherwise noted in policy); or

2. the initial minimum payment due under any deferred payment plans has been paid;
or
 3. an acceptable commitment from an agency or organization approved by the institution has been received by the institution.
- C. An individual shall possess an acceptable commitment when an application(s) for financial aid has been timely submitted with the reasonable probability of receiving such.
1. An acceptable commitment from an agency or organization shall be limited to a commitment which identifies the applicant and promises to pay all unpaid assessed fees for such applicant.
 2. No commitments from individuals will be accepted on behalf of applicants.
- D. Pursuant to the above condition, institutions must require payment of all applicable fees or payment of the initial minimum payment due under the deferred payment plan or have an acceptable commitment from an agency or organization. Otherwise, institutions must purge students from the class rolls that haven't satisfied the payment requirements.
1. At a minimum, two purges for non-payment should occur.
 2. One purge for non-payment must occur sometime prior to the beginning of classes.
 3. A final purge must occur on or before the census date to ensure that only students that have met the payment requirements are reported in the census reports.
 4. Students will not be purged for non-payment if the debt owed, whether current debt or prior debt is less than \$100.
- E. Notwithstanding any other requirements in policy, there will be no record holds, enrollment holds, or purging of students for non-payment if the debt owed, whether current debt or prior debt, is less than \$100.
- F. All outstanding debts and obligations of \$100 or greater not evidenced by an acknowledgement of debt/promise to pay agreement (see Section XIV) or a current

semester deferred payment agreement must be fully satisfied by the 14th day purge of the semester.

- G. An individual will not be considered for admission/readmission as a student until all past due debts and obligations of \$100 or greater incurred in prior academic terms, of whatever nature, have been paid, or the student, if allowable, has entered into an acceptable acknowledgement of debt/promise to pay agreement (see Section XIV) with the institution for the past due debts and obligations.
- H. When an individual tenders payment of fees by means of a personal check or credit card, the individual may be considered and counted as a student. If the payment is subsequently dishonored by the financial institution, and the payment is not redeemed in cash, the institution has the option to not consider that student as enrolled for the term.
 - 1. At the discretion of the institution, the student may be considered enrolled and will be assessed the applicable returned payment fee, the applicable late registration fee, and normal collection procedures as prescribed in TBR Guideline B-010 (Collection of Accounts Receivable) will be followed.
 - 2. Institutions may deny future check writing privileges to students who have paid registration fees with checks that are subsequently dishonored.
 - 3. While institutions have discretion in how these situations will be handled, all students must be treated the same at that institution.
 - 4. The institutions are authorized, subject to approval by the Board, to establish charges for late registration and/or payments which are returned dishonored, and such charges shall become assessed fees for purposes of admission.

XII. Records Holds

- A. Except as provided in sub-section XII. B. hereof, institutions shall not issue diplomas, transcripts, certificates of credit or grade reports until the student involved has satisfied all debts or obligations of \$100 or greater or the debts or obligations are evidenced by notes or other written contracts providing for future payment, such as, but not, limited

to, loans authorized under federal or state education or student assistance acts. This does not prohibit the conferring of the degree. Diplomas, transcripts, certificates of credit, and grade reports shall not be withheld for debts that are less than \$100.

- B. The colleges in the college system of Tennessee shall issue a certificate of credit or official transcript for a student seeking admission to any college in the college system of Tennessee if the student has entered a written agreement (acknowledgement of debt/promise to pay) to satisfy the outstanding debt or obligation owed to the college issuing the certificate of credit or official transcript in the form of Exhibit 1 hereto.
 - 1. Any credit or official transcript issued under this subsection shall indicate that it is subject to an outstanding debt to the issuing college.
 - 2. The college receiving the certificate of credit or official transcript issued shall not subsequently issue a diploma, certificate of credit or official transcript to that student until it receives proof that the student has satisfied the outstanding debt to the college that issued the certificate of credit or official transcript. This does not prohibit the conferring of the degree.

XIII. **Enrollment Holds**

- A. A student must pay any past due debts and obligations owed to the institution incurred in prior academic terms before being permitted to register at the institution unless the debt is less than \$100, or an acknowledgement of debt/promise to pay agreement (see section XIV) for the prior debt or obligation has been executed.
- B. Institutions shall allow enrollment when the outstanding obligation is less than \$100.
 - 1. Additionally, all known debts and obligations to the institution incurred during the current term of \$100 or greater must be satisfied prior to a student being allowed to pre-register for any future terms.
- C. An amount owed under the institution's deferred payment plan for enrollment fees which is not yet due shall not cause an enrollment hold to be applied.
- D. A student that is currently assigned to a collection agency will be allowed to register if the student signs an acknowledgement of debt/promise to pay agreement in the

form of Exhibit 1 hereto that acknowledges they will not receive a diploma, certificate of credit or official transcript (except as provided in XIII. A and B above) until the debt is paid in full. This does not prohibit the conferring of the degree. The student account will not be recalled from the collection agency.

XIV. **Acknowledgement of Debt/Promise to Pay Agreement for Prior Debt and Obligations**

- A. A student who has prior outstanding debt of \$100 or more and was not enrolled in the preceding semester (excluding summer semester) may execute an acknowledgement of debt/promise to pay agreement with the institution.
1. The acknowledgement of debt/promise to pay agreement will require that the debt be fully satisfied before a diploma or degree will be issued. However, this does not prohibit the conferring of the degree.
 2. The acknowledgement of debt/promise to pay agreement will require continuous enrollment.
 - a. If continuous enrollment is not maintained the institution may continue with immediate collection efforts as prescribed in TBR Guideline B-010 (Collection of Accounts Receivable) or pursuant to the terms of any previously executed repayment agreement.
 3. A student may only ever execute one such agreement with the institution.
 4. "Continuous enrollment" means a student is enrolled in the fall and spring semesters of a single academic year unless granted a medical or personal leave of absence. Allowable medical or personal reasons may include illness of the student; illness or death of an immediate family member; extreme financial hardship of the student or student's immediate family; fulfillment of a religious commitment encouraged of members of that faith; fulfillment of required initial active duty for training as a National Guard or Reserve member or for National Guard or Reserve mobilization.

XV. **Applicability of Fees**

- A. In accordance with this policy, the president or designee of an institution or the chancellor or designee has the authority to determine the applicability of certain fees, fines, charges, and refunds, and to approve exceptions in instances of unusual circumstances or for special groups. All such actions should be properly documented for auditing purposes.

XVI. **Exceptions**

- A. With regard to payment of student fees and enrollment, the Chancellor or designee may approve exceptions to the requirements of this policy in appropriate circumstances.
- B. Requests for exceptions from Presidents must include sufficient justification documentation.

Sources

Authority

T. C.A. §§ 47-29-102, 49-7-102, 49-7-113, 49-7-2301, 49-7-2302, 49-8-109

History

December 2, 1977 TBR meeting. Revised March 14, 1980 TBR meeting; November 13, 1991 presidents meeting; November 8, 1982 presidents meeting; July 1, 1984; November 1, 1988; May 15, 1990 presidents meeting; August 14, 1990 presidents meeting; November 13, 1992 presidents meeting; August 10, 1993 presidents meeting; November 9, 1993 presidents meeting; August 9, 1994 presidents meeting; May 8, 1995 presidents meeting, August 8, 1995 presidents meeting, November 8, 1995 presidents meeting, February 6, 1996 presidents meeting, May 14, 1996 presidents meeting, November 12, 1996 presidents meeting, May 6, 1997 presidents meeting, July 16, 1997 called Board meeting, November 5, 1997 presidents meeting, February 17, 1998 presidents meeting via conference call, August 25, 1998 presidents meeting, May 9, 2000 presidents meeting, August 8, 2000 presidents meeting, November 8, 2000 presidents meeting, February 13, 2001 presidents meeting, August 21, 2001 presidents meeting, May 21, 2002 presidents meeting, February 11, 2003 presidents meeting, May 20, 2003 presidents meeting, February 10, 2004 presidents meeting, August 17, 2004 presidents meeting, February 8, 2005 presidents meeting, May 17, 2005 presidents

meeting, February 8, 2006 presidents meeting, May 16, 2006 presidents meeting, August 16, 2006 presidents meeting, May 15, 2007 presidents meeting, August 21, 2007 presidents meeting, November 6, 2007 presidents meeting, February 17, 2009 presidents meeting; May 12, 2009 presidents meeting; August 11, 2009 presidents meeting; November 10, 2009 presidents meeting; February 16, 2010 presidents meeting; February 15, 2011 presidents meeting; May 17, 2011 presidents meeting; August 16, 2011 presidents meeting; May 16, 2012 presidents meeting; August 21, 2012 presidents meeting; Revised at Presidents Meeting, February 4, 2014; Revised at Presidents Meeting, August 18, 2015; Revised at Presidents Meeting, November 10, 2015; Presidents Meeting February 2, 2016; August 8, 2017.

Related Policies

- [Access to and Use of Campus Property and Facilities](#)
- [Policy for Classifying Students In-State & Out-of-State for Paying College Fees & Tuition & for Admission Purposes](#)

1 Fees, Charges, Refunds, and Payments-TCAT:

2 4.01.03.10

3 **Policy Area**

4 Business and Finance Policy

5 **Applicable Divisions**

6 TCATS

7 **Purpose**

8 The purpose of the following policy is to outline significant provisions for consistent
9 administration of fees, charges, refunds, payment of fees and enrollment of students at the
10 institutions governed by the Tennessee Board of Regents. The policy largely represents a
11 consolidation of existing statements and practices. The policy contents include general and
12 specific provisions for: tuition (sometimes referred to as maintenance fees); student activity;
13 technology access fee; and refunds; payment of fees and enrollment of students.

14 The policy supersedes all previous fee and refund policies and may be revised by action of the
15 Tennessee Board of Regents or the Chancellor. Exceptions to the policies may be made by the
16 Chancellor.

17 I. **General Provisions**

18 A. Establishment of Fees and Charges

- 19 1. The Tennessee Board of Regents must establish or approve all institutional fees and
20 charges unless authority has been delegated to the chancellor or presidents.
- 21 2. The institution president is responsible for the enforcement and collection of all fees
22 and charges. Fees and charges which specifically do not require Board approval,
23 unless otherwise noted, must receive formal approval by the chancellor (or their
24 designee) or president (or their designee) as applicable. See Section V for pass-
25 through charges.
- 26 3. Institutions should attempt to follow a general format in publishing information on
27 fees and charges, including but not limited to the following:
 - 28 a. All statements which include the fee amount should be complete and specific
29 enough to prevent misunderstanding by readers.
 - 30 b. When a fee is quoted, the refund procedures should be clearly stated. If there
31 are qualifying conditions for refunds, those conditions also should be stated. If
32 there is no refund, it should be labeled as non-refundable.

- 33 c. Whenever possible, specific dates related to the payment of fees and the
34 refund procedures should be stated.
- 35 d. It should be made clear that all fees are subject to change at any time.

36 II. Tuition

37 A. Description

- 38 1. Tuition is a charge to students, whether residents or non-residents, enrolled in clock
39 hour courses. It is calculated based on the number of Student Clock Hours (SCH's)
40 for which the student enrolls. TCAT students who enroll concurrently in two or more
41 programs/classes will be assessed fees appropriate to the number of clock hours
42 scheduled to attend in each program/class.
- 43 2. The charge is applicable to courses for which the student is enrolled on an audit
44 basis.

45 B. Rates

- 46 1. Rates are established by the Board and incorporated in a fee schedule.
- 47 2. Tuition may not be waived. However, specific exceptions are provided in the
48 following instances:
- 49 a. Pursuant to T.C.A. § 49-7-113, exceptions exist for certain disabled and elderly
50 students, as well as state service retirees. For audit courses, no tuition or
51 mandatory fee is required for persons with a permanent, total disability,
52 persons 60 years of age or older and domiciled in Tennessee and persons who
53 have retired from state service with 30 or more years of service, regardless of
54 age. For courses taken for credit, a fee of \$60 per trimester may be charged to
55 persons with a permanent, total disability, and persons who will become 65
56 years of age or older during the academic trimester in which they begin classes
57 and who are domiciled in Tennessee. (Note: This fee includes all mandatory
58 fees including but not limited to student activity fee and technology access fee;
59 it does not include any other non-mandatory fees).

60 b. Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for
61 dependents and spouses of military personnel killed, missing in action, or
62 officially declared a prisoner of war while serving honorably as a member of the
63 armed forces during a period of armed conflict. If these provisions are invoked
64 by a student, the correct applicable law should be determined and followed.

65 3. Military reserve and national guard personnel who are mobilized to active military
66 service within six months of attendance at a TBR institution and whose mobilization
67 lasts more than six months shall be charged upon re-enrollment at such institution
68 the tuition, student activity fees and required registration or matriculation fees that
69 were in effect when such student was enrolled prior to mobilization. After re-
70 enrollment, no increase in tuition, student activity fees or required registration or
71 matriculation fees shall be assessed to such student until a period of time equal to
72 one year plus the combined length of all military mobilizations has elapsed. In no
73 event, however, shall a student's tuition and fees be frozen after re-enrollment for
74 more than four years.

75 a. To be eligible for the tuition and fee freeze, the student shall have completed
76 military service under honorable conditions and shall re-enroll in a TBR
77 institution within six months of release from active duty.

78 b. A student eligible for the tuition and fee freeze may transfer from one state
79 institution of higher education to another state institution of higher education
80 one time with such student's tuition and fees calculated at the institution to
81 which the student transfers as if the student had been in attendance at that
82 institution before the mobilization that resulted in the student's tuition and fee
83 freeze at the initial institution.

84 C. Accounting Treatment

85 1. A revenue account for tuition is used to record both the revenue assessed and
86 refunds made.

- 87 2. As provided in GASB Statements 34 and 35, summer school revenues and
88 expenditures must be accrued at fiscal year-end. Summer school activity will not be
89 allocated to only one fiscal year.
- 90 3. In some cases, full fees are not assessed to students. These occur when statutes
91 establish separate rates for such groups as the disabled, elderly, and military
92 dependents. The difference between normal fees and special fees is not assessed.
93 Fees not assessed in these cases do not represent revenue. For administrative
94 purposes the fees may be calculated and credited to revenue, then written off
95 against a contra revenue account.
- 96 4. Agreements/contracts may be executed with a third party (federal agency,
97 corporation, institution, etc.), but not with the individual student, to deliver routine
98 courses at a fixed rate or for the cost of delivering the course and may provide for
99 fees not to be charged to individual students. Individual student fees will be assessed
100 as usual and charged to the functional category Scholarships and Fellowships. The
101 amount charged to or paid by the third party is credited to the appropriate Grants and
102 Contracts revenue account.
- 103 5. In some cases, a non-credit course provides an option to grant regular credit. If a
104 separate (or additional) fee is collected because of the credit, that amount is reported
105 as tuition revenue.
- 106 6. Full-time employees of the Tennessee Board of Regents, the Locally Governed
107 Institutions (LGIs), and the University of Tennessee systems may enroll in one
108 course per term at any public postsecondary institution, with tuition and mandatory
109 fees waived for the employee. No tuition paying student shall be denied enrollment in
110 a course because of enrollment of TBR, LGI, and UT employees.
- 111 7. Spouses and dependents of employees of the Tennessee Board of Regents system
112 may be eligible for a tuition and mandatory fee discount for undergraduate courses at
113 Tennessee Board of Regents institutions, the LGIs, and the University of Tennessee.

114 Tennessee Board of Regents institutions exchange funds for tuition and mandatory
115 fee discounts of employees' spouses and dependents who participate in a
116 Tennessee Board of Regents educational assistance program. This also applies to
117 exchanging of funds for tuition discounts between Tennessee Board of Regents
118 institutions, the LGIs, and the University of Tennessee institutions.

119 8. Fee waivers for full-time State employees and fee discounts to children of certified
120 public-school teachers shall be accounted for as a scholarship.

121 III. Mandatory Fees

122 Mandatory fees are generally fees to support various programs that are assessed to all
123 enrolled students and are not course dependent.

124 A. Student Activity Fees

125 Student activity fees must be approved by the Tennessee Board of Regents. Such
126 fees may be recommended by each institution based on facilities and services to be
127 provided which are related to the activity fee. These services include but are not
128 limited to access to all social and cultural functions sponsored by the school. Per
129 TCA 49-8-109, these services are available to any student upon the payment of the
130 regular activity fee.

131 These fees will be unrestricted current funds revenues. These fees are refundable on
132 the same basis as tuition or as established by the institution.

133 B. Technology Access Fees

134 1. A fee shall be levied by each institution for the purpose of providing student access to
135 computing and similar technologies. It is refundable on the same basis as tuition or as
136 established by the institutions. Institutions shall establish expenditure accounts and
137 designated revenue accounts for purposes of recording technology access fees and
138 expenditures.

139 2. Use

140 The TAF should be used by TBR institutions for direct student benefit, for items
141 such as new and improved high technology laboratories and classrooms,

142 appropriate network and software, computer and other equipment, and
143 technological improvements that enhance instruction. Use of TAF funds include
144 but is not limited to the following items:

- 145 a. Computers and other technical laboratory supplies, equipment, and
146 software and maintenance.
- 147 b. Network costs (internet service, interactive video, etc.)
- 148 c. "Smart" or multimedia classroom equipment and classroom modifications.
- 149 d. Lab and course staffing - student and staff assistance for lab and
150 classroom uses; expenditures are limited to 25% maximum of current-
151 year TAF revenues for student or staff employees.
- 152 e. Renewal and replacement reserves as necessary.
- 153 f. New machines for faculty use when faculty are actively engaged in
154 developing and conducting on-line courses.
- 155 g. Faculty and staff development directly related to the introduction or
156 application of new technology which impacts students. This policy should
157 have the flexibility to place instructional technology in a faculty lab where
158 course materials are being prepared. For example, TAF funds can be
159 used to create faculty labs to include the purchase of computers and to
160 conduct faculty training and course development. (Travel costs for faculty
161 and staff are excluded; however, consultants may be hired as needed for
162 training.)
- 163 h. Infrastructure (wiring, network, servers, etc.) necessary to provide
164 students maximum computing capability. A ceiling is established of 50%
165 of the total project costs from which technology access fees can be used.
- 166 i. Expand technology resources in library, i.e., video piped anywhere on
167 campus, interactive video room for distance education, network for web
168 video courses.

169 3. Compliance with this policy will be audited by the internal audit staff and reported to
170 the Board as determined by the internal auditor's annual risk-based planning process
171 or other appropriate means.

172 IV. Specialized Academic Program Fees

173 Certain academic programs require expensive maintenance/updating of equipment and
174 software and the employment of highly qualified staff. The high costs of instruction for these
175 programs can be offset by establishing specialized academic fees, with the Board's
176 approval. To receive approval for a specialized academic fee, a program will be required to
177 meet criteria A., High Cost of Instruction as defined below. Additionally, it is preferred that
178 the program document meeting criteria B-H if applicable.

179 A. High Cost of Instruction. Programs qualifying for charging specialized academic fees
180 must demonstrate that they are more costly than other programs offered by the
181 institution. If appropriate, the extraordinary cost of the program must be validated
182 including benchmarking with similar programs in the region and nation.

183 B. High Demand. The number of students enrolled in the program and the student
184 clock hours generated are sufficient to justify additional fees.

185 C. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for
186 charging specialized academic fees are expected to be those that require extensive
187 maintenance and regular updating of equipment and/or software, all of which are
188 very expensive. An average hardware/software cost per student clock hour serves
189 as the basis for determining the amount of the fee.

190 D. Accreditation. Meeting standards of specific accrediting agencies may also qualify a
191 specialized program for charging specialized academic fees. The accrediting
192 standards that justify a fee are those that specify the possession and use of certain
193 equipment and unique software that are extraordinarily costly and/or the
194 employment of faculty with specific credentials that demand high salaries.

195 E. High Recognition and Quality. The programs approved for specialized academic
196 fees are expected to be distinctive and with a regional reputation. The program
197 should demonstrate that it has achieved exceptional recognition in its particular
198 enterprise.

199 F. High Value to Tennessee. The program should demonstrate that it is a good
200 investment for the State of Tennessee to justify charging extra fees to the student.
201 The graduates' earning potential and the associated benefit to the state economy
202 should be projected, as well as the efforts taken by the institution to aid graduates in
203 finding appropriate employment in Tennessee.

204 G. Impact on Affected Students. Through surveys, questionnaires, or other suitable
205 means, the program should demonstrate that the charging of additional fees will not
206 diminish enrollment. The program should demonstrate that enrolled students realize
207 that the potential earning power in the work force justifies their additional investment.

208 H. Institution must submit documentation of the above applicable criteria when
209 requesting approval of a specialized academic fee. Specialized academic course fee
210 revenues are limited to funding related costs accumulated in the instruction function.

211 V. **Miscellaneous Course Fees**

212 All miscellaneous fees must be approved by TBR. Fees for courses requiring special off-
213 campus facilities or services do not require Board approval but should reflect the cost of the
214 facilities or services. Fees for courses requiring materials or services that are required or
215 recommended by faculty and are a direct pass-through of the actual cost charged by a third-
216 party provider may be approved by the chancellor and do not require Board approval.

217 Examples include but are not limited to, industry certification exam fees, professional liability
218 insurance, etc. Fees approved by the chancellor will be provided to the Board as an interim
219 action item.

220 VI. **Incidental Fees and Charges**

221 A. Uniform Rates and Policies - Institutions

222 The following fees will be uniformly charged (or, if applicable, to the extent that they
223 remain within the set range) at all institutions both as to the amount and condition of
224 assessment. Charges are subject to approval by the Tennessee Board of Regents.

225 1. Returned Check Fee: \$30.00 per check - nonrefundable. All institutions will charge a
226 returned check fee that is the maximum set by state law. This fee will apply to all
227 returned checks received by the institution, whether from students, faculty, staff, or
228 other parties. The Board will review state statutes each spring to determine any
229 changes. (T.C.A. § 47-29-102)

230 B. Other Fees and Charges Subject to Board Approval

231 1. All Institutions

232 a. The following fees may be assessed by all institutions. Specific rate
233 recommendations will be developed separately by each institution for approval by
234 the Tennessee Board of Regents. In review of the recommendations, the Board
235 staff will consider the consistency of fees for comparable services among
236 institutions.

237 i. Traffic Fines - nonrefundable. These fines will apply to all employees and
238 students.

239 ii. Transcript Fee. There will be no charge for transcripts; however, institutions
240 shall set a limit on a reasonable number of copies at any one time and may
241 establish a nonrefundable charge for the cost of copying transcripts in
242 excess of that number.

243 2. Fees and Charges to be Established and Administered by the Institution.

244 a. The following fees and charges may be established and administered by each
245 institution. No specific approval or notification to the Tennessee Board of
246 Regents will be required unless subject to other Board or State requirements.
247 The institution will establish appropriate refund policies.

248 i. Sales of goods and services of a commercial nature, including bookstores
249 (including digital textbook costs assessed on the student's account), food

250 services, vending, and similar activities. Fees for auxiliary services must take
251 into consideration that Auxiliary Enterprises should be a break-even
252 operation with rates and charges generating revenue sufficient to cover all
253 expenses as defined in operating budget guidelines.

254 ii. Rental of facilities. Fees may be established to control the utilization of
255 facilities and services or to offset the cost of extraordinary requirements as a
256 result of specific programs or activities. [Reference Tennessee Board of
257 Regents Policy on Access to and Use of Campus Property and Facilities
258 (No. 1.03.02.50).]

259 iii. Admissions fees to events open to the public, including special events
260 sponsored by campus organizations and activities.

261 iv. Sales and services of educational activities such as live work fees, fees to
262 customers for specific school instructional projects to defray incidental costs
263 incurred by the TCAT in performing the project, etc.

264 v. Registration for conferences, institutes, non-credit activities, and special
265 industry training. Fees established for non-credit courses and activities shall
266 at a minimum be sufficient to cover the total costs incurred in providing
267 instruction and may be influenced by current market rates for comparable
268 courses or training.

269 vi. Special Exam Fee and Standardized Test Fees - nonrefundable. The fee will
270 be determined based upon cost to the institution.

271 vii. Identification Card Replacement - nonrefundable. There will be no charge
272 for the original identification card. A fee may be set by each institution to
273 offset the cost of replacing the card. This fee applies only to student ID cards
274 and not to faculty and staff ID's.

275 viii. Deposits-Breakage deposits may be required by the institution for courses or
276 items in which it can be shown that there is a reasonable chance of loss or

277 damage to items issued to students. The amount of the deposit should be
278 related to the materials issued and subject to a 100% refund.

279 Also, a deposit may be established by the institution for rent or lease of
280 buildings and facilities or for the issuance of other institutional property or
281 equipment. Deposits should be subject to a 100% refund if no damage or
282 loss occurs. The amount of such deposits should be related to the value of
283 the facilities or equipment subject to loss and the general ability of the
284 institution to secure reimbursement should loss or damage occur.

285 VII. **Other Fee and Charge Considerations**

286 A. Institutions may submit for Board of Regents approval fees and charges not specifically
287 covered by the policy when the establishment of a fee or charge is justified by the
288 institution.

289 B. When fees and charges are incorporated in agreements with outside contractors and
290 vendors, specific rates, refunds and conditions must be clearly stated.

291 VIII. **Refunds and Fee Adjustments**

292 A. Adjustments to all fees and charges must be in accordance with the following provisions
293 except as previously stated, or when required by federal law or regulation to be
294 otherwise.

295 B. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or
296 National Guard service during the trimester are entitled to a 100% adjustment or credit
297 of mandatory fees.

298 C. Tuition Refunds and Adjustments

299 1. Eligibility for Refunds

300 a. Change in a full-time student's schedule which results in reclassification to a
301 part-time student.

302 b. Change in a part-time student's schedule which results in a class load of fewer
303 hours.

304 c. Voluntary withdrawal of the student from the school.

- 305 d. Cancellation of a class by the school.
- 306 e. Death of the student.
- 307 f. Students administratively dismissed will not be eligible for refunds.
- 308 2. Calculation of the Refund
- 309 a. Full Refund:
- 310 i. 100% of fees will be refunded for classes canceled by the school.
- 311 ii. 100% of fees will be refunded for drops or withdrawals prior to the first
- 312 official day of classes.
- 313 iii. 100% of fees will be refunded in the case of death of the student during
- 314 the term.
- 315 iv. A 100% refund will be provided to students who are compelled by the
- 316 institution to withdraw when it is determined that through institutional
- 317 error, they were academically ineligible for enrollment or were not
- 318 properly admitted to enroll for the course(s) being dropped. An
- 319 appropriate official must certify in writing that this provision is applicable
- 320 in each case.
- 321 v. Students who have not visited the school facility prior to enrollment will
- 322 have the opportunity to withdraw without penalty within three days
- 323 following either attendance at a regularly scheduled orientation or
- 324 following a tour of the facilities and inspection of the equipment.
- 325 b. Partial Refunds
- 326 i. A refund of 75% may be allowed if a program is dropped or a student
- 327 withdraws within the first 10% of the class hours.
- 328 ii. A refund of 50% may be allowed if a program is dropped or a student
- 329 withdraws within the first 20% of the class hours.
- 330 iii. No refund may be permitted after 20% of the class hours has been
- 331 completed.
- 332 3. Processing of Refunds

333 a. The TCAT will be responsible for determining the amount of student refunds
334 and will process refunds in accordance with TBR policy and the Council on
335 Occupational Education (COE) standards.

336 b. Refunds, when due, will be made without requiring a request from the
337 student.

338 4. Retention of tuition and fees collected during pre-registration or in advance for a
339 student who does not commence class will not exceed \$100.

340 5. Refunds, when due, will be made within 45 days (1) of the last day of attendance if
341 written notification has been provided to the institution by the student, or (2) from the
342 date the institution terminates the student or determines withdrawal by the student.

343

344 IX. Payment of Student Fees and Enrollment

345 A. All assessed fees by an institution governed by the Tennessee Board of Regents
346 are due and payable at the time of registration or at a time before classes begin as
347 set by the institution.

348 B. An individual will be considered enrolled and counted as a student at a TBR
349 institution when:

350 1. All assessed fees have been paid (unless otherwise noted in policy); or

351 ~~2. An acceptable commitment from an agency or organization approved by the~~
352 ~~institution has been received by the institution.~~

353

354 C. An individual shall possess an acceptable commitment when an application(s) for
355 financial aid has been timely submitted with the reasonable probability of
356 receiving such.

357 ~~1. Agencies or organizations which may be approved by the institution for~~
358 ~~purposes of making acceptable commitments for applicants shall be limited to~~
359 ~~agencies of the federal or state governments authorized to provide financial~~

360 aid, established financial institutions within the state, established in-state and
361 out-of-state corporations which employ the applicant, foreign embassies and
362 foreign corporations, and other organizations within the state which have
363 previously demonstrated the ability to pay the commitment.

364 2.1. An acceptable commitment from an agency or organization shall be
365 limited to a commitment which identifies the applicant and promises to pay all
366 unpaid assessed fees for such applicant.

367 2. No commitments from individuals will be accepted on behalf of applicants.

368 D. Pursuant to the above condition, institutions must require payment of all applicable
369 fees or have an acceptable commitment from an agency or organization.

370 Otherwise, institutions must purge students from the class rolls that haven't satisfied
371 the payment requirements.

372 1. One purge for non-payment must occur prior to the beginning of classes.

373 3.2. A final purge must occur on or before the seventh calendar day of
374 class to ensure that only students that have met the payment
375 requirements are reported in the census reports allowed to continue in
376 class.

377 —Students will not be purged for non-payment if the debt owed, whether
378 current debt or prior debt is less than \$100.

379 4.3.

380 ~~Students who do not prepay all fees or have an acceptable approved financial aid~~
381 ~~deferment will forfeit pre-registration privileges and must enroll under the normal~~
382 ~~registration process.~~

383 ~~A prepayment plan to assist parents and students with planning and budgeting~~
384 ~~their academic year expenses is authorized. Under the plan, students may choose~~
385 ~~the expenses they wish to prepay including tuition, and fees. Expenses can be~~
386 ~~prepaid over a period of eight months.~~

387

388 D.E. Notwithstanding any other requirements in policy, there will be no record holds,
389 enrollment holds, or purging of students for non-payment if the debt owed, whether
390 current debt or prior debt, is less than \$100.

391 E.F. All outstanding debts and obligations of \$100 or greater not evidenced by an
392 acknowledgement of debt/promise to pay agreement (see Section ~~IVXII~~) or a
393 current semester-trimester deferred payment agreement must be fully satisfied by
394 the 14th-7th day purge of the semester-trimester.

395 F.G. An individual will not be considered for admission/readmission as a student until all
396 past due debts and obligations of \$100 or greater incurred in prior academic terms,
397 of whatever nature, have been paid, or the student-, if allowable, has entered into
398 an acceptable acknowledgement of debt/promise to pay agreement (see Section
399 ~~IVXII~~) with the institution for the past due debts and obligations.

400 G.H. When an individual tenders payment of fees by means of a personal check or
401 credit card, the individual may be considered and counted as a student. If the
402 payment is subsequently dishonored by the financial institution, and the payment
403 is not redeemed in cash, the institution has the option to not consider that student
404 as enrolled for the term.

- 405 1. At the discretion of the institution, the student may be considered enrolled
406 and will be assessed the applicable returned payment fee, the applicable
407 late registration fee, and normal collection procedures as prescribed in TBR
408 Guideline B-010 (Collection of Accounts Receivable) will be followed.
- 409 2. Institutions may deny future check writing privileges to students who have
410 paid registration fees with checks that are subsequently dishonored.
- 411 3. While institutions have discretion in how these situations will be handled, all
412 students must be treated the same at that institution.

413 X. Records Holds

414 A. Except as provided in sub-section ~~H~~X. B. hereof, institutions shall not issue
415 diplomas, transcripts, certificates of credit or grade reports until the student
416 involved has satisfied all debts or obligations of \$100 or greater or the debts or
417 obligations are evidenced by notes or other written contracts providing for future
418 payment, such as, but not, limited to, loans authorized under federal or state
419 education or student assistance acts. This does not prohibit the conferring of the
420 degree. Diplomas, transcripts, certificates of credit, and grade reports shall not be
421 withheld for debts that are less than \$100.

422 B. The colleges in the college system of Tennessee shall issue a certificate of credit
423 or official transcript for a student seeking admission to any college in the college
424 system of Tennessee if the student has entered a written agreement
425 (acknowledgement of debt/promise to pay) to satisfy the outstanding debt or
426 obligation owed to the college issuing the certificate of credit or official transcript in
427 the form of Exhibit 1 hereto.

428 1. Any credit or official transcript issued under this subsection shall indicate
429 that it is subject to an outstanding debt to the issuing college.

430 2. The college receiving the certificate of credit or official transcript issued shall
431 not subsequently issue a diploma, certificate of credit or official transcript to
432 that student until it receives proof that the student has satisfied the
433 outstanding debt to the college that issued the certificate of credit or official
434 transcript. This does not prohibit the conferring of the degree.

435 XI. **Enrollment Holds**

436 A. A student must pay any past due debts and obligations owed to the institution
437 incurred in prior academic terms before being permitted to register at the institution
438 unless the debt is less than \$100, or an acknowledgement of debt/promise to pay
439 agreement (see section ~~H~~XII) for the prior debt or obligation has been executed.

440 B. Institutions shall allow enrollment when the outstanding obligation is less than \$100.

441 1. Additionally, all known debts and obligations to the institution incurred during the
442 current term of \$100 or greater must be satisfied prior to a student being allowed
443 to pre-register for any future terms.

444 C. An amount owed under the institution's deferred payment plan for enrollment fees
445 which is not yet due shall not cause an enrollment hold to be applied.

446 D. A student that is currently assigned to a collection agency will be allowed to register if
447 the student signs an acknowledgement of debt/promise to pay agreement in the form
448 of Exhibit 1 hereto that acknowledges they will not receive a diploma, certificate of
449 credit or official transcript (except as provided in ~~HX~~. A and B above) until the debt is
450 paid in full. This does not prohibit the conferring of the degree. The student account
451 will not be recalled from the collection agency.

452 XII. Acknowledgement of Debt/Promise to Pay Agreement for Prior Debt and Obligations

453 A. A student who has prior outstanding debt of \$100 or more and was not enrolled in the
454 preceding semester-trimester (~~excluding summer semester~~) may execute an
455 acknowledgement of debt/promise to pay agreement with the institution.

456 1. The acknowledgement of debt/promise to pay agreement will require that the
457 debt be fully satisfied before a diploma or degree will be issued. However, this
458 does not prohibit the conferring of the degree.

459 2. The acknowledgement of debt/promise to pay agreement will require continuous
460 enrollment.

461 a. If continuous enrollment is not maintained ~~the debt~~ the institution may
462 continue with immediate collection efforts as prescribed in TBR Guideline
463 B-010 (Collection of Accounts Receivable) or pursuant to the terms of any
464 previously executed repayment agreement.

465 3. A student may only ever execute one such agreement with the institution.

466 4. "Continuous enrollment" means a student is enrolled in the fall, ~~and~~ spring and
467 summer semesters-trimesters of a single academic year unless granted a
468 medical or personal leave of absence. Allowable medical or personal reasons

469 may include illness of the student; illness or death of an immediate family
470 member; extreme financial hardship of the student or student's immediate
471 family; fulfillment of a religious commitment encouraged of members of that
472 faith; fulfillment of required initial active duty for training as a National Guard or
473 Reserve member or for National Guard or Reserve mobilization.

474XIII. **Applicability of Fees**

475 A. In accordance with this policy, the president of an institution has the authority to
476 determine the applicability of certain fees, fines, charges, and refunds, and to approve
477 exceptions in instances of unusual circumstances. All such actions should be properly
478 documented for auditing purposes.

479XIV. **Exceptions**

480 A. With regard to payment of student fees and enrollment, tThe Chancellor (or designee)
481 may approve exceptions to the requirements of this policy in appropriate
482 circumstances.
483 B. Requests for exceptions from the President must ~~be signed by the President and~~
484 include sufficient justification documentation.

485

486 ~~C. —.~~

487 ~~—~~

488

489

490 **Sources**

491 **Authority**

492 T. C.A. §§ 47-29-102, 49-7-102, 49-7-113, 49-7-2301, 49-7-2302, 49-8-109

493 **History**

494 December 2, 1977 TBR meeting. Revised March 14, 1980 TBR meeting; November 13, 1991
495 presidents meeting; November 8, 1982 presidents meeting; July 1, 1984; November 1, 1988;
496 May 15, 1990 presidents meeting; August 14, 1990 presidents meeting; November 15, 1992
497 presidents meeting; August 10, 1993 presidents meeting; November 9, 1993 presidents
498 meeting; August 9, 1994 presidents meeting; May 8, 1995 presidents meeting, August 8, 1995
499 presidents meeting, November 8, 1995 presidents meeting, February 6, 1996 presidents
500 meeting, May 14, 1996 presidents meeting, November 12, 1996 presidents meeting, May 6,
501 1997 presidents meeting, July 16, 1997 called Board meeting, November 5, 1997 presidents
502 meeting, February 17, 1998 presidents meeting via conference call, August 25, 1998 presidents
503 meeting, May 9, 2000 presidents meeting, August 8, 2000 presidents meeting, November 8,
504 2000 presidents meeting, February 13, 2001 presidents meeting, August 21, 2001 presidents
505 meeting, May 21, 2002 presidents meeting, February 11, 2003 presidents meeting, May 20,
506 2003 presidents meeting, February 10, 2004 presidents meeting, August 17, 2004 presidents
507 meeting, February 8, 2005 presidents meeting, May 17, 2005 presidents meeting, February 8,
508 2006 presidents meeting, May 16, 2006 presidents meeting, August 16, 2006 presidents
509 meeting, May 15, 2007 presidents meeting, August 21, 2007 presidents meeting, November 6,
510 2007 presidents meeting, February 17, 2009 presidents meeting; May 12, 2009 presidents
511 meeting; August 11, 2009 presidents meeting; November 10, 2009 presidents meeting;
512 February 16, 2010 presidents meeting; February 15, 2011 presidents meeting; May 17, 2011
513 presidents meeting; August 16, 2011 presidents meeting; May 16, 2012 presidents meeting;
514 August 21, 2012 presidents meeting; Revised at Presidents Meeting, February 4, 2014; Revised
515 at Presidents Meeting, August 18, 2015; Revised at Presidents Meeting, November 10, 2015;
516 Presidents Meeting February 2, 2016; August 8, 2017.

517 **Related Policies**

- 518 • [Access to and Use of Campus Property and Facilities](#)
- 519 • [Policy for Classifying Students In-State & Out-of-State for Paying College Fees & Tuition &](#)
- 520 [for Admission Purposes](#)

521

Fees, Charges, Refunds, and Payments-TCAT:

4.01.03.10

Policy Area

Business and Finance Policy

Applicable Divisions

TCATS

Purpose

The purpose of the following policy is to outline significant provisions for consistent administration of fees, charges, refunds, payment of fees and enrollment of students at the institutions governed by the Tennessee Board of Regents. The policy largely represents a consolidation of existing statements and practices. The policy contents include general and specific provisions for: tuition (sometimes referred to as maintenance fees); student activity; technology access fee; and refunds; payment of fees and enrollment of students.

The policy supersedes all previous fee and refund policies and may be revised by action of the Tennessee Board of Regents or the Chancellor. Exceptions to the policies may be made by the Chancellor.

I. [General Provisions](#)

A. Establishment of Fees and Charges

1. The Tennessee Board of Regents must establish or approve all institutional fees and charges unless authority has been delegated to the chancellor or presidents.
2. The institution president is responsible for the enforcement and collection of all fees and charges. Fees and charges which specifically do not require Board approval, unless otherwise noted, must receive formal approval by the chancellor (or their designee) or president (or their designee) as applicable. See Section V for pass-through charges.
3. Institutions should attempt to follow a general format in publishing information on fees and charges, including but not limited to the following:
 - a. All statements which include the fee amount should be complete and specific enough to prevent misunderstanding by readers.
 - b. When a fee is quoted, the refund procedures should be clearly stated. If there are qualifying conditions for refunds, those conditions also should be stated. If there is no refund, it should be labeled as non-refundable.

- c. Whenever possible, specific dates related to the payment of fees and the refund procedures should be stated.
- d. It should be made clear that all fees are subject to change at any time.

II. Tuition

A. Description

1. Tuition is a charge to students, whether residents or non-residents, enrolled in clock hour courses. It is calculated based on the number of Student Clock Hours (SCH's) for which the student enrolls. TCAT students who enroll concurrently in two or more programs/classes will be assessed fees appropriate to the number of clock hours scheduled to attend in each program/class.
2. The charge is applicable to courses for which the student is enrolled on an audit basis.

B. Rates

1. Rates are established by the Board and incorporated in a fee schedule.
2. Tuition may not be waived. However, specific exceptions are provided in the following instances:
 - a. Pursuant to T.C.A. § 49-7-113, exceptions exist for certain disabled and elderly students, as well as state service retirees. For audit courses, no tuition or mandatory fee is required for persons with a permanent, total disability, persons 60 years of age or older and domiciled in Tennessee and persons who have retired from state service with 30 or more years of service, regardless of age. For courses taken for credit, a fee of \$60 per trimester may be charged to persons with a permanent, total disability, and persons who will become 65 years of age or older during the academic trimester in which they begin classes and who are domiciled in Tennessee. (Note: This fee includes all mandatory fees including but not limited to student activity fee and technology access fee; it does not include any other non-mandatory fees).

- b. Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. If these provisions are invoked by a student, the correct applicable law should be determined and followed.
- 3. Military reserve and national guard personnel who are mobilized to active military service within six months of attendance at a TBR institution and whose mobilization lasts more than six months shall be charged upon re-enrollment at such institution the tuition, student activity fees and required registration or matriculation fees that were in effect when such student was enrolled prior to mobilization. After re-enrollment, no increase in tuition, student activity fees or required registration or matriculation fees shall be assessed to such student until a period of time equal to one year plus the combined length of all military mobilizations has elapsed. In no event, however, shall a student's tuition and fees be frozen after re-enrollment for more than four years.
 - a. To be eligible for the tuition and fee freeze, the student shall have completed military service under honorable conditions and shall re-enroll in a TBR institution within six months of release from active duty.
 - b. A student eligible for the tuition and fee freeze may transfer from one state institution of higher education to another state institution of higher education one time with such student's tuition and fees calculated at the institution to which the student transfers as if the student had been in attendance at that institution before the mobilization that resulted in the student's tuition and fee freeze at the initial institution.

C. Accounting Treatment

- 1. A revenue account for tuition is used to record both the revenue assessed and refunds made.

2. As provided in GASB Statements 34 and 35, summer school revenues and expenditures must be accrued at fiscal year-end. Summer school activity will not be allocated to only one fiscal year.
3. In some cases, full fees are not assessed to students. These occur when statutes establish separate rates for such groups as the disabled, elderly, and military dependents. The difference between normal fees and special fees is not assessed. Fees not assessed in these cases do not represent revenue. For administrative purposes the fees may be calculated and credited to revenue, then written off against a contra revenue account.
4. Agreements/contracts may be executed with a third party (federal agency, corporation, institution, etc.), but not with the individual student, to deliver routine courses at a fixed rate or for the cost of delivering the course and may provide for fees not to be charged to individual students. Individual student fees will be assessed as usual and charged to the functional category Scholarships and Fellowships. The amount charged to or paid by the third party is credited to the appropriate Grants and Contracts revenue account.
5. In some cases, a non-credit course provides an option to grant regular credit. If a separate (or additional) fee is collected because of the credit, that amount is reported as tuition revenue.
6. Full-time employees of the Tennessee Board of Regents, the Locally Governed Institutions (LGIs), and the University of Tennessee systems may enroll in one course per term at any public postsecondary institution, with tuition and mandatory fees waived for the employee. No tuition paying student shall be denied enrollment in a course because of enrollment of TBR, LGI, and UT employees.
7. Spouses and dependents of employees of the Tennessee Board of Regents system may be eligible for a tuition and mandatory fee discount for undergraduate courses at Tennessee Board of Regents institutions, the LGIs, and the University of Tennessee.

Tennessee Board of Regents institutions exchange funds for tuition and mandatory fee discounts of employees' spouses and dependents who participate in a Tennessee Board of Regents educational assistance program. This also applies to exchanging of funds for tuition discounts between Tennessee Board of Regents institutions, the LGIs, and the University of Tennessee institutions.

8. Fee waivers for full-time State employees and fee discounts to children of certified public-school teachers shall be accounted for as a scholarship.

III. **Mandatory Fees**

Mandatory fees are generally fees to support various programs that are assessed to all enrolled students and are not course dependent.

A. **Student Activity Fees**

Student activity fees must be approved by the Tennessee Board of Regents. Such fees may be recommended by each institution based on facilities and services to be provided which are related to the activity fee. These services include but are not limited to access to all social and cultural functions sponsored by the school. Per TCA 49-8-109, these services are available to any student upon the payment of the regular activity fee.

These fees will be unrestricted current funds revenues. These fees are refundable on the same basis as tuition or as established by the institution.

B. **Technology Access Fees**

1. A fee shall be levied by each institution for the purpose of providing student access to computing and similar technologies. It is refundable on the same basis as tuition or as established by the institutions. Institutions shall establish expenditure accounts and designated revenue accounts for purposes of recording technology access fees and expenditures.

2. **Use**

The TAF should be used by TBR institutions for direct student benefit, 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. Use of TAF funds include but is not limited to the following items:

- a. Computers and other technical laboratory supplies, equipment, and software and maintenance.
- b. Network costs (internet service, interactive video, etc.)
- c. "Smart" or multimedia classroom equipment and classroom modifications.
- d. Lab and course staffing - student and staff assistance for lab and classroom uses; expenditures are limited to 25% maximum of current-year TAF revenues for student or staff employees.
- e. Renewal and replacement reserves as necessary.
- f. New machines for faculty use when faculty are actively engaged in developing and conducting on-line courses.
- g. Faculty and staff development directly related to the introduction or application of new technology which impacts students. This policy should have the flexibility to place instructional technology in a faculty lab where course materials are being prepared. For example, TAF funds can be used to create faculty labs to include the purchase of computers and to conduct faculty training and course development. (Travel costs for faculty and staff are excluded; however, consultants may be hired as needed for training.)
- h. Infrastructure (wiring, network, servers, etc.) necessary to provide students maximum computing capability. A ceiling is established of 50% of the total project costs from which technology access fees can be used.
- i. Expand technology resources in library, i.e., video piped anywhere on campus, interactive video room for distance education, network for web video courses.

3. Compliance with this policy will be audited by the internal audit staff and reported to the Board as determined by the internal auditor's annual risk-based planning process or other appropriate means.

IV. Specialized Academic Program Fees

Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Board's approval. To receive approval for a specialized academic fee, a program will be required to meet criteria A., High Cost of Instruction as defined below. Additionally, it is preferred that the program document meeting criteria B-H if applicable.

- A. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by the institution. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.
- B. High Demand. The number of students enrolled in the program and the student clock hours generated are sufficient to justify additional fees.
- C. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software, all of which are very expensive. An average hardware/software cost per student clock hour serves as the basis for determining the amount of the fee.
- D. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.

- E. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional reputation. The program should demonstrate that it has achieved exceptional recognition in its particular enterprise.
- F. High Value to Tennessee. The program should demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the institution to aid graduates in finding appropriate employment in Tennessee.
- G. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program should demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.
- H. Institution must submit documentation of the above applicable criteria when requesting approval of a specialized academic fee. Specialized academic course fee revenues are limited to funding related costs accumulated in the instruction function.

V. **Miscellaneous Course Fees**

All miscellaneous fees must be approved by TBR. Fees for courses requiring special off-campus facilities or services do not require Board approval but should reflect the cost of the facilities or services. Fees for courses requiring materials or services that are required or recommended by faculty and are a direct pass-through of the actual cost charged by a third-party provider may be approved by the chancellor and do not require Board approval. Examples include but are not limited to, industry certification exam fees, professional liability insurance, etc. Fees approved by the chancellor will be provided to the Board as an interim action item.

VI. **Incidental Fees and Charges**

- A. Uniform Rates and Policies - Institutions

The following fees will be uniformly charged (or, if applicable, to the extent that they remain within the set range) at all institutions both as to the amount and condition of assessment. Charges are subject to approval by the Tennessee Board of Regents.

1. Returned Check Fee: \$30.00 per check - nonrefundable. All institutions will charge a returned check fee that is the maximum set by state law. This fee will apply to all returned checks received by the institution, whether from students, faculty, staff, or other parties. The Board will review state statutes each spring to determine any changes. (T.C.A. § 47-29-102)

B. Other Fees and Charges Subject to Board Approval

1. All Institutions

- a. The following fees may be assessed by all institutions. Specific rate recommendations will be developed separately by each institution for approval by the Tennessee Board of Regents. In review of the recommendations, the Board staff will consider the consistency of fees for comparable services among institutions.
 - i. Traffic Fines - nonrefundable. These fines will apply to all employees and students.
 - ii. Transcript Fee. There will be no charge for transcripts; however, institutions shall set a limit on a reasonable number of copies at any one time and may establish a nonrefundable charge for the cost of copying transcripts in excess of that number.

2. Fees and Charges to be Established and Administered by the Institution.

- a. The following fees and charges may be established and administered by each institution. No specific approval or notification to the Tennessee Board of Regents will be required unless subject to other Board or State requirements. The institution will establish appropriate refund policies.
 - i. Sales of goods and services of a commercial nature, including bookstores (including digital textbook costs assessed on the student's account), food

services, vending, and similar activities. Fees for auxiliary services must take into consideration that Auxiliary Enterprises should be a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget guidelines.

- ii. Rental of facilities. Fees may be established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities. [Reference Tennessee Board of Regents Policy on Access to and Use of Campus Property and Facilities (No. 1.03.02.50).]
- iii. Admissions fees to events open to the public, including special events sponsored by campus organizations and activities.
- iv. Sales and services of educational activities such as live work fees, fees to customers for specific school instructional projects to defray incidental costs incurred by the TCAT in performing the project, etc.
- v. Registration for conferences, institutes, non-credit activities, and special industry training. Fees established for non-credit courses and activities shall at a minimum be sufficient to cover the total costs incurred in providing instruction and may be influenced by current market rates for comparable courses or training.
- vi. Special Exam Fee and Standardized Test Fees - nonrefundable. The fee will be determined based upon cost to the institution.
- vii. Identification Card Replacement - nonrefundable. There will be no charge for the original identification card. A fee may be set by each institution to offset the cost of replacing the card. This fee applies only to student ID cards and not to faculty and staff ID's.
- viii. Deposits-Breakage deposits may be required by the institution for courses or items in which it can be shown that there is a reasonable chance of loss or

damage to items issued to students. The amount of the deposit should be related to the materials issued and subject to a 100% refund.

Also, a deposit may be established by the institution for rent or lease of buildings and facilities or for the issuance of other institutional property or equipment. Deposits should be subject to a 100% refund if no damage or loss occurs. The amount of such deposits should be related to the value of the facilities or equipment subject to loss and the general ability of the institution to secure reimbursement should loss or damage occur.

VII. **Other Fee and Charge Considerations**

- A. Institutions may submit for Board of Regents approval fees and charges not specifically covered by the policy when the establishment of a fee or charge is justified by the institution.
- B. When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds and conditions must be clearly stated.

VIII. **Refunds and Fee Adjustments**

- A. Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.
- B. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the trimester are entitled to a 100% adjustment or credit of mandatory fees.
- C. Tuition Refunds and Adjustments
 - 1. Eligibility for Refunds
 - a. Change in a full-time student's schedule which results in reclassification to a part-time student.
 - b. Change in a part-time student's schedule which results in a class load of fewer hours.
 - c. Voluntary withdrawal of the student from the school.

- d. Cancellation of a class by the school.
- e. Death of the student.
- f. Students administratively dismissed will not be eligible for refunds.

2. Calculation of the Refund

a. Full Refund:

- i. 100% of fees will be refunded for classes canceled by the school.
- ii. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
- iii. 100% of fees will be refunded in the case of death of the student during the term.
- iv. A 100% refund will be provided to students who are compelled by the institution to withdraw when it is determined that through institutional error, they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.
- v. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

b. Partial Refunds

- i. A refund of 75% may be allowed if a program is dropped or a student withdraws within the first 10% of the class hours.
- ii. A refund of 50% may be allowed if a program is dropped or a student withdraws within the first 20% of the class hours.
- iii. No refund may be permitted after 20% of the class hours has been completed.

3. Processing of Refunds

- a. The TCAT will be responsible for determining the amount of student refunds and will process refunds in accordance with TBR policy and the Council on Occupational Education (COE) standards.
 - b. Refunds, when due, will be made without requiring a request from the student.
4. Retention of tuition and fees collected during pre-registration or in advance for a student who does not commence class will not exceed \$100.
 5. Refunds, when due, will be made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.

IX. **Payment of Student Fees and Enrollment**

- A. All assessed fees by an institution governed by the Tennessee Board of Regents are due and payable at the time of registration or at a time before classes begin as set by the institution.
- B. An individual will be considered enrolled and counted as a student at a TBR institution when:
 1. All assessed fees have been paid (unless otherwise noted in policy); or
 2. An acceptable commitment from an agency or organization approved by the institution has been received by the institution. An individual shall possess an acceptable commitment when an application(s) for financial aid has been timely submitted with the reasonable probability of receiving such.
 1. An acceptable commitment from an agency or organization shall be limited to a commitment which identifies the applicant and promises to pay all unpaid assessed fees for such applicant.
 2. No commitments from individuals will be accepted on behalf of applicants.
- D. Pursuant to the above condition, institutions must require payment of all applicable fees or have an acceptable commitment from an agency or organization.

Otherwise, institutions must purge students from the class rolls that haven't satisfied the payment requirements.

1. One purge for non-payment must occur prior to the beginning of classes.
 2. A final purge must occur on or before the seventh calendar day of class to ensure that only students that have met the payment requirements are allowed to continue in class.
 3. Students will not be purged for non-payment if the debt owed, whether current debt or prior debt is less than \$100.
- E. Notwithstanding any other requirements in policy, there will be no record holds, enrollment holds, or purging of students for non-payment if the debt owed, whether current debt or prior debt, is less than \$100.
- F. All outstanding debts and obligations of \$100 or greater not evidenced by an acknowledgement of debt/promise to pay agreement (see Section XII) or a current trimester deferred payment agreement must be fully satisfied by the 7th day purge of the trimester.
- G. An individual will not be considered for admission/readmission as a student until all past due debts and obligations of \$100 or greater incurred in prior academic terms, of whatever nature, have been paid, or the student, if allowable, has entered into an acceptable acknowledgement of debt/promise to pay agreement (see Section XII) with the institution for the past due debts and obligations.
- H. When an individual tenders payment of fees by means of a personal check or credit card, the individual may be considered and counted as a student. If the payment is subsequently dishonored by the financial institution, and the payment is not redeemed in cash, the institution has the option to not consider that student as enrolled for the term.
1. At the discretion of the institution, the student may be considered enrolled and will be assessed the applicable returned payment fee, the applicable

late registration fee, and normal collection procedures as prescribed in TBR Guideline B-010 (Collection of Accounts Receivable) will be followed.

2. Institutions may deny future check writing privileges to students who have paid registration fees with checks that are subsequently dishonored.
3. While institutions have discretion in how these situations will be handled, all students must be treated the same at that institution.

X. **Records Holds**

- A. Except as provided in sub-section X. B. hereof, institutions shall not issue diplomas, transcripts, certificates of credit or grade reports until the student involved has satisfied all debts or obligations of \$100 or greater or the debts or obligations are evidenced by notes or other written contracts providing for future payment, such as, but not, limited to, loans authorized under federal or state education or student assistance acts. This does not prohibit the conferring of the degree. Diplomas, transcripts, certificates of credit, and grade reports shall not be withheld for debts that are less than \$100.
- B. The colleges in the college system of Tennessee shall issue a certificate of credit or official transcript for a student seeking admission to any college in the college system of Tennessee if the student has entered a written agreement (acknowledgement of debt/promise to pay) to satisfy the outstanding debt or obligation owed to the college issuing the certificate of credit or official transcript in the form of Exhibit 1 hereto.
 1. Any credit or official transcript issued under this subsection shall indicate that it is subject to an outstanding debt to the issuing college.
 2. The college receiving the certificate of credit or official transcript issued shall not subsequently issue a diploma, certificate of credit or official transcript to that student until it receives proof that the student has satisfied the outstanding debt to the college that issued the certificate of credit or official transcript. This does not prohibit the conferring of the degree.

XI. **Enrollment Holds**

- A. A student must pay any past due debts and obligations owed to the institution incurred in prior academic terms before being permitted to register at the institution unless the debt is less than \$100, or an acknowledgement of debt/promise to pay agreement (see section XII) for the prior debt or obligation has been executed.
- B. Institutions shall allow enrollment when the outstanding obligation is less than \$100.
 - 1. Additionally, all known debts and obligations to the institution incurred during the current term of \$100 or greater must be satisfied prior to a student being allowed to pre-register for any future terms.
- C. An amount owed under the institution's deferred payment plan for enrollment fees which is not yet due shall not cause an enrollment hold to be applied.
- D. A student that is currently assigned to a collection agency will be allowed to register if the student signs an acknowledgement of debt/promise to pay agreement in the form of Exhibit 1 hereto that acknowledges they will not receive a diploma, certificate of credit or official transcript (except as provided in X. A and B above) until the debt is paid in full. This does not prohibit the conferring of the degree. The student account will not be recalled from the collection agency.

XII. **Acknowledgement of Debt/Promise to Pay Agreement for Prior Debt and Obligations**

- A. A student who has prior outstanding debt of \$100 or more and was not enrolled in the preceding trimester may execute an acknowledgement of debt/promise to pay agreement with the institution.
 - 1. The acknowledgement of debt/promise to pay agreement will require that the debt be fully satisfied before a diploma or degree will be issued. However, this does not prohibit the conferring of the degree.
 - 2. The acknowledgement of debt/promise to pay agreement will require continuous enrollment.
 - a. If continuous enrollment is not maintained the institution may continue with immediate collection efforts as prescribed in TBR Guideline B-010

(Collection of Accounts Receivable) or pursuant to the terms of any previously executed repayment agreement.

3. A student may only ever execute one such agreement with the institution.
4. "Continuous enrollment" means a student is enrolled in the fall, spring and summer trimesters of a single academic year unless granted a medical or personal leave of absence. Allowable medical or personal reasons may include illness of the student; illness or death of an immediate family member; extreme financial hardship of the student or student's immediate family; fulfillment of a religious commitment encouraged of members of that faith; fulfillment of required initial active duty for training as a National Guard or Reserve member or for National Guard or Reserve mobilization.

XIII. **Applicability of Fees**

- A. In accordance with this policy, the president of an institution has the authority to determine the applicability of certain fees, fines, charges, and refunds, and to approve exceptions in instances of unusual circumstances. All such actions should be properly documented for auditing purposes.

XIV. **Exceptions**

- A. With regard to payment of student fees and enrollment, the Chancellor (or designee) may approve exceptions to the requirements of this policy in appropriate circumstances.
- B. Requests for exceptions from the President must include sufficient justification documentation.

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Authority

T. C.A. §§ 47-29-102, 49-7-102, 49-7-113, 49-7-2301, 49-7-2302, 49-8-109

History

December 2, 1977 TBR meeting. Revised March 14, 1980 TBR meeting; November 13, 1991 presidents meeting; November 8, 1982 presidents meeting; July 1, 1984; November 1, 1988;

May 15, 1990 presidents meeting; August 14, 1990 presidents meeting; November 15, 1992 presidents meeting; August 10, 1993 presidents meeting; November 9, 1993 presidents meeting; August 9, 1994 presidents meeting; May 8, 1995 presidents meeting, August 8, 1995 presidents meeting, November 8, 1995 presidents meeting, February 6, 1996 presidents meeting, May 14, 1996 presidents meeting, November 12, 1996 presidents meeting, May 6, 1997 presidents meeting, July 16, 1997 called Board meeting, November 5, 1997 presidents meeting, February 17, 1998 presidents meeting via conference call, August 25, 1998 presidents meeting, May 9, 2000 presidents meeting, August 8, 2000 presidents meeting, November 8, 2000 presidents meeting, February 13, 2001 presidents meeting, August 21, 2001 presidents meeting, May 21, 2002 presidents meeting, February 11, 2003 presidents meeting, May 20, 2003 presidents meeting, February 10, 2004 presidents meeting, August 17, 2004 presidents meeting, February 8, 2005 presidents meeting, May 17, 2005 presidents meeting, February 8, 2006 presidents meeting, May 16, 2006 presidents meeting, August 16, 2006 presidents meeting, May 15, 2007 presidents meeting, August 21, 2007 presidents meeting, November 6, 2007 presidents meeting, February 17, 2009 presidents meeting; May 12, 2009 presidents meeting; August 11, 2009 presidents meeting; November 10, 2009 presidents meeting; February 16, 2010 presidents meeting; February 15, 2011 presidents meeting; May 17, 2011 presidents meeting; August 16, 2011 presidents meeting; May 16, 2012 presidents meeting; August 21, 2012 presidents meeting; Revised at Presidents Meeting, February 4, 2014; Revised at Presidents Meeting, August 18, 2015; Revised at Presidents Meeting, November 10, 2015; Presidents Meeting February 2, 2016; August 8, 2017.

Related Policies

- [Access to and Use of Campus Property and Facilities](#)
- [Policy for Classifying Students In-State & Out-of-State for Paying College Fees & Tuition & for Admission Purposes](#)

Institutional Financial Performance Review:

4.01.00.02

Policy Area

Business and Finance Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

It is the policy of the Board that institutions have a sound financial base and demonstrate financial stability sufficient to support the mission of the institution over the long term. Although missions may vary among institutions, a sound financial base and a pattern of financial stability provide the foundation for accomplishing an institution's mission, regardless of changing economic conditions. Financial and physical resources should be managed in a manner that permits the institution to fulfill its mission long term.

Policy

I. Responsibility

- A. The chief executive officer of each institution is responsible for administering and managing the institution's financial affairs in such a manner as to ensure the institution's current and future financial health. This policy establishes the tools used to assess the financial health of an institution, the reporting process, and actions to be taken if an institution shows signs of financial weakness.

II. Background

- A. The analytical framework contained within this policy is derived from Strategic Financial Analysis for Higher Education; Identifying, Measuring & Reporting Financial Risks; Seventh Edition, published by KPMG; Prager, Sealy & Co., LLC; and ATTAIN. This framework and its primary metric, referred to as the Composite Financial Index ("CFI"), are widely used in the higher education community to understand the financial health of institutions. The methodology, ratios, and related benchmarks contained in this policy are taken from this publication.
- B. To determine an institution's financial performance, four questions are asked:
 - 1. Are resources sufficient and flexible enough to support its mission;
 - 2. Does financial asset performance support the institution's strategic direction;

- 32 3. Do operating results indicate the institution is living within its available resources;
33 and
34 4. Is debt managed strategically to advance its mission.

35 C. To address these four questions, data from an institution’s unaudited financial report are
36 used to determine four “core” financial ratios that are then combined into a single
37 composite metric of financial condition – the Composite Financial Index.

38 G.D. Additionally, trends in adjusted unrestricted net position will be monitored to determine
39 the overall financial health of the institutions. Adjusted net position is the unrestricted
40 net position adjusted to eliminate the impact of deferred inflows related to pensions;
41 deferred inflows related to OPEB; noncurrent liabilities for compensated absences; net
42 pension liability; net OPEB obligation; current liabilities for compensated absences;
43 deferred outflows related to pensions; and deferred outflows related to OPEB.

44 III. Calculation of Core Ratios and CFI

45 A. All calculations include the financial results of the institution’s component unit (i.e.
46 related foundation(s), noted as “CU”) to present a comprehensive picture of the
47 institution’s overall financial condition. The data source for calculation of each ratio is the
48 institution’s unaudited annual financial report, with all calculations reflecting the results
49 from a single year (i.e. no use of moving averages). The four core financial ratios,
50 including general descriptions, the calculation method, data sources, an expected
51 performance standard, and a performance watch level and a similar description of the
52 calculation and interpretation of the Composite Financial Index value, are as follows.

53 1. Return on Net AssetsPosition

54 a. Description: The return on net assetsposition ratio measures total economic
55 return during the fiscal year. This measure is similar to the return on equity ratio
56 used in examining for profit concerns and answers the questions, “Are they
57 better off financially than they were a year ago” and “Does financial asset
58 performance support the strategic direction of the institution?” While

59 investments in plant, a capital campaign, or a poor stock market can all create
60 year to year volatility in this measure, the trend over time should be positive.

61 1. Calculation: **Change in Net AssetsPosition + CU Change in Net**
62 **AssetsPosition / Total Net AssetsPosition (beginning of year) + CU**
63 **Total Net AssetsPosition (beginning of year)**

64 2. Expected Performance Standard: The return on net assetsposition ratio should be at
65 least 3 percent above the rate of inflation. For example, if the Consumer Price Index
66 (CPI) is at 3 percent, a return on ~~the~~-net assetsposition ratio of 6 percent is
67 desirable.

68 3. Watch Level: Consistently below the rate of inflation. Anything below the rate of
69 inflation indicates a reduction of the institution's asset base in real dollars, thereby
70 eroding the purchasing power of institutional resources for future generations.

71 a. Net Operating Revenues Ratio

72 1. Description: The net operating revenues ratio indicates an operating surplus
73 or deficit in the given fiscal year. A positive ratio indicates that the institution
74 experienced an operating surplus for the year. This ratio is similar to a profit
75 margin and answers the questions, "Did they balance operating expenses
76 with available revenue" and "Do the operating results indicate that the
77 institution is living within available resources?" Depreciation expense is
78 included to reflect the use of physical assets in measuring operating
79 performance.

80 1. Calculation: **Operating Income (Loss) + Non-operating Revenues**
81 **(Expenses) + CU Change in Unrestricted Net AssetsPosition /**
82 **Operating Revenues + Non-operating Revenues + CU Total**
83 **Unrestricted Revenue**

84 2. Expected Performance Standard: A ratio of 4.0%. This is considered
85 adequate to keep pace with the growth in operating expenses and maintain
86 reserves at acceptable levels.

- 87 3. Watch Level: Consistently below zero. A deficit in a single year does not
88 necessarily indicate a problem, but unexplained deficits over several years
89 ~~are a cause~~could be a cause for concern and suggest that the institution's
90 mission cannot be sustained, and institutional finances should be
91 restructured.
- 92 b. Primary Reserve Ratio.
- 93 1. Description: The primary reserve ratio measures financial strength and
94 flexibility by comparing expendable net assetsposition to total expenses.
95 This measure answers the question, "How long can the institution survive
96 without additional net assetsposition generated by operating revenue?"
- 97 1. Calculation: **Expendable Net AssetsPosition + CU Expendable Net**
98 **AssetsPosition / Total Expenses + CU Total Expenses**
- 99 2. Expected Performance Standard: A ratio of 0.40 (representing about 5
100 months of expenses) or higher. At this level an institution has the flexibility to
101 manage minor financial disruptions and other unforeseen events with less
102 need to immediately disrupt ongoing activities. At this level, an institution
103 can be expected to carry on a reasonable level of facilities maintenance
104 activities.
- 105 3. Watch Level: A ratio of 0.133 (represents less than 1.5 months of expenses
106 in ready assets) or less. Institutions at these levels have less operating
107 flexibility to meet unexpected events, generally lack sufficient resources to
108 pursue strategic initiatives, and may struggle to invest in plant maintenance.
- 109 c. Viability Ratio
- 110 1. Description: The viability ratio measures the financial health of the institution
111 by comparing total expendable net assetsposition to total current and non-
112 current ~~liabilities~~plant debt. This ratio is similar to a coverage ratio used in
113 the private sector to indicate the ability of an organization to cover its long
114 term debt from readily available resources and answers the questions, "How

115 much of their debt can the institution pay off with existing resources” and “Is
116 debt managed strategically to advance the institution's mission”. For
117 institutions with no debt or nominal debt, this ratio is ignored in the
118 calculation of the CFI score. A ratio of 1.0 indicates an institution has
119 expendable resources sufficient to satisfy all outstanding plant related debt.

- 120 1. Calculation: **Expendable Net AssetsPosition + CU Expendable Net**
121 **AssetsPosition / Plant Related Debt + CU Plant Related Debt**
- 122 2. Expected Performance Standard: A ratio of 1.25 or higher (the higher the
123 ratio, the stronger the credit-worthiness of the institution). At these levels, an
124 institution has increased flexibility to address unexpended events.
- 125 3. Watch Level: A ratio of 0.41 or less. Similar to the primary reserve ratio
126 Watch level, institutions at this level have decreased flexibility to respond to
127 unforeseen events, essentially a reduced “margin of error” in the financial
128 management of the institution. Dropping below a ratio of 0.41 may identify
129 the institution as a credit risk.

130 IV. **Composite Financial Index (CFI)**

131 A. After their calculation, these four ratios are combined to deliver a single measure of the
132 overall financial health of the institution. By blending these four core financial ratios into
133 one metric, a more balanced view of the institution’s finances is provided since
134 weakness in one measure can be offset by strength in another. Additionally, measuring
135 the index over time provides a glimpse as to the progress institutions are making toward
136 achieving financial goals. CFI scores range from a low of -4.0 to a high of 10.0. The CFI
137 is computed using a four-step methodology:

- 138 1. Computing the values of the core ratios as outlined above;
 - 139 2. Calculating strength factors by dividing the core ratios by threshold values;
 - 140 3. Multiplying the factors by specific weights; and
 - 141 4. Totaling the resulting scores to obtain the composite financial index.
- 142 a. Institutions with More than Nominal Outstanding Debt:

Core Ratio Value		Threshold Value		Strength Value		Weight		Score
Return on Net <u>AssetsPosition</u>	/	0.020	=	0.00	x	20%	=	0.00
Net Operating Revenues	/	0.013	=	0.00	x	10%	=	0.00
Primary Reserve	/	0.133	=	0.00	x	35%	=	0.00
Viability	/	0.417	=	0.00	x	35%	=	0.00
Composite Financial Index Score							=	0.00

143 b.

144 e-b. Institutions with No or Nominal Outstanding Debt:

Core Ratio Value		Threshold Value		Strength Value		Weight		Score
Return on Net <u>AssetsPosition</u>	/	0.020	=	0.00	x	30%	=	0.00
Net Operating Revenues	/	0.013	=	0.00	x	15%	=	0.00
Primary Reserve	/	0.133	=	0.00	x	55%	=	0.00
Viability	/	0.417	=	0.00	x	0%	=	0.00
Composite Financial Index Score							=	0.00

145 B. Expected Performance Standard: A score of at least 3.0. Strategic Financial Analysis for
146 Higher Education indicates that at this level an institution is relatively financially healthy
147 in that sufficient liquid resources exist to meeting unforeseen circumstances, net
148 operating revenues are adequate, expendable net assetsposition exceed the level of
149 debt, and the return on net assetsposition is reasonable.

150 C. Watch Level: A score of 1.0 or less. Again, Strategic Financial Analysis for Higher
151 Education suggest that scores of 1.0 or below call into question the institution's long-
152 term ability to carry out existing programs and survive.

153 V. Review Periods

154 A. While important, the Board acknowledges that annual results should be placed in
155 context by reviewing longer terms trends. By focusing on 3 to 5 year trends, the Board
156 believes the long term financial health of an institution may be better ascertained. This
157 is true for the various ratios that are used to compute the CFI, the CFI itself, as well as
158 overall the trends in unrestricted net position.

159 VI. **Process for Reporting**

160 A. After completion of the financial statements review by board staff, the ratios, CFI score
161 and trends in adjusted unrestricted net position will be computed by board staff and will
162 be provided to the college presidents and business officers for their review.
163 Furthermore, the results will be reviewed with the chancellor and Board. Within thirty
164 days of submission to the System Office of published financial statements, each
165 institution's chief business officer or TCAT president shall be responsible for calculation
166 of the institution's core ratios and CFI score and submitting this information to the
167 System Office.

168 Using a holistic approach to evaluate the overall financial health of an institution, the
169 Vice Chancellor for Business and Finance and staff will review the ratios, CFI scores,
170 and adjusted unrestricted net position for the current period and trends over time. Often
171 there are underlying reasons why a particular ratio, the CFI, or the adjusted unrestricted
172 net position may not be at the desired level, but which don't pose a significant risk to the
173 institution. In those cases, the Vice Chancellor should document the reason and no
174 further explanations would be needed. However, if the Vice Chancellor, using their
175 professional judgement, has concerns over a particular ratio, the CFI, the adjusted
176 unrestricted net positions, or trends with any of the aforementioned, As part of this
177 submission, the chief business officer or TCAT president shall provide a narrative that
178 explains addresses the factors concerns underlying changes in ratio values and CFI
179 scores from the prior year, and whether these factors were planned or unexpected. If
180 Watch Level performance is evidenced on any indicator, theThe submission shall also

181 address what action the institution plans to take to improve the ratio, the CFI, and/or the
182 adjusted unrestricted net position-or score in subsequent years.

183 A.B. The System Office shall review the narrative submitted by the institution. ~~institutional~~
184 ~~submissions. For any measure that evidences Watch Level performance, if deemed~~
185 necessary by the Vice Chancellor, the System Office will review with the community
186 college chief business officer and/or president or the TCAT president the adequacy of
187 the institution's plan to address the issue. Concerns regarding the adequacy of such
188 plans, if any, shall be communicated to the Chancellor and the institution's president. ~~If a~~
189 ~~Watch Level performance issue persists, Any concerns of the Vice Chancellor or~~
190 Chancellor ~~it~~ will be brought to the attention of the ~~Chancellor and the~~ Board, ~~in an~~
191 ~~exception report.~~

192 B.C. On an annual basis, the Board shall be advised on the aggregate overall financial
193 performance of the System and its institutions, in summary by sector. The System Office
194 staff shall report to the Board any institution whose performance meets the Composite
195 Financial Index Watch Level criteria specified in this policy.

196

197 Sources

198 Authority

199 T.C.A. § 49-8-203

200 History

201 NEW Policy approved at Board Meeting, September 26, 2014; Revision approved at Board
202 Meeting, September 21, 2017.

203 Related Policies

- 204 • [Budget Control](#)
- 205 • [Budget Principles](#)

206

Institutional Financial Performance Review:

4.01.00.02

Policy Area

Business and Finance Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

It is the policy of the Board that institutions have a sound financial base and demonstrate financial stability sufficient to support the mission of the institution over the long term. Although missions may vary among institutions, a sound financial base and a pattern of financial stability provide the foundation for accomplishing an institution's mission, regardless of changing economic conditions. Financial and physical resources should be managed in a manner that permits the institution to fulfill its mission long term.

Policy

I. Responsibility

- A. The chief executive officer of each institution is responsible for administering and managing the institution's financial affairs in such a manner as to ensure the institution's current and future financial health. This policy establishes the tools used to assess the financial health of an institution, the reporting process, and actions to be taken if an institution shows signs of financial weakness.

II. Background

- A. The analytical framework contained within this policy is derived from Strategic Financial Analysis for Higher Education; Identifying, Measuring & Reporting Financial Risks; Seventh Edition, published by KPMG; Prager, Sealy & Co., LLC; and ATTAIN. This framework and its primary metric, referred to as the Composite Financial Index ("CFI"), are widely used in the higher education community to understand the financial health of institutions. The methodology, ratios, and related benchmarks contained in this policy are taken from this publication.
- B. To determine an institution's financial performance, four questions are asked:
 - 1. Are resources sufficient and flexible enough to support its mission;
 - 2. Does financial asset performance support the institution's strategic direction;

3. Do operating results indicate the institution is living within its available resources;
and
 4. Is debt managed strategically to advance its mission.
- C. To address these four questions, data from an institution's unaudited financial report are used to determine four "core" financial ratios that are then combined into a single composite metric of financial condition – the Composite Financial Index.
- D. Additionally, trends in adjusted unrestricted net position will be monitored to determine the overall financial health of the institutions. Adjusted net position is the unrestricted net position adjusted to eliminate the impact of deferred inflows related to pensions; deferred inflows related to OPEB; noncurrent liabilities for compensated absences; net pension liability; net OPEB obligation; current liabilities for compensated absences; deferred outflows related to pensions; and deferred outflows related to OPEB.

III. Calculation of Core Ratios and CFI

- A. All calculations include the financial results of the institution's component unit (i.e. related foundation(s), noted as "CU") to present a comprehensive picture of the institution's overall financial condition. The data source for calculation of each ratio is the institution's unaudited annual financial report, with all calculations reflecting the results from a single year (i.e. no use of moving averages). The four core financial ratios, including general descriptions, the calculation method, data sources, an expected performance standard, and a performance watch level and a similar description of the calculation and interpretation of the Composite Financial Index value, are as follows.

1. Return on Net Position

- a. Description: The return on net position ratio measures total economic return during the fiscal year. This measure is similar to the return on equity ratio used in examining for profit concerns and answers the questions, "Are they better off financially than they were a year ago" and "Does financial asset performance support the strategic direction of the institution?" While investments in plant, a

capital campaign, or a poor stock market can all create year to year volatility in this measure, the trend over time should be positive.

1. Calculation: **Change in Net Position + CU Change in Net Position / Total Net Position (beginning of year) + CU Total Net Position (beginning of year)**
2. Expected Performance Standard: The return on net position ratio should be at least 3 percent above the rate of inflation. For example, if the Consumer Price Index (CPI) is at 3 percent, a return on net position ratio of 6 percent is desirable.
3. Watch Level: Consistently below the rate of inflation. Anything below the rate of inflation indicates a reduction of the institution's asset base in real dollars, thereby eroding the purchasing power of institutional resources for future generations.
 - a. Net Operating Revenues Ratio
 1. Description: The net operating revenues ratio indicates an operating surplus or deficit in the given fiscal year. A positive ratio indicates that the institution experienced an operating surplus for the year. This ratio is similar to a profit margin and answers the questions, "Did they balance operating expenses with available revenue" and "Do the operating results indicate that the institution is living within available resources?" Depreciation expense is included to reflect the use of physical assets in measuring operating performance.
 1. Calculation: **Operating Income (Loss) + Non-operating Revenues (Expenses) + CU Change in Unrestricted Net Position / Operating Revenues + Non-operating Revenues + CU Total Unrestricted Revenue**
 2. Expected Performance Standard: A ratio of 4.0%. This is considered adequate to keep pace with the growth in operating expenses and maintain reserves at acceptable levels.

3. Watch Level: Consistently below zero. A deficit in a single year does not necessarily indicate a problem, but unexplained deficits over several years could be a cause for concern and suggest that the institution's mission cannot be sustained, and institutional finances should be restructured.
- b. Primary Reserve Ratio.
1. Description: The primary reserve ratio measures financial strength and flexibility by comparing expendable net position to total expenses. This measure answers the question, "How long can the institution survive without additional net position generated by operating revenue?"
 1. Calculation: **Expendable Net Position + CU Expendable Net Position / Total Expenses + CU Total Expenses**
 2. Expected Performance Standard: A ratio of 0.40 (representing about 5 months of expenses) or higher. At this level an institution has the flexibility to manage minor financial disruptions and other unforeseen events with less need to immediately disrupt ongoing activities. At this level, an institution can be expected to carry on a reasonable level of facilities maintenance activities.
 3. Watch Level: A ratio of 0.133 (represents less than 1.5 months of expenses in ready assets) or less. Institutions at these levels have less operating flexibility to meet unexpected events, generally lack sufficient resources to pursue strategic initiatives, and may struggle to invest in plant maintenance.
- c. Viability Ratio
1. Description: The viability ratio measures the financial health of the institution by comparing total expendable net position to total current and non-current plant debt. This ratio is similar to a coverage ratio used in the private sector to indicate the ability of an organization to cover its long term debt from readily available resources and answers the questions, "How much of their debt can the institution pay off with existing resources" and "Is debt managed

strategically to advance the institution's mission". For institutions with no debt or nominal debt, this ratio is ignored in the calculation of the CFI score. A ratio of 1.0 indicates an institution has expendable resources sufficient to satisfy all outstanding plant related debt.

1. Calculation: **Expendable Net Position + CU Expendable Net Position / Plant Related Debt + CU Plant Related Debt**
2. Expected Performance Standard: A ratio of 1.25 or higher (the higher the ratio, the stronger the credit-worthiness of the institution). At these levels, an institution has increased flexibility to address unexpended events.
3. Watch Level: A ratio of 0.41 or less. Similar to the primary reserve ratio Watch level, institutions at this level have decreased flexibility to respond to unforeseen events, essentially a reduced "margin of error" in the financial management of the institution. Dropping below a ratio of 0.41 may identify the institution as a credit risk.

IV. Composite Financial Index (CFI)

- A. After their calculation, these four ratios are combined to deliver a single measure of the overall financial health of the institution. By blending these four core financial ratios into one metric, a more balanced view of the institution's finances is provided since weakness in one measure can be offset by strength in another. Additionally, measuring the index over time provides a glimpse as to the progress institutions are making toward achieving financial goals. CFI scores range from a low of -4.0 to a high of 10.0. The CFI is computed using a four-step methodology:
 1. Computing the values of the core ratios as outlined above;
 2. Calculating strength factors by dividing the core ratios by threshold values;
 3. Multiplying the factors by specific weights; and
 4. Totaling the resulting scores to obtain the composite financial index.
 - a. Institutions with More than Nominal Outstanding Debt:

Core Ratio Value		Threshold Value		Strength Value		Weight		Score
Return on Net Position	/	0.020	=	0.00	x	20%	=	0.00
Net Operating Revenues	/	0.013	=	0.00	x	10%	=	0.00
Primary Reserve	/	0.133	=	0.00	x	35%	=	0.00
Viability	/	0.417	=	0.00	x	35%	=	0.00
Composite Financial Index Score							=	0.00

b. Institutions with No or Nominal Outstanding Debt:

Core Ratio Value		Threshold Value		Strength Value		Weight		Score
Return on Net Position	/	0.020	=	0.00	x	30%	=	0.00
Net Operating Revenues	/	0.013	=	0.00	x	15%	=	0.00
Primary Reserve	/	0.133	=	0.00	x	55%	=	0.00
Viability	/	0.417	=	0.00	x	0%	=	0.00
Composite Financial Index Score							=	0.00

B. Expected Performance Standard: A score of at least 3.0. Strategic Financial Analysis for Higher Education indicates that at this level an institution is relatively financially healthy in that sufficient liquid resources exist to meeting unforeseen circumstances, net operating revenues are adequate, expendable net position exceed the level of debt, and the return on net position is reasonable.

C. Watch Level: A score of 1.0 or less. Again, Strategic Financial Analysis for Higher Education suggest that scores of 1.0 or below call into question the institution's long-term ability to carry out existing programs and survive.

V. [Review Periods](#)

A. While important, the Board acknowledges that annual results should be placed in context by reviewing longer terms trends. By focusing on 3 to 5 year trends, the Board believes the long term financial health of an institution may be better ascertained. This

is true for the various ratios that are used to compute the CFI, the CFI itself, as well as overall the trends in unrestricted net position.

VI. **Process for Reporting**

- A. After completion of the financial statements review by board staff, the ratios, CFI score and trends in adjusted unrestricted net position will be computed by board staff and will be provided to the college presidents and business officers for their review.

Furthermore, the results will be reviewed with the chancellor and Board.

Using a holistic approach to evaluate the overall financial health of an institution, the Vice Chancellor for Business and Finance and staff will review the ratios, CFI scores, and adjusted unrestricted net position for the current period and trends over time. Often there are underlying reasons why a particular ratio, the CFI, or the adjusted unrestricted net position may not be at the desired level, but which don't pose a significant risk to the institution. In those cases, the Vice Chancellor should document the reason and no further explanations would be needed. However, if the Vice Chancellor, using their professional judgement, has concerns over a particular ratio, the CFI, the adjusted unrestricted net positions, or trends with any of the aforementioned, the chief business officer or TCAT president shall provide a narrative that addresses the concerns. The submission shall also address what action the institution plans to take to improve the ratio, the CFI, and/or the adjusted unrestricted net position in subsequent years.

- B. The System Office shall review the narrative submitted by the institution. If deemed necessary by the Vice Chancellor, the System Office will review with the community college chief business officer and/or president or the TCAT president the adequacy of the institution's plan to address the issue. Concerns regarding the adequacy of such plans, if any, shall be communicated to the Chancellor and the institution's president. Any concerns of the Vice Chancellor or Chancellor will be brought to the attention of the Board.

- C. On an annual basis, the Board shall be advised on the aggregate overall financial performance of the System and its institutions, in summary by sector. The System Office staff shall report to the Board any institution whose performance meets the Composite Financial Index Watch Level criteria specified in this policy.

Sources

Authority

T.C.A. § 49-8-203

History

NEW Policy approved at Board Meeting, September 26, 2014; Revision approved at Board Meeting, September 21, 2017.

Related Policies

- [Budget Control](#)
- [Budget Principles](#)

BOARD TRANSMITTAL

MEETING: Committee on Finance and Business Operations

SUBJECT: Approval of Tuition and Fee Recommendations for the
2022-23 Academic Year

DATE: June 16, 2022

PRESENTER: Danny Gibbs, Executive Vice Chancellor for Business and
Finance

PRESENTATION
REQUIREMENTS: 10 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF
RECOMMENDATION: Recommend Approval

TBR Staff will present the recommendations for tuition, mandatory fees, and non-mandatory fees for academic year 2022-23.

BOARD TRANSMITTAL

MEETING: Committee on Finance and Business Operations

SUBJECT: Approval of Funding for Operations for the 2022-23 Fiscal Year

DATE: June 16, 2022

PRESENTER: Danny Gibbs, Executive Vice Chancellor for Business and Finance

PRESENTATION REQUIREMENTS: 5 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

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

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

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

The purpose of this agenda item is to consider for approval both the recommended ***Estimated Budgets*** for FY 2021-22 and the recommended ***Proposed Budgets*** for FY 2022-23. As part of approval of the Proposed Budgets for FY 2022-23, staff recommends that the Board authorize the Chancellor to take actions necessary to implement the approved budgets.

BOARD TRANSMITTAL

MEETING: Committee on Finance and Business Operations

SUBJECT: Capital Budget Request Fiscal Year 2023-24

DATE: June 16, 2022

PRESENTER: Dick Tracy, Executive Director of Facilities Development

PRESENTATION REQUIREMENTS: 10 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

The Committee will consider approval of the Capital Maintenance Budget Request for fiscal year 2023-24. Detailed information will be distributed to Committee members in advance of the meeting.



Tennessee Board of Regents
Committee on Workforce Development
June 16, 2022

AGENDA

1. CENTER ON WORKFORCE DEVELOPMENT UPDATES *(TCAT Murfreesboro President Carol Puryear)*

- **Workforce Updates.** Tennessee Board of Regents colleges across the state continue to anticipate the needs of Tennessee’s industry, and new projects and initiatives continue to be developed to meet those needs. President Carol Puryear will review current workforce development projects and activities, including campus workforce training initiatives, apprenticeships, and successes with new graduates of the Governor’s Correctional Education Initiative.

- **Progress on Ford Blue Oval City.** Development of the new Tennessee College of Applied Technology (TCAT) in conjunction with Ford Motor Company and SK Innovation’s Blue Oval City continued this quarter, and several benchmarks have been met during that time. President Puryear will be joined by TCAT Jackson President Jeff Sisk and newly-approved Executive Vice President Heath McMillian of TCAT Jackson to provide an update on this critical project, including new milestones, projections, and next steps.

BOARD TRANSMITTAL

MEETING: Committee on Workforce Development

SUBJECT: Center for Workforce Development Updates

DATE: June 16, 2022

PRESENTER: TCAT Murfreesboro President Carol G. Puryear

PRESENTATION REQUIREMENTS: 15 minutes

ACTION REQUIRED: Informational Purposes

STAFF RECOMMENDATION: Not Applicable

- **Workforce Updates.** Tennessee Board of Regents colleges across the state continue to anticipate the needs of Tennessee’s industry, and new projects and initiatives continue to be developed to meet those needs. President Carol Puryear will review current workforce development projects and activities, including campus workforce training initiatives, apprenticeships, and successes with new graduates of the Governor’s Correctional Education Initiative.
- **Progress on Ford Blue Oval City.** Development of the new Tennessee College of Applied Technology (TCAT) in conjunction with Ford Motor Company and SK Innovation’s Blue Oval City continued this quarter, and several benchmarks have been met during that time. President Puryear will be joined by TCAT Jackson President Jeff Sisk and newly-approved Executive Vice President Heath McMillian of TCAT Jackson to provide an update on this critical project, including new milestones, projections, and next steps.



Tennessee Board of Regents
Committee on Personnel and Compensation
June 16, 2022

AGENDA

1. CONSENT AGENDA

- a. Revisions to TBR Policy 5.01.01.20 Alternate Work Arrangements**
The Committee will review for approval proposed revisions to the Alternate Work Arrangements Policy – 5.01.01.20
- b. Revisions to TBR Policy 5.02.04.10 Faculty Compensation During Summer Session**
The Committee will review for approval proposed revisions to the Faculty Compensation During Summer Session – 5.02.04.10
- c. Revisions to TBR Policy 5.01.05.00 Outside Employment and Extra Compensation for Additional Assignments**
The Committee will review for approval proposed revisions to the Outside Employment and Extra Compensation for Additional Assignments – 5.01.05.00
- d. Revisions to TBR Policy 5.01.07.00 Commissioning of Law Enforcement and Security Personnel**
The Committee will review for approval proposed revisions to the Commissioning of Law Enforcement and Security Personnel – 5.01.07.00
- e. Revisions to TBR Policy 5.01.01.07 Sick Leave**
The Committee will review for approval proposed revisions to the Sick Leave Policy– 5.01.01.07

2. APPROVAL OF JUNE 1, 2022 SPECIAL CALLED MEETING

Approval of the minutes of the June 1, 2022 special called personnel and compensation meeting that includes action taken on the compensation strategies.

3. TENURE AND PROMOTION RECOMMENDATIONS AT TENNESSEE COLLEGES OF APPLIED TECHNOLOGY (TCATs)

The TCATs request approval to grant promotion to fifty-eight (58) faculty members. There are no requests for tenure.

4. TENURE AND PROMOTION RECOMMENDATIONS AT COMMUNITY COLLEGES

The Community Colleges request approval to grant tenure to seventy (70) faculty members. Additionally, the Community Colleges request approval to grant promotion to one-hundred-seventy-six (176) faculty members.

5. REVIEW AND APPROVAL OF FACULTY EMERITUS

Four (4) faculty emeritus candidates are being recommended to the Board for consideration and approval.

6. FACULTY PROMOTIONAL INCREASES

The Tennessee Colleges of Applied Technology request approval to grant faculty promotional increases to fifty-eight (58) faculty members and the Community Colleges request approval to grant faculty promotional increases to one-hundred-seventy-six (176) faculty members.

7. REQUESTS FOR COMPENSATION PLAN PAYMENTS FOR TCATs, CHANCELLOR AND PRESIDENTS COMPENSATION PLANS

In accordance with the Board approved compensation plan at the March Board meeting, the following increases are recommended for the TCATs, Chancellor and the Presidents of the colleges.

8. INSTITUTIONAL REQUESTS FOR AMENDED COMPENSATION PLANS

Three institutions request approval of an amended compensation plan to address market changes.

9. INSTITUTIONAL REQUESTS FOR COMPENSATION PLAN PAYMENTS FROM THE STATE SALARY INCREASE POOL

Two colleges requests to use some or all of the state funding for their compensation plans and have submitted a proposal for review and approval.

10. EXECUTIVE INCENTIVE PAYMENTS

Recommendations for executive incentive pay are brought before the Committee for review and approval.

11. APPROVAL OF PRESIDENT EMERITUS CONTRACTS

The community colleges request the review and approval of six individuals to be appointed President Emeritus for the fiscal year 2022-2023.



Tennessee Board of Regents
Committee on Personnel and Compensation
Thursday, June 16, 2022

AGENDA

1. CONSENT AGENDA

- A. Revisions to TBR Policy 5.01.01.20 Alternate Work Arrangements**
The Committee will review for approval proposed revisions to the Alternate Work Arrangements Policy – 5.01.01.20
- B. Revisions to TBR Policy 5.02.04.10 Faculty Compensation During Summer Session**
The Committee will review for approval proposed revisions to the Faculty Compensation During Summer Session – 5.02.04.10
- C. Revisions to TBR Policy 5.01.05.00 Outside Employment and Extra Compensation for Additional Assignments**
The Committee will review for approval proposed revisions to the Outside Employment and Extra Compensation for Additional Assignments – 5.01.05.00
- D. Revisions to TBR Policy 5.01.07.00 Commissioning of Law Enforcement and Security Personnel**
The Committee will review for approval proposed revisions to the Commissioning of Law Enforcement and Security Personnel – 5.01.07.00
- E. Revisions to TBR Policy 5.01.01.07 Sick Leave**
The Committee will review for approval proposed revisions to the Sick Leave Policy – 5.01.01.07

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: TBR Policy 5.01.01.20, Alternate Work Arrangements

DATE: June 16, 2022

PRESENTER: Brian Lapps

PRESENTATION REQUIREMENTS: 5 minutes

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Recommend Approval

The Alternate Work Arrangements Policy proposed revisions are substantial and driven by changes during the course of the COVID-19 pandemic.

- Part I of the policy includes portions applicable to all forms of alternate work.
- Part II is directed at Remote Work and is intended to reflect changes in how many people have worked in the past two years and to update the process going forward.
- One of the major goals is to make clear that employees at TBR institutions are generally expected to have a central/primary workplace in Tennessee. The policy permits exceptions in certain circumstances, but because working in other states may subject an institution to the laws of other states, approval, including by the President and HR, is required. Any exceptions for international work (not including working with foreign study programs and short-term travel), must have the Chancellor's approval.
- Revisions also make clear that employees who work remotely might incur tax consequences, particularly if they work in states with a state income tax. State income taxes vary widely from state to state, and thus employees are required to comply with state tax laws.
- Certain provisions of the AWA are not applicable to faculty, as set out in the Purpose.
- There are a number of other clarifications and updates, which are intended to be self-explanatory.

Attachment

Alternate and Remote Work Arrangements: 5.01.01.20

Policy/Guideline Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

The purpose of this policy is to set the standards for ~~a consistent process and treatment of employees regarding~~ alternate work arrangements, including remote work, across the TBR system. Alternate work arrangements may enable an institution to retain and attract employees, increase productivity, improve morale, and optimize the use of institutional space. Availability of an alternate work arrangement is at the discretion of each institution and subject to change with or without notice. ~~This policy applies only to non-faculty employees in institutions who choose to offer alternative work arrangements. Future references to employees in this policy refer to non-faculty.~~ Any reference to institutions includes the TBR System Office. Given the nature of faculty work, only Sections I and Sections II (D, E, F, H, I, K, and L) of this policy are applicable to faculty. Institutions may have additional procedures applicable to faculty.

Definitions

- Remote work Telecommuting - A work arrangement in which a supervisors authorizes an employees to perform their usual job duties away from their central workplace ~~in accordance with work agreements.~~
- Flex Time - Adjusted work schedule where daily working hours may fall outside the hours of 8:00 am to 4:30 pm.
- Compressed Work Week - Adjusted schedule where the employee works a 37.5-hour week in less than 5 days.
- Flex Year - Any time period, greater than 9 but and less than 12 months, scheduled to accommodate a the cyclical workload ~~of the Institution.~~
- Job Sharing - Two or more people share a single job for which they are equally each accountable.
- Central Workplace - The employer's place of work to which where an employees is primarily assigned. ~~normally are located.~~

- ~~Employee – A person employed by the institution pursuant to the Board of Regents policies.~~
- Alternate Work Arrangement ~~Agreement (Work Agreement)~~ - The written ~~arrangement, as documented by an acknowledgement, agreement between the institution and the employee~~ that details the terms and conditions of an employee's work schedule whether away from or at the central workplace. A remote work arrangement is one type of alternate work arrangement. ~~Work agreements are required for any alternate work arrangement.~~
- ~~Work Schedule – The employee's hours of work in the central workplace and/or in the alternate work location.~~

Policy/Guideline

I. General Procedures

- A. ~~Requests for a~~Alternate work arrangements should ~~be initiated by the employee's supervisor, and~~ supervisor and should address and establish the business justification for the alternate work arrangement. Each institution must establish an internal procedure to review and approve/deny proposed alternate work arrangements, regardless of whether the institution, supervisor, or employee proposes the alternate work arrangement. ~~these requests.~~
- B. Alternate work arrangements are not ~~to be considered~~ a universal employee benefit or right. No employee is entitled to or guaranteed ~~the opportunity to~~ an alternate work arrangement. Management is responsible for the continued successful operations of each institution, and thus management has the sole discretion to designate positions and/or individuals for an alternate work arrangement.

- C. Alternate ~~w~~Work ~~a~~Arrangements do not change the conditions of employment or required compliance with laws and policies. Employees working on an alternate work arrangement are subject to the same policies, statutes, and procedures applicable to all employees including, but not limited to, [outside employment](#), [conflict of interest](#), [IT acceptable use](#), time and attendance, and leave policies. Institutions must ensure that procedures are in place to document the work hours of employees in alternate work arrangements ~~and to ensure~~ing compliance with the Fair Labor Standards Act. Supervisors may require employees to report to a central workplace or video conference as needed for work-related meetings or other events or may meet with employees in [person](#) ~~the alternative work location~~ as needed [regardless of the alternate work arrangement](#). ~~to discuss work progress or other work related~~work-related issues. If a holiday falls on an employee's scheduled day off as a result of an alternate work arrangement, the employee's supervisor will make appropriate schedule adjustments to accommodate the holiday.
- D. If approved for an alternate work arrangement, the employee is expected to maintain appropriate levels of productivity and quality of work. ~~If working from a home-based location, the employee will be expected to make arrangements which allow the work site to be a productive work environment during the agreed upon work hours.~~ The supervisor will use the institution's normal performance management system to clearly define the performance expectations and to assess the employee's performance. If a decline in performance is noted, the arrangement will be canceled.

- E. Approved alternate work arrangements must be supported by initiated through a written formal alternate work arrangement agreement. At a minimum, this arrangement agreement will must include and establish:
1. That the arrangement agreement may be revoked any time without cause by written notification of the ~~h~~institution or upon request by the employee, if approved by the supervisor;
 2. That the agreement will be reviewed periodically (and no less than annually) for compliance and to insure the continued business justification for the work arrangement agreement;
 3. The employee's work schedule;
 4. The employee's work location(s); and
 5. ~~How communications between the employee, supervisors, colleagues and others will be maintained~~;
 6. ~~Exclusions of liability for the institution and the State related to injury or property damage to third persons at employee maintained home-based work locations~~;
 7. ~~6. An indemnification and hold harmless clause releasing the institution and the State from any and all claims, demands, judgments, liabilities, losses, damages, or expenses resulting or arising from any injury or damage to any person, corporation or other entity caused directly or indirectly by the employee's acts, omissions, bad faith, willful misconduct or negligence excluding acts within the scope of the employee's employment pursuant to TCA 9-8-307(h);~~ The employee will be responsible for the tax consequences of any alternate work arrangement;

~~8.7. The institution's right to inspect home-based work facilities upon request;~~

~~9.8. The employee's status during emergency or weather-related closings. Employees whose alternate work location is in their home are expected to continue working during emergency or weather-related closings, unless otherwise determined by the institution or the employee requests annual leave.~~

~~F. Requests for alternate work arrangements as an accommodation for a disability will be addressed through the institution's accommodation request process.~~

~~G. A sample Alternate Work Arrangement Acknowledgement Agreement is provided in Exhibit 1.~~

II. Remote Work Procedures

~~A. Remote work may be viable in certain instances. Remote work arrangements may be for partial, or in certain situations, on a full-time basis. This policy does not apply to remote work on an informal basis, such as occasional work from home or while traveling.~~

~~B. The majority of job positions require staff to be on campus to support students, faculty, fellow staff, and other members of the institutional community. Remote work thus is not suitable for all employees and all jobs. In determining the appropriateness of a remote work arrangement, the supervisor should consider:~~

~~1. Job responsibilities—the amount of required in-person interaction with faculty, students, and other employees and the ability for the individual and operational unit to perform as competently and efficiently as if working at the central workplace.~~

2. Needs of the unit and other units—whether the unit obtains optimal performance by collaborating in person, whether employees are able to interact sufficiently via remote means, and whether working remotely adversely affects other units.
3. Resources—whether the institution can save money by having certain units and certain employees work remotely and whether the employee has appropriate resources at the remote location, including reliable, high-speed internet service.
4. Employee suitability—whether the employee has demonstrated traits necessary to work remotely, such as the ability to work independently, good organization and time-management skills, satisfactory attendance and punctuality, and self-motivation.

C. ~~If working from a home-based location, An employee working remotely has the same responsibility as one working at a central workplace for maintaining regular work hours consistent with the core workday of the institution (unless a variation is approved by a supervisor) and for devoting working time to work-related functions. The employee is responsible for maintaining a productive workplace and for limiting interruptions during working time, which includes making appropriate dependent-care arrangements. A remote work arrangement is not a substitute for dependent care or for taking leave. Requests for leave to address such issues should be made pursuant to the appropriate leave policy. ~~the employee will be expected to make arrangements which allow the work site to be a productive work environment during the agreed upon work hours.~~~~

A.D. _____ Employees working from a location within their home are responsible for maintaining their work environment as a safe and productive work space workspace. The employee is responsible for

making arrangements for a safe work environment. Work related injuries occurring while working away from the central workplace at the employee's home-based work location should be reported consistently with those occurring at a central workplace, ~~are subject to Tennessee Worker's Compensation laws. Alternate work locations are considered extensions of the employee's central work location during the time period outlined in the Alternate Work Arrangement Agreement.~~

E. The supervisor should consider material and equipment needs when drafting a proposal for an alternate work arrangement with the goal of making the arrangement cost-neutral, i.e., no more equipment, supplies or expense should be necessary as a result of the alternate work arrangement than would be needed at the central workplace~~in the original work location~~. However, at the ~~i~~Institution's discretion, ~~appropriated~~ funds may be used to provide office equipment, such as docking stations or scanner/printers if doing so enhances the cost efficiency of the arrangement or is otherwise in the institution's best interests;

F.

- ~~1. Pay for leased telephone lines in employee's alternate work location;~~
- ~~2. Install and provide basic telephone service in employees' alternate work location or;~~
- ~~3. Provide cell phones or cell phone allowances to employees for business use;~~
- ~~4. If cell phones or cell phone allowances are not provided, institutions may reimburse employees for business-related long distance calls made from their~~

personal telephones upon submission of appropriate documentation.

F. The ~~i~~Institution will not be responsible for any additional costs associated with alternate work locations such as utilities, home maintenance, furniture etc. The employee is responsible for maintaining reliable, secure high-speed internet and telephone service capability at their alternate work location.

G. In the event an employee is unable to work remotely due to internet outages or other reasons, the employee should contact the supervisor and may be required to report to the central workplace or take leave.

H. Employees with remote work arrangements shall not receive mileage for travel to their central workplace. Travel to a central workplace is not working time.

I. The employee will be responsible for any tax implications of a home-based work location. For a home-based work location, the employee will be responsible for providing insurance coverage for equipment, supplies, etc. provided by the employee, as the institution is not responsible for damage to an employee's personal property. The employee will be responsible for compliance with any local zoning ordinances or other restrictions related to maintaining a home-based work site. The ~~i~~Institution will not be liable for any fines, penalties, taxes or other expenses that may accrue as a result of any violation of applicable restrictions.

J. Employees are not permitted to have in-person, work-related meetings in their homes, unless with an individual employed by a TBR institution or State of Tennessee agency.

K. Out of state ~~alternate~~ remote work locations.

1. Employees working for Tennessee Board of Regents institutions are generally expected to have a central workplace in Tennessee. For that reason, institutions will not routinely enter into remote work arrangements that involve working entirely or primarily in another state. Any -requests for out-of-state remote work must be approved by the president (or Chancellor for System Office employees) supervisor and human resources in advance. Because working outside of Tennessee may subject the institution to the laws of other states, remote work will not be approved from all states. If a supervisor is considering hiring an employee who wishes to spend a significant amount of working time in another state, the supervisor should consult human resources and obtain the required approvals early in the recruiting process. The Chancellor must approve any international remote work arrangement. Approval to work remotely is not needed for the following:

a. while traveling on institutional business;

b. while traveling on a Tennessee Center for International Studies program;

c. while on personal travel or on weekends and holidays;

and

d. where the employee commutes to a central workplace in Tennessee from across state lines.

B2. Working outside of Tennessee may create state and local income tax obligations for an employee. State and local income tax laws differ significantly and may be based on both personal residence and work location. The employee is responsible for understanding the tax consequences associated with a remote

work arrangement and for properly paying any applicable state and local income taxes that result from remote work as a result of residing outside the state of Tennessee. TBR institutions do not withhold income and remit taxes to other states. The employee must indemnify the institution for any unpaid tax liability resulting from a remote work arrangement.

L. G. — Employees working remotely must protect institution-owned equipment, records, data, and material. Employees must follow the institution's approved data security policies and procedures for protecting confidential information. The employee will be responsible for any materials and documents transported from the institution and/or printed at the alternate work location. The employee is responsible for appropriate disposal of records. Employees must report loss, damage, theft, or unauthorized access at the earliest opportunity and cooperate with the institution in following up on such matters. Institution-provided equipment and supplies must be returned in good working order upon termination of the remote work arrangement, or at any time upon request by the institution.

Exhibits

-  [Exhibit 1 - Alternative Work Arrangement Acknowledgment Agreement Sample](#)(docx /35.62 KB)

Sources

Authority

T.C.A. §§ 49-8-203, 9-8-307

History

TBR Meeting: December 4, 2008; TBR Meeting: December 5, 2013, this policy was revised and renamed. The previous revision was named "Telecommuting:" Revised, 2022.

Alternate and Remote Work Arrangements: 5.01.01.20

Policy/Guideline Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

The purpose of this policy is to set the standards for alternate work arrangements, including remote work, across the TBR system. Alternate work arrangements may enable an institution to retain and attract employees, increase productivity, improve morale, and optimize the use of institutional space. Availability of an alternate work arrangement is at the discretion of each institution and subject to change with or without notice. Any reference to institutions includes the TBR System Office. Given the nature of faculty work, only Sections I and Sections II (D, E, F, H, I, K, and L) of this policy are applicable to faculty. Institutions may have additional procedures applicable to faculty.

Definitions

- Remote work - A work arrangement in which a supervisor authorizes an employee to perform the usual job duties away from the central workplace.
- Flex Time - Adjusted work schedule where daily working hours may fall outside the hours of 8:00 am to 4:30 pm.
- Compressed Work Week - Adjusted schedule where the employee works a 37.5-hour week in less than 5 days.
- Flex Year - Any time period greater than 9 but less than 12 months scheduled to accommodate a cyclical workload.
- Job Sharing - Two or more people share a single job for which they are each accountable.
- Central Workplace - The place of work to which an employee is primarily assigned.
- Alternate Work Arrangement - The written arrangement, as documented by an acknowledgement, that details the terms and conditions of an employee's

work schedule whether away from or at the central workplace. A remote work arrangement is one type of alternate work arrangement.

Policy/Guideline

I. General Procedures

- A. Alternate work arrangements should address and establish the business justification for the alternate work arrangement. Each institution must establish an internal procedure to review and approve/deny proposed alternate work arrangements, regardless of whether the institution, supervisor, or employee proposes the alternate work arrangement.
- B. Alternate work arrangements are not a universal employee benefit or right. No employee is entitled to or guaranteed an alternate work arrangement. Management is responsible for the continued successful operations of each institution, and thus management has the sole discretion to designate positions and/or individuals for an alternate work arrangement.
- C. Alternate work arrangements do not change the conditions of employment or required compliance with laws and policies. Employees working on an alternate work arrangement are subject to the same policies, statutes, and procedures applicable to all employees including, but not limited to, outside employment, conflict of interest, IT acceptable use, time and attendance, and leave policies. Institutions must ensure that procedures are in place to document the work hours of employees in alternate work arrangements and to ensure compliance with the Fair Labor Standards Act. Supervisors may require employees to report to a central workplace or video conference as needed for work-related meetings or other events or may meet with employees in person as

needed regardless of the alternate work arrangement. If a holiday falls on an employee's scheduled day off as a result of an alternate work arrangement, the employee's supervisor will make appropriate schedule adjustments to accommodate the holiday.

- D. If approved for an alternate work arrangement, the employee is expected to maintain appropriate levels of productivity and quality of work. The supervisor will use the institution's normal performance management system to clearly define the performance expectations and to assess the employee's performance. If a decline in performance is noted, the arrangement will be canceled.
- E. Approved alternate work arrangements must be supported by a written alternate work arrangement. At a minimum, this arrangement must include and establish:
 - 1. That the arrangement may be revoked any time without cause by written notification of the institution or upon request by the employee, if approved by the supervisor;
 - 2. That the agreement will be reviewed periodically (and no less than annually) for compliance and to insure the continued business justification for the work arrangement;
 - 3. The employee's work schedule;
 - 4. The employee's work location(s); and
 - 5. ;
 - 6. The employee will be responsible for the tax consequences of any alternate work arrangement;
 - 7.

8. The employee's status during emergency or weather-related closings. Employees whose alternate work location is in their home are expected to continue working during emergency or weather-related closings, unless otherwise determined by the institution or the employee requests annual leave.
- F. Requests for alternate work arrangements as an accommodation for a disability will be addressed through the institution's accommodation request process.
- G. A sample Alternate Work Arrangement Acknowledgement is provided in Exhibit 1.
- A. **II. Remote Work Procedures** Remote work may be viable in certain instances. Remote work arrangements may be for partial, or in certain situations, on a full-time basis. This policy does not apply to remote work on an informal basis, such as occasional work from home or while traveling.
- B. The majority of job positions require staff to be on campus to support students, faculty, fellow staff, and other members of the institutional community. Remote work thus is not suitable for all employees and all jobs. In determining the appropriateness of a remote work arrangement, the supervisor should consider:
1. Job responsibilities—the amount of required in-person interaction with faculty, students, and other employees and the ability for the individual and operational unit to perform as competently and efficiently as if working at the central workplace.
 2. Needs of the unit and other units—whether the unit obtains optimal performance by collaborating in person, whether

employees are able to interact sufficiently via remote means, and whether working remotely adversely affects other units.

3. Resources—whether the institution can save money by having certain units and certain employees work remotely and whether the employee has appropriate resources at the remote location, including reliable, high-speed internet service.
 4. Employee suitability—whether the employee has demonstrated traits necessary to work remotely, such as the ability to work independently, good organization and time-management skills, satisfactory attendance and punctuality, and self-motivation.
- C. An employee working remotely has the same responsibility as one working at a central workplace for maintaining regular work hours consistent with the core workday of the institution (unless a variation is approved by a supervisor) and for devoting working time to work-related functions. The employee is responsible for maintaining a productive workplace and for limiting interruptions during working time, which includes making appropriate dependent-care arrangements. A remote work arrangement is not a substitute for dependent care or for taking leave. Requests for leave to address such issues should be made pursuant to the appropriate leave policy.
- D. The employee is responsible for making arrangements for a safe work environment. Work related injuries occurring while working away from the central workplace should be reported consistently with those occurring at a central workplace.
- E. The supervisor should consider material and equipment needs when drafting a proposal for an alternate work arrangement with the goal of making the arrangement cost-neutral, i.e., no more

equipment, supplies or expense should be necessary as a result of the alternate work arrangement than would be needed at the central workplace. However, at the institution's discretion, funds may be used to provide office equipment, such as docking stations or scanner/printers if doing so enhances the cost efficiency of the arrangement or is otherwise in the institution's best interests.

- F. The institution will not be responsible for any additional costs associated with alternate work locations such as utilities, home maintenance, furniture etc. The employee is responsible for maintaining reliable, secure high-speed internet and telephone service at the alternate work location.
- G. In the event an employee is unable to work remotely due to internet outages or other reasons, the employee should contact the supervisor and may be required to report to the central workplace or take leave.
- H. Employees with remote work arrangements shall not receive mileage for travel to their central workplace. Travel to a central workplace is not working time.
- I. For a home-based work location, the employee will be responsible for providing insurance coverage for equipment, supplies, etc. provided by the employee, as the institution is not responsible for damage to an employee's personal property. The employee will be responsible for compliance with any local zoning ordinances or other restrictions related to maintaining a home-based work site. The institution will not be liable for any fines, penalties, taxes or other expenses that may accrue as a result of any violation of applicable restrictions.

J. Employees are not permitted to have in-person, work-related meetings in their homes, unless with an individual employed by a TBR institution or State of Tennessee agency.

K. Out of state remote work locations.

1. Employees working for Tennessee Board of Regents institutions are generally expected to have a central workplace in Tennessee. For that reason, institutions will not routinely enter into remote work arrangements that involve working entirely or primarily in another state. Any request for out-of-state remote work must be approved by the president (or Chancellor for System Office employees) and human resources in advance. Because working outside of Tennessee may subject the institution to the laws of other states, remote work will not be approved from all states. If a supervisor is considering hiring an employee who wishes to spend a significant amount of working time in another state, the supervisor should consult human resources and obtain the required approvals early in the recruiting process. The Chancellor must approve any international remote work arrangement. Approval to work remotely is not needed for the following:

- a. while traveling on institutional business;
- b. while traveling on a Tennessee Center for International Studies program;
- c. while on personal travel or on weekends and holidays;
and
- d. where the employee commutes to a central workplace in Tennessee from across state lines.

2. Working outside of Tennessee may create state and local income tax obligations for an employee. State and local income tax laws differ significantly and may be based on both personal residence and work location. The employee is responsible for understanding the tax consequences associated with a remote work arrangement and for properly paying any applicable state and local income taxes that result from remote work . TBR institutions do not withhold income and remit taxes to other states. The employee must indemnify the institution for any unpaid tax liability resulting from a remote work arrangement.L.

Employees working remotely must protect institution-owned equipment, records, data, and material. Employees must follow the institution’s data security policies and procedures for protecting confidential information. The employee will be responsible for any materials and documents transported from the institution and/or printed at the alternate work location. The employee is responsible for appropriate disposal of records. Employees must report loss, damage, theft, or unauthorized access at the earliest opportunity and cooperate with the institution in following up on such matters. Institution-provided equipment and supplies must be returned in good working order upon termination of the remote work arrangement, or at any time upon request by the institution.

Exhibits

-  [Exhibit 1 - Alternative Work Arrangement Acknowledgment](#)

[Sample](#)(docx /35.62 KB)

Sources

Authority

T.C.A. §§ 49-8-203, 9-8-307

History

TBR Meeting: December 4, 2008; TBR Meeting: December 5, 2013, this policy was revised and renamed. The previous revision was named "Telecommuting;" Revised _____, 2022.

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: TBR Policies 5.02.04.10, Faculty Compensation During Summer Session; and 5.01.05.00, Outside Employment and Extra Compensation for Additional Assignments

DATE: June 16, 2022

PRESENTER: Brian Lapps

PRESENTATION REQUIREMENTS: 5 minutes

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Recommend Approval

The impetus behind revisions to the Faculty Compensation During Summer Session and the Outside Employment and Extra Compensation for Additional Assignments policies is to reflect and more clearly document current practices, as well as to clarify payment during some of the shorter, non-traditional academic periods, primarily Maymester and Wintermester.

- Summer Session and thus Maymester, which is considered part of Summer Session for academic purposes, continue to be paid at the 1/32 of their academic year salary per semester hour of teaching load.
- If a teaching assignment is not part of Summer Session/ Maymester, it is paid at Overload Rates. This includes Wintermester, which is attached to either Fall or Spring Semester.
- This approach ensures consistency among community colleges, where the rates are established across the TBR System.
- Given the varied nature of TCAT programs, their presidents have more flexibility to establish Overload Rates of pay.

The major revisions to the Outside Employment and Extra Compensation for Additional Assignments policy, in addition to aligning with the Faculty Compensation During Summer Session policy, recognize that part-time employees are likely to have other employment, and because that additional employment is expected, it need not be approved as required of full-time employees. All employees remain subject to the conflict of interest policy. Employees further

must disclose potential outside employment prior to hiring, as well as prior to commencing new outside employment while employed in the TBR system.

Other revisions in the policy are intended to be self-explanatory and to clarify the process for outside employment, including approval processes.

Because the policies are interrelated, they are presented at the same time, and a single vote is requested.

Attachments

Faculty Compensation During Summer Session ~~and Inter-Sessions~~: 5.02.04.10

Policy Area

Personnel Policies

Applicable Divisions

Community Colleges

Purpose

The Tennessee Board of Regents recognizes and considers summer session ~~and inter-session~~ assignments ~~for of~~ faculty as separate assignments from academic year appointments. Summer session includes any mini-term that is academically attached to summer semester (e.g., a Maymester session). It is further recognized that compensation for faculty assignments during summer sessions ~~and inter-sessions~~ should be a factor of the regular academic year salary which takes into account the nature and extent of the duties and responsibilities involved in these separate appointments. To provide for such appropriate levels of compensation for faculty service during summer sessions ~~and inter-sessions~~, the Board hereby adopts the following compensation provisions.

Policy

I. Classifications

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

TNeCampus will be paid as overload hours and not at the summer session rate.

- B. Category II: Regular academic year faculty who serve under sponsored contracts for research and other professional services between academic years.
 - 1. Compensation for personnel in this category shall not exceed the rate equivalent to one-ninth per month of the preceding academic year salary.
 - 2. If the faculty member works on a part-time basis on a sponsored contract project, the pay should be adjusted accordingly.
- C. Category III: Division/Department Heads on an academic year appointment.
 - 1. The level of compensation for these administrators should be commensurate with the duties assigned.
 - 2. For a full-time assignment, the rate of pay shall not exceed 25 percent of the preceding academic year salary.
- D. Category IV: Part-time faculty.
 - 1. The level of compensation for faculty in this category should follow the schedule set forth as an exhibit to ~~in~~ TBR Policy 5.01.00.00 (General Personnel Policy).

II. Exceptions

- A. The above compensation provisions do not apply to campus-based study abroad programs or study abroad programs included in the Tennessee Consortium for International Studies (TnCIS).
 - 1. Compensation for these programs will be determined by the institution or the Executive Director of TnCIS, respectively.
- ~~B. The number of total hours can be increased beyond the nine (9) hours for the summer term to a maximum of twelve (12) hours (four classes), if the additional course (three credit hours) is offered through TNeCampus. The three additional hours for the course offered through TNeCampus will be paid as overload hours versus the normal summer school rate.~~

~~1. This exception is optional for campuses and the Chief Academic Officer must sign a request for the waiver.~~

~~C.B.~~ The number of total hours can be increased beyond the nine (9) hours for the summer term to a maximum of twelve (12) hours (four classes), if the additional course (three credit hours) is deemed an institutional need and approved by the president.

~~C.~~ Any exception to the compensation provisions indicated above requires prior approval by the Chancellor.

III. Other Assignments

~~A. Teaching assignments that do not qualify as summer session (e.g., winter-session) are treated as overload pay in accordance with TBR Policy 5.01.05.00, Outside Employment and Extra Compensation for Additional Assignments.~~

Sources

Authority

T.C.A. § 49-8-203

History

TBR Meetings: March 4, 1977; March 17, 1989; March 16, 1990; October 2, 1998; September 28, 2007; Revision approved at Board Meeting June 20, 2019; Revision approved at the Board Meeting _____, 2022.

Faculty Compensation During Summer Session :

5.02.04.10

Policy Area

Personnel Policies

Applicable Divisions

Community Colleges

Purpose

The Tennessee Board of Regents recognizes and considers summer session assignments for faculty as separate assignments from academic year appointments. Summer session includes any mini-term that is academically attached to summer semester (e.g., a Maymester session). It is further recognized that compensation for faculty assignments during summer sessions should be a factor of the regular academic year salary which takes into account the nature and extent of the duties and responsibilities involved in these separate appointments. To provide for such appropriate levels of compensation for faculty service during summer sessions , the Board hereby adopts the following compensation provisions.

Policy

I. Classifications

- A. Category I: Regular Academic year faculty personnel who serve the institution as teaching faculty during summer sessions.
 1. Faculty in this category shall be compensated at the rate of 1/32 of their academic year salary per semester hour of teaching load.
 2. The maximum summer session pay may not exceed 25 percent of the preceding academic year salary. However, based on the needs of the institution, the Chief Academic Officer may approve a faculty member to teach and receive compensation for up to nine semester hours for the summer term and up to an additional three hours for an additional class offered through TNeCampus. . The additional hours for the course offered through TNeCampus will be paid as overload hours and not at the summer session rate.

- B. Category II: Regular academic year faculty who serve under sponsored contracts for research and other professional services between academic years.
 - 1. Compensation for personnel in this category shall not exceed the rate equivalent to one-ninth per month of the preceding academic year salary.
 - 2. If the faculty member works on a part-time basis on a sponsored contract project, the pay should be adjusted accordingly.
- C. Category III: Division/Department Heads on an academic year appointment.
 - 1. The level of compensation for these administrators should be commensurate with the duties assigned.
 - 2. For a full-time assignment, the rate of pay shall not exceed 25 percent of the preceding academic year salary.
- D. Category IV: Part-time faculty.
 - 1. The level of compensation for faculty in this category should follow the schedule set forth as an exhibit to TBR Policy 5.01.00.00 (General Personnel Policy).

II. Exceptions

- A. The above compensation provisions do not apply to campus-based study abroad programs or study abroad programs included in the Tennessee Consortium for International Studies (TnCIS).
 - 1. Compensation for these programs will be determined by the institution or the Executive Director of TnCIS, respectively.
- B. The number of total hours can be increased beyond the nine (9) hours for the summer term to a maximum of twelve (12) hours (four classes), if the additional course (three credit hours) is deemed an institutional need and approved by the president.
- C. Any exception to the compensation provisions indicated above requires prior approval by the Chancellor.

III. Other Assignments

- A. Teaching assignments that do not qualify as summer session (e.g., winter-session) are treated as overload pay in accordance with TBR Policy 5.01.05.00, Outside Employment and Extra Compensation for Additional Assignments.

Sources

Authority

T.C.A. § 49-8-203

History

TBR Meetings: March 4, 1977; March 17, 1989; March 16, 1990; October 2, 1998; September 28, 2007; Revision approved at Board Meeting June 20, 2019; Revision approved at the Board Meeting _____, 2022.

Outside Employment and Extra Compensation for Additional Assignments: 5.01.05.00

Policy Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

The purpose of this policy is to establish standards for permissible outside employment and the payment of extra compensation for additional assignments for employees throughout the TBR system.

Definitions

- Outside Employment - any employment outside an employee's regular employment with a TBR institution or the System Office. This includes self-employment.
- Additional Assignment - an assignment of duties within the current employing Institution or System Office, but not within the existing job description of an employee ~~of a TBR institution or the System Office.~~
- Extra Compensation - compensation over and above the regular compensation of an employee ~~of a TBR institution or the System Office~~ paid for an additional assignment.
- Overload Assignment - employment at ~~an employee's~~ your institution or another TBR institution ~~of higher education~~ of no more than 2 courses per semester or ~~trimester~~ quarter for extra pay.
- Course ~~—~~ a unit of teaching that lasts one academic term, including mini-terms, and other periods shorter than a semester or trimester.

Policy

I. Introduction

- A. Full-time employment with the Tennessee Board of Regents demands an individual's full-time professional expertise, commitment, and energies ~~;~~ and

~~T~~he assigned teaching load of a full-time TBR faculty member constitutes a full-time assignment.

- B. However, the Tennessee Board of Regents recognizes ~~se~~ the value to its students, its personnel, ~~state its member~~ institutions of higher education, and to the citizens of Tennessee arising from outside consulting and other professional experiences by employees in which members of the faculty and staff may engage. Such activities contribute to the economic development of the state and bring credit to the institution. These activities also create valuable links between the institutions and their communities.
- C. The Board also recognizes that, under certain conditions, employees may be requested to perform additional assignments for which extra compensation may be warranted.

II. Outside Employment – Disclosure and Approval

A. Section II of this policy applies only to full-time employees. All employees, including part-time employees, must comply with TBR Policy 1.02.03.10, Conflict of Interest.

~~A.B.~~ Upon initial employment, an employee must disclose any existing outside employment that they intend to continue and seek approval in accordance with this policy.

~~B.C.~~ Once employed, prior to engaging in a new outside employment opportunity, and annually for existing ongoing opportunities, an employee must notify appropriate supervisors and the president/~~chancellor, or his or her~~ designee of the nature or activity of the work, name of the employer, the anticipated beginning and ending dates, and the expected time commitment, ~~of the nature of the employment and the expected commitment of time~~ and obtain approval. A copy of the approval must be provided to the institution's Human Resource Office. Exhibit 1 is a form approval memorandum.

~~C.D.~~ The supervisor and President or designee, may Approval may be provided only for e-outside employment and additional assignments ~~only for efforts~~ that:

1. Are performed ~~entirely outside of, and~~ in addition to, normal working assignments and responsibilities;
2. Do not interfere with assigned duties and responsibilities or with regular institutional operations;
3. Are consistent with Tennessee Board of Regents policies, ~~and~~ guidelines, and ~~with~~ state law;
4. Do not constitute a conflict of interest or commitment or compete with the institution's education, research, or public service programs;
5. Require only a reasonable time commitment from the employee; and
6. Are not undertaken with an inappropriate claim that the individual is officially representing the institution in connection with the employment.

~~7. If the employee is a part-time non-faculty employee of the system, approval may only be withheld if the outside employment creates a conflict of interest.~~

~~D.E.~~ If the employment involves other agencies, departments, or institutions of Tennessee State government, it is also subject to prior approval by an of the President, or appropriate representative of the other agency, department, or institution. Services rendered by a TBR employee to another state agency or institution of higher education will be paid by the contracting agency to the TBR institution in accordance with the applicable TBR policies and procedures, including Contracts Guideline G-030.

~~E.F.~~ Each institution shall develop procedures relating to outside employment and extra compensation for additional assignments that are consistent with Tennessee Board of Regents policy.

III. Additional Assignments for Faculty

- A. Faculty acceptance of additional assignments, including overload assignments, for instruction or other purposes, is strictly voluntary.

~~Overload assignments should be employed only when situations arise which warrant such action.~~

- B. Overload assignments are based on the needs of the institution but should not be ~~used~~ employed on a long-term basis or in lieu of hiring qualified faculty or instructors to fill a continuing need.
- C. Supervisors must be careful to ~~protect untenured faculty~~ protect faculty against excessive time commitments. ~~when making overload assignments and should make every effort to distribute overloads as staffing needs allow.~~
- D. Institutions may develop policies for faculty regarding outside employment, overload assignments, and/or extra assignments that are more restrictive than the TBR policies. Any such standards ~~but~~ must be ~~applied~~ consistently for all full-time faculty members within that institution. All policies regarding outside employment, overloads, and extra compensation must be approved by the Tennessee Board of Regents Offices of Academic Affairs and General Counsel.

IV. Rates of Compensation for ~~Overload~~ Additional Assignments to Faculty

- A. Community Colleges: ~~t~~The minimum rates per credit hour of instruction, as articulated in TBR Guideline P-055 must be applied when calculating compensation for overload assignments ~~extra-service~~ for full-time faculty or staff teaching credit courses at community colleges ~~or universities~~. This includes courses that are taught in any mini-term that is academically attached to fall or spring semester (e.g., i.e. winter-mester courses).
 - 1. Compensation for overload assignments ~~extra-service~~ must be based on commensurate with the instructor's highest degree, rank, and experience, within their academic unit at their institution.
 - 2. With the approval of the Chancellor, ~~P~~presidents or their designees may approve exceptions to these minimum rates ~~when circumstances warrant~~.
 - 3. Presidents or their designees may approve rates that are greater than those stated in TBR Guideline P-055 as long as the rates are applied consistently

for similar faculty (degree, rank, and experience) within the same academic unit.

~~B. The minimum rates per clock hour of instruction, as articulated in TBR Guideline P-0550 must be applied when calculating compensation for extra service for full-time faculty or staff teaching at colleges of applied technology.~~

~~C. Compensation for extra service must be commensurate with the individual's highest degree, rank, and experience, within their academic unit at their institution.~~

~~D.B. With the approval of the Chancellor, Presidents or their designees may approve exceptions to these minimum rates when circumstances warrant.~~

TCATs: Presidents or their designees may establish overload rates and assignments based on factors including highest degree, rank, experience, salary, and area of expertise. ~~approve rates that are greater than those stated in TBR Guideline P-0550 as long as the rates are applied consistently for similar faculty (degree, rank and experience) within the same academic unit.~~

V. **Exceptions** - This policy does not apply to:

A. ~~To e~~Ordinary short-term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation, or to sporadic extra-professional activities such as providing occasional child care. Such activities are subject to the applicable laws and policies regarding conflicts of interest.

~~B. B.~~ To aActivities to be performed outside the employee's contract terms of employment, e.g., summer for faculty, period or during annual leave.

~~C.B. C.~~ To sSalaries paid to academic year faculty for teaching in inter-session or summer session, which are addressed in TBR Policy 5.02.04.10.

VI. **Sanctions**

- A. Failure to comply with the requirements of this policy will result in disciplinary action, up to and including termination of employment.

Sources

Authority

T.C.A. §§ 49-8-203; 49-5-410

History

TBR Meetings, March 10, 1979; September 30, 1983; TBR Meeting September 21, 1990; TBR meeting March 15, 2002, TBR Meeting December 2, 2005; Revised at Board Meeting March 21, 2019; Revised at Board Meeting _____, 2022.

Related Policies

- [Faculty Compensation During Summer Session and Inter-Sessions](#)
- [Faculty Compensation for Teaching Credit Courses as an Overload](#)
- [Part-Time Faculty Compensation](#)
- [Contracts Guideline](#)
- [Conflict of Interest](#)

Outside Employment and Extra Compensation for Additional Assignments: 5.01.05.00

Policy Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

The purpose of this policy is to establish standards for permissible outside employment and the payment of extra compensation for additional assignments for employees throughout the TBR system.

Definitions

- Outside Employment - any employment outside an employee's regular employment with a TBR institution or the System Office. This includes self-employment.
- Additional Assignment - an assignment of duties within the current employing Institution or System Office, but not within the existing job description of an employee.
- Extra Compensation - compensation over and above the regular compensation of an employee paid for an additional assignment.
- Overload Assignment - employment at an employee's institution or another TBR institution of no more than 2 courses per semester or trimester for extra pay.
- Course – a unit of teaching that lasts one academic term, including mini-terms, and other periods shorter than a semester or trimester.

Policy

I. Introduction

- A. Full-time employment with the Tennessee Board of Regents demands an individual's full-time professional expertise, commitment, and energies.

The assigned teaching load of a full-time TBR faculty member constitutes a full-time assignment.

B. However, the Tennessee Board of Regents recognizes the value to its students, its personnel, state institutions of higher education, and to the citizens of Tennessee arising from outside consulting and other professional experiences by employees. Such activities contribute to the economic development of the state and bring credit to the institution. These activities also create valuable links between the institutions and their communities.

II. C. The Board also recognizes that, under certain conditions, employees may be requested to perform additional assignments for which extra compensation may be warranted. [Outside Employment – Disclosure and Approval](#)

A. Section II of this policy applies only to full-time employees. All employees, including part-time employees, must comply with TBR Policy 1.02.03.10, Conflict of Interest.

B. Upon initial employment, an employee must disclose any existing outside employment that they intend to continue and seek approval in accordance with this policy.

C. Once employed, prior to engaging in a new outside employment opportunity, and annually for existing ongoing opportunities, an employee must notify appropriate supervisors and the president/chancellor or designee of the nature or activity of the work, name of the employer, the anticipated beginning and ending dates, and the expected time commitment and obtain approval. A copy of the approval must be provided to the institution's Human Resource Office. Exhibit 1 is a form approval memorandum.

D. Approval may be provided only for outside employment and additional assignments that:

1. Are performed in addition to normal working assignments and responsibilities;
2. Do not interfere with assigned duties and responsibilities or with regular institutional operations;

3. Are consistent with Tennessee Board of Regents policies, guidelines, and state law;
 4. Do not constitute a conflict of interest or commitment or compete with the institution's education, research, or public service programs;
 5. Require only a reasonable time commitment from the employee; and
 6. Are not undertaken with an inappropriate claim that the individual is officially representing the institution in connection with the employment.
- E. If the employment involves other agencies, departments, or institutions of Tennessee State government, it is also subject to prior approval by an appropriate representative of the other agency, department, or institution. Services rendered by a TBR employee to another state agency or institution of higher education will be paid by the contracting agency to the TBR institution in accordance with the applicable TBR policies and procedures, including Contracts Guideline G-030.
- F. Each institution shall develop procedures relating to outside employment and extra compensation for additional assignments that are consistent with Tennessee Board of Regents policy.

III. [Additional Assignments for Faculty](#)

- A. Faculty acceptance of additional assignments, including overload assignments, for instruction or other purposes, is strictly voluntary.
- B. Overload assignments are based on the needs of the institution but should not be used on a long-term basis or in lieu of hiring qualified faculty or instructors to fill a continuing need.
- C. Supervisors must be careful to protect faculty against excessive time commitments.

- D. Institutions may develop policies for faculty regarding outside employment, overload assignments, and/or extra assignments that are more restrictive than the TBR policies. Any such standards must be consistent for all full-time faculty members within that institution. All policies regarding outside employment, overloads, and extra compensation must be approved by the Tennessee Board of Regents Offices of Academic Affairs and General Counsel.

IV. **Rates of Compensation for Overload Assignments to Faculty**

- A. Community Colleges: the minimum rates per credit hour of instruction, as articulated in TBR Guideline P-055 must be applied when calculating compensation for overload assignments for full-time faculty or staff teaching credit courses at community colleges. This includes courses that are taught in any mini-term that is academically attached to fall or spring semester (e.g., winter-mester courses).
 1. Compensation for overload assignments must be based on the instructor's highest degree, rank, and experience within their academic unit at their institution.
 2. With the approval of the Chancellor, presidents or their designees may approve exceptions to these minimum rates.
 3. Presidents or their designees may approve rates that are greater than those stated in TBR Guideline P-055 as long as the rates are applied consistently for similar faculty (degree, rank, and experience) within the same academic unit.

B.

TCATs: Presidents or their designees may establish overload rates and assignments based on factors including highest degree, rank, experience, salary, and area of expertise.

- V. **Exceptions** - This policy does not apply to:

- A. Ordinary short-term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation, or to sporadic extra-professional activities such as providing occasional child care. Such activities are subject to the applicable laws and policies regarding conflicts of interest.
- B. B. Activities to be performed outside the employee's terms of employment, e.g., summer for faculty. Salaries paid to academic year faculty for teaching in summer session, which are addressed in TBR Policy 5.02.04.10.

VI. **Sanctions**

- A. Failure to comply with the requirements of this policy will result in disciplinary action, up to and including termination of employment.

Sources

Authority

T.C.A. §§ 49-8-203; 49-5-410

History

TBR Meetings, March 10, 1979; September 30, 1983; TBR Meeting September 21, 1990; TBR meeting March 15, 2002, TBR Meeting December 2, 2005; Revised at Board Meeting March 21, 2019; Revised at Board Meeting _____, 2022.

Related Policies

- [Faculty Compensation During Summer Session and Inter-Sessions](#)
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- [Part-Time Faculty Compensation](#)
- [Contracts Guideline](#)
- [Conflict of Interest](#)

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: TBR Policy 5.01.07.000, Commissioning Police, Public Safety, and Security Officers

DATE: June 16, 2022

PRESENTER: Brian Lapps

PRESENTATION REQUIREMENTS: 5 minutes

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Recommend Approval

The proposed revisions to the Commissioning Security Officers policy are minor.

- The primary proposed revision makes clear that the Board has explicitly authorized the TBR System Office to have a police force. Last year the Board authorized the budget for a System Office police force, but the policy change will make sure that the authorization is part of policy.
- The proposed name change is to reflect more accurately the scope of the policy.

Attachment

Commissioning Police, Campus Safety, and Security Officers: 5.01.07.00

Policy/Guideline Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, TBR System Office

Purpose

The purpose of this policy is to set forth the following general provisions to cover the circumstances and processes for the employment of law enforcement and security personnel by institutions governed by the Tennessee Board of Regents, as well as to a law enforcement agency for the TBR System Office. For purposes of this policy, references to "presidents" and "institution" also refer to the "Chancellor" and "TBR System Office," as applicable.

Definitions

As used in this policy the following terms shall mean:

- Campus police officer - means a person commissioned by an employing institution and rendered an oath to provide police services, enforce law, exercise arrest authority, and carry firearms; and thus is subject to the provisions of the Tennessee peace officer standards and training commission.
- Public safety officer - means a person who, in addition to being a commissioned, campus police officer under the provisions of Paragraph I.A., performs other significant duties such as a certified firefighter, a medical first

responder, and/or other tasks associated with homeland security, based on the needs of a particular institution.

- Campus security officer - means a person employed by an institution to provide non-police, security-related services and as such is not commissioned to exercise arrest authority nor carry firearms without additional provision of law, nor is subject to the provisions of the Tennessee peace officer standards and training commission.
- Law enforcement agency - means an institution employing one (1) or more campus police officers and/or public safety officers.

Policy/Guideline

I. [Employment and Commissioning of Campus Law Enforcement Personnel \(Campus Police Officers and Public Safety Officers\)](#)

- A. The presidents of TBR institutions are authorized to employ and commission campus police officers and public safety officers who shall have all the police powers necessary to enforce all state laws as well as rules and regulations of the Board of Regents and the employing institution.
 1. Campus police officers and public safety officers being so commissioned may exercise their authority on all property or facilities owned, leased or operated by the Board or the employing institution, as prescribed by Tennessee law, including any public roads or rights of way which are contiguous to or within the perimeter of the facilities or property of a particular institution.
- B. All campus police officers and public safety officers employed under this policy shall meet the minimum certification

requirements set by the Tennessee Peace Officers Standards and Training Commission (T.C.A. § 38-8-101 et seq.).

1. The Chancellor is authorized to establish other minimum qualifications that are not in conflict with those established by the Commission or by Tennessee law.
2. It shall be the duty of each president to ensure that the commissioned officers meet the necessary standards.

II. [Employment of Campus Security Personnel \(Campus Security Officers\)](#)

- A. The presidents of TBR institutions are authorized to employ campus security officers who shall provide non-police, security-related services and as such are not commissioned to exercise arrest authority nor carry firearms.
- B. Campus security officers shall not be subject to the Tennessee Peace Officer Standards and Training Commission.
- C. Campus security officers may execute their security related duties on all property or facilities owned, leased or operated by the Board or the employing institution.

III. [Mutual Assistance Agreements - Authority of Campus Law Enforcement Personnel](#)

- A. The campus police officers and public safety officers employed by the law enforcement agency of one Tennessee Board of Regents institution may exercise their authority on property or facilities owned, leased, or operated by another Tennessee Board of Regents institution only in accordance with Tennessee Board of Regents policies where there is an agreement between the presidents or directors of the institutions involved.

- B. A law enforcement agency may enter into written mutual assistance agreements with other law enforcement agencies, including a county sheriff's department, municipal police department, judicial district drug task force, Tennessee Bureau of Investigation or Tennessee Highway Patrol, as are necessary to preserve and protect the property, students and employees of the institution employing the officers and to otherwise perform their duties.
1. Such agreements may provide for the exchange of law enforcement officers when required for a particular purpose or for mutual assistance to effectuate arrests, execute search warrants and perform other law enforcement functions when the law enforcement agency finds it necessary to act outside of their statutory jurisdiction.
 2. Notwithstanding any mutual assistance agreement or an absence thereof, a campus law enforcement agency must comply with any state or federal law providing that a particular law enforcement agency must lead the investigation of specified criminal acts.

Sources

Authority

T.C.A. §§ 49-8-203; 38-8-101 et seq.

History

TBR Meeting, June 26, 1987; December 3, 2004; [June 17, 2022](#)

Commissioning Police, Campus Safety, and Security Officers: 5.01.07.00

Policy/Guideline Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, TBR System Office

Purpose

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responder, and/or other tasks associated with homeland security, based on the needs of a particular institution.

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- B. A law enforcement agency may enter into written mutual assistance agreements with other law enforcement agencies, including a county sheriff's department, municipal police department, judicial district drug task force, Tennessee Bureau of Investigation or Tennessee Highway Patrol, as are necessary to preserve and protect the property, students and employees of the institution employing the officers and to otherwise perform their duties.
1. Such agreements may provide for the exchange of law enforcement officers when required for a particular purpose or for mutual assistance to effectuate arrests, execute search warrants and perform other law enforcement functions when the law enforcement agency finds it necessary to act outside of their statutory jurisdiction.
 2. Notwithstanding any mutual assistance agreement or an absence thereof, a campus law enforcement agency must comply with any state or federal law providing that a particular law enforcement agency must lead the investigation of specified criminal acts.

Sources

Authority

T.C.A. §§ 49-8-203; 38-8-101 et seq.

History

TBR Meeting, June 26, 1987; December 3, 2004; June 17, 2022

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: Revisions to TBR Sick Leave Policy 5:01:01:07

DATE: June 16, 2022

PRESENTER: April Preston

PRESENTATION REQUIREMENTS: 5 minutes

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Recommend Approval

Summary:

The Sick Leave Policy revisions are specifically addressing adding an additional 36 hours of sick leave annually to employees who are identified as special disabled veterans. The state implemented a policy effective July 2021, and while TBR doesn't have to follow the state policy, the TBR sub-councils agreed with the following revisions. The highlights of the proposed changes include:

- An individual is identified as a special disabled veteran if they are 30% or more disabled due to a service-related injury they received while serving our country.
- The revisions provide up to 36 hours of sick leave – that doesn't accumulate each year but starts anew each fiscal year – specifically for those Veterans who have identified as Special Disabled.
- The person self identifies as a specially disabled veteran at the time of hire or if return to work after a medical discharge.
- The Human Resource Office may ask for documentation to support the use of the additional leave.
- The purpose of the leave is specifically for the individual's medical appointments.

Attachments

Sick Leave: 5.01.01.07

Policy Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

It is the policy of the Tennessee Board of Regents to protect all regular full-time and part-time employees against loss of earnings due to illness, injury, or incapacity to work including illness or incapacity to work due to pregnancy, and to provide the time off to employees in the event of illness or death of certain family members.

Definitions

The body of the policy defines terms.

Policy

- I. **Eligibility to Accrue Sick Leave**
 - A. Regular full-time employees and academic personnel, regardless of probationary status, shall be eligible to accrue sick leave. All eligible employees (regular full-time and regular part-time) will accrue sick leave after working more than 50% of the month.
 - B. Regular part-time employees, including academic personnel scheduled to carry less than a full teaching load or its equivalent, regardless of probationary status, shall be eligible to accrue sick leave on a prorated basis equal to the percentage of their employment to full-time employment.
 - C. Temporary employees shall not be eligible to accrue sick leave. Temporary employees who are subsequently appointed as regular employees with no break in service between the temporary assignment and the regular position shall become eligible to accrue sick leave and shall receive sick leave balances accrued retroactively from the date of employment.
 - D. All full-time and part-time employees who are employed pursuant to funds available to the institution through grants or contracts are not eligible to accrue sick leave unless the grant or contract involved provides sufficient funds to cover the costs of such leave, or unless eligibility to accrue sick leave is approved by the president of the institution.
 - E. Student employees shall not be eligible to accrue sick leave.

II. Eligibility for and Rate of Accrual of Sick Leave

- A. Regular full-time personnel and full-time academic personnel, whether employed on a twelve-month or nine-month service basis, shall accrue sick leave at the rate of 7.5 hours (1 day) for each month of actual service.
 - 1. A regular full-time employee working 37.5 hours per week earns 90 hours (12 days) of sick leave per year.
 - 2. An employee on a 40 hour per week schedule shall accrue 8 hours (1 day) for each month of actual service or 96 hours of sick leave per year.
- B. Regular part-time personnel and part-time academic personnel, whether employed on a twelve-month or nine-month service basis shall accrue sick leave on a prorated basis equal to the percentage of their employment compared to full-time employment.
- C. Accrued days of sick leave shall be cumulative for all days not used.
- D. Eligible employees shall accrue sick leave from the date of employment. (See Section I, item C, providing for retroactive credit for temporary employees who subsequently become eligible to accrue sick leave.)
- E. Eligible employees earn and accrue sick leave for each month upon completion of service for a major fraction thereof.
- F. All modified fiscal year (MODFY) employees who are employed during the period which would normally be the non-duty period of their appointment shall accrue sick leave at the rate of 7.5 hours for each month of full-time employment. For part-time employment during that period, MODFY employees shall accrue sick leave on a prorated basis in accordance with item B of this section.
- G. Notwithstanding any other provision herein which might be construed to the contrary, regular nine-month academic personnel shall accrue 67.5 hours (9 days) of sick leave for full-time employment for a full academic year and up to 22.5 hours (3 days) of sick leave for full-time employment throughout summer sessions based on hours worked during the summer.

H. Employees otherwise eligible to earn sick leave do not earn or accrue sick leave while on an unpaid leave of absence.

III. Special Disabled Veterans Sick Leave Accrual

- A. In addition to any other leave accrued, any ~~eSpecial Disabled Veterans (SDV)~~ employee who accrues sick leave under this policy and self-identifies as a veteran with a service-connected disability of 30% or more will be granted ~~who have self-identified as such, will have~~ an additional 36 hours of sick leave available each year. This special bank of sick leave (Special Disabled Veteran sick leave or “SDV sick leave”) is available for use for medical appointments, ~~illness or injury~~ specifically related to the service-connected-related disability.
- B. The additional ~~(SDV)~~ sick leave will be available from the first day of employment and replenish each fiscal year. It will not rollover from year to year. Each new fiscal year, any remaining SDV sick leave not used will be replaced with a new 36 hour bank of SDV sick leave.
- C. There is no cash value for the SDV sick leave if the employee leaves employment. If the employee transfers to another TBR college, the remaining unused balance of SDV sick leave for that fiscal year will transfer. If the employee transfers to any other higher education institution or state agency, the new employer’s policy will be in effect.
- D. If the veteran dies while employed, the unused SDV sick leave for that year will be paid out, as any remaining sick leave is paid. If the eligible veteran retires while employed with a TBR institution or system office any remaining unused special disabled leave will be reported and certified as part of the sick leave reporting for retirement purposed.

III-IV. Use of Sick Leave

- A. Sick leave and Family and Medical Leave (FMLA) shall run concurrently in accordance with the provisions of TBR Policy 5.01.01.14. (Note: Unless an employee is on a reduced or intermittent work schedule, periods of less than three days shall not be designated as FMLA leave.)
- B. Sick leave is generally applicable to absences due to illness or injury to an employee, including illness or incapacity to work due to pregnancy, medical examinations and dental appointments. In addition, sick leave may be used for parental leave. Refer to TBR Policy 5.01.01.08.
- C. Where an employee must be absent because of illness in the immediate family, sick leave may be granted by the appropriate approving authority.
 - 1. For purposes of this section, "immediate family" shall be deemed to include:
 - a. spouse;
 - b. child, step-child, foster child;
 - c. parent, step-parent, foster parent and parent-in-law;
 - d. sibling; and
 - e. other members of the family who reside within the home of the employee.
- D. Sick leave, if available, may be granted at the discretion of the appropriate approving authority in instances of death of a member of the family as follows:
 - 1. Immediate family member as defined in Policy No. 5.01.01.09 - Bereavement Leave, may be granted for a maximum of two (2) days after the three (3) day bereavement leave has been used for a maximum of five (5) consecutive or non-consecutive regularly scheduled work days.
 - 2. In instances of death of one of the following relatives, sick leave may be granted for a maximum of 22.5 hours (3 days):
 - a. sons-in-law and daughters-in-law;
 - b. brothers-in-law and sisters-in-law;
 - c. foster brothers and foster sisters.

- E. Abuse of sick leave by an employee will result in the withholding of payment of the sick leave and possible additional disciplinary action. Sick leave may not be taken until earned and available, and may not be advanced.
- F. Sick leave may not be used by nine-month academic personnel for absences due to illness or injury during a summer or other inter-session unless the employee has been physically present and actually commenced employment for the term in question.
- G. Upon prior approval of the Chancellor, an employee who is injured in the line of duty as a result of the commission of an assault upon them which disables the employee from performing their regular duties, may be retained on the regular payroll for a period not to exceed twenty-eight (28) calendar days without being required to use any accrued sick leave. The length of time for such retention on the payroll shall be based upon a written statement from the attending physician that the employee is unable to perform their regular duties.
- H. Subject to the conditions outlined in Transfer of Sick Leave between Employees Policy 5.01.01.15, sick leave may be transferred to members of the institution/school's Sick Leave Bank(s).

IV.V. Physician's Statement or Other Certification

- A. An employee may be required to present evidence in the form of personal affidavits, physician's certificates, or other testimonials in support of the reason for sick leave upon request of their supervisor or an appropriate approving authority.
- B. Sick leave may not be denied where an employee furnishes an acceptable statement from a licensed physician or accredited Christian Science practitioner or other healthcare provider, provided that the supervisor or approving authority may require additional documentation or statements from other physicians or accredited practitioners.

V.VI. Return to Work

- A. An employee may be required to present a written release to return to work, including any restrictions that may apply, from a licensed physician or other accredited practitioner prior to resuming employment.
- B. An employee will be allowed to return to work if the release certifies that he/she is able to perform the essential functions of the position with or without a reasonable accommodation.

~~VI.~~VII. Exhaustion of Sick Leave

- A. When the illness, injury, or disability of an employee continues beyond the period of accumulated sick leave, the employee shall use any accumulated annual leave for continued absence.
- B. However, in cases of workers' compensation, an employee may choose to be placed on an unpaid leave of absence and retain sick and/or annual leave.
- C. When an employee has exhausted all accumulated sick and annual leave, they may be placed on leave of absence, if requested and found to be justifiable. (See TBR Policy No. 5.01.01.03.)

~~VII.~~VIII. Separation of Employees with Accrued Sick Leave

- A. Upon termination of employment, accumulated sick leave shall not be used as terminal leave, and the employee shall not be entitled to any lump sum payment for accumulated sick leave.
- B. If an employee is transferring to another state agency, accumulated sick leave shall be transferred according to Leave Transfer between TBR Institutions and State Agencies. (See TBR Policy No. 5.01.01.06.)
- C. If an employee leaves the System or any other state service in good standing after having worked on a full-time continuous basis for at least one (1) full year and thereafter returns to service with the System on a full-time basis, the employee shall immediately be credited with all sick leave to which they were entitled at the time of the previous termination.

1. Certification of such entitlement must be received from the previous employer if other than the new employer;
 2. If the employee has had interim employment with the System or any other agency of the State of Tennessee of less than one (1) year, they shall not be disqualified from receiving credit for sick leave to which they are otherwise entitled.
- D. Notwithstanding the above paragraph, if any state employee or teacher employed by a local school board in Tennessee leaves the employment of the state or of that board in good standing and becomes a full-time employee within six (6) months of the date of termination, the employee shall immediately be credited with all sick leave to which they were entitled at the time of the previous termination.
- E. TCRS member employees who terminate due to retirement shall have all unused accumulated sick leave credited toward retirement. ORP member employees who terminate due to retirement shall have all unused accumulated sick leave credited toward retirement service for insurance purposes.

VIII-IX. [Death of Employees with Accrued Sick Leave](#)

- A. The estate or designated beneficiary of any employee, upon the employee's death, shall be paid for the employee's unused and accrued sick leave in the same manner as the estates of deceased employees are paid for annual leave.

Sources

Authority

T.C.A. § 49-8-203

History

TBR Meetings, August 15, 1975; June 25, 1976; December 2, 1977; June 30, 1978; June 29, 1979; June 26, 1981; September 18, 1981; September 24, 1982; June 24, 1983; September 30, 1983; June 28, 1985; June 26, 1987; December 4, 1987; September 16, 1988; March 17, 1989; June 30, 1989; December 15, 1995; March 29, 1996 (Finance and Administration approval November 13, 1996); September 20, 1996 (Finance and Administration approval December 4, 1996), June 25, 1999 (Finance and Administration approval November 1999), October 24, 2001 (Finance and Administration approval December 18, 2001); September 25, 2009, June 28, 2012; September 26, 2014

Note: The provisions of this policy adopted at the August 15, 1975 meeting, became effective on January 1, 1976, and changes in eligibility to earn leave or in the amount of leave earned for period of service were prospective only.

Related Policies

- [Leave of Absence](#)
- [Leave Transfer Between The State University & Community College System & State Agencies](#)
- [Parental Leave](#)
- [Bereavement Leave](#)
- [Family, Medical, and Service Member Leave](#)
- [Transfer of Sick Leave Between Employees](#)

Sick Leave: 5.01.01.07

Policy Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

It is the policy of the Tennessee Board of Regents to protect all regular full-time and part-time employees against loss of earnings due to illness, injury, or incapacity to work including illness or incapacity to work due to pregnancy, and to provide the time off to employees in the event of illness or death of certain family members.

Definitions

The body of the policy defines terms.

Policy

- I. **Eligibility to Accrue Sick Leave**
 - A. Regular full-time employees and academic personnel, regardless of probationary status, shall be eligible to accrue sick leave. All eligible employees (regular full-time and regular part-time) will accrue sick leave after working more than 50% of the month.
 - B. Regular part-time employees, including academic personnel scheduled to carry less than a full teaching load or its equivalent, regardless of probationary status, shall be eligible to accrue sick leave on a prorated basis equal to the percentage of their employment to full-time employment.
 - C. Temporary employees shall not be eligible to accrue sick leave. Temporary employees who are subsequently appointed as regular employees with no break in service between the temporary assignment and the regular position shall become eligible to accrue sick leave and shall receive sick leave balances accrued retroactively from the date of employment.
 - D. All full-time and part-time employees who are employed pursuant to funds available to the institution through grants or contracts are not eligible to accrue sick leave unless the grant or contract involved provides sufficient funds to cover the costs of such leave, or unless eligibility to accrue sick leave is approved by the president of the institution.
 - E. Student employees shall not be eligible to accrue sick leave.

II. Eligibility for and Rate of Accrual of Sick Leave

- A. Regular full-time personnel and full-time academic personnel, whether employed on a twelve-month or nine-month service basis, shall accrue sick leave at the rate of 7.5 hours (1 day) for each month of actual service.
 - 1. A regular full-time employee working 37.5 hours per week earns 90 hours (12 days) of sick leave per year.
 - 2. An employee on a 40 hour per week schedule shall accrue 8 hours (1 day) for each month of actual service or 96 hours of sick leave per year.
- B. Regular part-time personnel and part-time academic personnel, whether employed on a twelve-month or nine-month service basis shall accrue sick leave on a prorated basis equal to the percentage of their employment compared to full-time employment.
- C. Accrued days of sick leave shall be cumulative for all days not used.
- D. Eligible employees shall accrue sick leave from the date of employment. (See Section I, item C, providing for retroactive credit for temporary employees who subsequently become eligible to accrue sick leave.)
- E. Eligible employees earn and accrue sick leave for each month upon completion of service for a major fraction thereof.
- F. All modified fiscal year (MODFY) employees who are employed during the period which would normally be the non-duty period of their appointment shall accrue sick leave at the rate of 7.5 hours for each month of full-time employment. For part-time employment during that period, MODFY employees shall accrue sick leave on a prorated basis in accordance with item B of this section.
- G. Notwithstanding any other provision herein which might be construed to the contrary, regular nine-month academic personnel shall accrue 67.5 hours (9 days) of sick leave for full-time employment for a full academic year and up to 22.5 hours (3 days) of sick leave for full-time employment throughout summer sessions based on hours worked during the summer.

H. Employees otherwise eligible to earn sick leave do not earn or accrue sick leave while on an unpaid leave of absence.

III. Special Disabled Veterans Sick Leave Accrual

- A. In addition to any other leave accrued, any employee who accrues sick leave under this policy and self-identifies as a veteran with a service-connected disability of 30% or more will be granted an additional 36 hours of sick leave available each year. This special bank of sick leave (Special Disabled Veteran sick leave or “SDV sick leave”) is available for use for medical appointments related to the service-connected disability.
- B. The additional SDV sick leave will be available from the first day of employment and replenish each fiscal year. It will not rollover from year to year. Each new fiscal year, any remaining SDV sick leave not used will be replaced with a new 36 hour bank of SDV sick leave.
- C. There is no cash value for the SDV sick leave if the employee leaves employment. If the employee transfers to another TBR college, the remaining unused balance of SDV sick leave for that fiscal year will transfer. If the employee transfers to any other higher education institution or state agency, the new employer’s policy will be in effect.
- D. If the veteran dies while employed, the unused SDV sick leave for that year will be paid out, as any remaining sick leave is paid. If the eligible veteran retires while employed with a TBR institution or system office any remaining unused special disabled leave will be reported and certified as part of the sick leave reporting for retirement purposed.

IV. Use of Sick Leave

- A. Sick leave and Family and Medical Leave (FMLA) shall run concurrently in accordance with the provisions of TBR Policy 5.01.01.14. (Note: Unless an employee is on a

reduced or intermittent work schedule, periods of less than three days shall not be designated as FMLA leave.)

- B. Sick leave is generally applicable to absences due to illness or injury to an employee, including illness or incapacity to work due to pregnancy, medical examinations and dental appointments. In addition, sick leave may be used for parental leave. Refer to TBR Policy 5.01.01.08.
- C. Where an employee must be absent because of illness in the immediate family, sick leave may be granted by the appropriate approving authority.
 - 1. For purposes of this section, "immediate family" shall be deemed to include:
 - a. spouse;
 - b. child, step-child, foster child;
 - c. parent, step-parent, foster parent and parent-in-law;
 - d. sibling; and
 - e. other members of the family who reside within the home of the employee.
- D. Sick leave, if available, may be granted at the discretion of the appropriate approving authority in instances of death of a member of the family as follows:
 - 1. Immediate family member as defined in Policy No. 5.01.01.09 - Bereavement Leave, may be granted for a maximum of two (2) days after the three (3) day bereavement leave has been used for a maximum of five (5) consecutive or non-consecutive regularly scheduled work days.
 - 2. In instances of death of one of the following relatives, sick leave may be granted for a maximum of 22.5 hours (3 days):
 - a. sons-in-law and daughters-in-law;
 - b. brothers-in-law and sisters-in-law;
 - c. foster brothers and foster sisters.
- E. Abuse of sick leave by an employee will result in the withholding of payment of the sick leave and possible additional disciplinary action. Sick leave may not be taken until earned and available, and may not be advanced.

- F. Sick leave may not be used by nine-month academic personnel for absences due to illness or injury during a summer or other inter-session unless the employee has been physically present and actually commenced employment for the term in question.
- G. Upon prior approval of the Chancellor, an employee who is injured in the line of duty as a result of the commission of an assault upon them which disables the employee from performing their regular duties, may be retained on the regular payroll for a period not to exceed twenty-eight (28) calendar days without being required to use any accrued sick leave. The length of time for such retention on the payroll shall be based upon a written statement from the attending physician that the employee is unable to perform their regular duties.
- H. Subject to the conditions outlined in Transfer of Sick Leave between Employees Policy 5.01.01.15, sick leave may be transferred to members of the institution/school's Sick Leave Bank(s).

V. **Physician's Statement or Other Certification**

- A. An employee may be required to present evidence in the form of personal affidavits, physician's certificates, or other testimonials in support of the reason for sick leave upon request of their supervisor or an appropriate approving authority.
- B. Sick leave may not be denied where an employee furnishes an acceptable statement from a licensed physician or accredited Christian Science practitioner or other healthcare provider, provided that the supervisor or approving authority may require additional documentation or statements from other physicians or accredited practitioners.

VI. **Return to Work**

- A. An employee may be required to present a written release to return to work, including any restrictions that may apply, from a licensed physician or other accredited practitioner prior to resuming employment.

- B. An employee will be allowed to return to work if the release certifies that he/she is able to perform the essential functions of the position with or without a reasonable accommodation.

VII. Exhaustion of Sick Leave

- A. When the illness, injury, or disability of an employee continues beyond the period of accumulated sick leave, the employee shall use any accumulated annual leave for continued absence.
- B. However, in cases of workers' compensation, an employee may choose to be placed on an unpaid leave of absence and retain sick and/or annual leave.
- C. When an employee has exhausted all accumulated sick and annual leave, they may be placed on leave of absence, if requested and found to be justifiable. (See TBR Policy No. 5.01.01.03.)

VIII. Separation of Employees with Accrued Sick Leave

- A. Upon termination of employment, accumulated sick leave shall not be used as terminal leave, and the employee shall not be entitled to any lump sum payment for accumulated sick leave.
- B. If an employee is transferring to another state agency, accumulated sick leave shall be transferred according to Leave Transfer between TBR Institutions and State Agencies. (See TBR Policy No. 5.01.01.06.)
- C. If an employee leaves the System or any other state service in good standing after having worked on a full-time continuous basis for at least one (1) full year and thereafter returns to service with the System on a full-time basis, the employee shall immediately be credited with all sick leave to which they were entitled at the time of the previous termination.
 - 1. Certification of such entitlement must be received from the previous employer if other than the new employer;

2. If the employee has had interim employment with the System or any other agency of the State of Tennessee of less than one (1) year, they shall not be disqualified from receiving credit for sick leave to which they are otherwise entitled.

D. Notwithstanding the above paragraph, if any state employee or teacher employed by a local school board in Tennessee leaves the employment of the state or of that board in good standing and becomes a full-time employee within six (6) months of the date of termination, the employee shall immediately be credited with all sick leave to which they were entitled at the time of the previous termination.

E. TCRS member employees who terminate due to retirement shall have all unused accumulated sick leave credited toward retirement. ORP member employees who terminate due to retirement shall have all unused accumulated sick leave credited toward retirement service for insurance purposes.

IX. [Death of Employees with Accrued Sick Leave](#)

A. The estate or designated beneficiary of any employee, upon the employee's death, shall be paid for the employee's unused and accrued sick leave in the same manner as the estates of deceased employees are paid for annual leave.

Sources

Authority

T.C.A. § 49-8-203

History

TBR Meetings, August 15, 1975; June 25, 1976; December 2, 1977; June 30, 1978; June 29, 1979; June 26, 1981; September 18, 1981; September 24, 1982; June 24, 1983; September 30, 1983; June 28, 1985; June 26, 1987; December 4, 1987; September 16, 1988; March 17, 1989; June 30, 1989; December 15, 1995; March 29, 1996 (Finance and Administration approval November 13, 1996); September 20, 1996 (Finance and Administration approval December 4, 1996), June 25, 1999 (Finance and Administration approval November 1999), October 24, 2001 (Finance and Administration approval December 18, 2001); September 25, 2009, June 28, 2012; September 26, 2014

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- [Family, Medical, and Service Member Leave](#)
- [Transfer of Sick Leave Between Employees](#)

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: Minutes of the Special Called Meeting of the Personnel & Compensation Committee on June 1, 2022

DATE: June 16, 2022

PRESENTER: Yolanda Greene, Chair of the Personnel and Compensation Committee

PRESENTATION REQUIREMENTS: 5 minutes with Discussion

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

The Personnel and Compensation Committee met in a special called meeting on June 1, 2022 to review and approve the System Wide Compensation Strategies.

Attachment: Minutes of the June 1, 2022 special called meeting

REPORT OF THE COMMITTEE ON PERSONNEL AND COMPENSATION

JUNE 1, 2022

The Committee on Personnel and Compensation met electronically on June 1, 2022. At the beginning of the meeting, Regent Greene requested during roll call for members to respond if they could hear and speak with others in the meeting; and also, if they were alone. All members present responded yes to both questions. Roll call was taken, and a quorum was present.

Next, Regent Greene stated that the meeting was being held electronically as it is the most economically efficient way, and the matters to be considered required timely action that was required prior to the regularly scheduled quarterly board meeting. The necessity to meet electronically was adopted by unanimous consent.

The first and only item on the agenda for consideration was the System Wide Compensation Strategies.

A 4% salary pool would be created of salaries of all unrestricted regular, full and part-time benefit eligible employees on the payroll as of

June 30, 2022. From this salary pool, at least 2.0% would be issued as an across-the-board adjustment effective July 1 for employees that were employed on or before June 30, 2022, without further action required by the Board. Each eligible employee would receive a percentage increase based on their June 30, 2022 salary or their June 30 salary adjusted for any faculty promotions and/or compensation plan payments.

The remaining 2% may be requested to be distributed as either an additional across-the-board adjustment, a payment on institutional compensation plans, for faculty promotions, or some combination thereof. The Board will act on any additional payments made of the remaining 2% at the regularly scheduled June 16 meeting, and approved increases from this 2% salary pool will be effective July 1, 2022.

Institutions would be authorized to provide salary adjustments using uncommitted local funds consistent with the items listed above. Institutions will submit a proposal with their October Budget Revision that includes the amount of recurring funds encumbered by the proposed increase, the percentage of the compensation funded by group, and which groups if any are excluded from the increase. It is proposed that these

adjustments be acted on by the Board during its December meeting. Increases using institutional funds may be effective at a date determined by the institution within the fiscal year.

Institutions would be authorized to provide one-time payments to all unrestricted regular, full-time and part-time benefit eligible employees on payroll as of September 30, 2022, and still employed at the time of payment.

Institutions would be authorized to use non-recurring funds to provide one-time payments to all regular full-time and part-time employees on payroll as of September 30, 2022, and still in active payroll status at the time of payment. Institutions will submit a proposal in October that includes the amount of the one-time payment and the requirements used to determine eligibility. The Board authorizes the Chancellor to approve the one-time payment request if the request meets the requirements outlined in the System Wide Compensation Strategies document and the institution can financially afford the payment. The

payments will be reported to the Board at the December quarterly board meeting as an interim action item.

For fiscal year 22-23, any Board authorized payments on the TCAT compensation plan may be made effective July 1, 2022.

Regent Hatch made a motion to accept the items as presented. Regent White provided a second. A roll call vote was taken, and the motion was passed.

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

Respectfully submitted,
Committee on Personnel and Compensation

Yolanda Greene, Chair

BOARD TRANSMITTAL

MEETING:	Committee on Personnel and Compensation
SUBJECT:	Promotion and Tenure at the Tennessee Colleges of Applied Technology
DATE:	June 16, 2022
PRESENTER:	Vice Chancellor Jothany Blackwood
PRESENTATION REQUIREMENTS:	10 minutes
ACTION REQUIRED:	Voice Vote
STAFF RECOMMENDATION:	Recommend Approval

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

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

A summary of the tabulations regarding promotion and tenure recommendations for each center has been prepared by the staff. The fifty-eight (58) faculty receiving promotions represent 8.9% of the TCAT instructional staff. There are no faculty member receiving tenure recommendations for this cycle. Tabulation tables for promotion and tenure are shown as Attachments A-2 and B-2. Other observations of interest are listed below.

PROMOTIONS:

The fifty-eight promotions are divided into these categories: forty to Instructor (second rank); eleven to Senior Instructor (third rank); five (5) to Master Instructor (fourth rank); and two (2) to Master Instructor II (highest rank).

TENURE:

With approval of these instructional staff, the total tenured faculty for the TCAT is 6%

TENNESSEE COLLEGES OF APPLIED TECHNOLOGY
PROMOTION RECOMMENDATION
2022-2023

Chattanooga	Zachary Castroverde	Instructor
	Scotty Holland	Instructor
	Tiffany Hammond	Instructor
	William Weeks	Instructor
Covington	Teresa Cantrell	Instructor
Crossville	John Podrecca	Instructor
	Steven Mullinax	Instructor
Dickson	Teresa Kinney	Senior Instructor
	Kristen Moffitt	Master Instructor
Elizabethton	Jeffrey Powell	Instructor
Harriman	Matthew Russell	Instructor
Hartsville	Craig Creswell*	Senior Instructor
	Katie McCall*	Instructor
Hohenwald	Valaurie Dunn	Senior Instructor
	Christina Hammond	Senior Instructor
	Kevin Hinson	Instructor
	Lisa Hunt	Instructor
	Alania Long	Instructor
	Clint Natschke	Instructor
	Justin Osborne	Instructor
	Kendra Richardson	Senior Instructor
	Jeff Tatum	Instructor
	Nick White	Instructor
Brad Woodall	Instructor	
Jacksboro	Brian Ferguson	Instructor
Jackson	Cliff Craft	Instructor
	Rhonda Moses	Master Instructor
	Tim Riley	Instructor
	Jon Walls	Instructor
	Rebekah White-Williams	Master Instructor II
Knoxville	Edward Copeland	Instructor
	Marcy Owen	Instructor
Livingston	Caleb Rich	Instructor
Memphis	Samuel Snipes*	Instructor
Murfreesboro	Scarlett Massey	Instructor
	Suzanne Dowdle	Master Instructor II
Nashville	Robert Finch	Instructor

TENNESEE COLLEGES OF APPLIED TECHNOLOGY
PROMOTION RECOMMENDATION
2022-2023

	Garrett Marris	Instructor
	Theresa McBride	Master Instructor
	Amiee Moore	Senior Instructor
Newbern	Tammy Adams	Instructor
	Amanda Capps	Senior Instructor
	James Daniels	Master Instructor
	Terrance Kempfer	Instructor
	Vicky Prater	Senior Instructor
	Timothy Walley	Instructor
Pulaski	Christopher Adcock	Senior Instructor
	Dennis Tindell	Instructor
	Pamela Molnar	Instructor
Ripley	Larry Autry	Senior Instructor
	Bridgette Cobb	Instructor
	Leticia Harris	Instructor
	Moneka Temple-Bonds	Instructor
Shelbyville	Butch Arthur*	Instructor
	Christopher Cantrell	Senior Instructor
	Jeffery Carroll	Instructor
	Kimberly Rymer	Master Instructor
	Rosie Toledo-Hernandez	Instructor

* Promotion by Exception

Tennessee Colleges of Applied Technology 2022-2023 PROMOTION SUMMARY DATA						
COLLEGE	NUMBER RECOMMENDED	INSTRUCTOR	SENIOR INSTRUCTOR	MASTER INSTRUCTOR	MASTER INSTRUCTOR II	TOTAL FACULTY
ATHENS	0	0	0	0	0	0
CHATTANOOGA	4	4	0	0	0	4
COVINGTON	1	1	0	0	0	1
CROSSVILLE	2	2	0	0	0	2
CRUMP	0	0	0	0	0	0
DICKSON	2	0	1	1	0	2
ELIZABETHTON	1	1	0	0	0	1
HARRIMAN	1	1	0	0	0	1
HARTSVILLE	2	1	1	0	0	2
HOHENWALD	11	8	3	0	0	11
JACKSBORO	1	1	0	0	0	1
JACKSON	5	3	0	1	1	5
KNOXVILLE	2	2	0	0	0	2
LIVINGSTON	1	1	0	0	0	1
MCKENZIE	0	0	0	0	0	0
MCMINNVILLE	0	0	0	0	0	0
MEMPHIS	1	1	0	0	0	1
MORRISTOWN	0	0	0	0	0	0
MURFREESBORO	2	1	0	0	1	2
NASHVILLE	4	2	1	1	0	4
NEWBERN	6	3	2	1	0	6
ONEIDA	0	0	0	0	0	0
PARIS	0	0	0	0	0	0
PULASKI	3	2	1	0	0	3
RIPLEY	4	3	1	0	0	4
SHELBYVILLE	5	3	1	1	0	5
TOTAL	58	40	11	5	2	58
TOTAL FACULTY SYSTEMWIDE -		654				
% OF TOTAL FACULTY PROMOTED SYSTEMWIDE		8.9%				

TENNESSEE COLLEGES OF APPLIED TECHNOLOGY
TENURE RECOMMENDATIONS
2022-2023

<u>COLLEGE</u>	<u>NAME</u>	<u>PROGRAM</u>	<u>PRESENT RANK</u>
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No tenure recommendations this cycle

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

2021-2022

COLLEGE	TOTAL FACULTY	NUMBER RECOMMENDED	TENURED FACULTY	PERCENT OF TENURED FACULTY
ATHENS	10	0	1	10%
CHATTANOOGA	46	0	4	9%
COVINGTON	13	0	2	15%
CROSSVILLE	20	0	4	20%
CRUMP	21	0	1	5%
DICKSON	35	0	0	0%
ELIZABETHTON	23	0	0	0%
HARRIMAN	13	0	2	15%
HARTSVILLE	23	0	3	13%
HOHENWALD	23	0	0	0%
JACKSBORO	16	0	3	19%
JACKSON	26	0	8	31%
KNOXVILLE	43	0	4	9%
LIVINGSTON	16	0	1	6%
MCKENZIE	8	0	1	13%
MCMINNVILLE	21	0	0	0%
MEMPHIS	34	0	5	15%
MORRISTOWN	36	0	14	39%
MURFREESBORO	22	0	0	0%
NASHVILLE	44	0	6	14%
NEWBERN	19	0	2	11%
ONEIDA	14	0	0	0%
PARIS	15	0	0	0%
PULASKI	18	0	3	17%
RIPLEY	10	0	0	0%
SHELBYVILLE	21	0	2	10%
WHITEVILLE	12	0	2	17%
TOTAL	602	0	68	11%
TOTAL FACULTY SYSTEMWIDE	602			
% OF TOTAL FACULTY RECOMMENDED FOR TENURE SYSTEMWIDE	0.0%			

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: Promotion and Tenure at the Community Colleges

DATE: June 16, 2022

PRESENTER: Vice Chancellor Jothany Blackwood

PRESENTATION
REQUIREMENTS: 10 minutes

ACTION REQUIRED: Voice Vote

STAFF
RECOMMENDATION: Recommend Approval

The Board will be asked to approve recommendations for promotion and tenure of faculty serving at the community colleges. Seventy (70) faculty members are recommended for tenure. This is a decrease from the previous year of eighty-three (83) recommendations for tenure.

One hundred seventy-six (176) faculty members are recommended for promotion. The number of promotions increased by sixteen (16) from 2021-22.

The following materials are respectfully submitted for consideration.

2022-2023 Community College

TENURE AND PROMOTION RECOMMENDATIONS

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

The community college presidents have submitted these recommendations with supporting materials and have certified that approved campus policies and procedures were followed in each case. TBR staff review indicates that the institutions have been consistent in their application of Board and institutional personnel policies pertaining to these decisions. There are no unusual increases or decreases in percentages of promotion or tenure recommendations over the past five years. The TBR Academic Affairs staff recommends approval of the two recommendations for tenure by exception from Nashville State Community College and Cleveland State Community College. There were no recommendations for promotion by exception. Summary tables, lists of faculty members recommended for promotion and/or tenure, and justifications for promotions by exception immediately follow a brief staff observation of the recommendations.

TENURE

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

- (1) Seventy (70) faculty members are recommended for tenure. This is a decrease from the previous year of eighty-three (83) recommendations for tenure. This change is a system-

wide increase of 2.6% over a four-year average, which does not represent a trend or notable change.

- (2) The percentage of tenured faculty in 2022-23 will range from 26.7% at Nashville State to 75.0% at Pellissippi State. The tenured faculty percentage increased at six community colleges and decreased at seven, over a four-year moving average. No unusual deviations are noted by staff analysis.
- (3) Recommended promotions include two exceptions to policy, from Cleveland and Nashville State Community Colleges. Supporting material for these tenure exceptions are found at the end of this report.

PROMOTION

Table 2 provides the following summary data:

- (1) One hundred Seventy-six (176) faculty members are recommended for promotion in 2022-23. The number of promotions increased by 16 from the 2021-22 total of 192. The three-year average is 181. This increase is within statistical control limits over ten years, and no deviations from normal are noted by staff analysis.
- (2) The percentage of total community college faculty recommended for promotion in 2022-23 ranges from 6% at Roane State to 27% at Motlow State. The range is typical of this process.

Table 1: State Community Colleges Number and Percentage of Tenure Recommendations										
State Community College	Number of Recommendations					Percent of Total Faculty Tenured				
	2018	2019	2020	2021	2022	2018	2019	2020	2021	2022
Chattanooga	7	13	14	14	13	53	55	55	52	66
Cleveland	4	5	3	3	5 *	55	54	51	55	51
Columbia	4	3	4	8	5	58	57	52	52	52
Dyersburg	3	2	1	2	2	56	56	59	63	56
Jackson	0	3	5	6	1	55	55	66	65	63
Motlow	6	2	3	3	12	46	39	38	39	53
Nashville	0	1	3	3	3*	23	29	26	29	31
Northeast	5	3	4	6	0	50	47	44	44	44
Pellissippi	11	10	19	18	8	68	70	65	78	75
Roane	6	4	7	6	8	66	58	80	61	62
Southwest	0	3	0	0	4	52	41	49	44	44
Volunteer	8	7	1	7	4	49	50	43	50	54
Walters	2	2	3	7	5	34	31	32	53	32
Total	56	58	67	83	70					

* One by Exception

FACULTY TENURE RECOMMENDATIONS FOR 2022-23

Chattanooga State Community College Tenure Recommendations for 2022-23

	Name	Department/Division	Academic Rank
1	Aslinger, Rebecca	Early Childhood ED/SBSC	Assistant Professor
2	Coslett, Linda	History/SBSC	Associate Professor
3	Davidson, Kathryn	Respiratory Care/N/AH	Assistant Professor
4	DiSanto, Jennifer	Mathematics	Assistant Professor
5	Morley, Paul	Engineering	Associate Professor
6	Newman, Terry	Engineering	Associate Professor
7	Patel, Hersh	Mathematics	Assistant Professor
8	Prestwood, Monika	Dental Assisting/N/AH	Assistant Professor
9	Smith, Jason	Mathematics	Assistant Professor
10	Saied, Norman	Engineering/Computer Science	Associate Professor
11	Schneider, Jeffrey	Engineering/Programming	Associate Professor
12	Ward, Patrick	Engineering/Cyber Defense	Associate Professor
13	Zink, Daniel	Business/Hospitality & Tourism Mgt/	Assistant Professor

Cleveland State Community College Tenure Recommendations for 2022-23

	Name	Department/Division	Academic Rank
1	Alexander, Melodee	Social Sciences	Associate Professor
2	Carmer, Stephen	Business	Assistant Professor
3	Kingsley, Karmon *	Healthcare	Associate Professor
4	Monroe, Ricky	STEM	Associate Professor
5	Still, Vickie	Healthcare	Assistant Professor

* Tenure by Exception

Columbia State Community College Tenure Recommendations for 2022-23

	Name	Department/Division	Academic Rank
1	Davenport, Kirstin	Education	Assistant Professor
2	Eivazova, Elvira	Biology	Associate Professor
3	Evans, Jessica	English	Assistant Professor
4	Mostajir, Mehran	Engineering Systems Technology	Assistant Professor
5	Pollack, Michael	Mathematics	Associate Professor

Dyersburg State Community College Tenure Recommendations for 2022-23

	Name	Department/Division	Academic Rank
1	Davis, Michelle	Nursing	Assistant Professor
2	Fonville, Jonathon Brent	Social Science/Psychology	Assistant Professor

Jackson State Community College Tenure Recommendations for 2022-23

	Name	Department/Division	Academic Rank
1	Hart, David	Humanities and Social Sciences	Associate Professor

Motlow State Community College Tenure Recommendations for 2022-23

	Name	Department/Division	Academic Rank
1	Bradley-Roland, Ashley	Natural Science	Assistant Professor
2	Dowd, Stacy	Natural Science	Assistant Professor
3	Fisher-Bradshaw, Lori	Nursing & Allied Health	Assistant Professor
4	Gilispie, Christie	Humanities	Assistant Professor
5	Green, Andrea	Languages	Assistant Professor
6	Griffith, Misty	Natural Science	Associate Professor
7	Johnson, Mary Jo	Languages	Assistant Professor
8	Jones, Tamara	Languages	Assistant Professor
9	Murphy, Patrick	Natural Science	Assistant Professor
10	Shelton, Ramona	Social and Behavioral Sciences	Assistant Professor
11	Spencer, Chatney	Natural Science	Assistant Professor
12	Whiting, Charles	Humanities	Assistant Professor

Nashville State Community College Tenure Recommendations for 2022-23

	Name	Department/Division	Academic Rank
1	Blaisdell, Heidi	English	Associate Professor
2	Darnell, Valencia	Computer Technology	Associate Professor
3	Perry, Marla *	Sociology	Associate Professor

* Tenure by Exception

Northeast State Community College Tenure Recommendations for 2022-23

	Name	Department/Division	Academic Rank
	None		

Pellissippi State Community College Tenure Recommendations for 2022-23

	Name	Department/Division	Academic Rank
1	Allen, Antija	Psychology/Natural and Behavioral Sciences	Assistant Professor
2	Buck, William	Library Sciences	Assistant Professor
3	Jordan, Lauren	English	Assistant Professor
4	Lambert, Gail	Administrative Professional Technology/Business and Computer Technology	Assistant Professor
5	Lawson, Laura	Education/ Natural and Behavioral Sciences	Assistant Professor
6	Malkina, Olga	Mechanical Engineering Technology/Engineering and Media Technologies	Instructor
7	Scripa, Allison	Library Sciences	Associate Professor
8	Szwarc, Deborah	Accounting/Business and Computer Technology	Assistant Professor

Roane State Community College Tenure Recommendations for 2022-23

	Name	Department/Division	Academic Rank
1	Baranowski, Athena	Math Sciences	Associate Professor
2	Dalton-Carriger, Jessica	Social Science, Bus, & Edu	Associate Professor
3	Denton, Rachel	Humanities	Associate Professor
4	Gravely, Gary	Humanities	Associate Professor
5	Hildebrandt, Melanie	Humanities	Associate Professor
6	Pastor, Sylvia	Math Sciences	Associate Professor
7	Wibking, Kathryn	Math Sciences	Associate Professor
8	York, Darren	Social Science, Bus. & Edu	Associate Professor

Southwest Tennessee Community College Tenure Recommendations for 2022-23

	Name	Department/Division	Academic Rank
1	Huffman, David	Languages & Literature	Assistant Professor
2	Midgley, Thomas	Business & Legal Studies	Assistant Professor
3	Reyna, Melissa	Languages & Literature	Assistant Professor
4	Trigg, Rachel	Emergency Medical Technology	Assistant Professor

Volunteer State Community College Tenure Recommendations for 2022-23

	Name	Department/Division	Academic Rank
1	Buck, LuAnn	Health Science	Assistant Professor
2	Duncan, Penny	Social Science and Education	Associate Professor
3	Felber, Abigail	Humanities	Assistant Professor
4	Kelley, Shane	Math and Science	Assistant Professor

Walters State Community College Tenure Recommendations for 2022-23

	Name	Department/Division	Academic Rank
1	Anderson, Abbey M.	English	Associate Professor
2	De Silva, Eugene L.	Physics	Professor
3	Morelock, Christopher G.	English	Associate Professor
4	Owen, Olena V.	Math/Physics	Associate Professor
5	Stephens, Fashion S.	History	Associate Professor

FACULTY PROMOTION RECOMMENDATIONS FOR 2022-23

Chattanooga State Community College Promotion Recommendations for 2022-23

	Name	Department/Division	Proposed Rank	Current Rank
1.	Boshears, James (Joe)	History/SBSC	Professor	Associate Professor
2.	Branson, Christopher (Chris)	Psychology/SBSC	Assistant Professor	Instructor
3.	Breetzke, Terrie	Mathematics	Associate Professor	Assistant Professor
4.	Clifford, Tracie	Nondestructive Testing/Engineering	Assistant Professor	Instructor
5.	Cohen, Shirley	Nursing	Associate Professor	Assistant Professor
6.	Davidson, Skylar	Sociology/SBSC	Associate Professor	Assistant Professor
7.	deOlloqui, Val	Engineering/Mechanical	Professor	Associate Professor
8.	Dunlap, Emily	Psychology/SBSC	Professor	Associate Professor
9.	Fosse, Randall	Humanities/Fine Arts	Associate Professor	Assistant Professor
10.	Griffin, Mindy	Humanities/Fine Arts	Associate Professor	Assistant Professor
11.	Henson-Brooks, Tania	Early Childhood Education/SBSC	Associate Professor	Assistant Professor
12.	Holcomb, Jason	Mathematics	Associate Professor	Assistant Professor
13.	Hutton, Kristen	Humanities/Fine Arts	Associate Professor	Assistant Professor
14.	Johnson, Joshua	Humanities/Fine Arts	Associate Professor	Assistant Professor
15.	Matravers, Laura	Humanities/Fine Arts	Associate Professor	Assistant Professor
16.	McFarlin, Jessica	Dental Hygiene	Assistant Professor	Instructor
17.	Tumlin, Clomeisha	Business	Associate Professor	Assistant Professor
18.	Washick, Richard	Business	Assistant Professor	Instructor
19.	Williamson, Matthew	Business/Culinary	Associate Professor	Assistant Professor
20.	Wood, Angie	Geography/SBSC	Professor	Associate Professor

Cleveland State Community College Promotion Recommendations for 2022-23

	Name	Department/Division	Proposed Rank	Current Rank
1	Akwabli, Steven	STEM	Assistant Professor	Instructor
2	Alexander, Melodee	Social Sciences	Associate Professor	Assistant Professor
3	Amato, Sara	Humanities	Assistant Professor	Instructor
4	Kilgore, Susette	STEM	Assistant Professor	Instructor
5	McEwen, Ashley	Healthcare	Assistant Professor	Instructor
6	Monroe, Ricky	STEM	Associate Professor	Assistant Professor
7	Shaffner, Matt	Humanities	Assistant Professor	Instructor
8	Taylor, Timothy Jason	STEM	Assistant Professor	Instructor

Columbia State Community College Promotion Recommendations for 2022-23

	Name	Department/Division	Proposed Rank	Current Rank
1	Adel, Nina	English	Assistant Professor	Instructor
2	Basile, Jacquelyn	Nursing	Assistant Professor	Instructor
3	Harkness, Graham	English	Assistant Professor	Instructor
4	Harmon, Lisa	Medical Laboratory Technology	Assistant Professor	Instructor
5	Johnson, Gregory	Emergency Medical Services	Assistant Professor	Instructor
6	Loucks, Christina	English	Assistant Professor	Instructor
7	McCready, Colleen	English	Assistant Professor	Instructor
8	Womble, Deanna	Nursing	Assistant Professor	Instructor

Dyersburg State Community College Promotion Recommendations for 2022-23

	Name	Department/Division	Proposed Rank	Current Rank
1	None			

Jackson State Community College Promotion Recommendations for 2022-23

	Name	Department/Division	Proposed Rank	Current Rank
1	Gray Lemus, Esther	Humanities & Social Sciences	Associate Professor	Assistant Professor
2	Kappel, Joseph	Math & Science	Associate Professor	Assistant Professor
3	Lawrence, Benjamin	Business & Industry	Associate Professor	Assistant Professor
4	Li, Jialing	Math & Science	Associate Professor	Assistant Professor
5	Perrin, Karen	Humanities & Social Sciences	Associate Professor	Assistant Professor
6	Walker, Carrie	Math & Science	Associate Professor	Assistant Professor

Motlow State Community College Promotion Recommendations for 2022-23

	Name	Department/Division	Proposed Rank	Current Rank
1	Blackburn, Richard	Mechatronics	Assistant Professor	Instructor
2	Bradley-Roland, Ashley	Natural Science	Associate Professor	Assistant Professor
3	Brewer, Donna	Languages	Associate Professor	Assistant Professor
4	Butwell, John	Languages	Associate Professor	Assistant Professor
5	Diggs, Karla	Languages	Assistant Professor	Instructor
6	Dissanayaka, Kapila	Natural Science	Assistant Professor	Instructor
7	Dowd, Stacy	Natural Science	Associate Professor	Assistant Professor
8	Fisher-Bradshaw, Lori	Nursing & Allied Health	Associate Professor	Assistant Professor
9	Gilispie, Christie	Humanities	Associate Professor	Assistant Professor
10	Green, Andrea	Languages	Associate Professor	Assistant Professor
11	Hagos, Ayanaw	Mathematics	Assistant Professor	Instructor
12	Hedgepath, Capron	Languages	Assistant Professor	Instructor

13	Johnson, Mary Jo	Languages	Associate Professor	Assistant Professor
14	Jones, Tamara	Languages	Associate Professor	Assistant Professor
15	Keating, David	Natural Science	Assistant Professor	Instructor
16	Kirby, Angela	Nursing & Allied Health	Assistant Professor	Instructor
17	Morey, Janice	Education	Associate Professor	Assistant Professor
18	Murphy, Patrick	Natural Science	Associate Professor	Assistant Professor
19	Navarro, Rolando	Mathematics	Assistant Professor	Instructor
20	Parker, Tabitha	Mathematics	Assistant Professor	Instructor
21	Purcell, Brian	Mathematics	Assistant Professor	Instructor
22	Rogers, Rick	Mechatronics	Assistant Professor	Instructor
23	Shelton, Ramona	Social and Behavioral Sciences	Associate Professor	Assistant Professor
24	Spencer, Chatney	Natural Science	Associate Professor	Assistant Professor
25	Sweeney, Andrew	Mathematics	Assistant Professor	Instructor
26	Terrill, Keith	Mathematics	Assistant Professor	Instructor
27	Whiting, Charles	Humanities	Associate Professor	Assistant Professor

Nashville State Community College Promotion Recommendations for 2022-23

	Name	Department/Division	Proposed Rank	Current Rank
1	Bush, Kurstin	Education	Assistant Professor	Instructor
2	Cooksey, Jill	History	Assistant Professor	Instructor
3	El Chaer, Genevieve	Surgical Technology	Assistant Professor	Instructor
4	Ferguson, Christie	Business	Assistant Professor	Instructor
5	Godwin, Franklin Douglas	Psychology	Assistant Professor	Instructor
6	Mize, Roslyn	Business	Associate Professor	Assistant Professor
7	Rinehart, Amelia	Biology	Associate Professor	Assistant Professor
8	Rollins, James	Psychology	Assistant Professor	Instructor
9	Schmidt, Cassidy	Early Childhood Education	Assistant Professor	Instructor
10	Wills, Sandra	Psychology	Associate Professor	Assistant Professor
11	Zhang, Shuli	Biology	Associate Professor	Assistant Professor

Northeast State Community College Promotion Recommendations for 2022-23

	Name	Department/Division	Proposed Rank	Current Rank
1	Blessing-Amos, Andrea	Behavioral and Social Science	Assistant Professor	Instructor
2	Blevins, Richard	Technologies	Associate Professor	Assistant Professor
3	Dobbs, Teressa	Behavior and Social Science	Associate Professor	Assistant Professor
4	Gardner, Teresa	Mathematics	Associate Professor	Assistant Professor
5	Guinn, Tarah	Behavior and Social Science	Associate Professor	Assistant Professor
6	Harding, Valerie	Science	Assistant Professor	Instructor
7	Hooker, Sandra	Health Professions	Associate Professor	Assistant Professor
8	McLain, Joy	Health Professions	Assistant Professor	Instructor
9	Osborne, Greg	Science	Professor	Associate Professor
10	Roberts, Ross	Behavioral and Social Sciences	Assistant Professor	Instructor
11	Slaughter, Adriel	Humanities	Assistant Professor	Instructor
12	Stufflestreet, Brad	Technologies	Associate Professor	Assistant Professor
13	Waldroupe, Liza	Health Professions	Assistant Professor	Instructor
14	Warf, Haley	Humanities	Assistant Professor	Instructor
15	Wentzel, Nancy	Mathematics	Assistant Professor	Instructor

Pellissippi State Community College Promotion Recommendations for 2022-23

	Name	Department/Division	Proposed Rank	Current Rank
1	Brown, Lisa	Nursing	Assistant Professor	Instructor
2	Carbajo, Cristina	Water Quality Technology/Natural and Behavioral Sciences	Assistant Professor	Instructor
3	Christensen, Spencer	Communication/Liberal Arts	Associate Professor	Assistant Professor
4	Davis, Dannisha	Nursing	Assistant Professor	Instructor
5	Farr, Tracey	Business/Business and Computer Technology	Associate Professor	Assistant Professor

6	Fellhoelter, Carolyn	Math	Associate Professor	Assistant Professor
7	Fogelman, Geoffrey	English	Assistant Professor	Instructor
8	Hooker, Ward	Economics/ Business and Computer Technology	Associate Professor	Assistant Professor
9	Humphreys, Meagan	Music/Liberal Arts	Associate Professor	Assistant Professor
10	Kelly, Elizabeth	Early Childhood Education/ Natural and Behavioral Sciences	Associate Professor	Assistant Professor
11	Lauderdale, Skyler	Sociology/ Natural and Behavioral Sciences	Assistant Professor	Instructor
12	Maness, Jonathan	Audio Production Engineering/Engineering and Media Technologies	Assistant Professor	Instructor
13	Mashburn, Frank	Philosophy/Liberal Arts	Professor	Associate Professor
14	Matsen-Cantrell, Anna	English	Assistant Professor	Instructor
15	McCown, Ronda	Nursing	Associate Professor	Assistant Professor
16	McQuilkin, Frank (Kent)	Engineering and Media Technologies	Assistant Professor	Instructor
17	Murrah, Damon	English	Associate Professor	Assistant Professor
18	Nicholson, Christopher	Computer Information Technology/ Business and Computer Technology	Assistant Professor	Instructor
19	O'Meara, Ekateryna (Kate)	ESOL/English	Associate Professor	Assistant Professor
20	Pettit, Elizabeth	Nursing	Associate Professor	Assistant Professor
21	Raymond, Kara	Math	Associate Professor	Assistant Professor
22	Reeves, Linda	Biology/ Natural and Behavioral Sciences	Professor	Associate Professor
23	Rivers, Kelly	English	Professor	Associate Professor
24	Ross, Katy	Communication/Liberal Arts	Assistant Professor	Instructor
25	Schmitz, Joseph	Criminal Justice/Liberal Arts	Assistant Professor	Instructor
26	Scripa, Allison	Library Sciences	Professor	Associate Professor

27	Streich, Adam	Welding/ Engineering and Media Technologies	Associate Professor	Assistant Professor
28	Trogdon, Donna	Criminal Justice/Liberal Arts	Assistant Professor	Instructor
29	Veith, Barbara	Chemistry/ Natural and Behavioral Sciences	Assistant Professor	Instructor
30	White, Charles	English	Professor	Associate Professor
31	Widener, Nathan	History/Liberal Arts	Assistant Professor	Instructor
32	Wright, Karen	English	Assistant Professor	Instructor
33	Ziegler, Brooks	Math	Associate Professor	Assistant Professor

Roane State Community College Promotion Recommendations for 2022-23

	Name	Department/Division	Proposed Rank	Current Rank
1	Baranowski, Athena	Math Sciences	Associate Professor	Assistant Professor
2	Brown, John	Social Science, Bus, & Edu	Professor	Associate Professor
3	Denton, Rachel	Humanities	Associate Professor	Assistant Professor
4	Gravely, Gary	Humanities	Associate Professor	Assistant Professor
5	Hildebrandt, Melanie	Humanities	Associate Professor	Assistant Professor
6	Pastor, Sylvia	Math Sciences	Associate Professor	Assistant Professor
7	Wibking, Kathryn	Math Sciences	Associate Professor	Assistant Professor
8	York, Darren	Social Science, Bus. & Edu	Associate Professor	Assistant Professor

Southwest Tennessee Community College Promotion Recommendations for 2022-23

	Name	Department/Division	Proposed Rank	Current Rank
1	Herndon, Natalie	Mathematics	Associate Professor	Assistant Professor
2	Huffman, David	Languages & Literature	Associate Professor	Assistant Professor
3	Jones, Melanie	Technologies	Assistant Professor	Instructor
4	Kusi-Appiah, Akwasi	Mathematics	Associate Professor	Assistant Professor
5	Lambert, Seraphine	Nursing	Associate Professor	Assistant Professor
6	Loden, Lisa	Mathematics	Professor	Associate Professor
7	Meredith, Christopher	Social & Behavioral Sciences	Associate Professor	Assistant Professor
8	Midgley, Thomas	Business & Legal Studies	Associate Professor	Assistant Professor
9	Perven, Sohely	Mathematics	Assistant Professor	Instructor
10	Smart, Cheryl	Languages & Literature	Assistant Professor	Instructor
11	Stembridge, Ryan	Languages & Literature	Assistant Professor	Instructor
12	Wheatley, Derrick	Business & Legal Studies	Assistant Professor	Instructor

Volunteer State Community College Promotion Recommendations for 2022-23

	Name	Department/Division	Proposed Rank	Current Rank
1	Bond, Joshua	Business and Technology	Assistant Professor	Instructor
2	Bruton, Gregory	Math and Science	Assistant Professor	Instructor
3	Buck, LuAnn	Health Science	Associate Professor	Assistant Professor
4	Burton, Jennifer	Social Science and Education	Assistant Professor	Instructor
5	Cassidy, Cassandra	Nursing	Assistant Professor	Instructor
6	Dove, Michael	Humanities	Assistant Professor	Instructor
7	Duncan, Penny	Social Science and Education	Professor	Associate Professor
8	Felber, Abigail	Humanities	Associate Professor	Assistant Professor
9	Flatt, Lucas	Humanities	Assistant Professor	Instructor
10	Foley Roberts, Hope	Business and Technology	Assistant Professor	Instructor
11	Kelley, Shane	Math and Science	Associate Professor	Assistant Professor

12	Malosh, Chrysa	Math and Science	Assistant Professor	Instructor
13	McKinney, Justin	Social Science and Education	Assistant Professor	Instructor
14	Moore, Taylor	Humanities	Associate Professor	Assistant Professor
15	Pinkerton, Freda	Business and Technology	Assistant Professor	Instructor
16	Tracy, Bradley	Social Science and Education	Assistant Professor	Instructor
17	Young, April	Humanities	Professor	Associate Professor

Walters State Community College Promotion Recommendations for 2022-23

	Name	Department/Division	Proposed Rank	Current Rank
1	Aramini, Marc	English	Assistant Professor	Instructor
2	Cox, Donna	Physical Therapy Assistant	Assistant Professor	Instructor
3	Howerton, Tera	Agriculture	Professor	Associate Professor
4	McMahan, Jay	English	Associate Professor	Assistant Professor
5	Moore, Lorelei	Nursing	Professor	Associate Professor
6	Moore-Roberts, Kelly	Biology	Associate Professor	Assistant Professor
7	Piper, Krystal	Computer Science	Assistant Professor	Instructor
8	Pratt, Rob	Speech	Associate Professor	Assistant Professor
9	Turner, Roger	Philosophy	Associate Professor	Assistant Professor
10	Turnmire, Cindy	Emergency Medical Svc.	Assistant Professor	Instructor
11	VanderLaan-Delaney, Jessie	Art	Associate Professor	Assistant Professor

Tenure by Exception

Two requests were made for tenure by exception. The TBR Central Office of Academic Affairs Staff reviewed materials supporting the exceptions and recommends the requests for tenure by exception.

1. Ms. Karmon Kingsley, Associate Professor, Health Care, Cleveland State Community College

President William Seymour of Cleveland State Community College has recommended Karmon Kingsley for tenure. Ms. Kingsley was also approved previously for tenure by the Board of Regents on June 24, 2010. Ms. Kingsley's absence from Cleveland State for the past three years has been felt keenly. Her knowledge of the Medical Assisting Education Review Board (MAERB) and Commission on Accreditation of Allied Health (CAAHEP) accreditation standards and her professional experience was vital to our program. Further, as our faculty and administrators have visited practicum sites this semester they have continuously heard of Ms. Kingsley's outstanding reputation for integrity and quality professionalism that she established in our service area over the years. She is also a past recipient of the CSCC Distinguished Faculty Award, which is evidence of the high standard of excellence she exhibited during her previous employment with the college.

2. Ms. Marla Perry, Associate Professor, Sociology, Nashville State Community College

President Dr. Shanna L. Jackson is recommending Marla Perry for tenure by exception. Marla Perry has 17 years of service to the college. Additionally, she meets and exceeds the teaching, research, and service requirements. Marla Perry teaches in the sociology department on the White Bridge Road Campus of the College. Marla Perry earned a Masters in Sociology from Iowa State University in 2004.

Marla has served on many division and college-wide committees including Faculty Senate, several key advising committees, the Critical Thinking QEP, the Strategic Planning Committee, and the Student Success Committee. Currently, she is the SBSC representative on the Curriculum Committee and is also working on the Educational Quality Improvement for General Education.

Promotion by Exception

No requests were made for promotion by exception.

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: Faculty Emeriti

DATE: June 16, 2022

PRESENTER: Vice Chancellor Jothany Blackwood

PRESENTATION REQUIREMENTS: 5 minutes

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Recommend Approval

The following faculty emeritus candidates are being recommended to the Board for consideration and approval:

Candidate	Rank/Discipline	Service Dates	College
Charles Cardwell	Professor of Philosophy	1999-2021	Pellissippi State
Levi Frazier	Associate Professor of Communications, Graphic and Fine Arts	2006-2021	Southwest TN
Sandra Arman	Associate Professor of Mathematics	1992-2022	Motlow State
Marian Stewart	Associate Professor of Nursing	1984-2022	Motlow State

Presidential nominations are appended.

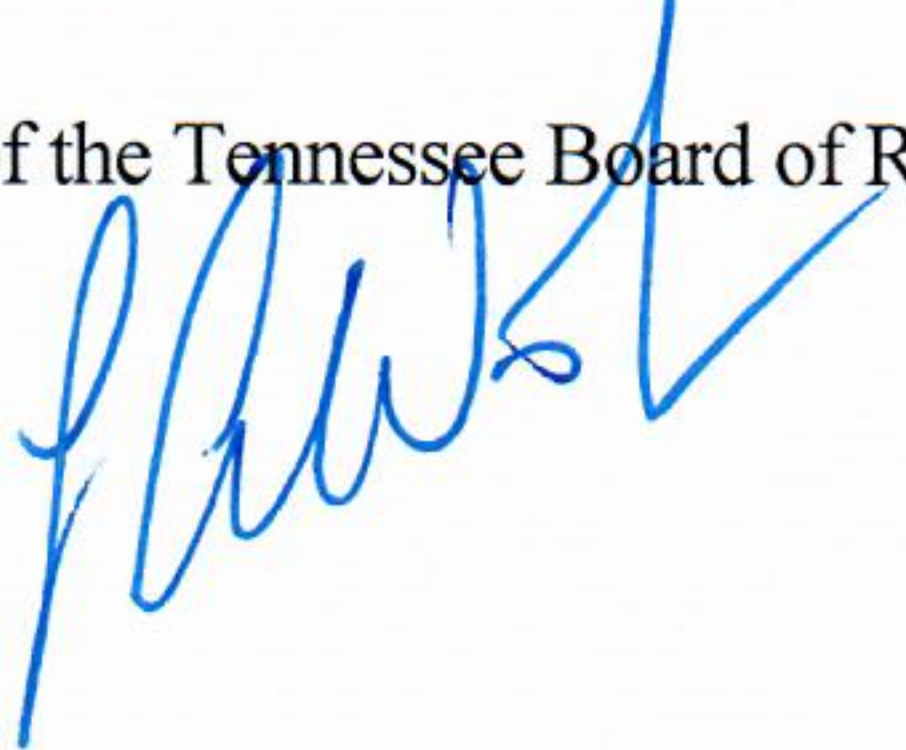
PELLISSIPPI STATE COMMUNITY COLLEGE**OFFICE OF THE PRESIDENT****MEMORANDUM**

TO: Dr. Flora W. Tydings, Chancellor of the Tennessee Board of Regents

FROM: L. Anthony Wise, Jr., President

SUBJECT: Candidate for Faculty Emeritus

DATE: May 9, 2022



Based on the positive recommendations of the Pellissippi State's Faculty Emeritus committee and of the Vice President of Academic Affairs, I request that Dr. Charles Cardwell's name be brought to the Tennessee Board of Regents for approval of faculty emeritus status at the June 2022 Quarterly Meeting.

Dr. Cardwell served Pellissippi State as a faculty member in the Liberal Arts Department from 2004-2021, rising to the rank of full professor. Prior to becoming a fulltime member of the College, he serviced Pellissippi State as an adjunct from 1999-2004, teaching philosophy in the Liberal Arts Department. During his twenty-two years, his impact on his students, colleagues, and the college community at large was substantial.

First and foremost, Dr. Cardwell was an outstanding teacher. Incredibly knowledgeable and passionate about his subject, he instilled a love of philosophy with his students and encouraged continual lifelong learning. He loved to debate ethics and facilitate students' worldwide vision, daily in his college classes or during various international courses taught for Tennessee Consortium for International Studies (TnCIS.) He has authored numerous articles for books and publications, presented at and attended conferences, and adopted innovative approaches to inspire his students.

During that pursuit, Dr. Cardwell took a leadership role in the College to facilitate opportunities for students' access to Pellissippi State. He worked extensively with Alcoa High School, a Blount County stakeholder, to develop and offer dual credit courses for Introduction to Philosophy (PHIL 1030). He worked successfully with the Pellissippi State Foundation to establish and fund an endowment to support philosophy at the College. He aided in designing new philosophy course offerings and also redesigning current courses to ensure student success. Likewise, he taught students for TnCIS to broaden their cultural awareness by teaching Introduction to Ethics (PHIL 1040) in Greece, France and Scotland. Likewise, Dr. Cardwell supported his colleagues by serving on a variety of committees, as a Faculty Senator, and on the TBR committee that developed the TTP for philosophy.

For his hard work and dedication to Pellissippi State's mission, Dr. Cardwell is a deserving candidate for the title of faculty emeritus. It gives me great pleasure to recommend him.

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PELLISSIPPI STATE
COMMUNITY COLLEGE

10915 HARDIN VALLEY ROAD
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KNOXVILLE, TN 37933-0990

A TBR INSTITUTION/AN AA/EEO COLLEGE

APPROVED BY:

DocuSigned by:

L. Anthony Wise, Jr.

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L. ANTHONY WISE, JR.
PRESIDENT
PELLISSIPPI STATE COMMUNITY COLLEGE

DocuSigned by:

Elizabeth Ross

BC3AE1FD88354B2

ELIZABETH ROSS
INTERIM EXECUTIVE DIRECTOR, HUMAN RESOURCES
PELLISSIPPI STATE COMMUNITY COLLEGE

DocuSigned by:

Jothany Blackwood

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JOTHANY BLACKWOOD
VICE CHANCELLOR FOR ACADEMIC AFFAIRS
TENNESSEE BOARD OF REGENTS

DocuSigned by:

Flora Tydings

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FLORA W TYDINGS
CHANCELLOR
TENNESSEE BOARD OF REGENTS

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

P.O. Box 780 • Memphis, TN 38101-0780 • (901) 333-5000 • www.southwest.tn.edu

May 4, 2022

RE: Mr. Levi Frazier Recommendation for Faculty Emeritus

Please accept this letter of recommendation for Mr. Levi Frazer, Jr to be awarded Faculty Emeritus. Mr. Frazier is an educator, published author, actor, playwright, director, and producer. He brought all of this and more to the classroom. He retired from Southwest Tennessee Community College in August 2021 as an Associate Professor in the Communications, Graphic and Fine Arts Department, after 15 years of service to the College. During his tenure at the college Mr. Frazier was the Theater Program Coordinator and the Theater Manager. He revitalized a waning theater program and brought it up to Ostrander (the Memphis equivalent to the Tony Awards) standards. He produced one production in the Fall and two in the Spring every year. For the past five years the Theater program has been nominated for and won several Ostrander Awards. Mr. Frazier was a mentor, coach, Instructor, and friend to all students whether in his class or not. He always had the time, no matter what he was doing, to stop and listen to his students and colleagues.

Outside of the classroom Mr. Frazier is cofounder of Beale Street Repertory Company and Blues City Cultural Center where he now serves as Artistic Director. A prolific playwright, Mr. Frazier has written over fifty plays including: “A Helping Hand,” “Big Ten, You’re Different,” “For Our Children,” “Ramesses the Great,” “A Sad State of Affairs,” and “Down on Beale Street.” His work has been produced nationally in major theatrical markets such as New York, Chicago, Miami, Austin, Hollywood and Memphis. His musical, “Down on Beale Street,” had an off-Broadway run at the Richard Allen Center in New York. “The Juneteenth Story,” a play with music, which he directed, premiered at the Cannon Center in Memphis. His work also has reached international audiences. “A Tribute to Richard Wright,” was produced, by invitation, at the Sorbonne in Paris, France for the African-American and Europe International Conference and his “For Our Freedom & Yours” was produced in Lodz, Poland. He brought most of his works to the Southwest Theater stage where Theater students had the opportunity and privilege to perform them. Mr. Frazier has amassed several awards for his playwriting. He received the Alabama Shakespeare Festival’s Southern Writers Project Award and garnered first place writing honors at the Association for Theatre of Higher Education National Conference. His play, “When it Rains,” was selected for a reading at the Conference on World Affairs at the University of Colorado at Boulder and at the National Black Theatre Festival. It was produced at the Coleman Smith Artistic Company in Hollywood, California and awarded Honorable Mention in the Stage Play Script category for Writer’s Digest and won first place in Chattanooga Theatre Center’s Play Writing Contest. It also won an Ostrander Award in Memphis, Tennessee, for Best Original Play performed by the Southwest Theater students. As a screenwriter, Frazier’s talents were often recognized. He was a semi-finalist for the American Film Institute’s Summer Situation Comedy Workshop, the Organization of Black Screenwriters Award, and the Writers Network Screenplay and Fiction Competition. His script, “Ninja and The Nut,” was selected as a finalist in America’s Best Writing Contest’s Sitcom Category. He also presented a script writing

Macon Cove Campus • Union Avenue Campus • Fayette Site • Gill Center • Maxine A. Smith Center • Millington Center • Whitehaven Center

Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college.

workshop on “A Raisin in the Sun” at Yale University for the Yale Divinity School which was also performed by the Southwest Theater students. Adding to his many artistic talents, Mr. Frazier has written four children’s books: “Tickle the Rain,” “I Love You So Much,” “The Spools Move In,” and “Man Up!” His short stories have appeared in several anthologies including Homespun Images, Homewords and A Book of Tennessee Writers which has included the works of such notable Tennesseans as Nikki Giovanni, Alex Haley and Shelby Foote. Other short stories, essays and articles have appeared in The Memphis Parent, Grace Magazine and Memphis Magazine. An actor in his own right, Mr. Frazier appeared in the movies “Walking Tall II,” “The Firm,” “The Chamber,” “Her Hidden Truth,” and “The Mississippi” as well as a host of national commercials and industrial training tapes.

He earned a Bachelor of Arts in Communication Arts and Psychology from Rhodes College and a Master of Arts in speech and Theatre from the University of Memphis. Mr. Frazier was an asset to the College, the Theater program and most importantly his students. He brought his involvement in the Theater community, his experiences and expertise into to the classroom and shared it with his students. For this and many other reasons I highly recommend Mr. Levi Frazier, Jr. to be awarded Faculty Emeritus.

Thank you for your consideration.

Patsy R. Fancher
Department Chair
Communications, Graphic & Fine Arts

Approvals:

President

5/12/2022

Date

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5/13/2022

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HR Officer

Date

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5/13/2022

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Vice Chancellor for Academic Affairs

Date

DocuSigned by:

5/26/2022

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Chancellor

Date



MEMORANDUM

TO: Dr. Michael Torrence, President

THROUGH: Ms. Charle Coffey, Interim Executive Vice President for Student Success and Academic Affairs

FROM: Dr. Amy Holder, Dean of Nursing and Allied Health

SUBJECT: Nomination of Ms. Marian Stewart for Professor Emeritus
Nursing Associate Professor / Nursing Clinical Coordinator: 31 years of service,
Rank Date 8/1/1995

DATE: April 29, 2022

Ms. Marian Stewart, Associate Professor of Nursing, retired from Motlow College at the end of the fall 2020 semester. For 30 years, Ms. Stewart was an exceptionally distinguished and highly influential member of the college's faculty. It is with a distinct sense of pride and gratification that I nominate her for the rank of Professor Emeritus.

Ms. Stewart first joined the college in 1984 and since that time has served in an inordinate number of very prominent faculty and administrative positions, and in every undertaking, has consistently and steadfastly performed in an exemplary manner. Serving in such pivotal positions as Nursing Level Coordinator, Nursing Clinical Coordinator, Nursing Department Chair, Interim Director of Nursing, and Director of Nursing, Ms. Stewart has persistently garnered the respect and admiration of all with whom she has come in contact. Her personal and professional integrity, coupled with her profound devotion to the fields of Nursing and Education, made her a vital and indispensable member of Motlow College and the Tennessee Board of Regents.

Ms. Stewart's personal and professional integrity and competence are above reproach, and extend well beyond the confines of the college. For more than 30 years, she has promoted and enriched the reputation of the college and her profession by serving in numerous leadership and managerial roles at the national, regional and state levels of various professional organizations. In the Tennessee Nurses Association (TNA) she has served on State Committee on Education, State Committee on Ethics and Human Rights, as the District 8 President, Vice-

President, Secretary, Program Chairman, and Legislative Liaison. In addition to her service in TNA, she was appointed by the Governor to serve on the Tennessee Board of Nursing for two consecutive terms. Ms. Stewart has also served on the Tennessee Board of Regents Deans and Directors committee, The Middle Tennessee State University Advisory Board, TBR Regents Online Degree Program Executive Committee, as well as in a number of officer positions for her various alumni associations. Ms. Stewart is a member of the National League of Nurses Association, Sigma Theta Tau International Honor Society for Nurses, American Academy of Medical Surgical Nurses, American Association of Infection Control Practitioners, and FEMA Southeast Tennessee Regional Medical Reserve Corps. Ms. Stewart has presented at the Tennessee Organization of Associate Degree Nurse Conference, reviewed manuscripts for Addison-Wesley Publishing Company, contributed to the American Nursing Review NCLEX-RN, and written test questions for the National Council of State Boards of Nursing, which appeared on the state licensure exam.

In the classroom, Ms. Stewart has no equal. Throughout her long and illustrious career, she has kept the students as her central point of interest, and has been instrumental in helping mentor new faculty in their new role as educator. Her commitment and extraordinary contributions in the area of innovative and challenging instructional methodologies, curricula development and new programming initiatives, are legendary. In acknowledgement of her many outstanding accomplishments, she has received numerous recognitions and awards, to include being awarded the Motlow College Teaching Excellence award twice, the National Institute for Staff and Organizational Development Teaching Excellence award, the Athena Leadership Award, and Outstanding Young Women in America.

Ms. Marian Stewart is the consummate faculty member and teacher. In consideration of her many years of unselfish dedication and commendable service, it is more than appropriate that she be awarded the rank of Professor Emeritus.

X Brian E. Rowe 5-17-22
Brian Rowe Date
Executive Director of Human Resources

X Michael Torrence, Ph.D. 5/17/22
Michael Torrence, Ph.D. Date
President



MEMORANDUM

TO: Dr. Michael Torrence, President

THROUGH: Ms. Charle Coffey, Interim Executive Vice President for Student Success and Academic Affairs

FROM: Dr. Pamela K. Harris, Academic Dean of Moore County

SUBJECT: Nomination of Sandra Arman for Professor Emeritus
Associate Professor Mathematics: 29 years of service, Rank Date 8/1/2001

DATE: May 5, 2022

Sandra Arman, Associate Professor of Math, retired from Motlow College at the end of the 2022 Spring semester. For 30 years, Ms. Arman was an exceptionally distinguished and highly influential member of the college's faculty. It is with distinct honor and pleasure that I nominate her for the rank of Professor Emeritus.

Since joining the college in 1992, Ms. Arman served in a vast number of very prominent faculty and administrative positions, and in every undertaking, consistently and steadfastly performed in an outstanding manner. Her service to Motlow has ranged from highly pivotal positions such as Math Chair, Math & Science Chair, Curriculum Chair, and Associate Professor of Mathematics to a variety of integral service outreach positions including Faculty Council Member, Multi-cultural Committee Chairman, Distance Education Committee member, and Academic Affairs member. Ms. Arman has persistently held the respect and admiration of all with whom she has come in contact. Her personal and professional integrity, coupled with her profound devotion to her passion for Mathematics made her a vital and indispensable member of Motlow College.

Ms. Arman's personal and professional integrity and competence are above reproach, and extend well beyond the confines of the college. For more than 30 years, she has promoted and enriched the reputation of the college with an outstanding professional attitude and a dedication to her craft that was obvious in the Motlow Community.

In the classroom Ms. Arman had no equal. Throughout her long and illustrious career, she kept the students as her central point of interest, and was instrumental in helping to develop and advance the quality of the Mathematics Department.

Associate Professor Sandra Arman has been the consummate faculty member and teacher. In consideration of her many years of unselfish dedication and commendable service, it is more than appropriate that she be awarded the rank of Professor Emeritus.

X Brian E. Rowe 5-17-22
Brian Rowe Date
Executive Director of Human Resources

X Michael Torrence, Ph.D. 5/17/22
Michael Torrence, Ph.D. Date
President

The System Office staff has reviewed the above supporting documentation and recommends the Chancellor's approval to move both forth for Board consideration.

DocuSigned by:
Jonathan Blackwood 2022-05-17 | 2:31 PM CDT
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Vice Chancellor for Academic Affairs

DocuSigned by:
Flores W. Zyding 2022-05-18 | 8:25 AM CDT
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Chancellor

BOARD TRANSMITTAL

MEETING: Personnel and Compensation Committee

SUBJECT: Faculty Promotional Increases

DATE: June 16, 2022

PRESENTER: Executive Vice Chancellor Danny Gibbs

PRESENTATION
REQUIREMENTS: 5 minutes with discussion

ACTION REQUIRED: Roll Call Vote

STAFF
RECOMMENDATION: Recommend Approval

BACKGROUND INFORMATION:

A total of one-hundred-seventy-six (176) faculty members are recommended for promotion at the community colleges. At the TCATs, fifty-eight (58) faculty members are recommended for promotion. The recommendations are made within the requirements of TBR policies on tenure and promotion.

The recommendation and supporting documents were submitted to the Board by the community colleges and TCATs, and were certified by them as having been processed through the approved institutional procedures. TBR staff has verified the proposed ranks of the individuals submitted for promotion by the institutions and ensured a corresponding increase for those that were eligible was submitted, or an exception noted.

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

Institution Totals

INSTITUTION NAME	NAME	CURRENT TITLE	PROPOSED TITLE	INCREASE AMOUNT
TCAT Chattanooga				
Chattanooga	Castroverde, Zachary	Associate Instructor	Instructor	\$1,718
Chattanooga	Hammond, Tiffany	Associate Instructor	Instructor	\$1,640
Chattanooga	Holland, Scotty	Associate Instructor	Instructor	\$1,890
Chattanooga	Weeks, William	Associate Instructor	Instructor	\$1,670
TCAT Chattanooga Total				\$6,919
TCAT Covington				
Covington	Cantrell, Teresa	Associate Instructor	Instructor	3,508
TCAT Covington Total				3,508
TCAT Crossville				
Crossville	Steven Mullinax	Associate Instructor	Instructor	5,690
Crossville	John Podrecca	Associate Instructor	Instructor	6,145
TCAT Crossville Total				11,835
TCAT Dickson				
Dickson	Kinney, Teresa	Instructor	Senior Instructor	\$6,577
Dickson	Moffitt, Kristen	Senior Instructor	Master Instructor	\$6,831
TCAT Dickson Total				\$13,408
TCAT Elizabethton				
Elizabethton	Powell, Jeffrey	Associate Instructor	Instructor	2,660
TCAT Elizabethton Total				2,660
TCAT Harriman				
Harriman	Russell, Matthew C	Associate Instructor	Instructor	5,675
TCAT Harriman Total				5,675
TCAT Hartsville				
Hartsville	Cresewell, Charles Craig	Instructor	Senior Instructor	6,862
Hartsville	McCall, Katherine	Associate Instructor	Instructor	4,946
TCAT Hartsville Total				11,808
TCAT Hohenwald				
Hohenwald	Dunn, Valaurie	Instructor	Senior Instructor	\$4,799
Hohenwald	Hammond, Christina	Instructor	Senior Instructor	\$4,390

Hohenwald	Hinson, Kevin	Associate Instructor	Instructor	\$3,751
Hohenwald	Hunt, Lisa	Associate Instructor	Instructor	\$4,416
Hohenwald	Long, Alania	Associate Instructor	Instructor	\$4,042
Hohenwald	Natschke, Clint	Associate Instructor	Instructor	\$3,938
Hohenwald	Osborne, Justin	Associate Instructor	Instructor	\$3,978
Hohenwald	Richardson, Kendra	Instructor	Senior Instructor	\$4,808
Hohenwald	Tatum, Jeff	Associate Instructor	Instructor	\$4,374
Hohenwald	White, Nick	Associate Instructor	Instructor	\$4,389
Hohenwald	Woodall, Brad	Associate Instructor	Instructor	\$4,190
TCAT Hohenwald Total				\$47,075
TCAT Jacksboro				
Jacksboro	Ferguson, Brian	Associate Instructor	Instructor	\$5,522
TCAT Jacksboro Total				\$5,522
TCAT Jackson				
Jackson	Craft, Clifford	Associate Instructor	Instructor	\$6,231
Jackson	Moses, Rhonda	Senior Instructor	Master Instructor I	\$7,142
Jackson	Riley, Tim	Associate Instructor	Instructor	\$5,434
Jackson	Walls, Jon	Associate Instructor	Instructor	\$5,882
Jackson	White-Williams, Rebekah	Master Instructor I	Master Instructor II	\$7,167
TCAT Jackson Total				\$31,856
TCAT Knoxville				
Knoxville	Copeland, Edward	Associate Instructor	Instructor	\$2,864
Knoxville	Owen, Marcy	Associate Instructor	Instructor	\$2,764
TCAT Knoxville Total				\$5,628
TCAT Livingston				
Livingston	Rich, Caleb	Associate Instructor	Instructor	\$5,112
TCAT Livingston Total				\$5,112
TCAT Memphis				
Memphis	Snipes, Samuel	Associate Instructor	Instructor	\$3,297
TCAT Memphis Total				\$3,297
TCAT Murfreesboro				
Murfreesboro	Dowdle, Suzanne	Master Instructor	Master Instructor II	\$6,854
Murfreesboro	Massey, Scarlett	Associate Instructor	Instructor	\$3,971
TCAT Murfreesboro Total				\$10,825

TCAT Nashville				
Nashville	Finch, Robert	Associate Instructor	Instructor	\$6,199
Nashville	Marris, Garrett	Associate Instructor	Instructor	\$5,727
Nashville	Moore, Amiee	Instructor	Senior Instructor	\$6,578
Nashville	McBride, Theresa	Senior Instructor	Master Instructor	\$7,142
TCAT Nashville Total				\$25,646
TCAT Northwest				
Northwest	Adams, Tammy	Associate Instructor	Instructor	\$4,410
Northwest	Capps, Amanda	Associate Instructor	Instructor	\$5,262
Northwest	Daniels, James	Senior Instructor	Master Instructor	\$4,347
Northwest	Kempfer, Terrance	Associate Instructor	Instructor	\$6,278
Northwest	Prater, Vicky	Instructor	Senior Instructor	\$6,577
Northwest	Walley, Timothy	Associate Instructor	Instructor	\$5,521
TCAT Northwest Total				\$32,395
TCAT Pulaski				
Pulaski	Adcock, Christopher	Instructor	Senior Instructor	\$6,577
Pulaski	Molnar, Pamela	Associate Instructor	Instructor	\$5,151
Pulaski	Tindell, Dennis	Associate Instructor	Instructor	\$6,300
TCAT Pulaski				\$18,028
TCAT Ripley				
Ripley	Autry, Larry	Instructor	Senior Instructor	\$5,920
Ripley	Cobb, Bridgette	Associate Instructor	Instructor	\$4,848
Ripley	Harris, Leticia	Associate Instructor	Instructor	\$4,951
Ripley	Temple-Bonds, Moneka	Associate Instructor	Instructor	\$3,469
TCAT Ripley				\$19,188
TCAT Shelbyville				
Shelbyville	Arthur, L. Maxwell (Butch)	Associate Instructor	Instructor	\$5,597
Shelbyville	Cantrell, Christopher	Instructor	Senior Instructor	\$6,577
Shelbyville	Carroll, Robert Jeff	Associate Instructor	Instructor	\$5,727
Shelbyville	Rymer, Kimberly	Senior Instructor	Master Instructor I	\$7,308
Shelbyville	Toledo-Hernandez, Rosa	Associate Instructor	Instructor	\$5,630
TCAT Shelbyville Total				\$30,839
Grand Total				\$291,224

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.

**Community Colleges Faculty Tenure and Promotion Salary Increase Recommendations
Institution Totals**

INSTITUTION NAME	NAME	CURRENT TITLE	PROPOSED TITLE	INCREASE AMOUNT
Chattanooga State Community College				
ChSCC	Boshears, James (Joe)	Associate Professor	Professor	\$1,755.00
ChSCC	Branson, Christopher (Chris)	Instructor	Assistant Professor	\$1,351.00
ChSCC	Breetzke, Terrie	Assistant Professor	Associate Professor	\$1,500.00
ChSCC	Clifford, Tracie	Instructor	Assistant Professor	\$2,240.00
ChSCC	Cohen, Shirley	Assistant Professor	Associate Professor	\$1,778.00
ChSCC	Davidson, Skylar	Assistant Professor	Associate Professor	\$1,566.00
ChSCC	deOlloqui, Val	Associate Professor	Professor	\$1,869.00
ChSCC	Dunlap, Emily	Associate Professor	Professor	\$1,753.00
ChSCC	Fosse, Randall	Assistant Professor	Associate Professor	\$1,500.00
ChSCC	Griffin, Mindy	Assistant Professor	Associate Professor	\$2,311.00
ChSCC	Henson-Brooks, Tania	Assistant Professor	Associate Professor	\$1,493.00
ChSCC	Holcomb, Jason	Assistant Professor	Associate Professor	\$1,956.00
ChSCC	Hutton, Kristen	Assistant Professor	Associate Professor	\$1,532.00
ChSCC	Johnson, Joshua	Assistant Professor	Associate Professor	\$2,311.00
ChSCC	McFarlin, Jessica	Instructor	Assistant Professor	\$1,415.00
ChSCC	Matravers, Laura	Assistant Professor	Associate Professor	\$1,501.00
ChSCC	Tumlin, Clomeisha	Instructor	Assistant Professor	\$1,566.00
ChSCC	Washick, Richard	Instructor	Assistant Professor	\$1,391.00
ChSCC	Williamson, Matthew	Assistant Professor	Associate Professor	\$1,835.00
ChSCC	Wood, Angie	Associate Professor	Professor	\$1,789.00
CHSCC TOTAL				\$34,412.00
Cleveland State Community College				
CISCC	Akwabil, Steven	Instructor	Assistant Professor	\$500.00
CISCC	Alexander, Melodee	Assistant Professor	Associate Professor	\$500.00
CISCC	Amato, Sara	Instructor	Assistant Professor	\$500.00
CISCC	Kilgore, Susette	Instructor	Assistant Professor	\$500.00
CISCC	McEwen, Ashley	Instructor	Assistant Professor	\$500.00
CISCC	Monroe, Ricky	Assistant Professor	Associate Professor	\$500.00
CISCC	Schaffner, Matt	Instructor	Assistant Professor	\$500.00
CISCC	Taylor, Timothy Jason	Instructor	Assistant Professor	\$500.00
CISCC TOTAL				\$4,000.00
Columbia State Community College				
CoSCC	Adel, Nina	Instructor	Assistant Professor	\$2,410.00
CoSCC	Basile, Jacquelyn	Instructor	Assistant Professor	\$2,300.00
CoSCC	Harkness, Graham	Instructor	Assistant Professor	\$2,090.00

CoSCC	Harmon, Lisa	Instructor	Assistant Professor	\$3,640.00
CoSCC	Johnson, Gregory	Instructor	Assistant Professor	\$3,130.00
CoSCC	Loucks, Christina	Instructor	Assistant Professor	\$2,300.00
CoSCC	McCready, Colleen	Instructor	Assistant Professor	\$2,130.00
CoSCC	Womble, Deanna	Instructor	Assistant Professor	\$2,340.00
COSCC TOTAL				\$20,340.00
Jackson State Community College				
JSCC	Kappel, Joseph	Assistant Professor	Associate Professor	\$2,711.60
JSCC	Lawrence, Benjamin	Assistant Professor	Associate Professor	\$3,181.12
JSCC	Lemus, Esther Gray	Assistant Professor	Associate Professor	\$2,451.05
JSCC	Li, Jialing	Assistant Professor	Associate Professor	\$4,082.42
JSCC	Perrin, Karen	Assistant Professor	Associate Professor	\$2,724.76
JSCC	Walker, Carrie	Assistant Professor	Associate Professor	\$3,155.67
JSCC TOTAL				\$18,306.62
Motlow State Community College				
MSCC	Blackburn, Richard	Instructor	Assistant Professor	\$3,094.00
MSCC	Bradley-Roland, Ashley	Assistant Professor	Associate Professor	\$2,437.00
MSCC	Brewer, Donna	Assistant Professor	Associate Professor	\$2,435.00
MSCC	Butwell, John	Assistant Professor	Associate Professor	\$2,437.00
MSCC	Diggs, Karla	Instructor	Assistant Professor	\$2,250.00
MSCC	Dissanayaka, Kapila	Instructor	Assistant Professor	\$2,250.00
MSCC	Dowd, Stacy	Assistant Professor	Associate Professor	\$2,437.00
MSCC	Fisher-Bradshaw, Lori	Assistant Professor	Associate Professor	\$2,679.00
MSCC	Gillispie, Christie	Assistant Professor	Associate Professor	\$2,437.00
MSCC	Green, Andrea	Assistant Professor	Associate Professor	\$2,437.00
MSCC	Hagos, Ayanaw	Instructor	Assistant Professor	\$2,184.00
MSCC	Hedgepath, Capron	Instructor	Assistant Professor	\$2,250.00
MSCC	Johnson, Mary Jo	Assistant Professor	Associate Professor	\$2,437.00
MSCC	Jones, Tamara	Assistant Professor	Associate Professor	\$2,437.00
MSCC	Keating, David	Instructor	Assistant Professor	\$2,250.00
MSCC	Kirby, Angela	Instructor	Assistant Professor	\$2,474.00
MSCC	Morey, Janice	Assistant Professor	Associate Professor	\$2,437.00
MSCC	Murphy, Patrick	Assistant Professor	Associate Professor	\$2,437.00
MSCC	Navarro, Rolando	Instructor	Assistant Professor	\$2,460.00
MSCC	Parker, Tabitha	Instructor	Assistant Professor	\$2,250.00
MSCC	Purcell, Brian	Instructor	Assistant Professor	\$2,250.00
MSCC	Rogers, Rick	Instructor	Assistant Professor	\$3,094.00
MSCC	Shelton, Ramona	Assistant Professor	Associate Professor	\$2,437.00
MSCC	Spencer, Chatney	Assistant Professor	Associate Professor	\$2,435.00
MSCC	Sweeney, Andrew	Instructor	Assistant Professor	\$2,250.00

MSCC	Terrill, Keith	Instructor	Assistant Professor	\$2,250.00
MSCC	Whiting, Charles	Assistant Professor	Associate Professor	\$2,559.00
MSCC TOTAL				\$65,784.00
Nashville State Community College				
NaSCC	Bush, Kurstin	Instructor	Assistant Professor	\$1,357.00
NaSCC	Cooksey, Jill	Instructor	Assistant Professor	\$1,357.00
NaSCC	El Chaer, Genevieve	Instructor	Assistant Professor	\$1,357.00
NaSCC	Ferguson, Christie	Instructor	Assistant Professor	\$1,357.00
NaSCC	Godwin, Franklin Douglas	Instructor	Assistant Professor	\$1,357.00
NaSCC	Mize, Roslyn	Assistant Professor	Associate Professor	\$1,660.00
NaSCC	Rinehart, Amelia	Assistant Professor	Associate Professor	\$1,660.00
NaSCC	Rollins, James	Instructor	Assistant Professor	\$1,357.00
NaSCC	Schmidt, Cassidy	Instructor	Assistant Professor	\$1,357.00
NaSCC	Wills, Sandra	Assistant Professor	Associate Professor	\$1,660.00
NaSCC	Zhang, Shuli	Assistant Professor	Associate Professor	\$1,660.00
NASCC TOTAL				\$16,139.00
Northeast State Community College				
NeSCC	Blessing-Amos, Andrea	Instructor	Assistant Professor	\$800.00
NeSCC	Blevins, Richard	Assistant Professor	Associate Professor	\$1,200.00
NeSCC	Dobbs, Teressa	Assistant Professor	Associate Professor	\$1,200.00
NeSCC	Gardner, Teresa	Assistant Professor	Associate Professor	\$1,200.00
NeSCC	Guinn, Tarah	Assistant Professor	Associate Professor	\$1,200.00
NeSCC	Harding, Valerie	Instructor	Assistant Professor	\$800.00
NeSCC	Hooker, Sandra	Assistant Professor	Associate Professor	\$1,200.00
NeSCC	McLain, Joy	Instructor	Assistant Professor	\$800.00
NeSCC	Osborne, Greg	Associate Professor	Professor	\$1,600.00
NeSCC	Roberts, Ross	Instructor	Assistant Professor	\$800.00
NeSCC	Slaughter, Adriel	Instructor	Assistant Professor	\$800.00
NeSCC	Stufflestreet, Brad	Assistant Professor	Associate Professor	\$1,200.00
NeSCC	Waldroupe, Liza	Instructor	Assistant Professor	\$800.00
NeSCC	Warf, Haley	Instructor	Assistant Professor	\$800.00
NeSCC	Wentzel, Nancy	Instructor	Assistant Professor	\$800.00
NE SCC TOTAL				\$15,200.00
Pellissippi State Community College				
PSCC	Brown, Lisa	Instructor	Assistant Professor	\$2,720.00
PSCC	Carbajo, Cristina	Instructor	Assistant Professor	\$2,690.00
PSCC	Christensen, Spencer	Assistant Professor	Associate Professor	\$2,740.00
PSCC	Davis, Dannisha	Instructor	Assistant Professor	\$2,870.00
PSCC	Farr, Tracey	Assistant Professor	Associate Professor	\$2,910.00
PSCC	Fellhoelter, Carolyn	Assistant Professor	Associate Professor	\$2,870.00
PSCC	Fogleman, Geoffrey	Instructor	Assistant Professor	\$2,500.00

PSCC	Hooker, Ward	Assistant Professor	Associate Professor	\$3,070.00
PSCC	Humphreys, Meagan	Assistant Professor	Associate Professor	\$2,890.00
PSCC	Kelly, Elizabeth	Assistant Professor	Associate Professor	\$2,790.00
PSCC	Lauderdale, Chris Skyler	Instructor	Assistant Professor	\$2,450.00
PSCC	Maness, Jonathan	Instructor	Assistant Professor	\$2,500.00
PSCC	Mashburn, Emmett Frank	Associate Professor	Professor	\$7,340.00
PSCC	Matsen, Anna	Instructor	Assistant Professor	\$2,450.00
PSCC	McCown, Ronda	Assistant Professor	Associate Professor	\$3,270.00
PSCC	McQuilkin, Frank	Instructor	Assistant Professor	\$2,780.00
PSCC	Murrah, Damon	Assistant Professor	Associate Professor	\$2,560.00
PSCC	Nicholson, Christopher	Instructor	Assistant Professor	\$2,750.00
PSCC	O'Meara, Ekateryna	Assistant Professor	Associate Professor	\$2,890.00
PSCC	Pettit, Elizabeth	Assistant Professor	Associate Professor	\$3,270.00
PSCC	Raymond, Kara	Assistant Professor	Associate Professor	\$3,030.00
PSCC	Reeves, Linda	Associate Professor	Professor	\$3,310.00
PSCC	Rivers, Kelly	Associate Professor	Professor	\$7,340.00
PSCC	Ross, Katy	Instructor	Assistant Professor	\$2,450.00
PSCC	Schmitz, Joseph	Instructor	Assistant Professor	\$2,500.00
PSCC	Scripa, Allison	Associate Professor	Professor	\$2,830.00
PSCC	Streich, Adam	Assistant Professor	Associate Professor	\$3,000.00
PSCC	Trogdon, Donna	Instructor	Assistant Professor	\$2,500.00
PSCC	Veith, Barbara	Instructor	Assistant Professor	\$2,620.00
PSCC	White, Charles	Associate Professor	Professor	\$4,810.00
PSCC	Widener, Nathaniel	Instructor	Assistant Professor	\$2,450.00
PSCC	Wright, Karen	Instructor	Assistant Professor	\$2,500.00
PSCC	Ziegler, Brooks	Assistant Professor	Associate Professor	\$2,690.00
PSCC TOTAL				\$102,340.00
Roane State Community College				
RSCC	Baranowski, Athena	Assistant Professor	Associate Professor	\$2,746.00
RSCC	Brown, John	Associate Professor	Professor	\$3,107.00
RSCC	Denton, Rachel	Assistant Professor	Associate Professor	\$2,798.00
RSCC	Gravelly, Gary	Assistant Professor	Associate Professor	\$2,624.00
RSCC	Hildebrandt, Melanie	Assistant Professor	Associate Professor	\$2,514.00
RSCC	Pastor, Sylvia	Assistant Professor	Associate Professor	\$2,931.00
RSCC	Wibking, Kathryn	Assistant Professor	Associate Professor	\$2,798.00
RSCC	York, Darren	Assistant Professor	Associate Professor	\$3,634.00
RSCC TOTAL				\$23,152.00
Southwest Tennessee State Community College				
STCC	Herndon, Natalie	Assistant Professor	Associate Professor	\$1,436.00
STCC	Huffman, David	Assistant Professor	Associate Professor	\$1,479.00

STCC	Jones, Melanie	Instructor	Assistant Professor	\$3,289.00
STCC	Kusi-Appiah, Akwasi	Assistant Professor	Associate Professor	\$1,552.00
STCC	Lambert, Seraphine	Assistant Professor	Associate Professor	\$1,630.00
STCC	Loden, Lisa	Associate Professor	Professor	\$2,121.00
STCC	Meredith, Christopher	Assistant Professor	Associate Professor	\$1,494.00
STCC	Midgley, Thomas	Assistant Professor	Associate Professor	\$1,579.00
STCC	Perven, Sohely	Instructor	Assistant Professor	\$2,006.00
STCC	Smart, Cheryl	Instructor	Assistant Professor	\$2,798.00
STCC	Stembridge, Ryan	Instructor	Assistant Professor	\$2,006.00
STCC	Wheatley, Derrick	Instructor	Assistant Professor	\$3,073.00
STCC TOTAL				\$24,463.00
Volunteer State Community College				
VSCC	Bond, Joshua	Instructor	Assistant Professor	\$2,187.00
VSCC	Bruton, Gregory	Instructor	Assistant Professor	\$2,179.00
VSCC	Buck, LuAnn	Assistant Professor	Associate Professor	\$3,138.00
VSCC	Burton, Jennifer	Instructor	Assistant Professor	\$2,087.00
VSCC	Cassidy, Casandra	Instructor	Assistant Professor	\$2,733.00
VSCC	Dove, Michael	Instructor	Assistant Professor	\$1,988.00
VSCC	Duncan, Penelope	Associate Professor	Professor	\$2,449.00
VSCC	Felber, Abigail	Assistant Professor	Associate Professor	\$1,842.00
VSCC	Flatt, Lucas	Instructor	Assistant Professor	\$1,911.00
VSCC	Foley-Roberts, Hope	Instructor	Assistant Professor	\$2,099.00
VSCC	Kelley, Shane	Assistant Professor	Associate Professor	\$2,301.00
VSCC	Malosh, Chrysa	Instructor	Assistant Professor	\$2,180.00
VSCC	McKinney, Justin	Instructor	Assistant Professor	\$2,661.00
VSCC	Moore, Taylor	Assistant Professor	Associate Professor	\$1,842.00
VSCC	Pinkerton, Freda	Instructor	Assistant Professor	\$2,187.00
VSCC	Tracy, Bradley	Instructor	Assistant Professor	\$2,870.00
VSCC	Young, April	Associate Professor	Professor	\$2,338.00
VSCC TOTAL				\$38,992.00
Walters State Community College				
WSCC	Aramini, Marc	Instructor	Assistant Professor	\$2,361.65
WSCC	Cox, Donna	Instructor	Assistant Professor	\$2,663.70
WSCC	Howerton, Tera	Associate Professor	Professor	\$5,127.78
WSCC	McMahan, Jay	Assistant Professor	Associate Professor	\$2,899.86
WSCC	Moore, Lorelei	Associate Professor	Professor	\$4,918.55
WSCC	Moore-Roberts, Kelly	Assistant Professor	Associate Professor	\$2,906.70
WSCC	Piper, Krystal	Instructor	Assistant Professor	\$2,350.75
WSCC	Pratt, Robert	Assistant Professor	Associate Professor	\$3,272.76
WSCC	Turner, Paul "Roger"	Assistant Professor	Associate Professor	\$3,165.60

WSCC	Turnmire, Cindy	Instructor	Assistant Professor	\$3,364.25
WSCC	VanderLaan-Delaney, Jessie	Assistant Professor	Associate Professor	\$3,019.86
WSCC TOTAL				\$36,051.46
Grand Total				\$399,180.08

Increases are subject to availability of institutional funds.

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: TCAT, Chancellor and Presidents Pay

DATE: June 16, 2022

PRESENTER: Danny Gibbs, Executive Vice Chancellor for Business & Finance

PRESENTATION REQUIREMENTS: 10 minutes with Discussion

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

In accordance with the Board approved compensation plans at the March Board meeting, the following increases are recommended for the employees of the TCATs, the Chancellor and the Presidents of the colleges.

These increases will assist in keeping the respective pay for the TCAT employees, the Chancellor and Presidents competitive and be effective July 1, 2022.

Attachments: To be sent separately.

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: Institutional Requests for Amended Compensation Plans

DATE: June 16, 2022

PRESENTER: Danny Gibbs, Executive Vice Chancellor for Business & Finance

PRESENTATION REQUIREMENTS: 10 minutes with Discussion

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

In accordance with TBR Guideline P-043 Compensation, the following proposed compensation plans methodology are submitted for review:

Institution:

Chattanooga State Community College
Columbia State Community College
Pellissippi State Community College

Summary of Changes:

Amendment to the existing compensation plans to address changes in market for Chattanooga and Pellissippi State Community Colleges. Columbia State Community College has submitted a new compensation plan for review.

The new or revised compensation plans were reviewed within the System Office by a committee of four (5) individuals from the following offices: Finance, Academic Affairs, Policy & Strategy and two (2) individuals from Human Resources. The Committee reviewed the proposed plan 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 of the compensation plans

Attachment: Summary 2022 Institutional Compensation Plan Submissions

REVIEW OF INSTITUTION COMPENSATION PLANS

Committee on Personnel and Compensation
June 2022

Chattanooga State Community College

Chattanooga State Community College (ChSCC) is proposing a revision to their compensation plan. The methodology in the previous plan was approved in 2015 with amendments to the staff section in 2019. The ChSCC plan includes the TCAT Chattanooga staff in their plan, but not their faculty. The TCAT Chattanooga faculty are now being included in the 2022 TBR System TCAT Faculty plan for the first time.

The proposed revised ChSCC plan sets a minimum starting pay at \$14/hour to keep up with the living wage. In Hamilton County living wage for a one-adult household is \$12.84 and a two-adult household is \$21.18. The proposed \$14/hour falls between.

The salary ranges corresponding with the entry level paygrades (1-5) for ChSCC staff were adjusted to have a 2% difference between midpoints and a 35% spread between the minimum of the range and the maximum to accommodate the \$14 living wage. This allows ChSCC an affordable way to implement the living wage and attract employees for the entry level positions while keeping the remaining staff salary ranges intact with a 10% difference between midpoints.

The revised plan also allows ChSCC to index their compensation plan annually based on the averages of CUPA-HR increase survey data and WorldAtWork salary increase data. The average of these two figures less 1% to account for hiring new employees slightly less than existing employees will be used to index the existing salary ranges annually. This is consistent with the way other colleges in the TBR system index their salary ranges.

Columbia State Community College

Columbia State Community College (CoSCC) is proposing a new compensation plan. The methodology of their current plan is based on a comprehensive study completed in 2012.

CUPA-HR, American Association of University Professors (AAUP), SREB, The College System of Tennessee sister institutions, Comp Analyst, Economic Research (ERI), and O*Net, were used as data sources.

The current CoSCC average faculty salaries are at 95% of the market for the same positions. The proposed CoSCC faculty salary ranges were adjusted to 100% of market. The target salary for existing faculty was determined by the number of years they have been in their respective positions and their rank and discipline. Starting salary for new faculty will be determined by their rank and discipline, and their number of years of experience teaching or in industry. Approved promotions from instructor to assistant professor will increase salary by 5%; assistant professor to associate professor will increase salary by 6%; and associate professor to professor will increase salary by 9%.

Support staff starting salary will be no lower than the current living wage for that Maury County area of \$13.56/hr. or \$26,442 annually. CoSCC pay structure was updated accordingly, with the two lowest paygrades being combined to accommodate the living wage. Salary ranges were also increased to market. Current support staff salaries average about 86% of the market.

For administrative and professional staff, CoSCC increased the lowest wage as the minimum of the FLSA threshold for exempt employees at \$35,568. They also reduced the overall number of paygrades in this section, eliminating the lowest one and combining the next two ranges. Staff in this category have salaries averaging approximately 92% of the market. Salary ranges were adjusted according to the market data.

For the executive positions, the CoSCC proposed compensation plan reduces the number of paygrades from 7 to 3. This category includes titles such as Assistant and Associate Vice President and Vice President. Under the current plan the CoSCC employees in these titles are paid on average about 86% of the market. The pay grades have been updated with the new market data.

Starting pay calculations processes will be followed for consistency, as well promotion/reclassification increases. The CoSCC compensation plan includes a method to index the plan annually to keep up with the market changes, using CUPA-HR and WorldatWork survey data.

Pellissippi State Community College

Pellissippi State Community College (PSCC) is proposing a revision to their current compensation plan. The changes are primarily centered around adjusting the salary ranges with living wage and market data.

PSCC proposes to increase their minimum starting salary for staff positions to the living wage of \$13.58/hr. or \$26,500 annually for their Knox County area.

Additionally, based on market data, PSCC proposes adding two new pay structures for faculty disciplines whose market data has outpaced the current pay structure they are categorized within the existing PSCC structure. The two new pay structures are 120% and 125% respectively of market. This provides a structure for premium pay for the disciplines that require it.

Currently, only one discipline falls within the new structure, welding faculty at a community college. The college requires employees in this area to have an associate degree and at least 7 years of direct experience. Based on these requirements, it frequently requires PSCC to go above their existing pay plan and offer a premium to be competitive. By including the two additional pay structures now, PSCC will be prepared to be consistent as the market demands higher pay for certain disciplines. PSCC seeks these revisions to be competitive with recruitment and retainment of faculty positions.

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: Institutional Requests for Compensation Plan Payment

DATE: June 16, 2022

PRESENTER: Danny Gibbs, Executive Vice Chancellor for Business & Finance

PRESENTATION REQUIREMENTS: 10 minutes with Discussion

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

At the June 1, 2022 special called meeting, the Personnel & Compensation Board Committee authorized a compensation strategy that included using the state provided portion of a 2% salary pool to be used for employee increases effective July 1, 2022. The increases could be for additional across-the board increases, to assist in funding the college compensation plan, or faculty promotions, or some combination of the three.

For those colleges providing the full amount as an across the board increase, nothing further was required. For those colleges wanting to use some or all of the state funding for their compensation plans or faculty promotions, they have submitted a proposal for review and approval.

Staff has received and evaluated compensation salary increase proposals from two (2) institutions as outlined in Attachment A.

Staff is recommending the Board's approval of these compensation increases as outlined.

Attachment

Institution Compensation Proposals FY 2022-2023

Institution	Total Budgeted Salaries	Total Recurring Salary Increases	Total Proposed Salary Increases						Comp Plan
	Amount	Amount	ATB	Proposed ATB increases	Cost of ATB Benefits	Comp Plan	Faculty Promotions	Cost of Benefits	Comp Plan Percent Implemented
ChSCC	\$ 27,616,434	\$ 531,961	1.25%	\$ 345,205	\$ 78,189	\$ 152,344	\$ 34,412	\$ 49,917	100.00%
TCAT ChSCC Staff	\$ 728,743	\$ 9,109	1.25%	\$ 9,109	\$ 2,519				
CISCC	\$ 13,459,647	\$ 544,387	1%	\$ 145,742	\$ 13,117	\$ 103,161	\$ 4,000	\$ 3,215	100.00%
CoSCC			2%						
DSCC			2%						
JSCC			2%						
MSCC			2%						
NaSCC			2%						
NeSCC			2%						
PSCC			2%						
RSCC			2%						
STCC			2%						
VSCC			2%						
WSCC			2%						
Count			13.00			2.00	2.00		

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: Executive Incentive Payments

DATE: June 16, 2022

PRESENTER: Danny Gibbs, Executive Vice Chancellor for Business & Finance

PRESENTATION REQUIREMENTS: 10 minutes with Discussion

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

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

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

The incentive amount is equal to ten percent (10%) of the market average salary for comparable positions and is divided into two components: the metric based allowance equal to 85% of total incentive amount and a discretionary allowance equal to 15% of the total incentive amount. The primary incentive measurement for Community College Presidents is the change in weighted formula outcomes at each institution. The change in total weighted outcomes for the system is calculated in a similar manner and used to calculate the weighted outcome growth allowance amount for the Chancellor. The incentive measurement amount for the TCAT Presidents is

based on five (5) outcomes, weighted equally: program completion rate; job placement rate; private giving; expanded offerings, and expanded enrollment.

RECOMMENDATION

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

It is recommended the Committee take the following action:

- a) Consider for approval the Executive Performance Incentive Pay for the presidents and Chancellor, as presented in the attachment.

Attachment: To be sent seperately.

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: 2022-2023 Presidents Emeritus Contracts

DATE: June 17, 2022

PRESENTER: Brian Lapps, General Counsel

PRESENTATION
REQUIREMENTS: 5 minutes with discussion

ACTION REQUIRED: Roll Call Vote

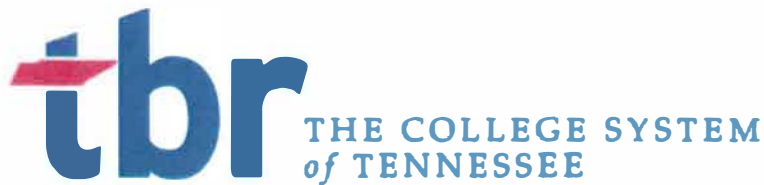
STAFF
RECOMMENDATION: Recommend Approval

BACKGROUND INFORMATION:

Per requirements to be compensated as President Emeritus (T.C.A. § 8-36-714) and TBR Policy 5.01.03.00 Retirement, those serving as President Emeritus must file a report for the previous year's work (approved by the sitting President), and a copy of the contract for the next fiscal year's work, for approval by the board. **Renewal of contracts is subject to availability of institutional funding.** Attached are the certification of work forms for 2021-2022 and work contracts for 2022-2023 submitted for your review and approval for the following:

Dr. Karen Bowyer – Dyersburg State Community College
Dr. Jack Campbell – Walters State Community College
Dr. Nathan Essex – Southwest Tennessee Community College
Dr. Frank Glass – Motlow State Community College
Dr. Rebecca Hawkins – Columbia State Community College
Dr. William Locke – Northeast State Community College

Dr. Walter Nelms, President Emeritus of Jackson State Community College passed away on April 19, 2022.



NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR
PRESIDENT EMERITUS

TO: Dr. Karen Bowyer
P.O. Box 241265
Memphis, TN 38124

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Dyersburg State Community College for a period beginning July 1, 2022, at a monthly salary of \$3,029.80, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2022, to June 30, 2023. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
 - Publicly show support for the College President through newspaper editorials, public speaking engagements, and in social interactions. Advocate for the College's ongoing work and fresh start to faculty, staff, and the public at large.
 - At the request of the president, provide guidance on regional relationships, government affairs, partnerships, and workforce development opportunities.
 - At the invitation of the president, and as able, attend and support College activities and events.
 - Support initiatives of the Dyersburg State Community College Foundation.
 - Upon request, serve as a consultant to regional chambers of commerce and economic development entities on matters concerning education and workforce development.

- Upon request, edit reports and documents, including, but not limited to, SACSCOC reports and prospectuses, grant applications and reports, programmatic accreditation reports, and TBR/THEC reports.
 - Serve as the putter at the annual golf tournament.
 - Organize the annual Martin Luther King Jr. community event.
 - Update the written history of the college.
 - Work specifically with attorneys, representatives of insurance agencies, bankers, accountants, investment managers, and financial planners in DSCC's service area to educate them regarding planned giving to DSCC. Provide other assistance to the Dyersburg State Community College Foundation as requested and in coordination with the Foundation.
 - Join President Cook and Dr. Amanda Walker in representing the College on a committee to celebrate the bicentennial of Dyer County in 2023.
5. In order to provide for the efficient allocation of work, all requests by employee for assistance from or access to college personnel must be initiated through the President, and absent extraordinary circumstances, must be made at least seventy-two (72) working hours in advance.
 6. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
 7. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
 8. This agreement may be terminated without prior notice.
 9. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 10. You are required to notify the President should you become employed at another state agency/institution.
 11. You must reside in Tennessee at the time of your initial appointment and at the time of any subsequent appointment.
 12. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 182 hours.

President Emeritus Report 2021-2022

During this fiscal year, I performed the following functions (attached) for

Dyersburg State Community College Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 182 hours performing the work but less than 120 days.

In my case, I spent at least 62 hours for 4 months (March - June) 2022

Karen A. Boyer
President Emeritus

5-23-2022
Date

I have reviewed the work of Karen Boyer for 2021-2022 and I am satisfied that it was well performed.

Siri W
President

5/25/2022
Date

Chancellor

Date

President Emeritus Report
March 2, 2022 - June 30, 2022

During this four-month period I worked on the following three main duties.

1. Update the written history of the college.

I am working on updating the history for the years of 2018 - 2022. I have read the Alumni and Friends newsletters for these years, and am writing text to place in the DSCC Catalog along with the history for the years preceding 2018. President Cook and I have discussed the development of an in-depth history of adding the off-campus centers in Trenton and Covington. I will work on this project later this summer.

2. Work specifically with attorneys and insurance agencies in DSCC's service area to educate them regarding planned giving to DSCC. My activities include the following:

A. Reviewed planned giving information from other community colleges and non-profit agencies. Used information from my reading to prepare the text for the rack card that DSCC will use in initial visits to attorneys, insurance agencies and other appropriate parties. The rack cards are scheduled to be ready for distribution by Dr. Bowyer in early June.

B. Reviewed the text of the current DSCC Planned Giving brochure. I did not make any recommended changes.

C. Corresponded with and met with Attorney John Lannom to review the list of appropriate people to meet in order to begin the process of educating appropriate parties about the planned giving opportunities at DSCC. President Cook and Vice President Walker joined me in the second meeting with Mr. Lannom on April 18, 2022.

D. Worked with Edith Carlton to prepare a tracking spreadsheet to document my soon-to-be-scheduled meetings with attorneys, insurance agencies and other appropriate parties.

E. Met with Larry White, CEO and Chair of the Board of White and Associates Insurance, on March 15, 2022, to explore various insurance vehicles to use for planned giving.

F. Met with Attorney Sara Brasfield Carter, member of the Board of Directors of Patriot Bank, at her Millington office to discuss information from President Cook about DSCC projects for Eunice Buchanan to consider funding through her estate plan. Ms. Buchanan gave DSCC approximately \$90,000 in 2020 for a nursing related project at DSCC. Ms. Carter is the attorney for Ms. Buchanan.

G. Met with DSCC Alumnus Charles Ennis who is Chair of the Board of Patriot Bank on March 22, 2022. We discussed past gifts from Patriot Bank, and the possibility of finding other prospective planned giving donors such as Eunice Buchanan.

H. President Cook and I had lunch with 2 Patriot Bank officers, John Smith and Keith Barger, at the General Store in Barretville on April 28, 2022, to discuss their thoughts about finding prospective planned giving donors. They suggested that President Cook and I meet with the Board of Directors of Patriot Bank. That meeting will be scheduled in the near future. Both bank officers had children enrolled in community colleges, one at DSCC and one at Southwest Tennessee Community College. They both agreed that there would be donors interested in supporting DSCC through their estate plans.

3. Attend and support College activities and events at the invitation of the President. I attended the following events.

A. Attended the Tennessee Community College Athletic Association Basketball Tournament at DSCC in late February and early March. I participated in some of the Award Ceremonies along with President Cook.

B. Attended an Art Exhibit Reception for Artist Jorge Cruzent on March 22, 2022 at the DSCC LRC. After the reception President Cook joined me for a dinner which I had organized for Jorge and his friends at Abe's Steakhouse.

C. Attended the Advisory Committee meeting and dinner for the Promethean Foundation in Union City with President Cook on March 24, 2022.

D. Attended Catalyst 22, the international convention of Phi Theta Kappa, in Denver, Colorado on April 6-8, 2022, to represent DSCC and to accept the Michael Bennett Lifetime Achievement Award.

E. Attended the Spring Concert of the Dyersburg Choral Society on May 5, 2022, with President Cook. This Choral group has singers from the College and from the community. The group is supported by DSCC.

F. Attended the DSCC Commencement on May 7, 2022.

G. Toured the exhibit of Murray Hudson's maps and globes at the Discovery Park of America in Union City with President Cook and Murray Hudson on May 9, 2022. Murray has donated a special lighted globe to DSCC for display in the LRC. Murray has the largest collection of maps and globes in the United States.

H. Attended the retirement reception for Kent Jetton, Director of Physical Plant and Safety/Security at DSCC on May 12, 2022. The reception was held in the lobby of the LRC at DSCC.

I. President Cook and I plan to meet for dinner on May 25, 2022.

J. I plan to attend the celebration of the 50th Anniversary of TBR on June 16 along with President Cook at Columbia State Community College.

Karen A. Bowyer, Ph. D.



NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR
PRESIDENT EMERITUS

TO: Dr. Jack Campbell
7230 Stagecoach Road
Whitesburg, TN 37891

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Walters State Community College for a period beginning July 1, 2022 at a monthly salary of \$2,362.17, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2022 to June 30, 2023. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
 - ❖ Provide consultation and special assistance to the Walters State President and TBR Chancellor.
 - ❖ Serve as ambassador for the college on a continuous basis.
 - ❖ Assist college President and staff with campus development, Foundation activity and fundraising.
 - ❖ Provide support in inter-institutional, governmental, legislative, and community relations.
 - ❖ Assist as needed with the completion of selected capital projects.
 - ❖ As requested, represent the President and the college at selected functions and professional meetings.

President Emeritus Report 2021-2022

During this fiscal year, I performed the following functions (attached) for

Walters State Community College.

(Please type your report and attach it to this worksheet)

I spent at least 141.7 hours performing the work but less than 120 days.



President Emeritus

5/4/22

Date

I have reviewed the work of Dr. Jack E. Campbell for 2021-2022 and I am satisfied that it was well performed.



President

5/4/2022

Date

Chancellor

Date

WSCC President Emeritus Report
2021-2022 Executive Summary
Dr. Jack E. Campbell

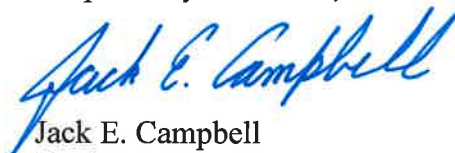
Attached is a detailed listing of the activities and accomplishments, which reflect examples of my work as President Emeritus at Walters State for the 2021-2022 year. These activities and accomplishments address specifically and completely the duties reflected in the Notice of Part-time Employment and Agreement for President Emeritus, which was executed by Chancellor Tydings, President Miksa and myself. In addition, these activities and accomplishments as documented represent over 200 hours of work, which exceeds the contractual requirement of 141.7 hours. Additionally, significant is the fact that countless other unrecorded and undocumented hours were dedicated to the college since, as former president of Walters State who served the college for over 31 years, and as current president emeritus who has served the college for over 15 years, I am approached almost daily with unscheduled inquires, questions, and requests for advice and assistance relative to the college. The fact that I'm perceived by the people of East Tennessee as still being associated with Walters State gives me continuous opportunities to serve as ambassador and promote higher education and the college, cultivate prospective donors for the college's Foundation and provide consultation to current and prospective students and their parents. With regard to cultivating prospective donors, I devote special time for the purpose of sustaining strong relationships with individuals who have indicated to me their intentions of giving to Walters State in the future either through direct donations or by naming the college as a beneficiary in their will. Significantly, the recorded/documented activities and accomplishments and the unrecorded contributions I realize as President Emeritus are both supported through my continuous consultation with President Tony Miksa and the staff of the college.

Specifically, this report reflects that I exceeded the hours required and effectively fulfilled the duties and responsibilities stated in my contract by:

- Providing consultation and special assistance to the Walters State President as requested.
- Serving as ambassador for the college on a continuous basis.
- Assisting the college president and staff with campus development, Foundation activities and fundraising.
- Providing support in inter-institutional, governmental, legislative, and community relations.
- Assisting with the completion of selected capital projects.
- Representing the President and the college at selected functions and professional meetings.
- Recruiting, advising, and assisting in various ways with both prospective and current students and their parents.
- Promoting higher education, the TBR, and WSCC on a continuous basis.

Also, in the final analysis, I trust that this report reflects my pleasure in serving as President Emeritus – promoting and enhancing higher education, the TBR system and Walters State while at the same time helping to improve the quality of life for the people of Tennessee.

Respectfully submitted,



Jack E. Campbell
President Emeritus
May 2, 2022

**Walters State Community College
Dr. Jack E. Campbell, President Emeritus
2021-2022 Activities/Accomplishments**

Date	
5/19/21	Over the past three weeks, recruited and organized two four men teams to represent WSCC in two charity events scheduled for May 20. Made several phone calls and sent several texts to the selected individuals getting commitments and providing them with detailed information about the events. One event was a fundraiser for The Young Life Organization and the second event, scheduled on the same date, was a fundraiser for Jefferson County Chamber of Commerce.
5/20/21	Joined a former president of the WSCC Foundation, a prominent performing musician, and a WSCC plant operations employee in representing the college in the Jefferson County Chamber of Commerce fundraiser. Joined President Miksa and Assistant Vice President Cates, who were helping host the event for the Chamber, in talking with several attendees, with the goal of reaffirming the college relationships with several individuals and establishing new relationships with prospective college supporters.
5/23/21	Spoke with Assistant Vice President Cates about a charity event for the Morristown Area Chamber of Commerce scheduled for Monday, June 7, for which I will begin assembling a team of individuals to represent WSCC at the event serving on a team with me.
6/2/21	Spoke with Vice President Hurst and Assistant Vice President Cates about the two upcoming charity events and informed them of the individuals who will join me in representing WSCC at both events; with me at the Chamber of Commerce event on June 7, will be Vice President Hurst, the college's softball coach and the college's retired baseball coach. With me for the MHHS event for June 11, will be the college's golf coach, the former President of the WSCC Foundation, and another participant to be named. Communicated with Assistant Vice President Cates by text and by phone about the status of the case concerning the lady who had planned to give \$1 million to the college's Foundation, but after her death the matter is still being discussed with respect to certain legal issues regarding her will.
6/3/21	Called a WSCC Foundation Trustee (widow) to check on how she was doing and if she needed anything. She is a major contributor and has the Foundation in her will. She is the widow of WSCC former Vice President of Student Affairs. This is one of several routine calls to donors and perspective donors I make throughout the year.
6/5/21	Contacted each of the three persons who have agreed to join me in representing WSCC in the Chamber of Commerce charity event scheduled for Monday, June 7. Gave them detailed information as to time, etc. and thanked them for their agreement to participate.
6/7/21	With the college's Vice President for Business Affairs, softball coach and retired baseball coach joining me, we represented WSCC in the Chamber of Commerce annual fundraising event. Afterwards, I began contacting individuals who had agreed to join me on Friday, June 11, for the MHHS event. I discovered one individual had encountered a scheduling conflict and another had complications from knee surgery; subsequently, I began thinking about two replacements.
6/8/21	Recruited two individuals to take the place of two individuals who had to drop out for personal reasons for the MHHS event scheduled for Friday, June 11. Notified Assistant Vice President Cates, who notified the host of the event of our changes.
6/9/21	Communicated with the three partners who will be joining me in representing WSCC in the MHHS event on June 11. I have the WSCC golf coach, a retired federal judge and a teacher/coach from a Knoxville high school. Also, communicated with Assistant Vice President Cates.
6/11/21	With the three individuals joining me, we represented WSCC in the MHHS annual fundraising event.

Walters State Community College
Dr. Jack E. Campbell, President Emeritus
2021-2022 Activities/Accomplishments

Date

7/7/21	Met with two wealthy men, both in their high eighties, one from Hamblen County and one from Jefferson County, and talked with them about contributing to WSCC. The response I received was neither positive nor negative, but I believe both will give it consideration. Since this was a brief introduction to the idea, I plan to follow-up when the opportunity seems appropriate.
7/13/21	Talked with two young boys, high school age, working on the grounds at The Country Club, about why they should consider attending WSCC in terms of what it could mean for them in the future. Discussed, via text, two matters with Assistant Vice President Cates.
7/16/21	Joined President Miksa, Assistant Vice President Cates and a WSCC Foundation Trustee in representing WSCC at the Morristown Boys and Girls Club Foundation Annual Dinner. In doing this, we were strengthening relationships with people throughout the community as well as showing support for the Boys and Girls Club and the club's young members. Talked personally with several WS supporters and former students.
7/22/21	Joined President Miksa, Assistant Vice President Cates, Dean Spicer-Sutton and others from the Sevier County Campus in representing WSCC at a Boy Scout fundraising event in Pigeon Forge, which honored the Collier family, who is a long-standing and very prominent family in Sevier County. Interacted with several major supporters of WSCC during the function.
7/23/21	Talked with the lawyer (a WSCC Foundation Trustee) who is handling a case for the WSCC Foundation concerning an individual who passed away after declaring many times to me over a twenty-year period, that she wanted WSCC to honor her deceased husband and that she would give the college \$1M. The case centers on determining the validity of a hand written will.
7/31/21	Spent time communicating (texting) three WSCC Sevier County faculty and staff members and alumnus, who will be joining me in representing WSCC in the PFHTA event scheduled for Tuesday, August 1.
8/1/21	Joined two members of the WSCC Sevier County Campus faculty and staff and a WSCC alumnus as we represented the college in a major fundraising event for the Pigeon Forge Hospitality and Tourism Association, involving 300 people from Sevier County and surrounding county businesses and other organizations. President Miksa and select WSCC staff working in support of the event.
8/9/21	Spent time talking with Assistant Vice President Cates and planning for the next seven events whereby WSCC will be a sponsor and have representatives participating. Began planning for the events as to the selection of potential representatives to contact as well as other necessary arrangements.
8/11/21	Spoke with Assistant Vice President Cates about the WSCC Golf Classic event scheduled for tomorrow, August 12; talked about the event in general but specifically confirmed that David Hayes and I will be sponsoring a team. Also, I identified and contacted, via text message, five individuals requesting that they join me in representing WSCC in upcoming events.
8/12/21	Joined past Foundation President David Hayes in sponsoring a team in the WSCC Annual Golf Classic, a fundraising event for he college athletic program. I along with Mr. Hayes and two guests, participated in the event. Also, I joined President Misa and college staff in greeting and speaking with over 160 participants.
8/13/21	Spoke with a former WSCC student who has become a successful business man about contributing to the college's Foundation and becoming a Trustee. He would be interested in talking further about this proposition. I will be following up in the following days or weeks.

Walters State Community College
Dr. Jack E. Campbell, President Emeritus
2021-2022 Activities/Accomplishments

Date

8/17/21	Spent time talking and working with prospective donors and keeping Assistant Vice President Cates informed and included in discussions. Also worked on identifying representatives to join me for the various charity events whereby WSCC is a sponsor.
8/19/21	After having had several discussions with a lady who finally decided she would like to honor her mother and Dad by establishing a memorial endowment fund in the WSCC Foundation, I scheduled and participated in a meeting with her and Assistant Vice President Cates to discuss the details as to how the fund would be structured and implemented. The lady stated she would make an initial contribution of \$20,000.
8/23/21 8/24/21	Made calls requesting individuals to join me in representing WSCC in an upcoming charity event.
8/25/21	Joined Assistant Vice President Cates and President Miksa in representing WSCC at the funeral of an individual who, along with her husband, are major contributors of WSCC and both served as President of the WSCC Foundation. A building at the college is named in their honor alongside another major contributor.
8/26/21	Joined by three team mates, I participated in the Arnold Dwight England Charity Event, held in Bean Station. Over a 32-year period, WSCC has received donations totaling close to \$300,000 from this event.
8/29/21	Spent considerable time checking with three individuals who were going to join me in representing WSCC in an event the next day in Sevierville and after one of these individuals needed to cancel due to unexpected surgery, I had to find a replacement for him. Called Assistant Vice President Cates notifying him so he could notify the event director.
8/30/21	Joined by three team mates, I represented WSCC in the Dr. Robert F. Thomas Foundation "Smoke on the Mountain" Golf Tournament Fundraiser in Sevierville. Interacted with Dr. Miksa, many WSCC supporters, WSCC alumni and prospective supporters.
9/1/21	Joined President, staff, college supporters and general public for the dedication ceremony of Kile-Ogle Hall, recently constructed on the WSCC Sevier County Campus. Also attending the ceremony were representative of the TBR and Sevier County local officials. Contacted three individuals who had agreed to join me in representing WSCC at a charity (fundraising) event the next day in Claiborne County. Verified everything was all set.
9/2/21	With three individuals joining me, we represented WSCC by participating in the Claiborne County Healthcare Foundation fundraising golf tournament held at Woodlake Golf and Country Club in Tazewell. Talked at length with one of those individuals with favorable results about making a major contribution to the WSCC Foundation.
9/3/21	Spoke with Assistant Vice President Cates about the previous day's event and the discussion I had with the prospective major donor.
9/7/21	Spoke with Assistant Vice President Cates about a strategy to meet with prospective donor. Renewed activities with another donor that we've met with who is almost ready to close the transaction. Received information from Assistant Vice President Cates on three upcoming charity events (one just added). Began developing strategies/plan for staffing the events.
9/8/21 - 9/13/21	Spent several hours contacting 10-15 individuals requesting that they join me in representing WSCC in the three upcoming charity/fundraising events for which the college has agreed to be a sponsor and enter a team. These events were in Greene County, Jefferson County, and Sevier County. During this time, I was interacting with Assistant Vice President Cates who was in contact with

Walters State Community College
Dr. Jack E. Campbell, President Emeritus
2021-2022 Activities/Accomplishments

Date	the host (directors) for these events.
9/16/21	Joined by three individuals, I represented WSCC by participating in the fundraising event for the Greeneville/Greene County Partnership held at the Link Hills Country Club in Greeneville. My guests who joined me in representing WSCC were a retired federal judge, a retired educator and a local businessman.
9/20/21	Met with President Miksa and Assistant Vice President Cates to discuss a prospective donor's offer to make a donation, which would match WSCC's support to the United Way. Subsequently, met with the college's Foundation Executive Committee.
9/21/21	Spoke with Assistant Vice President Cates about a number of Foundation matters focusing on a number of prospective donors with whom we are working.
9/24/21	Communicated with three individuals who previously agreed to join me in representing WSCC at the Isaiah 1:17 charity fundraiser scheduled for the upcoming Monday, September 27, in Jefferson County, to ensure that everyone was well-informed and still on board. Relayed communication to Assistant Vice President Cates.
9/27/21	With three select individuals joining me, we represented WSCC by participating in the Isaiah 1:17 fundraising event in Jefferson County.
10/2/21	Attended and participated in a birthday celebration for David Hayes, a WSCC Foundation Trustee and former President of the Foundation, who still remains a major supporter of the college. Had the opportunity to speak with several people ranging from political officials, business leaders, former students and others from different walks of life, who also mentioned WSCC to me.
10/9/21	Received call from one of the individuals who had planned to join me for the 10/13/21 event in Sevier County that he could not participate because he had learned that he had the coronavirus. I spoke with other individuals about participating on behalf of WSCC and one agreed to participate in the place of the one who had to cancel. Reported the change to Assistant Vice President Cates, who reported it to the event official.
10/10/21	Communicated with the three individuals who had agreed to join me in representing WSCC at the Sevier County Boys and Girls Club fundraising event scheduled for 10/13/21. I gave each detailed information about the event.
10/13/21	With three individuals joining me, I represented WSCC in the Boys and Girls Club of the Smokey's annual fundraising event in Sevier County. Several WSCC supporters were among the 200+ participants in the event with one of the college's major supporters, one who just had a WSCC building named after her, being there promoting the event as a worker. Everyone recognized and appreciated WSCC's support.
10/19/21	Contacted and spoke with the three men who had agreed to join me in representing WSCC by participating in the fundraising event for the Sevierville High School foundation to be held on the upcoming Friday, October 22 in Sevier County. Made certain each man knew and understood all the necessary details regarding the event.
10/21/21	
10/22/21	With three individuals joining me, we represented WSCC by participating in the annual fundraising event of the Sevier County High School foundation. Over 100 people participated, which allowed opportunities to talk with several WSCC supporters who appreciated the college's support of Sevier County High School. Also, I had a very pleasant discussion with a potential new supporter, a regional

**Walters State Community College
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2021-2022 Activities/Accomplishments**

Date

10/25/21	<p>president of a large bank. At the end of the discussion, he stated that his bank would be “doing more for WSCC.”</p> <p>Joined President Miksa, Vice President Hurst and Assistant Vice President Cates and other WSCC staff and several Trustees for the Fall Meeting of the WSCC Foundation Board of Trustees.</p>
10/27/21	<p>Joined President Miksa and Assistant Vice President Cates in hosting a meeting whereby a lady was signing papers for a memorial scholarship honoring her Dad, Mother and brother. She was making a significant financial gift to support the scholarship based on discussion we had had over the past several months. Additionally, she informed us she was including WSCC in her will.</p>
11/5/21	<p>Attended a “Presentation of Rings” ceremony for WSCC Administrators and coaches who have been inducted into the Tennessee Community College Athletic Hall of Fame since the college has been established. Spent considerable time convincing the college’s former athletic director and his wife that they should make a contribution to the college’s foundation. They agreed and plan to make the contribution in the near future.</p>
12/1/21	<p>Spoke with Assistant Vice President Cates about several college related matters and relayed to him a prospective major donor that he and I should visit in the near future.</p>
12/9/21	<p>Attended, with several WSCC staff members, the Annual Meeting of the Morristown Area Chamber of Commerce at which President Miksa was introduced as next year’s Chairman of the Chamber.</p>
12/29/21	<p>Called an elderly lady who, along with her sister, has contributed over \$2M to the WSCC Foundation and has a building named after her, to wish her well. She had fallen and broken both legs. I called her on behalf of WSCC and notified Assistant Vice President Cates.</p>
2/9/22	<p>Received a briefing from President Miksa on several topics relating to the college, one being the funding prospect for next year as included in the governor’s budget.</p>
2/14/22	<p>Attended the WSCC Foundation Executive Council meeting and subsequently spent time in my college office and interacting, mainly being informed, about the new security system for faculty and staff computers, including mine.</p>
2/15/22	<p>Spent a significant amount of time discussing and assessing the status of a number of \$10,000 life insurance policies, which I and a number of WSCC staff had purchased and donated to the WSCC Foundation. Talked with Assistant Vice President Cates, staff, insurance agent, and the insurance company (nationally) holding the policies, about the status and future expectations and requirements for keeping the individual policies for continuing the coverage.</p>
2/1/22 – 3/1/22	<p>Worked with Assistant Vice President Cates and other Foundation Trustees on matters ranging from trustees encountering accidents, sickness, etc.</p>
3/1/22 – 4/6/22	<p>Worked with Assistant Vice President Cates in scheduling events whereby WSCC supports the regional non-profit association in their fundraising activities. Worked on recruiting individuals who would join me in representing WSCC by participating in these events.</p>
4/6/22	<p>Texted individuals providing them with information about the Alps Caregiver Classic scheduled for April 11, whereby these individuals will be joining me in participating in the event representing WSCC.</p>
4/11/22	<p>Along with three individuals I had recruited, I represented WSCC by participating in the Alps Caregiver Classic, a fundraiser supporting</p>

Walters State Community College
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2021-2022 Activities/Accomplishments

Date	
4/13/22	this non-profit agency which serves people with Alzheimer's.
4/14/22	Made a personal donation of \$1,000 to the WSCC Foundation and delivered the check to the College Advancement office at the college. This donation was to be added to the Diane C. Campbell Scholarship Fund to support WSCC employees with college expenses for their families.
4/20/22	Began the process of recruiting three individuals to join me in representing WSCC in a Rotary Club fundraising event scheduled for April 22.
4/22/22	Communicated with the three individuals who had agreed to join me in representing WSCC and the college's Foundation in the Rotary Club fundraising event scheduled for April 22. Ensured that each one was still committed and gave them the details such as time, etc.
4/26/22	Along with the three selected individuals who had agreed to join me in representing the college and the college's Foundation, I participated in the Rotary Club Fundraising event.
4/27/22	Attended, as a trustee of the Foundation and ambassador of the college, the Annual Meeting of the WSCC Foundation.
	Completed President Emeritus 2021-22 report for submission to President Miksa and Chancellor Tydings.



NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR
PRESIDENT EMERITUS

TO: Dr Nathan Essex
560 Kenrose Street
Collierville, TN 38017

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Southwest Tennessee Community College for a period beginning July 1, 2022, at a monthly salary of \$3,533.20, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2022, to June 30, 2023. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
 - ❖ Collaborate with community organizations/institutions to recruit and retain students and provide information about TN Promise, TN Reconnect, Career in a Year programs, and college wrap around support services;
 - ❖ Assist with the College's efforts to recruit and retain African American males.
 - ❖ Fund raising for Southwest Tennessee Community College;
 - ❖ Consultation with president, as requested;
 - ❖ Consultation for the Tennessee Board of Regents (TBR), as requested;
 - ❖ Provide support in inter-institutional and community relations;
 - ❖ Promote higher education, the TBR, and Southwest Tennessee Community College on a continuous basis.

❖ Provide quarterly reports to the President of above activities.

5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
9. You are required to notify the President should you become employed at another state agency/institution. You must reside in Tennessee at the time of your initial appointment and at the time of any subsequent appointment.
10. You must reside in Tennessee at the time of your initial appointment and at the time of any subsequent appointment.
11. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 212 hours.

I accept the appointment described above under the terms and conditions set forth.

Nathan A. Essiey 5-18-22
APPOINTEE DATE

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Tracy D. Hall 5-23-22
PRESIDENT DATE

CHANCELLOR DATE

President Emeritus Report 2021-2022

During this fiscal year, I performed the following functions (attached) for
Southwest TN Community College Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 619 hours performing the work but less than 120 days.

Nathan L Essex
President Emeritus

5-18-22
Date

I have reviewed the work of Dr. Nathan Essex for 2021-2022 and
I am satisfied that it was well performed.

Ray D Hall
President

5-23-22
Date

Chancellor

Date

EMERITUS ACTIVITY REPORT 2022

Nathan L. Essex 2021-2022

- Informed new out of state neighbors of Southwest programs and opportunities for their children to participate in Tennessee Promise.
- Promoted Southwest in my church, community and the cities of Collierville and Memphis.
- Promoted the college's student mentoring program at my church.
- Advised, mentored, and drafted recommendation letters for former Maxine Smith Fellows as requested.
- Recruited students and adults through Tennessee Promise and Tennessee Reconnect.
- Advised and referred parents and prospective students to appropriate Southwest offices to assist them with questions, issues and pertinent information about Southwest.
- Maintained monthly contributions to the college's book scholarship fund.
- Continued to support an endowed academic scholarship that I established for deserving students.
- Attended Donor Appreciation Luncheon at Southwest.
- Wear Southwest paraphernalia to promote the college in my community.
- Attend the 2022 Spring Graduation Ceremony virtually.



THE COLLEGE SYSTEM
of TENNESSEE

NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR
PRESIDENT EMERITUS

TO: Dr. A. Frank Glass
218 Lakewood Drive
Tullahoma, TN 37388

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Motlow State Community College for a period beginning July 1, 2022, at a monthly salary of \$ 1,971.90, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2022, to June 30, 2023. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
 - ❖ Provide advice and counsel to the president of MSCC;
 - ❖ Assist with the MSCC foundation fund raising and alumni activities;
 - ❖ Be actively involved in community relations and other activities on behalf of MSCC;
 - ❖ Provide other services and/or support as may be requested by the president of MSCC, the Tennessee Board of Regents, and the Tennessee Higher Education Commission;
 - ❖ Attend professional meetings, such as AACCC, SACS, etc., as requested.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit).

President Emeritus Report 2021-2022

During this fiscal year, I performed the following functions (attached) for

Motlow State Community College Institution(s).

(Please type your report and attach it to this work sheet)

See Attached

I spent at least 150 hours performing the work but less than 120 days.

A. Frank Glass
President Emeritus

5-7-22
Date

I have reviewed the work of Dr. A. Frank Glass for 2021-2022 and I am satisfied that it was well performed.


President

5-8-2022
Date

Chancellor

Date

A. Frank Glass

218 Lakewood Drive Tullahoma TN 37388 931-455-6631 fglass@lighttube.net

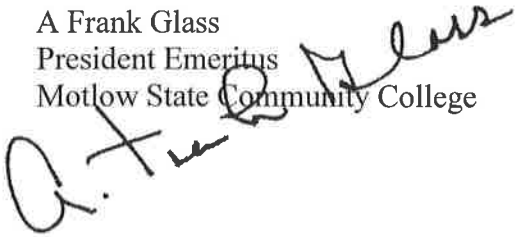
President Emeritus Report - 2021-2022

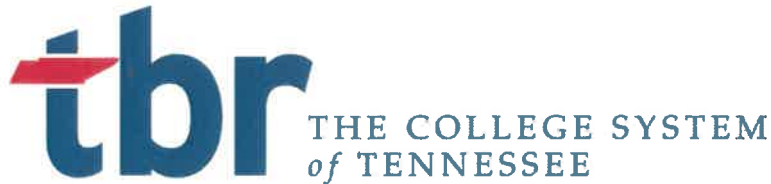
Review of functions performed:

- Continue to serve as a liaison between potential Motlow students, families, and community people with inquiries concerning jobs, which courses will help them in obtaining jobs, and if they should transfer to a four-year institution upon graduating from Motlow
- Continue to work with First Bank and President Troy Martin to sponsor golf teams and Motlow Gala. He has continually helped Motlow College with sponsorship.
- Conversed with Hilda Tunstill regarding the remaining payments of Mr. Jim Clayton and Mr. and Mrs. Dan Marcum's commitment to the Motlow Foundation.
- Attended the celebration of life for Jerry Cooper and spoke representing his contributions to Motlow and our long-standing friendship.
- Met with community leader Greg Gates and his son Ross to discuss his goal to teach at Motlow.
- Joined with President Michal Torrence to discuss Motlow activities.
- Collaborated with former presidents, Dr. Art Walker and Dr. Sam Ingram three to four times annually to discuss state and local changes, ideas, and educational policies. We all three feel that keeping a strong bond together is important to the history and future of Motlow.
- Provided comments for the Hiatt-Spivey Center dedication held at the Smyrna Campus on October 22, 2021.
- Worked with John and Rebecca Parker, long time Motlow supporters, to restore the Raus Community School House in Bedford County. It is now on the Historical Register Society. I have attended and helped in friend-raising.
- Assisted local contractor with credit for work experience and attending Motlow College.
- Continue to serve as a Motlow College Foundation Trustee
- Supported and attended the 30th Annual Motlow Foundation Gala.

- I have been honored to receive the 2022 TBR Chancellor's Award for Excellence in Philanthropy.

A Frank Glass
President Emeritus
Motlow State Community College

A handwritten signature in cursive script, appearing to read "A. Frank Glass", written over the printed name and title.



NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR
PRESIDENT EMERITUS

TO: Dr. Rebecca Hawkins
1220 Woodland Crossing
Columbia, Tennessee 38401

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Columbia State Community College for a period beginning July 1, 2022 at a monthly salary of \$2,532.00, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2022 to June 30, 2023. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
 - ❖ Attend and participate in college and foundation sponsored functions;
 - ❖ Assist the college foundation with fund raising activities and events;
 - ❖ Provide advice to perspective students and families;
 - ❖ Promote higher education, the TBR, and Columbia State on a continuous basis;
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.

6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
9. You are required to notify the President should you become employed at another state agency/institution.
10. You must reside in Tennessee at the time of your initial appointment and at the time of any subsequent appointment.
11. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 115 hours.

I accept the appointment described above under the terms and conditions set forth.


APPOINTEE _____ DATE May 16, 2022

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PRESIDENT _____ DATE May 17, 2022

CHANCELLOR _____ DATE _____

President Emeritus Report 2021-2022

During this fiscal year, I performed the following functions (attached) for

Columbia State Community College Institution(s).

(Please type your report and attach it to this work sheet)

See Attached

I spent at least 205 hours performing the work but less than 120 days.

Q. Rebecca Hamilton May 16, 2022
President Emeritus Date

I have reviewed the work of Q. Rebecca Hamilton for 2021-2022 and
I am satisfied that it was well performed.

[Signature] May 17, 2022
President Date

Chancellor

Date

O. Rebecca Hawkins

1220 Woodland Crossing Columbia, TN 38401 931-840-6136 rhawkins@charter.net

President Emeritus Report - 2021-2022

Review of functions performed:

1. *Attend and participate in college and foundation sponsored functions.*

During 2021-2022, Columbia State, along with other TBR colleges, cautiously reopened its campus during a year of subsiding and reoccurring COVID-19 Virus. As a result, usual college-sponsored and hosted events and activities were sometimes not scheduled, perhaps cancelled or postponed, or scheduled on a smaller and/or limited scale. I have attended and participated during the past year on a more limited basis as follows.

2021

- June 1 – June 26 – At Dr. Harold Pryor’s (college’s first president) request, I conducted and completed research and delivered to him - website information on CRISPR (gene editing technology) along with stock market access information on three major pharmaceutical companies engaged in gene editing research.
- August 9 – September 8 – At the request of the Executive Director for the Foundation, I conducted research and prepared the “History of Columbia State Community College Foundation on the Occasion of the Foundation’s 50th Anniversary.”
- September 10 – Attended the CSCC Foundation’s Annual Retreat and presented the Foundation’s documented Fifty-Year History.
- September 24 – Invited and brought a guest to the Art Gallery for the current exhibit.
- October 7 – Attended the opening performance of the 2021-22 season in the Cherry Theater.
- September 29 – October 19 – Assisted Dr. Harold Pryor’s family with healthcare arrangements when he had a stroke on September 29 until he passed away on October 16.
- October 19 – Assisted his family with Dr. Pryor’s funeral arrangements and attended graveside service with Dr. Pryor’s family and later attended visitation and church service.
- October 22 – Attended retirement celebration for Ms. Beverly Mitchell, 30+ year English Department faculty member.
- November 4 – Attended Art Gallery Reception and Performance Series concert.
- November 19 – Attended open house and dedication of the newly renovated Finney Memorial Library.

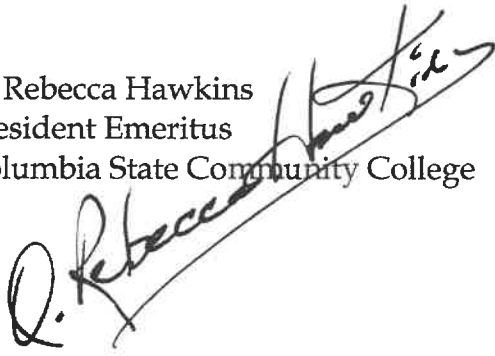
Community College Foundation on the Occasion of the Foundation's 50th Anniversary." This became the first complete historical record for the Foundation. During the month of August, I was buried deep in the college library archives conducting the research - like a kid in a candy shop. I do love doing research for special projects and then sharing the findings with others. I got to share "my findings" with the Foundation Board at its retreat on Friday, September 10. The 50-year history was a real eye-opener for both the veteran and new board members as well as the Advancement Office staff and college administration.

Briefly: Columbia State's Foundation was the first community college foundation in the state founded in 1971 - just as Columbia State was the first community college in the state founded in 1966-67. Launched by the first president, Dr. Harold Pryor, the Foundation spent its first years in a friend-raising mode with modest monies raised mainly for special projects. Ten years later in 1980-81, more aggressive fund raising began with the hiring of a fund-raising consultant and in 1986, hiring of the college's first development officer. Coinciding with Columbia State's 25th Anniversary, the second college president, Dr. Paul Sands, led the Foundation to launch its first fund raising campaign - "Scholarships, The Key to Opportunity," raising about two-thirds of its \$1 million goal. With the arrival in 1996 and leadership of the college's third president, Dr. Rebecca Hawkins, the Foundation was reorganized into a group of board members who agreed to become an aggressive fund-raising board. Two major gift campaigns were conducted in a ten-year period. Both campaigns reached their multi-million-dollar goals - supporting the construction of a new fine arts building (Waymon L. Hickman Building) including the Cherry Theater and Pryor Art Gallery, establishing major academic program endowments, creating and funding visual and performing arts endowments, and creating new scholarship endowments. In recent years with the leadership of the fourth and current president, Dr. Janet Smith, and generally favorable investment markets - the Foundation has realized continued successes and growth in assets. Local matching funds have been successfully raised for construction of the Franklin/Williamson campus, the renovation of the James Finney Memorial Library, and construction of a future Southern Regional Technology Center building on the Columbia campus.

Throughout the Foundation's history, the greater community has supported Columbia State with generous giving through the Foundation. Quite a history!

- I have continued to support the annual Performance Series and the exhibits and receptions hosted by the college and foundation in the Pryor Art Gallery. I again this year supported the Performance Series as a patron at the platinum level and attended all the performances of the series and receptions and exhibits in the art gallery. I frequently chat with community people about the Performance Series and exhibits in the gallery. I encourage and help people buy performance tickets and encourage them to attend special exhibits in the art gallery. This year, I transported two long-time ticket holders to performances who no longer can drive at night enabling them to remain season ticket holders. The Performance Series was an exceptional season. People were so ready to come back after the COVID Pandemic darkened the theater for more than a year.

O. Rebecca Hawkins
President Emeritus
Columbia State Community College

A handwritten signature in black ink, written in a cursive style, that reads "O. Rebecca Hawkins". The signature is positioned over the typed name and title.



NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR
PRESIDENT EMERITUS

TO: Dr. William Locke
2800 Anderson Bend Road
Russellville, TN 37860

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Northeast State Community College for a period beginning July 1, 2022 at a monthly salary of \$2,531.50, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2022 to June 30, 2023. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
 - Publicly show support for the College President through newspaper editorials, public speaking engagements, and in social interactions. Advocate for the College's ongoing work and fresh start to faculty, staff, and the public at large.
 - At the request of the president, provide guidance on regional relationships, government affairs, partnerships, and workforce development opportunities.
 - At the invitation of the president, and as able, attend and support College activities and events.
 - Support initiatives of the Northeast State Community College Foundation.
 - Upon request, serve as a consultant to regional chambers of commerce and economic development entities on matters concerning education and workforce development.

President Emeritus Report 2021-2022

During this fiscal year, I performed the following functions (attached) for
Northeast State Community College Institution(s).

(Please type your report and attach it to this work sheet)

See attachment

I spent at least 152 hours performing the work but less than 120 days.

William W. Locke 04-29-22
President Emeritus Date

I have reviewed the work of William W. Locke for 2021-2022 and
I am satisfied that it was well performed.

Connie Marshall 04/29/2022
President Date

Chancellor Date

Functions Performed by William W. Locke as President Emeritus of
Northeast State Community College During the 2021-2022 Year

- Served as Board Member Emeritus to The Alliance for Business and Training which has a significant relationship with the college in the area of workforce development training
- Participated in selected meetings of educators, elected officials, and business leaders to discuss regional opportunities in education and workforce development
- Maintained and established positive relationships between the college and governmental, business, industrial, and community organizations
- Met with and advised parents and their children and other adult learners about making a Tennessee Board of Regents Institution their first choice for attending a college and referred these individuals to appropriate personnel at the respective Regent's Institutions
- Supported initiatives of the Northeast State Community College Foundation, the East Tennessee State University Foundation, and the Walters State Community College Foundation
- Served as advisor to the Sullivan County Mayor regarding the development of higher education initiatives which could be supported by the county
- Visited individuals who might financially support the NSCC Foundation
- At the invitation of the college president, attended selected meetings/functions provided by the college
- Supported both publicly and privately the college and its president Dr. Bethany Bullock



Tennessee Board of Regents
Committee on Academic Policies and Programs and Student Life
June 16, 2022

AGENDA

1. PROPOSED TCAT NEW PROGRAM IMPLEMENTATIONS, MODIFICATIONS, AND TERMINATIONS FOR TCATS *(Vice Chancellor Jothany Blackwood)*

Fourteen (14) 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.

Fourteen (14) proposals are being submitted seeking approval to provide program instruction flexibility through a Council on Occupational Education (COE) for permanent traditional distance education or traditional/hybrid.

Ten (10) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support the need was provided.

2. TBR’s STRATEGIC PLAN IN ACTION: EXTERNAL GRANTS TO IMPROVE STUDENT SUCCESS

(Executive Vice Chancellor Russ Deaton/Assistant Vice Chancellor Amy Moreland)

TBR’s 2020-25 Strategic Plan provides a framework for how various policies, innovations, and efforts shape how the system office and the colleges pursue the plan’s core pillars of Access, Completion, and Community and Workforce Development. Central to that effort over the years has been the pursuit of external grant opportunities that align with TBR’s mission and provide resources to pursue projects that can improve student success and workforce development. This entrepreneurial activity exemplifies the plan’s cross cutting themes of ‘Harnessing Innovation’ and ‘Strengthening Collaboration.’

Recently, TBR has received two grants – one from the Institute for Education Sciences at the US Department of Education (IES) and one from the Ascendium Education Group – that total \$3 million, the vast majority of which will be injected over four years at two community colleges to research and innovate around student success coaching. These grants will provide the means for both Jackson State Community College and Northeast State Community College to increase their college advising personnel substantially, allowing them the opportunity to pilot innovative student success coaching ideas for both recent high school graduates and returning adults. Central to both grants, which were designed and will operate in concert with each other, is a thorough research agenda that will evaluate how the innovations played out at each college.

The TBR staff will provide an overview of these grants, what they hope to accomplish, and the innovations they seek to test at scale.

3. STRATEGIC CONVERSATIONS ON ARTICULATION

(Vice Chancellor Jothany Blackwood)

Beginning in spring semester 2022, Strategic Conversations around articulation were held with TCAT and community college faculty representatives from advanced manufacturing and health care disciplines. Initial meetings highlighted successful local articulation models to serve as examples to help build statewide articulation models. Statewide Articulation Committees met during the semester to reach agreement on how to maximize credit from TCAT programs to be awarded toward related A.A.S. degrees at community colleges. Faculty Champions provided support and resources to complete this work during one semester so that agreements could be in place for fall semester 2022.

This priority of Academic Affairs supports TBR Policy: 2.00.01.06, Articulation and Transfer. As a result of this initiative, statewide articulations increased significantly, thus enhancing opportunities for graduates from TCAT programs to continue their education at a community college in an established pathway that will decrease time to completion.

4. AMAZON AWS UPDATE

(Vice Chancellor Jothany Blackwood/Associate Vice Chancellor Tom Sewell)

TBR and Amazon Web Services, Inc. (AWS) have partnered on a collaborative effort to train, upskill, and certify 5,000 Tennesseans in cloud computing by 2025. Through this statewide initiative, technical training and education mapped to in-demand skills in cloud computing will be available from thirteen community and fourteen technical colleges across Tennessee.

Academic Affairs will also share highlights of emerging partnerships with Google and Apple on IT credentials and certificates at zero cost for TBR institutions.

5. ACCREDITATION SUMMARY REPORT AND OVERVIEW 2020-2021

(Vice Chancellor Jothany Blackwood)

The Annual Accreditation Report and Overview summarizes all activity for the academic year 2020-2021 on regional and program accreditation. The report also provides information on all non-accreditable programs that go through either the Program Review or the Academic Audit process. A summary of all activity is provided along with a more detailed accounting of all accreditation and quality assurance activity.

BOARD TRANSMITTAL

MEETING:	Committee on Academic Policies and Programs and Student Life
SUBJECT:	Proposed Program Terminations, Modifications, and New Technical Program Implementations
DATE:	June 16, 2022
PRESENTER:	Vice Chancellor Jothany Blackwood
PRESENTATION REQUIREMENTS:	10 minutes with discussion
ACTION REQUIRED:	Voice Vote
STAFF'S RECOMMENDATION:	Approve

Program Proposals requiring Board approval from TCAT Committee:

Fourteen (14) 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. Replication of an existing Building Construction Technology program to be offered at TCAT Chattanooga- Building Construction Center (pending THEC site approval).
2. Implementation of an Emergency Medical Responder program at TCAT Hohenwald- Perry County EMS Instructional Service Center (2S).
3. Implementation of an Emergency Medical Responder program at TCAT Hohenwald-Perry County High School (2P).
4. Implementation of an Emergency Medical Responder program at TCAT Hohenwald-Wayne County Technology Center (2L).
5. Implementation of a Truck Driving program at TCAT Hohenwald main campus.

6. Replication of the existing Machine Tool Technology program at the TCAT Knoxville- Ruth and Steve West Extension Campus (3B).
7. Implementation of a Barbering program at TCAT McMinnville main campus.
8. Implementation of a Computer Aided Design Technology program at TCAT McMinnville main campus.
9. Implementation of a Nurse Aide/Quality Specialist program at the TCAT McMinnville main campus.
10. Implementation of a Massage Therapy program at TCAT McMinnville main campus.
11. Implementation of a Truck Driving program at TCAT McMinnville main campus.
12. Replication of the existing Welding Technology program at the TCAT McMinnville Coffee County Instructional Service Center location (2B).
13. Implementation of a Truck Driving program at the TCAT Morristown Hawkins County Extension Branch Campus (PC).
14. Replication of the existing Advanced Manufacturing Technology program at TCAT Nashville- Springfield Extension Campus (2A).

Distance Education Delivery

In the event of an emergency, TCATs seek approval to provide program instruction flexibility through a Council on Occupational Education (COE) for permanent traditional distance education or traditional/hybrid. The Office of Academic Affairs recommends approval for the following fourteen (14) proposals:

1. Automotive Technology diploma program at TCAT Jacksboro
2. Building Construction Technology diploma program at TCAT Jacksboro.
3. Computer Information Technology diploma program at TCAT Jacksboro.
4. Cosmetology diploma program at TCAT Jacksboro.
5. Heating, Ventilation, Air Conditioning and Refrigeration diploma program at TCAT Jacksboro.
6. Machine Tool Technology diploma program at TCAT Jacksboro.
7. Manufacturing Technology diploma program at TCAT Jacksboro.
8. Nursing Aide diploma program at TCAT Jacksboro.
9. Pharmacy Technology diploma program at TCAT Jacksboro.
10. Power Sports Technology diploma program at TCAT Jacksboro.
11. Practical Nursing diploma program at TCAT Jacksboro.
12. Residential/Commercial/Industrial Electricity diploma program at TCAT Jacksboro.
13. Retail, Hospitality, & Tourism Technology diploma program at TCAT Jacksboro.
14. Welding Technology diploma program at TCAT Jacksboro.

Academic Actions for June 2022 Requiring Only Notification to Vice Chancellor:

Ten (10) 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. The proposals are as follows:

College	Summary of Proposal	New Costs/Funding Source	Approval/Implementation Date
TCAT Crossville	TCAT Crossville proposes to reduce the program length for Hybrid Electricity Vehicle from 1728 to 1296 clock hours to align with the “Career in a Year” initiative.	None	Spring 2023
TCAT Crossville	TCAT Crossville proposes to reduce the program length for Building Construction Technology from 2160 to 1296 clock hours to align with the “Career in a Year” initiative.	None	Spring 2023
TCAT Crossville	TCAT Crossville proposes to terminate the Automotive Technology program to adopt the Automotive Service Technology curriculum at 1296 clock hours to align with the “Career in a Year” initiative.	None	Spring 2023
TCAT Crossville	TCAT Crossville proposes to reduce the program length for Masonry Technology from 1728 to 1296 clock hours to align with the “Career in a Year” initiative.	None	Spring 2023
TCAT Harriman	TCAT Harriman is proposing to add the Financial Services diploma option to the Administrative Office Technology program on the main campus.	None	Fall 2022
TCAT Jacksboro	TCAT Jacksboro proposes to add additional exit points for the Computer Information Technology program.	None	Fall 2022
TCAT Shelbyville	TCAT Shelbyville proposes to reduce the program length for Information Technology and Infrastructure Management from 1728 to 1296 clock hours at the Middle Tennessee Education Instructional Service Center (2E).	None	Fall 2022
TCAT Shelbyville	TCAT Shelbyville proposed to terminate the Information Technology and Infrastructure Management evening program at Middle Tennessee Education Instructional Service Center (2E).	None	Spring 2023

TCAT Shelbyville	TCAT Shelbyville proposed to terminate the Information Technology and Infrastructure Management evening program at Lincoln Central Academy Extension Campus (2H).	None	Fall 2022
TCAT Shelbyville	TCAT Shelbyville proposes to inactivate the Practical Nursing evening program at the main campus.	None	Fall 2022

PROGRAM IMPLEMENTATION PROPOSAL – 1

INSTITUTION: Tennessee College of Applied Technology
Chattanooga

PROPOSED PROGRAM TITLE: Building Construction Technology

PROPOSAL: Tennessee College of Applied Technology
Chattanooga is proposing to replicate the Building
Construction Technology program at the Building
Construction Center (pending THEC site approval).
TCAT Chattanooga plans to offer both Secondary
and Post-Secondary courses of Building
Construction Center at this location.

PROGRAM ACCREDITATOR: N/A

EFFECTIVE DATE: Fall 2022

NEED: For every five people retiring from the trades, only
one replacement is being trained. AGC / AutoDesk
survey shows that 89% of Tennessee construction
companies can't find the workers they need. By
2028, there will be a need for more than 3 million
construction workers across the country. This effort
is supported by Hamilton County Schools, the City
of Chattanooga, AGC East Tennessee, Chattanooga
Chamber, and Chattanooga State Community
College.

According to the Jobs4tn.gov website there are
1,686 jobs that use the keyword construction posting
in Chattanooga, TN. Construction can mean
different things depending on the occupation, but
there are 123 production occupations, 98
construction and extraction occupations, 88
installation, maintenance, and repair occupations,
etc.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	60	11
2	85	20
3	95	29

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$20,000
	2nd Year:	\$64,000
	3rd Year:	\$64,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$77,000
	2nd Year:	0	\$77,000
	3rd Year:	0	\$77,000

FISCAL RESOURCES: The tuition and fees obtained from the program should cover the faculty's salary and program related costs.

FACILITIES: The facilities are owned by Hamilton County Schools, and they are providing the use of the building at no cost to the institution. After the first year, Chattanooga State will begin to pay for maintenance of the building. We believe that the cost of maintenance will be covered by tuition and fees from the student enrolled in the program.

ACTION REQUIRED: Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 2

INSTITUTION: Tennessee College of Applied Technology
Hohenwald

PROPOSED PROGRAM TITLE: Emergency Medical Responder

PROPOSAL: Tennessee College of Applied Technology
Hohenwald is proposing a new dual enrollment
Emergency Medical Responder program at Perry
County EMS Instructional Service Center (2S). The
program length is 60 clock hours and awards an
Emergency Medical Responder Certificate.

PROGRAM ACCREDITATOR: National Registry of Emergency Medical
Technicians

EFFECTIVE DATE: Fall 2022

OBJECTIVE: The objective of this program is to provide training
to students and prepare those students for the
workforce.

NEED: There is demand in Lewis County among the
12,035 residents for this training. TCAT Hohenwald
provides training needs for these residents,
as well as the residents in the six counties that
surround Lewis County. The
residents in Lewis and surrounding counties totals
almost 200,000 residents
combined.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	19
	2	20	19
	3	20	19

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$100,000
	2nd Year:	\$75,000
	3rd Year:	\$75,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
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1st Year:	1	\$47,000
2nd Year:	0	\$47,000
3rd Year:	0	\$47,000

FISCAL RESOURCES:

The fiscal resources will be provided through the budget of TCAT Hohenwald.

FACILITIES:

Facilities will be provided at the TCAT Hohenwald main campus.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 3

INSTITUTION: Tennessee College of Applied Technology
Hohenwald

PROPOSED PROGRAM TITLE: Emergency Medical Responder

PROPOSAL: Tennessee College of Applied Technology
Hohenwald is proposing a new dual enrollment
Emergency Medical Responder program at TCAT
Hohenwald- Perry County High School (2P). The
program length is 60 clock hours and awards an
Emergency Medical Responder Certificate.

PROGRAM ACCREDITATOR: National Registry of Emergency Medical
Technicians

EFFECTIVE DATE: Fall 2022

OBJECTIVE: The objective of this program is to provide training
to students and prepare those students for the
workforce.

NEED: There is demand in Lewis County among the
12,035 residents for this training. TCAT Hohenwald
provides training needs for these residents,
as well as the residents in the six counties that
surround Lewis County. The
residents in Lewis and surrounding counties totals
almost 200,000 residents
combined.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	19
2	20	19
3	20	19

PROJECTED COSTS:

YEAR	COST
1st Year:	\$100,000
2nd Year:	\$75,000
3rd Year:	\$75,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1st Year:	1	\$47,000
2nd Year:	1	\$47,000
3rd Year:	1	\$47,000

FISCAL RESOURCES:

The fiscal resources will be provided through the budget of TCAT Hohenwald.

FACILITIES:

Facilities will be provided at the TCAT Hohenwald main campus.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 4

INSTITUTION: Tennessee College of Applied Technology
Hohenwald

PROPOSED PROGRAM TITLE: Emergency Medical Responder

PROPOSAL: Tennessee College of Applied Technology
Hohenwald is proposing a new dual enrollment
Emergency Medical Responder program at Wayne
County Technology Center (2L). The program
length is 60 clock hours and awards an Emergency
Medical Responder Certificate.

PROGRAM ACCREDITATOR: National Registry of Emergency Medical
Technicians

EFFECTIVE DATE: Fall 2022

OBJECTIVE: The objective of this program is to provide training
to students and prepare those students for the
workforce.

NEED: There is demand in Lewis County among the
12,035 residents for this training. TCAT Hohenwald
provides training needs for these residents,
as well as the residents in the six counties that
surround Lewis County. The
residents in Lewis and surrounding counties totals
almost 200,000 residents
combined.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	19
	2	20	19
	3	20	19

PROJECTED COSTS:	YEAR	COST
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1st Year:	\$100,000
2nd Year:	\$75,000
3rd Year:	\$75,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1st Year:	1	\$47,000
2nd Year:	1	\$47,000
3rd Year:	1	\$47,000

FISCAL RESOURCES:

The fiscal resources will be provided through the budget of TCAT Hohenwald.

FACILITIES:

Facilities will be provided at the TCAT Hohenwald main campus.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 5

INSTITUTION: Tennessee College of Applied Technology
Hohenwald

PROPOSED PROGRAM TITLE: Truck Driving

PROPOSAL: The Tennessee College of Applied Technology Hohenwald is proposing a Truck Driving program to be offered at the main campus. The program is a 222 clock hour and awards a Truck Driving Certificate.

PROGRAM ACCREDITATOR: Federal Motor Carrier Safety
Administration/Department of Safety

EFFECTIVE DATE: Spring 2023

OBJECTIVE: The objective of this program is to provide training to students and prepare those students for the workforce.

NEED: There is demand in Lewis County among the 12,035 residents for this training. TCAT Hohenwald provides training needs for these residents, as well as the residents in the six counties that surround Lewis County. The residents in Lewis and surrounding counties totals almost 200,000 residents combined.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	6	5
	2	6	5
	3	6	5

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$575,000
	2nd Year:	\$75,000
	3rd Year:	\$75,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$47,000
	2nd Year:	0	\$47,000
	3rd Year:	0	\$47,000

FISCAL RESOURCES:

The fiscal resources will be provided through the budget of TCAT Hohenwald.

FACILITIES:

Facilities will be provided at the TCAT Hohenwald main campus.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 6

INSTITUTION: Tennessee College of Applied Technology
Knoxville

PROPOSED PROGRAM TITLE: Machine Tool Technology

PROPOSAL: Tennessee College of Applied Technology
Knoxville is proposing to replicate the existing
Machine Tool Technology program at the Ruth and
Steve West Extension Campus (3B). The program
is a 1728 clock hours program and awards a
Machinist I diploma.

PROGRAM ACCREDITATOR: N/A

EFFECTIVE DATE: Spring 2023

NEED: Job4TN report for LWDA East In-Demand jobs
report shows 145 Machinists average annual
openings in Blount County for 2016-2026.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	0
2	60	30
3	60	45

PROJECTED COSTS:

YEAR	COST
1st Year:	\$10,000
2nd Year:	\$13,250
3rd Year:	\$13,250

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1st Year:	1	\$52,000
2nd Year:	0	\$52,000
3rd Year:	0	\$52,000

FISCAL RESOURCES: Fiscal resources will be allocated in the college
budget for this new campus and also obtained
through tuition and fees.

FACILITIES: This program will be offered in the new TCAT -
Knoxville - Ruth and Steve West Extension

Campus. Building plans were designed for the inclusion of this program.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 7

INSTITUTION: Tennessee College of Applied Technology
McMinnville

PROPOSED PROGRAM TITLE: Barbering

PROPOSAL: Tennessee College of Applied Technology
McMinnville is proposing a new part-time,
Barbering program for the main campus. The
program is 1500 clock hours and awards a Master
Barber Diploma.

PROGRAM ACCREDITATOR: TN Board of Cosmetology and Barber Examiners

EFFECTIVE DATE: Fall 2022

OBJECTIVE: The barbering program provides students with the
necessary skills needed to pass the Tennessee Board
of Cosmetology and Barber’s practical and written
examinations. Students who are interested in
pursuing a career in barbering, will receive
instruction in personal and shop safety rules and
state regulations, sanitation and sterilization
standards, and the proper use of equipment and
implements commonly found in a barbershop.
Additionally, students receive instruction in the
anatomy and physiology of hair and scalp, the
psychology of sales and first aid.#

NEED: According to Jobs4TN, there are 352 openings for
Barbers as of April 15, 2020. Additionally, our
collaborative partners feel strongly about the need
for the program in our area.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	9
	2	15	13
	3	20	18

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$200
	2nd Year:	\$300
	3rd Year:	\$400

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
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1st Year:	1	\$11,303
2nd Year:	1	\$11,303
3rd Year:	1	\$11,303

FISCAL RESOURCES:

This program does not require a full-time instructor, and no additional equipment is needed for this program. The institution has a full-time day and evening Cosmetology program with the needed equipment. If the program does not have sufficient enrollment of students to begin, the program will be delayed until the next trimester or until sufficient enrollment exists.

FACILITIES:

The facility is adequate as it is currently being used in both day and evening Cosmetology programs. The theory will be taught in a computer lab. All these facilities are currently successfully being used for other programs.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 8

INSTITUTION: Tennessee College of Applied Technology
McMinnville

PROPOSED PROGRAM TITLE: Computer Aided Design Technology

PROPOSAL: Tennessee College of Applied Technology
McMinnville is proposing a new part-time
Computer Aided Design Technology program for
the main campus. The program is 1728 clock hours
and awards a Diploma.

PROGRAM ACCREDITATOR: N/A

EFFECTIVE DATE: Fall 2022

OBJECTIVE: At the completion of each diploma in Computer
Aided Design Technology, graduates will be well-
rounded, CAD Drafters with skills required to enter
the workforce immediately.

NEED: According to Jobs4TN, the outlook is stable for
CAD employment with medium demand. The
medium annual wage is \$44,367.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	12	10
2	15	13
3	18	16

PROJECTED COSTS:

YEAR	COST
1st Year:	\$125,000
2nd Year:	\$5,000
3rd Year:	\$5,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1st Year:	1	\$26,224
2nd Year:	0	\$26,224
3rd Year:	0	\$26,224

FISCAL RESOURCES:

TCAT McMinnville has applied for a grant to start this program. Some funds may be used from technology access fees. The instructor will be an adjunct, and the course will only start when sufficient enrollment is met to pay for the cost of the course.

FACILITIES:

The facility is adequate as it is currently being used in both day and evening programs. The class will be taught in a computer lab that has all the required program equipment. All these facilities are currently successfully being used for other programs.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 9

INSTITUTION:	Tennessee College of Applied Technology McMinnville
PROPOSED PROGRAM TITLE:	Quality Care Specialist
PROPOSAL:	TCAT McMinnville is proposing a new Quality Care Specialist for the main campus. This program is 432 clock hours and awards a Long Term Services & Supports Certificate.
PROGRAM ACCREDITATOR:	N/A
EFFECTIVE DATE:	Fall 2022
OBJECTIVE:	<p>For the nursing aide:</p> <p>Broad areas of learning shall include: communication skills, safety, logical and ethical, basic anatomy and physiology, nutrition, basic nursing principles and skills. The graduate is prepared to complete the certification exam.</p> <p>For Quiltss:</p> <ol style="list-style-type: none">1. Content is designed by national subject matter experts, who are considered to be the leading thinkers of their field and for their topic.2. Offerings are competency-based, meaning learners are expected to demonstrate their knowledge, skills, abilities, and intellectual behaviors before being certified as competent.3. Courses are offered through a mobile-ready online delivery platform, with some programs offering an in-person training program option.4. A robust learning environment allows DSWs to practice newly learned competencies in real-world application through structured on-the-job activities.5. DSWs demonstrate mastery of a designated competency by participating in virtual simulations and role plays through the QuILTSS Virtual Assessment Center.6. Earn micro-credential badges for each competency, with awarded badges being captured in a portable and transferable training and learning record.

7. Academically qualified faculty teach the DSW courses, with success coaches encouraging DSWs to complete the coursework through wraparound support services.
8. Through partnerships with the higher education institutions, DSW can earn college credit and advance along clearly articulated career pathways.

NEED:

According to Jobs4TN, there are currently 4,866 jobs. Home health aides are in the top three growth occupations in healthcare through 2028.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	12	10
2	15	13
3	18	16

PROJECTED COSTS:

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

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1st Year:	2	\$48,830
2nd Year:	0	\$48,830
3rd Year:	0	\$48,830

FISCAL RESOURCES:

This program utilizes existing equipment. The program will start only if enrollment is sufficient to cover the cost of the program. If sufficient enrollment does not exist, the start will be delayed.

FACILITIES:

The facility is adequate as it is currently being used in both day and hybrid practical nursing programs. All these facilities are currently successfully being used for other programs.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 10

INSTITUTION: Tennessee College of Applied Technology
McMinnville

PROPOSED PROGRAM TITLE: Massage Therapy

PROPOSAL: Tennessee College of Applied Technology
McMinnville is proposing a new part-time massage
therapy program for the main campus. The program
is 750 clock hours and awards a Massage Therapy
Certificate.

PROGRAM ACCREDITATOR: Board of Massage Licensure

EFFECTIVE DATE: Fall 2022

OBJECTIVE: Massage therapy is the systematic and scientific
manipulation of soft tissue with the intent of
positively affecting the health and well-being of a
client. Upon completion of the massage therapy
program, the student will also need to pass a state
licensure exam to begin the process of applying for
licensure.

NEED: According to Jobs4TN, massage therapists have a
bright outlook nationally and statewide. The USBLS
agrees with a 32% outlook.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	12	10
	2	15	13
	3	18	16

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$45,000
	2nd Year:	\$5,000
	3rd Year:	\$5,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$50,025
	2nd Year:	1	\$52,000

3rd Year: 1 \$54,000

FISCAL RESOURCES:

Perkins grant funds will be used to secure the needed equipment. The salary will be covered with institutional funds as long as enrollment is sufficient to cover the costs.

FACILITIES:

The facility is adequate as it is currently being used in both day and evening programs. The theory will be taught in a computer lab. The massage therapy classroom will be equipped with new, state-of-the-art equipment as recommended by massage therapy professionals.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 11

INSTITUTION: Tennessee College of Applied Technology
McMinnville

PROPOSED PROGRAM TITLE: Truck Driving

PROPOSAL: Tennessee College of Applied Technology
McMinnville is proposing a new Truck Driving
program for the main campus. The program is 222
clock hours and awards a Truck Driving
Certificate.

PROGRAM ACCREDITATOR: Federal Motor Carrier Safety
Administration/Department of Safety

EFFECTIVE DATE: Fall 2022

OBJECTIVE: This program is designed to provide the classroom
work/activities, yard driving, and road experiences
necessary to develop the skills necessary for initial
employment in the commercial trucking industry.
Students learn to drive defensively and to abide by
all local, state, and federal regulations. The
information presented prepares the student to pass
the written and skills portion of the commercial
driver’s license (CDL) examination.

NEED: According to Jobs4TN, truck driving jobs are
expected to continue to grow through 2028.
Searching this site for jobs yielded 665 results. This
career is in high demand with limited supply.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	8	6
2	10	8
3	12	10

PROJECTED COSTS:

YEAR	COST
1st Year:	\$250,000
2nd Year:	\$10,000
3rd Year:	\$10,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1st Year:	2	\$154,000
2nd Year:	0	\$154,000

3rd Year: 0 \$154,000

FISCAL RESOURCES:

TCAT McMinnville plans to use waitlist grant money for this program to get it started.

FACILITIES:

A classroom in our facility will be utilized for the simulator and lecture. The former Carrier manufacturing facility has a large (multiple acre) parking lot that we have been able to secure the use of for the driving component.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 12

INSTITUTION: Tennessee College of Applied Technology
McMinnville

PROPOSED PROGRAM TITLE: Welding Technology

PROPOSAL: Tennessee College of Applied Technology McMinnville is proposing to replicate the existing Welding Technology at the Coffee County Instructional Service Center (2B). The program length is 1296 clock hours and awards a Combination Welder Diploma.

PROGRAM ACCREDITATOR: N/A

EFFECTIVE DATE: Fall 2022

OBJECTIVE: Students will attain the needed knowledge of skills and theory to obtain entry level job performance in the welding/cutting industry.

NEED: The State of Tennessee Department of Labor and Workforce projects 190 annual openings for Welders through 2026. Additionally, the Tennessee Department of Economic Development provides data that shows us where Construction and Manufacturing are both in the top five industries for 2020.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	24	20
	2	35	30
	3	40	35

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$38,500
	2nd Year:	\$115,500
	3rd Year:	\$115,500

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	2	\$27,000

2nd Year:	0	\$97,000
3rd Year:	0	\$97,000

FISCAL RESOURCES:

Program costs are being covered through institutional HEERF funds. Salary will be covered through institutional funds; the institution has a full-time position that is not currently being used. Additional supplies will come from student tuition.

FACILITIES:

The Coffee County Instructional Service Center has ample space to offer this program.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 13

INSTITUTION: Tennessee College of Applied Technology
Morristown

PROPOSED PROGRAM TITLE: Truck Driving

PROPOSAL: Tennessee College of Applied Technology
Morristown is proposing a new Truck
Driving program at Hawkins County Extension
Branch Campus (PC). The program is 222 clock
hours and awards a Truck Driving Certificate.

PROGRAM ACCREDITATOR: Federal Motor Carrier Safety
Administration/Department of Safety

EFFECTIVE DATE: Fall 2022

OBJECTIVE: This program is designed to provide the classroom
work/activities, over-the-road driving, and road
experiences necessary to develop the skills for
initial employment in the commercial trucking
industry. Students learn to drive defensively abiding
by all local, state, and federal regulations. The
curriculum presented prepares the student to pass
the written and skills portion of the commercial
driver's license (CDL including HAZMAT)
examination.

NEED: According to Jobs4TN, the need for truck drivers in
Tennessee is at a high demand with a low supply.
The annual openings for truck drivers is 9,175.
Projected employment ranks #6 in the top 10 where
workers are needed. Growth of 1.15% in the field
over a ten-year period dictate by 2028 to be 77,519.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	15
2	36	30
3	36	30

PROJECTED COSTS:

YEAR	COST
1st Year:	\$600,000
2nd Year:	\$225,000
3rd Year:	\$225,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1st Year:	2	\$156,000
2nd Year:	0	\$156,000
3rd Year:	0	\$156,000

FISCAL RESOURCES:

TCAT Morristown has been allotted a one-time resource of \$375,000 and a recurring \$225,000 per year for the program. Additional cost will be funded through TCAT Morristown's regular budget.

FACILITIES:

Classroom training/lecture will take place at the TCAT Morristown Hawkins County Extension Branch Campus. The campus has a large parking area and acreage to accommodate large tractor trailer trucks for maneuvers and is adjacent to highway 11W for over the road training.

ACTION REQUIRED:

Staff recommends approval

PROGRAM IMPLEMENTATION PROPOSAL – 14

INSTITUTION: Tennessee College of Applied Technology
Nashville

PROPOSED PROGRAM TITLE: Advanced Manufacturing Technology

PROPOSAL: Tennessee College of Applied Technology
Nashville is proposing to replicate the Advanced
Manufacturing Technology program at the
Springfield Extension Campus (2A). The program
length is 2160 clock hours and awards a Robotics
Automation Technology Diploma.

PROGRAM ACCREDITATOR: N/A

EFFECTIVE DATE: Fall 2022

NEED: Overall employment of industrial machinery
mechanics, machinery maintenance workers, and
millwrights is projected to grow 19 percent from
2020 to 2030, much faster than the average for all
occupations.

About 56,300 openings for industrial machinery
mechanics, machinery maintenance workers, and
millwrights are projected each year, on average,
over the decade. Many of those openings are
expected to result from the need to replace workers
who transfer to different occupations or exit the
labor force, such as to retire.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	0
	2	20	12
	3	25	15

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$450,000
	2nd Year:	\$10,000
	3rd Year:	\$10,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	\$77,000
	2nd Year:	0	\$77,000

3rd Year: 0 \$77,000

FISCAL RESOURCES:

Initial Equipment provided by Robertson County (Grants). Salary for two years provided by Robertson County (Grants)
After two years- State Appropriations

FACILITIES:

Facilities will be provided by Robertson County

ACTION REQUIRED:

Staff recommends approval

BOARD TRANSMITTAL

MEETING: Committee on Academic Policies/Programs, Student Life

SUBJECT: TBR’s Strategic Plan in Action: External Grants to Improve Student Success

DATE: June 16, 2022

PRESENTER: Executive Vice Chancellor Russ Deaton
Assistant Vice Chancellor Amy Moreland

PRESENTATION REQUIREMENTS: 5 minutes

ACTION REQUIRED: Informational Purposes

STAFF RECOMMENDATION: Not Applicable

TBR’s 2020-25 Strategic Plan provides a framework for how various policies, innovations, and efforts shape how the system office and the colleges pursue the plan’s core pillars of Access, Completion, and Community and Workforce Development. Central to that effort over the years has been the pursuit of external grant opportunities that align with TBR’s mission and provide resources to pursue projects that can improve student success and workforce development. This entrepreneurial activity exemplifies the plan’s cross cutting themes of ‘Harnessing Innovation’ and ‘Strengthening Collaboration.’

Recently, TBR has received two grants – one from the Institute for Education Sciences at the US Department of Education (IES) and one from the Ascendium Education Group – that total \$3 million, the vast majority of which will be injected over four years at two community colleges to research and innovate around student success coaching. These grants will provide the means for both Jackson State Community College and Northeast State Community College to increase their college advising personnel substantially, allowing them the opportunity to pilot innovative student success coaching ideas for both recent high school graduates and returning adults. Central to both grants, which were designed and will operate in concert with each other, is a thorough research agenda that will evaluate how the innovations played out at each college.

The TBR staff will provide an overview of these grants, what they hope to accomplish, and the innovations they seek to test at scale.

BOARD TRANSMITTAL

MEETING: Committee on Academic Policies/Programs, Student Life

SUBJECT: Strategic Conversations for Statewide Articulations

DATE: June 16, 2022

PRESENTER: Vice Chancellor Jothany Blackwood

PRESENTATION REQUIREMENTS: 10 minutes

ACTION REQUIRED: Informational Purposes

STAFF RECOMMENDATION: Not Applicable

Beginning in spring semester 2022, Strategic Conversations around articulation were held with TCAT and community college faculty representatives from advanced manufacturing and health care disciplines. Initial meetings highlighted successful local articulation models to serve as examples to help build statewide articulation models. Statewide Articulation Committees met during the semester to reach agreement on how to maximize credit from TCAT programs to be awarded toward related A.A.S. degrees at community colleges. Faculty Champions provided support and resources to complete this work during one semester so that agreements could be in place for fall semester 2022.

This priority of Academic Affairs supports TBR Policy: 2.00.01.06, Articulation and Transfer. As a result of this initiative, statewide articulations increased significantly, thus enhancing opportunities for graduates from TCAT programs to continue their education at a community college in an established pathway that will decrease time to completion.

BOARD TRANSMITTAL

MEETING: Committee on Academic Policies/Programs, Student Life

SUBJECT: Amazon AWS Update

DATE: June 16, 2022

PRESENTER: Vice Chancellor Jothany Blackwood
Associate Vice Chancellor Tom Sewell

PRESENTATION
REQUIREMENTS: 10 minutes

ACTION REQUIRED: Informational Purposes

STAFF
RECOMMENDATION: Not Applicable

TBR and Amazon Web Services, Inc. (AWS) have partnered on a collaborative effort to train, upskill, and certify 5,000 Tennesseans in cloud computing by 2025. Through this statewide initiative, technical training and education mapped to in-demand skills in cloud computing will be available from thirteen community and fourteen technical colleges across Tennessee.

Academic Affairs will also share highlights of emerging partnerships with Google and Apple on IT credentials and certificates at zero cost for TBR institutions.

BOARD TRANSMITTAL

MEETING: Committee on Academic Policies/Programs, Student Life

SUBJECT: Accreditation Summary Report and Overview 2020-2021

DATE: June 16, 2022

PRESENTER: Vice Chancellor Jothany Blackwood

PRESENTATION
REQUIREMENTS: 10 minutes

ACTION REQUIRED: Informational Purposes

STAFF
RECOMMENDATION: Accept Report

The Annual Accreditation Report and Overview summarizes all activity for the academic year 2020-2021 on regional and program accreditation. The report also provides information on all non-accreditable programs that go through either the Program Review or the Academic Audit process. A summary of all activity is provided along with a more detailed accounting of all accreditation and quality assurance activity.

Summary
TBR Annual Accreditation and Quality Assessment Report
July 1, 2020 to June 30, 2021

COMMUNITY COLLEGES

Institutional Accreditation

- All thirteen community colleges continually monitor and comply with standards required for accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Ten institutions submitted other types of compliance documents such as fifth-year interim reports, decennial reports, substantive changes, and monitoring reports. These ten institutions included: Chattanooga State, Columbia State, Cleveland State, Dyersburg State, Jackson State, Northeast State, Pellissippi State, Roane State, Southwest Tennessee, and Walters State.

Program Accreditation

- In 2020 to 2021, TBR community colleges participated in a total of 96 accreditation-related activities including self-study reports, program reviews, site visits, and interim reports to accrediting agencies.
- 32 creditable programs in TBR community colleges received notice of accreditation, reaffirmation, or continuing accreditation in 2020-2021.
- Additional program accreditation activities include annual reports, midterm quality assurance reports, and substantive change submissions.

Academic Audit

- For the 2020-2021 academic year, 13 academic programs system-wide underwent the Academic Audit process. Ten degrees and three technical certificate programs were reviewed with an Academic Audit.
- In the spring of 2020, each of these programs completed an Academic Audit Self Study written report and hosted an Academic Auditor Team. The Academic Auditor Team provided an onsite review and subsequently issued a written report including commendations, affirmations, and recommendations for improvement.
- Academic Audits were conducted to meet the requirements of the THEC Quality Assurance Funding program.

Program Review

- The TBR community colleges had 11 programs undergo a Program Review process in 2020-21.
- For the Program Review, each prepared a written report and hosted external peer reviewers on campus. These peer reviewers each subsequently prepared an evaluation and a written report.
- All Program Reviews were conducted to meet the requirements of the THEC Quality Assurance Funding program.

Summary
TBR Annual Accreditation and Quality Assessment Report
July 1, 2020 to June 30, 2021

TENNESSEE COLLEGES OF APPLIED TECHNOLOGY (TCAT)

Institutional Accreditation

- All twenty-five TCATs continually monitor and comply with standards required for accreditation by the Council on Occupational Education (COE).
- The Jackson/Whiteville merger received final COE approval.
- TCATs Memphis, Morristown, and Murfreesboro received initial reaffirmation approvals with a follow-up in-person visit scheduled in 2022. Final reaffirmation approval will be reported in the next reporting cycle.
- TCAT Elizabethton received COE approval for substantive change to relocate a campus.
- TCATs Hohenwald, Knoxville, Morristown, and Oneida received COE approval for substantive change to establish an Instructional Service Center.
- TCATs Crump, Harriman, and Shelbyville received COE approval for substantive change to establish an Extension Campus.
- All TCATs submitted their COE annual reports in December 2021.

Program Accreditation

- In 2020-2021, TCATs participated in a total of 8 program accreditation-related activities including self-studies, program reviews, and site visits to accrediting agencies. All programs received notice of reaffirmation and continuing accreditation.

Tennessee Board of Regents						
Annual Accreditation and Quality Assessment Update: July 1, 2020 to June 30, 2021						
Institutional Level Accreditation Activities						
Institution	Scope/Purpose of Review		Accrediting Body	Self-Study or Other Activity	Site Visit Date(s)	Official Action Taken
CoSCC	5th Year Interim Report Referral Report		SACSCOC	Referral Report submitted April 2019	NA	Received letter July 2019 that no additional report required.
CoSCC	Letter of Notification to offer 25% - 49% of Hospitality and Tourism Management Technical Certificate at Nolensville High School		SACSCOC	NA	NA	Letter of acceptance received March 2019
CoSCC	Substantive Change to offer 50% or more of Hospitality and Tourism Management Technical Certificate program at Nolensville High School		SACSCOC	Prospectus submitted June 2019	NA	Approved August 2019
CoSCC	Substantive Change to offer 50% or more of Engineering Systems Technology Technical Certificate program at East Hickman High		SACSCOC	Prospectus submitted June 2019	NA	Approved August 2019
CISCC	5th Year Report		SACSCOC	Preparing 5th Year Report for submission in September 2019	NA	Pending reaffirmation decision by the Commission at its December 2019 meeting
MSCC	Reaffirmation of Accreditation		SACSCOC	NA	NA	Reaffirmation Accreditation on June 14, 2018. The next reaffirmation is 2028.
NeSCC	Decennial Report		SACSCOC	Completing standards review and writing/revising as appropriate, ongoing	NA	NA
PSCC	5th Year Report		SACSCOC	Referral Report	NA	Monitoring January 2019
PSCC	Environmental Science Technology Approval		SACSCOC	Substantive Change	NA	Approval April 12, 2019
RSCC	Substantive Change - Closure of Healthcare Documentation Specialist Certificate		SACSCOC	Program Closure approval submitted 3/13/2019	NA	NA
RSCC	Decennial Reaffirmation		SACSCOC	Compliance Report Submitted 2/26/219	NA	NA
RSCC	Substantive Change - Chemical Engineering Technology AAS		SACSCOC	NA	NA	Program approved 2/15/2019
RSCC	Substantive Change - Cooperative Agreement with Chattanooga State for OTA		SACSCOC	NA	NA	Agreement approved 6/4/2019
STCC	2018 Financial Profile and Indicators		SACSCOC	Annual Financial Profile	NA	Completed
STCC	2018 Profile for General and Enrollment Information		SACSCOC	Enrollment Profile	NA	Completed
STCC	Prospectus for Funeral Services Education		SACSCOC	New Program Prospectus	NA	Approved
STCC	Dietetic Technician A.A.S. and embedded Food Prep Safety Technical Certificate		SACSCOC	Termination Prospectus	NA	Approved
WSCC	Monitoring Report		SACSCOC	Monitoring Report	NA	Accepted Report 1/15/2019 with no additional follow up
WSCC	Substantive Change Notification		SACSCOC	Campus name change from Greeneville/Greene County Campus to Walter State Niswonger Campus	NA	Acknowledged name change 10/15/19

TBR Annual Accreditation and Quality Assessment Update 2018 - 2019

WSCC	Substantive Change Notification		SACSCOC	Termination of Certificates: Industrial Automation, Industrial Electricity, Industrial Mechanics, and Operations Management	NA	Acknowledged terminations 8/30/19	
WSCC	Substantive Change Notification		SACSCOC	Termination of Certificates: Pre-Allied Health Certificate; General Education Certificate; and AAS Professional Studies Information Technology Concentration	NA	Acknowledged terminations 10/23/18	
WSCC	Substantive Change Notification		SACSCOC	Dissolution of collaborative agreement with Roane State Community College (AAS Surgical Technology)	NA	Notification only	
Academic Program Level Accreditation Activities							
Institution	Program Name	Degree(s)	Accrediting Body	Self-Study or Other Activity	Site Visit Date(s)	Official Action Taken	
ChSCC	Reaffirmation	AAS	ABA	Self-Study submitted June 25, 2018	November 15 - 16, 2018	Reaccredited for full 7-year period (until 2026).	
ChSCC	Reaffirmation	AAS	ACBSP	Self-Study submitted December 7, 2018	February 25 - 26, 2019	Reaccredited for full 10-year period (until 2029).	
ChSCC	Veterinary Technology	AAS	AVMA	Self-Study and Site Visit	10/24/18 -10/25/18	Reaffirmation	
CISCC	Electrical Engineering Technology Electromechanical Technology Engineering Systems Technology Mechatronics Technology	AAS	ATMAE	Self-Study Submitted	5/7/2019	Accreditation with a Report in 2 years	
CISCC	Emergency Medical Services - Paramedic	AAS	CAAHEP	Self-Study Submitted	6/26-30/2018	Initial Accreditation July 24, 2019	
CoSCC	Business and Computer Information Technology	AAS/Technical Certificate	ACBSP	Bi-yearly Quality Assurance Report submitted 09/2018	NA	Received letter February 2019 that report accepted with one ATMAE Board approved	
CoSCC	Engineering Systems Technology	AAS	ATMAE	NA	March 25-27, 2018	November 2018 with report in two years	
CoSCC	Medical Laboratory Technology	AAS	NAACLS	NA	September 17-18, 2018	Received letter May 2019 of accreditation awarded until April 30, 2024	
CoSCC	Nursing	AAS	ACEN	Notification of Program Director Change submitted 10/15/2018	NA	Director change posted on ACEN website.	
CoSCC	Radiologic Technology	AAS	JRCERT	Annual Report submitted October 4, 2018	NA	Accreditation maintained	
CoSCC	Respiratory Care	AAS	CoARC	2018 Annual Report Submitted Jan 2019	NA	Distinguished RRT Credentialing Success Award	
CoSCC	Veterinary Technology	AAS	AVMA	Self-Study Preparation for submission July 2019	NA	NA	
DSCC	Business	AAS	ACBSP	Self-Study submitted 9/8/18	NA	NA	
DSCC	Early Childhood Education	AAS	NAEYC	Annual Report submitted 9/28/18	NA	NA	

TBR Annual Accreditation and Quality Assessment Update 2018 - 2019

DSCC	Health Information Management	AAS	CAHIIM	Annual Report submitted 5/1/19	NA	NA	
DSCC	Paramedic	CERT	CoAEMSP	Reaccreditation and onsite visit	Oct 15, 16 2018	Continued Accreditation awarded 9/20/19	
JSCC	Radiography	A.A.S.	JRCERT	Interim Report - 06/2019	JRCERT 04/2015	Continued Accreditation Next Visit 2023	
JSCC	EMS - Paramedic	A.A.S.	CAAHEP/CoA EMSP	Self-Study - 12/2018 Response - 07/2019	CoA EMSP 12/18-19/2018	Continued Accreditation Next Visit 2025	
JSCC	Engineering Systems	A.A.S.	ATMAE	Self-Study - 02/2019	ATMAE 03/10-12/2019	Continued Accreditation Status report due 2021	
MSCC	Mechatronics	A.A.S. and C1	ATMAE	4 year review	April 15-16, 2019	Continued accreditation. Next on site reaccreditation will be in 2025	
MSCC	Early Childhood Education	A.A.S.	NAEYC	NA	NA	Continued NAEYC Accreditation through March 2022	
MSCC	Nursing	A.A.S.	ACEN	NA	NA	Received full approval from TBON; continued ACEN Accreditation through spring 2023; Received approval for substantive change.	
MSCC	Paramedic	A.A.S. and C1	CAAHEP/CoAEMSP	NA	NA	Awarded Accreditation	
MSCC	Business	A.A.S.	ACBSP	NA	Fall 2019	Continued accreditation	
MSCC	Medical Laboratory Technology	A.A.S	NAACLS	Preliminary Report submitted	Fall 2019	Preliminary Report approved 6/11/2018	
NSCC	Nursing	A.A.S.	ACEN	Board Decision - July 10, 2018	ACEN 04/2018	Continued Accreditation Next Visit 2026	
NeSCC	Administrative Professional Technology: Business Office	A.A.S.	ACBSP	Began self-study in January 2019, ongoing	NA	NA	
NeSCC	Administrative Professional Technology: Legal Office	A.A.S.	ACBSP	Began self-study in January 2019, ongoing	NA	NA	
NeSCC	Administrative Professional Technology: Medical Office	A.A.S.	ACBSP	Began self-study in January 2019, ongoing	NA	NA	
NeSCC	Aviation Technology	A.A.S.	ATMAE	Self-Study Completed	03/18/19-03/20/19	NA	
NeSCC	Business: Management	A.A.S.	ACBSP	Began self-study in January 2019, ongoing	NA	NA	
NeSCC	Business: Small Business Management	A.A.S.	ACBSP	Began self-study in January 2019, ongoing	NA	NA	
NeSCC	Business Accounting	A.A.S.	ACBSP	Began self-study in January 2019, ongoing	NA	NA	
NeSCC	Cardiovascular Technology	A.A.S.	CAAHEP, JRC-CVT	Annual Report Submitted and Accepted, September 2018	NA	NA	
NeSCC	Computer and Information Sciences: Networking	A.A.S.	ATMAE	Submitted Self-Study Report, August 2018	03/17/19-03/19/19	NA	
NeSCC	Computer and Information Sciences: Cyber Defense	A.A.S.	ATMAE	Began self-study in August 2018, ongoing	03/17/19-03/19/19	NA	
NeSCC	Computer and Information Sciences: Programing	A.A.S.	ATMAE	Began self-study in August 2018, ongoing	03/17/19-03/19/19	NA	

TBR Annual Accreditation and Quality Assessment Update 2018 - 2019

NeSCC	Computer and Information Sciences: System Administration and Management	A.A.S.	ATMAE	Submitted Self-Study Report, August 2018	03/17/19-03/19/19	NA	
NeSCC	Dental Assisting	A.A.S. and Certificate	ADA, CODA	Annual Report Submitted and Accepted, October 2018	11/15/18-11/16/18	NA	
NeSCC	Early Childhood Education	A.A.S., Technical Certificate	NAEYC	Submitted Self-Study Report, May 2019	NA	NA	
NeSCC	Electrical Technology: Electrical	A.A.S.	ATMAE	Self-Study Completed	03/18/19-03/20/19	NA	
NeSCC	Electrical Technology: Electromechanical	A.A.S.	ATMAE	Self-Study Completed	3/18/19 - 3/20/19	NA	
NeSCC	Emergency Medical Technology-Advanced	Certificate	TDH-EMS	Academic Audit sent to TBR January 2019	4/12/2019	Completed with no problems noted in April 2019 onsite visit	
NeSCC	Entertainment Technology	A.A.S.	ATMAE	Submitted self-study report, August 2018	3/17/19 - 3/19/19	NA	
NeSCC	Industrial Technology: Automotive Service	A.A.S.	ATMAE	Self-study completed	3/18/19 - 3/20/19	NA	
NeSCC	Industrial Technology: Automotive Body/Collision Repair	A.A.S.	ATMAE	Self-study completed	3/18/19 - 3/20/19	NA	
NeSCC	Industrial Technology: Engineering Design Technology	A.A.S.	ATMAE	Self-study completed	3/18/19 - 3/20/19	NA	
NeSCC	Industrial Technology: Machine Tool	A.A.S.	ATMAE	Self-study completed	3/18/19 - 3/20/19	NA	
NeSCC	Industrial Technology: Manufacturing Engineering Technology	A.A.S.	ATMAE	Self-study completed	3/18/19 - 3/20/19	NA	
NeSCC	Industrial Technology: Mechanical	A.A.S.	ATMAE	Self-study completed	3/18/19 - 3/20/19	NA	
NeSCC	Industrial Technology: Motor Sports	A.A.S.	ATMAE	Self-study completed	3/18/19 - 3/20/19	NA	
NeSCC	Industrial Technology: Welding/Metal Fabrication	A.A.S.	ATMAE	Self-study completed	3/18/19 - 3/20/19	NA	
NeSCC	Medical Laboratory Technology	A.A.S.	NAACLS	Annual report submitted and accepted, October 2018	NA	NA	
NeSCC	Nursing (Traditional Option)	A.A.S	ACEN	Annual report submitted November 2018 and began self-study in January 2019, ongoing.	NA	NA	
NeSCC	Nursing (LPN to RN Option)	A.A.S	ACEN	Annual report submitted November 2018 and began self-study in January 2019, ongoing.	NA	NA	
NeSCC	Paramedic	A.A.S. and Certificate	CAAHEP, CoAEMSP, TDH-EMS	Self-study completed	1/24/19 - 1/25/19	Continuing Accreditation awarded March 2019 for 5 years	
NeSCC	Surgical Technology	A.A.S.	CAAHEP, ARC/STSA	Annual report submitted and accepted, July 2018	NA	NA	
PSCC	Nursing Reaccreditation	AAS	ACEN	Self-Study or Other Activity	Feb. 6-8, 2018	Continuing Accreditation Approval August 8, 2018	

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RSCC	Dental Hygiene	AAS	ADA	NA	NA	Site visit planning forms received and accepted 4/12/2019	
RSCC	Massage Therapy	Certificate	COMTA	Annual Report accepted 12/17/2018	NA	NA	
RSCC	Occupational Therapist Assistant	AAS	AOTA	Annual Report accepted 4/6/2019	NA	NA	
RSCC	Vision Care Technology	AAS	COA	Annual Report accepted 10/5/2018	NA	NA	
RSCC	Radiologic Technology	AAS	JRCERT	NA	NA	Interim Report accepted with substantive change for curriculum alignment approved 10/3/2018	
RSCC	EMT/Paramedic	Certificate	CoAEMSP	NA	NA	Continuing accreditation awarded 4/18/2019	
RSCC	Physical Therapist Assistant	AAS	APTA	Annual report accepted 1/7/2019	NA	NA	
RSCC	Respiratory Care	AAS	COARC	Annual report accepted 4/18/2019	NA	NA	
RSCC	Polysomnography	Certificate	CoAPSG	Annual report submitted December, 2018	NA	NA	
RSCC	Health Information Management	AAS	CAHIIM	NA	Site Visit Date(s) set for 10/9-10/2018	Continuing Accreditation Awarded 02/27/19	
RSCC	Surgical Technology	AAS	CAAHEP	NA	Site Visit February 11-12, 2019	Initial Accreditation Awarded 5/17/2019	
RSCC	Nursing	AAS	ACEN	Annual report accepted 11/16/2018	NA	NA	
RSCC	Early Childhood Education	AAS	NAEYC	Annual Report submitted 9/30/2018	NA	NA	
STCC	Funeral Services Education	AAS	ABFSE	Candidacy Application	15-Feb-19	Accepted	
STCC	Paralegal Studies	AAS	ABA	Self-Study or Other Activity	Feb 25 - 26, 2019	Accepted	
STCC	Hospitality Management, Culinary Arts Concentration	AAS	ACFEF	Self-Study or Other Activity	Nov 27-29, 2018	Approved	
VSCC	Veterinary Technology	AAS	AVMA	Self Study	1/24-26/18	Accredited	
WSCC	Business - Culinary Arts	AAS & Technical Certificates	ACFEF	2019 Annual Report	NA	Report submitted 4/29/19	
WSCC	Early Childhood Education	AAS & Technical Certificate	NAEYC	2018 Annual Report	NA	Report submitted on 9/28/18	
WSCC	Electrical Engineering Technology & Engineering Systems Technology	AAS	ATMAE	Self-Study & Site Visit	4/7/19-4/9/19	Reaffirmation confirmed 11/6/19	
WSCC	Health Information Management	AAS	CAHIIM	2019 Annual Program Assessment Report*	NA	Report accepted 4/22/19	

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WSCC	Health Information Management	AAS	CAHIIM	2018 Annual Program Assessment Report*	NA	Report accepted 12/5/18	
				*CAHIIM changed reporting cycle	NA	NA	
WSCC	Nursing	AAS	ACEN	2018 Annual Report	NA	Submitted 11/1/18	
WSCC	Nursing	AAS	ACEN	Substantive Change Report - implementation of a common curriculum	NA	Accepted 8/10/18	
WSCC	Occupational Therapy Assistant	AAS	ACOTE	Initial Accreditation Site Visit	2/25/19-2/27/19	Initial Accreditation Affirmed 4/7/19	
WSCC	Occupational Therapy Assistant	AAS	ACOTE	Site Visit Follow Up	NA	Submitted 6/20/19	
WSCC	Physical Therapist Assistant	AAS	CAPTE	2018 Annual Report	NA	Submitted November 2018	
WSCC	Respiratory Care	AAS	CoARC	2018 Annual Report	NA	Report accepted 5/3/19	
WSCC	Surgical Technology	AAS	CAAHEP	Voluntary withdrawal accreditation of Surgical Technology program at Smoky Mountain Health Sciences Consortium	NA	Acknowledged by CAAHEP on 1/10/19 - effective immediately	
WSCC	Surgical Technology	AAS	CAAHEP	Site Visit	3/4/19-3/5/19	Accreditation granted 5/17/19, effective through 2024	
WSCC	Emergency Services Programs	AAS & Technical Certificates	CAAHEP	Site Visit	11/27-28/2017	Continuing Accreditation 7/23/18	
Academic Audit Activities							
Institution	Program Name	Degree(s)	Self-Study or Other Activity	Site Visit Date(s)			
ChSCC	Computer Aided Design (CAD) Technology	Technical Certificate	Self-Study	12-Apr-19			
ChSCC	Fire Science Technology	AAS	Self-Study	16-Apr-19			
ChSCC	Physical Education (PE)-Health	AS General Transfer	Self-Study	29-Mar-19			
ChSCC	TCAT Computer Support Technician	Technical Diploma	Self-Study	18-Apr-19			
CISCC	Social Work	AS	Self-Study	3/27/2019			
CoSCC	General Technology	AAS	Self-Study	13-Mar-19			
CoSCC	Medical Informatics	AAS	Self-Study	18-Mar-19			
JSCC	EMT	Technical Certificate	Self-Study	4/5/2019			
JSCC	AEMT	Technical Certificate	Self-Study	4/5/2019			
MSCC	University Parrellel	AA/AS	Self-Study	April 19, 2019			

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NeSCC	Emergency Medical Technology-Advanced	Certificate	Self-Study	April 12, 2019			
PSCC	General Technology	AAS	Self-Study	April 12, 2019			
PSCC	English	AA	Self-Study	March 27, 2019			
PSCC	Haumanities and Social Sciences	AA	Self-Study	March 6, 2019			
RSCC	EMT/AEMT	Certificates	Self-study	4/3/2019			
STCC	Electronic Technology	AAS	Self-Study	21-Mar-19			
STCC	Advanced Integrated Technology	AAS	Self-Study	29-Mar-19			
STCC	Advanced Emergency Medical Technician	AAS	Self-Study	11-Apr-19			
STCC	Emergency Medical Technician	AAS	Self-Study	11-Apr-19			
STCC	Fire Science	AAS	Self-Study	18-Apr-19			
VSCC	Advanced Emergency Medical Technician	C	Self-Study	3/12/2019			
WSCC	Associate of Science in Teaching	AST	Self-Study	4/3/2019			
WSCC	University Parallel	AA/AS	Self-Study	4/18/2019			
Academic Program Review Activities							
Institution	Program Name	Degree(s)	Self Study or Other Activity	Site Visit Date(s)			
CISCC	General Technology	AAS	Program Review	3/29/2019			
DSCC	University Parallel	AA, AS	External Review	6/24/2019			
NSCC	Computer Aided Drafting	Technical Certificate	Self-Study - 3/12/2019	4/4/2019			
NeSCC	Aviation Technology	A.A.S.	Continued Self-Study process in pursuit of FAA certification, ongoing	NA			
NeSCC	Welding	A.A.S.	AWS ATF (Accredited Testing Facility) welding equipment certification complete, March 2019	NA			
RSCC	General Technology	AAS	Self-study submitted 6/6/2019	June 25-26, 2019			
STCC	Early Childhood Education	AAS	28-Jun-19	NA			
STCC	Allied Health Sciences	AAS	28-Jun-19	NA			
STCC	Architectural Engineering Technology	AAS	28-Jun-19	NA			

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STCC	Industrial Process Control Technology	AAS	28-Jun-19	NA			
STCC	Mechanic Engineering Technology	AAS	28-Jun-19	NA			

Tennessee Board of Regents
Annual Accreditation and Quality Assessment Update: July 1, 2018 to June 30, 2019

Institutional Level Accreditation Activities

Institution	Scope/Purpose of Review	Accrediting Body	Self-Study or Other Activity	Site Visit Date(s)	Official Action Taken
TCAT Crump	Reaffirmation for Accreditation	COE	Self-Study	10/23-26/2017	Reaffirmation of Accreditation for 6 years
TCAT Dickson	Substantive Change	COE	Additional Information Submitted	9/26/2017	Relocation of Campus was approved
TCAT Elizabethton	Reaffirmation for Accreditation	COE	Self-Study	9/18-21/2017	Reaffirmation of Accreditation for 6 years
TCAT Hohenwald	Reaffirmation for Accreditation	COE	Self-Study	9/26-29/2017	Reaffirmation of Accreditation for 6 years
TCAT Ripley	Reaffirmation for Accreditation	COE	Self-Study	10/9-12/2017	Reaffirmation of Accreditation for 6 years
TCAT Memphis	Substantive Change	COE	Additional Information Submitted	12/4-5/2017	Approval of Instructional Service Center at Bartlett

Academic Program Level Accreditation Activities

Institution	Program Name	Accrediting Body	Self-Study	Site Visit Date(s)	Official Action Taken
TCAT Chattanooga	Diesel Powered Equipment Technology	ASE Education Foundation	Self-Study	5/18/2018	Program reaffirmed to 11/1/2023
TCAT Chattanooga	Industrial Maintenance-Mechatronics	NCCER	Additional Information Submitted	6/11/2018	Reaffirmed accreditation
TCAT Chattanooga	Industrial Electricity	NCCER	Additional Information Submitted	6/11/2018	Reaffirmed accreditation
TCAT Crump	Heating, Ventilation, Air Conditioning, and Refrigeration	HVAC Excellence	Additional Information Submitted	3/13/2018	Program affirmed
TCAT Elizabethton	Automotive Technology	ASE NATEF	Self-Study	6/1/2018	Program recertified for 5 years
TCAT Elizabethton	Industrial Electricity	NCCER	Self-Study	5/24/2018	Program approved as a sponsor institution and accredited
TCAT Elizabethton	Millwright Skills	NCCER	Self-Study	5/24/2018	Program approved as a sponsor institution and accredited
TCAT Elizabethton	Pipefitting and Plumbing Technology	NCCER	Self-Study	5/24/2018	Program approved as a sponsor institution and accredited
TCAT Hohenwald	Automotive Technology	ASE NATEF	Self-Study	8/2/2017	Program reaffirmed
TCAT Memphis	Heating, Ventilation, Air Conditioning, and Refrigeration	HVAC Excellence	Self-Study	5/22-23/2018	Accreditation reaffirmed for 6 years
TCAT Morristown	Heating, Ventilation, Air Conditioning, and Refrigeration	ESCO Group	Self-Study	5/14/2018	Accreditation reaffirmed for 5 years
TCAT Murfreesboro	Automotive Technology	ASE NATEF	Self-Study	7/3/2017	Program recertified for 5 years
TCAT Pulaski	Heating, Ventilation, Air Conditioning, and Refrigeration	HVAC Excellence	Self-Study	11/30/2017	Accreditation reaffirmed through 2023

MINUTES
TENNESSEE BOARD OF REGENTS
REGULAR SESSION

March 31, 2022

The Tennessee Board of Regents met in regular session on March 31, 2022 at the TBR System Office located at 1 Bridgestone Park, Nashville, Tennessee. Vice Chair Emily Reynolds, presiding, called the meeting to order.

At the instruction of Vice Chair Reynolds, Board Secretary Mariah Perry called the roll. In accordance with T.C.A. § 8-44-108(c)(3), respective members who participated electronically by Microsoft Teams were asked to answer two questions when calling the roll. First, could the Regent simultaneously hear and speak with others participating in the meeting? Second, is the Regent alone in the room? The following members were present, and members who participated electronically all responded yes to both questions when the roll was called.

Dr. MaryLou Apple (via Microsoft Teams)
Mr. Miles Burdine
Mr. Greg Duckett
Mr. Mark George
Mr. Mark Gill
Ms. Yolanda Greene
Mr. Joey Hatch
Commissioner Charles Hatcher
Dr. Emily House (via Microsoft Teams)
Ms. Nisha Powers
Ms. Wanda Reid
Ms. Emily Reynolds
Ms. Ramona Shelton (via Microsoft Teams)
Ms. Danni Varlan
Mr. Weston Wamp
Mr. Tom White

A quorum was present. Members not available to attend the meeting were Governor Bill Lee, Commissioner Penny Schwinn, and Regent Clifford Thompson.

I. MINUTES

Minutes from the December 9, 2021 regularly scheduled Board meeting, December 20, 2021 and January 31, 2022 special called sessions were provided to all members prior to the meeting. Given the presumed non-controversial and routine nature of the meeting minutes, Vice Chair Reynolds proposed that these minutes be adopted by unanimous consent. Hearing no objection from members,

the minutes of the December 9, 2021, December 20, 2021, and January 31, 2022 meetings were approved.

II. REPORT OF INTERIM ACTION

Vice Chair Reynolds called upon Chancellor Flora Tydings who presented the Report of Interim Action, reflecting business transacted by the Office of the Chancellor since the previous meeting of the Board. She requested approval of the report. Due to the presumed non-controversial and routine nature of the Interim Action Report, Vice Chair Reynolds proposed that the report be ratified and confirmed by unanimous consent. Hearing no objection from members, the Interim Action Report was adopted. A copy of the Report is attached to the official copy of the Minutes as Appendix A.

III. REPORT OF THE COMMITTEES

The Board considered approval of the March 8, 2022 minutes of the Audit Committee. Regent Hatch moved to adopt the minutes. Regent Greene provided a second. The motion passed by roll call vote. A copy of the minutes from the Audit Committee and background materials are attached to the official copy of the minutes as Appendix B.

IV. REPORT OF THE CHANCELLOR

SOAR

Chancellor Tydings congratulated all of the SOAR award winners that were recognized at the Awards Gala on March 30. She then specially acknowledged the College of the Year Winners: Walters State Community College and TCAT Elizabethton. The winners are posted on the TBR website. She also thanked the team that worked hard to make the event a success along with the event sponsors.

The Ayers Foundation

Chancellor Tydings introduced Susan Rhodes and Mike Meadows who provided an informational report on the work of The Ayers Foundation and the Ayers Scholars Program, which has shown dramatic success in increasing the college-going rate, retention and completion rates in the areas it serves – primarily rural areas, with a focus on low-income and first-generation college students.

Strategic Conversations on Articulation Agreements

Chancellor Tydings provided an update on the initiative to promote strategic conversations on articulation agreements. She noted that in Spring 2022, TBR's Office for Academic Affairs is prioritizing a renewed focus on increasing the number of TCAT to Community College System-Wide Articulation Agreements. This priority supports TBR Policy Articulation & Transfer: 2.00.01.06 as we promote pathways from TCATs to community colleges by strengthening articulation between related programs. This effort promotes transferability with decreased time to completion and enhances marketing opportunities to help students realize their education and workforce options. She thanked Dr. Jothany Blackwood for her efforts to make sure these opportunities are available. TBR will be hosting Strategic Conversation sessions with faculty across the state to discuss this refined

process and a schedule to finalize expanded and new articulation agreements. New elements include the integration of Champions, which include Presidents and faculty, that will be identified to provide support and resources for conversations and timelines moving forward. The sessions will also highlight faculty-led presentations of promising local signature articulation agreements to inspire ideas for the development of the system-wide articulation agreement. The networking and sharing of best practices among the faculty can result in new ideas for student success and decrease duplication of effort when students transfer to colleges within TBR.

There are currently 7 statewide articulation agreements:

- 1) Aviation Tech
- 2) Administrative Professional Tech
- 3) Computer Information Tech
- 4) Dental Assisting
- 5) Emergency Medical Services
- 6) Surgical Tech
- 7) Welding

The Strategic Conversation is being led by faculty representatives on multiple discipline-specific statewide committees who will establish 10 additional statewide articulation agreements - we will have up to 17 agreements by fall. The focus is in the areas of advanced manufacturing-related programs, nursing, and other health-related fields. The agreements will focus specifically on the following A.A.S. degrees:

- 1) Mechatronics Tech
- 2) Architectural Design Tech
- 3) Engineering Systems Tech
- 4) Health Information Management
- 5) Mechanical Engineering Tech
- 6) Nursing
- 7) Electrical Engineering Tech
- 8) Medical Assisting
- 9) Civil & Construction Engineering Tech
- 10) Health Sciences

In Fall 2022, TBR will host a signature event for a comprehensive signing ceremony of multiple system-wide articulation agreements. This will be an opportunity to inform Tennesseans of strategic efforts to maximize access to the academic and workforce pathways that address the needs of Tennessee.

Ongoing Searches

President of Cleveland State Community College

The 18-member search committee for the new president at Cleveland State Community College, chaired by Regent Tom White, met on March 22-23 to hold first round interviews. Eleven candidates were chosen to be interviewed out of sixty-six applicants. TBR's search firm, Academic Search, is

conducting reference checks on candidates that are expected to advance to round two interviews. Round two interviews are scheduled for mid-April. The projected start date for the new president at Cleveland State is July 1.

President of TCAT Elizabethton

The search for a new president at TCAT Elizabethton is also underway. The committee is comprised of 14 members with Regent Miles Burdine serving as chair. College faculty, staff, students, alum, community members and other college partners are represented in the committee. The first meeting of the committee took place February 21 to provide an orientation to committee members and review the search process. First round interviews are scheduled for April 4 and on campus interviews are scheduled for the first week in May. The new president's anticipated start date is late June 2022.

Vice Chancellor for Business and Finance

Danny Gibbs intends to retire on June 30. The job for Vice Chancellor for Business and Finance is posted and TBR is in the process of reviewing applications. Candidate interviews are scheduled for late April. The goal is to have the new position appointed prior to Danny's departure so that the new Vice Chancellor will be able to work alongside him for a few weeks before he retires.

50th Anniversary Celebration

The Board of Regents will be celebrating its 50th anniversary on July 1, 2022. Chancellor Tydings shared that we hope that have a special anniversary celebration at Columbia State in conjunction with the June board meeting. More information will be shared on the plans for the celebration in the weeks ahead.

V. UNFINISHED BUSINESS

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

VI. NEW BUSINESS

A. CONSENT AGENDA

The following items were presented for review and approval on the consent agenda:

- a. New Policy 4.02.10.20 Gift Card Policy
- b. New Policy 4.01.08.00 Financial Management of Student Organizations
- c. Revisions to TBR Policy 3.01.01.00 Student Organization Policy

Regent Hatch moved to approve the consent agenda. Regent Gill provided a second. The motion passed by roll call vote. A copy of the new and revised policies are attached to the official copy of the Minutes as Appendix C.

B. INFORMATIONAL REPORTING

1. External Affairs Update

Executive Vice Chancellor Kim McCormick first thanked the External Affairs team and TBR staff for their work over the past several months preparing for SOAR. She then shared that the new Assistant Vice Chancellor for Campus Safety and Security has been selected. His name is Mike Williams. Mr. Williams is a Marine veteran and former Officer for the Cumberland County Tennessee Highway Patrol (THP). He was promoted to serve as Sergeant of the Protective Unit of the THP from 2010-2015. From 2012-2014, he was in charge of security at the State Capitol and Legislative Plaza, providing protective assistance for the Governor, legislators, and individuals in the downtown area. In 2015, he served in a new role to transition to the Fairfield Glade community's security department to a police force.

Executive Vice Chancellor McCormick then provided a status update on key pieces of legislation being tracked by TBR Government Relations with an overview of legislation that could potentially impact TBR and higher education.

2. State Budget Update

Executive Vice Chancellor Danny Gibbs provided an overview of the status of the State Budget recommendations for the Tennessee Board of Regents for FY2022-2023. The recommendations reviewed were from the governor's original state budget proposal and subsequent budget amendment proposal.

3. Workforce Development Update

President Carol Puryear gave the Board a review of current workforce development projects and activities that included an update on the following:

- Ford Blue Oval City, including progress on the customized training and the electronic vehicle technology to be manufactured.
- Campus workforce training initiatives, apprenticeships, and updates on the Governor's Correctional Education Initiative.

4. Policy and Strategy Update

Executive Vice Chancellor Russ Deaton introduced Dr. Christine Mayer who provided a presentation on TN ADAPTs, a new remote employment training course designed to help students and recent graduates learn strategies for working remotely.

Next, Executive Vice Chancellor Deaton presented on community college and TCAT enrollment in fall 2021, community college and TCAT graduates in fall 2021, and preliminary enrollment trends for spring 2022. He started by sharing that community college enrollment declined in fall 2021. This is the lowest headcount enrollment since 2001, a direct impact of the post-recession era and coronavirus pandemic. TCATs saw an increase in enrollment in fall 2021.

Preliminary spring 2022 enrollment data provides another opportunity to examine census enrollment. The analysis revealed significant growth in TCAT dual and non-dual enrolled students from this time last year. Community college enrollment showed a decline of 6% lower than last year, which may be attributed to a post-pandemic effect.

Dr. Deaton further presented on student success, providing a snapshot on the fall degree, certificates, and diploma awards since 2014. He then presented on preliminary enrollment demographic patterns for fall-to-spring retention rates for first-time, full-time students.

The key takeaways were that TCAT enrollment has increased, especially among dual enrolled high school students; community colleges continue to experience enrollment declines, but success rates are rising; and community college retention rates have bounced back after declines in 2021, with graduation rates on track to match last year's record high rate.

C. ACTION ITEMS

1. Report of the Personnel and Compensation Committee Meeting on March 25, 2022 that included Compensation Plan Methodology

The Board considered approval of the March 25, 2022 minutes of the Personnel and Compensation Committee that included compensation plan proposals for community college and TCAT presidents, the Chancellor, and TCAT faculty and staff. Regent Greene moved adoption of the minutes, and Regent Duckett provided a second. The motion was approved by roll call vote. A copy of the minutes of the Personnel and Compensation Committee and background materials are attached to the official copy of the Minutes as Appendix D.

2. Corequisite Placement Pilot and HS GPA in Learning Support

Executive Vice Chancellor Russ Deaton presented a proposed revision to the TBR learning support policy to add students' cumulative high school GPA as an assessment method for learning support placement, alongside existing test-based assessment methods. The revision sets the high school GPA cut score at 3.6 on a 4.0 scale.

TBR's existing Early Postsecondary Opportunities (EPSO) policy (2.01.00.05) requires that dual enrolled students meet placement requirements outlined in the learning support policy. This revision to the learning support policy gives schools additional flexibility to determine placement for dual enrolled students in college-level math, reading, and writing courses based on their in-progress high school GPA of at least 2.8 and a recommendation from the students' high schools.

This proposed policy change was based on the results of the two-year study of the Corequisite Placement Pilot.

Regent Burdine moved approval of the policy change and Regent Varlan provided a second. The motion carried by roll call vote. A copy of the revised policy is attached to the official copy of the Minutes as Appendix E.

3. Proposed Program Implementations at the Colleges of Applied Technology

Vice Chancellor Jothany Blackwood and Assistant Vice Chancellor Tachaka Hollins presented the following program proposals and expansions for review and approval. There were twenty-nine (29) program proposals presented. Two-hundred five (205) program proposals were then presented to provide program instruction flexibility through the Council on Occupational Education (COE) for permanent transitional distance education or traditional/hybrid delivery. These proposals allow for all TCATs to be prepared for any emergencies, from a pandemic to weather impacts, with flexibility on how to offer their programs. Lastly, nineteen (19) program modifications were presented for the Board's review and approval.

Due to the presumed non-controversial and routine nature of the request for proposed program terminations, modifications, and technical program implementations at the TCATs, Vice Chair Reynolds proposed that these be adopted by unanimous consent. There was no objection, and these items were adopted. A copy of the approved program proposals is attached to the official copy of the Minutes as Appendix F.

4. Review and Consider Criteria for the President of Northeast State Community College

Chancellor Tydings presented the draft criteria for the President of Northeast State Community College for the Board's consideration and approval. Regent Burdine agreed to serve as the Chair of the Search, along with Vice Chair Reynolds and Regent Varlan who will serve as committee members. Regent Burdine moved approval of the criteria, and Regent Varlan provided a second. The motion passed by roll call vote. A copy of the criteria is attached to the official copy of the Minutes as Appendix G.

5. Review and Consider Northeast State Community College (NSCC) Strategic Plan

Interim President Connie Marshall and Vice President for Institutional Excellence and Student Success Susan Graybeal presented the NSCC revised 2015-25 Strategic Plan and Mission Statement. They reported that the College engaged campus and community constituencies to develop the revisions to the strategic plan around four broad themes of student access, student success, program quality, and college accountability. They also brought forth a revised mission statement that is found in supporting documents.

Regent Burdine moved approval of NSCC strategic plan and mission statement, and Regent Varlan provided a second. The motion carried by roll call vote. A copy of the strategic plan is attached to the official copy of the Minutes as Appendix H.

6. Review and Consider Walters State Community College (WSCC) Strategic Plan

President Tony Miksa presented the 2021-2025 WSCC Strategic Plan and revised Mission Statement. He reported that the College engaged campus and community constituencies to develop its strategic plan around three core values of knowledge, individuals, and community, each of which has a series of strategic plan priorities that are connected to the TBR Strategic Plan pillars. President Miksa also brought forth a revised mission statement that is found in supporting documents.

Regent Varlan moved approval of the WSCC strategic plan and mission statement, and Regent Greene provided a second. The motion carried by roll call vote. A copy of the strategic plan is attached to the official copy of the Minutes as Appendix I.

7. Review and Consider Faculty Emeriti Recommendations

Vice Chancellor Jothany Blackwood presented a request for the Board to consider and approve six (6) faculty emeritus requests for the following:

Professor	Rank/Discipline	Service Dates	College
Phyllis Gobbell	Associate Professor of English	2002-2022	Nashville State
John Koons	Associate Professor of Biology	1984-2020	Jackson State
Tim Britt	Associate Professor of Mathematics	1998-2022	Jackson State
Mary Wadley	Associate Professor of Spanish	1990-2021	Jackson State
Bob Raines	Professor of Psychology	2004-2022	Jackson State
Jane David	Professor of Physical Therapist Assistant	2005-2022	Jackson State
Billy Wesson	Professor of Reading	1985-2022	Jackson State
Karolyn Smith	Associate Professor of Nursing	2004-2022	Jackson State

Regent White moved approval and Regent Greene provided a second. The motion carried by roll call vote.

8. Review and Consider President Emeritus Status and Contract for Dr. Karen Bowyer

The Board considered approval of granting emeritus status to Dr. Karen Bowyer, along with an emeritus contract. Tennessee Code and TBR's retirement policy (5.01.03.00) provides that any president hired prior to September 1, 2002 is eligible to enter into an emeritus agreement with compensation upon attaining age 60 and serving 10 years as president. Dr. Bowyer is the final president eligible for such an agreement. The Board remains able to grant emeritus status to presidents who achieve those age and service milestones, but no pay is associated with the honorific. Upon approval of the contract, President Bowyer will continue to perform limited duties as President Emeritus. Developed in partnership with President Scott Cook, a list of her duties was enclosed in the board materials. For the remainder of Fiscal Year 2022, the effort is prorated and retroactive to March 2.

Regent Powers moved approval of the emeritus status and contract and Regent George provided a second. The motion carried by roll call vote. A copy of the approved president emeritus contract is attached to the official copy of the minutes as Appendix J.

9. Review and Consider Building Naming Request from Dyersburg State Community College (DSCC)

Vice Chair Reynolds then called on Chancellor Tydings for a building naming request from DSCC. The request was to name the College's Mathematics Building the "Dr. Karen A. Bowyer Mathematics Building." A naming committee was appointed by DSCC and unanimously approved this recommendation.

Dr. Karen Bowyer made significant contributions to DSCC. She served 37.5 years as president of Dyersburg State and she was the first female and third president to lead the College, which serves Crockett, Dyer, Gibson, Lake, Lauderdale, Obion, and Tipton counties. Dr. Bowyer was the first female president at a public postsecondary institution in the State of Tennessee, and she was the longest-serving president in the TBR system. After becoming interim president in 1984 and president in 1986, Dr. Bowyer led DSCC through significant growth. When she started, the College consisted of only its Dyersburg campus, but Bowyer spearheaded the development of off-campus centers in Covington and Trenton. She was instrumental in opening the Gibson County Center in 1991 and the Jimmy Naifeh Center at Tipton County in 1996. Bowyer began the College's first Annual Fund Campaign in 1985. Over the past 36 years, these campaigns have raised approximately \$32.9 million dollars. She spearheaded the Dyersburg State Foundation, which was chartered in 1988, and began raising money for an endowment fund that now totals over \$10.9 million. As a mathematician herself, Dr. Bowyer shares the Dyersburg State Math Department's enthusiasm and fascination for the discipline of mathematics. Having taught mathematics, she understands the importance of student success in mathematics courses. The Chancellor then called on President Scott Cook who addressed the Board in support of the naming.

Regent Powers moved approval of the building naming request and Regent George seconded the motion. The motion passed by roll call vote.

10. Review and Consider Resolution of Appreciation for President Jerry Young

Vice Chair Reynolds called on Regent Burdine to present the resolution of appreciation for the service of President Jerry Young. Regent Burdine moved adoption of the resolution, and Regent Varlan provided a second. Motion passed by roll call vote. President Young thanked the Board for the opportunity to serve as President and the students of TCATs Crossville and Morristown. He further highlighted the inspiration students provided during his career with TBR. A copy of the resolution is attached to the official copy of the Minutes as Appendix K.

11. Review and Consider Recommendation for the President of TCAT Morristown

Vice Chair Reynolds called on Chancellor Tydings for the recommendation of president of TCAT Morristown. President Jerry Young announced his plans to retire effective April 30, 2022. The Board approved the search criteria for the next president at TCAT Morristown at the December 20, 2021 board meeting. Chaired by Regent Miles Burdine, the search advisory committee included as members Regents Joey Hatch and Danni Varlan and representatives of the college's faculty, staff, students and alumni, and local civic and industry leaders. Chancellor Tydings thanked them for their time and dedication to this search. She also thanked Associate Vice Chancellor April Preston and Carol Tomlinson in our central office for doing a great job coordinating this search. Chancellor Tydings then announced the recommendation of Ms. Susanne Cox as the next president of TCAT Morristown.

Ms. Cox earned a Master of Education degree in instructional leadership with concentration in career and technical education concentration at Tennessee State University, and a Bachelor of Science degree in organizational management at Tusculum University. She has been on the staff at TCAT Morristown since 1990, joining the college as a bookstore clerk and assistant to the president for 10 years before being appointed business office manager in 2000. From 2010 to 2012, she served as a student services support associate, followed by service as financial aid coordinator from 2012 to 2014, when she was appointed the college's vice president. Chancellor Tydings made a recommendation to appoint Ms. Susanne Cox as the next President of TCAT Morristown, effective May 1, 2022, for the Board's approval.

Next, Chancellor Tydings called on Regent Burdine, Chair of the search, for comment. He shared that Ms. Cox was one of two (2) finalists chosen by the Presidential Search Advisory Committee from 12 applicants from around the country. The Search Committee held its first meeting on January 10. Four (4) candidates were interviewed on February 14. As a result of the interviews, two (2) candidates were brought forward to participate in on-campus and open forum interviews on March 14.

At the conclusion of his report, Regent Burdine moved to approve Chancellor Tydings' recommendation to hire Ms. Susanne Cox as the next president of TCAT Morristown. Regent Varlan provided a second. Additional remarks were provided by Regent Varlan. Motion passed by roll call vote. Ms. Cox was present to address the Board. She expressed her deepest appreciated and gratitude to the Board for the opportunity to serve in this capacity.

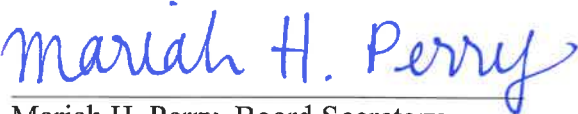
VII. ADJOURNMENT OF THE MEETING

In preparing for adjournment of the meeting, Regents Burdine, Varlan, and Shelton provided comments regarding their experience serving as a judge at the SOAR finalist interviews and encouraged other Regents to participate next year.

Vice Chair Reynolds reminded board members that the next quarterly meeting will be held Thursday and Friday, June 16 and 17, 2022.

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

Respectfully submitted,



Mariah H. Perry, Board Secretary

Flora W. Tydings, Chancellor

Emily J. Reynolds, Vice Chair

MINUTES
TENNESSEE BOARD OF REGENTS
SPECIAL CALLED SESSION

May 25, 2022

The Board met virtually in a special called session on Wednesday, May 25, 2022 at 12:30 p.m. central time. The purpose of the meeting was to receive and consider the recommendations for the presidents at Cleveland State Community College and TCAT Elizabethton, and the Vice Chancellor for Business and Finance.

Vice Chair Emily Reynolds welcomed everyone and thanked them for participating in this special called meeting.

She then asked Board Secretary Mariah Perry to call the roll. In accordance with T.C.A. § 8-44-108(c)(3), members were asked two questions when calling the roll. First, could the Regent simultaneously hear and speak with others participating in the meeting? Second, is the Regent alone in the room? The following members were present, and all responded yes to both questions when the roll was called.

Dr. MaryLou Apple
Mr. Miles Burdine
Mr. Gregory Duckett
Mr. Mark George
Ms. Yolanda Greene
Mr. Joey Hatch
Commissioner Charles Hatcher
Ms. Nisha Powers
Ms. Wanda Reid
Ms. Emily Reynolds
Ms. Ramona Shelton
Mr. Clifford Thompson
Ms. Danni Varlan
Mr. Tom White (joined the meeting later)

A quorum was present. Members not available to participate were Governor Bill Lee, Regent Mark Gill, Regent Emily House, Commissioner Penny Schwinn, and Regent Weston Wamp.

Vice Chair Reynolds stated the Board was asked to meet electronically to act on the recommendations for the presidents of Cleveland State Community College and TCAT Elizabethton, and the Vice Chancellor for Business and Finance. Given the limited time between the selection of the candidates being recommended and the desired start dates for the positions, assembly of a quorum to be physically present was not practicable. Given that the necessity to meeting electronically is a presumed non-controversial and routine item, Vice Chair Reynolds proposed that the necessity be adopted by unanimous consent. Hearing no objection from members, the necessity was adopted.

Vice Chair Reynolds called on Chancellor Flora Tydings for the recommendation of president for TCAT Elizabethton. Current President Dean Blevins is retiring on June 24, 2022. The Board approved the search criteria for the next president at TCAT Elizabethton on January 31, 2022. Regent Miles Burdine served as chair of the search advisory committee. Regent Danni Varlan, Regent Wanda Reid, and representatives of the college's faculty, staff, students and alumni, and local civic and industry leaders also served as committee members. Chancellor Tydings thanked them for their commitment and support with this presidential search. She also thanked April Preston and Carol Tomlinson in the Tennessee Board of Regents (TBR) central office for organizing this presidential search. Chancellor Tydings then announced the recommendation of Dr. David J. Hicks as the next president of TCAT Elizabethton.

As a career educator in Georgia, Dr. Hicks has been superintendent of Bremen City Schools in Bremen, GA, since 2010. Chancellor Tydings shared that Dr. Hicks earned a Doctor of Education degree and a Master's degree, both in educational leadership from Valdosta State University, and a Bachelor of Science in history/secondary education at Georgia Southwestern State University.

Prior to his service as superintendent of Bremen City Schools, he was superintendent of Hart County Schools, another K-12 public school system in Georgia. He began his education career as a high school social studies teacher at Dooly County High School and spent the following nine years as a teacher, assistant principal and principal. He also has university teaching experience, as he serves as an adjunct professor for Piedmont University.

Next, Regent Miles Burdine was asked to report on the details of the search. He reported that Dr. Hicks was one of two (2) finalists chosen by the presidential search advisory committee from fifteen (15) applicants with experience from all across the country. The search committee held its first meeting on February 21. Virtual interviews took place on April 4 with five (5) candidates. As a result of the interviews, two (2) candidates participated in on-campus and open forum interviews on May 3.

At the conclusion of his report, Regent Burdine moved to approve Chancellor Tydings' recommendation to hire Dr. David Hicks as the next president of TCAT Elizabethton. A second was provided by Regent Varlan. A roll call vote was taken and the motion passed unanimously. Dr. Hicks addressed the Board and expressed his gratitude for the opportunity to lead TCAT Elizabethton. He will start on July 5, 2022.

Next, Vice Chair Reynolds called on Chancellor Tydings for the next agenda item – to review and consider the recommendation for the next President of Cleveland State Community College.

Chancellor Tydings shared that President Bill Seymour is retiring on June 30, 2022. The Board approved the search criteria for the next president at Cleveland State Community College at the December 9, 2021 quarterly board meeting. Regent Tom White served as chair of the search advisory committee. Vice Chair Emily Reynolds and Regent Danni Varlan also served as committee members, as well as representatives of the college's faculty, staff, students and alumni, and local civic and industry leaders. Chancellor Tydings thanked them for their time and

dedication to this search. Chancellor Tydings then announced the recommendation of Dr. Ty A. Stone as the next president of Cleveland State Community College.

Dr. Stone earned a Doctor of Philosophy (Ph.D.) in organization and management at Capella University, a Master of Business Administration with a concentration in organizational strategy at Trinity University, and a Bachelor of Science in Business Administration at Washington Adventist University. She is a veteran of the U.S. Air Force and has been named twice to the City & State New York Higher Education Power 100 list of higher education leaders, public officials and philanthropists.

She has been president of Jefferson Community College since 2017, and previously served in leadership roles at Sinclair Community College in Dayton, Ohio, from 2010 to 2017, including vice president for strategic initiatives and vice president for business operations. She also has experience in business and served as an air traffic controller in the U.S. Air Force.

Next, Regent Tom White was asked to report on the details of the search. He reported that Dr. Stone was one of four (4) finalists chosen by the presidential search advisory committee from sixty-six (66) applicants with experience from all across the country. The search committee held its first meeting on February 17. Then on March 9, the committee met to consider and select candidates for round one interviews. Eleven (11) candidates were interviewed on March 22-23. As a result of the interviews, four (4) candidates participated in campus interviews April 18-21.

At the conclusion of his report, Regent White moved to approve Chancellor Tydings' recommendation to hire Dr. Ty A. Stone as the next president of Cleveland State Community College. A second was provided by Regent Varlan. A roll call vote was taken and the motion passed unanimously. Dr. Stone addressed the Board by thanking the Chancellor and Regents for their confidence in her to serve Cleveland State Community College. Dr. Stone will begin on July 1, 2022.

Next, Vice Chair Reynolds called on Chancellor Tydings for the third and final agenda item – to review and consider the recommendation for the Vice Chancellor for Business and Finance.

She reported that Executive Vice Chancellor Danny Gibbs is retiring on June 30, 2022. Soon after his announcement, a search committee was formed. Regent Greg Duckett served as chair of the search committee. Vice Chair Emily Reynolds, Executive Vice Chancellor Russ Deaton, Chief Information Officer Jonathan Calisi, Associate Vice Chancellors Angela Flynn and April Preston, Presidents Christopher Whaley and Mae Wright also served as committee members. Chancellor Tydings thanked them for their time and dedication to this search for an important position for our system and the colleges. Chancellor Tydings then announced the recommendation of Ms. Alisha Fox as Vice Chancellor for Business and Finance.

Ms. Fox is currently the Vice President of Finance and Chief Operating Officer at Cleveland State Community College. Ms. Fox is expected to be awarded her Doctor of Public Administration degree in August 2022 from Valdosta State University, where she has also earned a Master of Public Administration. She received her Bachelor of Science from the University of

Tennessee at Chattanooga and she has a Graduate Certificate in Community College Leadership from East Tennessee State University.

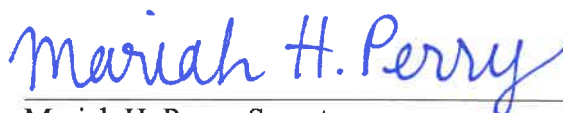
Chancellor Tydings shared that Ms. Fox has been with Cleveland State Community College for eight years. She began her career at the College as the Director of Purchasing and Contracts, and Ms. Fox was promoted three times during her service to the College. She served as Director of Fiscal Services, Assistant Vice President of Finance and Operations, Assistant Vice President of Finance and Operations and finally to Vice President of Finance and Chief Operating Officer.

Next, Regent Greg Duckett was asked to report on the details of the search. He reported that Ms. Fox was a finalist chosen by a Search Committee from fifteen (15) applicants for the position. Five (5) applicants were selected for interviews based on their experience. The search committee completed initial interviews on April 22 and narrowed the list of finalists. As a result, Chancellor Tydings had a one-on-one meeting with each of the remaining finalists.

At the conclusion of his report, Regent Duckett moved to approve Chancellor Tydings' recommendation to hire Ms. Alisha Fox as the Vice Chancellor for Business and Finance. A second was provided by Regent Burdine. A roll call vote was taken and the motion passed unanimously. Ms. Fox addressed the Board and expressed her gratitude for the opportunity to continue to serve our system. Ms. Fox will begin her new position effective June 27, 2022.

Vice Chair Reynolds further thanked everyone for participating in the meeting and reminded board members of the Committee Chairs, Special Personnel and Compensation and Audit Committee meetings on June 1, 2022 starting at 8:30 a.m. CT. There was no further business brought before the Board and the meeting was adjourned.

Respectfully submitted,



Mariah H. Perry, Secretary

Flora W. Tydings, Chancellor


Emily J. Reynolds, Vice Chair



Office of the Chancellor

1 Bridgestone Park, Third Floor
Nashville, TN 37214
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tbr.edu

TO: Members of the Tennessee Board of Regents
FROM: Flora W. Tydings ^{DS}
DATE: June 17, 2022
SUBJECT: Interim Action Report – Second Quarter

The following constitutes a record of business transacted by the Office of the Chancellor since the previous regular quarterly meeting of the Board of Regents under the authority of Article IV.G(13) of the Bylaws and also TBR Policy 1.04.01.00, Section I.G., 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.

PERSONNEL ACTIONS – Tennessee Board of Regents Staff

Appointments:

- Natalie Scothern, Accountant; Effective 4/1/22
- Monica Hayes, Human Resources Associate; Effective 4/11/22
- Cynthia Johns, Payroll Associate; Effective 4/11/22
- Thomas Sewell, Associate Vice Chancellor for Academic Innovation; Effective 4/25/22
- Michael Williams, Assistant Vice Chancellor for Campus Safety/TCAT Chief of Police; Effective 5/2/22
- Alicia Gillespie, Accountant; Effective 5/9/22
- Robin Marek, CRM Specialist; Effective 5/16/22
- Brooks Young, Curriculum and Workforce Strategist; Effective 5/16/22
- Casey Carrigan, Director of Contracts and Reporting; Effective 6/15/22
- Erin Delle, Coordinator of Strategic Research Initiatives; Effective 6/21/22
- Alisha Fox, Vice Chancellor for Business and Finance; Effective 6/27/22

Reclassifications: None

Promotions:

- Zachary Adams, Director of Postsecondary Coordination and Alignment to Assistant Vice Chancellor for Academic Affairs and Workforce Alignment; Effective 5/9/22
- Amy Profant, TN Pathways Regional Coordinator to Curriculum and Workforce Strategist; Effective 5/9/22

Interim Action Report

Page 2

Degree Attainment:

- Kimberly Balevre, Master's Degree; Effective 6/1/22
- Magan Davis, Associate's Degree; Effective 6/1/22
- Donald Fritts, Master's Degree; Effective 6/1/22
- Lance Hamilton, Master's Degree; Effective 6/1/22
- Victoria Mellons, Master's Degree; Effective 6/1/22

Certified Admin. Prof: None

Retirement:

- Treva Berryman; Effective 6/30/22
- Danny Gibbs; Effective 6/30/22

Separations:

- Lori Burdine-Kelley; Effective 3/25/22
- Ellen Gomez; Effective 4/29/22
- Pamela Sieffert; Effective 5/13/22
- Marta Ferreira; Effective 5/18/22
- Ellen Bohle; Effective 6/30/22
- Melynda Conner; Effective 6/30/22
- Kenderek Harris; Effective 6/30/22
- Daniel Satterfield; Effective 6/30/22
- Cydnie Strahan; Effective 6/30/22
- Mary Ann Oxendine Woodby; Effective 6/30/22

Appointments: Vice President and Other Executives Appointments: Attachment A
Vice President and Other Executives Increases: 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

TBR System-wide
Vice Presidents and Executive Level Appointments

Institution	Name	Position	Salary	Effective Date
JSCC	Jennifer Lopes	Vice President of Academic Affairs	\$110,000.00	8/1/2022
MSCC	Renee Austin	Executive Vice President of Business and Finance	\$130,000.00	6/1/2022
MSCC	Charle Coffey	Interim Vice President of Student Services	\$102,976.00	6/1/2022
PSCC	George Underwood	Executive Director, Equity & Compliance	\$98,280.00	6/1/2022
TCAT Jackson	Heath McMillan	Executive Vice President of Blue Oval City Campus	\$128,000.00	5/1/2022
TCAT Oneida/Huntsville	Valerie Branam	Practical Nursing Coordinator	\$66,000.00	7/1/2022
TCAT Oneida/Huntsville	Darrell Evans	Power Line/Truck Driving Coordinator	\$66,000.00	7/1/2022

TBR System-wide
Vice Presidents and Executive Level Increases

Institution	Name	Position	Previous Salary	New Salary	Effective Date
ChSCC	Dr. Traci Williams	Executive Director of Institutional Effectiveness, Research & Planning	\$98,657.00	\$108,000.00	7/1/2022
DSCC	Dr. Jimmy Barham	Dean	\$108,000.00	\$113,414.00	7/1/2022
DSCC	Josh Duggin	Vice President	\$113,091.00	\$118,450.00	7/1/2022
DSCC	Amy Johnson	Dean	\$108,000.00	\$113,414.00	7/1/2022
DSCC	Dr. Amanda Walker	Vice President	\$113,091.00	\$118,450.00	7/1/2022

Tennessee Board of Regents
Summary of State Building Commission Actions
March 10, 2022 - May 12, 2022

Date	SBC Number	Institution	Project	Value	SBC Action
3/10/2022	166/000-04-2021	TCAT Jackson	Blue Oval City TCAT Campus	40,000,000	Chancellor Tydings stated that no protests were received. The Commission approved awarding a contract to the best evaluated proposer for CM/GC (Montgomery Martin Contractors, LLC).
	166/001-07-2019	TSU	McMinnville Ag Center Multiple Bldgs Repairs	31,771	Rec'vd report C.O. #3 @ 13.45%
	166/001-09-2018	TSU	MEP System Upgrades	1,286	Rec'vd report C.O. #4 @ 0.57%
	166/001-09-2018	TSU	MEP System Upgrades	7,619	Rec'vd report C.O. #5 @ 3.35%
	166/000-04-2013	Statewide	TCAT Improvements	97,154,921	Approved a revision in project budget and funding
	166/086-01-2021	TCAT Shelbyville	Bedford County Higher Education Center	45,400,000	Approved a revision in project budget and funding
	166/001-01-2020	TSU	Tornado Repairs and Replacement	13,800,000	Approved a revision in project budget and funding
	16/011-06-2016	TTU	Several Buildings Waterproofing & Exterior Repairs	3,873,600	Approved a revision in project budget and funding
	166/034-02-2016	NaSCC	Madison Teaching Facility	20,000,000	Approved a revision in project funding
	166/027-01-2021	RSCC	Cumberland County Science Lab	2,180,000	Approved a revision in project scope, budget, and funding
	166/033-01-2022	SWCC	Emergency Union Campus Elevator Replacements	562,500	Approved a revision in project budget and funding
	166/025-03-2021	VSCC	Wood Dining Operational Enhancements	3,900,000	Approved a revision in project scope, budget, and funding
4/14/2022					
	166/000-01-2020	TCAT Newbern	TCAT Mechanical, Electrical & Plumbing Updates	19,426	Rec'vd report C.O. #2 @ 19.97%
	166/001-01-2018	TSU	Residence Centers Elevator Upgrade	15,067	Rec'vd report C.O. #5 @ 5.6%
	166/009-01-2021	MTSU	Tennis Facility Improvements	5,300,000	Approved a revision in project budget and funding
	166/001-01-2020	TSU	Approval of a revision in project funding	13,800,000	Approved a revision in project funding
	166/021-02-2020	MSCC	Athletic Field Soccer Expansion	1,295,000	Approved a revision in project budget and funding in order to award a contract
	166/011-02-2016	TTU	Parking and Transportation Improvements	27,700,000	Approved a revision in project budget and funding in order to award a contract
5/12/2022					
	166/005-01-2022	ETSU	Housing Renovation	30,800,000	Referred to ESC with authority to act
	166/023-02-2016	TCAT Morristown	Sevier County Campus Addition	43,002	Rec'vd report C.O. #1 @ 14.06%
	166/009-02-2021	MTSU	Student Athlete Performance Center	66,000,000	Approved awarding a contract to the best evaluated proposer for a CM/GC (The Parent Company)
	166/012-01-2022	ChSCC	Master Plan	130,000	Approved project and issuing a RFP for master planning services
	166/015-01-2012	CoSCC	Williamson County Center Relocation	85,140,000	Approved a revision in project budget and funding
	166/038-01-2020	NeSCC	Powers Building Foundation Stabilization	635,000	Approved a revision in project budget and funding in order to award a contract
	166/038-01-2022	NeSCC	Master Plan	150,000	Approved project and issuing an RFP for master planning services
	166/023-01-2021	WSCC	Humanities MEP Improvements	1,884,000	Approved a revision in project budget and funding
	166/009-01-2021	MTSU	Tennis Facility Improvements	5,300,000	Approved the EDP as recommended by the State Architect
	22-12-001	ChSCC	Building and Construction Workforce Center Lease	200,000	Approved a lease with waiver of advertisement
	166/012-02-2022	ChSCC	Building and Construction Workforce Center Grant	2,000,000	Approved a grant

Tennessee Board of Regents
Summary of State Building Commission Executive Subcommittee
March 21, 2022 - May 23, 2022

March 21, 2022 Executive Subcommittee Meeting

Statewide SWCC SBC #166/033-03-2022	Approval of a project utilizing a consultant for design	Approved project utilizing a consultant (HNA Engineering) for design.	OFD/Campus to coordinate transaction
Statewide SBC #166/000-01-2022	Designer Selection	Approved selection of Hurst-Rosche, Inc. as designer for the project.	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/000-01-2022	Designer Selection	Approved selection of Clark + Associates, Architects as designer for the project.	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/001-01-2022	Designer Selection	Approved selection of Moody Nolan, Inc. as designer for the project.	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/017-01-2022	Designer Selection	Approved selection of ANF Architects, Inc. as designer for the project.	OFD prepares Designer Agreement and continues with project
Statewide SBC #166/052-01-2022	Designer Selection	Approved selection of Reedy & Sykes Architecture and Design as designer for the project.	OFD prepares Designer Agreement and continues with project

May 23, 2022 Executive Subcommittee Meeting

ETSU SBC #166/005-01-2022	Approval of a project and referred to ESC with authority to act to proceed with the process to select a designer, and utilizing Construction Manager/General Contractor alternative delivery method	Referred to ESC with authority to act	OFD/Campus to coordinate transaction
TCAT Murfreesboro Transaction No. 22-03-012	Disposal	Approved disposal by easement with waiver of advertisement and appraisals.	OFD prepares and STREAM continues with project
RSCC Transaction No. 22-11-013	Revision of an acquisition in fee	Approved Acquisition in fee with waiver of advertisement	OFD prepares and STREAM continues with project
TCAT Chattanooga Transaction No. 22-01-005	Revision of an acquisition in fee	Approved Acquisition in fee with waiver of advertisement	OFD prepares and STREAM continues with project
WSCC Transaction No. 22-03-017	Disposal	Approved disposal by easement with waiver of advertisement and appraisals.	OFD prepares and STREAM continues with project

CONSTRUCTION CONTRACTS AWARDED 03/01/2022 - 05/31/2022
 Contracts totaling \$46,153,791

<u>Designer</u>	<u>Contractor</u>	<u>Contract Sum</u>	<u>Awarded</u>	<u>Project Number</u>	<u>Institution/ Project Name</u>
I.C. Thomasson Associates, Inc.	Matrix Mechanical Solutions, LLC	377,921.00	03/10/2022	166/034-02-2021	Nashville SCC Emergency Chiller Replacement
Moody Nolan, Inc.	Synergy, A Henricksen Company	681,068.80	03/11/2022	166/001-05-2017FB	TSU Commercial Furniture
Oliver Little Gipson Engineering, Inc.	Blalock Plumbing, Electric & HVAC, Inc.	929,600.00	03/11/2022	166/021-03-2020	Motlow SCC McMinnville Campus HVAC Upgrades
Allen & Hoshall, Inc.	Xenergy, Inc.	750,000.00	03/24/2022	166/019-01-2017A	Jackson SCC HVAC Updates Phase 2
Bauer Askew Architecture, PLLC	Hoar Construction, LLC	23,760,984.54	03/24/2022	166/015-01-2012A	Columbia SCC Williamson County New Classroom Building
Adkisson Associates Architect, Inc. Building Systems Group Engineering, LLC	Allen Searcy Builder Contractor, Inc. S. M. Lawrence Company, Inc.	294,000.00 1,260,000.00	03/25/2022 04/04/2022	166/000-02-2017P3 166/000-01-2020W5	TCAT McKenzie Building and Wall Repairs TCAT Paris Mech., Elec., & Plumbing Updates
Hethcoat and Davis, Inc.	Beech Construction Services, Inc.	150,554.80	04/04/2022	166/001-10-2018B	TSU Ed Temple/Central Receiving
I.C. Thomasson Associates, Inc.	S. M. Lawrence Company, Inc.	1,158,800.00	04/04/2022	166/003-05-2015B	APSU Phase 3
I.C. Thomasson Associates, Inc.	The Comfort Group, Inc.	217,080.00	04/11/2022	166/025-02-2021	Volunteer SCC Controls Upgrade
Gresham Smith	Van De Voorde Services, LLC	65,300.00	04/15/2022	166/000-01-2020M2	TCAT Hartsville MEP Updates
American Structurepoint, Inc.	Century Construction Group, Inc.	2,437,000.00	04/22/2022	166/001-04-2018	TSU Campus Building Envelope and Structure Repairs
Lose & Associates, Inc. Lose & Associates, Inc.	Fuel Tank Maintenance Co., LLC dba FTM Contract Rogers Group, Inc.	1,079,000.00 11,462,970.00	04/28/2022 05/04/2022	166/021-02-2020 166/011-02-2016C	Motlow SCC Athletic Field Soccer Expansion TTU Improvements
Oliver Little Gipson Engineering, Inc. OGCB, Inc.	John Bouchard & Sons Company Damon-Marcus Company, Inc.	657,428.00 350,738.00	05/13/2022 05/13/2022	166/015-02-2020 166/033-01-2020A	Columbia SCC Mechanical System Upgrades Southwest Tn CC Boiler Replacement
I.C. Thomasson Associates, Inc. Building Systems Group Engineering, LLC	GreenTech Energy Services, Inc. Wade Electric Company, Inc.	325,389.29 195,956.48	05/18/2022 05/20/2022	166/034-02-2020 166/000-01-2020W7	Nashville SCC Lighting and Security Updates TCAT Whiteville Lighting Upgrade



BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Interim Action Contracts Report

DATE: June 6, 2022

PRESENTER: N/A (Interim Action Report)

PRESENTATION REQUIREMENTS: None

ACTION REQUIRED: Informational Purposes

STAFF RECOMMENDATION: Not Applicable

The Interim Action Contracts Report provides a listing of the contracts approved beginning March 1, 2022, and ending May 31, 2022. In addition to the contract listing, a summary of the approved contracts for this reporting period is also provided.

During the reporting period, a total of 176 contracts were approved at the System Office. An overview is provided below:

	Contract Amendments	Clinical Affiliations	Dual Services	Professional Services	Service Agreements	Other
	47	32	19	16	10	52

**Tennessee Board of Regents
Contracts Approved March 1, 2022, thru May 31, 2022**

Contract ID	Contract Type	Contractor	Debt/Institution	Commodity	Yearly Amount	System-Wide	Start Date	End Date	Competitive
106375	Amendment to Existing Contract	SciQuest dba Jaggaer	TBR	Computer Software License	\$889,531.00	Yes	8/31/2022	8/31/2022	Yes
106499	Amendment to Existing Contract	PerformancePoint, LLC	HR	Compensation Study	\$700,000.00	Yes	1/1/2018	12/31/2022	Yes
106566	Amendment to Existing Contract	Pantheon	Academics	Computer Software License	\$45,845.13	Yes	4/1/2020	3/31/2023	Yes
106595	Amendment to Existing Contract	ACT, Inc.	External Affairs	Computer Software License	\$59,451.60	Yes	4/1/2020	3/29/2023	Yes
106963	Amendment to Existing Contract	ATI Assessment Technology Institute	TBR	Online Education Services	\$50,000.00	Yes	10/16/2018	10/15/2022	Yes
106965	Amendment to Existing Contract	Laerdal Medical Corporation	TBR	Allied Health Supplies and Equipment	\$300,000.00	Yes	10/4/2020	9/30/2023	Yes
107381	Amendment to Existing Contract	Next Gen Web Solutions	TBR	Computer Software	\$55,000.00	Yes	5/4/2019	4/30/2023	Yes
107382	Amendment to Existing Contract	Morris and McDaniel	TCATS	Licensure Examinations	\$0.00	Yes	5/4/2019	4/30/2023	Yes
107654	Amendment to Existing Contract	Watermark Insights, LLC	Tncampus	Computer Software	\$12,500.00	Yes	6/28/2019	6/23/2023	Yes
107655	Amendment to Existing Contract	EBSCO Industries Inc. PsYARTICLES	TBR	Subscription Services	\$25,400.00	Yes	7/1/2019	6/30/2023	Yes
108175	Amendment to Existing Contract	Tennessee Higher Education Commission (THEC)	TCAT Jacksonboro	Grant	(\$250,000.00)	Yes	12/2/2019	6/2/2022	Yes
108556	Amendment to Existing Contract	National Institute for Metal Working Skills (NIMS)	Academics	Credentialing Services	\$40,000.00	Yes	7/4/2020	6/30/2023	Yes
108566	Amendment to Existing Contract	Aletus Technologies, LLC	IT	Enhanced Notification Service and Support	\$34,500.00	Yes	7/4/2020	6/30/2023	Yes
108586	Amendment to Existing Contract	Insight Public Sector, Inc.	TBR	Computer Hardware and Peripherals	\$750,000.00	Yes	5/1/2020	4/30/2023	Yes
108732	Amendment to Existing Contract	Darron's Do-All	TCAT McMinnville	Custodial Services	\$25,500.00	Yes	7/1/2020	6/30/2023	Yes
108763	Amendment to Existing Contract	Catharis Productions, LLC	Student Success	Computer Software	\$28,000.00	Yes	8/1/2020	7/31/2023	Yes
108868	Amendment to Existing Contract	Maryville City Schools	PSCC	Grant	(\$45,106.00)	Yes	7/4/2020	12/16/2022	Yes
109038	Amendment to Existing Contract	Snap-On Industrial	TBR	Software and Hardware Supplies	\$825,000.00	Yes	9/24/2020	4/13/2023	Yes
109271	Amendment to Existing Contract	ABM Educational Division	TCAT Jackson	Groundskeeping and Custodial Services	\$500,000.00	Yes	3/15/2021	2/14/2023	Yes
109337	Amendment to Existing Contract	UnbelievablyClean, INC.	COSCC	Janitorial Services	\$62,499.45	Yes	4/1/2021	3/31/2023	Yes
109440	Amendment to Existing Contract	Academic Search, Inc.	TCAT Morristown	Executive Search Services	\$500,000.00	Yes	5/11/2021	5/10/2023	Yes
109441	Amendment to Existing Contract	Carwile Mechanical Contractors, Inc.	HR	Preventative Maintenance Agreement	\$1,574.00	Yes	5/7/2021	5/6/2023	Yes
109504	Amendment to Existing Contract	Tennessee Health Management	TCAT Crossville	Clinical Experience	\$0.00	Yes	5/6/2021	4/30/2023	Yes
109524	Amendment to Existing Contract	Proctorio, Inc.	TBR	Online Proctoring Services	\$500,000.00	Yes	5/11/2021	5/10/2023	Yes
109573	Amendment to Existing Contract	Alternative Communication Services, LLC	Student Success	Transcription and Related Language Services	\$25,000.00	Yes	4/21/2021	4/20/2023	Yes
109602	Amendment to Existing Contract	Bridges for the Deaf and Hard of Hearing	TCAT Nashville	Sign Language Services	\$40,000.00	Yes	6/1/2021	5/31/2023	Yes
109633	Amendment to Existing Contract	TMA Services, LLC	TCAT Hartselle	Custodial Services	\$87,845.00	Yes	6/1/2021	5/31/2023	Yes
109713	Amendment to Existing Contract	Nexair, LLC	TCATS	Welding Supplies	\$100,000.00	Yes	4/4/2021	3/31/2023	Yes
109714	Amendment to Existing Contract	Holston Gases	TCATS	Welding Supplies	\$35,000.00	Yes	4/4/2021	3/31/2023	Yes
109785	Amendment to Existing Contract	PSI Services, Inc.	TBR	Proctoring Services	\$500,000.00	Yes	7/1/2021	6/30/2023	Yes
109793	Amendment to Existing Contract	Rector and Visitors of the University of Virginia	Policy & Strategy	Grant Subcontract	(\$25,000.00)	Yes	1/1/2021	6/30/2022	Yes
109832	Amendment to Existing Contract	Warren County Board of Education	TCAT McMinnville	Dual Enrollment Agreement	\$0.00	Yes	9/1/2021	8/31/2022	Yes
109865	Amendment to Existing Contract	VisionPoint Marketing, LLC	External Affairs	Marketing	\$2,000,000.00	Yes	8/15/2021	8/14/2022	Yes
109877	Amendment to Existing Contract	Gateway Christian School	TCAT Murfreesboro	Dual Enrollment Agreement	\$0.00	Yes	9/4/2021	8/31/2022	Yes
110085	Amendment to Existing Contract	Landscape Workshop, LLC	SWCC	Landscaping	\$289,154.00	Yes	12/1/2021	11/30/2022	Yes
110098	Amendment to Existing Contract	Tennessee Higher Education Commission (THEC)	COSCC	Grant	(\$750,000.00)	Yes	12/15/2021	6/14/2024	Yes
110124	Amendment to Existing Contract	Greater Nashville Regional Council	TCAT Hartselle	Grant	(\$15,000.00)	Yes	12/23/2021	6/14/2024	Yes
110153	Amendment to Existing Contract	TRANSR, Inc.	TBR	Training - Online	\$900,000.00	Yes	12/23/2021	12/22/2022	Yes
110167	Software License	BocaVox, LLC	Tncampus	Computer Software License	\$321,780.00	Yes	1/1/2022	12/31/2022	Yes
110191	Clinical Affiliation	Trousdale County EMS	TCAT Livingston	Clinical Experience	\$0.00	Yes	1/12/2022	12/31/2027	Yes
110196	Clinical Affiliation	Magnolia Regional Health Center	JSSC	Clinical Experience	\$0.00	Yes	3/1/2022	2/28/2023	Yes
110213	Amendment to Existing Contract	Washington County Board of Education	Facilities	Lease of Space	\$0.00	Yes	2/1/2022	1/31/2023	Yes
110230	Training	Fresh Start Facility Services, Inc.	TCAT Memphis	Janitorial and Custodial Services	\$175,500.00	Yes	11/15/2021	11/20/2022	Yes
110239	Clinical Affiliation	Yamaha Motor Corporation, USA	TCAT Crossville	Training	\$0.00	Yes	3/23/2022	3/22/2023	Yes
110262	Cooperative Agreement	TBR Colleges and LGIS	TCAT Hohenwald	Clinical Experience	\$0.00	Yes	2/4/2022	2/3/2025	Yes
110263	Clinical Affiliation	TCAT Murfreesboro	Tncampus	Cooperative Educational Offerings	\$0.00	Yes	1/4/2022	12/31/2022	Yes
110269	Service Agreement	Armed Forces Dental Center	TCAT Nashville	Clinical Experience	\$0.00	Yes	2/14/2022	1/31/2024	Yes
110272	Grant Agreement	Chatanooga Business Communications, LLC	TCAT Murfreesboro	Data Services	\$2,088.80	Yes	3/1/2022	2/28/2024	Yes
110283	Clinical Affiliation	Centerstone Tennessee	Student Success	Grant Subcontract	(\$2,000.00)	Yes	1/13/2022	12/31/2022	Yes
110285	Clinical Affiliation	Kimberly Dryden Pitts, DDS	TCAT Dickson	Clinical Experience	\$0.00	Yes	3/1/2022	2/28/2027	Yes
110288	Academic Articulation Agreement	East Tennessee State University	TCAT Murfreesboro	Cooperative Educational Offerings	\$0.00	Yes	2/22/2022	2/21/2027	Yes
110290	Academic Articulation Agreement	University of Tennessee at Chattanooga	CSSC	Cooperative Educational Offerings	\$0.00	Yes	1/1/2022	12/31/2022	Yes
110294	Academic Articulation Agreement	Bryan College	CLSCC	Cooperative Educational Offerings	\$0.00	Yes	3/1/2022	3/1/2023	Yes
110299	Clinical Affiliation	Campbell County HMA LLC dba LaFollette Medical Ctr	TCAT Jacksonboro	Clinical Experience	\$0.00	Yes	4/1/2022	3/31/2023	Yes
110295	Grant Agreement	Chatanooga State Community College	Economic & Community Development	Grant Subcontract	(\$45,432.80)	Yes	1/19/2022	6/30/2022	Yes
110297	Professional Service	Tennessee Board of Regents	JSSC	Procurement/Contracts, Financial Aid, and HR/Payroll Services	(\$367,000.00)	Yes	1/1/2022	12/31/2026	Yes
110299	Academic Articulation Agreement	Herrington University	CLSCC	Cooperative Educational Offerings	\$0.00	Yes	3/21/2022	3/20/2023	Yes
110300	Memorandum of Understanding	Blount Memorial Hospital	TCAT Knoxville	Memo of Understanding	\$12.00	Yes	3/13/2022	3/12/2024	Yes
110301	Service Agreement	Sight Diagnostics Inc.	JSSC	Test Kits and Quality Control Kits	\$22,697.00	Yes	2/22/2022	2/21/2027	Yes
110302	Service Agreement	Clean Management Environmental Group, Inc.	TCAT Oneida	Environmental Services	\$1,033.11	Yes	3/9/2022	6/30/2022	Yes
110303	Amendment to Existing Contract	US Department of Education	TCAT Jackson	Grant	(\$899,844.07)	Yes	5/15/2020	3/4/2023	Yes
110304	Banking Services	First Citizens National Bank	DSSC	Banking Services	\$23,999.00	Yes	4/1/2022	3/31/2023	Yes
110306	Professional Service	A Quality Janitorial	TCAT Jackson	Janitorial Services	\$6,900.00	Yes	3/14/2022	6/13/2022	Yes
110307	License Agreement	Academic Holdings, LLC	TCAT Ripley	Credentialing Services	\$3,000.00	Yes	3/1/2022	2/28/2023	Yes

110308	Professional Service	Tennessee Board of Regents	MSSC	Payroll and Financial Aid Services	\$167,000.00	1/1/2022	12/31/2026	
110309	Lease Agreement	Pitney Bowes	TCAT Jackson	Lease Agreement	\$2,027.04	3/16/2022	3/15/2023	
110312	Grant Agreement	Urban League of Middle Tennessee	NSSC	Cooperative Educational Offerings	(\$331,380.00)	3/1/2022	12/31/2023	
110314	Software License	Technolutions, Inc	Student Success	Computer Software License	\$125,000.00	3/1/2022	2/28/2027	Yes
110315	Dual Service	TCAT Ripley - Christy Bailey	TCAT Covington	Employee Services	\$5,247.45	2/24/2022	6/30/2022	
110316	Dual Enrollment Agreement	Hamilton County Schools - STEM School Chattanooga	CSSC	Dual Enrollment Agreement	\$0.00	7/1/2022	6/30/2023	
110317	Dual Enrollment Agreement	Marion County School System	CSSC	Dual Enrollment Agreement	\$0.00	7/1/2022	6/30/2023	
110318	Dual Enrollment Agreement	Rhea County School System	CSSC	Dual Enrollment Agreement	\$0.00	7/1/2022	6/30/2023	
110319	Dual Enrollment Agreement	Sequatchie County School System	CSSC	Dual Enrollment Agreement	\$0.00	7/1/2022	6/30/2023	
110320	Clinical Affiliation	The Neighborhood Clinic, PLLC	TCAT Paris	Clinical Experience	\$0.00	3/3/2022	3/2/2027	
110322	Service Agreement	Economic Modeling, LLC dba Emis Burning Glass	Policy & Strategy	Data for Research	\$30,000.00	3/31/2022	3/30/2023	
110324	Clinical Affiliation	Family Wellness Pharmacy and Compounding	TCAT Livingston	Clinical Experience	\$0.00	4/1/2022	3/31/2027	
110325	Clinical Affiliation	Infinity Pharmacy, LLC	TCAT Livingston	Clinical Experience	\$0.00	4/1/2022	3/31/2027	
110326	Clinical Affiliation	Nunally Drug Store	TCAT Livingston	Clinical Experience	\$0.00	4/1/2022	3/31/2027	
110327	Amendment to Existing Contract	Tennessee Department of Corrections	TCAT Crossville	Special Industry Training	(\$30,000.00)	11/15/2021	11/14/2024	
110328	Amendment to Existing Contract	Tennessee Department of Corrections	TCAT Oneida	Special Industry Training	(\$30,000.00)	8/31/2024	8/31/2024	
110329	Dual Service	Tennessee Board of Regents - Heidi Leming	ETSU	Employee Services	\$3,837.78	5/16/2022	7/8/2022	
110331	Professional Service	SmartSheet, Inc.	TNeCampus	License Agreement	\$1,800.00	4/15/2022	4/14/2023	
110335	Clinical Affiliation	National Healthcare Corporation Somerville	TCAT Jackson	Clinical Experience	\$0.00	4/20/2022	4/19/2023	
110336	Clinical Affiliation	Henderson County Community Hospital	TCAT Jackson	Clinical Experience	\$0.00	7/1/2022	6/30/2027	
110339	Clinical Affiliation	Allen Morgan Healthcare and Rehabilitation Center	TCAT Memphis	Clinical Experience	\$0.00	3/16/2022	2/28/2027	
110342	Professional Service	Adelsberger Marketing, LLC	JSSC	Marketing	\$10,000.00	3/15/2022	3/14/2023	
110345	Clinical Affiliation	Developmental Services of Dickson County	TCAT Dickson	Clinical Experience	\$0.00	4/1/2022	3/31/2027	
110350	Clinical Affiliation	Hardeman County Community Health Center	TCAT Jackson	Clinical Experience	\$0.00	7/1/2022	6/30/2027	
110351	Clinical Affiliation	Tennessee State Veterans Home	TCAT Jackson	Clinical Experience	\$0.00	7/1/2022	3/31/2027	
110352	Clinical Affiliation	Chester County Schools	TCAT Jackson	Clinical Experience	\$0.00	9/1/2022	5/31/2023	
110355	Use of Facilities	Mosaic Church	TCAT Dickson	Facility Use	\$500.00	8/18/2022	8/18/2022	
110359	Professional Service	Maxguard, Inc.	JSSC	Security Services	\$25,740.00	3/25/2022	7/25/2022	
110363	Clinical Affiliation	Jackson-Madison County Regional Health Department	JSSC	Clinical Experience	\$0.00	6/1/2022	5/31/2023	Yes
110364	Memorandum of Understanding	Prometric, LLC	TCAT Crossville	Memo of Understanding	\$0.00	5/2/2022	4/30/2023	
110365	Grant Agreement	trAchieves	WSSC	Grant	(\$14,460.00)	6/1/2022	8/15/2022	
110366	Service Agreement	Absolute Haitian Corporation	TCAT Crossville	Equipment Rental	\$0.00	4/11/2022	4/10/2024	
110367	Academic Articulation Agreement	Lincoln Memorial University	CLSSC	Articulated courses	\$0.00	4/1/2022	3/31/2027	
110370	Subscription	John Wiley & Sons, Inc.	TBR	Library Database Subscription	\$500,000.00	1/1/2022	12/31/2024	Yes
110371	Memorandum of Understanding	East Tennessee State University	Student Success	Memo of Understanding	\$0.00	4/8/2022	4/8/2027	
110373	Dual Enrollment Agreement	Grundy County School System	CSSC	Cooperative Educational Offerings	\$0.00	7/1/2022	6/30/2023	
110374	Dual Enrollment Agreement	Richard Hardy Memorial School	CSSC	Cooperative Educational Offerings	\$0.00	7/1/2022	6/30/2023	
110375	Dual Enrollment Agreement	Bledsoe County School System	CSSC	Cooperative Educational Offerings	\$0.00	7/1/2022	6/30/2023	
110377	Dual Enrollment Agreement	Notre Dame High School	CSSC	Cooperative Educational Offerings	\$0.00	4/11/2022	3/31/2023	
110378	Special Industry Agreement	Columbia State Community College	TCAT Murfreesboro	Training	(\$1,500.00)	4/15/2022	4/14/2023	
110380	Professional Service	United Data Technologies, Inc.	JSSC	Data Services	\$15,000.00	4/30/2022	4/29/2027	
110381	Clinical Affiliation	The Waters of Clinton, LLC	TCAT Jackson	Clinical Experience	\$0.00	4/15/2022	4/14/2023	
110382	Clinical Affiliation	Baptist Memorial Hospital - Collierville	TCAT Memphis	Clinical Experience	\$0.00	4/15/2022	4/14/2023	
110383	Professional Service	Redbrick Agency, LLC	Student Success	Speaker	\$3,000.00	6/8/2022	6/9/2022	
110384	Software License	CCC Intelligent Solutions, Inc.	TCATS	Automotive License Agreement	\$0.00	4/15/2022	4/14/2025	
110386	Professional Service	Complete College America	Student Success	Speaker	\$1,000.00	6/8/2022	6/9/2022	
110387	Special Industry Agreement	Columbia State Community College	TCAT Murfreesboro	Training	(\$1,500.00)	4/11/2022	3/31/2023	
110388	Hotel/Lodging Agreement	Sheraton Music City	Student Success	Lodging and Meeting Space	\$50,000.00	6/8/2022	6/9/2022	Yes
110392	Service Agreement	Blake & Pendleton, Inc.	TCAT Crump	Equipment Rental	\$7,820.00	4/18/2022	6/18/2022	
110393	Clinical Affiliation	HIT - The University of TN College of Vet. Med.	TNeCampus	Clinical Experience	\$0.00	3/1/2022	2/28/2027	
110397	Clinical Affiliation	Advanced Neurology and Sleep	TCAT Pulaski	Clinical Experience	\$0.00	4/19/2022	4/18/2027	
110398	Lease Agreement	Princess Theater Foundation, Inc.	Facilities	Lease of Space	\$0.00	1/1/2022	1/25/2026	
110401	Amendment to Existing Contract	Coffee County Schools	MSSC	Cooperative Educational Offerings	\$0.00	8/1/2021	7/31/2022	
110402	Amendment to Existing Contract	Carmon County Schools	MSSC	Cooperative Educational Offerings	\$0.00	8/1/2021	7/31/2022	
110403	Amendment to Existing Contract	Grundy County Schools	MSSC	Cooperative Educational Offerings	\$0.00	8/1/2021	7/31/2022	
110404	Amendment to Existing Contract	Bedford County Schools	MSSC	Cooperative Educational Offerings	\$0.00	8/1/2021	7/31/2022	
110406	Interagency Agreement	TCAT - Morristown	WSSC	Lease Agreement	\$15,300.00	5/4/2022	4/30/2027	
110412	Amendment to Existing Contract	Fresh Start Facility Services, Inc.	SWCC	Custodial Services	\$240,000.00	11/1/2021	10/31/2023	Yes
110413	Clinical Affiliation	Medplus Pharmacy	TCAT Livingston	Clinical Experience	\$0.00	4/20/2022	4/19/2027	
110414	Service Agreement	Clinton Utility Board	TCAT Knoxville	Utility	\$35,914.08	3/1/2022	2/28/2023	
110415	Lease Agreement	Booker Assets of Tennessee, LLC	Facilities	Lease of Space	\$18,000.00	5/1/2022	4/30/2024	Yes
110416	Academic Articulation Agreement	Austin Peay State University	NSSC	Cooperative Educational Offerings	\$0.00	5/23/2022	5/22/2023	
110417	Special Industry Agreement	Commercial Metals Company	TCAT Knoxville	Training	(\$18,000.00)	5/3/2022	4/19/2024	
110418	Clinical Affiliation	Riggs Drug Company, Inc.	TCAT Jackson	Clinical Experience	\$0.00	5/1/2022	4/30/2027	
110419	Service Agreement	ECMVC Foundation	Student Success	Speaker	\$1,000.00	6/9/2022	6/9/2022	
110429	Dual Service	Tennessee Board of Regents - Amy Moreland	ETSU	Employee Services	\$3,499.50	5/16/2022	7/8/2022	
110431	Clinical Affiliation	Williamson Cty. Hospital Dist. dba Williamson Medi	TCAT Murfreesboro	Clinical Experience	\$0.00	5/1/2022	4/30/2025	
110432	Grant Agreement	Tennessee Board of Regents	NSSC	Grant	(\$1,500.00)	5/2/2022	6/30/2023	
110433	Professional Service	Kevin Windhauser	TCAT Murfreesboro	Speaker	\$5,000.00	6/24/2022	6/24/2022	
110434	Professional Service	Fresh Cut Lawn & Outdoor Services	TCAT Crump	Landscaping	\$9,000.00	5/1/2022	4/30/2023	Yes
110435	Cooperative Agreement	CrowdStrike Inc.	RSSC	Endpoint Detection Response Solutions/Monitoring	\$157,067.97	4/27/2022	4/26/2023	

110436	Professional Service	Lumina Foundation	Student Success	Speaker	\$0.00	6/8/2022	6/9/2022	
110437	Dual Service	Molloy State Community College - Austin Houston	TCAT McMinnville	Employee Services	\$3,836.47	5/3/2022	8/25/2022	
110438	Grant Agreement	TCAT Dickson	Economic & Community Development	Grant	(\$575,875.00)	6/1/2022	6/30/2025	
110441	Grant Agreement	Cleveland State Community College - Brian Gerber	Academics	Employee Services	\$11,765.00	5/13/2022	6/2/2022	
110442	Dual Service	Jackson State Community College - Tammy Prater	Academics	Employee Services	\$17,491.50	5/13/2022	6/2/2022	
110443	Dual Service	Nashville State Community College - David Markwell	Academics	Employee Services	\$7,059.00	5/13/2022	6/2/2022	
110444	Dual Service	Nashville State Community College - Maria Perry	Academics	Employee Services	\$8,823.75	5/13/2022	6/2/2022	
110448	Dual Service	Southwest TN Community College - Thomas King	Academics	Employee Services	\$11,765.00	5/13/2022	6/2/2022	
110449	Dual Service	Tennessee Tech - Jacob Metz	Academics	Employee Services	\$11,765.00	5/13/2022	6/2/2022	
110450	Dual Service	Tennessee Tech - Charlotte Propes	Academics	Employee Services	\$8,823.75	5/13/2022	6/2/2022	
110451	Dual Service	UT Southern - Melissa Brunninga Ryckman	Academics	Employee Services	\$8,745.75	5/13/2022	6/2/2022	
110452	Dual Service	Walters State Community College - Susanna Webb	Academics	Employee Services	\$19,222.50	5/13/2022	6/2/2022	
110453	Dual Service	Walters State Community College - Chris Baker	Academics	Employee Services	\$8,823.75	5/13/2022	6/2/2022	
110455	Clinical Affiliation	Island Breere Orthodontics, PLLC	TCAT Dickson	Clinical Experience	\$0.00	5/15/2022	5/14/2027	
110457	Service Agreement	Momentum Telecom, Inc.	TCAT Knoxville	Utility	\$15,000.00	5/2/2022	5/1/2025	
110458	Special Industry Agreement	University of Tennessee, Knoxville, Facility Services	TCAT Knoxville	Training	(\$15,000.00)	6/6/2022	7/1/2022	
110459	Service Agreement	Jason Lee Denton	External Affairs	Other - Services	\$5,000.00	6/30/2022	6/30/2022	
110460	Dual Service	Northeast State Community College - James Ramey	Academics	Employee Services	\$9,611.25	5/13/2022	6/2/2022	
110461	Dual Service	Northeast State Community College - David Toye	Academics	Employee Services	\$8,823.75	5/13/2022	6/2/2022	
110462	Dual Service	Volunteer State Community College - Melanie Cochran	Academics	Employee Services	\$4,372.87	5/13/2022	6/2/2022	
110463	Dual Service	Volunteer State Community College - Grady Eades	Academics	Employee Services	\$19,222.50	5/13/2022	6/2/2022	
110464	Grant Agreement	TCAT Nashville	Economic & Community Development	Grant	(\$286,525.00)	6/1/2022	6/30/2025	
110466	Grant Agreement	TCAT Elizabethton	Economic & Community Development	Grant	(\$201,525.00)	6/1/2022	6/30/2025	
110467	Grant Agreement	TCAT Nashville	Economic & Community Development	Grant	(\$89,350.00)	6/1/2022	6/30/2025	
110468	Memorandum of Understanding	South Central TN Workforce Alliance/Maury/Giles Sh	TCAT Pulaski	Training	\$230,000.00	3/1/2022	2/28/2023	
110470	Grant Agreement	Acadendum Education Services, Inc.	Policy & Strategy	Grant	(\$730,000.00)	6/1/2022	5/31/2026	
110471	License Agreement	Elsevier, Inc.	TBR	HESI Nursing Testing Packages	\$3,000,000.00	5/5/2022	12/31/2024	
110472	Clinical Affiliation	Ahava Healthcare of Clarksville	TCAT Dickson	Clinical Experience	\$0.00	5/15/2022	5/14/2027	Yes
110474	Professional Service	D & D Lawn Service	TCAT Crump	Landscaping	\$6,378.00	8/1/2022	4/30/2023	
110475	Dual Enrollment Agreement	Claiborne County High School	WSSC	Dual Enrollment Agreement	\$0.00	5/1/2022	7/31/2023	
110477	Dual Service	Dyersburg State Community College - Angela Martin	Academics	Employee Services	\$8,745.75	5/13/2022	6/2/2022	
110480	Clinical Affiliation	CAMM Care LLC dba Patriot Homecare	TCAT Oneida	Clinical Experience	\$0.00	6/1/2022	5/30/2027	
110481	Lease Agreement	Crockett County	Facilities	Lease of Space	\$1.00	5/15/2022	5/14/2027	
110482	Clinical Affiliation	East Tennessee Pharmacy Services	TCAT Jacksonboro	Clinical Experience	\$0.00	6/1/2022	5/30/2023	
110490	Clinical Affiliation	National Healthcare Corporation Milan	TCAT Jackson	Clinical Experience	\$0.00	7/1/2022	6/30/2027	
110494	Grant Agreement	Tennessee College of Applied Technology Newbern	Economic & Community Development	Grant	(\$878,025.00)	6/1/2022	6/30/2025	
110495	Clinical Affiliation	Vanderbilt University Medical Center	TCAT Murfreesboro	Clinical Experience	\$0.00	5/31/2022	5/29/2025	
110499	Professional Service	Integration Partners Corporation	JSSC	Security Services	\$19,850.00	5/31/2022	7/31/2022	Yes
110519	Professional Service	Williams Flooring Center, Inc.	TCAT Crump	Flooring and Installation	\$22,458.30	5/20/2022	6/16/2022	Yes
110547	Professional Service	Tennessee Board of Regents System Office	VSSC	Payroll Services	\$200,000.00	4/1/2022	3/31/2026	

Summary by Type of Contract
Contracts Approved from March 1, 2022 - May 31, 2022

Dept./Institution	Amendment to Existing Contract	Clinical Affiliation	Dual Services	Professional Services	Service Agreement	Other	Contract Total
<u>TBR Offices</u>							
Academics	2	-	15	-	-	-	17
eCampus	1	1	-	1	-	2	5
TBR Combined	18	-	-	4	3	17	42
Subtotal	21	1	15	5	3	19	64
<u>Institutions</u>							
APSU	-	-	2	-	-	-	2
ETSU	-	-	-	-	-	-	-
MTSU	-	-	-	-	-	-	-
TSU	-	-	-	-	-	-	-
TTU	-	-	-	-	-	-	-
UOM	-	-	-	-	-	-	-
CSCC	-	-	-	-	-	9	9
CISCC	-	-	-	-	-	4	4
CoSCC	2	-	-	-	-	-	2
DSCC	-	-	-	-	-	1	1
JSCC	-	2	-	4	1	-	7
MSCC	4	-	-	1	-	-	5
NSCC	-	-	-	-	-	3	3
NeSCC	-	-	-	-	-	-	-
PSCC	1	-	-	-	-	-	1
RSCC	-	-	-	-	-	1	1
STCC	2	-	-	-	-	-	2
VSCC	-	-	-	-	-	-	-
WSCC	-	-	-	-	-	3	3
TCCAT Combined	17	29	1	6	6	13	72
Subtotal	26	31	3	11	7	34	112
Grand Total	47	32	18	16	10	53	176

BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Report of the Committee on Academic Policies and Programs/Student Life

DATE: June 17, 2022

PRESENTER: Regent MaryLou Apple

PRESENTATION REQUIREMENTS: N/A

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Recommend Approval

The Board will consider approval of the minutes from the June 16, 2022 meeting of the Committee on Academic Policies and Programs/Student Life.

BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Report of the Committee on External Affairs

DATE: June 17, 2022

PRESENTER: Regent Danni Varlan

PRESENTATION
REQUIREMENTS: N/A

ACTION REQUIRED: Voice Vote

STAFF
RECOMMENDATION: Recommend Approval

The Board will consider approval of the minutes from the June 16, 2022 meeting of the Committee on External Affairs.

BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Report of the Committee on Workforce Development

DATE: June 17, 2022

PRESENTER: Regent Miles Burdine

PRESENTATION
REQUIREMENTS: N/A

ACTION REQUIRED: Voice Vote

STAFF
RECOMMENDATION: Recommend Approval

The Board will consider approval of the minutes from the June 16, 2022 meeting of the Committee on Workforce Development.

BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Report of the Committee on Audit

DATE: June 17, 2022

PRESENTER: Regent Joey Hatch

PRESENTATION
REQUIREMENTS: N/A

ACTION REQUIRED: Roll Call Vote

STAFF
RECOMMENDATION: Recommend Approval

The Board will consider approval of the minutes from the June 1, 2022 meeting of the Committee on Audit.

REPORT OF THE COMMITTEE ON AUDIT

June 1, 2022

The Committee on Audit met in regular session on June 1, 2022, at 10:45 a.m. (Central) via Microsoft Teams. The necessity of the electronic meeting was confirmed due to it being the most economically efficient way to have matters considered that require timely action. The roll was called by Secretary Mariah Perry. The roll call confirmed that a quorum was present; all Committee members in attendance and the Board's Vice Chair confirmed that they could simultaneously hear and speak to other participants; and that no other people were present in the room with each Regent. In attendance were system office and institutional staff; Comptroller's 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 Gregory Duckett
Regent Yolanda Greene

Regent Hatch opened the meeting by thanking everyone for being present.

Item I, Informational Reporting, included four topics for discussion.

Item I.a., Highlights of Audit Findings and Recommendations, consisted of Mike Batson discussing the system-wide Veterans Affairs audit, including significant improvements resulting from the audit process. Recommendations and Findings Logs were also discussed in this section including upcoming changes to the format of the logs and planned changes to the tracking and updating processes. 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 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 Mike Batson providing information on the following items: The Office of System-wide Internal Audit's new Director of Internal Audit, Jacqueline Struckmeyer and the Internal Audit Training that took place in April 2022. This item was for informational purposes and required no action.

Item I.d., University Updates, consisted of Mike Batson providing information on the following items: Comptroller's Office Financial and Compliance Audit Reports performed at Austin Peay State University and Middle Tennessee State University with no findings; and the Comptroller's Office Financial and Compliance Audit Report performed at East Tennessee State University with two findings and the University of Memphis with one finding. Mr. Batson also explained the basis for reporting Comptroller's Office audits of the locally governed universities. 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 2022. Internal Audit Plans were presented to the Committee. Most revisions to the plans were needed

because of changes in audit priorities, including the addition of unscheduled investigations and added or removed system-wide audits. A motion was made by Regent Apple and seconded by Regent Greene to approve the revised audit plans in a roll-call vote. 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 2023, was presented by Mike Batson. A motion was made by Regent Greene and seconded by Regent Duckett 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, the meeting was adjourned.

Respectfully submitted,

Committee on Audit

Joey Hatch, Committee Chair

BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Report of the Committee on Finance and Business
Operations

DATE: June 17, 2022

PRESENTER: Regent Greg Duckett

PRESENTATION
REQUIREMENTS: N/A

ACTION REQUIRED: Roll Call Vote

STAFF
RECOMMENDATION: Recommend Approval

The Board will consider approval of the minutes from the June 16, 2022 meeting of the Committee on Business and Finance Operations.

BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Report of the Committee on Personnel and Compensation

DATE: June 17, 2022

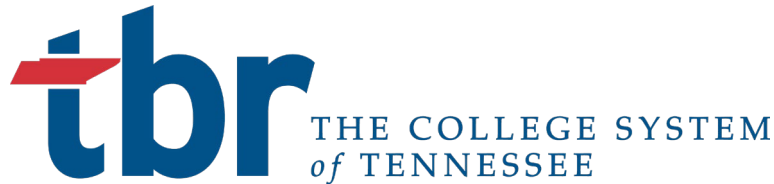
PRESENTER: Regent Yolanda Greene

PRESENTATION
REQUIREMENTS: N/A

ACTION REQUIRED: Roll Call Vote

STAFF
RECOMMENDATION: Recommend Approval

The Board will consider approval of the minutes from the June 16, 2022 meeting of the Committee on Personnel and Compensation.



BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Motlow State Community College Strategic Plan

DATE: June 17, 2022

PRESENTER: Executive Vice Chancellor Russ Deaton

PRESENTATION REQUIREMENT: 5 minutes with discussion

ACTION REQUIRED: Roll Call Vote

STAFF'S
RECOMMENDATION: Approve

To meet TBR and SACSCOC expectations, each community college periodically brings its Strategic Plan and mission statement to the Board for review and approval. Now that the Board has approved the TBR Strategic Plan at the June 2021 meeting, it is in effect and functions as a guide and a foundational document for individual college strategic plans. No college is required to emulate its precise structure or the specific pillars and themes, though each college plan should establish clear linkages with relevant elements of the TBR Strategic Plan. Further, it is expected that college strategic plans should extend the ideas set forth in the TBR Strategic Plan to be more specific and actionable as colleges see fit in the course of pursuing their local and regional mission. Colleges can identify additional ideas and pursuits as foundational to its mission, as long as they are philosophically consistent with the TBR Strategic Plan.

Motlow State Community College (MSCC) has engaged campus and community constituencies to develop its revised 2021-25 strategic plan whose pillars match TBR's of Open Access, Completion, and Community and Workforce Development. The plan establishes specific goals and strategies for where MSCC can take action to effectuate the plan, with appropriate linkages to ongoing work around Strategic Enrollment Management and Achieving the Dream. President Michael Torrence presented the plan recently to Chancellor Tydings and staff for a discussion, and TBR staff recommend it for approval. Motlow State Community College also brings forth a revised mission statement that can be found in the supporting documents.

Therefore, staff recommend that the Board approve the Motlow State Community College Strategic Plan, as well as its Mission Statement.



MOTLOW

STATE

STRATEGIC PLANNING

ALIGNING OUR EFFORTS
FOR CONTINUOUS
IMPROVEMENT

JUNE 2022



Open Access

Open-access institution that serves students of all backgrounds, demographics, income levels, and readiness

PRIORITY
01



Completion

Helping students confront barriers to completing their programs

PRIORITY
02



Community & Workforce

Developing avenues for students and the community to improve and enrich economic vitality and the communities MSCC serves

PRIORITY
03



Key Priorities & Themes Strategic Plan

MOTLOW STATE COMMUNITY COLLEGE



Strengthening Collaboration

Working across the system with partners to build relationships for student success & workforce

THEME
01



Enhancing Institutional & Operational Capacity

Serving students more efficiently & effectively by building capacity through best practices

THEME
02



Harnessing Innovation

Embracing innovations that improve the ways we educate, train, and serve students

THEME
03

THEME
04



Fulfilling Equity

Confronting student barriers so that the college can assist each student achieve success

Annual Plans for Improvement

Open Access

- Dual Enrollment
- General Education Disciplines' Open Educational Resources
- New Program Development
- Student Recruitment
- Admissions & Records
- Disabilities Services
- Tennessee Promise
- Financial Aid
- Institutional Research & Assessment
- Accreditation Compliance

Completion

- General Education Assessment
- Programmatic Improvements for Job Placement, Major Field Assessments, Accreditation, & Satisfaction Surveys
- Academic Technologies Accessibility
- Tutoring Services
- Library Services
- Languages Dept. Improvements for Pell Eligible Students
- Testing & Counseling Services
- Dean of Students Office
- Athletics
- Student Success – Intrusive Advisement

Community & Workforce Development

- Workforce Development Efficiency
- Social Sciences Workforce Development Skills
- Motlow Foundation
- Auxiliary Services
- Business Office Efficiency
- Safety & Security
- Diversity, Equity, & Inclusion
- Marketing & Communication
- Human Resources
- Facilities Services
- Technical Operations



Strategic Alignment

MOTLOW STATE COMMUNITY COLLEGE

Definitions of Focus Populations

- ▶ Academically Underprepared – Students who require Learning Support course(s)
- ▶ Adults – Students age 25 and older
- ▶ Dual Enrollment – Students who are also enrolled in high school for dual credit
- ▶ Males – Students who identify as male
- ▶ Military & Veterans – Military service members on active duty, in the reserves, in the National Guard; veterans; and qualified dependents
- ▶ Pell Eligible – Students who are eligible to receive the Pell Grant
- ▶ Students of Color – Students who do not identify as white, Asian, or blank
- ▶ Tennessee Promise – Tennessee resident/US citizen/eligible non-citizen/student who graduated from an eligible high school, homeschool, or earned a GED/HISET and participates in the Tennessee Promise program

Strategic Plan Focus Populations

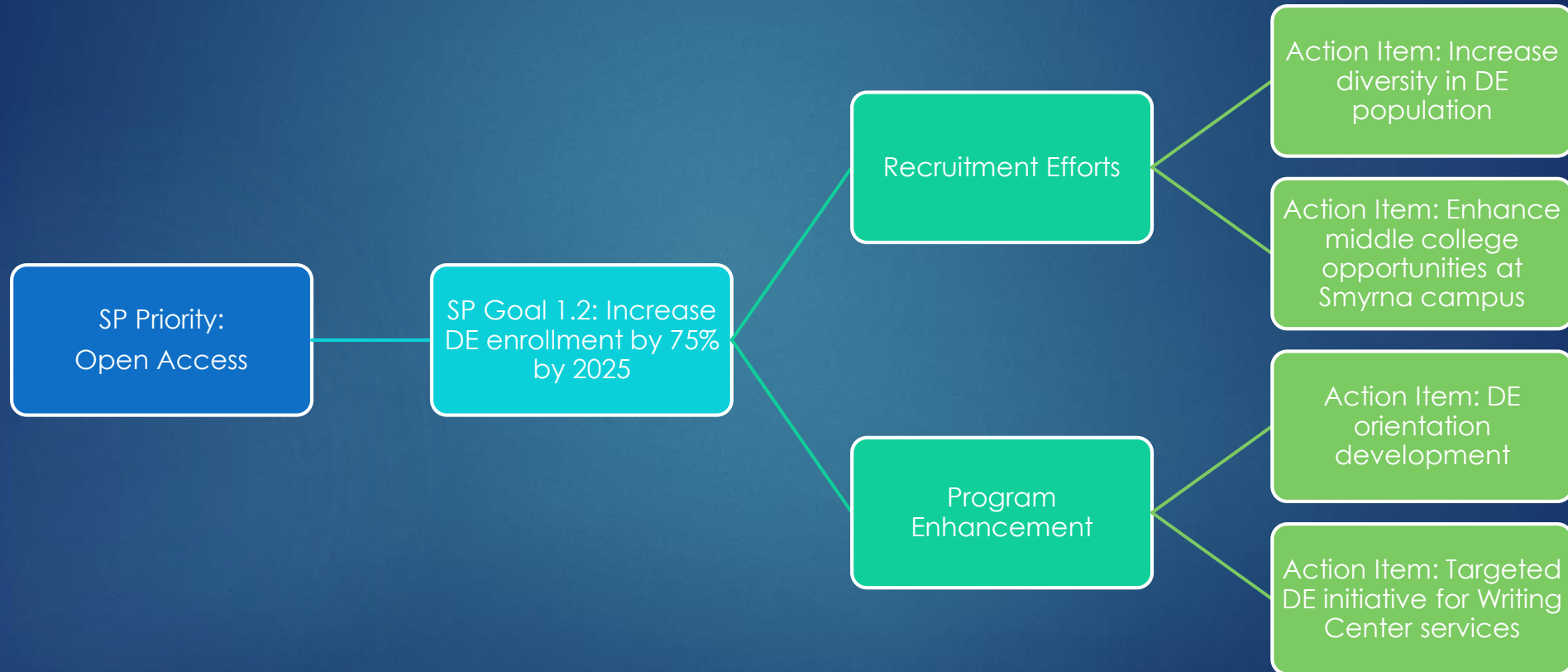


*Additional MSCC Target Populations Include:
Tennessee Promise and Military/Veterans*

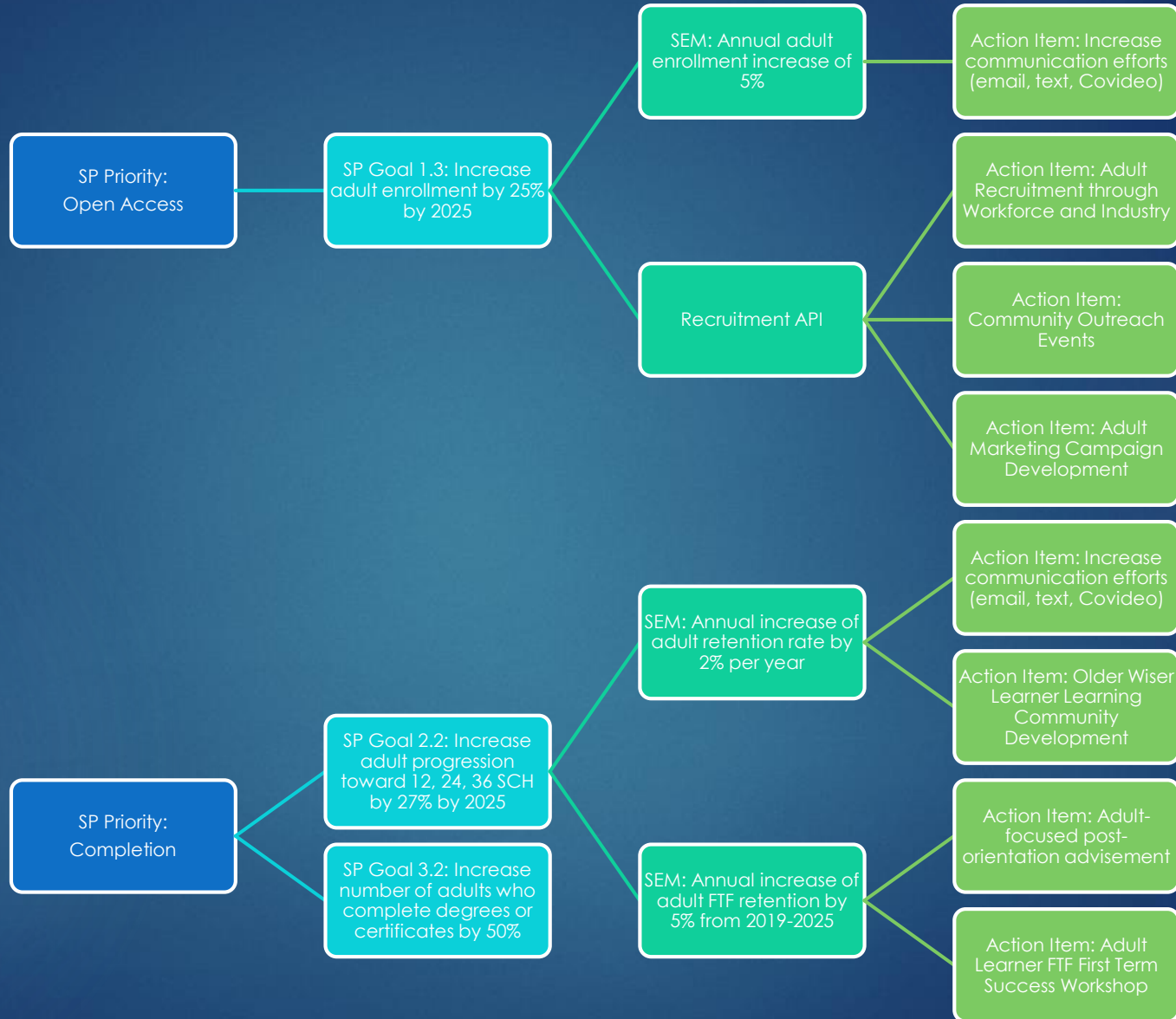
Focus Populations Planning & Impact



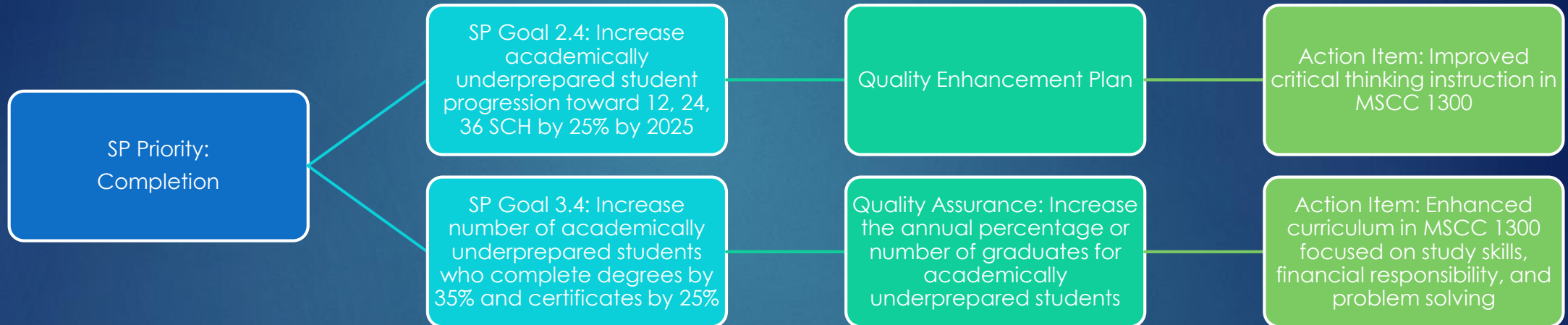
Dual Enrollment



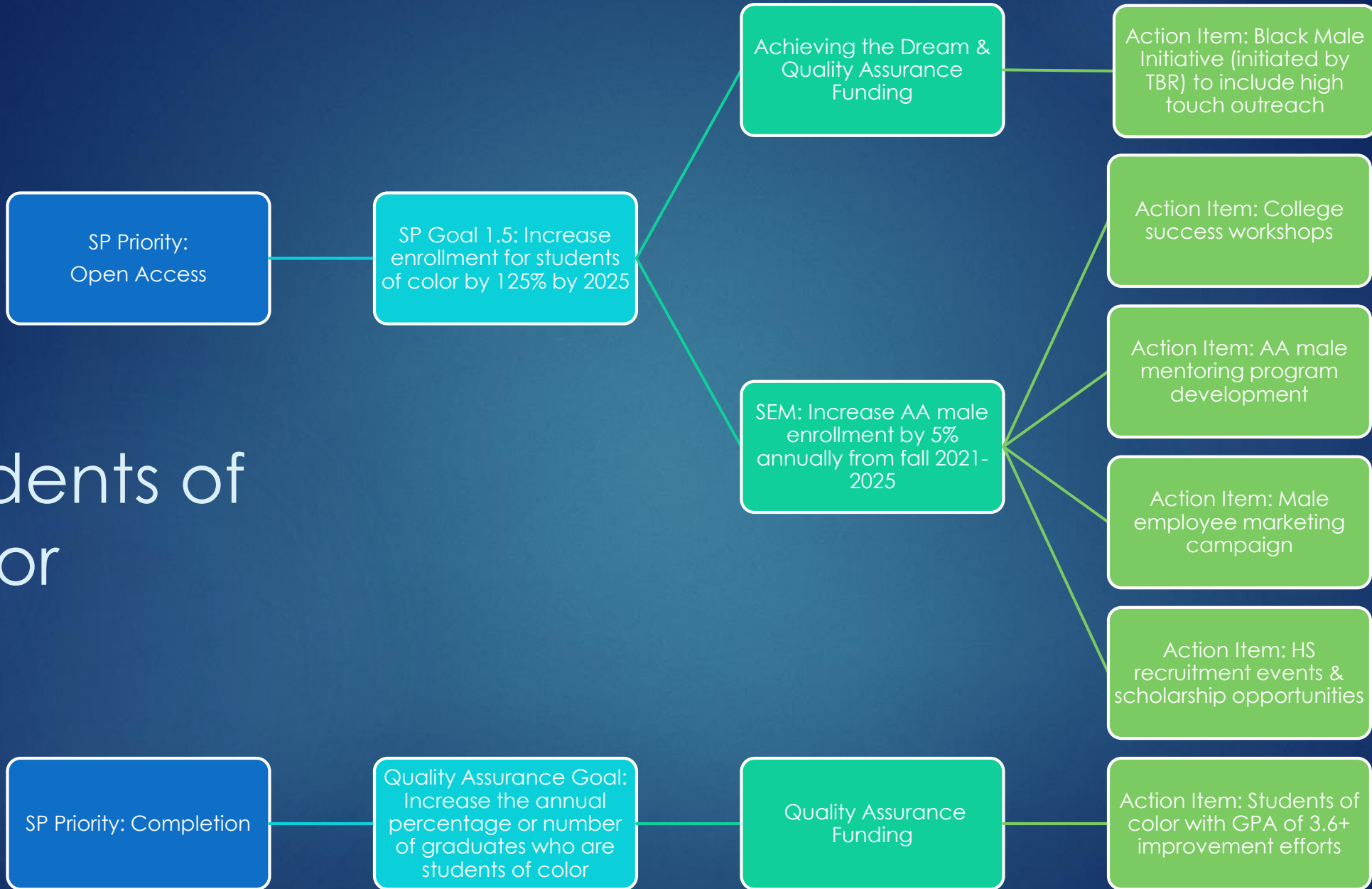
Adults



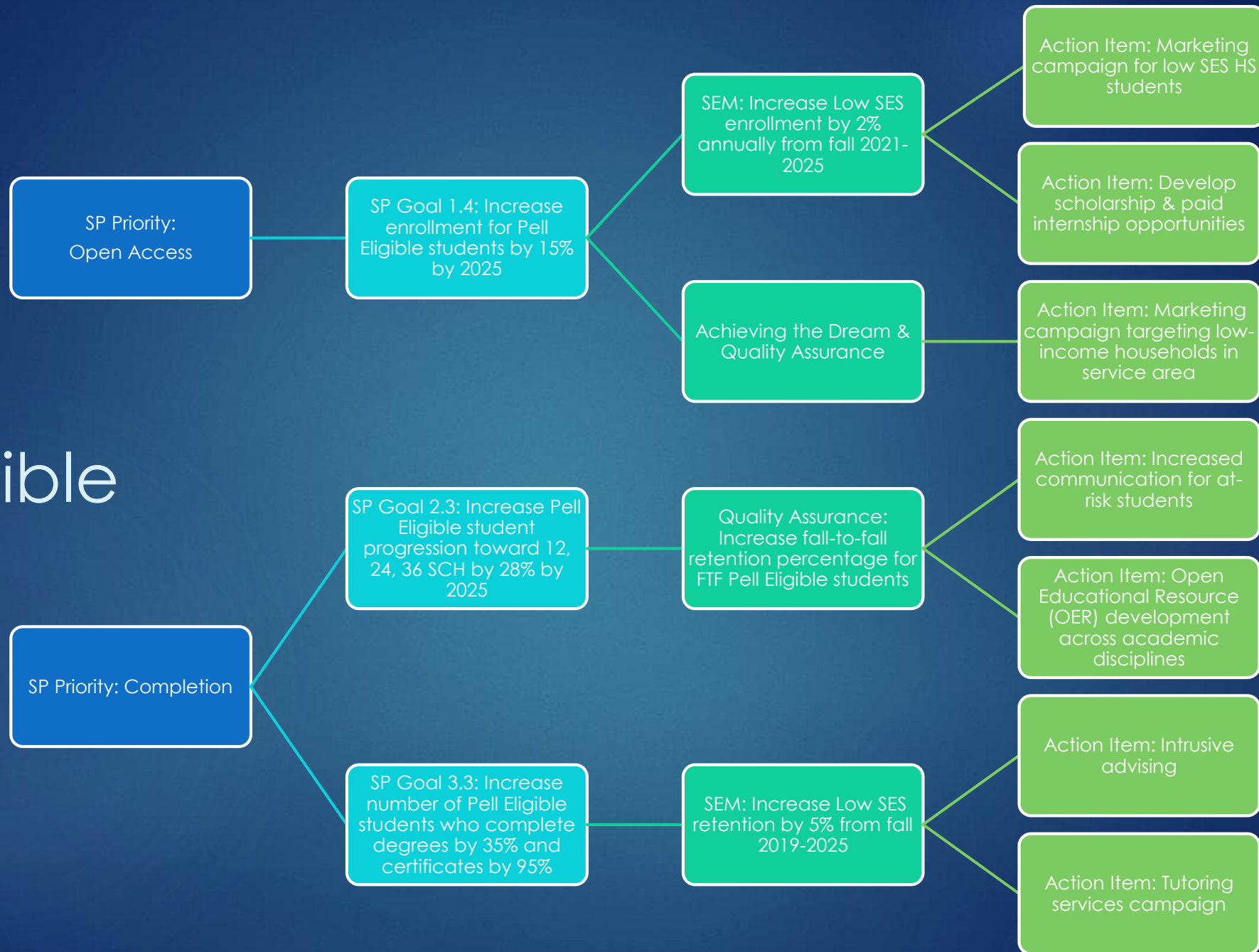
Academically Underprepared



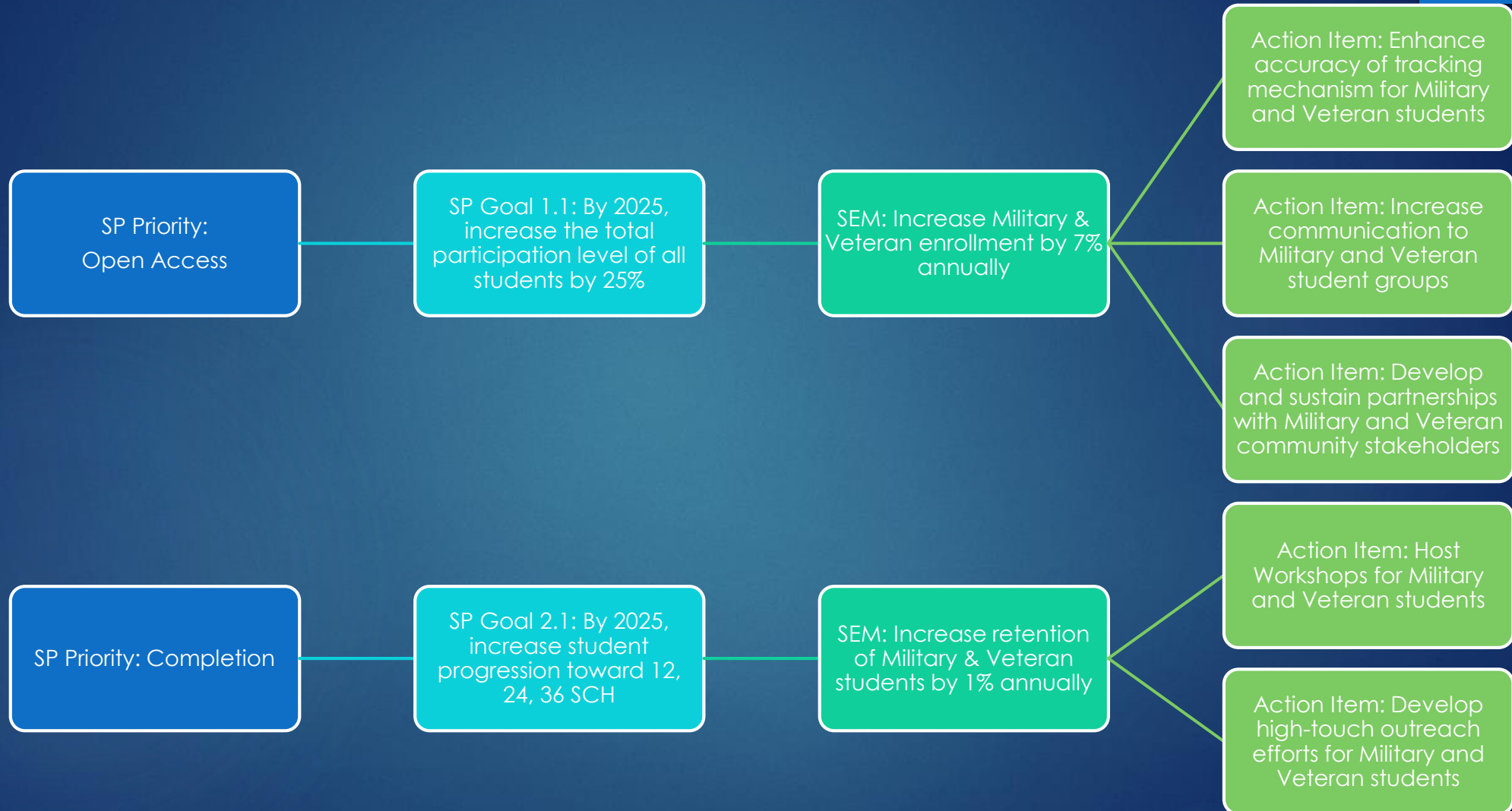
Students of Color



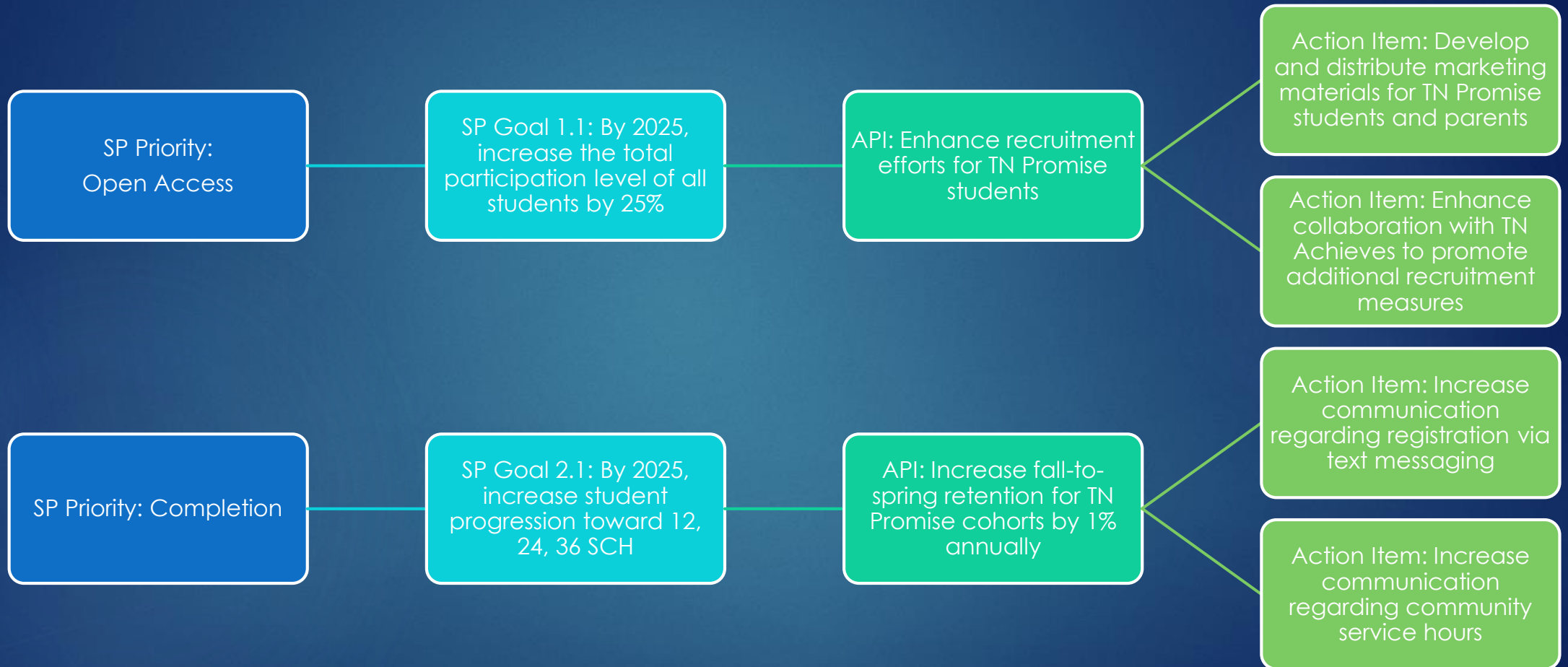
Pell Eligible



Military & Veteran



Tennessee Promise



Motlow State Community College 2015-2025 Strategic Plan

OBJECTIVE 01



Enrollment

Motlow State will enhance access to higher education.

OBJECTIVE 02



Persistence

Motlow State will develop and implement programs and methodologies to enhance student persistence to the completion of the post-secondary credential or degree.

OBJECTIVE 03



Completion

Motlow State will increase the number of students who complete associate degrees or certificates.

OBJECTIVE 04



Programs & Services

Motlow State will monitor and improve the effectiveness of educational programs and services.

OBJECTIVE 05



Community & Workforce

Motlow State will monitor and improve the development and enhancement of institutional capacity for community and workforce relations.

STRATEGIC PLANNING THEMES:

Strengthening Collaboration
Fulfilling Equity
Enhancing Institutional & Operational Capacity
Harnessing Innovation

Objective 1: Enrollment

OPEN ACCESS PRIORITY

GOAL 1.1

By 2025, the institution will increase the total participation level of all students by 25%.

GOAL 1.2

By 2025, the institution will increase the total participation level of dual enrollment students by 75%.

GOAL 1.3

By 2025, the institution will increase the total participation level of adult students by 25%.

By 2025, the institution will increase the total participation level of Pell Eligible students by 15%.

By 2025, the institution will increase the total participation level of Students of Color by 125%.

GOAL 1.4

GOAL 1.5

Find out more about the MSCC Strategic Plan

[HTTPS://WWW.MSCC.EDU/ABOUT/DATA/STRATEGIC-PLANNING/INDEX.HTML](https://www.mscc.edu/about/data/strategic-planning/index.html)

Objective 2: Persistence

COMPLETION PRIORITY

GOAL 2.1

By 2025, the institution will increase student indicators of timely progression (annual achievement of 12, 24, & 36 SCH) toward completion of all students by 28%.

GOAL 2.2

By 2025, the institution will increase student indicators of timely progression (annual achievement of 12, 24, & 36 SCH) toward completion of adult students by 28%.

By 2025, the institution will increase student indicators of timely progression (annual achievement of 12, 24, & 36 SCH) toward completion of Pell Eligible students by 28%.

GOAL 2.3

By 2025, the institution will increase student indicators of timely progression (annual achievement of 12, 24, & 36 SCH) toward completion of academically underprepared students by 28%.

GOAL 2.4

Find out more about the MSCC Strategic Plan

[HTTPS://WWW.MSCC.EDU/ABOUT/DATA/STRATEGIC-PLANNING/INDEX.HTML](https://www.msc.edu/about/data/strategic-planning/index.html)

Objective 3: Completion

COMPLETION PRIORITY

GOAL 3.1

By 2025, the institution will increase the number of associate degrees by 68% & certificates by 75% for all students.

GOAL 3.2

By 2025, the institution will increase the number of associate degrees by 50% & certificates by 50% for adult students.

GOAL 3.3

By 2025, the institution will increase the number of associate degrees by 35% & certificates by 95% for Pell Eligible students.

By 2025, the institution will increase the number of associate degrees by 35% & certificates by 25% for academically underprepared students.

By 2025, the institution will increase its 150% graduation rate by 11% & its 300% graduation rate by 6%.

GOAL 3.4

GOAL 3.5

Find out more about the MSCC Strategic Plan

[HTTPS://WWW.MSCC.EDU/ABOUT/DATA/STRATEGIC-PLANNING/INDEX.HTML](https://www.mscc.edu/about/data/strategic-planning/index.html)

Objective 4: Programs & Services

COMPLETION PRIORITY

GOAL 4.1

The institution will annually meet or exceed the comparative or college peer group scores for academic success measures, including exit exams, major field tests, & licensure programs.

GOAL 4.2

By 2025, the institution will meet or exceed its peers for annual percentage of courses implementing high impact practices.

GOAL 4.3

The percentage of regular full-time and part-time employees involved in career furthering activities will increase annually by 5%.

The institution will annually meet or exceed its peer cohort regarding student support services to all students as determined by student satisfaction surveys, including CCSSE & SENSE.

The institution will acquire and/or maintain accreditation for 100% of its creditable programs & maintain a satisfactory audit/review with an average rubric score of 2.8 or higher for non-accredited programs.

GOAL 4.4

GOAL 4.5

Find out more about the MSCC Strategic Plan

[HTTPS://WWW.MSCC.EDU/ABOUT/DATA/
STRATEGIC-PLANNING/INDEX.HTML](https://www.msc.edu/about/data/strategic-planning/index.html)

Objective 5: Community & Workforce

COMMUNITY & WORKFORCE DEVELOPMENT PRIORITY

GOAL 5.1

The institution will increase external resources by 5% per year.

GOAL 5.2

The institution will maintain a composite financial index that will equal or exceed that of its peers.

The institution will exceed an annual job placement rate of 95% for AAS & technical certificate graduates.

GOAL 5.3

The institution will annually increase the number of Work-Ready individuals impacted by the workforce development programs and services by 10% per year.

GOAL 5.4

Find out more about the MSCC Strategic Plan

[HTTPS://WWW.MSCC.EDU/ABOUT/DATA/
STRATEGIC-PLANNING/INDEX.HTML](https://www.mscc.edu/about/data/strategic-planning/index.html)