

**TENNESSEE BOARD OF REGENTS**  
**Committee Meetings**  
**Thursday, June 15, 2023 – 1:00 p.m. (Eastern)**  
**Agenda**

I. Committee on External Affairs

1. Legislative Update
2. Marketing Update
  - a. Be Pro Be Proud Partnership
  - b. TSSAA Partnership
  - c. Trucking Tennessee

II. Committee on Workforce Development

1. Statewide Truck Driving Programs
2. Blue Oval City
3. EV Statewide Initiatives
4. Highlights from TBR Colleges' Workforce Offices

III. Committee on Finance and Business Operations

1. Consent Agenda
  - a. Proposed revisions to TBR Policy 7.01.00.00, Firearms and Other Weapons
2. Consideration for Approval of Tuition and Fee Recommendations for Academic Year 2023-2024
3. Consideration for Approval of FY23 Estimated Budgets and FY24 Proposed Budgets
4. Consideration for Approval of the Capital Budget Requests for the 2024-25 Fiscal Year

IV. Committee on Academic Policies and Programs and Student Life

1. Consent Agenda
  - a. Proposed TBR Policy 2.03.01.03 Ethical Recruitment of Prospective Students and Military Affiliated Individuals
  - b. Proposed TBR Policy 2.03.01.04 Admission, Enrollment, and Readmission of Service Members
  - c. Proposed TBR Policy 2.03.02.04: Micro-credentials and Learner Record
2. New Academic Programs
  - a. Chattanooga State's Electric Vehicle Engineering Technology A.A.S.
  - b. Northeast State's Automotive Technology A.A.S.
3. Proposed Program Terminations, Modifications, and New Technical Program Implementations for TCATs
4. Reimagining the Community College Experience
5. Tennessee Coaching Project
6. Accreditation Summary Report and Overview

V . Committee on Personnel and Compensation

1. Consent Agenda
  - a. Proposed TBR Policy 6.04.00.00, Pregnancy, Childbirth, and Related Conditions (Employees)
  - b. Proposed revisions to TBR Policy 5.01.01.07, Parental Leave
  - c. Proposed revisions to TBR Policy, 5.01.01.14, Family, Medical, and Service Member Leave
2. Approval of the May 31, 2023, Special Called Meeting of the Personnel and Compensation Committee Minutes that includes action taken on compensation strategies
3. Review and Approval of President Emeriti contracts
4. Review and Approval of Faculty Emeriti
5. Promotion Recommendations at Tennessee Colleges of Applied Technology
6. Promotion and Tenure Recommendations at Community Colleges
7. Faculty Promotion Increases
8. Executive Incentive Payments
9. Institutional Amendments or New Compensation Plans
10. Institutional Requests for Payments from the State Salary Pool
11. Evaluation of the Chancellor
12. Request for Chancellor Compensation Plan Payment

- *This meeting will be live-streamed and archived on the TBR website at <https://www.tbr.edu/board/june-2023-quarterly-board-meeting>.*
- *Persons who want to request to address the Board may follow the process authorized by [TBR Policy 1.02.12.00 – Requests to Address the Board](#).*

**TENNESSEE BOARD OF REGENTS**  
**Quarterly Board Meeting**  
**Friday, June 16, 2023 – 9:30 a.m. (Eastern)**  
**Agenda**

- I. **Minutes**
  - A. March 30, 2023 Quarterly Board Meeting
  - B. April 27, 2023 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 15, 2023
  - B. Report of the External Affairs Committee Meeting on June 15, 2023
  - C. Report of the Workforce Development Committee Meeting on June 15, 2023
  - D. Report of the Finance and Business Operations Committee Meeting on June 15, 2023, that includes Tuition and Fee Recommendations, FY23 Estimated Budgets and FY24 Proposed Budgets, Capital Budget Request for 2024-25, and a policy revision.
  - E. Report of the Personnel and Compensation Committee Meeting on June 15, 2023, that includes Faculty Promotion Increases, System Compensation Plan Recommendations, President Emeritus Contracts, Chancellor's Evaluation, New and Revised Personnel Policies, and the Report of the Special Called Meeting of the Personnel and Compensation Committee held on May 31, 2023 that includes Compensation Strategies.
  - F. Report of the Audit Committee Meeting on May 31, 2023
- IV. **Report of the Regents Award for Excellence in Philanthropy**
- V. **Report of the Chancellor**
  - Organizational Effectiveness Update
  - TCAT Master Plan Capital Projects Update
  - Blue Oval City Update
- VI. **Unfinished Business**
- VII. **New Business**
  - A. Review and Consider Recommendation for the President of TCAT Jackson
  - B. Review and Consider Criteria for the Next President of TCAT Shelbyville
  - C. Building Naming Request from Roane State Community College
  - D. Resolution of Appreciation for Faculty Regent Ramona Shelton
  - E. Resolution of Appreciation for Student Regent John Long
  - F. Election of the Vice Chair for 2023-2024

- *This meeting will be live-streamed and archived on the TBR website at <https://www.tbr.edu/board/june-2023-quarterly-board-meeting>.*
- *Persons who want to request to address the Board may follow the process authorized by [TBR Policy 1.02.12.00 – Requests to Address the Board](#).*

**Tennessee Board of Regents Quarterly Board Meeting  
Chattanooga State Community College  
4501 Amnicola Hwy., Chattanooga, TN 37406**

**Thursday, June 15 – Friday June 16, 2023**

**SCHEDULE OF EVENTS**  
(Eastern Time Zone)

**Thursday, June 15**

Reserved parking will be available in the [P1 parking lot](#). Information packets will be available in the lobby of the Albright Omniplex (OMN) building.

- 9:00 a.m. Optional Tour of the [Construction Career Center](#)  
2225 Roanoke Ave, Chattanooga, TN 37406  
Transportation to tour facility available upon request
- 10:00 a.m. Welcome Desk  
OMN Lobby
- 10:00 a.m. Optional Campus Tours
- Chattanooga State TCAT
  - Gerald McCormick Center for Engineering, Technology, Arts & Sciences
  - Erlanger Health Science Center
- 12:00 Noon Lunch  
Faculty and Staff Dining Room, OMN 124-126
- 1:00 – 4:30 p.m. TBR Committee Meetings  
Bond Humanities (HUM) Auditorium  
Transportation to hotel after meetings conclude available upon request
- 4:00 - 6:15 p.m. Hospitality Suite Available at the [Courtyard by Marriott Downtown](#)
- 5:45—6:30 p.m. Transportation to Tennessee Aquarium available upon request
- 6:00 p.m. Reception at the [Tennessee Aquarium](#)  
River Journey Building  
1 Broad Street  
Chattanooga, TN 37402
- 7:00 – 9:00 p.m. Dinner at the [Tennessee Aquarium](#)  
River Journey Room  
Transportation to the hotel after dinner concludes available upon request
- 9:30 – 10:30 p.m. Hospitality Suite Available at the [Courtyard by Marriott Downtown](#)

## Friday, September 23

- 8:00 – 9:00 am       Light Continental Breakfast in the Faculty and Staff Dining room  
OMN 124-126
- 9:00 a.m.             Presentation  
Dr. Rebecca Ashford, President  
Chattanooga State Community College  
                            -and-  
Dr. Jim Barrott, Executive Vice President  
Chattanooga State Tennessee College of Applied Technology  
HUM Auditorium
- 9:30 a.m.             TBR Quarterly Meeting  
HUM Auditorium
- 11:45 a.m.            Boxed Lunches Available  
Sponsored by Chattanooga State TCAT  
HUM Lobby

# Chattanooga State Building & Parking Map



Chattanooga State is a smoke-free, tobacco-free campus.

- Academic and Administrative Buildings
- P# Parking Lots: Students Faculty/Staff Handicapped Visitor
- One-way Traffic
- Cafeterias/Grills



- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><b>1</b> Starnes Student Center (S)</li> <li><b>2</b> Amphitheater (AMP)</li> <li><b>3</b> Albright OmniPlex Building (OMN)</li> <li><b>4</b> Health &amp; Fitness Center (HPF)</li> <li><b>5</b> Branch Center for Advanced Technology (CAT)</li> <li><b>6</b> Business (OMN-B-Wing)</li> <li><b>7</b> Instructional Materials Center, Kolwyck Library (IMC/KLIC)</li> <li><b>8</b> Media Technology Center &amp; WAWL Radio (MTC); Campus Police</li> <li><b>9</b> Bond Humanities Building (HUM)</li> <li><b>10</b> Applied Arts</li> <li><b>11</b> Energy Plant</li> <li><b>12</b> Maintenance</li> <li><b>13</b> Grounds</li> </ul> | <ul style="list-style-type: none"> <li><b>14</b> Central Storage, Shipping &amp; Receiving</li> <li><b>15</b> Tennessee College of Applied Technology (TCAT)</li> <li><b>16</b> Center for Engineering, Technology, Arts &amp; Sciences and WACKER Institute (GETAS)</li> <li><b>17</b> Center for Business, Industry &amp; Health (CBIH)</li> <li><b>18</b> Erlanger Health Science Center (HSC) Allied Health – 2nd Floor</li> <li><b>19</b> Athletic Field House (AFH)</li> <li><b>20</b> Child Development Center (CDC)</li> <li><b>21</b> Sculpture Studio/Engineering Lab</li> <li><b>22</b> Common Ground Garden</li> <li><b>23</b> Horticulture Complex (under construction)</li> </ul> |
|---|---|

**CHATTANOOGA STATE**  
COMMUNITY COLLEGE  
**Main Entrance**



4501 Amnicola Highway | Chattanooga, Tennessee 37406 | 423.697.4400 | ChattanoogaState.edu

11-70-404002-591-6/18/jp • PDF • Chattanooga State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by Chattanooga State.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director, Human Resources, 4501 Amnicola Highway, Chattanooga, TN 37406, 423.697.2417.

**TENNESSEE BOARD OF REGENTS  
Quarterly Board Meeting  
June 15 and 16, 2023**

**EXECUTIVE SUMMARY**

**Thursday, June 15, 2023**

**I. COMMITTEE ON EXTERNAL AFFAIRS**

**1. LEGISLATIVE UPDATE**

Executive Vice Chancellor for External Affairs Kim McCormick and Assistant Vice Chancellor John Williams will share an overview of the Legislative Session and provide an update of bills that we have tracked with an overview of legislation that impacted the TBR and higher education. This report highlights significant pieces of legislation that were relevant to the Board of Regents from this past legislative session.

**2. MARKETING UPDATE**

Executive Vice Chancellor for External Affairs Kim McCormick and Associate Vice Chancellor Matthew Gann will provide an update regarding the Be Pro Be Proud partnership, TSSAA partnership, and the Trucking Tennessee campaign.

**II. COMMITTEE ON WORKFORCE DEVELOPMENT**

Executive Vice Chancellor for External Affairs Dr. Kim McCormick and TBR's Center for Workforce Development Executive Director Dr. Jeff Sisk will share informational updates on:

- 1. STATEWIDE TRUCK DRIVING PROGRAMS**
- 2. BLUE OVAL CITY**
- 3. EV STATEWIDE INITIATIVES**
- 4. HIGHLIGHTS FROM TBR COLLEGES' WORKFORCE OFFICES**

**III. COMMITTEE ON FINANCE AND BUSINESS OPERATIONS**

**1. CONSENT AGENDA**

**A. Proposed Revisions to TBR Policy 7.01.00.00, Firearms and Other Weapons**

The proposed revisions to this policy are to comply with Public Chapter 149, effective July 1, 2023. The act permits a part-time employee who is a retired law enforcement officer in good standing with at least 20 years of service to carry a handgun under the same terms and conditions as full-time employees.

## Executive Summary – June 2023 Quarterly Meeting

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### 2. CONSIDERATION FOR APPROVAL OF TUITION AND FEE RECOMMENDATIONS FOR ACADEMIC YEAR 2023-2024

TBR staff will present the recommendations for maintenance fees, tuition, mandatory fees, and non-mandatory fees for academic year 2023-24.

### 3. CONSIDERATION FOR APPROVAL OF FY23 ESTIMATED BUDGETS AND FY24 PROPOSED BUDGETS

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 2022-23 and the recommended *Proposed Budgets* for FY 2023-24. As part of approval of the Proposed Budgets for FY 2023-24, 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 REQUEST FOR THE 2024-25 FY

The Committee will consider approval of the Capital Budget Request for fiscal year 2024-25.

## IV. COMMITTEE ON ACADEMIC POLICIES AND PROGRAMS AND STUDENT LIFE

### 1. CONSENT AGENDA

#### A. Proposed TBR Policy 2.03.01.03, Ethical Recruitment of Prospective Students and Military Affiliated Individuals

To be compliant with the requirements of federal law and Executive Order 13607, the Tennessee Board of Regents (TBR) must establish consistent policies and practices at TBR institutions for the recruitment of prospective students, including military affiliated individuals (such as service members, reservists, veterans, spouses and other eligible family members).



## Executive Summary – June 2023 Quarterly Meeting

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### **B. Proposed TBR Policy 2.03.01.04, Admissions, Enrollment, and Readmission of Service Members**

To be compliant with the requirements of federal law and Executive Order 13607, the Tennessee Board of Regents (TBR) must establish consistent policies and practices at TBR institutions applicable to eligible service members, veterans, reservists, and others covered by the Post 9/11 GI Bill and the Department of Defense Tuition Assistance Program (collectively, “service members”) for the admission, enrollment, and readmission of those returning from periods of active service.

### **C. Proposed TBR Policy 2.03.02.04, Micro-credentials and Learner Record**

This policy sets out the principles and procedures for quality assurance of the TBR institutions’ micro-credentials that are included on the System’s comprehensive learner record. The principles and procedures include, but are not limited to design, approval, delivery, monitoring, and review.

## **2. NEW ACADEMIC PROGRAMS**

### **A. Chattanooga State’s Electric Vehicle Engineering Technology A.A.S.**

Chattanooga State Community College proposes the establishment of a new Associate of Applied Science (A.A.S.) in Electric Vehicle Engineering Technology (EVET).

Chattanooga’s industry partner Volkswagen Group of America is transitioning to producing electric vehicles, with the expectation of phasing out combustion engine automobiles by 2035. VW predicts a greater need in the near future, for Electric Vehicle Technicians. This program will prepare students with the education and skills needed to meet industry workforce demands to manufacture, diagnose, service, and repair electric vehicles.

VW has requested to use the A.A.S Electrical Vehicle Engineering Technology degree as the educational portion of the apprenticeship. They will also provide space, electric vehicles, subject matter experts, and job placement for graduates.

The A.A.S. in Electric Vehicle Engineering Technology degree will be initially offered through the Volkswagen Electric Vehicle apprenticeship starting August 2023 and is expected to expand to the Amnicola campus by 2025. The EVET degree is comprised of stackable credentials which allows for multiple entry (TCAT and dual enrollment) and exit (technical certificates) points. The program components can also be used in non-credit workforce training.

### **B. Northeast State’s Automotive Technology A.A.S.**

Northeast State Community College proposes the establishment of a new Associate of Applied Science (A.A.S.) in Automotive Technology with a Concentration in Automotive Specialist.

The 60-credit hour proposed program would realign the automotive-related programs (Automotive Service, Automotive Body/Collision, Motor Sports) into a new degree with a concentration in Automotive Specialist. The program and concentration will offer students the ability to pursue coursework, training, and skills in three different pathways: Automotive Service, Automotive Body/Collision, and Motor Sports.

## Executive Summary – June 2023 Quarterly Meeting

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These areas represent the needs of regional workforce partners and afford the students a tailored set of unique skills specific to their area of interest. This also ensures an Associate of Applied Science degree that is more easily identified by industry and students will develop competencies applicable to the current and emerging needs of the automotive industry.

The program will be the first A.A.S in Automotive Technology in the TBR system so is considered a new program to the state, although the program uses the same courses that are already taught at Northeast State.

### **3. PROPOSED PROGRAM TERMINATIONS, MODIFICATIONS, AND NEW TECHNICAL PROGRAM IMPLEMENTATIONS FOR TCATS**

Thirty-five (35) 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.

Sixty-eight (68) 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.

### **4. REIMAGINING THE COMMUNITY COLLEGE EXPERIENCE**

In summer 2022 TBR staff presented a concept paper that builds off the history of Tennessee and TBR reforms, and then rapidly accelerates them in a new direction resulting in a fundamentally different community college experience for students. In this concept, formally referred to as the Reimagining the Community College Experience, students would encounter:

- Extensive and personalized pre-college career exploration, followed by in-depth career advising and soft skills development throughout a student's program of study.
- A workforce-focused certificate in the first semester, drawn from programs that align with the local/regional economy, to expand and enrich entry and exit points for students as they navigate and move between higher education and the labor force.
- An articulated transition into the second semester that extends the workforce-ready skills and/or adds general education courses that have been contextualized to a student's program of study and that injects workforce skills like communication and critical thinking into the student's pathway.
- Reengineered transfer pathways that stack students' skills and courses from the first two semesters into AA/AS/AAS degrees and/or TCAT programs.

In early fall 2022, TBR solicited grant proposals from community colleges to develop and implement the ideas within the Reimagining the Community College Experience concept paper. At the September 2022 Board meeting, Walters, Pellissippi, Jackson and Southwest were announced as the grant winners and have since been working to fully develop and implement a multi-year pilot effort. As their efforts are taking shape, TBR staff will provide an overview of the colleges' plans as they prepare for fall 2023 implementation.

# Executive Summary – June 2023 Quarterly Meeting

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## 5. TENNESSEE COACHING PROJECT

In 2022, two community colleges launched a new project to support students who are underprepared for college, known as the *Tennessee Coaching Project*. Through this project, Northeast State Community College and Jackson State Community College embedded success coaches into students' first year of college. Coaches help students navigate coursework, connect with resources, and explore careers. In 2023, the project expanded to provide coaching to adult learners who are reconnecting with college after some time away.

The Tennessee Coaching Project includes a coaching model designed by TBR staff in partnership with advising leaders at the pilot colleges. This work is supported by \$2.9 million in grant funds to TBR from the U.S. Department of Education Institute of Education Sciences and Ascendium Education Group.

Early results suggest that coaching has promoted student success during the first year of this project. Students at both pilot colleges have engaged with coaching at high rates. Additionally, preliminary data indicates that students who engaged with their coach persisted at higher rates than other students. Early outcomes also suggest gains in math course success for students who engaged with their coach.

The TBR staff will provide an overview of this project and early outcomes. The presentation will describe the coaching model and present preliminary data from the first year of this project. The presentation will also highlight the contributions of advising staff at Jackson State and Northeast State to this project.

## 6. ACCREDITATION REPORT

The Annual Accreditation Report and Overview summarizes all activity for the academic year 2021-2022 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.

## V. COMMITTEE ON PERSONNEL AND COMPENSATION

### 1. CONSENT AGENDA

#### A. Proposed TBR Policy 6.04.00.00, Pregnancy, Childbirth, and Related Conditions (Employees)

This new, proposed policy is designed to implement two amended federal statutes. The Pregnant Workers Fairness Act amends Title VII of the Civil Rights Act of 1964 and requires that institutions provide reasonable accommodations for pregnancy, childbirth, and medical conditions related to pregnancy and/or childbirth. The reasonable accommodation requirements and process are similar to the Americans with Disabilities Act accommodation process, but with a few notable exceptions as explained in policy.

## Executive Summary – June 2023 Quarterly Meeting

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The Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act), amends the Fair Labor Standards Act. This law requires that nursing mothers be given time and a private place to express breast milk.

The U.S. Department of Education's June 2022 Notice of Proposed Rulemaking (NPRM) contains many similar protections for students, but with some important differences. The Department, which has been evaluating comments to the NPRM, is expected to issue a final rule in the near future, at which time the System Office will likely be proposing a new policy to comply with the regulations.

### **B. Proposed Revisions to TBR Policy 5.01.01.07, Parental Leave**

Effective July 1, 2023, State of Tennessee employees will be able to take six weeks of paid parental leave for the birth of a child or placement of a child for adoption. (After expiration of six weeks paid leave, employees may use a combination of sick, annual, and unpaid leave for a total of four months parental leave.) This new paid parental leave is in addition to sick and annual leave. Proposed revisions to the Parental Leave policy implement such paid leave at TBR institutions.

### **C. Proposed Revisions to TBR Policy 5.01.01.14, Family, Medical, and Service Member Leave**

The proposed revisions consist of a new section (II.A.2.c.) explaining that six weeks of paid parental leave is available upon the birth or placement of a child and that the details may be found in TBR Policy 5.01.01.07, Parental Leave. The revisions to the FML policy follow the new state law providing state employees with six weeks of paid parental leave and TBR's implementation process.

## **2. APPROVAL OF THE MAY 31, 2023 SPECIAL CALLED MEETING OF THE PERSONNEL AND COMPENSATION COMMITTEE MINUTES THAT INCLUDES ACTION TAKEN ON COMPENSATION STRATEGIES**

The Committee will consider approval of the minutes from the May 31, 2023 special called meeting of the Personnel and Compensation Committee that includes action taken on the system wide compensation strategies.

## **3. 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 2022-2023 and work contracts for 2023-2024 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

# Executive Summary – June 2023 Quarterly Meeting

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## 4. REVIEW AND APPROVAL OF FACULTY EMERITI

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

Candidate	Rank/Discipline	Service Dates	College
Edward Nichols	Professor of Mathematics	1993-2023	Chattanooga State CC
Steve Smotherman	Associate Professor of Mathematics	1983-2023	Motlow State CC
Marylou Tate	Assistant Professor of Culinary Arts	2009-2023	Nashville State CC

Presidential nominations are appended.

## 5. PROMOTION AND TENURE 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 thirty-two (32) faculty receiving promotions represent 5% of the TCAT instructional staff. There are no faculty members 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 thirty-two promotions are divided into these categories: twenty (20) to Instructor (second rank); nine (9) to Senior Instructor (third rank); and three (3) to Master Instructor (fourth rank).

## 6. PROMOTION AND TENURE RECOMMENDATIONS AT COMMUNITY COLLEGES

The Committee will be asked to approve recommendations for promotion and tenure of faculty serving at the community colleges. Sixty-six (66) faculty members are recommended for tenure. This is a decrease from the previous year of seventy (70) recommendations for tenure.

One hundred fifty-six (156) faculty members are recommended for promotion. The number of promotions decreased by twenty (20) from 2022-23.

## Executive Summary – June 2023 Quarterly Meeting

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### **7. FACULTY PROMOTION INCREASES**

A total of one-hundred-fifty-six (156) faculty members, including one by exception from Pellissippi State, are recommended for promotion at the community colleges. Of those, one hundred and fifty-five (155) are recommended for an increase due to promotion. At the TCATs, thirty-two (32) faculty members are recommended for promotion and increase. 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.

### **8. EXECUTIVE INCENTIVE PAYMENTS**

The Executive Performance Incentive Plan was approved at the Board's June 2013 Meeting. 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. 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.

The Council of Education (COE) provides the data needed to calculate the TCAT presidents' incentive pay. COE has notified us they have had a change in their timing and will be issuing the data later in the summer. Therefore, we will bring the TCAT incentive data to the Personnel & Compensation Committee for approval at a later meeting.

It is recommended the Committee take the following action:

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

## Executive Summary – June 2023 Quarterly Meeting

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### 9. INSTITUTIONAL AMENDMENTS OR NEW COMPENSATION PLANS

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

**Institution:**

Nashville State Community College  
Northeast State Community College  
Volunteer State Community College

**Summary of Changes:**

Amendment to the existing compensation plans to include changes to Nashville State Community College raising their minimum starting pay to \$30,000/yr. or \$15.38/hr., as well as adding more faculty pay ranges based on discipline taught; Northeast State is adjusting their target salaries based on the salary market and adjusting the adjunct faculty rates; and Volunteer State is implementing language into their compensation plan that allows them to index it each year based on best practices.

The new or revised compensation plans were reviewed within the System Office by a committee of five (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.

### 10. INSTITUTIONAL REQUESTS FOR PAYMENTS FROM THE STATE SALARY POOL

At the May 31, 2023 special called meeting, the Personnel and Compensation Board Committee authorized a compensation strategy that included using 3% of the state provided 5% salary pool funding for an across-the-board increase and the remaining 2% salary pool to be used for employee increases effective July 1, 2023. 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 three (3) institutions as outlined in the materials.

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

### 11. EVALUATION OF THE CHANCELLOR

Pursuant to Board policy, a performance review of the Chancellor is required every two years. The evaluation is to be conducted by a committee of at least four members appointed by the Vice Chair. Vice Chair Reynolds requested the Personnel and Compensation Committee review the feedback and make a recommendation to the Board.

The purpose of this agenda item will be consideration by the Committee of the Chancellor's performance review.

# Executive Summary – June 2023 Quarterly Meeting

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## **12. REQUESTS FOR CHANCELLOR COMPENSATION PLAN PAYMENT**

In accordance with the Board approved compensation plan at the 2022 March Board meeting that included the Chancellor's salary, the following increase is recommended for the Chancellor. The decision was made last year to provide 50% of the amount recommended by the market study completed by the compensation consultant.

This increase will assist in keeping the pay for the Chancellor competitive and be effective July 1, 2023. It will be provided prior to any across the board increase that is approved.

### **FRIDAY, JUNE 16, 2023**

#### **I. MINUTES**

The Board will consider approving minutes from the March 30, 2023 regular quarterly meeting and the April 27, 2023 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/Student Life Committee Meeting on June 15, 2023
- B. Report of the External Affairs Committee Meeting on June 15, 2023
- C. Report of the Workforce Development Committee Meeting on June 15, 2023
- D. Report of the Finance and Business Operations Committee Meeting on June 15, 2023, that includes Tuition and Fee Recommendations, FY23 Estimated Budgets and FY24 Proposed Budgets, Capital Budget Request for 2024-25, and a policy revision.
- E. Report of the Personnel and Compensation Committee Meeting on June 15, 2023, that includes Faculty Promotion Increases, System Compensation Plan Recommendations, President Emeritus Contracts, Chancellor's Evaluation, New and Revised Personnel Policies, and the Report of the Special Called Meeting of the Personnel and Compensation Committee held on May 31, 2023 that includes Compensation Strategies.
- F. Report of the Audit Committee Meeting on May 31, 2023

#### **IV. REPORT OF THE REGENTS AWARD FOR EXCELLENCE IN PHILANTHROPY**

Recipients of the Regents award for Excellence in Philanthropy are selected based on their generous giving of their time, resources, influence on volunteers to become involved in fundraising, active promotion of higher education, leadership in philanthropy, exceptional civic responsibility, and integrity. The Board will receive a report on the following award presented on November 17, 2022:



# Executive Summary – June 2023 Quarterly Meeting

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## **Tipton County Legislature**

Representatives from the Tipton County Legislature accepted the 2022 Regents Award for Excellence in Philanthropy as nominated by Dyersburg State Community College. The award was presented by Regent Nisha Powers at the Dyersburg State Community College campus on November 17, 2022.

## **V. REPORT OF THE CHANCELLOR**

- Organizational Effectiveness Update
- TCAT Master Plan Capital Projects Update
- Blue Oval City Update

## **VI. UNFINISHED BUSINESS**

## **VII. NEW BUSINESS**

### **A. REVIEW AND CONSIDER RECOMMENDATION FOR THE PRESIDENT OF TCAT JACKSON**

The search criteria and process for the next President of TCAT Jackson was approved by the Board at a Special Called Meeting on April 27, 2023. In accordance with TBR Policy 1.03.03.00 on Selection and Retention of Presidents, due to the finding of exceptional circumstances, Mr. Heath McMillian was selected as the sole finalist. An open forum interview took place on Monday, May 22.

After careful consideration of the feedback received, Chancellor Tydings will recommend the next president of TCAT Jackson.

### **B. REVIEW AND CONSIDER CRITERIA FOR THE NEXT PRESIDENT OF TCAT SHELBYVILLE**

Due to the retirement of Laura Monks as president of TCAT Shelbyville effective September 1, 2023, search criteria is attached for your approval to recruit for a new president. Upon approval, the position will be posted, and the recruitment process will begin to find the next president of TCAT Shelbyville.

### **C. REVIEW AND CONSIDER BUILDING NAMING REQUEST FROM ROANE STATE COMMUNITY COLLEGE**

The Board is authorized to name buildings, facilities, grounds, and organizational units in honor of individuals who have made significant contributions to society and who otherwise meet the criteria established in TBR Policy 4.02.02.01, Naming Buildings and Facilities & Building Plaques.

For the reasons explained in the attached recommendation from Chris Whaley, Roane State Community College President, Covenant Health meets the requirements in TBR policy and is deserving of the honor of having Roane State's Knox County Campus named the COVENANT HEALTH CAMPUS. Roane State convened a committee to consider and make the recommendation, and its attached report establishes that Covenant Health:

## Executive Summary – June 2023 Quarterly Meeting

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(1) has made a significant contribution to the fields of education, science, and human betterment.

(2) has demonstrated appropriate commitment to the community through its business and philanthropic efforts; and

(3) has provided significant support to Roane State students and has made a substantial donation to Roane State of the land on which the campus will be located.

### **D. RESOLUTION OF APPRECIATION FOR FACULTY REGENT RAMONA SHELTON**

The Board will consider approving a resolution of appreciation for Faculty Regent Ramona Shelton for her service to the Tennessee Board of Regents.

### **E. RESOLUTION OF APPRECIATION FOR STUDENT REGENT JOHN LONG**

The Board will consider approving a resolution of appreciation for Student Regent John Long for his service to the Tennessee Board of Regents.

### **F. ELECTION OF VICE CHAIR FOR 2023-2024**

The Board will receive nominations and elect the Vice Chair for 2023-2024.



## **Tennessee Board of Regents**

### ***Committee on External Affairs***

June 15, 2023

#### **AGENDA**

**1. Legislative Update** (*Executive Vice Chancellor Kim McCormick, Assistant Vice Chancellor John Williams*)

Executive Vice Chancellor for External Affairs Kim McCormick and Assistant Vice Chancellor John Williams will share an overview of the Legislative Session and provide an update of bills that we have tracked with an overview of legislation that impacted the TBR and higher education. This report highlights significant pieces of legislation that were relevant to the Board of Regents from this past legislative session.

**2. Marketing Update** (*Executive Vice Chancellor Kim McCormick, Associate Vice Chancellor Matthew Gann*)

Executive Vice Chancellor for External Affairs Kim McCormick and Associate Vice Chancellor Matthew Gann will provide an update regarding the Be Pro Be Proud partnership, TSSAA partnership, and the Trucking Tennessee campaign.

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BOARD TRANSMITTAL

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MEETING: Committee on External Affairs

SUBJECT: Legislative Update

DATE: June 15, 2023

PRESENTER: Executive Vice Chancellor Kim McCormick  
Assistant Vice Chancellor John Williams

PRESENTATION  
REQUIREMENTS: 10 minutes with discussion

ACTION REQUIRED: Informational Purposes

STAFF  
RECOMMENDATION: Not Applicable

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Executive Vice Chancellor for External Affairs Kim McCormick and Assistant Vice Chancellor John Williams will share an overview of the Legislative Session and provide an update of bills that we have tracked with an overview of legislation that impacted the TBR and higher education. This report highlights significant pieces of legislation that were relevant to the Board of Regents from this past legislative session.

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BOARD TRANSMITTAL

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MEETING: Committee on External Affairs

SUBJECT: Marketing Update

DATE: June 15, 2023

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

PRESENTATION  
REQUIREMENTS: 10 minutes with discussion

ACTION REQUIRED: Informational Purposes

STAFF  
RECOMMENDATION: Not Applicable

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Executive Vice Chancellor for External Affairs Kim McCormick and Associate Vice Chancellor Matthew Gann will provide an update regarding the Be Pro Be Proud partnership, TSSAA partnership, and the Trucking Tennessee campaign.



**Tennessee Board of Regents**  
***Committee on Workforce Development***

June 15, 2023

**AGENDA**

- 1. Statewide Truck Driving Programs** (*Executive Vice Chancellor Kim McCormick, Executive Director Jeff Sisk*)

Executive Vice Chancellor for External Affairs Kim McCormick and Executive Director of the Center for Workforce Development Jeff Sisk will share an update on statewide truck driving programs, including recent curriculum updates, an upcoming partnership between TCAT Memphis and the state department of corrections, and work-based learning approaches to meet the need for more CDL drivers.

- 2. Blue Oval City Update** (*Executive Vice Chancellor Kim McCormick, Executive Director Jeff Sisk*)

Executive Vice Chancellor for External Affairs Kim McCormick and Executive Director of the Center for Workforce Development Jeff Sisk will share Blue Oval City updates, including TCAT campus at Blue Oval City progress, recent RFPs issued by Ford/SK, Ford/SK onboarding plans, and a review of our Blue Oval City Workforce Development Strategic Plan.

- 3. EV Statewide Initiatives** (*Executive Vice Chancellor Kim McCormick, Executive Director Jeff Sisk*)

Executive Vice Chancellor for External Affairs Kim McCormick and Executive Director of the Center for Workforce Development Jeff Sisk will share updates on EV-related statewide grant initiatives, including the TN Charging Infrastructure Workgroup grant and the Community Charging and Infrastructure Grant proposal.

- 4. Highlights from TBR Colleges' Workforce Offices** (*Executive Vice Chancellor Kim McCormick, Executive Director Jeff Sisk*)

Executive Vice Chancellor for External Affairs Kim McCormick and Executive Director of the Center for Workforce Development Jeff Sisk will share highlights from TBR colleges' Workforce offices, with a focus on corrections/jail-based training programs.

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BOARD TRANSMITTAL

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MEETING: Committee on Workforce Development

SUBJECT: Workforce Development Updates

DATE: June 15, 2023

PRESENTER: Executive Vice Chancellor Kim McCormick  
Executive Director Jeff Sisk

PRESENTATION  
REQUIREMENTS: 10 minutes with discussion

ACTION REQUIRED: Informational Purposes

STAFF  
RECOMMENDATION: Not Applicable

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Executive Vice Chancellor for External Affairs Kim McCormick and TBR's Center for Workforce Development Executive Director Jeff Sisk will share informational updates on:

- Statewide truck driving programs, including recent curriculum updates; an upcoming partnership between TCAT Memphis and the state department of corrections; and work-based learning approaches to meet the need for more CDL drivers;
- Blue Oval City updates, including TCAT campus at Blue Oval City progress; recent RFPs issued by Ford/SK; Ford/SK onboarding plans; and a review of our Blue Oval City Workforce Development Strategic Plan;
- EV-related statewide grant initiatives, including the TN Charging Infrastructure Workgroup grant and the Community Charging and Infrastructure Grant proposal; and
- Highlights from TBR colleges' Workforce offices, with a focus on corrections/jail-based training programs.



**Tennessee Board of Regents**  
***Committee on Business and Finance***

June 15, 2023

**AGENDA**

**1. CONSENT AGENDA** (*General Counsel Brian Lapps*)

**a. PROPOSED REVISIONS TO TBR POLICY 7.01.00.00, FIREARMS AND OTHER WEAPONS**

The proposed revisions to this policy are to comply with Public Chapter 149, effective July 1, 2023. The act permits a part-time employee who is a retired law enforcement officer in good standing with at least 20 years of service to carry a handgun under the same terms and conditions as full-time employees.

**2. CONSIDERATION FOR APPROVAL OF TUITION AND FEE RECOMMENDATIONS FOR ACADEMIC YEAR 2023-2024** (*Vice Chancellor Alisha Fox*)

TBR staff will present the recommendations for maintenance fees, tuition, mandatory fees, and non-mandatory fees for academic year 2023-24.

**3. CONSIDERATION FOR APPROVAL OF FY23 ESTIMATED BUDGETS AND FY24 PROPOSED BUDGETS** (*Vice Chancellor Alisha Fox*)

The purpose of this agenda item is to consider for approval both the recommended ***Estimated Budgets*** for FY 2022-23 and the recommended ***Proposed Budgets*** for FY 2023-24.

**4. CONSIDERATION FOR APPROVAL OF THE CAPITAL BUDGET REQUESTS FOR THE 2024-25 FISCAL YEAR** (*Executive Director Dick Tracy*)

The Committee will consider approval of the Capital Budget Request for fiscal year 2024-25.



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BOARD TRANSMITTAL

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MEETING: Committee on Finance and Business Operations

SUBJECT: TBR Policy 7.01.00.00, Firearms & Other Weapons  
(Revisions)

DATE: May 31, 2023

PRESENTER: General Counsel Brian Lapps

PRESENTATION  
REQUIREMENTS: 2 Minutes

ACTION REQUIRED: Voice Vote

STAFF  
RECOMMENDATION: Recommend Approval

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The proposed revisions to this policy are to comply with Public Chapter 149, effective July 1, 2023. The act permits a part-time employee who is a retired law enforcement officer in good standing with at least 20 years of service to carry a handgun under the same terms and conditions as full-time employees.

# Firearms and Other Weapons: 7.01.00.00

## Policy/Guideline Area

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Safety and Security

## Applicable Divisions

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TCATs, Community Colleges, System Office, Board Members

## Purpose

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To maintain a safe educational and working environment for students and employees by establishing rules for possessing and carrying firearms and other weapons on TBR institution property.

## Definitions

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As used in this policy:

- "Carry" means to physically transport a firearm or other weapon on or about the body.
- "Concealed" means not visible to ordinary observation.
- "Eligible Retired Law Enforcement Employee" includes all faculty, executive, administrative, professional and support staff who are retired federal, state, or local law enforcement officers; served as a federal, state, or local law enforcement officer for at least twenty (20) years prior to retirement; retired in good standing as certified by the chief law enforcement officer of the organization from which the officer retired; is employed on a part-time basis by a TBR institution; and is not enrolled as a student at the institution.
- "Employee" means all faculty, executive, administrative, professional and support staff employed in the service of and whose compensation is paid by a TBR institution. "Employee" does not include independent contractors who provide goods or services to the institution or student workers as defined in TBR Policy 5.01.01.00.

- “Full-time Employee” includes all faculty, executive, administrative, professional and support staff who are employed on a full-time basis by a TBR institution, but does NOT include a person who is enrolled as a student at the institution, regardless of whether the person is also an employee. A full-time employee is one who has a regular work week of at least 37.5 hours, or who is scheduled to carry a full teaching load or its equivalent. This includes full-time modified fiscal year (MODFY) employees, temporary employees and term appointees who have a regular work week of at least 37.5 hours or are scheduled to carry a full teaching load or its equivalent. “Full-time Employee” does NOT include independent contractors who provide goods or services to the institution. For example, if an institution contracts for custodial services or food services, the contractor’s employees are NOT allowed to carry a handgun on the premises, even if they work on the premises full time.
- “Enrolled as a Student” as used in the definition of “Full-time Employee” and “Eligible Retired Law Enforcement Employee” means to be registered for an academic offering at the TBR institution where one is employed, whether or not the academic offering is offered for credit or is not for credit. “Enrolled as a Student” does not include being registered for an academic offering that is delivered solely online, with no requirement for the student to appear on campus in order to complete the course.
- “Firearm” means any weapon designed, made or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.
- “Handgun” means any firearm with a barrel length of less than twelve inches (12”) that is designed, made or adapted to be fired with one (1) hand.

- "Institution Property" means all land, ground, structures, and any other real property owned, operated or controlled by a TBR institution.
- "Motor Vehicle" means a motor vehicle as defined in T.C.A. § 55-1-103.
- "On or About the Person" means carried concealed on the person or carried concealed in a handbag, briefcase or other carrying case that remains within an arm's reach of the person at all times.
- "Parking Area" means property provided by the TBR institution for the purpose of permitting employees, students, or invitees to park motor vehicles.
- "Possess" means either: (1) direct physical control over a firearm or other weapon at a given time; or (2) the power and intention at any given time to exercise dominion and control over a firearm or other weapon. Examples of possessing a firearm or other weapon include, without limitation, the presence of a firearm or other weapon on or about the person of the employee or in the employee's motor vehicle, desk, lunch box, locker, tool kit, bag, purse, cabinet, or office.
- "Student" means any person who is admitted and/or registered for study at a TBR institution for the current academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution.
- "Valid Handgun Carry Permit" or "Enhanced Handgun Carry Permit" means a current handgun carry permit issued by the State of Tennessee under T.C.A. § 39-17-1351 or issued by another state that has been given reciprocity under T.C.A. § 39-17-1351(r).

- “Weapon” means firearm; explosive; explosive weapon; bowie knife; hawk bill knife; ice pick; dagger; slingshot; leaded cane; switchblade knife; blackjack; metal knuckles; razors and razor blades, except those used solely for personal shaving; any sharp pointed or edged instrument, except unaltered nail files and clips and tools used solely for preparation of food instruction and maintenance; or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes.

## Policy/Guideline

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### I. General Prohibition.

- A. Except as otherwise provided in this policy, possession of firearms or other weapons on institution property is prohibited. (T.C.A. § 39- 17-1309). (See Exhibit 1, Guide to Gun Laws on Campus). The permitless/constitutional carry legislation, ~~enacted in~~ T.C.A. § 39-17-1307(g), ~~(PC-108 effective July 1, 2021)~~ does NOT allow permitless/constitutional carry on TBR property. The requirements of T.C.A. § 39-17-1309 and this policy remain in effect.

### II. Exceptions for Employees with Valid Handgun Carry Permits/Enhanced Handgun Carry Permits.

- A. In accordance with T.C.A. § 39-17-1309(e)(11) and subject to the limitations set forth in this policy, full-time employees and eligible retired law enforcement employees who possess a valid handgun carry permit/enhanced handgun carry permit and are authorized to carry a handgun under T.C.A. § 39-17-1351 may carry a handgun on property owned, operated, or controlled by the TBR institution at which they are employed, provided that they are not permitted to carry a handgun openly or in any manner in which the handgun is

visible to ordinary observation, unless the employee is carrying, displaying, or employing the handgun in justifiable self-defense or in justifiable defense of another during the commission of a crime in which the employee or other person defended was a victim.

1. ~~Full-time~~ Employees who intend to exercise this right to carry a handgun must first register with the law enforcement agencies that have jurisdiction over the institution, which may be identified by their employing institution. If an institution has locations in more than one jurisdiction, the employee must register with the law enforcement agency in each jurisdiction where they intend to carry on campus. (See Exhibit 2, Handgun Carry Notification & Summary of Campus Concealed Carry Rights & Responsibilities).
2. The registering employees' names and other identifying information shall be confidential, not open for public inspection and shall not be disclosed except to the administrative officer of the institution responsible for security of the institution. However, that administrative officer will not be provided with the names or other identifying information of employees under their direct supervision or for whom they evaluate job performance.
3. The institution's designated law enforcement agency shall develop and implement policies and procedures regarding the registration and confidentiality.

4. Registered employees may not carry a handgun on the property of any TBR institution other than their employing institution. If two or more institutions share a property, properly registered employees of all sharing institutions may carry on the shared property.
5. ~~Full-time e~~Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) shall have their valid handgun carry permit/enhanced handgun carry permit in their immediate possession at all times when carrying a handgun and shall display the permit on demand of a law enforcement officer.
6. Except for eligible retired law enforcement employees, pPart-time employees may not carry a handgun on institution property, even if they have carry permits.
7. The institution's designated law enforcement agency may develop and implement a course or courses to be offered to employees electing to carry a handgun under T.C.A. § 39-17-1309(e)(11). Firearm safety shall be a component of any such course offered. Institutions are not required to offer such courses. Employees are not required to participate in such courses if they are offered.
8. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) are not permitted to carry a handgun at the following times and at the following locations:

- a. Stadiums, gymnasiums, and auditoriums when school-sponsored events are in progress, such as ball games; pep rallies; convocations; graduations; concerts, plays and other entertainment; etc. This includes such events that are sponsored by recognized student organizations.
- b. Formal meetings regarding employee or student disciplinary matters.
- c. Formal meetings regarding tenure issues.
- d. A hospital, or an office where medical or mental health services are the primary services provided, such as a clinic, student health center or a mental health counseling center.
- e. Any location where a provision of state or federal law prohibits the carrying of a handgun on that property, including, but not limited to:
  - (1) On the premises of a child care agency, in any vehicle used by a child care agency to transport children, or in the presence of a child



being cared for by a child care agency, such as a campus day care center. (Source: Rules of the Tennessee Department of Human Services, Chapter 1240-04-03, Licensure Rules for Child Care Centers);

- (2) In or on any public K-12 school building, bus, school campus, grounds, recreation area, athletic field or any other property owned, operated, or while in use by any K-12 board of education, school, or directors for the administration of any public or private K-12 educational institution. This includes buildings or parts of buildings that are dedicated to use by a campus K-12 school, middle college, etc. (Source: T.C.A. § 39-17-1309);

- (3) In or on any building, bus, campus, grounds,

recreation area, athletic field or any other property owned, operated, or while in use by a private institution of higher education that prohibits possession of firearms on its property. For example, if a TBR institution operates in a facility shared with a private institution of higher education that prohibits firearms on its property, a TBR employee will not be able to carry a handgun into the portion of the facility controlled by the private institution.

(Source: T.C.A. § 39-17-1309);

- (4) A public park, playground, civic center or other building facility, area or property which, at the time of the employee's possession of a handgun, the employee knows or should know is being

used by board of education, school, college or university board of trustees, regents, or directors for the administration of any public or private educational institution for the purpose of conducting an athletic event or other school-related activity on an athletic field, permanent or temporary, including but not limited to, a football or soccer field, tennis court, basketball court, track, running trail, Frisbee field, or similar multi-use field (Source: T.C.A. § 39-17-1311); and

- (5) A federal facility.  
(Source: 18 United States Code § 1930).

f. Property leased to the institution, if the lessor has prohibited the possession of firearms on the premises.

9. The employee shall not possess a handgun:

- a. While under the influence of alcohol or any controlled substance or controlled substance analogue (Source: T.C.A. § 39-17-1321); or
    - b. While consuming liquor, wine, beer, or other alcoholic beverage within the confines of an establishment open to the public where liquor, wine, beer, or other alcoholic beverages are served for consumption on the premises. (Source: T.C.A. § 39-17-1321)
  - 10. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) shall not disclose the fact that they are carrying a handgun with the intent to intimidate or threaten other employees, students or third parties.
- B. When on the premises of the TBR institution where they are employed, employees who are registered to carry a handgun on the premises under T.C.A. § 39-17-1309(e)(11) and this policy must have the handgun either:
- 1. On or about their person, which means that the gun must be carried concealed on the person or it must be carried concealed in a handbag, briefcase or other carrying case that remains within an arm's reach of the person at all times; or
  - 2. Secured in their personal motor vehicle in accordance with Section III.A of this policy and T.C.A. § 39-17-1313.

### III. Other Exceptions to the Prohibition on Weapons

- A. Any adult with an enhanced handgun carry permit, concealed handgun carry permit, or who lawfully carries a handgun pursuant to T.C.A. § 39-17-1307(g) may, unless expressly prohibited by federal law, transport and store a firearm or firearm ammunition in the person's motor vehicle while on or utilizing a parking area if:
  1. The person's motor vehicle is parked in a location where it is permitted to be, and
  2. The firearm or ammunition being transported or stored in the motor vehicle:
    - a. Is kept from ordinary observation if the person is in the motor vehicle;  
or
    - b. Is kept from ordinary observation and locked within the trunk, glove box, or interior of the motor vehicle or a container securely affixed to such motor vehicle if the person is not in the motor vehicle.
  3. A person transporting, storing or both transporting and storing a firearm or firearm ammunition in accordance with this policy does not violate this policy or the law if the firearm or firearm ammunition is observed by another person or security device during the ordinary course of securing the firearm or firearm ammunition from observation in or on a motor vehicle.

- B. A person may possess or carry a firearm or other weapon used solely for instructional or school-sanctioned ceremonial purposes on institution property.
- C. Persons employed in the Army, Air Force, Navy, Coast Guard or Marine service of the United States or any member of the Tennessee National Guard, when in the discharge of their official duties and acting under orders requiring them to carry arms or weapons, may possess the weapons required by the orders.
- D. Civil officers of the United States in the discharge of their official duties may possess required weapons.
- E. Officers and soldiers of the militia and the National Guard, when called into actual service, may possess required weapons.
- F. POST-certified, active-duty law enforcement officers, whether on or off duty, may possess and carry their service firearm on institution property.

#### IV. [Right to Search for Weapons](#)

- A. Any TBR institution has the right to search for illegally possessed weapons in any area on the institution's premises, including, but not limited to, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, brief cases, personal bags, personal toolboxes or tool kits, parking lots, TBR vehicles and other vehicles parked on the institution's premises.
  - 1. **Such searches may only be conducted by law enforcement officers.**

#### V. [Violations and Sanctions](#)

- A. Violation of this policy and/or the applicable laws regarding possession of firearms or other weapons on TBR institution property may result in disciplinary action, up to

and including immediate termination of employment or expulsion from the institution. Violation of applicable laws may also result in referral to a law enforcement agency, arrest, and/or prosecution. An institution's response to a violation of this policy and/or applicable law will be based on the totality of the circumstances, including, but not limited to, any threat posed by such violation; whether the violation was intentional or inadvertent; and any history of non-compliance with this policy.

- B. No TBR institution shall take any adverse employment or disciplinary action against an employee or student based solely on the fact that the person has carried a handgun on TBR institution property in compliance with T.C.A. § 39-17-1309(e)(11) and this policy or stored a firearm or firearm ammunition in a motor vehicle on institution property in compliance with T.C.A. § 39-17-1313. T.C.A. § 49-7-163.



## VI. [Limitations of Liability](#)

- A. Unless carrying a handgun is a requirement of the employee's job description, the carrying of a handgun as allowed by T.C.A. § 39-17-1309(e)(11) is a personal choice of the employee and not a requirement of the employing institution. Consequently, an employee is not:
  - 1. Acting in the course of or scope of their employment when carrying or using the handgun;
  - 2. Entitled to workers' compensation benefits under T.C.A. § 9-8-307(a)(1)(K) for injuries arising from the carrying or use of a handgun; or

3. Immune from personal liability with respect to use or carrying of a handgun under T.C.A. § 9-8-307(h).
- B. A TBR institution is absolutely immune from claims for monetary damages arising solely from or related to an employee's use of, or failure to use, a handgun by an employee of that institution who has elected to carry a handgun under T.C.A. § 39-17-1309(e)(11).

## Exhibits

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-  [Exhibit 1 - Guide to Gun Laws on Campus](#)(pdf /75.89 KB)
-  [Exhibit 2 - Handgun Notification Form & Summary](#)(pdf /146.28 KB)

## Sources

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### Authority

T.C.A. § 49-8-203; All State and Federal Statutes, Acts, Codes, Rules and Regulations referenced in this policy; Tennessee Department of Human Services Rule, Chapter 1240-04-03.

### History

NEW Policy Adoption; TBR Board Meeting, June 23, 2016, effective July 1, 2016. Revision approved by Board September 15, 2016; October 29, 2020 Updated Exhibit 1; Revision approved by Board June 18, 2021 effective July 1, 2021; Revision approved by Board September 23, 2022; Revision approved by Board June \_\_, 2023 effective July 1, 2023.



# Firearms and Other Weapons: 7.01.00.00

## Policy/Guideline Area

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Safety and Security

## Applicable Divisions

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TCATs, Community Colleges, System Office, Board Members

## Purpose

---

To maintain a safe educational and working environment for students and employees by establishing rules for possessing and carrying firearms and other weapons on TBR institution property.

## Definitions

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As used in this policy:

- “Carry” means to physically transport a firearm or other weapon on or about the body.
- “Concealed” means not visible to ordinary observation.
- “Eligible Retired Law Enforcement Employee” includes all faculty, executive, administrative, professional and support staff who are retired federal, state, or local law enforcement officers; served as a federal, state, or local law enforcement officer for at least twenty (20) years prior to retirement; retired in good standing as certified by the chief law enforcement officer of the organization from which the officer retired; is employed on a part-time basis by a TBR institution; and is not enrolled as a student at the institution.
- “Employee” means all faculty, executive, administrative, professional and support staff employed in the service of and whose compensation is paid by a TBR institution. “Employee” does not include independent contractors who provide goods or services to the institution or student workers as defined in TBR Policy 5.01.01.00.
- “Full-time Employee” includes all faculty, executive, administrative, professional and support staff who are employed on a full-time basis

by a TBR institution, but does NOT include a person who is enrolled as a student at the institution, regardless of whether the person is also an employee. A full-time employee is one who has a regular work week of at least 37.5 hours, or who is scheduled to carry a full teaching load or its equivalent. This includes full-time modified fiscal year (MODFY) employees, temporary employees and term appointees who have a regular work week of at least 37.5 hours or are scheduled to carry a full teaching load or its equivalent. "Full-time Employee" does NOT include independent contractors who provide goods or services to the institution. For example, if an institution contracts for custodial services or food services, the contractor's employees are NOT allowed to carry a handgun on the premises, even if they work on the premises full time.

- "Enrolled as a Student" as used in the definition of "Full-time Employee" and "Eligible Retired Law Enforcement Employee" means to be registered for an academic offering at the TBR institution where one is employed, whether or not the academic offering is offered for credit or is not for credit. "Enrolled as a Student" does not include being registered for an academic offering that is delivered solely online, with no requirement for the student to appear on campus in order to complete the course.
- "Firearm" means any weapon designed, made or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.
- "Handgun" means any firearm with a barrel length of less than twelve inches (12") that is designed, made or adapted to be fired with one (1) hand.
- "Institution Property" means all land, ground, structures, and any other real property owned, operated or controlled by a TBR institution.

- "Motor Vehicle" means a motor vehicle as defined in T.C.A. § 55-1-103.
- "On or About the Person" means carried concealed on the person or carried concealed in a handbag, briefcase or other carrying case that remains within an arm's reach of the person at all times.
- "Parking Area" means property provided by the TBR institution for the purpose of permitting employees, students, or invitees to park motor vehicles.
- "Possess" means either: (1) direct physical control over a firearm or other weapon at a given time; or (2) the power and intention at any given time to exercise dominion and control over a firearm or other weapon. Examples of possessing a firearm or other weapon include, without limitation, the presence of a firearm or other weapon on or about the person of the employee or in the employee's motor vehicle, desk, lunch box, locker, tool kit, bag, purse, cabinet, or office.
- "Student" means any person who is admitted and/or registered for study at a TBR institution for the current academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution.
- "Valid Handgun Carry Permit" or "Enhanced Handgun Carry Permit" means a current handgun carry permit issued by the State of Tennessee under T.C.A. § 39-17-1351 or issued by another state that has been given reciprocity under T.C.A. § 39-17-1351(r).
- "Weapon" means firearm; explosive; explosive weapon; bowie knife; hawk bill knife; ice pick; dagger; slingshot; leaded cane; switchblade knife; blackjack; metal knuckles; razors and razor blades, except those used solely for personal shaving; any sharp pointed or edged

instrument, except unaltered nail files and clips and tools used solely for preparation of food instruction and maintenance; or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes.

## Policy/Guideline

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### VII. [General Prohibition.](#)

- A. Except as otherwise provided in this policy, possession of firearms or other weapons on institution property is prohibited. (T.C.A. § 39- 17-1309). (See Exhibit 1, Guide to Gun Laws on Campus). The permitless/constitutional carry legislation, T.C.A. § 39-17-1307(g), does NOT allow permitless/constitutional carry on TBR property. The requirements of T.C.A. § 39-17-1309 and this policy remain in effect.

### VIII. [Exceptions for Employees with Valid Handgun Carry Permits/Enhanced Handgun Carry Permits.](#)

- A. In accordance with T.C.A. § 39-17-1309(e)(11) and subject to the limitations set forth in this policy, full-time employees and eligible retired law enforcement employees who possess a valid handgun carry permit/enhanced handgun carry permit and are authorized to carry a handgun under T.C.A. § 39-17-1351 may carry a handgun on property owned, operated, or controlled by the TBR institution at which they are employed, provided that they are not permitted to carry a handgun openly or in any manner in which the handgun is visible to ordinary observation, unless the employee is carrying, displaying, or employing the handgun in justifiable self-defense or in justifiable defense of another during the commission of a crime in which the employee or other person defended was a victim.

1. Employees who intend to exercise this right to carry a handgun must first register with the law enforcement agencies that have jurisdiction over the institution, which may be identified by their employing institution. If an institution has locations in more than one jurisdiction, the employee must register with the law enforcement agency in each jurisdiction where they intend to carry on campus. (See Exhibit 2, Handgun Carry Notification & Summary of Campus Concealed Carry Rights & Responsibilities).
2. The registering employees' names and other identifying information shall be confidential, not open for public inspection and shall not be disclosed except to the administrative officer of the institution responsible for security of the institution. However, that administrative officer will not be provided with the names or other identifying information of employees under their direct supervision or for whom they evaluate job performance.
3. The institution's designated law enforcement agency shall develop and implement policies and procedures regarding the registration and confidentiality.
4. Registered employees may not carry a handgun on the property of any TBR institution other than their employing institution. If two or more institutions share a property, properly

registered employees of all sharing institutions may carry on the shared property.

5. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) shall have their valid handgun carry permit/enhanced handgun carry permit in their immediate possession at all times when carrying a handgun and shall display the permit on demand of a law enforcement officer.
6. Except for eligible retired law enforcement employees, part-time employees may not carry a handgun on institution property, even if they have carry permits.
7. The institution's designated law enforcement agency may develop and implement a course or courses to be offered to employees electing to carry a handgun under T.C.A. § 39-17-1309(e)(11). Firearm safety shall be a component of any such course offered. Institutions are not required to offer such courses. Employees are not required to participate in such courses if they are offered.
8. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) are not permitted to carry a handgun at the following times and at the following locations:
  - a. Stadiums, gymnasiums, and auditoriums when school-sponsored events are in progress, such as ball games; pep rallies; convocations; graduations; concerts,

plays and other entertainment; etc. This includes such events that are sponsored by recognized student organizations.

- b. Formal meetings regarding employee or student disciplinary matters.
- c. Formal meetings regarding tenure issues.
- d. A hospital, or an office where medical or mental health services are the primary services provided, such as a clinic, student health center or a mental health counseling center.
- e. Any location where a provision of state or federal law prohibits the carrying of a handgun on that property, including, but not limited to:
  - (1) On the premises of a child care agency, in any vehicle used by a child care agency to transport children, or in the presence of a child being cared for by a child care agency, such as a campus day care center. (Source: Rules of the Tennessee

Department of Human Services, Chapter 1240-04-03, Licensure Rules for Child Care Centers);

- (2) In or on any public K-12 school building, bus, school campus, grounds, recreation area, athletic field or any other property owned, operated, or while in use by any K-12 board of education, school, or directors for the administration of any public or private K-12 educational institution. This includes buildings or parts of buildings that are dedicated to use by a campus K-12 school, middle college, etc. (Source: T.C.A. § 39-17-1309);

- (3) In or on any building, bus, campus, grounds, recreation area, athletic field or any other property owned, operated, or while in use by a private institution



of higher education that prohibits possession of firearms on its property. For example, if a TBR institution operates in a facility shared with a private institution of higher education that prohibits firearms on its property, a TBR employee will not be able to carry a handgun into the portion of the facility controlled by the private institution.

(Source: T.C.A. § 39-17-1309);

- (4) A public park, playground, civic center or other building facility, area or property which, at the time of the employee's possession of a handgun, the employee knows or should know is being used by board of education, school, college or university board of trustees, regents, or directors for

the administration of any public or private educational institution for the purpose of conducting an athletic event or other school-related activity on an athletic field, permanent or temporary, including but not limited to, a football or soccer field, tennis court, basketball court, track, running trail, Frisbee field, or similar multi-use field (Source: T.C.A. § 39-17-1311); and

(5) A federal facility. (Source: 18 United States Code § 1930).

f. Property leased to the institution, if the lessor has prohibited the possession of firearms on the premises.

9. The employee shall not possess a handgun:
- a. While under the influence of alcohol or any controlled substance or controlled substance analogue (Source: T.C.A. § 39-17-1321); or
  - b. While consuming liquor, wine, beer, or other alcoholic beverage within

the confines of an establishment open to the public where liquor, wine, beer, or other alcoholic beverages are served for consumption on the premises.

(Source: T.C.A. § 39-17-1321)

10. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) shall not disclose the fact that they are carrying a handgun with the intent to intimidate or threaten other employees, students or third parties.

- B. When on the premises of the TBR institution where they are employed, employees who are registered to carry a handgun on the premises under T.C.A. § 39-17-1309(e)(11) and this policy must have the handgun either:

1. On or about their person, which means that the gun must be carried concealed on the person or it must be carried concealed in a handbag, briefcase or other carrying case that remains within an arm's reach of the person at all times; or
2. Secured in their personal motor vehicle in accordance with Section III.A of this policy and T.C.A. § 39-17-1313.

#### IX. [Other Exceptions to the Prohibition on Weapons](#)

- A. Any adult with an enhanced handgun carry permit, concealed handgun carry permit, or who lawfully carries a handgun pursuant to T.C.A. § 39-17-1307(g) may, unless expressly prohibited by federal law, transport and store a

firearm or firearm ammunition in the person's motor vehicle while on or utilizing a parking area if:

1. The person's motor vehicle is parked in a location where it is permitted to be, and
  2. The firearm or ammunition being transported or stored in the motor vehicle:
    - a. Is kept from ordinary observation if the person is in the motor vehicle; or
    - b. Is kept from ordinary observation and locked within the trunk, glove box, or interior of the motor vehicle or a container securely affixed to such motor vehicle if the person is not in the motor vehicle.
  3. A person transporting, storing or both transporting and storing a firearm or firearm ammunition in accordance with this policy does not violate this policy or the law if the firearm or firearm ammunition is observed by another person or security device during the ordinary course of securing the firearm or firearm ammunition from observation in or on a motor vehicle.
- B. A person may possess or carry a firearm or other weapon used solely for instructional or school-sanctioned ceremonial purposes on institution property.
- C. Persons employed in the Army, Air Force, Navy, Coast Guard or Marine service of the United States or any member of the Tennessee National Guard, when in the discharge of their official duties and acting under orders

requiring them to carry arms or weapons, may possess the weapons required by the orders.

- D. Civil officers of the United States in the discharge of their official duties may possess required weapons.
- E. Officers and soldiers of the militia and the National Guard, when called into actual service, may possess required weapons.
- F. POST-certified, active-duty law enforcement officers, whether on or off duty, may possess and carry their service firearm on institution property.

#### X. [Right to Search for Weapons](#)

- A. Any TBR institution has the right to search for illegally possessed weapons in any area on the institution's premises, including, but not limited to, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, brief cases, personal bags, personal toolboxes or tool kits, parking lots, TBR vehicles and other vehicles parked on the institution's premises.

1. **Such searches may only be conducted by law enforcement officers.**

#### XI. [Violations and Sanctions](#)

- A. Violation of this policy and/or the applicable laws regarding possession of firearms or other weapons on TBR institution property may result in disciplinary action, up to and including immediate termination of employment or expulsion from the institution. Violation of applicable laws may also result in referral to a law enforcement agency, arrest, and/or prosecution. An institution's response to a violation of this policy and/or applicable law will be based on the totality of the circumstances, including, but not limited to, any threat posed by such violation; whether the

violation was intentional or inadvertent; and any history of non-compliance with this policy.



- B. No TBR institution shall take any adverse employment or disciplinary action against an employee or student based solely on the fact that the person has carried a handgun on TBR institution property in compliance with T.C.A. § 39-17-1309(e)(11) and this policy or stored a firearm or firearm ammunition in a motor vehicle on institution property in compliance with T.C.A. § 39-17-1313. T.C.A. § 49-7-163.

## XII. [Limitations of Liability](#)

- A. Unless carrying a handgun is a requirement of the employee's job description, the carrying of a handgun as allowed by T.C.A. § 39-17-1309(e)(11) is a personal choice of the employee and not a requirement of the employing institution. Consequently, an employee is not:
  - 1. Acting in the course of or scope of their employment when carrying or using the handgun;
  - 2. Entitled to workers' compensation benefits under T.C.A. § 9-8-307(a)(1)(K) for injuries arising from the carrying or use of a handgun; or
  - 3. Immune from personal liability with respect to use or carrying of a handgun under T.C.A. § 9-8-307(h).
- B. A TBR institution is absolutely immune from claims for monetary damages arising solely from or related to an employee's use of, or failure to use, a handgun by an employee of that institution who has elected to carry a handgun under T.C.A. § 39-17-1309(e)(11).

## Exhibits

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-  [Exhibit 1 - Guide to Gun Laws on Campus](#)(pdf /75.89 KB)
-  [Exhibit 2 - Handgun Notification Form & Summary](#)(pdf /146.28 KB)

## Sources

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### **Authority**

T.C.A. § 49-8-203; All State and Federal Statutes, Acts, Codes, Rules and Regulations referenced in this policy; Tennessee Department of Human Services Rule, Chapter 1240-04-03.

### **History**

NEW Policy Adoption; TBR Board Meeting, June 23, 2016, effective July 1, 2016. Revision approved by Board September 15, 2016; October 29, 2020 Updated Exhibit 1; Revision approved by Board June 18, 2021 effective July 1, 2021; Revision approved by Board September 23, 2022; Revision approved by Board June \_\_, 2023 effective July 1, 2023.

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BOARD TRANSMITTAL

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MEETING: Committee on Finance and Business Operations

SUBJECT: Approval of Tuition and Fee Recommendations for the  
2023-2024 Academic Year

DATE: June 15, 2023

PRESENTER: Vice Chancellor Alisha Fox

PRESENTATION  
REQUIREMENTS: 30 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF  
RECOMMENDATION: Recommend Approval

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TBR staff will present the recommendations for maintenance fees, tuition, mandatory fees, and non-mandatory fees for academic year 2023-24.



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BOARD TRANSMITTAL

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MEETING:	Committee on Finance and Business Operations
SUBJECT:	Approval of FY23 Estimated Budgets and FY24 Proposed Budgets
DATE:	June 15, 2023
PRESENTER:	Vice Chancellor Alisha Fox
PRESENTATION REQUIREMENTS:	15 Minutes
ACTION REQUIRED:	Roll Call Vote
STAFF RECOMMENDATION:	Recommend Approval

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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 2022-23 and the recommended ***Proposed Budgets*** for FY 2023-24. As part of approval of the Proposed Budgets for FY 2023-24, staff recommends that the Board authorize the Chancellor to take actions necessary to implement the approved budgets.

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Tennessee Board of Regents  
Summary of Unrestricted and Restricted Funds

Institutions	Beginning Fund Balance	Unrestricted Revenues	Unrestricted Expenditures and Transfers	Ending Fund Balance	Restricted Revenues	Restricted Expenditures and Transfers	Total Revenues	Total Expenditures and Transfers
CHSCC	8,458,000	69,529,500	69,573,400	8,414,100	28,493,100	28,493,100	98,022,600	98,066,500
CLSCC	4,913,800	27,884,700	27,860,000	4,938,500	15,518,100	15,480,000	43,402,800	43,340,000
COSCC	7,585,500	41,268,400	41,393,200	7,460,700	20,110,100	20,937,600	61,378,500	62,330,800
DSCC	2,546,000	25,497,900	25,454,700	2,589,200	13,908,800	13,825,000	39,406,700	39,279,700
JSCC	8,765,700	31,881,500	31,856,500	8,790,700	2,903,400	2,903,400	34,784,900	34,759,900
MSCC	19,923,600	48,114,500	49,082,500	18,955,600	19,295,700	19,295,700	67,410,200	68,378,200
NASCC	38,733,300	53,014,000	52,691,700	39,055,600	24,164,300	24,085,000	77,178,300	76,776,700
NESCC	11,356,100	47,615,700	48,963,300	10,008,500	23,777,700	23,777,900	71,393,400	72,741,200
PSCC	18,295,100	81,084,300	87,971,800	11,407,600	30,172,700	30,172,700	111,257,000	118,144,500
RSCC	12,574,000	49,962,800	50,923,000	11,613,800	19,375,100	19,375,000	69,337,900	70,298,000
STCC	30,611,800	62,955,100	64,780,600	28,786,300	34,420,000	34,420,000	97,375,100	99,200,600
VSCC	27,720,700	62,164,100	71,116,800	18,768,000	28,608,900	28,651,200	90,773,000	99,768,000
WSCC	18,256,000	55,377,000	58,391,700	15,241,300	18,813,200	19,040,400	74,190,200	77,432,100
Subtotal	209,739,600	656,349,500	680,059,200	186,029,900	279,561,100	280,457,000	935,910,600	960,516,200
Athens	683,300	3,637,300	3,707,400	613,200	2,790,000	2,790,000	6,427,300	6,497,400
Chattanooga	1,133,000	8,697,600	8,697,500	1,133,100	500,500	500,500	9,198,100	9,198,000
Covington	479,800	3,508,300	3,486,600	501,500	3,707,800	3,245,800	7,216,100	6,732,400
Crossville	983,300	5,325,600	5,234,100	1,074,800	2,152,000	2,152,000	7,477,600	7,386,100
Crump	1,077,800	5,497,800	5,756,500	819,100	2,871,000	3,271,300	8,368,800	9,027,800
Dickson	1,459,500	8,508,500	8,499,100	1,468,900	4,420,000	4,420,000	12,928,500	12,919,100
Elizabethton	1,303,000	6,326,800	6,320,500	1,309,300	3,027,400	3,027,400	9,354,200	9,347,900
Harriman	841,200	3,990,100	3,938,800	892,500	3,073,300	3,124,700	7,063,400	7,063,500
Hartsville	637,000	5,429,400	5,354,200	712,200	3,650,000	3,650,000	9,079,400	9,004,200
Hohenwald	540,200	5,028,600	5,134,400	434,400	3,213,800	3,033,600	8,242,400	8,168,000
Jacksboro	643,500	3,135,100	3,124,100	654,500	1,191,400	1,191,400	4,326,500	4,315,500
Jackson	2,298,800	11,498,500	10,779,900	3,017,400	2,500,000	2,500,000	13,998,500	13,279,900
Knoxville	2,229,000	10,053,500	10,399,100	1,883,400	7,618,000	7,618,000	17,671,500	18,017,100
Livingston	1,483,400	6,291,400	6,291,500	1,483,300	1,628,000	1,564,800	7,919,400	7,856,300
McKenzie	513,300	2,268,000	2,277,100	504,200	900,000	900,000	3,168,000	3,177,100
McMinnville	949,400	3,416,300	3,457,000	908,700	1,400,000	650,000	4,816,300	4,107,000

Tennessee Board of Regents  
Summary of Unrestricted and Restricted Funds

Institutions	Beginning Fund Balance	Unrestricted Revenues	Unrestricted Expenditures and Transfers	Ending Fund Balance	Restricted Revenues	Restricted Expenditures and Transfers	Total Revenues	Total Expenditures and Transfers
Memphis	575,400	10,636,900	10,635,600	576,700	7,798,200	4,130,500	18,435,100	14,766,100
Morristown	2,031,200	8,953,400	9,140,700	1,843,900	6,000,000	6,000,000	14,953,400	15,140,700
Murfreesboro	2,254,300	9,614,000	9,500,300	2,368,000	3,347,000	3,347,000	12,961,000	12,847,300
Nashville	2,078,700	9,156,400	9,290,500	1,944,600	4,950,000	4,892,000	14,106,400	14,182,500
Newbern	404,900	4,308,800	4,303,400	410,300	4,068,300	4,068,300	8,377,100	8,371,700
Oneida	748,900	3,678,400	3,658,500	768,800	1,106,000	1,106,000	4,784,400	4,764,500
Paris	733,900	3,553,000	3,622,800	664,100	1,534,000	1,470,000	5,087,000	5,092,800
Pulaski	1,213,300	5,183,700	5,183,600	1,213,400	2,550,000	2,515,000	7,733,700	7,698,600
Ripley	441,100	2,483,200	2,480,300	444,000	1,833,000	1,931,000	4,316,200	4,411,300
Shelbyville	997,000	5,630,200	5,398,900	1,228,300	3,974,000	3,974,000	9,604,200	9,372,900
Subtotal	28,734,200	155,810,800	155,672,400	28,872,600	81,803,700	77,073,300	237,614,500	232,745,700
TBR	44,111,700	85,798,600	86,971,700	42,938,600	13,511,300	13,511,300	99,309,900	100,483,000
Total System	282,585,500	897,958,900	922,703,300	257,841,100	374,876,100	371,041,600	1,272,835,000	1,293,744,900

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	ChSCC	CISCC	CoSCC	DSCC	JSCC	MSCC
Unrestricted Current Fund Balances at Beginning of Period:						
Allocation for Encumbrances	316,700	322,000	1,013,700	368,400	59,900	237,600
Allocation for Working Capital	689,600	310,000	729,300	488,800	275,300	407,200
Special Allocations	7,451,700	4,281,800	5,842,500	1,688,800	8,430,500	19,278,800
Unallocated Balances	-	-	-	-	-	-
<b>Total Balances</b>	<b>8,458,000</b>	<b>4,913,800</b>	<b>7,585,500</b>	<b>2,546,000</b>	<b>8,765,700</b>	<b>19,923,600</b>
Revenue:						
A. Education and General						
Tuition and Fees	26,596,100	10,879,900	17,783,500	10,917,100	12,173,400	19,595,200
Federal Appropriations	-	-	-	-	-	-
State Appropriations	41,303,000	16,149,100	23,234,300	14,165,500	18,994,100	27,025,800
Local Appropriations	-	-	-	-	-	-
Federal Grants and Contracts	42,000	21,200	26,000	108,800	80,000	20,000
State Grants and Contracts	14,000	18,000	3,000	15,400	-	4,000
Local Grants and Contracts	-	-	-	-	181,700	-
Private Contracts	-	400,000	-	-	-	-
Private Gifts	-	-	-	-	-	-
Endowment Income	-	-	-	-	-	-
Sales & Services of Ed. Act.	260,000	33,000	12,500	3,200	63,200	76,600
Sales & Services of Other Act.	279,400	88,500	42,300	75,900	78,200	8,000
Other Sources	110,000	181,500	78,500	172,000	240,900	1,234,900
<b>Total Educational &amp; General</b>	<b>68,604,500</b>	<b>27,771,200</b>	<b>41,180,100</b>	<b>25,457,900</b>	<b>31,811,500</b>	<b>47,964,500</b>
B. Sales & Services of Aux. Enter:						
Students	925,000	113,500	88,300	40,000	70,000	150,000
Intercollegiate Athletics	-	-	-	-	-	-
<b>Total Sales &amp; Serv of Aux Ent</b>	<b>925,000</b>	<b>113,500</b>	<b>88,300</b>	<b>40,000</b>	<b>70,000</b>	<b>150,000</b>
<b>Total Revenues</b>	<b>69,529,500</b>	<b>27,884,700</b>	<b>41,268,400</b>	<b>25,497,900</b>	<b>31,881,500</b>	<b>48,114,500</b>
Expenditure and Transfers:						
A. Education and General						
Instruction	36,069,900	13,119,200	19,087,800	12,326,800	13,252,900	22,286,300
Research	-	-	-	-	-	-
Public Service	85,000	97,700	154,900	26,200	57,000	851,300
Academic Support	6,572,900	1,493,000	2,519,800	822,500	3,556,600	4,761,300
Student Services	7,224,900	3,915,500	5,356,600	4,369,200	2,651,500	5,559,500
Institutional Support	9,168,000	5,091,900	6,435,600	4,146,200	7,060,800	7,652,600
Operation & Maintenance of Plant	7,535,600	3,419,200	5,175,800	3,023,700	3,533,300	5,952,800
Scholarships and Fellowships	1,908,200	475,700	1,026,600	740,100	523,600	1,303,500
<b>Educational &amp; General Expend.</b>	<b>68,564,500</b>	<b>27,612,200</b>	<b>39,757,100</b>	<b>25,454,700</b>	<b>30,635,700</b>	<b>48,367,300</b>

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	ChSCC	CISCC	CoSCC	DSCC	JSCC	MSCC
Mandatory Transfers for:						
Principal and Interest	74,100	-	380,000	-	-	-
Renewals and Replacement	-	-	-	-	-	-
Loan Fund Matching Grant	-	-	-	-	-	-
Other Mandatory Transfers	-	-	-	-	-	-
Total Mandatory Transfers	74,100	-	380,000	-	-	-
Non-Mandatory Transfers for:						
Transfers to Unexpend.Plant Fund	-	-	957,800	-	1,220,800	-
Transfers to Renewal & Replacem.	-	225,000	210,000	-	-	700,000
Transfers to Other Funds	36,000	-	-	-	-	-
Transfers from Unexpended Plant	-	-	-	-	-	-
Trans. from Renewal & Replacem.	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	(40,000)	(70,000)	-
Total Non-Mandatory Transfers	36,000	225,000	1,167,800	(40,000)	1,150,800	700,000
Total Educational & General	68,674,600	27,837,200	41,304,900	25,414,700	31,786,500	49,067,300
B. Auxiliary Enterprise Expenditures:						
Students	873,800	16,200	71,000	-	-	15,200
Intercollegiate Athletics	-	-	-	-	-	-
Total Aux. Enterprises Expend	873,800	16,200	71,000	-	-	15,200
Mandatory Transfers for:						
Principal and Interest	-	-	-	-	-	-
Renewals and Replacement	-	-	-	-	-	-
Other Mandatory Transfers	-	-	-	-	-	-
Total Mandatory Transfers	-	-	-	-	-	-
Non-Mandatory Transfers for:						
Transfers to Unexpend.Plant Fund	-	-	-	-	-	-
Transfers to Renewal & Replacem.	25,000	6,600	17,300	-	-	-
Transfers to Other Funds	-	-	-	40,000	70,000	-
Transfers from Unexpended Plant	-	-	-	-	-	-
Trans. from Renewal & Replacem.	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Total Non-Mandatory Transfers	25,000	6,600	17,300	40,000	70,000	-
Total Auxiliary Enterprises	898,800	22,800	88,300	40,000	70,000	15,200
Total Expenditures & Transfers	69,573,400	27,860,000	41,393,200	25,454,700	31,856,500	49,082,500
Other Additions/Deductions	-	-	-	-	-	-
Unrestricted Current Fund Balances at End of Period:						
Allocations for Encumbrances	316,700	322,000	1,013,700	368,400	59,900	237,600
Allocations for Working Capital	689,600	310,000	729,300	488,800	275,300	407,200
Special Allocations	7,407,800	4,306,500	5,717,700	1,732,000	8,455,500	18,310,800
Unallocated Balances	-	-	-	-	-	-
Total Balances	8,414,100	4,938,500	7,460,700	2,589,200	8,790,700	18,955,600

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	NASCC	NESCC	PSCC	RSCC	STCC	VSCC
<b>Unrestricted Current Fund Balances</b>						
<b>at Beginning of Period:</b>						
Allocation for Encumbrances	252,300	1,000,000	669,700	418,400	295,400	813,000
Allocation for Working Capital	1,307,800	275,000	248,500	449,400	1,300,900	1,219,000
Special Allocations	37,173,200	10,081,100	17,376,900	11,706,200	29,015,500	25,688,700
Unallocated Balances	-	-	-	-	-	-
<b>Total Balances</b>	<b>38,733,300</b>	<b>11,356,100</b>	<b>18,295,100</b>	<b>12,574,000</b>	<b>30,611,800</b>	<b>27,720,700</b>
<b>Revenue:</b>						
<b>A. Education and General</b>						
Tuition and Fees	22,738,000	18,019,200	31,353,400	17,617,600	22,868,700	23,919,800
Federal Appropriations	-	-	-	-	-	-
State Appropriations	28,806,000	28,226,900	45,463,200	29,735,300	36,467,300	36,738,800
Local Appropriations	-	-	-	-	-	-
Federal Grants and Contracts	15,000	57,700	270,000	46,500	150,800	10,000
State Grants and Contracts	-	50,000	20,000	6,000	212,900	-
Local Grants and Contracts	73,700	-	-	75,500	68,000	-
Private Contracts	205,000	-	455,000	23,000	10,000	-
Private Gifts	-	-	20,000	-	-	-
Endowment Income	-	-	-	-	-	-
Sales & Services of Ed. Act.	7,900	13,000	45,000	23,100	62,800	30,500
Sales & Services of Other Act.	178,500	120,900	1,720,000	315,000	288,100	61,000
Other Sources	795,000	1,022,000	1,337,700	1,928,800	2,606,500	1,204,000
<b>Total Educational &amp; General</b>	<b>52,819,100</b>	<b>47,509,700</b>	<b>80,684,300</b>	<b>49,770,800</b>	<b>62,735,100</b>	<b>61,964,100</b>
<b>B. Sales &amp; Services of Aux. Enter:</b>						
Students	194,900	106,000	400,000	192,000	220,000	200,000
Intercollegiate Athletics	-	-	-	-	-	-
<b>Total Sales &amp; Serv of Aux Ent</b>	<b>194,900</b>	<b>106,000</b>	<b>400,000</b>	<b>192,000</b>	<b>220,000</b>	<b>200,000</b>
<b>Total Revenues</b>	<b>53,014,000</b>	<b>47,615,700</b>	<b>81,084,300</b>	<b>49,962,800</b>	<b>62,955,100</b>	<b>62,164,100</b>
<b>Expenditure and Transfers:</b>						
<b>A. Education and General</b>						
Instruction	23,361,300	22,503,300	45,913,300	25,378,700	26,132,800	32,488,700
Research	-	-	-	-	-	-
Public Service	-	19,000	537,300	998,000	356,300	845,800
Academic Support	6,608,600	5,011,700	7,507,100	2,632,400	7,097,000	3,782,000
Student Services	7,318,600	5,880,700	11,819,900	7,772,600	7,620,200	5,602,200
Institutional Support	7,467,400	6,185,700	10,441,700	6,716,300	11,290,400	10,502,400
Operation & Maintenance of Plant	7,260,600	6,677,500	9,123,500	6,475,100	9,382,400	8,179,300
Scholarships and Fellowships	658,600	150,000	2,034,000	901,000	2,218,000	1,566,400
<b>Educational &amp; General Expend.</b>	<b>52,675,100</b>	<b>46,427,900</b>	<b>87,376,800</b>	<b>50,874,100</b>	<b>64,097,100</b>	<b>62,966,800</b>

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	NASCC	NESCC	PSCC	RSCC	STCC	VSCC
<b>Mandatory Transfers for:</b>						
Principal and Interest	-	-	-	-	213,700	-
Renewals and Replacement	-	-	-	-	-	-
Loan Fund Matching Grant	-	-	-	-	-	-
Other Mandatory Transfers	-	-	-	-	-	-
<b>Total Mandatory Transfers</b>	-	-	-	-	213,700	-
<b>Non-Mandatory Transfers for:</b>						
Transfers to Unexpend.Plant Fund	-	2,500,000	240,000	-	-	4,000,000
Transfers to Renewal & Replacem.	-	25,000	-	-	-	4,000,000
Transfers to Other Funds	-	-	235,000	-	-	-
Transfers from Unexpended Plant	-	-	-	-	-	-
Trans. from Renewal & Replacem.	-	-	-	-	-	-
Transfers from Other Funds	-	-	(500,000)	(141,000)	-	-
<b>Total Non-Mandatory Transfers</b>	-	2,525,000	(25,000)	(141,000)	-	8,000,000
<b>Total Educational &amp; General</b>	<b>52,675,100</b>	<b>48,952,900</b>	<b>87,351,800</b>	<b>50,733,100</b>	<b>64,310,800</b>	<b>70,966,800</b>
<b>B. Auxiliary Enterprise Expenditures:</b>						
Students	6,800	-	100,000	39,300	460,300	25,000
Intercollegiate Athletics	-	-	-	-	-	-
<b>Total Aux. Enterprises Expend</b>	<b>6,800</b>	<b>-</b>	<b>100,000</b>	<b>39,300</b>	<b>460,300</b>	<b>25,000</b>
<b>Mandatory Transfers for:</b>						
Principal and Interest	-	-	-	-	-	-
Renewals and Replacement	-	-	-	-	-	-
Other Mandatory Transfers	-	-	-	-	-	-
<b>Total Mandatory Transfers</b>	-	-	-	-	-	-
<b>Non-Mandatory Transfers for:</b>						
Transfers to Unexpend.Plant Fund	-	-	-	-	-	-
Transfers to Renewal & Replacem.	9,800	10,400	20,000	9,600	9,500	125,000
Transfers to Other Funds	-	-	500,000	141,000	-	-
Transfers from Unexpended Plant	-	-	-	-	-	-
Trans. from Renewal & Replacem.	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
<b>Total Non-Mandatory Transfers</b>	<b>9,800</b>	<b>10,400</b>	<b>520,000</b>	<b>150,600</b>	<b>9,500</b>	<b>125,000</b>
<b>Total Auxiliary Enterprises</b>	<b>16,600</b>	<b>10,400</b>	<b>620,000</b>	<b>189,900</b>	<b>469,800</b>	<b>150,000</b>
<b>Total Expenditures &amp; Transfers</b>	<b>52,691,700</b>	<b>48,963,300</b>	<b>87,971,800</b>	<b>50,923,000</b>	<b>64,780,600</b>	<b>71,116,800</b>
<b>Other Additions/Deductions</b>	-	-	-	-	-	-
<b>Unrestricted Current Fund Balances at End of Period:</b>						
Allocations for Encumbrances	147,000	350,000	669,700	418,400	295,400	813,000
Allocations for Working Capital	1,536,700	275,000	248,500	449,400	1,300,900	1,219,000
Special Allocations	37,371,900	9,383,500	10,489,400	10,746,000	27,190,000	16,736,000
Unallocated Balances	-	-	-	-	-	-
<b>Total Balances</b>	<b>39,055,600</b>	<b>10,008,500</b>	<b>11,407,600</b>	<b>11,613,800</b>	<b>28,786,300</b>	<b>18,768,000</b>



Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	WSSC	Total Comm Colleges
Unrestricted Current Fund Balances		
at Beginning of Period:		
Allocation for Encumbrances	551,000	6,318,100
Allocation for Working Capital	3,878,400	11,579,200
Special Allocations	13,826,600	191,842,300
Unallocated Balances	-	-
Total Balances	18,256,000	209,739,600
Revenue:		
A. Education and General		
Tuition and Fees	20,003,700	254,465,600
Federal Appropriations	-	-
State Appropriations	34,035,100	380,344,400
Local Appropriations	-	-
Federal Grants and Contracts	25,000	873,000
State Grants and Contracts	55,000	398,300
Local Grants and Contracts	-	398,900
Private Contracts	45,000	1,138,000
Private Gifts	-	20,000
Endowment Income	-	-
Sales & Services of Ed. Act.	60,500	691,300
Sales & Services of Other Act.	295,100	3,550,900
Other Sources	775,100	11,686,900
Total Educational & General	55,294,500	653,567,300
B. Sales & Services of Aux. Enter:		
Students	82,500	2,782,200
Intercollegiate Athletics	-	-
Total Sales & Serv of Aux Ent	82,500	2,782,200
Total Revenues	55,377,000	656,349,500
Expenditure and Transfers:		
A. Education and General		
Instruction	26,945,500	318,866,500
Research	-	-
Public Service	538,200	4,566,700
Academic Support	2,454,300	54,819,200
Student Services	9,276,200	84,367,600
Institutional Support	5,953,500	98,112,500
Operation & Maintenance of Plant	7,667,200	83,406,000
Scholarships and Fellowships	1,255,300	14,761,000
Educational & General Expend.	54,090,200	658,899,500

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	WSSC	Total Comm Colleges
Mandatory Transfers for:		
Principal and Interest	-	667,800
Renewals and Replacement	-	-
Loan Fund Matching Grant	-	-
Other Mandatory Transfers	-	-
Total Mandatory Transfers	-	667,800
Non-Mandatory Transfers for:		
Transfers to Unexpend.Plant Fund	4,220,000	13,138,600
Transfers to Renewal & Replacem.	50,000	5,210,000
Transfers to Other Funds	-	271,000
Transfers from Unexpended Plant	-	-
Trans. from Renewal & Replacem.	-	-
Transfers from Other Funds	(66,000)	(817,000)
Total Non-Mandatory Transfers	4,204,000	17,802,600
Total Educational & General	58,294,200	677,369,900
B. Auxiliary Enterprise Expenditures:		
Students	27,400	1,635,000
Intercollegiate Athletics	-	-
Total Aux. Enterprises Expend	27,400	1,635,000
Mandatory Transfers for:		
Principal and Interest	-	-
Renewals and Replacement	-	-
Other Mandatory Transfers	-	-
Total Mandatory Transfers	-	-
Non-Mandatory Transfers for:		
Transfers to Unexpend.Plant Fund	-	-
Transfers to Renewal & Replacem.	4,100	237,300
Transfers to Other Funds	66,000	817,000
Transfers from Unexpended Plant	-	-
Trans. from Renewal & Replacem.	-	-
Transfers from Other Funds	-	-
Total Non-Mandatory Transfers	70,100	1,054,300
Total Auxiliary Enterprises	97,500	2,689,300
Total Expenditures & Transfers	58,391,700	680,059,200
Other Additions/Deductions	-	-
Unrestricted Current Fund Balances at End of Period:		
Allocations for Encumbrances	551,000	5,562,800
Allocations for Working Capital	3,863,700	11,793,400
Special Allocations	10,826,600	168,673,700
Unallocated Balances	-	-
Total Balances	15,241,300	186,029,900

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	Athens	Chattanooga	Covington	Crossville	Crump	Dickson
<b>Unrestricted Current Fund Balances</b>						
<b>at Beginning of Period:</b>						
Allocation for Encumbrances	1,500	6,900	2,200	10,600	10,000	3,000
Allocation for Working Capital	224,500	29,400	143,000	369,700	32,300	160,000
Special Allocations	457,300	1,096,700	334,600	603,000	1,035,500	1,296,500
Unallocated Balances	-	-	-	-	-	-
<b>Total Balances</b>	<b>683,300</b>	<b>1,133,000</b>	<b>479,800</b>	<b>983,300</b>	<b>1,077,800</b>	<b>1,459,500</b>
<b>Revenue:</b>						
<b>A. Education and General</b>						
Tuition and Fees	1,031,300	2,844,100	1,462,100	1,797,500	2,154,800	2,707,800
Federal Appropriations	-	-	-	-	-	-
State Appropriations	2,275,100	5,712,800	1,913,400	3,119,100	2,941,800	5,307,200
Local Appropriations	-	-	-	-	-	-
Federal Grants and Contracts	2,300	-	1,000	-	2,000	2,000
State Grants and Contracts	-	-	-	-	-	70,000
Local Grants and Contracts	-	-	-	-	271,300	-
Private Contracts	100,000	60,000	1,200	-	200	100,000
Private Gifts	-	-	-	-	-	20,000
Endowment Income	-	-	-	-	-	-
Sales & Services of Ed. Act.	40,100	27,500	100	69,000	32,200	38,000
Sales & Services of Other Act.	1,000	50,200	500	90,000	3,000	13,500
Other Sources	72,500	3,000	35,000	50,000	71,500	105,000
<b>Total Educational &amp; General</b>	<b>3,522,300</b>	<b>8,697,600</b>	<b>3,413,300</b>	<b>5,125,600</b>	<b>5,476,800</b>	<b>8,363,500</b>
<b>B. Sales &amp; Services of Aux. Enter:</b>						
Students	115,000	-	95,000	200,000	21,000	145,000
Intercollegiate Athletics	-	-	-	-	-	-
<b>Total Sales &amp; Serv of Aux Ent</b>	<b>115,000</b>	<b>-</b>	<b>95,000</b>	<b>200,000</b>	<b>21,000</b>	<b>145,000</b>
<b>Total Revenues</b>	<b>3,637,300</b>	<b>8,697,600</b>	<b>3,508,300</b>	<b>5,325,600</b>	<b>5,497,800</b>	<b>8,508,500</b>
<b>Expenditure and Transfers:</b>						
<b>A. Education and General</b>						
Instruction	1,819,100	6,529,400	1,129,700	3,001,200	2,758,000	4,169,800
Research	-	-	-	-	-	-
Public Service	-	-	-	-	-	-
Academic Support	-	36,500	-	-	75,000	456,500
Student Services	350,100	791,200	355,300	534,500	671,400	836,100
Institutional Support	794,600	470,100	720,500	805,100	868,300	1,334,200
Operation & Maintenance of Plant	316,500	860,300	314,200	684,800	734,000	1,331,900
Scholarships and Fellowships	2,000	10,000	49,300	63,500	131,800	20,600
<b>Educational &amp; General Expend.</b>	<b>3,282,300</b>	<b>8,697,500</b>	<b>2,569,000</b>	<b>5,089,100</b>	<b>5,238,500</b>	<b>8,149,100</b>

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	Athens	Chattanooga	Covington	Crossville	Crump	Dickson
Mandatory Transfers for:						
Principal and Interest	-	-	-	-	-	-
Renewals and Replacement	-	-	-	-	-	-
Loan Fund Matching Grant	-	-	-	-	-	-
Other Mandatory Transfers	-	-	-	-	-	-
Total Mandatory Transfers	-	-	-	-	-	-
Non-Mandatory Transfers for:						
Transfers to Unexpend.Plant Fund	-	-	-	-	-	-
Transfers to Renewal & Replacem.	340,100	-	822,600	-	500,000	250,000
Transfers to Other Funds	-	-	-	-	-	-
Transfers from Unexpended Plant	-	-	-	-	-	-
Trans. from Renewal & Replacem.	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Total Non-Mandatory Transfers	340,100	-	822,600	-	500,000	250,000
Total Educational & General	3,622,400	8,697,500	3,391,600	5,089,100	5,738,500	8,399,100
B. Auxiliary Enterprise Expenditures:						
Students	85,000	-	95,000	145,000	18,000	100,000
Intercollegiate Athletics	-	-	-	-	-	-
Total Aux. Enterprises Expend	85,000	-	95,000	145,000	18,000	100,000
Mandatory Transfers for:						
Principal and Interest	-	-	-	-	-	-
Renewals and Replacement	-	-	-	-	-	-
Other Mandatory Transfers	-	-	-	-	-	-
Total Mandatory Transfers	-	-	-	-	-	-
Non-Mandatory Transfers for:						
Transfers to Unexpend.Plant Fund	-	-	-	-	-	-
Transfers to Renewal & Replacem.	-	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-	-
Transfers from Unexpended Plant	-	-	-	-	-	-
Trans. from Renewal & Replacem.	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Total Non-Mandatory Transfers	-	-	-	-	-	-
Total Auxiliary Enterprises	85,000	-	95,000	145,000	18,000	100,000
Total Expenditures & Transfers	3,707,400	8,697,500	3,486,600	5,234,100	5,756,500	8,499,100
Other Additions/Deductions	-	-	-	-	-	-
Unrestricted Current Fund Balances at End of Period:						
Allocations for Encumbrances	1,500	6,900	2,200	10,600	10,000	3,000
Allocations for Working Capital	240,000	29,400	143,000	532,500	32,300	160,000
Special Allocations	371,700	1,096,800	356,300	531,700	776,800	1,305,900
Unallocated Balances	-	-	-	-	-	-
Total Balances	613,200	1,133,100	501,500	1,074,800	819,100	1,468,900

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	Elizabethton	Harriman	Hartsville	Hohenwald	Jacksboro	Jackson
<b>Unrestricted Current Fund Balances</b>						
<b>at Beginning of Period:</b>						
Allocation for Encumbrances	1,000	17,200	4,200	10,000	500	20,900
Allocation for Working Capital	35,300	110,300	65,000	110,000	75,000	220,100
Special Allocations	1,266,700	713,700	567,800	420,200	568,000	2,057,800
Unallocated Balances	-	-	-	-	-	-
<b>Total Balances</b>	<b>1,303,000</b>	<b>841,200</b>	<b>637,000</b>	<b>540,200</b>	<b>643,500</b>	<b>2,298,800</b>
<b>Revenue:</b>						
<b>A. Education and General</b>						
Tuition and Fees	1,905,000	1,237,600	1,400,000	1,541,900	955,400	3,732,700
Federal Appropriations	-	-	-	-	-	-
State Appropriations	3,767,800	2,327,000	2,898,600	3,201,200	1,989,700	6,150,500
Local Appropriations	-	-	-	-	-	-
Federal Grants and Contracts	2,200	-	1,000	-	1,000	25,000
State Grants and Contracts	10,000	-	-	-	-	-
Local Grants and Contracts	-	-	802,200	-	-	950,000
Private Contracts	57,500	-	20,000	-	-	-
Private Gifts	-	-	-	-	-	-
Endowment Income	-	-	-	-	-	-
Sales & Services of Ed. Act.	79,400	7,500	55,000	18,000	8,000	175,000
Sales & Services of Other Act.	20,700	4,800	32,500	2,500	-	-
Other Sources	135,000	113,200	70,100	40,000	31,000	140,300
<b>Total Educational &amp; General</b>	<b>5,977,600</b>	<b>3,690,100</b>	<b>5,279,400</b>	<b>4,803,600</b>	<b>2,985,100</b>	<b>11,173,500</b>
<b>B. Sales &amp; Services of Aux. Enter:</b>						
Students	349,200	300,000	150,000	225,000	150,000	325,000
Intercollegiate Athletics	-	-	-	-	-	-
<b>Total Sales &amp; Serv of Aux Ent</b>	<b>349,200</b>	<b>300,000</b>	<b>150,000</b>	<b>225,000</b>	<b>150,000</b>	<b>325,000</b>
<b>Total Revenues</b>	<b>6,326,800</b>	<b>3,990,100</b>	<b>5,429,400</b>	<b>5,028,600</b>	<b>3,135,100</b>	<b>11,498,500</b>
<b>Expenditure and Transfers:</b>						
<b>A. Education and General</b>						
Instruction	3,329,500	2,019,200	2,830,800	2,857,000	1,710,500	5,254,600
Research	-	-	-	-	-	-
Public Service	-	-	-	-	-	-
Academic Support	-	-	169,500	-	-	332,700
Student Services	484,700	459,300	326,500	365,700	228,500	1,307,300
Institutional Support	1,511,900	686,900	1,186,200	744,200	706,100	1,705,100
Operation & Maintenance of Plant	623,300	360,500	730,500	343,900	326,100	1,399,600
Scholarships and Fellowships	27,900	97,700	20,700	205,000	5,700	360,400
<b>Educational &amp; General Expend.</b>	<b>5,977,300</b>	<b>3,623,600</b>	<b>5,264,200</b>	<b>4,515,800</b>	<b>2,976,900</b>	<b>10,359,700</b>

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	Elizabethton	Harriman	Hartsville	Hohenwald	Jacksboro	Jackson
Mandatory Transfers for:						
Principal and Interest	-	-	-	-	-	-
Renewals and Replacement	-	-	-	-	-	-
Loan Fund Matching Grant	-	-	-	-	-	-
Other Mandatory Transfers	-	-	-	-	-	-
Total Mandatory Transfers	-	-	-	-	-	-
Non-Mandatory Transfers for:						
Transfers to Unexpend.Plant Fund	-	-	-	217,500	-	-
Transfers to Renewal & Replacem.	-	115,200	-	200,100	6,100	-
Transfers to Other Funds	-	-	-	-	-	-
Transfers from Unexpended Plant	-	-	-	-	-	-
Trans. from Renewal & Replacem.	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Total Non-Mandatory Transfers	-	115,200	-	417,600	6,100	-
Total Educational & General	5,977,300	3,738,800	5,264,200	4,933,400	2,983,000	10,359,700
B. Auxiliary Enterprise Expenditures:						
Students	342,900	200,000	90,000	201,000	139,000	420,200
Intercollegiate Athletics	-	-	-	-	-	-
Total Aux. Enterprises Expend	342,900	200,000	90,000	201,000	139,000	420,200
Mandatory Transfers for:						
Principal and Interest	-	-	-	-	-	-
Renewals and Replacement	-	-	-	-	-	-
Other Mandatory Transfers	-	-	-	-	-	-
Total Mandatory Transfers	-	-	-	-	-	-
Non-Mandatory Transfers for:						
Transfers to Unexpend.Plant Fund	-	-	-	-	-	-
Transfers to Renewal & Replacem.	300	-	-	-	2,100	-
Transfers to Other Funds	-	-	-	-	-	-
Transfers from Unexpended Plant	-	-	-	-	-	-
Trans. from Renewal & Replacem.	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Total Non-Mandatory Transfers	300	-	-	-	2,100	-
Total Auxiliary Enterprises	343,200	200,000	90,000	201,000	141,100	420,200
Total Expenditures & Transfers	6,320,500	3,938,800	5,354,200	5,134,400	3,124,100	10,779,900
Other Additions/Deductions	-	-	-	-	-	-
Unrestricted Current Fund Balances at End of Period:						
Allocations for Encumbrances	1,000	17,200	4,200	10,000	500	20,900
Allocations for Working Capital	35,300	161,600	70,000	110,000	75,000	240,200
Special Allocations	1,273,000	713,700	638,000	314,400	579,000	2,756,300
Unallocated Balances	-	-	-	-	-	-
Total Balances	1,309,300	892,500	712,200	434,400	654,500	3,017,400

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	Knoxville	Livingston	McKenzie	McMinnville	Memphis	Morristown
<b>Unrestricted Current Fund Balances</b>						
<b>at Beginning of Period:</b>						
Allocation for Encumbrances	15,600	45,200	800	30,700	34,700	35,000
Allocation for Working Capital	174,400	78,800	59,000	266,400	108,000	305,000
Special Allocations	2,039,000	1,359,400	453,500	652,300	432,700	1,691,200
Unallocated Balances	-	-	-	-	-	-
<b>Total Balances</b>	<b>2,229,000</b>	<b>1,483,400</b>	<b>513,300</b>	<b>949,400</b>	<b>575,400</b>	<b>2,031,200</b>
<b>Revenue:</b>						
<b>A. Education and General</b>						
Tuition and Fees	3,702,100	1,827,900	379,300	1,270,100	3,547,900	2,892,000
Federal Appropriations	-	-	-	-	-	-
State Appropriations	5,506,200	3,924,500	1,765,600	2,061,900	6,863,500	5,601,400
Local Appropriations	-	-	-	-	-	-
Federal Grants and Contracts	10,000	3,500	1,000	1,000	3,500	-
State Grants and Contracts	10,000	-	-	-	-	-
Local Grants and Contracts	-	-	-	-	15,000	-
Private Contracts	200,000	100,000	-	-	-	-
Private Gifts	-	-	-	-	-	-
Endowment Income	-	-	-	-	-	-
Sales & Services of Ed. Act.	101,100	28,000	100	30,300	46,000	-
Sales & Services of Other Act.	25,000	75,000	1,000	1,000	-	-
Other Sources	198,500	232,500	51,000	52,000	124,000	150,000
<b>Total Educational &amp; General</b>	<b>9,752,900</b>	<b>6,191,400</b>	<b>2,198,000</b>	<b>3,416,300</b>	<b>10,599,900</b>	<b>8,643,400</b>
<b>B. Sales &amp; Services of Aux. Enter:</b>						
Students	300,600	100,000	70,000	-	37,000	310,000
Intercollegiate Athletics	-	-	-	-	-	-
<b>Total Sales &amp; Serv of Aux Ent</b>	<b>300,600</b>	<b>100,000</b>	<b>70,000</b>	<b>-</b>	<b>37,000</b>	<b>310,000</b>
<b>Total Revenues</b>	<b>10,053,500</b>	<b>6,291,400</b>	<b>2,268,000</b>	<b>3,416,300</b>	<b>10,636,900</b>	<b>8,953,400</b>
<b>Expenditure and Transfers:</b>						
<b>A. Education and General</b>						
Instruction	4,947,300	3,929,900	887,400	1,775,500	5,064,800	5,587,300
Research	-	-	-	-	-	-
Public Service	30,300	-	-	-	-	-
Academic Support	-	-	132,500	-	-	-
Student Services	1,064,200	633,600	369,800	324,600	1,140,000	917,300
Institutional Support	2,389,000	1,065,800	297,300	817,600	2,103,900	1,229,000
Operation & Maintenance of Plant	1,242,400	505,200	290,500	324,100	1,884,500	1,032,900
Scholarships and Fellowships	104,600	57,000	11,000	15,200	160,000	90,400
<b>Educational &amp; General Expend.</b>	<b>9,777,800</b>	<b>6,191,500</b>	<b>1,988,500</b>	<b>3,257,000</b>	<b>10,353,200</b>	<b>8,856,900</b>

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	Knoxville	Livingston	McKenzie	McMinnville	Memphis	Morristown
Mandatory Transfers for:						
Principal and Interest	-	-	-	-	-	-
Renewals and Replacement	-	-	-	-	-	-
Loan Fund Matching Grant	-	-	-	-	-	-
Other Mandatory Transfers	-	-	-	-	-	-
Total Mandatory Transfers	-	-	-	-	-	-
Non-Mandatory Transfers for:						
Transfers to Unexpend.Plant Fund	-	-	-	-	-	-
Transfers to Renewal & Replacem.	400,000	-	223,600	200,000	282,400	-
Transfers to Other Funds	-	-	-	-	-	-
Transfers from Unexpended Plant	-	-	-	-	-	-
Trans. from Renewal & Replacem.	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Total Non-Mandatory Transfers	400,000	-	223,600	200,000	282,400	-
Total Educational & General	10,177,800	6,191,500	2,212,100	3,457,000	10,635,600	8,856,900
B. Auxiliary Enterprise Expenditures:						
Students	221,300	100,000	65,000	-	-	283,800
Intercollegiate Athletics	-	-	-	-	-	-
Total Aux. Enterprises Expend	221,300	100,000	65,000	-	-	283,800
Mandatory Transfers for:						
Principal and Interest	-	-	-	-	-	-
Renewals and Replacement	-	-	-	-	-	-
Other Mandatory Transfers	-	-	-	-	-	-
Total Mandatory Transfers	-	-	-	-	-	-
Non-Mandatory Transfers for:						
Transfers to Unexpend.Plant Fund	-	-	-	-	-	-
Transfers to Renewal & Replacem.	-	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-	-
Transfers from Unexpended Plant	-	-	-	-	-	-
Trans. from Renewal & Replacem.	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
Total Non-Mandatory Transfers	-	-	-	-	-	-
Total Auxiliary Enterprises	221,300	100,000	65,000	-	-	283,800
Total Expenditures & Transfers	10,399,100	6,291,500	2,277,100	3,457,000	10,635,600	9,140,700
Other Additions/Deductions	-	-	-	-	-	-
Unrestricted Current Fund Balances at End of Period:						
Allocations for Encumbrances	15,600	45,200	900	30,700	34,700	35,000
Allocations for Working Capital	174,400	78,700	50,000	246,300	108,000	145,000
Special Allocations	1,693,400	1,359,400	453,300	631,700	434,000	1,663,900
Unallocated Balances	-	-	-	-	-	-
Total Balances	1,883,400	1,483,300	504,200	908,700	576,700	1,843,900



Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	Murfreesboro	Nashville	Newbern	Oneida	Paris	Pulaski
Unrestricted Current Fund Balances at Beginning of Period:						
Allocation for Encumbrances	144,000	122,200	3,900	17,100	5,000	500
Allocation for Working Capital	239,000	54,000	8,000	139,200	100,000	88,400
Special Allocations	1,871,300	1,902,500	393,000	592,600	628,900	1,124,400
Unallocated Balances	-	-	-	-	-	-
Total Balances	2,254,300	2,078,700	404,900	748,900	733,900	1,213,300
Revenue:						
A. Education and General						
Tuition and Fees	2,114,300	2,848,000	1,325,400	1,245,600	758,400	1,644,900
Federal Appropriations	-	-	-	-	-	-
State Appropriations	5,175,100	5,794,100	2,563,400	2,163,100	2,515,400	3,111,200
Local Appropriations	-	-	-	-	-	-
Federal Grants and Contracts	2,000	2,500	1,000	1,500	500	2,500
State Grants and Contracts	-	30,000	-	-	2,000	-
Local Grants and Contracts	-	-	-	-	-	-
Private Contracts	1,700,000	166,000	15,000	-	-	55,000
Private Gifts	500	-	-	-	-	-
Endowment Income	-	-	-	-	-	-
Sales & Services of Ed. Act.	7,100	55,000	68,000	7,900	15,200	65,100
Sales & Services of Other Act.	265,000	5,400	3,000	25,200	500	2,000
Other Sources	90,000	110,400	33,000	26,100	81,000	83,000
Total Educational & General	9,354,000	9,011,400	4,008,800	3,469,400	3,373,000	4,963,700
B. Sales & Services of Aux. Enter:						
Students	260,000	145,000	300,000	209,000	180,000	220,000
Intercollegiate Athletics	-	-	-	-	-	-
Total Sales & Serv of Aux Ent	260,000	145,000	300,000	209,000	180,000	220,000
Total Revenues	9,614,000	9,156,400	4,308,800	3,678,400	3,553,000	5,183,700
Expenditure and Transfers:						
A. Education and General						
Instruction	5,677,100	5,307,200	2,051,200	1,605,800	2,083,300	2,206,400
Research	-	-	-	-	-	-
Public Service	-	-	-	-	-	-
Academic Support	137,400	-	-	-	108,900	71,300
Student Services	737,700	679,800	464,900	373,300	229,100	928,200
Institutional Support	1,155,100	1,740,000	715,600	807,700	525,800	1,036,400
Operation & Maintenance of Plant	1,174,300	1,158,100	442,200	420,600	316,100	654,700
Scholarships and Fellowships	30,600	105,500	23,600	259,000	23,400	71,600
Educational & General Expend.	8,912,200	8,990,600	3,697,500	3,466,400	3,286,600	4,968,600

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	Murfreesboro	Nashville	Newbern	Oneida	Paris	Pulaski
<b>Mandatory Transfers for:</b>						
Principal and Interest	-	-	-	-	-	-
Renewals and Replacement	-	-	-	-	-	-
Loan Fund Matching Grant	-	-	-	-	-	-
Other Mandatory Transfers	-	-	-	-	-	-
<b>Total Mandatory Transfers</b>	-	-	-	-	-	-
<b>Non-Mandatory Transfers for:</b>						
Transfers to Unexpend.Plant Fund	-	-	-	-	-	-
Transfers to Renewal & Replacem.	378,100	174,900	360,900	-	158,000	-
Transfers to Other Funds	-	-	-	-	-	-
Transfers from Unexpended Plant	-	-	-	-	-	-
Trans. from Renewal & Replacem.	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
<b>Total Non-Mandatory Transfers</b>	378,100	174,900	360,900	-	158,000	-
<b>Total Educational &amp; General</b>	9,290,300	9,165,500	4,058,400	3,466,400	3,444,600	4,968,600
<b>B. Auxiliary Enterprise Expenditures:</b>						
Students	210,000	125,000	245,000	190,500	178,200	215,000
Intercollegiate Athletics	-	-	-	-	-	-
<b>Total Aux. Enterprises Expend</b>	210,000	125,000	245,000	190,500	178,200	215,000
<b>Mandatory Transfers for:</b>						
Principal and Interest	-	-	-	-	-	-
Renewals and Replacement	-	-	-	-	-	-
Other Mandatory Transfers	-	-	-	-	-	-
<b>Total Mandatory Transfers</b>	-	-	-	-	-	-
<b>Non-Mandatory Transfers for:</b>						
Transfers to Unexpend.Plant Fund	-	-	-	-	-	-
Transfers to Renewal & Replacem.	-	-	-	1,600	-	-
Transfers to Other Funds	-	-	-	-	-	-
Transfers from Unexpended Plant	-	-	-	-	-	-
Trans. from Renewal & Replacem.	-	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-	-
<b>Total Non-Mandatory Transfers</b>	-	-	-	1,600	-	-
<b>Total Auxiliary Enterprises</b>	210,000	125,000	245,000	192,100	178,200	215,000
<b>Total Expenditures &amp; Transfers</b>	9,500,300	9,290,500	4,303,400	3,658,500	3,622,800	5,183,600
<b>Other Additions/Deductions</b>	-	-	-	-	-	-
<b>Unrestricted Current Fund Balances at End of Period:</b>						
Allocations for Encumbrances	144,000	122,200	3,900	17,100	5,000	500
Allocations for Working Capital	239,000	54,000	8,000	139,200	30,000	88,400
Special Allocations	1,985,000	1,768,400	398,400	612,500	629,100	1,124,500
Unallocated Balances	-	-	-	-	-	-
<b>Total Balances</b>	2,368,000	1,944,600	410,300	768,800	664,100	1,213,400

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	Ripley	Shelbyville	Total TCATs
<b>Unrestricted Current Fund Balances</b>			
<b>at Beginning of Period:</b>			
Allocation for Encumbrances	3,400	97,000	643,100
Allocation for Working Capital	196,300	70,000	3,461,100
Special Allocations	241,400	830,000	24,630,000
Unallocated Balances	-	-	-
<b>Total Balances</b>	<b>441,100</b>	<b>997,000</b>	<b>28,734,200</b>
<b>Revenue:</b>			
<b>A. Education and General</b>			
Tuition and Fees	726,900	1,631,100	48,684,100
Federal Appropriations	-	-	-
State Appropriations	1,577,100	3,694,800	93,921,500
Local Appropriations	-	-	-
Federal Grants and Contracts	1,100	1,700	68,300
State Grants and Contracts	-	-	122,000
Local Grants and Contracts	-	-	2,038,500
Private Contracts	-	-	2,574,900
Private Gifts	10,000	-	30,500
Endowment Income	-	-	-
Sales & Services of Ed. Act.	3,000	65,200	1,041,800
Sales & Services of Other Act.	-	30,000	651,800
Other Sources	55,100	84,000	2,237,200
<b>Total Educational &amp; General</b>	<b>2,373,200</b>	<b>5,506,800</b>	<b>151,370,600</b>
<b>B. Sales &amp; Services of Aux. Enter:</b>			
Students	110,000	123,400	4,440,200
Intercollegiate Athletics	-	-	-
<b>Total Sales &amp; Serv of Aux Ent</b>	<b>110,000</b>	<b>123,400</b>	<b>4,440,200</b>
<b>Total Revenues</b>	<b>2,483,200</b>	<b>5,630,200</b>	<b>155,810,800</b>
<b>Expenditure and Transfers:</b>			
<b>A. Education and General</b>			
Instruction	1,139,100	2,790,600	82,461,700
Research	-	-	-
Public Service	-	-	30,300
Academic Support	-	86,600	1,606,900
Student Services	321,900	664,300	15,559,300
Institutional Support	557,000	1,062,700	27,036,100
Operation & Maintenance of Plant	211,300	653,000	18,335,500
Scholarships and Fellowships	33,000	41,700	2,021,200
<b>Educational &amp; General Expend.</b>	<b>2,262,300</b>	<b>5,298,900</b>	<b>147,051,000</b>

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	Ripley	Shelbyville	Total TCATs
Mandatory Transfers for:			
Principal and Interest	-	-	-
Renewals and Replacement	-	-	-
Loan Fund Matching Grant	-	-	-
Other Mandatory Transfers	-	-	-
Total Mandatory Transfers	-	-	-
Non-Mandatory Transfers for:			
Transfers to Unexpend.Plant Fund	-	-	217,500
Transfers to Renewal & Replacem.	118,000	-	4,530,000
Transfers to Other Funds	-	-	-
Transfers from Unexpended Plant	-	-	-
Trans. from Renewal & Replacem.	-	-	-
Transfers from Other Funds	-	-	-
Total Non-Mandatory Transfers	118,000	-	4,747,500
Total Educational & General	2,380,300	5,298,900	151,798,500
B. Auxiliary Enterprise Expenditures:			
Students	100,000	100,000	3,869,900
Intercollegiate Athletics	-	-	-
Total Aux. Enterprises Expend	100,000	100,000	3,869,900
Mandatory Transfers for:			
Principal and Interest	-	-	-
Renewals and Replacement	-	-	-
Other Mandatory Transfers	-	-	-
Total Mandatory Transfers	-	-	-
Non-Mandatory Transfers for:			
Transfers to Unexpend.Plant Fund	-	-	-
Transfers to Renewal & Replacem.	-	-	4,000
Transfers to Other Funds	-	-	-
Transfers from Unexpended Plant	-	-	-
Trans. from Renewal & Replacem.	-	-	-
Transfers from Other Funds	-	-	-
Total Non-Mandatory Transfers	-	-	4,000
Total Auxiliary Enterprises	100,000	100,000	3,873,900
Total Expenditures & Transfers	2,480,300	5,398,900	155,672,400
Other Additions/Deductions	-	-	-
Unrestricted Current Fund Balances at End of Period:			
Allocations for Encumbrances	3,400	97,000	643,200
Allocations for Working Capital	196,300	70,000	3,456,600
Special Allocations	244,300	1,061,300	24,772,800
Unallocated Balances	-	-	-
Total Balances	444,000	1,228,300	28,872,600

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	TBR	Total System
Unrestricted Current Fund Balances		
at Beginning of Period:		
Allocation for Encumbrances	25,000	6,986,200
Allocation for Working Capital	1,207,700	16,248,000
Special Allocations	42,879,000	259,351,300
Unallocated Balances	-	-
Total Balances	44,111,700	282,585,500
Revenue:		
A. Education and General		
Tuition and Fees	-	303,149,700
Federal Appropriations	-	-
State Appropriations	62,598,800	536,864,700
Local Appropriations	-	-
Federal Grants and Contracts	65,800	1,007,100
State Grants and Contracts	19,800	540,100
Local Grants and Contracts	-	2,437,400
Private Contracts	-	3,712,900
Private Gifts	-	50,500
Endowment Income	-	-
Sales & Services of Ed. Act.	-	1,733,100
Sales & Services of Other Act.	19,844,200	24,046,900
Other Sources	3,270,000	17,194,100
Total Educational & General	85,798,600	890,736,500
B. Sales & Services of Aux. Enter:		
Students	-	7,222,400
Intercollegiate Athletics	-	-
Total Sales & Serv of Aux Ent	-	7,222,400
Total Revenues	85,798,600	897,958,900
Expenditure and Transfers:		
A. Education and General		
Instruction	-	401,328,200
Research	-	-
Public Service	-	4,597,000
Academic Support	-	56,426,100
Student Services	-	99,926,900
Institutional Support	85,966,700	211,115,300
Operation & Maintenance of Plant	-	101,741,500
Scholarships and Fellowships	5,000	16,787,200
Educational & General Expend.	85,971,700	891,922,200

Tennessee Board of Regents  
Summary of Unrestricted Revenues and Expenditures Budget

	TBR	Total System
Mandatory Transfers for:		
Principal and Interest	-	667,800
Renewals and Replacement	-	-
Loan Fund Matching Grant	-	-
Other Mandatory Transfers	-	-
Total Mandatory Transfers	-	667,800
Non-Mandatory Transfers for:		
Transfers to Unexpend.Plant Fund	-	13,356,100
Transfers to Renewal & Replacem.	1,000,000	10,740,000
Transfers to Other Funds	-	271,000
Transfers from Unexpended Plant	-	-
Trans. from Renewal & Replacem.	-	-
Transfers from Other Funds	-	(817,000)
Total Non-Mandatory Transfers	1,000,000	23,550,100
Total Educational & General	86,971,700	916,140,100
B. Auxiliary Enterprise Expenditures:		
Students	-	5,504,900
Intercollegiate Athletics	-	-
Total Aux. Enterprises Expend	-	5,504,900
Mandatory Transfers for:		
Principal and Interest	-	-
Renewals and Replacement	-	-
Other Mandatory Transfers	-	-
Total Mandatory Transfers	-	-
Non-Mandatory Transfers for:		
Transfers to Unexpend.Plant Fund	-	-
Transfers to Renewal & Replacem.	-	241,300
Transfers to Other Funds	-	817,000
Transfers from Unexpended Plant	-	-
Trans. from Renewal & Replacem.	-	-
Transfers from Other Funds	-	-
Total Non-Mandatory Transfers	-	1,058,300
Total Auxiliary Enterprises	-	6,563,200
Total Expenditures & Transfers	86,971,700	922,703,300
Other Additions/Deductions	-	-
Unrestricted Current Fund Balances at End of Period:		
Allocations for Encumbrances	25,000	6,231,000
Allocations for Working Capital	1,207,700	16,457,700
Special Allocations	41,705,900	235,152,400
Unallocated Balances	-	-
Total Balances	42,938,600	257,841,100

Tennessee Board of Regents  
 Summary of Unrestricted Revenues with Percentages by Major Budget Category

		Tuition & Fees	%	State Appropriation	%	Sales & Services	%	Other E&G Sources	%	Total E&G	%	Auxiliaries	Total Unrestricted
CHSCC	6/30/2022	27,322,495	40.33%	35,370,000	52.21%	238,191	0.35%	4,811,133	7.10%	67,741,819	100.00%	1,072,147	68,813,966
	6/30/2023	26,562,400	39.40%	38,904,700	57.71%	269,500	0.40%	1,682,800	2.50%	67,419,400	100.00%	925,000	68,344,400
	7/1/2023	26,596,100	38.77%	41,303,000	60.20%	260,000	0.38%	445,400	0.65%	68,604,500	100.00%	925,000	69,529,500
CLSCC	6/30/2022	10,818,741	43.33%	12,992,700	52.03%	19,655	0.08%	1,138,888	4.56%	24,969,984	100.00%	97,285	25,067,269
	6/30/2023	10,929,800	40.97%	14,799,700	55.48%	33,000	0.12%	914,500	3.43%	26,677,000	100.00%	113,700	26,790,700
	7/1/2023	10,879,900	39.18%	16,149,100	58.15%	33,000	0.12%	709,200	2.55%	27,771,200	100.00%	113,500	27,884,700
COSCC	6/30/2022	20,704,923	46.87%	20,207,042	45.74%	14,026	0.03%	3,251,495	7.36%	44,177,486	100.00%	206,784	44,384,270
	6/30/2023	18,633,300	41.41%	22,146,300	49.22%	12,500	0.03%	4,201,800	9.34%	44,993,900	100.00%	88,300	45,082,200
	7/1/2023	17,783,500	43.18%	23,234,300	56.42%	12,500	0.03%	149,800	0.36%	41,180,100	100.00%	88,300	41,268,400
DSCC	6/30/2022	10,187,425	43.71%	12,235,293	52.50%	3,950	0.02%	879,149	3.77%	23,305,817	100.00%	56,836	23,362,653
	6/30/2023	10,606,900	43.13%	13,064,200	53.13%	3,200	0.01%	916,900	3.73%	24,591,200	100.00%	40,000	24,631,200
	7/1/2023	10,917,100	42.88%	14,165,500	55.64%	3,200	0.01%	372,100	1.46%	25,457,900	100.00%	40,000	25,497,900
JSCC	6/30/2022	13,407,019	38.54%	17,057,892	49.04%	130,528	0.38%	4,188,102	12.04%	34,783,541	100.00%	76,231	34,859,772
	6/30/2023	12,183,400	36.13%	18,225,600	54.04%	65,300	0.19%	3,249,200	9.63%	33,723,500	100.00%	70,000	33,793,500
	7/1/2023	12,173,400	38.27%	18,994,100	59.71%	63,200	0.20%	580,800	1.83%	31,811,500	100.00%	70,000	31,881,500
MSCC	6/30/2022	20,221,775	41.71%	22,743,100	46.91%	73,417	0.15%	5,445,908	11.23%	48,484,200	100.00%	155,875	48,640,075
	6/30/2023	19,715,200	41.14%	25,988,100	54.24%	76,600	0.16%	2,137,200	4.46%	47,917,100	100.00%	150,000	48,067,100
	7/1/2023	19,595,200	40.85%	27,025,800	56.35%	76,600	0.16%	1,266,900	2.64%	47,964,500	100.00%	150,000	48,114,500
NASCC	6/30/2022	22,845,113	42.69%	23,904,925	44.67%	9,457	0.02%	6,757,503	12.63%	53,516,998	100.00%	203,771	53,720,769
	6/30/2023	22,774,600	40.93%	27,271,400	49.02%	8,800	0.02%	5,583,300	10.04%	55,638,100	100.00%	194,900	55,833,000
	7/1/2023	22,738,000	43.05%	28,806,000	54.54%	7,900	0.01%	1,267,200	2.40%	52,819,100	100.00%	194,900	53,014,000
NESCC	6/30/2022	18,455,528	36.99%	26,013,976	52.14%	17,781	0.04%	5,408,708	10.84%	49,895,993	100.00%	98,818	49,994,811
	6/30/2023	17,701,400	36.90%	27,220,700	56.75%	13,000	0.03%	3,030,600	6.32%	47,965,700	100.00%	106,000	48,071,700
	7/1/2023	18,019,200	37.93%	28,226,900	59.41%	13,000	0.03%	1,250,600	2.63%	47,509,700	100.00%	106,000	47,615,700
PSCC	6/30/2022	31,855,030	38.97%	38,348,600	46.91%	39,008	0.05%	11,500,496	14.07%	81,743,134	100.00%	304,906	82,048,040
	6/30/2023	31,353,400	39.83%	43,495,300	55.26%	45,000	0.06%	3,822,700	4.86%	78,716,400	100.00%	400,000	79,116,400
	7/1/2023	31,353,400	38.86%	45,463,200	56.35%	45,000	0.06%	3,822,700	4.74%	80,684,300	100.00%	400,000	81,084,300

Tennessee Board of Regents  
Summary of Unrestricted Revenues with Percentages by Major Budget Category

		Tuition & Fees	%	State Appropriation	%	Sales & Services	%	Other E&G Sources	%	Total E&G	%	Auxiliaries	Total Unrestricted
RSCC	6/30/2022	17,640,712	36.11%	27,247,564	55.77%	27,444	0.06%	3,942,512	8.07%	48,858,232	100.00%	155,844	49,014,076
	6/30/2023	17,767,800	34.44%	28,539,800	55.33%	23,100	0.04%	5,254,800	10.19%	51,585,500	100.00%	192,000	51,777,500
	7/1/2023	17,617,600	35.40%	29,735,300	59.74%	23,100	0.05%	2,394,800	4.81%	49,770,800	100.00%	192,000	49,962,800
STCC	6/30/2022	24,545,458	35.48%	31,509,500	45.55%	61,794	0.09%	13,063,570	18.88%	69,180,322	100.00%	210,132	69,390,454
	6/30/2023	23,187,300	33.19%	34,845,200	49.88%	62,800	0.09%	11,762,700	16.84%	69,858,000	100.00%	200,100	70,058,100
	7/1/2023	22,868,700	36.45%	36,467,300	58.13%	62,800	0.10%	3,336,300	5.32%	62,735,100	100.00%	220,000	62,955,100
VSCC	6/30/2022	28,459,760	44.12%	30,909,800	47.91%	45,768	0.07%	5,094,698	7.90%	64,510,026	100.00%	203,490	64,713,516
	6/30/2023	25,301,600	40.67%	35,156,000	56.52%	34,800	0.06%	1,714,000	2.76%	62,206,400	100.00%	200,000	62,406,400
	7/1/2023	23,919,800	38.60%	36,738,800	59.29%	30,500	0.05%	1,275,000	2.06%	61,964,100	100.00%	200,000	62,164,100
WSCC	6/30/2022	20,949,300	40.45%	27,190,150	52.50%	66,051	0.13%	3,584,961	6.92%	51,790,462	100.00%	94,782	51,885,244
	6/30/2023	20,119,500	37.68%	31,327,000	58.67%	60,700	0.11%	1,889,500	3.54%	53,396,700	100.00%	93,800	53,490,500
	7/1/2023	20,003,700	36.18%	34,035,100	61.55%	60,500	0.11%	1,195,200	2.16%	55,294,500	100.00%	82,500	55,377,000
Total Comm Colleges	6/30/2022	267,413,279	40.34%	325,730,542	49.13%	747,070	0.11%	69,067,123	10.42%	662,958,014	100.00%	2,936,901	665,894,915
	6/30/2023	256,836,600	38.64%	360,984,000	54.31%	708,300	0.11%	46,160,000	6.94%	664,688,900	100.00%	2,773,800	667,462,700
	7/1/2023	254,465,600	38.93%	380,344,400	58.20%	691,300	0.11%	18,066,000	2.76%	653,567,300	100.00%	2,782,200	656,349,500



Tennessee Board of Regents  
 Summary of Unrestricted Revenues with Percentages by Major Budget Category

	Tuition & Fees	%	State Appropriation	%	Sales & Services	%	Other E&G Sources	%	Total E&G	%	Auxiliaries	Total Unrestricted
Athens												
6/30/2022	884,358	28.48%	1,854,800	59.73%	36,905	1.19%	329,247	10.60%	3,105,310	100.00%	130,451	3,235,761
6/30/2023	942,400	28.14%	2,209,500	65.97%	40,100	1.20%	157,500	4.70%	3,349,500	100.00%	115,000	3,464,500
7/1/2023	1,031,300	29.28%	2,275,100	64.59%	40,100	1.14%	175,800	4.99%	3,522,300	100.00%	115,000	3,637,300
Chattanooga												
6/30/2022	2,738,862	35.34%	4,892,700	63.13%	31,691	0.41%	87,545	1.13%	7,750,798	100.00%	-	7,750,798
6/30/2023	2,843,100	33.24%	5,552,400	64.92%	27,500	0.32%	129,400	1.51%	8,552,400	100.00%	-	8,552,400
7/1/2023	2,844,100	32.70%	5,712,800	65.68%	27,500	0.32%	113,200	1.30%	8,697,600	100.00%	-	8,697,600
Covington												
6/30/2022	707,102	30.97%	1,518,600	66.52%	9,995	0.44%	47,319	2.07%	2,283,016	100.00%	92,452	2,375,468
6/30/2023	1,124,800	37.33%	1,772,800	58.84%	100	0.00%	115,400	3.83%	3,013,100	100.00%	95,000	3,108,100
7/1/2023	1,462,100	42.84%	1,913,400	56.06%	100	0.00%	37,700	1.10%	3,413,300	100.00%	95,000	3,508,300
Crossville												
6/30/2022	1,712,409	39.17%	2,534,632	57.98%	62,846	1.44%	61,713	1.41%	4,371,600	100.00%	193,148	4,564,748
6/30/2023	1,747,500	35.51%	2,962,700	60.20%	70,500	1.43%	141,000	2.86%	4,921,700	100.00%	200,000	5,121,700
7/1/2023	1,797,500	35.07%	3,119,100	60.85%	69,000	1.35%	140,000	2.73%	5,125,600	100.00%	200,000	5,325,600
Crump												
6/30/2022	1,924,889	47.63%	1,867,600	46.21%	30,207	0.75%	218,472	5.41%	4,041,168	100.00%	34,543	4,075,711
6/30/2023	2,018,100	41.84%	2,409,100	49.95%	33,000	0.68%	363,200	7.53%	4,823,400	100.00%	26,000	4,849,400
7/1/2023	2,154,800	39.34%	2,941,800	53.71%	32,200	0.59%	348,000	6.35%	5,476,800	100.00%	21,000	5,497,800
Dickson												
6/30/2022	2,544,673	36.28%	4,098,500	58.44%	40,490	0.58%	330,111	4.71%	7,013,774	100.00%	177,579	7,191,353
6/30/2023	2,672,000	33.18%	4,945,800	61.42%	38,000	0.47%	396,500	4.92%	8,052,300	100.00%	145,000	8,197,300
7/1/2023	2,707,800	32.38%	5,307,200	63.46%	38,000	0.45%	310,500	3.71%	8,363,500	100.00%	145,000	8,508,500
Elizabethton												
6/30/2022	1,673,792	33.37%	3,023,600	60.28%	140,112	2.79%	178,166	3.55%	5,015,670	100.00%	333,439	5,349,109
6/30/2023	1,698,800	30.40%	3,582,500	64.12%	79,300	1.42%	227,000	4.06%	5,587,600	100.00%	349,200	5,936,800
7/1/2023	1,905,000	31.87%	3,767,800	63.03%	79,400	1.33%	225,400	3.77%	5,977,600	100.00%	349,200	6,326,800
Harriman												
6/30/2022	1,161,772	36.70%	1,906,400	60.22%	10,611	0.34%	87,124	2.75%	3,165,907	100.00%	338,770	3,504,677
6/30/2023	1,237,600	34.41%	2,233,100	62.10%	7,500	0.21%	118,000	3.28%	3,596,200	100.00%	300,000	3,896,200
7/1/2023	1,237,600	33.54%	2,327,000	63.06%	7,500	0.20%	118,000	3.20%	3,690,100	100.00%	300,000	3,990,100
Hartsville												
6/30/2022	1,314,453	30.53%	2,399,600	55.73%	16,216	0.38%	575,753	13.37%	4,306,022	100.00%	131,763	4,437,785
6/30/2023	1,372,500	26.94%	2,755,100	54.07%	55,000	1.08%	912,600	17.91%	5,095,200	100.00%	145,000	5,240,200
7/1/2023	1,400,000	26.52%	2,898,600	54.90%	55,000	1.04%	925,800	17.54%	5,279,400	100.00%	150,000	5,429,400
Hohenwald												
6/30/2022	1,468,512	38.86%	2,349,400	62.17%	13,758	0.36%	(52,935)	-1.40%	3,778,735	100.00%	251,782	4,030,517
6/30/2023	1,541,900	33.48%	3,003,100	65.21%	18,000	0.39%	42,500	0.92%	4,605,500	100.00%	225,000	4,830,500
7/1/2023	1,541,900	32.10%	3,201,200	66.64%	18,000	0.37%	42,500	0.88%	4,803,600	100.00%	225,000	5,028,600

Tennessee Board of Regents  
 Summary of Unrestricted Revenues with Percentages by Major Budget Category

	Tuition & Fees	%	State Appropriation	%	Sales & Services	%	Other E&G Sources	%	Total E&G	%	Auxiliaries	Total Unrestricted
Jacksboro												
6/30/2022	846,029	34.59%	1,553,600	63.52%	7,654	0.31%	38,596	1.58%	2,445,879	100.00%	132,607	2,578,486
6/30/2023	933,900	32.01%	1,927,900	66.08%	7,800	0.27%	47,900	1.64%	2,917,500	100.00%	150,000	3,067,500
7/1/2023	955,400	32.01%	1,989,700	66.65%	8,000	0.27%	32,000	1.07%	2,985,100	100.00%	150,000	3,135,100
Jackson												
6/30/2022	2,733,702	31.08%	5,169,000	58.76%	205,426	2.34%	687,938	7.82%	8,796,066	100.00%	347,894	9,143,960
6/30/2023	3,716,700	33.96%	5,911,200	54.02%	175,000	1.60%	1,140,300	10.42%	10,943,200	100.00%	325,000	11,268,200
7/1/2023	3,732,700	33.41%	6,150,500	55.05%	175,000	1.57%	1,115,300	9.98%	11,173,500	100.00%	325,000	11,498,500
Knoxville												
6/30/2022	3,494,288	42.36%	4,330,425	52.49%	176,029	2.13%	248,621	3.01%	8,249,363	100.00%	386,594	8,635,957
6/30/2023	3,550,700	38.57%	4,949,000	53.76%	108,100	1.17%	598,500	6.50%	9,206,300	100.00%	300,600	9,506,900
7/1/2023	3,702,100	37.96%	5,506,200	56.46%	101,100	1.04%	443,500	4.55%	9,752,900	100.00%	300,600	10,053,500
Livingston												
6/30/2022	2,111,509	39.60%	3,154,400	59.15%	(52,492)	-0.98%	119,042	2.23%	5,332,459	100.00%	210,981	5,543,440
6/30/2023	1,762,900	29.76%	3,722,400	62.83%	28,000	0.47%	411,000	6.94%	5,924,300	100.00%	100,000	6,024,300
7/1/2023	1,827,900	29.52%	3,924,500	63.39%	28,000	0.45%	411,000	6.64%	6,191,400	100.00%	100,000	6,291,400
McKenzie												
6/30/2022	336,717	17.35%	1,556,800	80.22%	90	0.00%	47,132	2.43%	1,940,739	100.00%	69,779	2,010,518
6/30/2023	376,300	17.13%	1,726,700	78.58%	100	0.00%	94,200	4.29%	2,197,300	100.00%	70,000	2,267,300
7/1/2023	379,300	17.26%	1,765,600	80.33%	100	0.00%	53,000	2.41%	2,198,000	100.00%	70,000	2,268,000
McMinnville												
6/30/2022	992,974	36.12%	1,680,100	61.12%	12,524	0.46%	63,449	2.31%	2,749,047	100.00%	65,485	2,814,532
6/30/2023	1,274,700	37.68%	1,983,400	58.63%	30,900	0.91%	94,000	2.78%	3,383,000	100.00%	-	3,383,000
7/1/2023	1,270,100	37.18%	2,061,900	60.35%	30,300	0.89%	54,000	1.58%	3,416,300	100.00%	-	3,416,300
Memphis												
6/30/2022	3,372,159	37.39%	5,448,200	60.40%	60,679	0.67%	138,988	1.54%	9,020,026	100.00%	87,864	9,107,890
6/30/2023	3,458,400	34.87%	6,247,600	63.00%	46,000	0.46%	165,500	1.67%	9,917,500	100.00%	37,000	9,954,500
7/1/2023	3,547,900	33.47%	6,863,500	64.75%	46,000	0.43%	142,500	1.34%	10,599,900	100.00%	37,000	10,636,900
Morristown												
6/30/2022	2,434,034	34.34%	4,382,100	61.82%	68,262	0.96%	204,629	2.89%	7,089,025	100.00%	310,795	7,399,820
6/30/2023	2,775,000	31.65%	5,788,000	66.01%	-	0.00%	205,600	2.34%	8,768,600	100.00%	310,000	9,078,600
7/1/2023	2,892,000	33.46%	5,601,400	64.81%	-	0.00%	150,000	1.74%	8,643,400	100.00%	310,000	8,953,400
Murfreesboro												
6/30/2022	2,011,755	24.57%	4,264,200	52.08%	7,585	0.09%	1,903,699	23.25%	8,187,239	100.00%	173,979	8,361,218
6/30/2023	2,090,000	23.28%	4,754,700	52.95%	7,100	0.08%	2,127,000	23.69%	8,978,800	100.00%	210,000	9,188,800
7/1/2023	2,114,300	22.60%	5,175,100	55.32%	7,100	0.08%	2,057,500	22.00%	9,354,000	100.00%	260,000	9,614,000
Nashville												
6/30/2022	2,633,694	32.79%	5,052,500	62.91%	53,361	0.66%	291,326	3.63%	8,030,881	100.00%	137,849	8,168,730
6/30/2023	2,800,000	31.44%	5,552,400	62.34%	40,000	0.45%	514,300	5.77%	8,906,700	100.00%	135,000	9,041,700
7/1/2023	2,848,000	31.60%	5,794,100	64.30%	55,000	0.61%	314,300	3.49%	9,011,400	100.00%	145,000	9,156,400

Tennessee Board of Regents  
 Summary of Unrestricted Revenues with Percentages by Major Budget Category

	Tuition & Fees	%	State Appropriation	%	Sales & Services	%	Other E&G Sources	%	Total E&G	%	Auxiliaries	Total Unrestricted
Newbern												
6/30/2022	1,248,758	36.68%	2,046,900	60.12%	40,517	1.19%	68,248	2.00%	3,404,423	100.00%	160,945	3,565,368
6/30/2023	1,291,600	33.11%	2,391,400	61.30%	70,000	1.79%	147,900	3.79%	3,900,900	100.00%	300,000	4,200,900
7/1/2023	1,325,400	33.06%	2,563,400	63.94%	68,000	1.70%	52,000	1.30%	4,008,800	100.00%	300,000	4,308,800
Oneida												
6/30/2022	1,020,393	36.01%	1,705,000	60.17%	8,529	0.30%	99,564	3.51%	2,833,486	100.00%	213,751	3,047,237
6/30/2023	1,244,300	36.97%	2,060,800	61.23%	7,900	0.23%	52,800	1.57%	3,365,800	100.00%	209,000	3,574,800
7/1/2023	1,245,600	35.90%	2,163,100	62.35%	7,900	0.23%	52,800	1.52%	3,469,400	100.00%	209,000	3,678,400
Paris												
6/30/2022	639,625	22.48%	2,131,000	74.90%	16,134	0.57%	58,492	2.06%	2,845,251	100.00%	173,041	3,018,292
6/30/2023	874,400	25.54%	2,450,200	71.56%	15,200	0.44%	84,000	2.45%	3,423,800	100.00%	175,000	3,598,800
7/1/2023	758,400	22.48%	2,515,400	74.57%	15,200	0.45%	84,000	2.49%	3,373,000	100.00%	180,000	3,553,000
Pulaski												
6/30/2022	1,342,116	32.76%	2,633,300	64.27%	64,881	1.58%	57,069	1.39%	4,097,366	100.00%	208,423	4,305,789
6/30/2023	1,430,500	30.55%	3,002,500	64.12%	65,500	1.40%	184,000	3.93%	4,682,500	100.00%	210,000	4,892,500
7/1/2023	1,644,900	33.14%	3,111,200	62.68%	65,100	1.31%	142,500	2.87%	4,963,700	100.00%	220,000	5,183,700
Ripley												
6/30/2022	452,299	25.34%	1,273,000	71.31%	9,969	0.56%	49,916	2.80%	1,785,184	100.00%	114,207	1,899,391
6/30/2023	712,700	30.69%	1,520,800	65.49%	3,000	0.13%	85,600	3.69%	2,322,100	100.00%	110,000	2,432,100
7/1/2023	726,900	30.63%	1,577,100	66.45%	3,000	0.13%	66,200	2.79%	2,373,200	100.00%	110,000	2,483,200
Shelbyville												
6/30/2022	1,598,487	32.75%	3,125,000	64.03%	87,867	1.80%	69,225	1.42%	4,880,579	100.00%	96,847	4,977,426
6/30/2023	1,631,100	29.85%	3,579,100	65.50%	65,200	1.19%	189,000	3.46%	5,464,400	100.00%	123,400	5,587,800
7/1/2023	1,631,100	29.62%	3,694,800	67.10%	65,200	1.18%	115,700	2.10%	5,506,800	100.00%	123,400	5,630,200
Total TCATs												
6/30/2022	43,399,361	34.30%	75,951,357	60.03%	1,159,846	0.92%	6,008,449	4.75%	126,519,013	100.00%	4,574,968	131,093,981
6/30/2023	47,121,900	32.30%	88,994,200	61.00%	1,038,800	0.71%	8,744,700	5.99%	145,899,600	100.00%	4,365,200	150,264,800
7/1/2023	48,684,100	32.16%	93,921,500	62.05%	1,041,800	0.69%	7,723,200	5.10%	151,370,600	100.00%	4,440,200	155,810,800

Tennessee Board of Regents  
Summary of Unrestricted Revenues with Percentages by Major Budget Category

	Tuition & Fees	%	State Appropriation	%	Sales & Services	%	Other E&G Sources	%	Total E&G	%	Auxiliaries	Total Unrestricted
TBR												
6/30/2022	0	0.00%	57,186,300	75.65%	-	0.00%	18,411,245	24.35%	75,597,545	100.00%	-	75,597,545
6/30/2023	0	0.00%	67,521,900	75.17%	-	0.00%	22,300,400	24.83%	89,822,300	100.00%	-	89,822,300
7/1/2023	0	0.00%	62,598,800	72.96%	-	0.00%	23,199,800	27.04%	85,798,600	100.00%	-	85,798,600
Total System												
6/30/2022	310,812,640	35.93%	458,868,199	53.04%	1,906,916	0.22%	93,486,817	10.81%	865,074,572	100.00%	7,511,869	872,586,441
6/30/2023	303,958,500	33.76%	517,500,100	57.47%	1,747,100	0.19%	77,205,100	8.57%	900,410,800	100.00%	7,139,000	907,549,800
7/1/2023	303,149,700	34.03%	536,864,700	60.27%	1,733,100	0.19%	48,989,000	5.50%	890,736,500	100.00%	7,222,400	897,958,900

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditure Budget with Percentages by Function

	ChSCC	%	CISCC	%	CoSCC	%	DSCC	%	JSCC	%	MSCC	%
<b>Instruction</b>												
6/30/2022	31,994,458	54.86%	11,876,501	46.41%	17,368,200	50.70%	10,572,127	52.37%	12,343,326	51.62%	18,429,593	49.85%
6/30/2023	34,067,300	53.29%	12,559,700	47.17%	18,977,600	50.79%	11,784,500	48.89%	13,231,700	43.43%	21,573,600	46.96%
7/1/2023	36,069,900	52.61%	13,119,200	47.51%	19,087,800	48.01%	12,326,800	48.43%	13,252,900	43.26%	22,286,300	46.08%
<b>Research</b>												
6/30/2022	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
<b>Public Service</b>												
6/30/2022	50,000	0.09%	80,613	0.31%	153,390	0.45%	-	0.00%	(642,979)	-2.69%	585,340	1.58%
6/30/2023	77,500	0.12%	90,500	0.34%	161,600	0.43%	31,300	0.13%	59,600	0.20%	832,000	1.81%
7/1/2023	85,000	0.12%	97,700	0.35%	154,900	0.39%	26,200	0.10%	57,000	0.19%	851,300	1.76%
<b>Academic Support</b>												
6/30/2022	5,586,929	9.58%	1,477,663	5.77%	1,778,706	5.19%	666,569	3.30%	2,983,272	12.48%	2,755,266	7.45%
6/30/2023	6,080,900	9.51%	1,572,300	5.90%	2,040,900	5.46%	814,500	3.38%	3,481,000	11.42%	4,460,300	9.71%
7/1/2023	6,572,900	9.59%	1,493,000	5.41%	2,519,800	6.34%	822,500	3.23%	3,556,600	11.61%	4,761,300	9.84%
<b>Subtotal</b>												
6/30/2022	37,631,387	64.52%	13,434,777	52.50%	19,300,296	56.34%	11,238,696	55.67%	14,683,619	61.41%	21,770,199	58.88%
6/30/2023	40,225,700	62.92%	14,222,500	53.41%	21,180,100	56.68%	12,630,300	52.39%	16,772,300	55.05%	26,865,900	58.48%
7/1/2023	42,727,800	62.32%	14,709,900	53.27%	21,762,500	54.74%	13,175,500	51.76%	16,866,500	55.06%	27,898,900	57.68%
<b>Student Services</b>												
6/30/2022	6,294,623	10.79%	3,413,728	13.34%	4,323,604	12.62%	2,916,270	14.45%	2,136,499	8.94%	3,468,651	9.38%
6/30/2023	6,633,200	10.38%	3,646,400	13.69%	4,634,500	12.40%	3,897,700	16.17%	2,811,000	9.23%	5,114,600	11.13%
7/1/2023	7,224,900	10.54%	3,915,500	14.18%	5,356,600	13.47%	4,369,200	17.16%	2,651,500	8.65%	5,559,500	11.49%
<b>Institutional Support</b>												
6/30/2022	7,521,204	12.90%	4,622,040	18.06%	5,631,438	16.44%	3,150,870	15.61%	3,891,177	16.27%	6,234,367	16.86%
6/30/2023	8,967,000	14.03%	4,596,700	17.26%	5,492,700	14.70%	3,874,900	16.07%	6,854,700	22.50%	7,223,100	15.72%
7/1/2023	9,168,000	13.37%	5,091,900	18.44%	6,435,600	16.19%	4,146,200	16.29%	7,060,800	23.05%	7,652,600	15.82%
<b>Operation &amp; Maintenance</b>												
6/30/2022	5,472,004	9.38%	3,717,002	14.52%	4,433,769	12.94%	2,306,194	11.42%	2,515,375	10.52%	4,551,237	12.31%
6/30/2023	6,320,000	9.89%	3,671,700	13.79%	5,102,900	13.66%	3,058,400	12.69%	3,556,200	11.67%	5,667,900	12.34%
7/1/2023	7,535,600	10.99%	3,419,200	12.38%	5,175,800	13.02%	3,023,700	11.88%	3,533,300	11.53%	5,952,800	12.31%
<b>Scholarships &amp; Fellowships</b>												
6/30/2022	1,402,890	2.41%	404,073	1.58%	566,024	1.65%	576,499	2.86%	683,189	2.86%	946,620	2.56%
6/30/2023	1,780,600	2.79%	489,900	1.84%	955,800	2.56%	645,000	2.68%	475,300	1.56%	1,070,800	2.33%
7/1/2023	1,908,200	2.78%	475,700	1.72%	1,026,600	2.58%	740,100	2.91%	523,600	1.71%	1,303,500	2.70%
<b>Total E&amp;G Expenditures</b>												
6/30/2022	58,322,108	100.00%	25,591,620	100.00%	34,255,131	100.00%	20,188,529	100.00%	23,909,859	100.00%	36,971,074	100.00%
6/30/2023	63,926,500	100.00%	26,627,200	100.00%	37,366,000	100.00%	24,106,300	100.00%	30,469,500	100.00%	45,942,300	100.00%
7/1/2023	68,564,500	100.00%	27,612,200	100.00%	39,757,100	100.00%	25,454,700	100.00%	30,635,700	100.00%	48,367,300	100.00%
<b>Transfers</b>												
6/30/2022	19,565,318		46,117		8,194,305		1,765,000		11,100,100		5,320,917	
6/30/2023	8,135,100		147,600		16,719,600		2,090,700		-		8,000,000	
7/1/2023	135,100		231,600		1,565,100		-		1,220,800		700,000	
<b>Auxiliaries</b>												
6/30/2022	1,015,479		61,324		72,391		-		-		24,210	
6/30/2023	1,095,300		14,400		71,000		-		-		15,200	
7/1/2023	873,800		16,200		71,000		-		-		15,200	
<b>Total E&amp;G Expenditures</b>												
6/30/2022	78,902,905		25,699,061		42,521,827		21,953,529		35,009,959		42,316,201	
6/30/2023	73,156,900		26,789,200		54,156,600		26,197,000		30,469,500		53,957,500	
7/1/2023	69,573,400		27,860,000		41,393,200		25,454,700		31,856,500		49,082,500	

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditure Budget with Percentages by Function

	NASCC	%	NESCC	%	PSCC	%	RSCC	%	STCC	%	VSCC	%
<b>Instruction</b>												
6/30/2022	19,165,979	44.59%	18,428,370	50.19%	37,502,795	52.56%	-	0.00%	25,964,057	43.80%	28,892,576	56.22%
6/30/2023	19,505,900	44.85%	21,700,600	47.29%	41,698,900	52.10%	26,027,000	49.02%	26,016,000	42.06%	29,782,200	54.28%
7/1/2023	23,361,300	44.35%	22,503,300	48.47%	45,913,300	52.55%	25,378,700	49.89%	26,132,800	40.77%	32,488,700	51.60%
<b>Research</b>												
6/30/2022	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
<b>Public Service</b>												
6/30/2022	-	0.00%	108,133	0.29%	524,461	0.74%	-	0.00%	200,726	0.34%	657,148	1.28%
6/30/2023	-	0.00%	218,100	0.48%	448,600	0.56%	1,021,500	1.92%	371,600	0.60%	766,400	1.40%
7/1/2023	-	0.00%	19,000	0.04%	537,300	0.61%	998,000	1.96%	356,300	0.56%	845,800	1.34%
<b>Academic Support</b>												
6/30/2022	5,395,543	12.55%	3,021,220	8.23%	6,772,755	9.49%	-	0.00%	6,526,398	11.01%	2,669,373	5.19%
6/30/2023	5,555,700	12.77%	5,051,400	11.01%	7,242,600	9.05%	2,990,700	5.63%	6,411,600	10.37%	3,094,500	5.64%
7/1/2023	6,608,600	12.55%	5,011,700	10.79%	7,507,100	8.59%	2,632,400	5.17%	7,097,000	11.07%	3,782,000	6.01%
<b>Subtotal</b>												
6/30/2022	24,561,522	57.15%	21,557,723	58.72%	44,800,011	62.79%	-	0.00%	32,691,181	55.15%	32,219,097	62.69%
6/30/2023	25,061,600	57.63%	26,970,100	58.77%	49,390,100	61.70%	30,039,200	56.58%	32,799,200	53.03%	33,643,100	61.31%
7/1/2023	29,969,900	56.90%	27,534,000	59.30%	53,957,700	61.75%	29,009,100	57.02%	33,586,100	52.40%	37,116,500	58.95%
<b>Student Services</b>												
6/30/2022	5,698,551	13.26%	4,703,355	12.81%	8,607,939	12.07%	-	0.00%	7,141,186	12.05%	5,230,085	10.18%
6/30/2023	6,141,300	14.12%	6,003,400	13.08%	9,731,000	12.16%	8,030,100	15.12%	7,109,900	11.50%	5,578,000	10.17%
7/1/2023	7,318,600	13.89%	5,880,700	12.67%	11,819,900	13.53%	7,772,600	15.28%	7,620,200	11.89%	5,602,200	8.90%
<b>Institutional Support</b>												
6/30/2022	6,287,918	14.63%	4,854,853	13.22%	9,025,263	12.65%	-	0.00%	9,259,272	15.62%	7,543,232	14.68%
6/30/2023	5,765,600	13.26%	6,076,000	13.24%	9,611,000	12.01%	7,109,200	13.39%	10,302,200	16.66%	8,198,000	14.94%
7/1/2023	7,467,400	14.18%	6,185,700	13.32%	10,441,700	11.95%	6,716,300	13.20%	11,290,400	17.61%	10,502,400	16.68%
<b>Operation &amp; Maintenance</b>												
6/30/2022	6,025,469	14.02%	5,375,291	14.64%	7,549,711	10.58%	-	0.00%	8,693,796	14.67%	5,585,665	10.87%
6/30/2023	6,206,700	14.27%	6,689,200	14.58%	9,367,000	11.70%	6,846,800	12.90%	9,421,900	15.23%	6,510,200	11.86%
7/1/2023	7,260,600	13.78%	6,677,500	14.38%	9,123,500	10.44%	6,475,100	12.73%	9,382,400	14.64%	8,179,300	12.99%
<b>Scholarships &amp; Fellowships</b>												
6/30/2022	406,670	0.95%	222,697	0.61%	1,363,090	1.91%	-	0.00%	1,495,019	2.52%	812,932	1.58%
6/30/2023	314,900	0.72%	150,000	0.33%	1,944,000	2.43%	1,067,000	2.01%	2,218,000	3.59%	941,200	1.72%
7/1/2023	658,600	1.25%	150,000	0.32%	2,034,000	2.33%	901,000	1.77%	2,218,000	3.46%	1,566,400	2.49%
<b>Total E&amp;G Expenditures</b>												
6/30/2022	42,980,130	100.00%	36,713,919	100.00%	71,346,014	100.00%	-	0.00%	59,280,454	100.00%	51,391,011	100.00%
6/30/2023	43,490,100	100.00%	45,888,700	100.00%	80,043,100	100.00%	53,092,300	100.00%	61,851,200	100.00%	54,870,500	100.00%
7/1/2023	52,675,100	100.00%	46,427,900	100.00%	87,376,800	100.00%	50,874,100	100.00%	64,097,100	100.00%	62,966,800	100.00%
<b>Transfers</b>												
6/30/2022	3,670,911		25,186		10,484,416		-		5,280,586		47,266	
6/30/2023	9,009,800		9,315,600		3,755,000		3,983,700		2,222,000		12,125,000	
7/1/2023	9,800		2,535,400		495,000		9,600		223,200		8,125,000	
<b>Auxiliaries</b>												
6/30/2022	5,161		-		121,556		-		329,518		20,984	
6/30/2023	6,500		-		100,000		39,300		412,700		25,000	
7/1/2023	6,800		-		100,000		39,300		460,300		25,000	
<b>Total E&amp;G Expenditures</b>												
6/30/2022	46,656,202		36,739,105		81,951,986		-		64,890,558		51,459,261	
6/30/2023	52,506,400		55,204,300		83,898,100		57,115,300		64,485,900		67,020,500	
7/1/2023	52,691,700		48,963,300		87,971,800		50,923,000		64,780,600		71,116,800	

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditure Budget with Percentages by Function

	WSCC	%	Total Community Colleges	%
<b>Instruction</b>				
6/30/2022	23,952,196	53.07%	256,490,178	50.68%
6/30/2023	27,460,600	51.69%	304,385,600	49.03%
7/1/2023	26,945,500	49.82%	318,866,500	48.39%
<b>Research</b>				
6/30/2022	-	0.00%	-	0.00%
6/30/2023	-	0.00%	-	0.00%
7/1/2023	-	0.00%	-	0.00%
<b>Public Service</b>				
6/30/2022	335,881	0.74%	2,052,713	0.41%
6/30/2023	548,000	1.03%	4,626,700	0.75%
7/1/2023	538,200	1.00%	4,566,700	0.69%
<b>Academic Support</b>				
6/30/2022	2,426,157	5.38%	42,059,851	8.31%
6/30/2023	2,745,800	5.17%	51,542,200	8.30%
7/1/2023	2,454,300	4.54%	54,819,200	8.32%
<b>Subtotal</b>				
6/30/2022	26,714,234	59.19%	300,602,742	59.40%
6/30/2023	30,754,400	57.89%	360,554,500	58.08%
7/1/2023	29,938,000	55.35%	378,252,400	57.41%
<b>Student Services</b>				
6/30/2022	6,247,566	13.84%	60,182,057	11.89%
6/30/2023	7,928,800	14.92%	77,259,900	12.45%
7/1/2023	9,276,200	17.15%	84,367,600	12.80%
<b>Institutional Support</b>				
6/30/2022	4,945,931	10.96%	72,967,565	14.42%
6/30/2023	5,806,000	10.93%	89,877,100	14.48%
7/1/2023	5,953,500	11.01%	98,112,500	14.89%
<b>Operation &amp; Maintenance</b>				
6/30/2022	6,301,975	13.96%	62,527,488	12.36%
6/30/2023	7,498,400	14.11%	79,917,300	12.87%
7/1/2023	7,667,200	14.17%	83,406,000	12.66%
<b>Scholarships &amp; Fellowships</b>				
6/30/2022	924,408	2.05%	9,804,111	1.94%
6/30/2023	1,142,400	2.15%	13,194,900	2.13%
7/1/2023	1,255,300	2.32%	14,761,000	2.24%
<b>Total E&amp;G Expenditures</b>				
6/30/2022	45,134,114	100.00%	506,083,963	100.00%
6/30/2023	53,130,000	100.00%	620,803,700	100.00%
7/1/2023	54,090,200	100.00%	658,899,500	100.00%
<b>Transfers</b>				
6/30/2022	3,164,391		68,664,513	
6/30/2023	3,382,800		78,886,900	
7/1/2023	4,274,100		19,524,700	
<b>Auxiliaries</b>				
6/30/2022	18,033		1,668,656	
6/30/2023	15,500		1,794,900	
7/1/2023	27,400		1,635,000	
<b>Total E&amp;G Expenditures</b>				
6/30/2022	48,316,538		576,417,132	
6/30/2023	56,528,300		701,485,500	
7/1/2023	58,391,700		680,059,200	

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	Athens	%	Chattanooga	%	Covington	%	Crossville	%	Crump	%	Dickson	%
<b>Instruction</b>												
6/30/2022	1,240,607	51.42%	5,159,340	72.93%	993,141	50.17%	2,309,231	56.46%	1,833,617	50.57%	3,567,110	51.95%
6/30/2023	1,833,400	56.90%	6,269,800	74.68%	1,252,100	48.22%	2,926,600	59.78%	2,462,300	53.75%	4,170,700	52.77%
7/1/2023	1,819,100	55.42%	6,529,400	75.07%	1,129,700	43.97%	3,001,200	58.97%	2,758,000	52.65%	4,169,800	51.17%
<b>Research</b>												
6/30/2022	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
<b>Public Service</b>												
6/30/2022	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
<b>Academic Support</b>												
6/30/2022	-	0.00%	22,095	0.31%	-	0.00%	-	0.00%	34,202	0.94%	385,189	5.61%
6/30/2023	-	0.00%	31,000	0.37%	-	0.00%	-	0.00%	60,000	1.31%	442,800	5.60%
7/1/2023	-	0.00%	36,500	0.42%	-	0.00%	-	0.00%	75,000	1.43%	456,500	5.60%
<b>Subtotal</b>												
6/30/2022	1,240,607	51.42%	5,181,435	73.24%	993,141	50.17%	2,309,231	56.46%	1,867,819	51.52%	3,952,299	57.56%
6/30/2023	1,833,400	56.90%	6,300,800	75.05%	1,252,100	48.22%	2,926,600	59.78%	2,522,300	55.06%	4,613,500	58.37%
7/1/2023	1,819,100	55.42%	6,565,900	75.49%	1,129,700	43.97%	3,001,200	58.97%	2,833,000	54.08%	4,626,300	56.77%
<b>Student Services</b>												
6/30/2022	228,053	9.45%	656,549	9.28%	260,665	13.17%	446,784	10.92%	325,217	8.97%	753,544	10.97%
6/30/2023	304,400	9.45%	761,300	9.07%	311,100	11.98%	521,100	10.64%	575,300	12.56%	827,900	10.47%
7/1/2023	350,100	10.67%	791,200	9.10%	355,300	13.83%	534,500	10.50%	671,400	12.82%	836,100	10.26%
<b>Institutional Support</b>												
6/30/2022	654,109	27.11%	461,783	6.53%	407,124	20.57%	759,051	18.56%	697,347	19.23%	1,203,111	17.52%
6/30/2023	767,100	23.81%	487,800	5.81%	697,700	26.87%	833,800	17.03%	758,500	16.56%	1,277,300	16.16%
7/1/2023	794,600	24.21%	470,100	5.41%	720,500	28.05%	805,100	15.82%	868,300	16.58%	1,334,200	16.37%
<b>Operation &amp; Maintenance</b>												
6/30/2022	273,695	11.34%	775,047	10.96%	248,992	12.58%	439,206	10.74%	349,039	9.63%	824,628	12.01%
6/30/2023	315,500	9.79%	835,700	9.95%	296,700	11.43%	556,400	11.36%	608,300	13.28%	1,179,800	14.93%
7/1/2023	316,500	9.64%	860,300	9.89%	314,200	12.23%	684,800	13.46%	734,000	14.01%	1,331,900	16.34%
<b>Scholarships &amp; Fellowships</b>												
6/30/2022	16,158	0.67%	-	0.00%	69,616	3.52%	135,478	3.31%	386,121	10.65%	133,023	1.94%
6/30/2023	2,000	0.06%	10,000	0.12%	39,300	1.51%	57,900	1.18%	116,800	2.55%	5,600	0.07%
7/1/2023	2,000	0.06%	10,000	0.11%	49,300	1.92%	63,500	1.25%	131,800	2.52%	20,600	0.25%
<b>Total E&amp;G Expenditures</b>												
6/30/2022	2,412,622	100.00%	7,074,814	100.00%	1,979,538	100.00%	4,089,750	100.00%	3,625,543	100.00%	6,866,605	100.00%
6/30/2023	3,222,400	100.00%	8,395,600	100.00%	2,596,900	100.00%	4,895,800	100.00%	4,581,200	100.00%	7,904,100	100.00%
7/1/2023	3,282,300	100.00%	8,697,500	100.00%	2,569,000	100.00%	5,089,100	100.00%	5,238,500	100.00%	8,149,100	100.00%
<b>Transfers</b>												
6/30/2022	421,000		1,150,000		38,600		-		-		320,000	
6/30/2023	971,000		593,900		1,062,100		-		575,000		265,000	
7/1/2023	340,100		-		822,600		-		500,000		250,000	
<b>Auxiliaries</b>												
6/30/2022	75,486		-		93,942		214,577		34,018		152,172	
6/30/2023	90,000		-		95,000		145,000		19,500		100,000	
7/1/2023	85,000		-		95,000		145,000		18,000		100,000	
<b>Total E&amp;G Expenditures</b>												
6/30/2022	2,909,108		8,224,814		2,112,080		4,304,327		3,659,561		7,338,777	
6/30/2023	4,283,400		8,989,500		3,754,000		5,040,800		5,175,700		8,269,100	
7/1/2023	3,707,400		8,697,500		3,486,600		5,234,100		5,756,500		8,499,100	



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	Elizabethton	%	Harriman	%	Hartsville	%	Hohenwald	%	Jacksboro	%	Jackson	%
<b>Instruction</b>												
6/30/2022	2,616,493	56.99%	1,544,214	54.06%	2,193,337	55.21%	1,999,214	58.49%	1,241,615	56.74%	3,977,024	49.39%
6/30/2023	3,234,000	57.91%	2,024,500	56.56%	2,732,200	53.75%	2,857,000	63.27%	1,554,500	55.29%	5,206,000	52.52%
7/1/2023	3,329,500	55.70%	2,019,200	55.72%	2,830,800	53.77%	2,857,000	63.27%	1,710,500	57.46%	5,254,600	50.72%
<b>Research</b>												
6/30/2022	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
<b>Public Service</b>												
6/30/2022	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
<b>Academic Support</b>												
6/30/2022	-	0.00%	-	0.00%	92,435	2.33%	-	0.00%	-	0.00%	187,370	2.33%
6/30/2023	-	0.00%	-	0.00%	138,800	2.73%	-	0.00%	-	0.00%	336,800	3.40%
7/1/2023	-	0.00%	-	0.00%	169,500	3.22%	-	0.00%	-	0.00%	332,700	3.21%
<b>Subtotal</b>												
6/30/2022	2,616,493	56.99%	1,544,214	54.06%	2,285,772	57.53%	1,999,214	58.49%	1,241,615	56.74%	4,164,394	51.72%
6/30/2023	3,234,000	57.91%	2,024,500	56.56%	2,871,000	56.48%	2,857,000	63.27%	1,554,500	55.29%	5,542,800	55.92%
7/1/2023	3,329,500	55.70%	2,019,200	55.72%	3,000,300	56.99%	2,857,000	63.27%	1,710,500	57.46%	5,587,300	53.93%
<b>Student Services</b>												
6/30/2022	521,056	11.35%	354,193	12.40%	172,680	4.35%	337,469	9.87%	111,306	5.09%	934,760	11.61%
6/30/2023	451,800	8.09%	429,800	12.01%	208,000	4.09%	365,700	8.10%	205,200	7.30%	1,268,400	12.80%
7/1/2023	484,700	8.11%	459,300	12.68%	326,500	6.20%	365,700	8.10%	228,500	7.68%	1,307,300	12.62%
<b>Institutional Support</b>												
6/30/2022	959,332	20.90%	599,799	21.00%	849,797	21.39%	650,342	19.03%	527,131	24.09%	1,185,815	14.73%
6/30/2023	1,360,500	24.36%	668,900	18.69%	1,177,300	23.16%	744,200	16.48%	690,300	24.55%	1,494,600	15.08%
7/1/2023	1,511,900	25.29%	686,900	18.96%	1,186,200	22.53%	744,200	16.48%	706,100	23.72%	1,705,100	16.46%
<b>Operation &amp; Maintenance</b>												
6/30/2022	453,700	9.88%	271,392	9.50%	522,516	13.15%	301,796	8.83%	271,719	12.42%	1,081,072	13.43%
6/30/2023	510,800	9.15%	358,500	10.02%	751,100	14.78%	343,900	7.62%	350,500	12.47%	1,240,900	12.52%
7/1/2023	623,300	10.43%	360,500	9.95%	730,500	13.88%	343,900	7.62%	326,100	10.95%	1,399,600	13.51%
<b>Scholarships &amp; Fellowships</b>												
6/30/2022	40,517	0.88%	86,645	3.03%	142,277	3.58%	129,267	3.78%	36,466	1.67%	686,146	8.52%
6/30/2023	27,600	0.49%	97,600	2.73%	75,700	1.49%	205,000	4.54%	11,000	0.39%	365,400	3.69%
7/1/2023	27,900	0.47%	97,700	2.70%	20,700	0.39%	205,000	4.54%	5,700	0.19%	360,400	3.48%
<b>Total E&amp;G Expenditures</b>												
6/30/2022	4,591,098	100.00%	2,856,243	100.00%	3,973,042	100.00%	3,418,088	100.00%	2,188,237	100.00%	8,052,187	100.00%
6/30/2023	5,584,700	100.00%	3,579,300	100.00%	5,083,100	100.00%	4,515,800	100.00%	2,811,500	100.00%	9,912,100	100.00%
7/1/2023	5,977,300	100.00%	3,623,600	100.00%	5,264,200	100.00%	4,515,800	100.00%	2,976,900	100.00%	10,359,700	100.00%
<b>Transfers</b>												
6/30/2022	200,506		463,235		385,000		573,948		150,050		1,000,000	
6/30/2023	715,500		152,700		-		503,000		585,500		1,000,000	
7/1/2023	300		115,200		-		417,600		8,200		-	
<b>Auxiliaries</b>												
6/30/2022	310,155		265,095		110,383		223,376		115,716		403,790	
6/30/2023	342,900		200,000		88,000		201,000		141,500		430,700	
7/1/2023	342,900		200,000		90,000		201,000		139,000		420,200	
<b>Total E&amp;G Expenditures</b>												
6/30/2022	5,101,759		3,584,573		4,468,425		4,215,412		2,454,003		9,455,977	
6/30/2023	6,643,100		3,932,000		5,171,100		5,219,800		3,538,500		11,342,800	
7/1/2023	6,320,500		3,938,800		5,354,200		5,134,400		3,124,100		10,779,900	

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	Knoxville	%	Livingston	%	McKenzie	%	McMinnville	%	Memphis	%	Morristown	%
<b>Instruction</b>												
6/30/2022	3,979,187	56.49%	2,706,782	59.32%	701,116	41.36%	1,329,982	56.03%	4,020,743	50.26%	3,989,569	61.05%
6/30/2023	4,817,500	52.69%	4,274,000	65.47%	858,300	42.96%	1,705,600	54.82%	4,982,800	49.68%	5,672,800	63.37%
7/1/2023	4,947,300	50.60%	3,929,900	63.47%	887,400	44.63%	1,775,500	54.51%	5,064,800	48.92%	5,587,300	63.08%
<b>Research</b>												
6/30/2022	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
<b>Public Service</b>												
6/30/2022	2,630	0.04%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2023	42,300	0.46%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2023	30,300	0.31%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
<b>Academic Support</b>												
6/30/2022	-	0.00%	-	0.00%	120,290	7.10%	-	0.00%	-	0.00%	-	0.00%
6/30/2023	-	0.00%	-	0.00%	127,700	6.39%	-	0.00%	-	0.00%	-	0.00%
7/1/2023	-	0.00%	-	0.00%	132,500	6.66%	-	0.00%	-	0.00%	-	0.00%
<b>Subtotal</b>												
6/30/2022	3,981,817	56.53%	2,706,782	59.32%	821,406	48.46%	1,329,982	56.03%	4,020,743	50.26%	3,989,569	61.05%
6/30/2023	4,859,800	53.15%	4,274,000	65.47%	986,000	49.35%	1,705,600	54.82%	4,982,800	49.68%	5,672,800	63.37%
7/1/2023	4,977,600	50.91%	3,929,900	63.47%	1,019,900	51.29%	1,775,500	54.51%	5,064,800	48.92%	5,587,300	63.08%
<b>Student Services</b>												
6/30/2022	615,504	8.74%	507,105	11.11%	335,477	19.79%	246,189	10.37%	855,109	10.69%	742,847	11.37%
6/30/2023	909,100	9.94%	656,900	10.06%	360,700	18.05%	344,200	11.06%	956,100	9.53%	982,300	10.97%
7/1/2023	1,064,200	10.88%	633,600	10.23%	369,800	18.60%	324,600	9.97%	1,140,000	11.01%	917,300	10.36%
<b>Institutional Support</b>												
6/30/2022	1,392,793	19.77%	878,038	19.24%	348,147	20.54%	540,830	22.78%	1,537,235	19.21%	998,131	15.28%
6/30/2023	1,908,800	20.88%	1,038,200	15.90%	336,300	16.83%	744,200	23.92%	2,065,800	20.60%	1,205,700	13.47%
7/1/2023	2,389,000	24.43%	1,065,800	17.21%	297,300	14.95%	817,600	25.10%	2,103,900	20.32%	1,229,000	13.88%
<b>Operation &amp; Maintenance</b>												
6/30/2022	876,316	12.44%	388,938	8.52%	172,880	10.20%	244,682	10.31%	1,231,141	15.39%	762,874	11.67%
6/30/2023	1,232,900	13.48%	502,000	7.69%	303,100	15.17%	302,500	9.72%	1,865,300	18.60%	1,000,900	11.18%
7/1/2023	1,242,400	12.71%	505,200	8.16%	290,500	14.61%	324,100	9.95%	1,884,500	18.20%	1,032,900	11.66%
<b>Scholarships &amp; Fellowships</b>												
6/30/2022	177,314	2.52%	82,166	1.80%	17,188	1.01%	12,116	0.51%	355,980	4.45%	40,979	0.63%
6/30/2023	232,300	2.54%	57,000	0.87%	12,000	0.60%	14,600	0.47%	160,000	1.60%	90,000	1.01%
7/1/2023	104,600	1.07%	57,000	0.92%	11,000	0.55%	15,200	0.47%	160,000	1.55%	90,400	1.02%
<b>Total E&amp;G Expenditures</b>												
6/30/2022	7,043,744	100.00%	4,563,029	100.00%	1,695,098	100.00%	2,373,799	100.00%	8,000,208	100.00%	6,534,400	100.00%
6/30/2023	9,142,900	100.00%	6,528,100	100.00%	1,998,100	100.00%	3,111,100	100.00%	10,030,000	100.00%	8,951,700	100.00%
7/1/2023	9,777,800	100.00%	6,191,500	100.00%	1,988,500	100.00%	3,257,000	100.00%	10,353,200	100.00%	8,856,900	100.00%
<b>Transfers</b>												
6/30/2022	106,450		694,400		99,800		773,062		5,059,400		-	
6/30/2023	1,300,000		484,300		99,600		500,000		1,001,600		350,000	
7/1/2023	400,000		-		223,600		200,000		282,400		-	
<b>Auxiliaries</b>												
6/30/2022	290,882		194,385		51,544		62,895		76,055		227,218	
6/30/2023	230,100		100,000		65,000		-		-		264,600	
7/1/2023	221,300		100,000		65,000		-		-		283,800	
<b>Total E&amp;G Expenditures</b>												
6/30/2022	7,441,076		5,451,814		1,846,442		3,209,756		13,135,663		6,761,618	
6/30/2023	10,673,000		7,112,400		2,162,700		3,611,100		11,031,600		9,566,300	
7/1/2023	10,399,100		6,291,500		2,277,100		3,457,000		10,635,600		9,140,700	

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 Summary of Unrestricted Educational and General Expenditure Budget with Percentages by Function

	Murfreesboro	%	Nashville	%	Newbern	%	Oneida	%	Paris	%	Pulaski	%
<b>Instruction</b>												
6/30/2022	4,591,566	67.03%	4,747,107	61.17%	1,587,376	55.63%	1,178,454	42.97%	1,463,389	56.96%	1,659,466	44.92%
6/30/2023	5,743,100	69.21%	5,103,800	58.20%	2,011,300	55.65%	1,620,300	47.91%	1,965,400	56.84%	2,105,600	45.87%
7/1/2023	5,677,100	63.70%	5,307,200	59.03%	2,051,200	55.48%	1,605,800	46.32%	2,083,300	63.39%	2,206,400	44.41%
<b>Research</b>												
6/30/2022	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
<b>Public Service</b>												
6/30/2022	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
6/30/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
7/1/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
<b>Academic Support</b>												
6/30/2022	-	0.00%	-	0.00%	-	0.00%	-	0.00%	100,101	3.90%	62,245	1.69%
6/30/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	118,000	3.41%	67,800	1.48%
7/1/2023	137,400	1.54%	-	0.00%	-	0.00%	-	0.00%	108,900	3.31%	71,300	1.44%
<b>Subtotal</b>												
6/30/2022	4,591,566	67.03%	4,747,107	61.17%	1,587,376	55.63%	1,178,454	42.97%	1,563,490	60.86%	1,721,711	46.61%
6/30/2023	5,743,100	69.21%	5,103,800	58.20%	2,011,300	55.65%	1,620,300	47.91%	2,083,400	60.25%	2,173,400	47.35%
7/1/2023	5,814,500	65.24%	5,307,200	59.03%	2,051,200	55.48%	1,605,800	46.32%	2,192,200	66.70%	2,277,700	45.84%
<b>Student Services</b>												
6/30/2022	606,763	8.86%	421,810	5.44%	348,412	12.21%	289,096	10.54%	250,255	9.74%	582,736	15.78%
6/30/2023	648,400	7.81%	630,400	7.19%	448,100	12.40%	349,200	10.33%	342,100	9.89%	811,300	17.67%
7/1/2023	737,700	8.28%	679,800	7.56%	464,900	12.57%	373,300	10.77%	229,100	6.97%	928,200	18.68%
<b>Institutional Support</b>												
6/30/2022	707,257	10.33%	1,451,434	18.70%	476,192	16.69%	598,323	21.82%	439,144	17.09%	793,318	21.48%
6/30/2023	851,400	10.26%	1,677,800	19.13%	692,900	19.17%	747,800	22.11%	533,400	15.43%	1,011,500	22.04%
7/1/2023	1,155,100	12.96%	1,740,000	19.35%	715,600	19.35%	807,700	23.30%	525,800	16.00%	1,036,400	20.86%
<b>Operation &amp; Maintenance</b>												
6/30/2022	920,006	13.43%	1,027,280	13.24%	344,985	12.09%	354,375	12.92%	272,624	10.61%	418,198	11.32%
6/30/2023	1,028,900	12.40%	1,246,700	14.22%	438,500	12.13%	405,600	11.99%	420,500	12.16%	528,100	11.50%
7/1/2023	1,174,300	13.18%	1,158,100	12.88%	442,200	11.96%	420,600	12.13%	316,100	9.62%	654,700	13.18%
<b>Scholarships &amp; Fellowships</b>												
6/30/2022	24,187	0.35%	112,933	1.46%	96,551	3.38%	322,015	11.74%	43,560	1.70%	178,079	4.82%
6/30/2023	26,400	0.32%	110,500	1.26%	23,600	0.65%	259,000	7.66%	78,400	2.27%	66,000	1.44%
7/1/2023	30,600	0.34%	105,500	1.17%	23,600	0.64%	259,000	7.47%	23,400	0.71%	71,600	1.44%
<b>Total E&amp;G Expenditures</b>												
6/30/2022	6,849,779	100.00%	7,760,564	100.00%	2,853,516	100.00%	2,742,263	100.00%	2,569,073	100.00%	3,694,042	100.00%
6/30/2023	8,298,200	100.00%	8,769,200	100.00%	3,614,400	100.00%	3,381,900	100.00%	3,457,800	100.00%	4,590,300	100.00%
7/1/2023	8,912,200	100.00%	8,990,600	100.00%	3,697,500	100.00%	3,466,400	100.00%	3,286,600	100.00%	4,968,600	100.00%
<b>Transfers</b>												
6/30/2022	850,100		600,000		1,106,700		101,600		425,000		-	
6/30/2023	2,899,300		424,900		1,715,300		105,400		100,000		2,230,700	
7/1/2023	378,100		174,900		360,900		1,600		158,000		-	
<b>Auxiliaries</b>												
6/30/2022	170,400		154,191		126,176		175,880		151,380		176,203	
6/30/2023	208,000		125,000		245,000		190,500		191,100		200,000	
7/1/2023	210,000		125,000		245,000		190,500		178,200		215,000	
<b>Total E&amp;G Expenditures</b>												
6/30/2022	7,870,279		8,514,755		4,086,392		3,019,743		3,145,453		3,870,245	
6/30/2023	11,405,500		9,319,100		5,574,700		3,677,800		3,748,900		7,021,000	
7/1/2023	9,500,300		9,290,500		4,303,400		3,658,500		3,622,800		5,183,600	

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditure Budget with Percentages by Function

	Ripley	%	Shelbyville	%	Total TCATs	%
<b>Instruction</b>						
6/30/2022	807,703	46.34%	2,497,603	56.23%	63,934,986	56.09%
6/30/2023	1,020,600	47.84%	2,732,400	52.25%	81,136,600	57.01%
7/1/2023	1,139,100	50.35%	2,790,600	52.66%	82,461,700	56.08%
<b>Research</b>						
6/30/2022	-	0.00%	-	0.00%	-	0.00%
6/30/2023	-	0.00%	-	0.00%	-	0.00%
7/1/2023	-	0.00%	-	0.00%	-	0.00%
<b>Public Service</b>						
6/30/2022	-	0.00%	-	0.00%	2,630	0.00%
6/30/2023	-	0.00%	-	0.00%	42,300	0.03%
7/1/2023	-	0.00%	-	0.00%	30,300	0.02%
<b>Academic Support</b>						
6/30/2022	-	0.00%	89,064	2.00%	1,092,991	0.96%
6/30/2023	-	0.00%	84,300	1.61%	1,407,200	0.99%
7/1/2023	-	0.00%	86,600	1.63%	1,606,900	1.09%
<b>Subtotal</b>						
6/30/2022	807,703	46.34%	2,586,667	58.23%	65,030,607	57.05%
6/30/2023	1,020,600	47.84%	2,816,700	53.86%	82,586,100	58.03%
7/1/2023	1,139,100	50.35%	2,877,200	54.30%	84,098,900	57.19%
<b>Student Services</b>						
6/30/2022	298,797	17.14%	541,849	12.20%	11,744,225	10.30%
6/30/2023	324,200	15.20%	624,800	11.95%	14,617,800	10.27%
7/1/2023	321,900	14.23%	664,300	12.54%	15,559,300	10.58%
<b>Institutional Support</b>						
6/30/2022	380,187	21.81%	793,928	17.87%	20,289,698	17.80%
6/30/2023	549,500	25.76%	1,100,100	21.04%	25,421,400	17.86%
7/1/2023	557,000	24.62%	1,062,700	20.06%	27,036,100	18.39%
<b>Operation &amp; Maintenance</b>						
6/30/2022	213,188	12.23%	503,082	11.33%	13,543,371	11.88%
6/30/2023	195,900	9.18%	646,500	12.36%	17,465,500	12.27%
7/1/2023	211,300	9.34%	653,000	12.32%	18,335,500	12.47%
<b>Scholarships &amp; Fellowships</b>						
6/30/2022	42,931	2.46%	16,621	0.37%	3,384,334	2.97%
6/30/2023	43,000	2.02%	41,700	0.80%	2,228,400	1.57%
7/1/2023	33,000	1.46%	41,700	0.79%	2,021,200	1.37%
<b>Total E&amp;G Expenditures</b>						
6/30/2022	1,742,806	100.00%	4,442,147	100.00%	133,992,235	100.00%
6/30/2023	2,133,200	100.00%	5,229,800	100.00%	142,319,200	100.00%
7/1/2023	2,262,300	100.00%	5,298,900	100.00%	147,051,000	100.00%
<b>Transfers</b>						
6/30/2022	367,500		1,700,000		16,586,351	
6/30/2023	821,500		200,000		18,656,300	
7/1/2023	118,000		-		4,751,500	
<b>Auxiliaries</b>						
6/30/2022	108,765		85,516		4,050,200	
6/30/2023	100,000		100,000		3,872,900	
7/1/2023	100,000		100,000		3,869,900	
<b>Total E&amp;G Expenditures</b>						
6/30/2022	2,219,071		6,227,663		134,628,786	
6/30/2023	3,054,700		5,529,800		164,848,400	
7/1/2023	2,480,300		5,398,900		155,672,400	

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Summary of Unrestricted Educational and General Expenditure Budget with Percentages by Function

	TBR	%	Total System	%
<b>Instruction</b>				
6/30/2022	-	0.00%	320,425,164	46.68%
6/30/2023	-	0.00%	385,522,200	45.33%
7/1/2023	-	0.00%	401,328,200	45.00%
<b>Research</b>				
6/30/2022	-	0.00%	-	0.00%
6/30/2023	-	0.00%	-	0.00%
7/1/2023	-	0.00%	-	0.00%
<b>Public Service</b>				
6/30/2022	-	0.00%	2,055,343	0.30%
6/30/2023	-	0.00%	4,669,000	0.55%
7/1/2023	-	0.00%	4,597,000	0.52%
<b>Academic Support</b>				
6/30/2022	-	0.00%	43,152,842	6.29%
6/30/2023	-	0.00%	52,949,400	6.23%
7/1/2023	-	0.00%	56,426,100	6.33%
<b>Subtotal</b>				
6/30/2022	-	0.00%	365,633,349	53.27%
6/30/2023	-	0.00%	443,140,600	52.11%
7/1/2023	-	0.00%	462,351,300	51.84%
<b>Student Services</b>				
6/30/2022	-	0.00%	71,926,282	10.48%
6/30/2023	-	0.00%	91,877,700	10.80%
7/1/2023	-	0.00%	99,926,900	11.20%
<b>Institutional Support</b>				
6/30/2022	46,312,263	100.00%	139,569,526	20.33%
6/30/2023	87,330,700	99.99%	202,629,200	23.83%
7/1/2023	85,966,700	99.99%	211,115,300	23.67%
<b>Operation &amp; Maintenance</b>				
6/30/2022	-	0.00%	76,070,859	11.08%
6/30/2023	-	0.00%	97,382,800	11.45%
7/1/2023	-	0.00%	101,741,500	11.41%
<b>Scholarships &amp; Fellowships</b>				
6/30/2022	-	0.00%	13,188,445	1.92%
6/30/2023	5,000	0.01%	15,428,300	1.81%
7/1/2023	5,000	0.01%	16,787,200	1.88%
<b>Total E&amp;G Expenditures</b>				
6/30/2022	46,312,263	100.00%	686,388,461	100.00%
6/30/2023	87,335,700	100.00%	850,458,600	100.00%
7/1/2023	85,971,700	100.00%	891,922,200	100.00%
<b>Transfers</b>				
6/30/2022	1,000,000		86,250,864	
6/30/2023	1,000,000		98,543,200	
7/1/2023	1,000,000		25,276,200	
<b>Auxiliaries</b>				
6/30/2022	-		5,718,856	
6/30/2023	-		5,667,800	
7/1/2023	-		5,504,900	
<b>Total E&amp;G Expenditures</b>				
6/30/2022	47,312,263		758,358,181	
6/30/2023	88,335,700		954,669,600	
7/1/2023	86,971,700		922,703,300	

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditure Budget by Natural Classification

	ChSCC	%	CISCC	%	CoSCC	%	DSCC	%	JSCC	%	MSCC	%
<b>Salaries</b>												
6/30/2022	34,270,498	58.76%	13,369,050	52.24%	17,341,870	50.63%	11,473,607	56.83%	14,587,065	61.01%	20,742,813	56.11%
6/30/2023	38,551,300	56.23%	14,030,300	50.81%	21,159,800	53.22%	13,808,400	54.25%	15,954,300	52.08%	25,274,200	52.25%
7/1/2023	35,337,300	55.28%	13,884,400	52.14%	18,063,900	48.34%	12,820,200	53.18%	15,436,900	50.66%	24,144,800	52.55%
<b>Employee Benefits</b>												
6/30/2022	12,835,096	22.01%	5,227,769	20.43%	9,018,833	26.33%	3,532,491	17.50%	3,848,618	16.10%	7,106,261	19.22%
6/30/2023	15,439,900	22.52%	6,711,000	24.30%	8,541,100	21.48%	5,790,700	22.75%	6,976,800	22.77%	9,566,200	19.78%
7/1/2023	13,927,900	21.79%	5,278,000	19.82%	7,348,900	19.67%	5,467,600	22.68%	7,105,500	23.32%	9,326,400	20.30%
<b>Travel</b>												
6/30/2022	412,170	0.71%	157,584	0.62%	220,682	0.64%	172,228	0.85%	95,123	0.40%	379,240	1.03%
6/30/2023	1,070,200	1.56%	334,200	1.21%	440,100	1.11%	384,500	1.51%	255,200	0.83%	645,300	1.33%
7/1/2023	854,800	1.34%	319,200	1.20%	456,900	1.22%	356,600	1.48%	313,200	1.03%	615,000	1.34%
<b>Operating Expenses</b>												
6/30/2022	10,599,604	18.17%	6,812,874	26.62%	7,498,899	21.89%	4,671,611	23.14%	5,247,767	21.95%	8,532,028	23.08%
6/30/2023	13,196,300	19.25%	6,533,500	23.66%	9,583,600	24.11%	5,353,900	21.03%	7,430,000	24.25%	12,863,600	26.60%
7/1/2023	13,392,500	20.95%	7,142,400	26.82%	11,332,800	30.33%	5,280,300	21.90%	7,594,500	24.92%	11,827,100	25.74%
<b>Capital Outlay</b>												
6/30/2022	204,740	0.35%	24,343	0.10%	174,847	0.51%	338,592	1.68%	131,286	0.55%	210,732	0.57%
6/30/2023	306,800	0.45%	3,200	0.01%	32,500	0.08%	117,200	0.46%	19,400	0.06%	18,000	0.04%
7/1/2023	414,000	0.65%	3,200	0.01%	163,500	0.44%	181,600	0.75%	19,400	0.06%	29,000	0.06%
<b>Total Unrestricted E&amp;G</b>												
6/30/2022	58,322,108	100.00%	25,591,620	100.00%	34,255,131	100.00%	20,188,529	100.00%	23,909,859	100.00%	36,971,074	100.00%
6/30/2023	68,564,500	100.00%	27,612,200	100.00%	39,757,100	100.00%	25,454,700	100.00%	30,635,700	100.00%	48,367,300	100.00%
7/1/2023	63,926,500	100.00%	26,627,200	100.00%	37,366,000	100.00%	24,106,300	100.00%	30,469,500	100.00%	45,942,300	100.00%

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditure Budget by Natural Classification

	NASCC	%	NESCC	%	PSCC	%	RSCC	%	STCC	%	VSCC	%
<b>Salaries</b>												
6/30/2022	23,904,830	55.62%	21,250,369	57.88%	41,255,105	57.82%	-	0.00%	33,126,227	55.88%	29,964,232	58.31%
6/30/2023	29,507,900	56.02%	25,083,900	54.03%	49,565,600	56.73%	29,268,900	57.53%	37,396,900	58.34%	33,901,400	53.84%
7/1/2023	23,915,500	54.99%	23,623,500	51.48%	42,452,200	53.04%	28,114,300	52.95%	33,438,500	54.06%	28,805,100	52.50%
<b>Employee Benefits</b>												
6/30/2022	8,397,316	19.54%	5,872,593	16.00%	14,984,770	21.00%	-	0.00%	11,847,653	19.99%	11,800,882	22.96%
6/30/2023	10,099,400	19.17%	9,689,200	20.87%	17,779,000	20.35%	9,936,400	19.53%	11,440,400	17.85%	12,894,200	20.48%
7/1/2023	8,783,300	20.20%	9,574,200	20.86%	16,949,000	21.17%	10,106,700	19.04%	10,986,300	17.76%	12,783,300	23.30%
<b>Travel</b>												
6/30/2022	49,159	0.11%	264,003	0.72%	335,567	0.47%	-	0.00%	374,531	0.63%	204,572	0.40%
6/30/2023	110,600	0.21%	661,900	1.43%	1,304,000	1.49%	665,500	1.31%	280,000	0.44%	466,200	0.74%
7/1/2023	96,300	0.22%	591,000	1.29%	1,186,500	1.48%	702,600	1.32%	462,000	0.75%	580,400	1.06%
<b>Operating Expenses</b>												
6/30/2022	10,609,840	24.69%	8,608,161	23.45%	14,540,932	20.38%	-	0.00%	13,923,506	23.49%	9,064,195	17.64%
6/30/2023	12,295,700	23.34%	10,624,200	22.88%	18,539,500	21.22%	10,865,900	21.36%	14,969,800	23.35%	13,721,200	21.79%
7/1/2023	10,629,900	24.44%	11,722,200	25.54%	19,072,900	23.83%	13,534,100	25.49%	16,954,400	27.41%	12,584,400	22.93%
<b>Capital Outlay</b>												
6/30/2022	18,985	0.04%	718,793	1.96%	229,640	0.32%	-	0.00%	8,537	0.01%	357,130	0.69%
6/30/2023	661,500	1.26%	368,700	0.79%	188,700	0.22%	137,400	0.27%	10,000	0.02%	1,983,800	3.15%
7/1/2023	65,100	0.15%	377,800	0.82%	382,500	0.48%	634,600	1.20%	10,000	0.02%	117,300	0.21%
<b>Total Unrestricted E&amp;G</b>												
6/30/2022	42,980,130	100.00%	36,713,919	100.00%	71,346,014	100.00%	-	0.00%	59,280,454	100.00%	51,391,011	100.00%
6/30/2023	52,675,100	100.00%	46,427,900	100.00%	87,376,800	100.00%	50,874,100	100.00%	64,097,100	100.00%	62,966,800	100.00%
7/1/2023	43,490,100	100.00%	45,888,700	100.00%	80,043,100	100.00%	53,092,300	100.00%	61,851,200	100.00%	54,870,500	100.00%

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditure Budget by Natural Classification

		WSCC	%	Community Colleges	%
Salaries	6/30/2022	24,289,815	53.82%	285,575,481	56.43%
	6/30/2023	28,587,100	52.85%	362,090,000	54.95%
	7/1/2023	26,964,300	50.75%	327,000,900	52.67%
Employee Benefits	6/30/2022	10,752,074	23.82%	105,224,356	20.79%
	6/30/2023	12,549,700	23.20%	137,414,000	20.86%
	7/1/2023	12,272,000	23.10%	129,909,100	20.93%
Travel	6/30/2022	554,169	1.23%	3,219,028	0.64%
	6/30/2023	943,300	1.74%	7,561,000	1.15%
	7/1/2023	1,293,300	2.43%	7,827,800	1.26%
Operating Expenses	6/30/2022	9,365,942	20.75%	109,475,359	21.63%
	6/30/2023	11,983,900	22.16%	147,961,100	22.46%
	7/1/2023	12,346,600	23.24%	153,414,100	24.71%
Capital Outlay	6/30/2022	172,114	0.38%	2,589,739	0.51%
	6/30/2023	26,200	0.05%	3,873,400	0.59%
	7/1/2023	253,800	0.48%	2,651,800	0.43%
Total Unrestricted E&G	6/30/2022	45,134,114	100.00%	506,083,963	100.00%
	6/30/2023	54,090,200	100.00%	658,899,500	100.00%
	7/1/2023	53,130,000	100.00%	620,803,700	100.00%



Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditure Budget by Natural Classification

	Athens	%	Chattanooga	%	Covington	%	Crossville	%	Crump	%	Dickson	%
<b>Salaries</b>												
6/30/2022	1,197,486	49.63%	3,572,442	50.50%	1,062,231	53.66%	2,018,824	49.36%	1,691,191	46.65%	3,726,741	54.27%
6/30/2023	1,754,000	53.44%	4,392,300	50.50%	1,301,000	50.64%	2,535,500	49.82%	2,576,700	49.19%	4,476,600	54.93%
7/1/2023	1,668,200	51.77%	4,405,400	52.47%	1,375,100	52.95%	2,507,300	51.21%	2,246,700	49.04%	4,225,000	53.45%
<b>Employee Benefits</b>												
6/30/2022	522,484	21.66%	1,447,681	20.46%	423,404	21.39%	888,480	21.72%	634,935	17.51%	1,582,257	23.04%
6/30/2023	675,900	20.59%	1,892,000	21.75%	580,000	22.58%	1,132,100	22.25%	1,014,000	19.36%	1,806,800	22.17%
7/1/2023	633,200	19.65%	1,777,100	21.17%	566,000	21.80%	1,178,100	24.06%	944,400	20.61%	1,880,600	23.79%
<b>Travel</b>												
6/30/2022	3,822	0.16%	114,147	1.61%	11,038	0.56%	26,720	0.65%	17,572	0.48%	22,965	0.33%
6/30/2023	15,700	0.48%	107,000	1.23%	22,000	0.86%	37,500	0.74%	77,300	1.48%	33,000	0.40%
7/1/2023	12,600	0.39%	138,700	1.65%	20,000	0.77%	24,500	0.50%	61,900	1.35%	33,200	0.42%
<b>Operating Expenses</b>												
6/30/2022	688,830	28.55%	1,875,716	26.51%	482,865	24.39%	1,155,726	28.26%	1,267,349	34.96%	1,528,246	22.26%
6/30/2023	836,700	25.49%	2,306,200	26.52%	666,000	25.92%	1,384,000	27.20%	1,568,500	29.94%	1,832,700	22.49%
7/1/2023	908,400	28.19%	2,074,400	24.71%	635,800	24.48%	1,185,900	24.22%	1,318,200	28.77%	1,656,500	20.96%
<b>Capital Outlay</b>												
6/30/2022	-	0.00%	64,828	0.92%	-	0.00%	-	0.00%	14,496	0.40%	6,396	0.09%
6/30/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	2,000	0.04%	-	0.00%
7/1/2023	-	0.00%	-	0.00%	-	0.00%	-	0.00%	10,000	0.22%	108,800	1.38%
<b>Total Unrestricted E&amp;G</b>												
6/30/2022	2,412,622	100.00%	7,074,814	100.00%	1,979,538	100.00%	4,089,750	100.00%	3,625,543	100.00%	6,866,605	100.00%
6/30/2023	3,282,300	100.00%	8,697,500	100.00%	2,569,000	100.00%	5,089,100	100.00%	5,238,500	100.00%	8,149,100	100.00%
7/1/2023	3,222,400	100.00%	8,395,600	100.00%	2,596,900	100.00%	4,895,800	100.00%	4,581,200	100.00%	7,904,100	100.00%

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Summary of Unrestricted Educational and General Expenditure Budget by Natural Classification

	Elizabethton	%	Harriman	%	Hartsville	%	Hohenwald	%	Jacksboro	%	Jackson	%
<b>Salaries</b>												
6/30/2022	2,465,697	53.71%	1,630,908	57.10%	2,042,977	51.42%	1,709,309	50.01%	1,111,211	50.78%	3,946,073	49.01%
6/30/2023	3,377,300	56.50%	2,081,800	57.45%	2,618,800	49.75%	2,403,600	53.23%	1,686,300	56.65%	4,824,600	46.57%
7/1/2023	3,141,100	56.24%	2,056,900	57.47%	2,408,500	47.38%	2,403,600	53.23%	1,489,900	52.99%	4,886,100	49.29%
<b>Employee Benefits</b>												
6/30/2022	997,978	21.74%	594,186	20.80%	871,579	21.94%	791,633	23.16%	500,044	22.85%	1,692,755	21.02%
6/30/2023	1,420,600	23.77%	767,400	21.18%	1,207,300	22.93%	994,000	22.01%	635,300	21.34%	2,379,400	22.97%
7/1/2023	1,217,400	21.80%	765,400	21.38%	1,137,200	22.37%	994,000	22.01%	633,700	22.54%	2,189,700	22.09%
<b>Travel</b>												
6/30/2022	39,513	0.86%	21,801	0.76%	10,643	0.27%	2,435	0.07%	13,045	0.60%	31,852	0.40%
6/30/2023	43,200	0.72%	54,500	1.50%	75,500	1.43%	32,100	0.71%	33,600	1.13%	113,800	1.10%
7/1/2023	120,300	2.15%	53,500	1.49%	74,000	1.46%	32,100	0.71%	32,800	1.17%	88,000	0.89%
<b>Operating Expenses</b>												
6/30/2022	1,010,515	22.01%	609,348	21.33%	1,040,908	26.20%	860,980	25.19%	563,937	25.77%	2,258,445	28.05%
6/30/2023	1,136,200	19.01%	719,900	19.87%	1,362,600	25.88%	1,021,100	22.61%	621,700	20.88%	3,041,900	29.36%
7/1/2023	1,105,900	19.80%	703,500	19.65%	1,463,400	28.79%	1,021,100	22.61%	630,100	22.41%	2,735,300	27.60%
<b>Capital Outlay</b>												
6/30/2022	77,395	1.69%	-	0.00%	6,935	0.17%	53,731	1.57%	-	0.00%	123,062	1.53%
6/30/2023	-	0.00%	-	0.00%	-	0.00%	65,000	1.44%	-	0.00%	-	0.00%
7/1/2023	-	0.00%	-	0.00%	-	0.00%	65,000	1.44%	25,000	0.89%	13,000	0.13%
<b>Total Unrestricted E&amp;G</b>												
6/30/2022	4,591,098	100.00%	2,856,243	100.00%	3,973,042	100.00%	3,418,088	100.00%	2,188,237	100.00%	8,052,187	100.00%
6/30/2023	5,977,300	100.00%	3,623,600	100.00%	5,264,200	100.00%	4,515,800	100.00%	2,976,900	100.00%	10,359,700	100.00%
7/1/2023	5,584,700	100.00%	3,579,300	100.00%	5,083,100	100.00%	4,515,800	100.00%	2,811,500	100.00%	9,912,100	100.00%

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditure Budget by Natural Classification

	Knoxville	%	Livingston	%	McKenzie	%	McMinnville	%	Memphis	%	Morristown	%
<b>Salaries</b>												
6/30/2022	3,342,768	47.46%	2,377,953	52.11%	727,400	42.91%	1,341,563	56.52%	4,064,127	50.80%	3,354,028	51.33%
6/30/2023	5,227,900	53.47%	2,965,300	47.89%	894,600	44.99%	1,804,400	55.40%	5,716,600	55.22%	4,429,400	50.01%
7/1/2023	4,351,900	47.60%	2,852,000	43.69%	867,700	43.43%	1,689,100	54.29%	5,268,000	52.52%	4,293,200	47.96%
<b>Employee Benefits</b>												
6/30/2022	1,247,368	17.71%	916,366	20.08%	353,592	20.86%	489,842	20.64%	1,665,618	20.82%	1,380,491	21.13%
6/30/2023	1,621,700	16.59%	1,557,800	25.16%	453,100	22.79%	657,800	20.20%	1,756,800	16.97%	1,848,400	20.87%
7/1/2023	1,613,600	17.65%	1,571,800	24.08%	467,700	23.41%	647,900	20.83%	1,755,600	17.50%	1,832,000	20.47%
<b>Travel</b>												
6/30/2022	66,461	0.94%	14,116	0.31%	16,847	0.99%	10,009	0.42%	24,453	0.31%	44,192	0.68%
6/30/2023	205,400	2.10%	56,500	0.91%	21,000	1.06%	25,000	0.77%	45,600	0.44%	140,500	1.59%
7/1/2023	184,800	2.02%	58,000	0.89%	19,500	0.98%	14,000	0.45%	50,100	0.50%	141,900	1.59%
<b>Operating Expenses</b>												
6/30/2022	2,348,129	33.34%	1,183,601	25.94%	565,338	33.35%	525,395	22.13%	2,246,010	28.07%	1,760,654	26.94%
6/30/2023	2,721,800	27.84%	1,611,900	26.03%	619,800	31.17%	769,800	23.64%	2,801,000	27.05%	2,438,600	27.53%
7/1/2023	2,879,000	31.49%	1,829,700	28.03%	643,200	32.19%	760,100	24.43%	2,898,600	28.90%	2,390,600	26.71%
<b>Capital Outlay</b>												
6/30/2022	39,018	0.55%	70,993	1.56%	31,921	1.88%	6,990	0.29%	-	0.00%	(4,965)	-0.08%
6/30/2023	1,000	0.01%	-	0.00%	-	0.00%	-	0.00%	33,200	0.32%	-	0.00%
7/1/2023	113,600	1.24%	216,600	3.32%	-	0.00%	-	0.00%	57,700	0.58%	294,000	3.28%
<b>Total Unrestricted E&amp;G</b>												
6/30/2022	7,043,744	100.00%	4,563,029	100.00%	1,695,098	100.00%	2,373,799	100.00%	8,000,208	100.00%	6,534,400	100.00%
6/30/2023	9,777,800	100.00%	6,191,500	100.00%	1,988,500	100.00%	3,257,000	100.00%	10,353,200	100.00%	8,856,900	100.00%
7/1/2023	9,142,900	100.00%	6,528,100	100.00%	1,998,100	100.00%	3,111,100	100.00%	10,030,000	100.00%	8,951,700	100.00%

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditure Budget by Natural Classification

	Murfreesboro	%	Nashville	%	Newbern	%	Oneida	%	Paris	%	Pulaski	%
<b>Salaries</b>												
6/30/2022	3,880,003	56.64%	4,306,276	55.49%	1,479,071	51.83%	1,224,951	44.67%	1,383,029	53.83%	1,834,682	49.67%
6/30/2023	4,986,200	55.95%	4,947,400	55.03%	2,010,300	54.37%	1,461,400	42.16%	1,567,300	47.69%	2,466,600	49.64%
7/1/2023	4,646,000	55.99%	4,663,200	53.18%	1,937,300	53.60%	1,457,800	43.11%	1,644,800	47.57%	2,297,900	50.06%
<b>Employee Benefits</b>												
6/30/2022	1,343,577	19.61%	1,603,647	20.66%	569,384	19.95%	592,419	21.60%	664,221	25.85%	821,180	22.23%
6/30/2023	1,526,500	17.13%	1,880,000	20.91%	752,800	20.36%	693,600	20.01%	1,083,600	32.97%	1,206,700	24.29%
7/1/2023	1,504,900	18.14%	1,806,100	20.60%	749,800	20.74%	678,000	20.05%	741,800	21.45%	1,149,800	25.05%
<b>Travel</b>												
6/30/2022	65,099	0.95%	28,751	0.37%	4,177	0.15%	19,802	0.72%	11,191	0.44%	36,763	1.00%
6/30/2023	121,500	1.36%	54,100	0.60%	13,000	0.35%	44,300	1.28%	20,000	0.61%	116,000	2.33%
7/1/2023	105,400	1.27%	42,800	0.49%	14,000	0.39%	46,400	1.37%	32,100	0.93%	139,000	3.03%
<b>Operating Expenses</b>												
6/30/2022	1,559,923	22.77%	1,814,480	23.38%	800,884	28.07%	905,091	33.01%	505,361	19.67%	996,313	26.97%
6/30/2023	1,992,500	22.36%	2,077,100	23.10%	921,400	24.92%	1,267,100	36.55%	615,700	18.73%	1,041,300	20.96%
7/1/2023	1,871,500	22.55%	2,225,100	25.37%	913,300	25.27%	1,199,700	35.47%	1,009,100	29.18%	888,600	19.36%
<b>Capital Outlay</b>												
6/30/2022	1,177	0.02%	7,410	0.10%	-	0.00%	-	0.00%	5,271	0.21%	5,104	0.14%
6/30/2023	285,500	3.20%	32,000	0.36%	-	0.00%	-	0.00%	-	0.00%	138,000	2.78%
7/1/2023	170,400	2.05%	32,000	0.36%	-	0.00%	-	0.00%	30,000	0.87%	115,000	2.51%
<b>Total Unrestricted E&amp;G</b>												
6/30/2022	6,849,779	100.00%	7,760,564	100.00%	2,853,516	100.00%	2,742,263	100.00%	2,569,073	100.00%	3,694,042	100.00%
6/30/2023	8,912,200	100.00%	8,990,600	100.00%	3,697,500	100.00%	3,466,400	100.00%	3,286,600	100.00%	4,968,600	100.00%
7/1/2023	8,298,200	100.00%	8,769,200	100.00%	3,614,400	100.00%	3,381,900	100.00%	3,457,800	100.00%	4,590,300	100.00%

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditure Budget by Natural Classification

	Ripley	%	Shelbyville	%	Total TCATs	%
<b>Salaries</b>						
6/30/2022	898,885	51.58%	2,441,007	54.95%	58,830,833	51.61%
6/30/2023	1,252,100	55.35%	2,857,300	53.92%	76,615,300	52.10%
7/1/2023	1,178,900	55.26%	2,776,000	53.08%	72,737,600	51.11%
<b>Employee Benefits</b>						
6/30/2022	429,142	24.62%	1,003,107	22.58%	24,027,370	21.08%
6/30/2023	537,400	23.75%	1,109,600	20.94%	31,190,600	21.21%
7/1/2023	517,600	24.26%	1,108,500	21.20%	30,061,900	21.12%
<b>Travel</b>						
6/30/2022	7,116	0.41%	6,627	0.15%	671,157	0.59%
6/30/2023	11,000	0.49%	36,000	0.68%	1,555,100	1.06%
7/1/2023	11,000	0.52%	36,000	0.69%	1,586,600	1.11%
<b>Operating Expenses</b>						
6/30/2022	407,603	23.39%	991,406	22.32%	29,953,053	26.28%
6/30/2023	461,800	20.41%	1,296,000	24.46%	37,133,300	25.25%
7/1/2023	425,700	19.96%	1,309,300	25.04%	36,682,000	25.77%
<b>Capital Outlay</b>						
6/30/2022	60	0.00%	-	0.00%	509,822	0.45%
6/30/2023	-	0.00%	-	0.00%	556,700	0.38%
7/1/2023	-	0.00%	-	0.00%	1,251,100	0.88%
<b>Total Unrestricted E&amp;G</b>						
6/30/2022	1,742,806	100.00%	4,442,147	100.00%	113,992,235	100.00%
6/30/2023	2,262,300	100.00%	5,298,900	100.00%	147,051,000	100.00%
7/1/2023	2,133,200	100.00%	5,229,800	100.00%	142,319,200	100.00%

Tennessee Board of Regents  
Summary of Unrestricted Educational and General Expenditure Budget by Natural Classification

	TBR	%	Total System	%
<b>Salaries</b>				
6/30/2022	14,600,921	31.53%	359,007,235	53.87%
6/30/2023	20,958,900	24.38%	459,664,200	51.54%
7/1/2023	18,912,600	21.66%	418,651,100	49.23%
<b>Employee Benefits</b>				
6/30/2022	5,459,153	11.79%	134,710,879	20.22%
6/30/2023	8,375,900	9.74%	176,980,500	19.84%
7/1/2023	7,589,600	8.69%	167,560,600	19.70%
<b>Travel</b>				
6/30/2022	153,435	0.33%	4,043,620	0.61%
6/30/2023	614,200	0.71%	9,730,300	1.09%
7/1/2023	555,300	0.64%	9,969,700	1.17%
<b>Operating Expenses</b>				
6/30/2022	26,088,405	56.33%	165,516,817	24.84%
6/30/2023	56,022,700	65.16%	241,117,100	27.03%
7/1/2023	60,178,200	68.90%	250,274,300	29.43%
<b>Capital Outlay</b>				
6/30/2022	10,349	0.02%	3,109,910	0.47%
6/30/2023	-	0.00%	4,430,100	0.50%
7/1/2023	100,000	0.11%	4,002,900	0.47%
<b>Total Unrestricted E&amp;G</b>				
6/30/2022	46,312,263	100.00%	666,388,461	100.00%
6/30/2023	85,971,700	100.00%	891,922,200	100.00%
7/1/2023	87,335,700	100.00%	850,458,600	100.00%

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BOARD TRANSMITTAL

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MEETING: Committee on Finance and Business Operations

SUBJECT: Capital Budget Request Fiscal Year 2024-25

DATE: June 15, 2023

PRESENTER: Dick Tracy, Executive Director of Facilities Development

PRESENTATION REQUIREMENTS: 10 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

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The Committee will consider approval of the Capital Budget Request for fiscal year 2024-25.

# Summary of Capital Budget Request

2024 - 2025

of the

# Tennessee Board of Regents



June 15, 2023



# Capital Outlay Projects

Institution	Project	Budget
1 TCAT Nashville	Robertson/Sumner County Campus Replacements	\$75,500,000
2 VSCC/TCAT Hartsville	Wilson County Higher Education Center	57,000,000
3 TCAT Shelbyville	Lincoln County Campus Replacement	42,000,000
<b>Total Capital Outlay THEC Submittal</b>		<b>\$174,500,000</b>

## Unprioritized Potential Out-Year Projects

Institution	Project	Budget
MSCC	Smyrna Building 4	\$42,500,000
WSCC	Health Programs Relocation/Renovation	64,000,000
TCAT Hohenwald	Industrial Training Center Building	22,000,000
TCAT Newbern	Construction Technology Building	11,000,000
TCAT Ripley	Truck Driving Facility	11,000,000
<b>Total Unprioritized Capital Outlay</b>		<b>\$150,500,000</b>

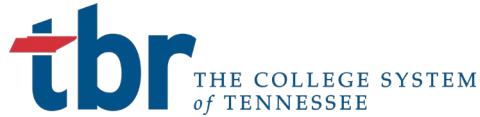
# Capital Maintenance Annual Renewal Request

Priority	Institution	Project	2024-2025	
1	DSCC	Gymnasium Roof Replacement	\$1,350,000	
2	CISCC	Multiple Buildings Roof Replacements A	1,360,000	
3	CoSCC	Several Buildings Roof Replacements Phase 2	1,740,000	
4	WSCC	Infrastructure Repairs Phase 2	2,155,000	
5	STCC	Multiple Bldgs. Roof Replacement & Envelope Repairs A	2,600,000	
6	ChSCC	Omni Building Roof and HVAC Replacements	4,000,000	
7	TCAT Statewide	TCAT Roof and Envelope Upgrades A	2,125,000	
8	NeSCC	Hamilton Hall HVAC Replacement	1,650,000	
9	PSCC	Boiler, Chiller, and Cooling Tower Replacements	1,500,000	
10	MSCC	Backup Power and Utilities Upgrades Phase 2	1,500,000	
11	NaSCC	HVAC Updates A	1,500,000	
12	VSCC	Domestic Water Improvements Phase 2	1,700,000	
13	TCAT Statewide	TCAT MPE and Lighting Updates A	2,340,000	
14	JSCC	Multiple Buildings Fire Alarm Upgrades	1,000,000	
15	TCAT Statewide	TCAT Building Systems Updates A	1,250,000	
16	TCAT Statewide	TCAT Parking and Paving Upgrades A	1,100,000	
17	RSCC	Parking and Sidewalk Upgrades	1,800,000	
18	CISCC	Multiple Buildings Roof Replacements B	1,360,000	
19	STCC	Multiple Bldgs. Roof Replacement & Envelope Repairs B	2,600,000	
20	NaSCC	HVAC Updates B	1,500,000	
21	TCAT Statewide	TCAT Maintenance Repairs A	1,830,000	
22	VSCC	Multiple Buildings Roof Replacements	1,150,000	
23	RSCC	Multiple Buildings Roof Replacements	1,000,000	
24	JSCC	Gymnasium and Art Building Roof Replacements	900,000	
25	TCAT Statewide	TCAT Roof and Envelope Upgrades B	1,650,000	
26	NeSCC	Chiller Replacement	750,000	
27	CoSCC	Multiple Buildings HVAC Updates	1,250,000	
28	WSCC	Humanities MEP Improvements Phase 2	1,354,000	
29	TCAT Statewide	TCAT MPE and Lighting Updates B	1,675,000	
30	TCAT Statewide	TCAT Building Systems Updates B	1,550,000	
31	MSCC	Parking and Roadway Repairs Phase 2	1,800,000	
32	DSCC	Multiple Buildings Door and Hardware Updates	950,000	THEC Target
33	PSCC	ERC and Goins Buildings Updates	2,650,000	\$55,580,000
34	TCAT Statewide	TCAT Parking and Paving Upgrades B	2,110,000	
35	ChSCC	Omni Building Chemistry Lab Modernization	1,800,000	
36	STCC	Multiple Bldgs. Roof Replacement & Envelope Repairs C	3,800,000	
37	NaSCC	Science Lab Updates	1,300,000	
38	TCAT Statewide	TCAT Maintenance Repairs B	2,120,000	
39	RSCC	Multiple Buildings HVAC Updates	1,850,000	
40	JSCC	Nelms Classroom HVAC Updates	2,800,000	TBR Target
41	PSCC	Magnolia Campus ADA Corrections	485,000	\$71,746,749
<b>Annual Maintenance Request</b>			<b>\$70,904,000</b>	

TBR institutions submitted 24 additional projects at \$40,618,000 of unmet maintenance needs for a total request of \$111,522,000. Listing and back-up for these projects are available upon request.

## Additional FY 24/25 Capital Maintenance Projects

Priority	Institution	Project	2024-2025
42	VSCC	Parking and Paving Upgrades	\$1,100,000
43	PSCC	Magnolia Campus HVAC Updates	1,650,000
44	VSCC	Pickel Restroom ADA Upgrades	1,000,000
45	STCC	Multiple Buildings Elevator Replacements	2,500,000
46	CISCC	Multiple Buildings Roof Replacements Phase 3	3,000,000
47	ChSCC	Plant Buildings Roof and HVAC Replacements	675,000
48	MSCC	Marcum Roof Replacement & Exterior Repairs Phase 2	3,000,000
49	DSCC	Multiple Buildings HVAC Updates	1,100,000
50	STCC	Campus Plumbing Repairs and Upgrades	8,000,000
51	NeSCC	Library Carpet Replacement	520,000
52	DSCC	Multiple Buildings Window Updates	1,100,000
53	RSCC	Building Envelope Repairs Phase 2	1,300,000
54	JSCC	Multiple Buildings Roof Replacements	2,410,000
55	MSCC	Geothermal System Upgrades	1,850,000
56	MSCC	Sunquist Roof Replacement and Exterior Repairs	1,110,000
57	JSCC	Campus Electrical Distribution Upgrades	1,460,000
58	PSCC	Strawberry Plains Campus Annex Renovation	1,368,000
59	PSCC	Multiple Buildings Envelope Repairs	855,000
60	MSCC	Hardscape and Sidewalk Upgrades	1,850,000
61	PSCC	Multiple Buildings Access Controls Upgrades	400,000
62	MSCC	Interior Building Repairs	1,500,000
63	PSCC	Hardin Valley Settlement Repairs	856,000
64	PSCC	Parking and Paving Upgrades	950,000
65	PSCC	Campus Network Security Upgrades	1,064,000
<b>Additional Maintenance Projects</b>			<b>\$40,618,000</b>



**Tennessee Board of Regents**  
*Committee on Academic Policies and Programs and Student Life*  
June 15, 2023

**AGENDA**

**1. CONSENT AGENDA**

- a. PROPOSED TBR POLICY 2.03.01.03 ETHICAL RECRUITMENT OF PROSPECTIVE STUDENTS AND MILITARY AFFILIATED INDIVIDUALS** (*Vice Chancellor Heidi Leming*)

To be compliant with the requirements of federal law and Executive Order 13607, the Tennessee Board of Regents (TBR) must establish consistent policies and practices at TBR institutions for the recruitment of prospective students, including military affiliated individuals (such as service members, reservists, veterans, spouses and other eligible family members).

- b. PROPOSED TBR POLICY 2.03.01.04 ADMISSION, ENROLLMENT, AND READMISSION OF SERVICE MEMBERS** (*Vice Chancellor Heidi Leming*)

To be compliant with the requirements of federal law and Executive Order 13607, the Tennessee Board of Regents (TBR) must establish consistent policies and practices at TBR institutions applicable to eligible service members, veterans, reservists, and others covered by the Post 9/11 GI Bill and the Department of Defense Tuition Assistance Program (collectively, “service members”) for the admission, enrollment, and readmission of those returning from periods of active service.

- c. PROPOSED TBR POLICY 2.03.02.04 MICRO-CREDENTIALS AND LEARNER RECORD** (*Vice Chancellor Heidi Leming*)

This policy sets out the principles and procedures for quality assurance of the TBR institutions’ micro-credentials that are included on the System’s comprehensive learner record. The principles and procedures include, but are not limited to design, approval, delivery, monitoring, and review.

## 2. NEW ACADEMIC PROGRAMS *(Vice Chancellor Jothany Reed)*

The committee will receive and consider proposals of two new degree programs for approval.

### a. Chattanooga State Community College

#### **Associate of Applied Science (A.A.S.) in Electric Vehicle Engineering Technology**

Chattanooga State Community College proposes the establishment of a new Associate of Applied Science (A.A.S.) in Electric Vehicle Engineering Technology (EVET).

Chattanooga's industry partner Volkswagen Group of America is transitioning to producing electric vehicles, with the expectation of phasing out combustion engine automobiles by 2035. VW predicts a greater need in the near future, for Electric Vehicle Technicians. This program will prepare students with the education and skills needed to meet industry workforce demands to manufacture, diagnose, service, and repair electric vehicles.

VW has requested to use the A.A.S Electrical Vehicle Engineering Technology degree as the educational portion of the apprenticeship. They will also provide space, electric vehicles, subject matter experts, and job placement for graduates.

The A.A.S. in Electric Vehicle Engineering Technology degree will be initially offered through the Volkswagen Electric Vehicle apprenticeship starting August 2023 and is expected to expand to the Amnicola campus by 2025. The EVET degree is comprised of stackable credentials which allows for multiple entry (TCAT and dual enrollment) and exit (technical certificates) points. The program components can also be used in non-credit workforce training.

### b. Northeast State Community College

#### **Associate of Applied Science (A.A.S.) in Automotive Technology with a Concentration in Automotive Specialist.**

Northeast State Community College proposes the establishment of a new Associate of Applied Science (A.A.S.) in Automotive Technology with a Concentration in Automotive Specialist.

The 60-credit hour proposed program would realign the automotive-related programs (Automotive Service, Automotive Body/Collision, Motor Sports) into a new degree with a concentration in Automotive Specialist. The program and concentration will offer students the ability to pursue coursework, training, and skills in three different pathways: Automotive Service, Automotive Body/Collision, and Motor Sports.

These areas represent the needs of regional workforce partners and afford the students a tailored set of unique skills specific to their area of interest. This also ensures an Associate of Applied Science degree that is more easily identified by industry and students will develop competencies applicable to the current and emerging needs of the automotive industry.

The program will be the first A.A.S in Automotive Technology in the TBR system so is considered a new program to the state, although the program uses the same courses that are already taught at Northeast State.

### **3. PROPOSED NEW PROGRAM IMPLEMENTATIONS, MODIFICATIONS, AND TERMINATIONS FOR TCATS** (*Vice Chancellor Jothany Reed*)

Thirty-five (35) 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.

Sixty-eight (68) 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.

### **4. REIMAGINING THE COMMUNITY COLLEGE EXPERIENCE** (*Executive Vice Chancellor Russ Deaton*)

In summer 2022 TBR staff presented a concept paper that builds off the history of Tennessee and TBR reforms, and then rapidly accelerates them in a new direction resulting in a fundamentally different community college experience for students. In this concept, formally referred to as the Reimagining the Community College Experience, students would encounter:

- Extensive and personalized pre-college career exploration, followed by in-depth career advising and soft skills development throughout a student's program of study.
- A workforce-focused certificate in the first semester, drawn from programs that align with the local/regional economy, to expand and enrich entry and exit points for students as they navigate and move between higher education and the labor force.
- An articulated transition into the second semester that extends the workforce-ready skills and/or adds general education courses that have been contextualized to a student's program of study and that injects workforce skills like communication and critical thinking into the student's pathway.
- Reengineered transfer pathways that stack students' skills and courses from the first two semesters into AA/AS/AAS degrees and/or TCAT programs.

In early fall 2022, TBR solicited grant proposals from community colleges to develop and implement the ideas within the Reimagining the Community College Experience concept paper. At the September 2022 Board meeting, Walters, Pellissippi, Jackson and Southwest were announced as the grant winners and have since been working to fully develop and implement a multi-year pilot effort. As their efforts are taking shape, TBR staff will provide an overview of the colleges' plans as they prepare for fall 2023 implementation.

### **5. TENNESSEE COACHING PROJECT** (*Assistant Vice Chancellor Amy Moreland*)

In 2022, two community colleges launched a new project to support students who are underprepared for college, known as the Tennessee Coaching Project. Through this project, Northeast State Community College and Jackson State Community College embedded success coaches into students' first year of college. Coaches help students navigate coursework, connect

with resources, and explore careers. In 2023, the project expanded to provide coaching to adult learners who are reconnecting with college after some time away.

The Tennessee Coaching Project includes a coaching model designed by TBR staff in partnership with advising leaders at the pilot colleges. This work is supported by \$2.9 million in grant funds to TBR from the U.S. Department of Education Institute of Education Sciences and Ascendium Education Group.

Early results suggest that coaching has promoted student success during the first year of this project. Students at both pilot colleges have engaged with coaching at high rates. Additionally, preliminary data indicates that students who engaged with their coach persisted at higher rates than other students. Early outcomes also suggest gains in math course success for students who engaged with their coach.

The TBR staff will provide an overview of this project and early outcomes. The presentation will describe the coaching model and present preliminary data from the first year of this project. The presentation will also highlight the contributions of advising staff at Jackson State and Northeast State to this project.

## **6. ACCREDITATION SUMMARY REPORT AND OVERVIEW 2021-2022**

*(Vice Chancellor Jothany Reed)*

The Annual Accreditation Report and Overview summarizes all activity for the academic year 2021-2022 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.

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BOARD TRANSMITTAL

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MEETING: Committee on Academic Policies/Programs, Student Life

SUBJECT: Proposed TBR Policy 2.03.01.03 Ethical Recruitment of Prospective Students and Military Affiliated Individuals

DATE: June 15, 2023

PRESENTER: Vice Chancellor Heidi Leming

PRESENTATION REQUIREMENTS: 5 minutes

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Recommend Approval

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To be compliant with the requirements of federal law and Executive Order 13607, the Tennessee Board of Regents (TBR) must establish consistent policies and practices at TBR institutions for the recruitment of prospective students, including military affiliated individuals (such as service members, reservists, veterans, spouses and other eligible family members).



## **Ethical Recruitment of Prospective Students and Military Affiliated Individuals: 2.03.01.03**

### **Policy/Guideline Area**

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Student Success

### **Applicable Divisions**

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TCATs, Community Colleges

### **Purpose**

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To establish consistent policies and practices at Tennessee Board of Regents (TBR) institutions for the recruitment of prospective students, including military affiliated individuals (such as service members, reservists, veterans, spouses and other eligible family members), that are compliant with the requirements of federal law and Executive Order 13607.

### **Policy/Guideline**

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- I. Introduction
  - A. This policy establishes standards for recruitment for all prospective students, including military affiliated individuals at the community colleges and colleges of applied technology under the governance of the Tennessee Board of Regents.
  - B. Each institution is directed to enact a policy consistent with the requirements of this policy. Alternatively, an institution may operate under this system policy. Institutional policy, and any subsequent revisions thereto, shall be submitted to the Vice Chancellor of Student Success and the Office of General Counsel for review and approval prior to final promulgation at the institution.
  - C. The applicable policy regarding the recruitment of students, including military affiliated individuals, shall be stated, at minimum, in the institution's catalog or handbook and uniformly applied to all prospective students.
- II. Prohibitions and Requirements

- A. No institution shall pay any commission, bonus, or other incentive payment to any person or entity engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance based directly, or indirectly, on securing enrollments or federal financial aid (including military Tuition Assistance Program funds) for any prospective student, including military affiliated individuals. For purposes of this policy, a “prospective student” is any individual who has contacted, or been contacted by, the institution or its employees/agents for the purpose of communicating about enrolling at the institution and/or the availability/types of financial aid.
- B. High-pressure recruitment tactics are prohibited. “High-pressure recruitment tactics” include making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing enrollment of prospective students, including military affiliated individuals or obtaining access to financial aid or tuition assistance funds.
- C. Institutions are prohibited from using or offering inducements for securing enrollments of prospective students or obtaining access to financial aid or tuition assistance funds. Inducements include, but are not limited to, any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals or other item having a monetary value of more than an insignificant amount, to any individual or entity, or its agents including third-party lead generators or marketing firms. This policy does not prohibit the payment of regular salaries to institutional employees or fees paid to contractors in conformity with all the applicable laws for the purpose of securing enrollments of prospective students, including military affiliated individuals or obtaining access to financial aid or tuition assistance funds.

- D. Institutions shall not make any misrepresentation(s) to prospective students, including military affiliated individuals or their family members regarding the nature of educational programs, financial charges, or employability of graduates. The prohibition shall apply to any direct or indirect contact with prospective students, including, but not limited to, any outreach, recruitment, marketing, advertisement, or admissions operation. Institutions shall also prohibit the making or use of any false, erroneous, or misleading statements to a prospective student. Misrepresentation(s) includes any statement that has the likelihood or tendency to mislead under the circumstances, regardless of whether it is made visually, in writing, orally, or through other means.
- E. Institutions are permitted to provide information about educational institution-sponsored scholarships or grants and tuition reductions available to prospective students, including military affiliated individuals.
- F. Institutions shall educate and monitor employees and third-party agents acting on behalf of the institution regarding compliance with this policy. Persons found to have violated the terms set forth in the policy will be subject to corrective action and potential disciplinary action, up to and including termination.

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**Sources****Authority**

T.C.A. § 49-8-203; Executive Order 13607; 34 C.F.R. Part 668

**History**

TBR Board Meeting June \_\_, 2023

**Related Policies**

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BOARD TRANSMITTAL

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MEETING: Committee on Academic Policies/Programs, Student Life

SUBJECT: Proposed TBR Policy 2.03.01.04 Admission, Enrollment,  
and Readmission of Service Members

DATE: June 15, 2023

PRESENTER: Vice Chancellor Heidi Leming

PRESENTATION  
REQUIREMENTS: 5 minutes

ACTION REQUIRED: Voice Vote

STAFF  
RECOMMENDATION: Recommend Approval

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To be compliant with the requirements of federal law and Executive Order 13607, the Tennessee Board of Regents (TBR) must establish consistent policies and practices at TBR institutions applicable to eligible service members, veterans, reservists, and others covered by the Post 9/11 GI Bill and the Department of Defense Tuition Assistance Program (collectively, “service members”) for the admission, enrollment, and readmission of those returning from periods of active service.

## **Admission, Enrollment, and Readmission of Service Members: 2.03.01.04**

### **Policy/Guideline Area**

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Student Success

### **Applicable Divisions**

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TCATs, Community Colleges

### **Purpose**

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To establish consistent policies and practices at Tennessee Board of Regents (TBR) institutions applicable to eligible service members, veterans, reservists, and others covered by the Post 9/11 GI Bill and the Department of Defense Tuition Assistance Program (collectively, “service members”) for the admission, enrollment, and readmission of those returning from periods of active service that are compliant with the requirements of federal law and Executive Order 13607.

### **Policy Statement**

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- I. Admission and Enrollment of Service Members
  - I. Service Members shall be admitted as students pursuant to the same standards and policies applicable to all other applicants for admission.
  - II. Special Provisions and Services for Service Members Applying for Admission and Financial Aid Pursuant to the Post 9/11 GI Bill and the Department of Defense Tuition Assistance Programs
    - I. An institution may enact an institutional policy consistent with the requirements of this policy. Alternatively, an institution may operate under this system policy. An institutional policy, and/or any amendment thereof, shall be submitted to the Vice Chancellor for Student Success and the Office of General Counsel for review and approval prior to promulgation.
    - II. Each institution shall designate a point of contact for academic and financial advising (including access to disability counseling) to assist service members with the successful completion of their studies and with their job searches.
    - III. Service members, eligible for the Department of Defense Tuition Assistance Program (“TA”) must be directed to the appropriate Education Service Officer of the applicable branch of the armed forces to determine branch-specific eligibility criteria prior to enrollment in courses.

- IV. The institution shall inform service members that they are responsible for the timely submission of requests for TA to the appropriate Education Service Officer prior to enrollment and that they will be responsible for payment of the costs of tuition and fees if they fail to receive TA approval prior to branch-specific TA deadlines.
- V. The institution shall provide prospective student service members who are eligible to receive Federal military and veterans educational benefits with a personalized and standardized form to help those prospective students understand the total cost of the educational program, including tuition and fees; the amount of that cost that will be covered by Federal educational benefits; the type and amount of financial aid they may qualify for; their estimated student loan debt upon graduation; information about student outcomes; and other information to facilitate comparison of aid packages offered by different educational institutions.
- VI. The institution shall provide prospective student service members who are eligible to receive Federal military and veterans education benefits information about the availability of state financial aid and federal financial aid before arranging any private student loans or alternative financing programs.
- VII. The institution shall provide refunds in accordance with the refund of unearned student aid rules applicable to Federal student aid provided through the Department of Education under Title IV of the Higher Education Act of 1965, as required under section 484B of that Act when students withdraw prior to course completion.
- VIII. The institution shall provide educational plans for all service members using Federal military and veterans education benefits that detail how they will fulfill all the requirements necessary to graduate and the expected timeline of

completion. Such educational plans are permitted to be consistent with educational plans provided to other students.

### III. [Readmission of Service Members](#)

- A. Institutions shall take the following actions relating to readmission of service members.
  - 1. Designate one or more offices that a service member may contact regarding notice of the need to suspend educational efforts and to request readmission.
  - 2. Accept any reasonable notice of intent to reenroll and not require that the notice of intent to return be provided in any particular form.
  - 3. Promptly readmit a service member who meets the requirements of this policy with the same academic status as when they last attended or were accepted for admission to the college prior to deployment for military service.
- B. Service members requirements:
  - 1. When possible, the service member, or an appropriate officer of the Department of Defense, must provide oral or written notice to the institution's designated office or contact that the reason for withdrawal from enrollment is due to receipt of orders or instructions to report for military service of at least 30 days. Notice must be provided as far in advance as reasonably possible and prior to withdrawal unless precluded from doing so by the military, e.g. service i related to a classified mission, etc.
  - 2. When notice cannot reasonably be provided prior to the date of withdrawal, the service member may submit an attestation of military service that necessitated the absence from school at the time of readmission.

3. Pre-withdrawal notice does not have to indicate whether the service member, intends to return to the school and may not be subject to any rule of timeliness. Timeliness must only be determined by the facts in each case.
  4. The service member, must provide notice of intent to re-enroll, along with documentation that eligibility for admission has not been terminated for a dishonorable discharge or other disqualifying event, after an absence of no longer than 5 years and;
    - a. Within 3 years of completion of service or
    - b. Within 2 years of the completion of any convalescence for any injury or illness related to their service.
- C. For purposes of this policy prompt readmission is:
1. Re-enrollment in the next available class in the same or most similar program as that in which the service member was enrolled prior to withdrawal;
  2. With the same enrollment status (e.g., full-time), unless the service member requests or agrees to a different enrollment status;
  3. With the same academic status as before withdrawal;
  4. With the same academic progress as before withdrawal, unless the service member is admitted to a different program and the hours are not transferable; and
  5. With the same number of credit or clock hours as had been completed before withdrawal.
- D. Exceptions to the prompt readmission requirement include:
1. When the service member fails to meet the requirements of section III above. In such circumstances however, the service member



shall be permitted to be readmitted pursuant to the same policies or requirements as all regular students.

2. When the institution reasonably determines that the service member is not prepared to return to their program of study at the status, rank, and/or level of academic progress previously achieved or is unable to complete the program, provided the institution has made reasonable efforts, at no extra cost to the student, to prepare the student to re-enroll. The institution shall bear the burden of proof in establishing that the service member is not prepared to resume their course of study at the level obtained prior to withdrawal.
3. When the service member requests to enroll in a different program, or
4. When the service member requests to re-enter their program of study at the beginning, or at any earlier point, of the program of study.

E. Tuition Upon Readmission

1. The tuition and fees charged the service member for the first academic year upon readmission shall be:
  - a. The same as that charged at the time of withdrawal;
  - b. Up to the limit of available TA benefits if not greater than that charged to other students; or
  - c. If starting in a new program, the same tuition and fees charged to other students in that program.
2. For subsequent academic years or for a different program, the tuition and fees shall not be more than the standard charges for other students.

IV. The provisions of federal law requiring or otherwise relating to this policy shall supersede any state laws to the contrary.

**Sources**

**Authority**

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Executive Order 13607; Post-9/11 GI Bill; Department of Defense Tuition Assistance Program

**History**

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**Related Policies**

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BOARD TRANSMITTAL

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MEETING: Committee on Academic Policies/Programs, Student Life

SUBJECT: Proposed TBR Policy 2.03.02.04 Micro-credentials and  
Learner Record

DATE: June 15, 2023

PRESENTER: Vice Chancellor Heidi Leming

PRESENTATION  
REQUIREMENTS: 5 minutes

ACTION REQUIRED: Voice Vote

STAFF  
RECOMMENDATION: Recommend Approval

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This policy sets out the principles and procedures for quality assurance of the TBR institutions' micro-credentials that are included on the System's comprehensive learner record. The principles and procedures include, but are not limited to design, approval, delivery, monitoring, and review.

## TBR Policy 2.03.02.04 Micro-Credentials and Learner Records

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### **Policy/Guideline Area**

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Academic Policies

### **Applicable Divisions**

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Community Colleges and Technical Colleges

### **Purpose**

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This Policy sets out the principles and procedures for quality assurance of the TBR institutions' micro-credentials that are included on the System's comprehensive learner record. The principles and procedures include, but are not limited to design, approval, delivery, monitoring, and review.

### **Policy/Guideline**

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#### **Definitions**

**Assertion:** the digital credential or claim the earner receives and serves as the record of their achievement. The assertion contains all general information of the badge and what makes it a unique instance of the badge, the identity of the badge recipient, and optionally a link to evidence, a narrative, and an expiration date.

**Assessment:** a process that ensures appropriate rigor and expertise to evaluate a learning activity to determine to what extent learning may have occurred.

**Badges (Digital):** online representations that recognize skills, achievements, membership affiliation, and participation. Badges are the visual representation issued to students upon successful completion of a micro-credential or demonstrated accomplishment or skill.

**Certificate:** certificates are academic programs based on a free-standing body of knowledge, often interdisciplinary in nature. They typically have a minimum number of credits, and are smaller than major programs of study. Certificates can be comprised of micro-credentials that culminate in the awarding of a certificate. Institutions should follow guidance found in [TBR Policy 2.01.01.00 II.B.4a](#). on academic actions required for certificate programs.

**Credit Hour:** A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency. [SACS-COC policy](#) and [COE Objectives 2-A-6 and 2-A-7](#) follow the federal definition of the credit hour.

**Alternative Credentials:** non-degree credentials offered by TBR institutions may include a myriad of credit alternatives including Massive Open Online Courses (MOOCs),

micro-credentials (badges), credit- or non-credit bearing certificate programs and various other opportunities. Typically issued in a digital format.

Digital credentials: digital insignia that can be stored and shared virtually to show accomplishment of learning, skills, and knowledge.

Learning outcomes: the expression of the set of knowledge and skills, and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning through measurable assessments and standards.

Micro-credential: a certification of an individual's discrete learning and achievements. Micro-credentials are often aligned to industry or other professional needs and, in some instances, may be used to provide credit towards formal qualifications. Micro-credentials are certified through assignment of a digital credential and associated metadata. A micro-credential offered by a TBR institution should be asserted by a recognized campus authority.

Micro-credential Programs: largely stand-alone programs created to provide professional development opportunities to equip enrollees with specific knowledge, skills, and proficiencies. The credentials may be either credit-bearing or non-credit bearing. Micro-credentials allow institutions to recognize a learners' skills and accomplishments in ways that are verifiable. Micro-credentials are less than a technical certificate (less than 15 credit hours or 300 clock hours). Schools and programs may consider implementation of additional admissions standards for credentials that are transferable toward a certificate or degree program.

For-credit learning: college-level courses, often stackable toward a certificate and/or degree program. Courses must follow the credit or clock hour policy for earned hours.

Not-for-credit learning: courses or other learning experiences that do not result in a learner earning academic credit, which do not typically appear on an academic transcript, and may be recognized through other means. Learning may be offered in a variety of formats ranging from stand-alone courses to a series of courses or modules, focused on a specialized set of competencies. Non-credit micro-credential programs are not directly transferrable toward a certificate or degree program.

Third Party micro-credential provider: an arrangement made with another party in the provision of higher education, including placements and joint award of qualifications. All third parties who design and deliver a micro-credential on behalf of a TBR institution must adhere to this policy.

Verifiable: confirmation that a credential is authentic, accurate, and legitimate and has been awarded by an institution to a specific learner. Verifiable credentials can protect against credential fraud and increase trust in the credential being awarded. Any credential listed on a TBR Learner Record must be verified.

## A. Awarding of Credit for Degree-Seeking Programs

- I. Admission
  - a. For the purposes of institutional and governmental reporting obligations, a learner taking a micro-credential course does not meet the definition of any degree or certificate seeking student.
  - b. If a learner wishes to pursue a formal degree-seeking program, clear information should be provided about official admission application requirements that exist, including whether or not micro-credential credits may transfer to the degree program, and if so, which degree-program requirements they might fulfill.
- II. Credit arrangements for micro-credentials may be established. Eligibility for formal credit will be assessed according to TBR Policy [TBR Policy 2.01.00.04 and any applicable College policies and procedures](#).
- III. Schools may determine advanced standing equivalencies, if applicable, for non-credit and for-credit micro-credential programs.
- IV. Upon successful completion of micro-credential program requirements, digital acknowledgement of achievement will be granted to students.
- V. Programs are encouraged to develop ways for micro-credentials to be highly visible, with connections to professional networks and leveraged as much as possible.
- VI. Micro-credentials will usually be an open “public” offering. However, in some circumstances, micro-credentials will have restricted entry, for example an industry partner offering, or specific entry requirements.
- VII. There is no limit to the number of micro-credentials a student may earn.
- VIII. Students enrolled in a micro-credential credit-bearing program must have a cumulative GPA of at least 2.0 for successful completion of the program.

## B. Micro-credential Program Duration

- I. For-credit micro-credential programs are generally 15 or fewer credit hours. Non-credit micro-credentials vary in length.
- II. Micro-credential programs should balance time-to-completion considerations (either credit hours, units, etc.) with the time necessary for students to demonstrate competency and achievement of program outcomes.
- III. Micro-credential programs should enable participants to achieve program outcomes in as timely a manner as possible.

## C. Tuition and Aid

- I. Micro-credential programs pursued as stand-alone programs do not qualify for federal financial aid. Micro-credential participants may apply for other forms of funding that may be available. However, some micro-credential programs may be completed while students are pursuing a degree. Those degree-seeking students may be eligible for federal financial aid.
- II. Innovative pricing models are encouraged to make programs widely accessible given that federal financial aid is generally not available to participants. TBR institutions should seek guidance and approval from the TBR System Office prior to implementing new models.
- III. Micro-credentials embedded into credit-bearing degree pathways are eligible for federal financial aid.

#### D. Micro-credential Program Design and Delivery

- I. When designing and delivering for-credit offerings, the following principles must be adhered to:
  - a. for-credit learning must align with the strategic directions of the College and the relevant Faculty / Department / School / Office;
  - b. for-credit learning must be financially viable, with due consideration given to design and delivery costs and other factors as appropriate to the Faculty / Department / School / Office;
  - c. admission requirements to a for-credit learning or micro-credential program will be determined as part of the approval process specified in Part A of this policy;
  - d. any for-credit learning must be consistent with the requirements of [TBR Policy 2.01.00.04](#)
  - e. when and how credentials may be stacked together should be included in institutional policies and approved in accordance with TBR Policy 2.01.01.00 II B.
  - f. in cases of for-credit learning and micro-credential programs, learning outcomes aligned [to SACS-COC's Policy on Quality and Integrity of Educational Credentials](#) and SACS-COC Principle 8.2a must be developed; task(s) must be set to assure the attainment of the learning outcomes; and
  - g. credit must be based on the hours it will take for participants to successfully complete the micro-credential using the following standards:
    - i. The basis for the assignment of credit is defined federally as not less than one hour each week for approximately 15 weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
    - ii. At least an equivalent amount of work as required outlined above for other academic activities as established by the institution including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

#### E. Model Framework for Micro-Credentials

- I. Each institution must establish a model for faculty oversight regarding the review, approval, and verification of micro-credentials. Institutions should determine their specific needs and consider whether different information should be collected and approval workflows established between credit-bearing or non-credit micro-credentials. An institutional model framework or proposal form should contain information regarding:
  - a. Program title
  - b. Program description
  - c. Issuing entity type (credit or non-credit)
  - d. Requirements
  - e. Criteria
  - f. Evidence (demonstrations or examples of criteria to be met)
  - g. Assessment protocol
  - h. Effective date
  - i. Expiration date (if applicable)
  - j. Learning outcomes

- k. Alignment with external standards and competency frameworks
  - l. Description of the timing of how the micro-credential can be earned and when a learner can begin and finish the credential (traditional semester/quarter model or on-demand)
  - m. Clock or credit hours, if applicable
- F. Recording micro-credentials in student record
- a. Certifications and micro-credentials should be recorded on the STDGVC screen in Banner
  - b. Micro-credentials will be titled "*name* Credential" in the student information system
- E. Micro-credential Program Assessment and Effectiveness
- I. Micro-credential programs and courses should be reviewed annually by the creating school to ensure continued viability. This cyclical review will ensure that programs remain effective at meeting students' educational needs. Updates to the curriculum, courses and teaching strategies should be implemented regularly in the pursuit of continuous improvement.
  - II. All courses should be reviewed prior to release to students to ensure effective design and delivery strategies are in place to support engaging learning experiences and student achievement of learning objectives.
  - III. Instructors who teach online micro-credential courses should first complete professional development to ensure they are prepared to teach students in the online learning environment.

## Exhibits

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### Sources

[AACRAO's Alternative Credentials: Considerations, Guidance, and Best Practices \(2022\)](#)

Reference [TBR Policy 2.01.00.04](#) related to Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges

Reference [TBR Policy 2.01.01.00](#) related to Approval of Academic Programs, Units, and Modifications

**SACSCOC's policy statement on the "[Quality and Integrity of Educational Credentials](#)" per SACSCOC policy on CBE [COE Objectives 2-A-6 and 2-A-7](#)**



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BOARD TRANSMITTAL

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MEETING: Committee on Academic Policies/Programs, Student Life

SUBJECT: Proposed A.A.S. in Electric Vehicle Engineering  
Technology at Chattanooga State Community College

DATE: June 15, 2023

PRESENTER: Vice Chancellor Jothany Reed

PRESENTATION  
REQUIREMENTS: 10 Minutes

ACTION REQUIRED: Voice Vote

STAFF  
RECOMMENDATION: Recommend Approval

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Chattanooga State Community College proposes the establishment of a new Associate of Applied Science (A.A.S.) in Electric Vehicle Engineering Technology (EVET).

Chattanooga's industry partner Volkswagen Group of America is transitioning to producing electric vehicles, with the expectation of phasing out combustion engine automobiles by 2035. VW predicts a greater need in the near future, for Electric Vehicle Technicians. This program will prepare students with the education and skills needed to meet industry workforce demands to manufacture, diagnose, service, and repair electric vehicles.

VW has requested to use the A.A.S Electrical Vehicle Engineering Technology degree as the educational portion of the apprenticeship. They will also provide space, electric vehicles, subject matter experts, and job placement for graduates.

The A.A.S. in Electric Vehicle Engineering Technology degree will be initially offered through the Volkswagen Electric Vehicle apprenticeship starting August 2023 and is expected to expand to the Amnicola campus by 2025. The EVET degree is comprised of stackable credentials which allows for multiple entry (TCAT and dual enrollment) and exit (technical certificates) points. The program components can also be used in non-credit workforce training.

# CHATT STATE EXECUTIVE SUMMARY

## ELECTRIC VECHICLE ENGINEERING TECHNOLOGY

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### PROGRAM DESCRIPTION

Chattanooga State Community College (ChSCC) proposes an Electric Vehicle Engineering Technology Associate of Applied Science degree (AAS-EVET). The proposed program will require 61-64 credit hours and will primarily be offered on-ground. The AAS-EVET will provide an educational pathway for students interested in the electric vehicle manufacturing and maintenance industry. The Electrical Vehicle Engineering Technology, AAS, will prepare students with the education and skills needed to meet industry workforce demands to manufacture, diagnose, service, and repair electric vehicles.

The proposed program was intentionally designed, in conjunction with TCAT and industry partner peers, to provide multiple entrance points for students with and without automotive or electric vehicle experience. Furthermore, the proposed program will include stackable certificates aligned to in-demand occupations and industry workforce needs.

Electric Vehicle start-ups, legacy automakers, and suppliers invest heavily in Tennessee. In late 2021, Tennessee had the country's largest share of electric vehicle investment and was ranked first in the southeast for EV production (<https://www.areadevelopment.com/>). Tennessee has almost 1000 auto suppliers with operations in over 90% of its counties. According to the Tennessee Department of Economic and Community Development, over 20,000 Tennesseans will be employed by companies with electric vehicle operations. Tennessee is projected to have over 200,000 electric vehicles by 2028 (<https://tnecd.com/industries/electric-vehicle-manufacturing/>).

Volkswagen Group of America – Chattanooga Operations (VW) is transitioning to producing the electric vehicle, with the expectation of phasing out combustion engine automobiles by 2035. Volkswagen –Chattanooga Operations is VW's first electric vehicle manufacturing plant in North America and is projected to create 1,000 new jobs in Tennessee. VW currently has a need and predicts a more significant need for an Electric Vehicle Technicians soon. This technician will be able to diagnose and troubleshoot electric vehicles to ensure quality new cars. VW also predicts OEMs will require technicians with Electric Vehicle Technician skills.

To ensure its workforce needs are met, VW is starting a new Electric Vehicle Expert apprenticeship in August 2023. Chattanooga State Community College, the educational partner for VW's current Robotronics Technical Expert apprenticeship, will be the educational partner for the Electrical Vehicle Expert apprenticeship. A requirement of VW's apprenticeships is for the apprentices to attain an AAS in the targeted program of study successfully. In addition, VW will expand the current high school program at the Volkswagen Academy to include an electric vehicle track.

The proposed program will seek accreditation by the Engineering Technology Accreditation Commission of ABET. According to ABET's website ([abet.org](http://abet.org)), ABET is the global accreditor of college and university programs in applied and natural science, computing, engineering, and engineering technology. ABET accreditation assures that programs meet standards to produce graduates ready to enter critical technical fields by focusing on what the student experience and learns. In addition, ABET accreditation includes an in-depth review of program curricula, faculty, facilities, and institutional support by subject matter experts within the discipline. This accreditation aligns with current engineering technology programs at Chattanooga State Community College.

The title and descriptions of the recommended CIP and associated SOC codes for the proposed EVET-AAS program are displayed in Table 1. Recommended CIP and SOC Codes Description.

*Table 1. Recommended CIP and SOC Codes Descriptions*

<b>CIP Code</b>	<b>CIP Description</b>	<b>SOC Code</b>	<b>SOC Description</b>
15.0803	Automotive Engineering Technology/Technician	49-3023	Automotive Service Technologists and Technicians
<i>A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing, manufacturing and testing self-propelled ground vehicles and their systems.</i>		<i>Diagnose, adjust, repair, or overhaul automotive vehicles.</i>	
47.0614	Alternative Fuel Vehicle Technology/Technician	49-3023	Automotive Service Technologists and Technicians
<i>A program that prepares individuals to apply technical knowledge and skills to the maintenance of alternative fuel vehicles and the conversion of standard vehicles to AFV status.</i>		<i>Diagnose, adjust, repair, or overhaul automotive vehicles.</i>	
47.0604	Automobile/Automotive Mechanics Technology/Technician	49-2092	Electronic Equipment Installers and Repairers, Motor Vehicles
<i>A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles.</i>		<i>Repair, maintain, or install electric motors, wiring, or switches.</i>	
15.0403	Electromechanical Technology/Electromechanical Engineering Technology	17-3024	Electro-Mechanical and Mechatronics Technologists and Technicians
<i>Prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in developing and testing automated, servo-mechanical, and other electromechanical systems.</i>		<i>Operate, test, maintain, or adjust unmanned, automated, servo-mechanical, or electromechanical equipment</i>	

### **INSTITUTIONAL GOVERNING BOARD APPROVAL**

The proposed Electric Vehicle Engineering Technology, AAS program is scheduled for approval by the the Tennessee Board of Regents on June 15, 2023.

### **PROPOSED IMPLEMENTATION DATE**

August 2023

## **ALIGNMENT WITH STATE MASTER PLAN AND INSTITUTIONAL MISSION/STRATEGIC PLAN**

### **State Master Plan**

How the proposed Electric Vehicle Engineering Technology, AAS program aligns with the State's Mater Plan is described below.

- Increase enrollment in majors leading to high-demand jobs.
  - Motor Vehicle Manufacturing, Motor Vehicle Parts Manufacturing, Other Electrical Equipment, and Component Manufacturing are categorized as high demand with a growth outlook, according to Jobs4TN.gov.
- Increase the number of Tennesseans with post-secondary credentials (Drive to 55).
  - Electric Vehicle Engineering Technology is an emerging technological field identified as an occupational area with above-average growth over the next decade. The EVET-AAS will provide access to high-quality education to attain skills desired by Tennessee's employers. (jobs4tn.gov)
- Increase dual enrollment opportunities in high-need, technical fields.
  - The EVET-AAS was designed with opportunities for high school dual enrollment courses. VW has communicated with ChSCC and Hamilton County Schools their desire to expand the current high school program to 100 participants with a combination of mechatronics and electric vehicle pathways. The current high school program (Mechatronics Academy at VW) offers students the opportunity to earn up to 42 credit hours towards a Mechatronics Technology AAS degree.
- Execute partnerships between higher education and industry.
  - VW will integrate the EVET-AAS into their new Electric Vehicle Expert apprenticeship. Courses were developed in conjunction with VW's fundamental electric vehicle technician competencies. In addition, the proposed program course structure was designed to be easily replicated across Tennessee, where vendor-specific content can be integrated into practical (lab) experiences.

The proposed Electric Vehicle Engineering Technology, AAS program will provide graduates with the knowledge, skills, and competencies to successfully enter the electric vehicle workforce in manufacturing (diagnose problems and repair, vehicle control systems, high voltage systems, battery management systems, battery safety) and maintenance/repair (diagnose issues via integrated electronic systems and complex computers, repair/replace components, thermal management systems). The proposed EVET-AAS program will provide a pathway for students to attain a high-demand, high-wage career aligning with The College System of Tennessee's strategic plan, TBR's Center for Workforce Development goals, and Chattanooga State Community College's vision, mission, and supports strategic plan theme of Program Innovation.

### **The College System of Tennessee**

#### ***2015-25 TBR Strategic Plan's Community and Workforce policy pillar***

TBR is committed to improving the condition of individuals, families, and communities across the state, which manifests itself in tangible ways such as economic vitality and mobility, but also by improving and enriching the communities we serve. (<https://www.tbr.edu/sites/default/files/2015-25-TBR-Strategic-Plan.pdf>)

#### ***TBR's Center for Workforce Development goal***

Collaborate with business, industry, government agencies, local agencies, and our college institutions to develop and deliver rapid response workforce training programs that will prepare and support a competitive workforce across a range of occupational levels. (<https://www.tbr.edu/cwd>)

## **Chattanooga State Community College**

**Vision:** 5,000 Chattanooga State students of every race and income-level will earn a credential that creates a pathway to family-sustaining wages.

**Mission:** We are Chattanooga State, a dedicated team that delivers accessible, innovative learning opportunities that surpass expectations. Together, we enrich the lives of students and their families; develop a talented workforce; and partner with our community to lead boldly.

**Strategic Plan: Program Innovation:** We encourage fearless innovation and resiliency through opportunities to pilot or deploy at scale new programs, supports, and services and enhance or improve existing programs, supports, and services.

## **FEASIBILITY**

### **Industry Support**

With a focus on sustainability, the Volkswagen Group wants to achieve carbon neutrality by 2050 and plans to introduce over 25 new electric vehicles to the US over the next ten years. In 2022, VW started its US production of the ID4 and committed over \$800 million to "electricify its plant," building dedicated facilities for vehicle and battery pack assembly. VW currently has an urgent need and predicts a more significant need soon for an Electric Vehicle Technician. This technician will be able to diagnose and troubleshoot electric vehicles to ensure quality new cars. VW also predicts OEMs will require technicians with Electric Vehicle Technician skills. Therefore, VW is establishing a new apprenticeship with a high school pathway starting in August 2023. VW requested Chattanooga State to create an AAS Electrical Vehicle Engineering Technology degree as the apprenticeship's educational portion.

### **Student Interest**

Chattanooga State Community College did not formally survey students about their interest in electric vehicle engineering technology. However, ChSCC has been able to gauge interest via presentations and outreach events. Below lists the critical qualitative EVET data.

- April 2023: Presentation "Electric Vehicle Workforce Innovation," EV Innovations Conference. Over 30 secondary and post-secondary personnel inquired about new courses and VW's Electric Vehicle apprenticeship program.
- February 2023: Informal survey of TCAT-Automotive Technology students on interest in learning more about EV repair. 25 out of 25 were interested.
- AY-2022-23: Career fair, open houses, and bus tours.
- Information about VW's Electric Vehicle apprenticeship was provided to Unum Group Pop-Up Career Fair attendees, and ~30 were interested in learning more.
- High school bus tours of the Mechatronics Academy at VW provided an overview of the new electric vehicle apprenticeship, and 25-30% of the high school students were interested.
- Volkswagen Academy hosted an open house highlighting the new Electric Vehicle apprenticeship. The approximately 160 attendees demonstrated significant interest.

### **Local and Regional Demand**

With four major OEMs in the state, Tennessee is number one in the southeast for electric vehicle manufacturing and investments. Since 2017, the electric vehicle industry has committed over \$16 billion in investments and over 12,300 new jobs. According to The Improving the Pipeline for Tennessee's Workforce Academic Supply for Occupational Demand Report's In-Demand Occupations data (provided by THEC, TDLWD, and TDOE (2022)), Electrical and Electronic Engineering Technologists and Technicians are in-demand in seven regions, including the Chattanooga area, and key to six TNECD Industry clusters. In addition, Automotive Service Technicians and Mechanics are in high demand in nine regions in Tennessee.

## Workforce Need

According to Jobs4TN.gov, there is a high demand for Motor Vehicle Manufacturing and Motor Vehicle Parts Manufacturing talent, and the job outlook is growing. Additionally, employment of Electrical and Electronic Technicians is projected to grow 2% from 2020 to 2030. Furthermore, VW anticipates an additional need for skilled electric vehicle technicians soon to meet their labor needs.

## CURRICULUM

The proposed curriculum consists of 64 credit hours comprised of 16 credit hours of general education, 15 credit hours of engineering technology core courses, and 33 credit hours of electrical vehicle engineering technology courses, including a three credit hour capstone course. The proposed curriculum requires the development of nine new courses for a total of 27 credit hours. Initially, for the VW Electric Vehicle apprenticeship two full-time, non-tenure-track faculty member will be hired to support the new program. An additional full-time, tenure-track faculty will be hired in Year 3 to support the program on the Amnicola campus.

Upon completion of the proposed program, students will be able to:

- Diagnose, repair, and test electric vehicles and subsystems
- Safely handle, store, and dispose of high voltage battery systems
- Diagnose, repair, and test high voltage battery systems
- Diagnose, repair, and test DC/DC converters.
- Diagnose, repair, and test vehicle charging interface/infrastructure.
- Diagnose, repair, and test regenerative braking.
- Diagnose, repair, and test power electronic circuitry for electric drive systems.
- Diagnose, repair, and test motor control electronic hardware.
- Diagnose, repair, and test thermal systems management and control.
- Integrate automotive systems, include mechanic certification and testing requirements.
- Diagnose, repair, and test high voltage electric distribution systems.

## PROGRAM PRODUCTIVITY

Please provide 3 years of enrollment and graduate data

	2023-24	2024-25	2025-26	2026-27
<b>Enrollment</b>	12	24	36	50
<b>Graduates</b>	--	12	12	16

## INSTITUTIONAL CAPACITY TO DELIVER THE PROGRAM

The Electric Vehicle Engineering Technology, AAS will be housed in the Engineering Systems Technology department, which is part of the Engineering and Information Technologies (EIT) division.

Initially, the proposed program will require two full-time, non-tenure track faculty. The technical courses will be taught at the Volkswagen Academy. VW has allocated classroom space and will allow VW-EVE apprentices to use VW training equipment and electric vehicles during lab activities, over 7000 square feet in training space. The EVET-AAS @ VW will also share computer, classroom, and electrical lab space with the Mechatronics Technology-AAS apprentices and Mechatronics Academy @ VW high school students.

In year 3, the EVET-AAS program will be offered at the Amnicola Campus. The new TCAT-4 building is projected to be completed at this time. The credit program expects to share automotive lab space with the Automotive Technology TCAT program. The EIT Division has labs with electrical and motor controls equipment the EVET-AAS program can use. Additionally, a garage near the CETAS building (where EIT is housed) can be used for additional lab space. An additional full-time tenure track faculty member will be hired in year three, and adjuncts will be used to teach specialized courses. Current faculty are available to teach electrical and engineering technology core courses.

### **ASSESSMENT AND POST-APPROVAL MONITORING**

An annual performance review of the proposed program will be conducted for the first three years following program approval. The review will be based on benchmarks established in the approved proposal. At the end of this period, the campus, institutional governing board, and THEC staff will perform a summative evaluation. The benchmarks include but are not limited to enrollment and graduation, program cost, progress toward accreditation, and other metrics set by the institution and staff. If benchmarks are not met during the monitoring period, the Commission may recommend that the institutional governing board terminate the program. If additional time is needed and requested by the institutional governing board, the Commission may extend the monitoring period.

**FINANCIAL PROJECTIONS**



**FINANCIAL PROJECTIONS FORM**

<b>INSTITUTION</b>	<b>CHATTANOOGA STATE COMMUNITY COLLEGE</b>					
<b>PROGRAM NAME</b>	<b>ELECTRIC VEHICLE ENGINEERING TECHNOLOGY - AAS</b>					
<b>PROJECTED ONE-TIME EXPENDITURES</b>						
<b>CATEGORY</b>	<b>PLAN</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Faculty & Instructional Staff						
Non-Instructional Staff						
Graduate Assistants						
Accreditation				\$14,800		
Consultants						
Equipment		\$7,000	\$40,000	\$150,000	\$150,000	\$10,000
Information Technology						
Library Resources						
Marketing						
Facilities						
Travel						
Other						
<b>Total One-Time Expenditures</b>		<b>\$7,000</b>	<b>\$40,000</b>	<b>\$164,800</b>	<b>\$150,000</b>	<b>\$10,000</b>
<b>PROJECTED RECURRING EXPENDITURES</b>						
<b>CATEGORY</b>	<b>PLAN</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Faculty & Instructional Staff		\$180,000	\$185,400	\$211,962	\$231,690	\$237,592
Non-Instructional Staff						
Graduate Assistants						
Accreditation				\$1,600	\$1,600	\$1,600
Consultants						
Equipment						
Information Technology						
Library						
Marketing						
Facilities						
Travel		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Other			\$3,000	\$3,000	\$3,000	\$3,000
<b>Total Recurring Expenditures</b>		<b>\$185,000</b>	<b>\$193,400</b>	<b>\$221,562</b>	<b>\$241,290</b>	<b>\$247,192</b>
<b>Grand Total (One-Time &amp; Recurring)</b>		<b>\$192,000</b>	<b>\$240,800</b>	<b>\$371,562</b>	<b>\$391,290</b>	<b>\$257,192</b>
<b>PROJECTED REVENUE</b>						
<b>CATEGORY</b>	<b>PLAN</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Tuition		\$69,768	\$131,328	\$169,290	\$221,274	\$276,849
Grants		\$120,000	\$150,000	\$300,000	\$200,000	\$100,000
Other						
<b>Total Revenues</b>		<b>\$189,768</b>	<b>\$281,328</b>	<b>\$469,290</b>	<b>\$421,274</b>	<b>\$376,849</b>



## Budget Justification

### Projected One-Time Expenditures

**Accreditation:** Chattanooga State can seek ABET accreditation after the first graduate. Currently the ABET Accreditation Program Review fees are \$3,700 base fee for program review and \$11,100 for evaluation (\$3,700 for each program evaluator - three evaluators needed).

**Equipment:** In Years 1 & 2, the program will be only located at the VW Academy where the majority of the required equipment will be provided by VW. Beginning in Year 2, the College will start securing equipment for the Amnicola campus program.

Equipment Needs	Expected Cost	Year Purchased/Funding Sources
Testing and Diagnostic Equipment	\$ 110,000.00	Y1 – hard money, Y2 – Y4: TAF, Grant, Donation
Battery Pack	\$ 60,000.00	Y1 – VW; Y2 – Y4: TAF, Grant, Donation
Motor Drive Systems	\$ 40,000.00	Y1 – VW; Y2 – Y4: TAF, Grant, Donation
Inverters	\$ 24,000.00	Y1 – VW; Y2 – Y4: TAF, Grant, Donation
Power Controllers	\$ 18,000.00	Y1 – VW; Y2 – Y4: TAF, Grant, Donation
Battery Management Systems	\$ 18,000.00	Y1 – VW; Y2 – Y4: TAF, Grant, Donation
Chargers	\$ 18,000.00	Y1 – VW; Y2/3 – TDOT Grant
High Voltage DC Chargers	\$ 36,000.00	Y1 – VW; Y2/3 – TDOT Grant
DC to DC Converters	\$ 12,000.00	V Y1 – VW, Y2 – Y4: TAF, Grant, Donation
Cabling & Connectors	\$ 10,000.00	Y1 – 4 – hard money - expendables

### Projected Recurring Expenditures

**Faculty & Instructional Staff:** Years 1 & 2 – two full-time non-tenure track faculty teaching at VW per MOU agreement. Year 3 – program begins on Amnicola campus – current faculty and adjuncts will be used for instruction.

			Year 1	Year 2	Year 3	Year 4	Year 5
<b>Faculty 1</b>	<b>Base + Benefits</b>	<b>\$ 90,000.00</b>	\$ 90,000.00	\$ 92,700.00	\$ 95,481.00	\$ 98,345.43	\$ 101,295.79
<b>Faculty 2</b>	<b>Base + Benefits</b>	<b>\$ 90,000.00</b>	\$ 90,000.00	\$ 92,700.00	\$ 95,481.00	\$ 98,345.43	\$ 101,295.79
<b>Adjuncts</b>	<b>Per class (5 load hours)</b>	<b>\$ 3,500.00</b>			\$ 21,000.00	\$ 35,000.00	\$ 35,000.00
	<b>Total:</b>		<b>\$ 180,000.00</b>	<b>\$ 185,400.00</b>	<b>\$ 211,962.00</b>	<b>\$ 231,690.86</b>	<b>\$ 237,591.59</b>

**Accreditation:** Currently ABET accreditation maintenance fees are \$800 per commission and \$800 per program for a total of \$1,600 per year.

**Travel:** Conference fees and travel expenses for electric vehicle competencies professional development per year.

**Other:** Miscellaneous expendable supply expenses for practical lab and instructor supplies.

**Projected Revenue**

**Tuition calculation table**

		VW Apprenticeship				Amnicola Campus					Revenue
		FR FA	FR SP	SO FA	SO SP	FR FA	FR SP	SO FA	SO SP	PT	Year Total
Year 1	HC	12	12								
	CH	18	16								
	TUITION	\$ 3,078.00	\$ 2,736.00								
	<b>Total Tuition</b>	<b>\$36,936.00</b>	<b>\$32,832.00</b>								
Year 2	HC	12	12	12	12						
	CH	18	16	15	15						
	TUITION	\$ 3,078.00	\$ 2,736.00	\$ 2,565.00	\$ 2,565.00						
	<b>Total Tuition</b>	<b>\$36,936.00</b>	<b>\$32,832.00</b>	<b>\$30,780.00</b>	<b>\$30,780.00</b>						
Year 3	HC	12	12	12	12	6	6			6	
	CH	18	16	15	15	15	16			12	
	TUITION	\$ 3,078.00	\$ 2,736.00	\$ 2,565.00	\$ 2,565.00	\$ 2,565.00	\$ 2,736.00			\$ 1,026.00	
	<b>Total Tuition</b>	<b>\$36,936.00</b>	<b>\$32,832.00</b>	<b>\$30,780.00</b>	<b>\$30,780.00</b>	<b>15,390.00</b>	<b>\$16,416.00</b>			<b>\$ 6,156.00</b>	
Year 4	HC	12	12	12	12	8	8	6	6	12	
	CH	18	16	15	15	15	16	15	18	12	
	TUITION	\$ 3,078.00	\$ 2,736.00	\$ 2,565.00	\$ 2,565.00	\$ 2,736.00	\$ 2,736.00	\$ 2,565.00	\$ 3,078.00	\$ 1,026.00	
	<b>Total Tuition</b>	<b>\$36,936.00</b>	<b>\$32,832.00</b>	<b>\$30,780.00</b>	<b>\$30,780.00</b>	<b>\$21,888.00</b>	<b>\$21,888.00</b>	<b>\$15,390.00</b>	<b>\$18,468.00</b>	<b>\$12,312.00</b>	
Year 5	HC	12	12	12	12	8	8	6	6	12	
	CH	18	16	15	15	15	16	15	18	12	
	TUITION	\$ 3,078.00	\$ 2,736.00	\$ 2,565.00	\$ 2,565.00	\$ 2,736.00	\$ 2,736.00	\$ 2,565.00	\$ 3,078.00	\$ 1,026.00	
	<b>Total Tuition</b>	<b>\$36,936.00</b>	<b>\$32,832.00</b>	<b>\$30,780.00</b>	<b>\$30,780.00</b>	<b>\$21,888.00</b>	<b>\$21,888.00</b>	<b>\$15,390.00</b>	<b>\$18,468.00</b>	<b>\$12,312.00</b>	

HC – Head count      CH – Credit Hours

**Grants:**

- TDOT Grant for infrastructure - Charging stations and chargers -
- NSF/DOL/DOE – small project grants for curriculum development [\$300,000 - \$600,000 3 year grant]
- Industry donations
- TAF funds – Technology Access Funds – request equipment one year prior to needing. TAF funds will also be used to replace equipment Perkins V Funds

**Academic Proposal Form for All New Programs (degrees, concentrations, certificates), New Collaborative, and Conversion to 100% Online Delivery**

*Please refer to TBR Policy 2:01:01:00, TBR Guideline A-010, and THEC Policy A1:0 and A1:1 before developing a proposal.*

**INSTRUCTIONS:** Please respond to each question. If the question is not applicable, please use “NA” and include a brief explanation of why the question is not applicable to the proposed action. The form will expand to allow space as needed and must be submitted to the TBR Vice Chancellor for Academic Affairs as an MSWord document.

**SECTION I.**

**EXECUTIVE SUMMARY**

**INSTITUTION:** Chattanooga State Community College

**PROPOSAL:** Associate of Applied Science in Electric Vehicle Engineering Technology

**PROPOSED DATE OF IMPLEMENTATION:** Fall 2023

**PURPOSE:**

Chattanooga State Community College (ChSCC) proposes an Electric Vehicle Engineering Technology, Associate of Applied Science degree (AAS-EVET). The proposed program will require 61-64 credit hours and will primarily be offered on-ground. The AAS-EVET will provide an educational pathway for students who are interested in the electric vehicle manufacturing and maintenance industry. The proposed program was intentionally designed, in conjunction with TCAT peers, to provide multiple entrance points for students with and without automobile or electric vehicle experience. Furthermore, the proposed program will include stackable certificates that will be aligned to in-demand occupations and industry workforce needs.

Electric Vehicle start-ups, legacy automakers, and their suppliers are investing heavily Tennessee. In late 2021, Tennessee had the largest share of electric vehicle investment in the country and is ranked first in the southeast for EV production (<https://www.areadevelopment.com/>). Tennessee has almost 1000 auto suppliers in with operations in over 90% of its counties. According to the Tennessee Department of Economic and Community Development, over 20,000 Tennesseans will be employed by companies with electric vehicle operations and there will be over 200,000 electric vehicles on Tennessee by 2028 (<https://tnecd.com/industries/electric-vehicle-manufacturing/>).

Volkswagen Group of America – Chattanooga Operations (VW) is transitioning to producing the electric vehicle, with the expectation of phasing out combustion engine automobiles by 2035. Volkswagen – Chattanooga Operations is VW’s first electric vehicle manufacturing plant in North America and is projected to create 1,000 new jobs in Tennessee. VW currently has a need, and predicts a greater need

in the near future, for an Electric Vehicle Technician. This technician will be able to diagnose and troubleshoot electric vehicles to ensure quality new cars. VW also predicts OEMs will have a need for technicians with the Electric Vehicle Technician skills.

To ensure its workforce needs are met, VW is starting a new Electric Vehicle Expert apprenticeship in August 2023. Chattanooga State Community College, the educational partner for VW's current Robotronics Technical Expert apprenticeship, will be the educational partner for the Electrical Vehicle Expert apprenticeship. A requirement of VW's apprenticeships is for the apprentices to successfully attain an AAS in the targeted program of study. In addition, VW will expand the current high school program located at the Volkswagen Academy to include an electric vehicle track.

**INSTITUTIONAL PRIORITY** (Justify why this is a priority and why at this time)

**State Master Plan**

The manner in which the proposed Electric Vehicle Engineering Technology, AAS program aligns with the State's Mater Plan is described below.

- Increase enrollment in majors leading to high-demand jobs.
  - Motor Vehicle Manufacturing, Motor Vehicle Parts Manufacturing, Other Electrical Equipment and Component Manufacturing are categorized as high demand with a growing outlook, according to Jobs4TN.gov
- Increase the number of Tennesseans who hold a postsecondary credential (Drive to 55).
  - Electric Vehicle Engineering Technology is an emerging technological field and is identified as an occupational area with an above average growth over the next decade. The EVET-AAS will provide access to high-quality education to attain skills desired by Tennessee's employers. (jobs4tn.gov)
- Increase dual enrollment opportunities in high-need, technical fields.
  - The EVET-AAS was designed with opportunities for high school dual enrollment courses. VW has communicated with ChSCC and Hamilton County Schools their desire to expand the current high school program to 100 participants with a combination of mechatronics and electric vehicle pathways. The current high school program (Mechatronics Academy at VW) offers students the opportunity to earn up to 42 credit hours towards an Mechatronics Technology AAS degree.
- Execute partnerships between higher education and industry.
  - VW will integrate the EVET-AAS into their new Electric Vehicle Expert apprenticeship. Courses were developed in conjunction with VW's fundamental electric vehicle technician competencies. The proposed program course structure was designed to be easily replicated across the State of Tennessee where vendor specific content can be integrated into practical (lab) experiences.

The proposed Electric Vehicle Engineering Technology, AAS program will provide graduates with the knowledge, skills, and competencies to successfully enter the electric vehicle workforce in manufacturing (diagnose problems and repair, vehicle control systems, high voltage systems, battery management systems, battery safety) and maintenance/repair (diagnose issues via integrated electronic systems and complex computers, repair/replace components, thermal management systems). The proposed EVET-AAS program will provide a pathway for students to attain a high-demand, high-wage career aligning with The College System of Tennessee's strategic plan, TBR's Center for Workforce Development goals, and Chattanooga State Community College's vision, mission, and supports strategic plan theme of Program Innovation.

### The College System of Tennessee

- **2015-25 TBR Strategic Plan's Community and Workforce policy pillar**  
TBR is committed to improving the condition of individuals, families, and communities across the state, which manifests itself in tangible ways such as economic vitality and mobility, but also by improving and enriching the communities we serve.  
(<https://www.tbr.edu/sites/default/files/2015-25-TBR-Strategic-Plan.pdf>)
- **TBR's Center for Workforce Development goal**  
Collaborate with business, industry, government agencies, local agencies, and our college institutions to develop and deliver rapid response workforce training programs that will prepare and support a competitive workforce across a range of occupational levels.  
(<https://www.tbr.edu/cwd>)

### Chattanooga State Community College

- **Vision**  
5,000 Chattanooga State students of every race and income-level will earn a credential that creates a pathway to family-sustaining wages.
- **Mission**  
We are Chattanooga State, a dedicated team that delivers accessible, innovative learning opportunities that surpass expectations. Together, we enrich the lives of students and their families; develop a talented workforce; and partner with our community to lead boldly.
- **Strategic Plan: Program Innovation**  
We encourage fearless **innovation** and **resiliency** through opportunities to pilot or **deploy at scale new programs**, supports, and services and enhance or improve existing programs, supports, and services.

**CURRICULUM:** The proposed program requires completion of 60 semester credit hours distributed as follows:

<u>Curriculum Component</u>	<u>Hours Required</u>
General Education	16
Major Field Core (courses required of all students in program)	33
Concentration (courses specific to the concentration)	0
Electives (may be guided or general electives)	0
Other (specify, i.e.)	15
TOTAL:	64

No. of new general education courses:   0   with   0   credit hours

No. of new major field core and concentration courses:   9   with   27   credit hours

### **NEED & IMPACT:**

#### **Industry Support**

With a focus on sustainability, the Volkswagen Group wants to achieve carbon neutrality by 2050 and plans to introduce over 25 new electric vehicles to the US over the next ten years. In 2022, VW started its US production of the ID4 and committed over \$800 million to "electricify its plant," building dedicated

facilities for vehicle and battery pack assembly. VW currently has an urgent need and predicts a more significant need soon for an Electric Vehicle Technician. This technician will be able to diagnose and troubleshoot electric vehicles to ensure quality new cars. VW also predicts OEMs will require technicians with Electric Vehicle Technician skills. Therefore, VW is establishing a new apprenticeship with a high school pathway starting in August 2023. VW requested Chattanooga State to create an AAS Electrical Vehicle Engineering Technology degree as the apprenticeship's educational portion.

### **Student Interest**

Chattanooga State Community College did not formally survey students about their interest in electric vehicle engineering technology. However, ChSCC has been able to gauge interest via presentations and outreach events. Below lists the critical qualitative EVET data.

- April 2023: Presentation "Electric Vehicle Workforce Innovation," EV Innovations Conference. Over 30 secondary and post-secondary personnel inquired about new courses and VW's Electric Vehicle apprenticeship program.
- February 2023: Informal survey of TCAT-Automotive Technology students on interest in learning more about EV repair. 25 out of 25 were interested.
- AY-2022-23: Career fair, open houses, and bus tours.
- Information about VW's Electric Vehicle apprenticeship was provided to Unum Group Pop-Up Career Fair attendees, and ~30 were interested in learning more.
- High school bus tours of the Mechatronics Academy at VW provided an overview of the new electric vehicle apprenticeship, and 25-30% of the high school students were interested.
- Volkswagen Academy hosted an open house highlighting the new Electric Vehicle apprenticeship. The approximately 160 attendees demonstrated significant interest.

### **Local and Regional Demand**

With four major OEMs in the state, Tennessee is number one in the southeast for electric vehicle manufacturing and investments. Since 2017, the electric vehicle industry has committed over \$16 billion in investments and over 12,300 new jobs.

According to The Improving the Pipeline for Tennessee's Workforce Academic Supply for Occupational Demand Report's In-Demand Occupations data (provided by THEC, TDLWD, and TDOE (2022)), Electrical and Electronic Engineering Technologists and Technicians are in-demand in seven regions, including the Chattanooga area, and key to six TNECD Industry clusters. In addition, Automotive Service Technicians and Mechanics are in high demand in nine regions in Tennessee.

### **Workforce Need**

According to Jobs4TN.gov, there is a high demand for Motor Vehicle Manufacturing and Motor Vehicle Parts Manufacturing talent, and the job outlook is growing. Additionally, employment of Electrical and Electronic Technicians is projected to grow 2% from 2020 to 2030. Furthermore, VW anticipates an additional need for skilled electric vehicle technicians soon to meet their labor needs.

### **PLANS FOR ACCREDITATION:**

The proposed program will seek accreditation by the Engineering Technology Accreditation Commission of ABET. According to ABET's website (abet.org), ABET is the global accreditor of college and university programs in applied and natural science, computing, engineering, and engineering technology. ABET accreditation assures that programs meet standards to produce graduates ready to enter critical technical fields by focusing on what the student experience and learns. In addition, ABET accreditation

includes an in-depth review of program curricula, faculty, facilities, and institutional support by subject matter experts within the discipline. This accreditation aligns with current engineering technology programs at Chattanooga State Community College

**LIST ALL NEWLY APPROVED AND ESTABLISHED PROGRAMS WITH THE SAME CIP CLASSIFICATION AT THE SAME DEGREE LEVEL OFFERED AT ANY PUBLIC INSTITUTION IN TENNESSEE:**

N/A No other associates degree programs in Distilled Spirits exist in Tennessee.

**IDENTIFY ANY LOW PRODUCING PROGRAM AMONG THOSE LISTED BASED ON THE ANNUAL PROGRAM PRODUCTIVITY REPORTS:**

1. AAS Paramedic (2016). Status: Extended Productivity. Did not meet enrollment or graduation benchmarks.
2. AAS Nuclear Medicine Technology (2017). Status: Extended Productivity. Met enrollment benchmark, but did not meet graduation rates.

**\*EVIDENCE OF COOPERATING/COLLABORATING INSTITUTIONS (WHEN RELEVANT) INCLUDING OPPORTUNITIES FOR COLLABORATION THAT WILL BE PURSUED:**

***\*For Doctoral Programs, provide letters from presidents of Tennessee institutions offering same CIP doctoral programs within the same broad geographic service area certifying that the doctoral program will not be perceived as duplicative.*** N/A This is not a doctoral program.

***\*For Technical Certificates, provide documentation of notification to Tennessee Technology Centers within the service area with a statement of no objection or an explanation of any concerns to be addressed during the approval process.***

N/A This is not a technical certificate program

**SECTION II: Collaborative Programs.** If this action involves a collaborative/cooperative program, including on-line and/or on-ground delivery, please complete this section. **Otherwise, skip to next section.**

N/A This program is not offered as part of a collaboration with other institutions.

A. Length of agreement: \_\_\_\_\_ (open-ended or limited)

B. Specify if

[ ] RODP (Regents Online Degree Programs) \*credit

[ ] ROCE (Regents Online Continuing Education and Workforce Development) \*non-credit [ ]

Other Collaborative or Partnerships

C. Check all the institutions that will participate in the collaborative:

Universities: ( ) APSU ( ) ETSU (X) MTSU ( ) TSU ( ) TTU ( ) UOM Community

Colleges: ( ) CLSCC ( ) COSCC ( ) CSTCC ( ) DSCC ( ) JSCC ( ) MSCC ( ) NSCC ( ) NSTCC ( )

PSTCC ( ) RSCC ( ) STCC ( ) VSCC ( ) WSCC

**Other Support Agencies including clinical affiliations, government, health and business:**

Specify plans for any articulation:

D. Which institution(s) will have a degree-granting authority?

- E. Which institution(s) will have the authority for faculty hiring, course assignment, evaluation, and reappointment decisions?
- F. What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?
- G. Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?
- H. What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?
- I. In addition to the information provided by each participating institution regarding Financial Projections, please address the following items:
  - 1. How will tuition rates be determined if they differ among the institutions?
  - 2. Has a formal agreement been developed regarding cost-sharing policies? If yes, please include it as part of the proposal. If no, please summarize the current understanding between all parties and the plans for developing a formal agreement.
  - 3. What arrangements, if any, have been made for exchange of money between participating institutions?
- J. What commitments have been made by all participants to evaluate the program systematically?
- K. If one institution wishes to discontinue the program, what agreements exist for terminating the offering?
- L. Specify any other issues and how they are proposed to be addressed.

**SECTION III: Program Structure**

**A. Residency requirements (if any):** A minimum of twenty-five percent (25%) of coursework must be completed in residence at Chattanooga State Community College. This is standard for all of our programs and is indicated in the Catalog/Student Handbook.

**B. Courses (specific courses OR distribution areas) and credits:**

Course Number	Course Name	Credits
<b>Semester 1</b>		
CSEG 1000	College Success for Eng. Tech	3
ET 112	Mathematics for ET	3
EVET 1010	Intro to EV Technology	3
EVET 1120	Braking Systems	3
EVET 1130	Steering & Suspension Sys.	3



<b>Semester 2</b>		
MECH 1310	Electrical Components	3
EVET 1240	Elect. & Chassis Ctrl Sys	3
EVET 1350	Clim Ctrl & Therm Mgmt Sys	3
MATH 1710	Pre-Calculus Algebra	3
PHYS 1030	Concepts of Physics	4
<b>Semester 3</b>		
ENST 1313	CAD for Electronics	3
MECH 2320	Motor Controls	3
EVET 2120	EV Power Elec & Propul.	3
ENGL 1010	English Composition I (GE)	3
ET 115	Computers for ET	3
<b>Semester 4</b>		
EVET 2230	Bat. Sys, Mgmt, & HV Safe	3
EVET 2250	HV Arch. & Integration	3
EVET 2790	EV Capstone	3
ET 220	Communication for ET	3
HU/FA ELEC	Humanity/Fine Art Elective	3
SO/BEH ELEC	Social/Beh. Science Elective	3
	<b>TOTAL PROGRAM HOURS</b>	<b>64</b>

- General Education including transfer of 15-hour pre-major paths:

<b>Rubric/Number</b>	<b>Course Title</b>	<b>SCH</b>
MATH 1710	Pre-Calculus Algebra	3
PHYS 1030	Concepts of Physics	4
ENGL 1010	Compositions 1	3
HU/FA ELEC	Humanity/Fine Art Elective	3
SO/BEH ELEC	Social/Beh. Science Elective	3
	<b>Total: 16</b>	

- Major Field Core

Rubric/Number	Course Title	SCH
EVET 1010	Intro to EV Technology	3
EVET 1120	Braking Systems	3
EVET 1130	Steering & Suspension Sys.	3
MECH 1310	Electrical Components	3
EVET 1240	Elect. & Chassis Ctrl Sys.	3
EVET 1350	Clim Ctrl & Therm Mgmt Sys	3
MECH 2320	Motor Controls	3
EVET 2120	EV Power Elec & Propul.	3
EVET 2230	Bat. Sys, Mgmt, & HV Safe	3
EVET 2250	HV Arch. & Integration	3
EVET 2790	EV Capstone	3
<b>Total:</b>		<b>33</b>

- Other (Engineering Technology core)

Rubric/Number	Course Title	SCH
CSEG 1000	College Success for ET	3
ET 112	Mathematics for ET	3
ENST 1313	CAD for Electronics	3
ET 115	Computers for ET	3
ET 220*	Communication for ET	3
*(Pre-req ENGL 1010)		<b>Total: 15</b>

**A. Admission, Retention, and Graduation Requirements (Provide complete statement only if requirements are different from standard institutional requirements as stated in the *Catalog*.)**

Program requirements will be the same as for other programs and are reflected appropriately in the Catalog.

**B. Description of New Courses: Provide rubric, number, title, credit hours and catalog description of each new course needed for full implementation of the proposed program.**

- EVET 1010, INTRODUCTION TO ELECTRIC VEHICLE TECHNOLOGY (3)  
Introduction to Electric Vehicle Technology covers standard terminology, introductory concepts, hand tools, electric vehicle safety, regulations, and service information. Topics include familiarization with major vehicle systems and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use hand tools and equipment, and describe government regulations.
- EVET 1120, BRAKING SYSTEMS (3)  
Braking Systems covers electric vehicle braking systems, including electric power brake assist, electric parking brake systems, and regenerative braking systems. Topics include theory, operation, diagnosis, service, and repair of electrically controlled brake system components and control systems.
- EVET 1130 STEERING AND SUSPENSION SYSTEMS (3)  
Steering and Suspension Systems covers electric steering, adaptive suspension, and Driver Assist systems. Topics include theory, operation, diagnosis, service, and repair of steering

and suspension systems and components including Electric Power Assist steering systems, air suspension systems, speed-adaptive suspension systems, wheel alignments, and all-wheel alignments.

- EVET 1240, ELECTRICAL AND CHASSIS CONTROL SYSTEMS (3)  
Electrical and Chassis Control Systems covers advanced transportation electronic systems including programmable logic controllers, computer control systems, telematics, high voltage systems, navigation, collision avoidance systems and repair of starting, charging, lighting, airbags, power accessories, and various body computer control systems. The use of electronic service information, the proper diagnostic process, and proper diagnostic services tools are emphasized.
- EVET 1350, CLIMATE CONTROL AND THERMAL MANAGEMENT SYSTEMS (3)  
Climate Control and Thermal Management Systems covers refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control and battery pack cooling systems. Topics include theory, operation, diagnosis, service, and repair of climate control components and systems, recovery/recycling of refrigerants, thermal management systems, and safety and environmental regulations.
- EVET 2120, EV POWER ELECTRONICS AND PROPULSION (3)  
EV Power Electronics and Propulsion covers the embedded power controls from inverters to variable frequency drives controlling the rotating magnetic fields in induction motors. Various hybrid design systems from range extenders to electric power systems assisting the internal combustion engine power will be discussed. Use of hydrogen fuel cells will also be covered as range extenders to direct power supply to the propulsion system.
- EVET 2230, BATTERY SYSTEMS, MANAGEMENT, AND HIGH VOLTAGE SAFETY (3)  
Battery Systems, Management and High Voltage (HV) Safety will cover the various types of battery technology that have been, are being and may be used in the future electric/hybrid electric vehicles. Battery management systems purpose and importance will also be covered. Working with battery systems will be thoroughly covered and the importance of using proper PPE to protect from electrocution and arc flash.
- EVET 2250, HIGH VOLTAGE ARCHITECTURE AND INTEGRATION (3)  
High Voltage Architecture covers advanced charging processes including charge sensing circuits, charging rates, and cabling. Topics include theory, operation, diagnosis, service, and repair high voltage energy storage systems in electric vehicle and energy infrastructure applications.
- EVET 2790, ELECTRIC VEHICLE CAPSTONE (3)  
This course provides a platform for students to integrate, synthesize and apply the knowledge, skills, and perspectives acquired in the EVET curriculum. Students will demonstrate the ability to diagnose, disassemble, repair, and reassemble EV components and systems. Students will demonstrate EV safety and knowledge of regulations. The course can be completed through internship, apprenticeship, or a comprehensive student project.

**C. Provide a rationale for the planned delivery methods for the proposed program. Include options, such as block scheduling, dual enrollment, dual admissions, cohort programs, etc.**

EVET courses will be offered in person or hybrid (lab in person/lecture online). The engineering technology core and general education courses may be offered in person, online, or hybrid.

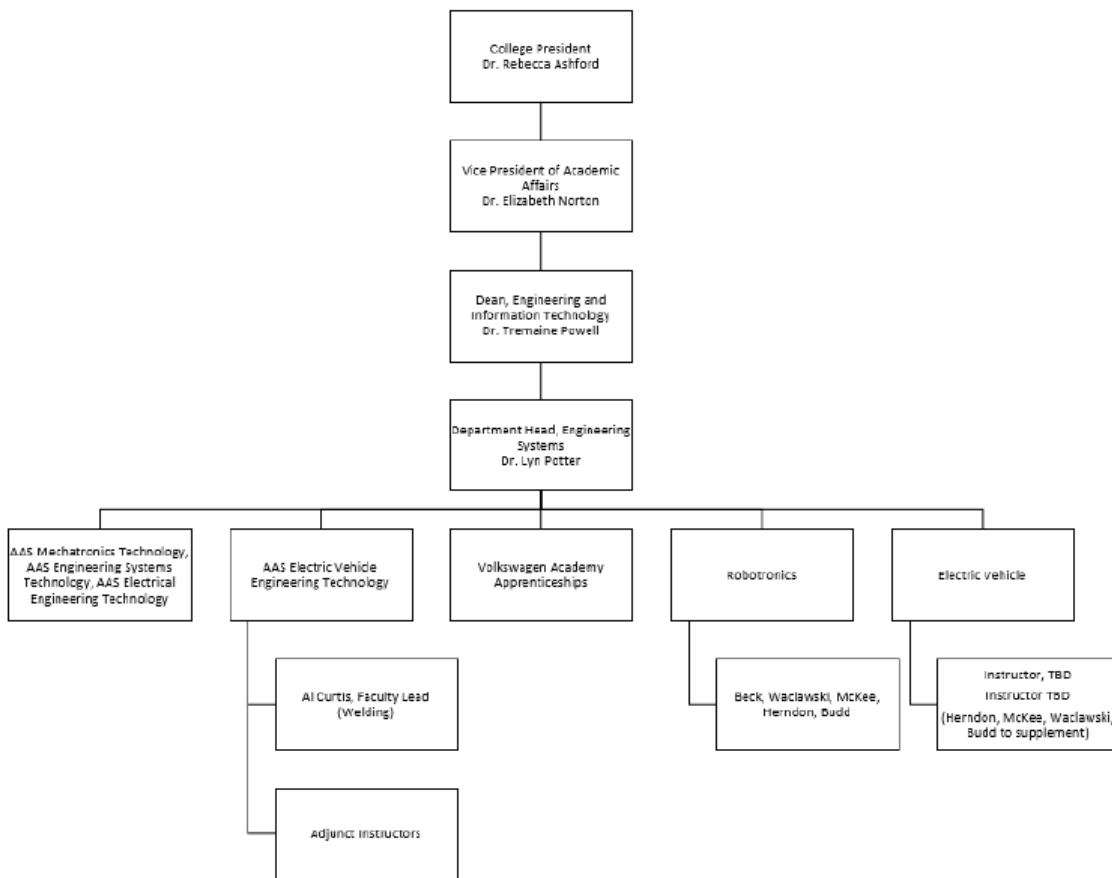
**D.** If the program is to be delivered 100% online, how will the on-ground delivery of the program be impacted?

N/A This program will be offered on ground with students having options to take existing general education core courses online if they so choose.

**E.** Describe any unique features not previously addressed, e.g., interdepartmental cooperation, industry partners, articulation, etc.

This program is being developed in conjunction with Volkswagen. The EVET-AAS will be the educational portion of the new VE Electric Vehicle Expert apprenticeship.

**F.** Include an organizational chart and/or statement to describe the positioning of the proposed program or unit within the institution's structure. The program will exist in the Career and Technical Division.



**SECTION IV: Student Enrollment Projections**

**A. Estimate the unduplicated headcount and full-time equated enrollment and the number of graduates for a complete program cycle.**

	Full-Time			Part-Time			Totals		
	SC	CH	SCH	SC	CH	SCH	Total HC	FTE	Graduates
<b>Year 1 (FR)</b>	12	34	408	0	0	0	12	13.6	0
<b>Year 1 (SO)</b>	0	0	0	0	0	0	0	0	0
<b>Total</b>	12	34	408	0	0	0	12	13.6	
<b>Year 2 (FR)</b>	12	34	408	0	0	0	12	13.6	
<b>Year 2 (SO)</b>	12	30	360	0	0	0	12	12.0	12
<b>Total</b>	24	64	768	0	0	0	24	25.6	12
<b>Year 3 (FR)</b>	18	34	612	6	12	72	24	20.4	
<b>Year 3 (SO)</b>	12	30	360	0	0	0	12	12.0	12
<b>Total</b>	30	64	972	6	12	72	36	32.4	12
<b>Year 4 (FR)</b>	20	34	680	6	12	72	26	22.7	
<b>Year 4 (SO)</b>	18	30	540	6	12	72	24	18.0	16
<b>Total</b>	38	64	1220	12	24	144	50	40.7	16

**B. Explain the basic assumptions used in estimating the size of the proposed program. The VW Electric Vehicle apprenticeship will have 12 students per cohort with a new cohort each year. The attrition rate for the VW RTE apprenticeship is nearly 0, so the assumption is made that the cohort will be full.**

Year 3 is the anticipated start date for the Amnicola Hwy campus to offer the program. Conservatively projecting 6 full time students and 6 part time students participating in the program.

- SC: Student Count
- HC: Head Count
- CH: Credit Hours
- SCH: Student Credit Hours
- FTE: Full-time Equivalent

## **SECTION V: Program Justification, Performance, Evaluation, and Resources**

The following requirements may not be applicable to all proposals. Carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included whenever possible. If the item is not applicable, add a statement explaining why it is not applicable.

### **Evaluation Plans**

- **List the assessment standards that are most appropriate for measuring the effectiveness and success of the proposed program as related to the stated goals and objectives.**

The AAS Electric Vehicle Engineering Technology degree will be accredited by the Accreditation Board of Engineering and Technology of ABET. The program can request accreditation evaluation after the first AAS degree is awarded. All Engineering Technology degrees at Chattanooga State are accredited by ETAC-ABET.

As part of the ABET accreditation process, students will be required to take an end of program assessment the division calls a "Major Field Test". The MFT will evaluate student learning retention. The MFT will have 25-30 questions from critical topics from the program of study.

- **Designate how assessment results will be used.**  
Faculty will review the students' assessment. For any topic which the majority of students did not score at least 70%, the faculty member will define how the students' learning will be remediated or ensured.
- **Identify the institutional office responsible for conducting the evaluation and explain how evaluations will be conducted, i.e., alumni surveys, employer surveys, external review, pass rates on certification/licensure exams, etc., and provide an evaluation schedule.**

EIT Division Coordinator is responsible for conducting the evaluations to include MFT and surveys.

### **FEASIBILITY**

#### Industry Support

With a focus on sustainability, the Volkswagen Group wants to achieve carbon neutrality by 2050 and plans to introduce over 25 new electric vehicles to the US over the next ten years. In 2022, VW started its US production of the ID4 and committed over \$800 million to "electricify its plant," building dedicated facilities for vehicle and battery pack assembly. VW currently has an urgent need and predicts a more significant need soon for an Electric Vehicle Technician. This technician will be able to diagnose and troubleshoot electric vehicles to ensure quality new cars. VW also predicts OEMs will require technicians with Electric Vehicle Technician skills. Therefore, VW is establishing a new apprenticeship with a high school pathway starting in August 2023. VW requested Chattanooga State to create an AAS Electrical Vehicle Engineering Technology degree as the apprenticeship's educational portion.

#### Student Interest

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- February 2023: Informal survey of TCAT-Automotive Technology students on interest in learning more about EV repair. 25 out of 25 were interested.
- AY-2022-23: Career fair, open houses, and bus tours.
- Information about VW's Electric Vehicle apprenticeship was provided to Unum Group Pop-Up Career Fair attendees, and ~30 were interested in learning more.
- High school bus tours of the Mechatronics Academy at VW provided an overview of the new electric vehicle apprenticeship, and 25-30% of the high school students were interested.
- Volkswagen Academy hosted an open house highlighting the new Electric Vehicle apprenticeship. The approximately 160 attendees demonstrated significant interest.

### Local and Regional Demand

With four major OEMs in the state, Tennessee is number one in the southeast for electric vehicle manufacturing and investments. Since 2017, the electric vehicle industry has committed over \$16 billion in investments and over 12,300 new jobs.

According to The Improving the Pipeline for Tennessee's Workforce Academic Supply for Occupational Demand Report's In-Demand Occupations data (provided by THEC, TDLWD, and TDOE (2022)), Electrical and Electronic Engineering Technologists and Technicians are in-demand in seven regions, including the Chattanooga area, and key to six TNECD Industry clusters. In addition, Automotive Service Technicians and Mechanics are in high demand in nine regions in Tennessee.

### Workforce Need

According to Jobs4TN.gov, there is a high demand for Motor Vehicle Manufacturing and Motor Vehicle Parts Manufacturing talent, and the job outlook is growing. Additionally, employment of Electrical and Electronic Technicians is projected to grow 2% from 2020 to 2030. Furthermore, VW anticipates an additional need for skilled electric vehicle technicians soon to meet their labor needs.

### **Program Duplication: Explain why the primary objective cannot be met by existing programs, collaboration with other institutions, or Academic Common Market.**

No duplication exists; While there are similar bachelor's degree and certificate programs, there are no other Associate Degree programs such as this in existence in Tennessee.

### **Anticipated impact on existing associated degree programs or concentrations at the institution**

No impact; there are no other Associate Degree programs such as this in existence in Tennessee.

### **Anticipated impact on existing associated or similar programs at other institutions within the region**

No impact; there are no other Associate Degree programs such as this in existence in Tennessee.

### **Resources Available and Required**

- Faculty: Two full time non-tenure tracked faculty will be needed for the VW program.
- Administrative: Administrative support will be provided by the Dean Engineering and Information Technologies and the Department Head of Engineering Systems Technology. There is also a coordinator at the VW Academy to provide administrative support.

- Clerical and Support Personnel: Clerical and Support personnel will be the administrative assistant for EIT division.

**Other Needs for Support**

- Existing and Needed Library and Information Technology: Library resources are adequate.
- Student Advisement Support:  
For the VW apprenticeship, the Department Head and coordinator will provide directed advise. For the Amnicola Campus, the professional advisors will be equipped to provide advising support.
- Instructional Equipment:  
Volkswagen Group of America’s electric vehicle training equipment and vehicles will be available for ChSCC faculty and student use for the apprenticeship program. When the program is offered on campus, equipment will need to be secured either through industry donations, grants, or TAF funding.
  - Testing and Diagnostic Equipment
  - Battery Pack
  - Motor Drive Systems
  - Inverters
  - Power Controllers
  - Battery Management Systems
  - Chargers
  - High Voltage DC Chargers
  - DC to DC Converters
  - Cabling & Connectors
  - Electric Vehicles
- Facilities:  
The AAS EVET will initially be offered at the Volkswagen Academy utilizing Volkswagen Group of America’s electric vehicle training facilities, equipment and vehicles. TCAT- Chattanooga is in the construction phase of a TCAT-5 building. Once building is complete, space will be allocated to electric vehicle programs for ChSCC and TCAT.

**SECTION VI: Justification for Duplicative Program and/or Course:**

**(If the program is not duplicative, proceed to the next section.)**

- A. Based on CIP codes and site codes, where do similar programs or courses exist? List all applicable TBR and UT institutions.

TCAT: Hybrid Electrical Vehicle - CIP Code: 29.47.0614.00

Program Description: This program provides training in Hybrid and Electric Vehicle fundamentals as well as other systems in which a technician may be challenged.

Training in each area includes classroom instruction and practice on simulated vehicle systems before receiving hands-on experience diagnosing and repairing “live” vehicles.



Articulation opportunities by awarding credit for:

Course Number	Course Name	Credit Hours
EVET 1010	Intro to EV Technology	3
EVET 1120	Braking Systems	3
EVET 1130	Steering & Suspension Sys.	3
EVET 1240	Elect. & Chassis Ctrl Sys.	3
EVET 1350	Clim Ctrl & Therm Mgmt Sys	3

B. Please provide justification for program and/or course development if **similar programs and/or courses** have been (or are being) developed or converted to online delivery by the Regents Online Camp Tus Collaborative (ROCC) or other TBR or UT institutions or academic units.

n/a

C. Justify why the need for the requested program/course development cannot be better met through collaboration or the Academic Common Market (ACM). (ACM is available only to universities.)

N/A

D. Justification for external program/course hosting (third party) and for a specified course management system beyond the system wide approved vendor.

N/A

**E. Sharing and Maximizing Resources among Schools/Centers**

Please list the resources that you would like to request from the system or the campus collaborative to support you in the development and implementation of your program/course:

- Instructional Design
- Learning Objects
- ADA
- Library Resources, databases, etc.
- Content Development
- Pedagogy of Course Design
- Pedagogy of Teaching Online
- Marketing of Program
- Multimedia (streaming video, audio, etc.)
- Student Services
- Training
- Consultant Services
- Other (explain)
- Course Management Training

**SECTION VII: THEC Financial Projection Form INSTRUCTIONS**

A. Provide evidence of non-state funds (gifts, grants, awards) already made available to meet start-up costs.

B. If reallocation is used, provide a rationale and source for reallocation of budgeted funds. Cite THEC annual degree productivity data where funds may be redirected from closed/low producing programs.

C. List:

1. All active Letters of Intent

2. Programs not meeting benchmarks – Paramedic AAS, Medical Laboratory Technician AAS, Fine Arts AFA, Entrepreneurship AAS
  3. Low producing programs at all levels – Paramedic AAS, Medical Laboratory Technician AAS, Fine Arts AFA
  4. Programs terminated within the last 12 months – Early Childhood Education and General Technology programs are in the teach out phase
- D. Include estimated cost of external training and/or out-of-state consultants not available through the TBR.  
Training will be provided by industry representatives with specialized certifications, experience, and training related directly to the production of distilled spirits within the region. These representatives have acted as consultants during the development of courses and will continue to provide guidance and expertise as the program matures. Additionally, regional experts from other distilling operations may be utilized on an as-needed basis. Estimated cost for consultants is estimated at a maximum 25,000.
- E. For course development that will exceed \$9,500, please provide projected costs by line item and the source(s) of revenue to support these costs.  
Current labs will be utilized for a portion of course work; therefore, expense considerations are for small equipment and supplies relating to the Fermentation Microbiology, Introduction to Distiller Operations, Spirits Production I and II, Sensory and Productive Analysis, and Safety and Sanitation courses. None of the individual course development expenses are expected to exceed \$9,500. Distilling and classroom equipment will cost approximately \$510K and space renovation costs at Nearest Green, Inc. are expected to run approximately \$500,000. Revenue to support these expected expenditures have been committed to be provided by Nearest Green, Inc. and Jack Daniel’s Distillery through the MOU attached.
- F. For converting to online delivery, provide projected costs by line item and the source(s) of revenue to support these costs. Existing online general education courses may be utilized; however, this program is projected to be offered in a primarily onground format. N/A
- G. **Submit as an Appendix the THEC Financial Projection Form.** See complete form, Appendix A, below.

**FINANCIAL PROJECTIONS**



**FINANCIAL PROJECTIONS FORM**

<b>INSTITUTION</b>	<b>CHATTANOOGA STATE COMMUNITY COLLEGE</b>					
<b>PROGRAM NAME</b>	<b>ELECTRIC VEHICLE ENGINEERING TECHNOLOGY - AAS</b>					
<b>PROJECTED ONE-TIME EXPENDITURES</b>						
<b>CATEGORY</b>	<b>PLAN</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Faculty & Instructional Staff						
Non-Instructional Staff						
Graduate Assistants						
Accreditation				\$14,800		
Consultants						
Equipment		\$7,000	\$40,000	\$150,000	\$150,000	\$10,000
Information Technology						
Library Resources						
Marketing						
Facilities						
Travel						
Other						
<b>Total One-Time Expenditures</b>		<b>\$7,000</b>	<b>\$40,000</b>	<b>\$164,800</b>	<b>\$150,000</b>	<b>\$10,000</b>
<b>PROJECTED RECURRING EXPENDITURES</b>						
<b>CATEGORY</b>	<b>PLAN</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Faculty & Instructional Staff		\$180,000	\$185,400	\$211,962	\$231,690	\$237,592
Non-Instructional Staff						
Graduate Assistants						
Accreditation				\$1,600	\$1,600	\$1,600
Consultants						
Equipment						
Information Technology						
Library						
Marketing						
Facilities						
Travel		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Other			\$3,000	\$3,000	\$3,000	\$3,000
<b>Total Recurring Expenditures</b>		<b>\$185,000</b>	<b>\$193,400</b>	<b>\$221,562</b>	<b>\$241,290</b>	<b>\$247,192</b>
<b>Grand Total (One-Time &amp; Recurring)</b>		<b>\$192,000</b>	<b>\$240,800</b>	<b>\$371,562</b>	<b>\$391,290</b>	<b>\$257,192</b>
<b>PROJECTED REVENUE</b>						
<b>CATEGORY</b>	<b>PLAN</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Tuition		\$69,768	\$131,328	\$169,290	\$221,274	\$276,849
Grants		\$120,000	\$150,000	\$300,000	\$200,000	\$100,000
Other						
<b>Total Revenues</b>		<b>\$189,768</b>	<b>\$281,328</b>	<b>\$469,290</b>	<b>\$421,274</b>	<b>\$376,849</b>

## Budget Justification

### Projected One-Time Expenditures

**Accreditation:** Chattanooga State can seek ABET accreditation after the first graduate. Currently the ABET Accreditation Program Review fees are \$3,700 base fee for program review and \$11,100 for evaluation (\$3,700 for each program evaluator - three evaluators needed).

**Equipment:** In Years 1 & 2, the program will be only located at the VW Academy where the majority of the required equipment will be provided by VW. Beginning in Year 2, the College will start securing equipment for the Amnicola campus program.

Equipment Needs	Expected Cost	Year Purchased/Funding Sources
Testing and Diagnostic Equipment	\$ 110,000.00	Y1 – hard money, Y2 – Y4: TAF, Grant, Donation
Battery Pack	\$ 60,000.00	Y1 – VW; Y2 – Y4: TAF, Grant, Donation
Motor Drive Systems	\$ 40,000.00	Y1 – VW; Y2 – Y4: TAF, Grant, Donation
Inverters	\$ 24,000.00	Y1 – VW; Y2 – Y4: TAF, Grant, Donation
Power Controllers	\$ 18,000.00	Y1 – VW; Y2 – Y4: TAF, Grant, Donation
Battery Management Systems	\$ 18,000.00	Y1 – VW; Y2 – Y4: TAF, Grant, Donation
Chargers	\$ 18,000.00	Y1 – VW; Y2/3 – TDOT Grant
High Voltage DC Chargers	\$ 36,000.00	Y1 – VW; Y2/3 – TDOT Grant
DC to DC Converters	\$ 12,000.00	V Y1 – VW, Y2 – Y4: TAF, Grant, Donation
Cabling & Connectors	\$ 10,000.00	Y1 – 4 – hard money - expendables

### Projected Recurring Expenditures

**Faculty & Instructional Staff:** Years 1 & 2 – two full-time non-tenure track faculty teaching at VW per MOU agreement. Year 3 – program begins on Amnicola campus – current faculty and adjuncts will be used for instruction.

			Year 1	Year 2	Year 3	Year 4	Year 5
Faculty 1	Base + Benefits	\$ 90,000.00	\$ 90,000.00	\$ 92,700.00	\$ 95,481.00	\$ 98,345.43	\$ 101,295.79
Faculty 2	Base + Benefits	\$ 90,000.00	\$ 90,000.00	\$ 92,700.00	\$ 95,481.00	\$ 98,345.43	\$ 101,295.79
Adjuncts	Per class (5 load hours)	\$ 3,500.00			\$ 21,000.00	\$ 35,000.00	\$ 35,000.00
	<b>Total:</b>		<b>\$ 180,000.00</b>	<b>\$ 185,400.00</b>	<b>\$ 211,962.00</b>	<b>\$ 231,690.86</b>	<b>\$ 237,591.59</b>

**Accreditation:** Currently ABET accreditation maintenance fees are \$800 per commission and \$800 per program for a total of \$1,600 per year.

**Travel:** Conference fees and travel expenses for electric vehicle competencies professional development per year.

**Other:** Miscellaneous expendable supply expenses for practical lab and instructor supplies.

**Projected Revenue**

**Tuition calculation table**

		VW Apprenticeship				Amnicola Campus					Revenue
		FR FA	FR SP	SO FA	SO SP	FR FA	FR SP	SO FA	SO SP	PT	Year Total
Year 1	HC	12	12								
	CH	18	16								
	TUITION	\$ 3,078.00	\$ 2,736.00								
	<b>Total Tuition</b>	<b>\$36,936.00</b>	<b>\$32,832.00</b>								<b>\$ 69,768.00</b>
Year 2	HC	12	12	12	12						
	CH	18	16	15	15						
	TUITION	\$ 3,078.00	\$ 2,736.00	\$ 2,565.00	\$ 2,565.00						
	<b>Total Tuition</b>	<b>\$36,936.00</b>	<b>\$32,832.00</b>	<b>\$30,780.00</b>	<b>\$30,780.00</b>						<b>\$131,328.00</b>
Year 3	HC	12	12	12	12	6	6			6	
	CH	18	16	15	15	15	16			12	
	TUITION	\$ 3,078.00	\$ 2,736.00	\$ 2,565.00	\$ 2,565.00	\$ 2,565.00	\$ 2,736.00			\$ 1,026.00	
	<b>Total Tuition</b>	<b>\$36,936.00</b>	<b>\$32,832.00</b>	<b>\$30,780.00</b>	<b>\$30,780.00</b>	<b>15,390.00</b>	<b>\$16,416.00</b>			<b>\$ 6,156.00</b>	<b>\$169,290.00</b>
Year 4	HC	12	12	12	12	8	8	6	6	12	
	CH	18	16	15	15	15	16	15	18	12	
	TUITION	\$ 3,078.00	\$ 2,736.00	\$ 2,565.00	\$ 2,565.00	\$ 2,736.00	\$ 2,736.00	\$ 2,565.00	\$ 3,078.00	\$ 1,026.00	
	<b>Total Tuition</b>	<b>\$36,936.00</b>	<b>\$32,832.00</b>	<b>\$30,780.00</b>	<b>\$30,780.00</b>	<b>\$21,888.00</b>	<b>\$21,888.00</b>	<b>\$15,390.00</b>	<b>\$18,468.00</b>	<b>\$12,312.00</b>	<b>\$221,274.00</b>
Year 5	HC	12	12	12	12	8	8	6	6	12	
	CH	18	16	15	15	15	16	15	18	12	
	TUITION	\$ 3,078.00	\$ 2,736.00	\$ 2,565.00	\$ 2,565.00	\$ 2,736.00	\$ 2,736.00	\$ 2,565.00	\$ 3,078.00	\$ 1,026.00	
	<b>Total Tuition</b>	<b>\$36,936.00</b>	<b>\$32,832.00</b>	<b>\$30,780.00</b>	<b>\$30,780.00</b>	<b>\$21,888.00</b>	<b>\$21,888.00</b>	<b>\$15,390.00</b>	<b>\$18,468.00</b>	<b>\$12,312.00</b>	<b>\$221,274.00</b>

HC – Head count      CH – Credit Hours

**Grants:**

- TDOT Grant for infrastructure - Charging stations and chargers -
- NSF/DOL/DOE – small project grants for curriculum development [\$300,000 - \$600,000 3 year grant]
- Industry donations
- TAF funds – Technology Access Funds – request equipment one year prior to needing. TAF funds will also be used to replace equipment Perkins V Funds

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BOARD TRANSMITTAL

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MEETING: Committee on Academic Policies/Programs, Student Life

SUBJECT: Proposed A.A.S. in Automotive Technology with a  
Concentration in Automotive Specialist at Northeast State  
Community College

DATE: June 15, 2023

PRESENTER: Vice Chancellor Jothany Reed

PRESENTATION  
REQUIREMENTS: 10 Minutes

ACTION REQUIRED: Voice Vote

STAFF  
RECOMMENDATION: Recommend Approval

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Northeast State Community College proposes the establishment of a new Associate of Applied Science (A.A.S.) in Automotive Technology with a Concentration in Automotive Specialist.

The 60-credit hour proposed program would realign the automotive-related programs (Automotive Service, Automotive Body/Collision, Motor Sports) into a new degree with a concentration in Automotive Specialist. The program and concentration will offer students the ability to pursue coursework, training, and skills in three different pathways: Automotive Service, Automotive Body/Collision, and Motor Sports.

These areas represent the needs of regional workforce partners and afford the students a tailored set of unique skills specific to their area of interest. This also ensures an Associate of Applied Science degree that is more easily identified by industry and students will develop competencies applicable to the current and emerging needs of the automotive industry.

The program will be the first A.A.S in Automotive Technology in the TBR system so is considered a new program to the state, although the program uses the same courses that are already taught at Northeast State.

# **NORTHEAST STATE'S EXECUTIVE SUMMARY AUTOMOTIVE TECHNOLOGY AAS**

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## **PROGRAM DESCRIPTION**

Northeast State Community College (NeSCC) proposes an Associate of Applied Science (AAS) in Automotive Technology to meet the customized, industry-specific needs and unique academic and career goals of the students within the College's five-county service region. The College currently offers well-established and developed automotive-related programs under its AAS in Industrial Technology. This 60-credit hour program would realign the automotive-related programs (Automotive Service, Automotive Body/Collision, Motor Sports) into a new degree with a concentration of Automotive Specialist. The program and concentration will offer the students flexibility to pursue coursework, training, and skills in three different pathways: Automotive Service, Auto Body/Collision, and Motor Sports. Embedded certificates will provide another avenue into the workforce for Northeast State students. These programmatic areas represent the needs of our regional workforce partners and afford the students a tailored set of unique skills specific to their area of interest. Furthermore, this realignment will also position the College strategically for future growth within the industry in areas such as Alternative Fuel Vehicles and Fleet Conversion. The proposed program also includes two embedded certificates to provide students with a direct connection to the skills and knowledge needed to more immediately enter the workforce in a variety of automotive-related areas. Furthermore, the proposed program leads to National Coalition of Certification Centers (NC3) certifications in torque and electrical metering. Students completing the AAS in Automotive Technology would have the skills and knowledge to successfully complete the Automotive Service Excellence (ASE) certification.

## **INSTITUTIONAL GOVERNING BOARD APPROVAL**

The proposed Automotive Technology, AAS program is scheduled for approval by the Tennessee Board of Regents on June 15, 2023.

## **PROPOSED IMPLEMENTATION DATE**

Fall 2023

## **ALIGNMENT WITH STATE MASTER PLAN AND INSTITUTIONAL MISSION/STRATEGIC PLAN**

The proposed Associate of Applied Science in Automotive Technology aligns with the THEC State Master Plan for Higher Education by addressing the three areas of student success, family prosperity, and the workforce. The proposed program will provide students with high-quality and relevant career focused credentials. The Associate of Applied Science in Automotive Technology supports the current effort of the THEC Master Plan to implement unique industry aligned, workforce-driven academic programs. Furthermore, this degree allows for future integration of alternative fuel vehicles and will prepare the students of our five-county service area for the state's workforce needs in 2030 and beyond.

As dual enrollment will be a component of the proposed program, students of the region will have a clear pathway from high school, through higher education, and into the workforce. Students will be able to utilize the increase in funds from the GIVE Act for the additional tuition free, dual enrollment courses allowing them to make progress toward earning a certificate and then a degree while still in high school. Additionally, embedded certificate programs provide students with various on and off ramps throughout the education journey.

Furthermore, the proposed program aligns with the vision mission of Northeast State Community College by investing the students the skills and knowledge to be among the best prepared individuals to meet current and emerging needs. Graduates of this program will strengthen the regional workforce while providing an affordable career path which can lead to greater levels of prosperity.

## **FEASIBILITY**

### **Student Interest**

Student interest in automotive-related programs is strong within the College's five-county service region. This is evidenced by historical enrollment patterns in the current automotive-related areas at Northeast State (5-year averages: Enrollment – 49, Academic Awards – 15).

### **Local and Regional Demand**

According to the US Bureau of Labor Statistics, the annual median pay in 2021 for Automotive Body repairers was \$47,020 and \$46,880 for Automotive Service Technicians. With the developing nature of alternative fuel vehicles, including electric vehicles, the need for well-qualified technicians will continue. With current grant funding from the National Science Foundation, Northeast State Community College is actively integrating electric vehicle technology and training into automotive-related programs. The proposed program would position Northeast State Community College as the only AAS degree conferring institution in northeast Tennessee and provide students a credential more easily identified by industry partners. The competencies developed will be applicable to the current and emerging needs of the automotive industry.

A review of the THEC Supply and Demand report, SOC code 49-3023: Automotive Service Technicians and Mechanics, indicates that Northeast State would be the only AAS degree conferring institution in the region. TCAT Elizabethton confers certificate and diploma credentials. SOC code 49-3021: Automotive Body and Related Repairers, indicates that Northeast State would be the only AAS degree or certificate conferring institution in the region.

### **Industry Support**

The proposed program will continue to deliver the students of our service region quality and applicable general education and workforce skills. These skills are in direct response to over two decades of continuous industry participation and collaboration. Northeast State has and will continue to evolve its automotive-related curriculum to reflect the needs of the industry and workforce requirements of our regional partners. The institution has secured letters of support from industry partners to further elucidate the regional need for the proposed program.



## **Workforce Need**

The program faculty are continually involved with regional industry partners to better understand the workforce needs. The reliance of workforce advisory boards is paramount and allows for continuous improvement related to both current and emerging needs of the regional workforce. For Automotive Service Technicians and Mechanics, the THEC Supply and Demand report indicated there were more than 10,000 new hires in the state of Tennessee with 1800 of those in the East Tennessee Region in 2020. With the developing nature of alternative fuel vehicles, including electric vehicles, the need for well-qualified technicians will continue.

## **CURRICULUM**

The curriculum for the proposed Associate of Applied Science in Automotive Technology is a 60-semester credit hour program that consists of 16 credit hours of general education, 16 credit hours of major field core, and 25 credit hours of pathway options. This model will allow students to develop a more varied and diverse skill set leading to a broader scope of employment opportunities. An additional three credit hours will be from Northeast State's first year experience course, College and Lifelong Learning. This course was implemented during the 2015 – 2016 academic year. The proposed program includes two embedded certificates that provide the students with industry-specific skills and knowledge needed to immediately enter the workforce in a variety of automotive-related areas. The embedded certificates are Auto Body Service Technology, consisting of 21 credit hours and Automotive Service, consisting of 31 credit hours. The tables below provide the specific curricular layout of each certificate.

The program area faculty are proactive in responding to the needs of the College's workforce partners and in the light of continuous improvement, regularly updates the curriculum. The proactive, instead of a reactive approach, allows the program to continue to impart relevant skills and abilities unto the students. These skills and abilities are focused on not only preparing students of the region with direct entry into the workforce, but also with an affordable career path which can lead to greater levels of prosperity.

The program competencies for the proposed program were developed to reflect the skills and abilities students will need and in response to the needs of the regional industry partners. Program competencies will be used as the unit of measure for the program and are organized by Core Competencies and Pathway Competencies. Core competencies are those that are developed from the general education and major field core components which all students enrolled in the proposed program will complete. Pathway competencies are those developed from the specific pathway options based on the specific goals of the student.

Year 1			
<b>Fall</b>	<b>SCH</b>	<b>Spring</b>	<b>SCH</b>
EDUC 1030 - College and Lifelong Learning	3	MATH 1050 - Trigonometric Applications	4
ENGL 1010 - English Composition I	3	Humanities Elective	3
COMM 2025 - Fundamentals of Communication or COMM 2045 - Public Speaking	3	AUTO 2150 - Computer Engine Controls	4
AUTO 1120 - Vehicle Electrification	4	Select one:	
AUTO 2140 - Engine Analysis	4	AUTO 1130 - Advanced Engine Analysis or	4
		AUTO 2350 - Body & Chassis Electronics or	4
		AUTO 2410 - Management Maintenance	3
<b>Credit Hours</b>	<b>17</b>	<b>Credit Hours</b>	<b>14</b>
Year 2			
<b>Fall</b>	<b>SCH</b>	<b>Spring</b>	<b>SCH</b>
Select a minimum of 13 credit hours from the pathways		Select a minimum of 9 credit hours from the pathways	
<u>Auto Body/Collision:</u>		<u>Auto Body/Collision:</u>	
AUBR 1330 - Non-Structural Repair	4	AUTO 2990 - Special Topics	1-4
AUBR 1340 - Structural Repair	4	<u>Automotive Service:</u>	
AUBR 1420 - Paint and Refinishing	4	AUTO 1130 - Advanced Engine Analysis	4
WELD 1060 - General Welding	4	AUTO 2350 - Body & Chassis Electronics	4
<u>Automotive Service:</u>		AUTO 2410 - Management Maintenance	3
AUTO 2210 - Alignment and Brakes	4	<u>Motor Sports:</u>	
AUTO 2310 - Power Trains	4	AUTO 2520 - Performance Motor Sports II	3
<u>Motor Sports:</u>			
AUTO 2220 - Chassis Motor Sports I	4	Behavioral/Social Science Elective	3
AUTO 2320 - Power Trains Motor Sports I	4	PHYS 1030 - Survey of Physics or	4
AUTO 2510 - Performance Motor Sports I	4	PSCI 1010 - Principles of Physical Science I	
<b>Credit Hours</b>	<b>13</b>	<b>Credit Hours</b>	<b>16</b>
<b>Total Credit Hours</b>			<b>60</b>

Table 1: Course layout with pathway options for AAS Automotive Technology.

Auto Body Service Technology Certificate			
<b>Fall</b>	<b>SCH</b>	<b>Spring</b>	<b>SCH</b>
AUTO 1120 - Vehicle Electrification	4	AUTO 2990 - Special Topics	1
AUBR 1330 - Non-Structural Repair	4	WELD 1060 - General Welding	4
AUBR 1340 - Structural Repair	4		
AUBR 1420 - Paint and Refinishing	4		
<b>Credit Hours</b>	<b>16</b>	<b>Credit Hours</b>	<b>5</b>
<b>Total Credit Hours</b>			<b>21</b>

Table 2: Curricular layout of the Auto Body Service Technology embedded certificate.

<b>Automotive Service Certificate</b>			
<b>Fall</b>	<b>SCH</b>	<b>Spring</b>	<b>SCH</b>
AUTO 1120 - Vehicle Electrification	4	AUTO 1130 - Advanced Engine Analysis	4
AUTO 2140 - Engine Analysis	4	AUTO 2150 - Computer Engine Controls	4
AUTO 2210 - Alignment and Brakes	4	AUTO 2350 - Body & Chassis Electronics	4
AUTO 2310 - Power Trains	4	AUTO 2410 - Management Maintenance	3
<b>Credit Hours</b>	<b>16</b>	<b>Credit Hours</b>	<b>15</b>
<b>Total Credit Hours</b>			<b>31</b>

Table 3: Curricular layout of the Automotive Service embedded certificate.

### **AAS Automotive Technology: Automotive Specialist – Core Competencies**

1. Demonstrate critical thinking skills for inquiry and analysis, assimilation of facts and knowledge, and problem solving.
2. Demonstrate appropriate computer skills applicable in Automotive Technology fields such as analyzing computer serial data to discover and solve specific system problems.
3. Demonstrate, perform, and adhere to appropriate OSHA safety standards in the Automotive Technology industry including basic and intermediate rigging methods.

### **AAS Automotive Technology: Automotive Specialist – Pathway Competencies**

#### Automotive Body/Collision Repair

1. Disassemble, assemble, and repair auto body components.
2. Demonstrate ability to utilize basic welding practices in an industrial environment.

#### Automotive Service

1. Troubleshoot, assemble, and repair mechanical systems found in the automotive service industry.

#### Motor Sports

1. Troubleshoot, assemble, and repair performance systems found in the motor sports industry.
2. Demonstrate ability to utilize basic welding practices in an industrial environment.

## **PROGRAM PRODUCTIVITY**

	<b>2022 – 23</b>	<b>2023 – 24</b>	<b>2024 – 25</b>
<b>Enrollment</b>	<b>36</b>	<b>40</b>	<b>45</b>
<b>Academic Awards</b>	<b>15</b>	<b>20</b>	<b>25</b>

Table 4: Projected enrollment and academic awards of proposed program.

## **PROGRAM DUPLICATION**

According to the Tennessee Higher Education Commission Academic Program Inventory ([THEC API](#)), there are no Associate of Applied Science in Automotive Technology programs in the state of Tennessee. A review of the related CIP code, 29.47.0604.00, indicates the following:

- Automotive Service Technology AAS – Southwest Tennessee Community College.
- Automotive Technology Diploma – Tennessee Colleges of Applied Technology.

## **INSTITUTIONAL CAPACITY TO DELIVER THE PROGRAM**

Northeast State Community College currently offers a well-developed set of automotive-related programs to include embedded certificates of Automotive Service and Auto Body Service Technology as well as AAS program concentrations in Automotive Service, Automotive Body/Collision Repair, and Motor Sports. These programs are offered in the Automotive Center at the Blountville, TN teaching site as well as at the Regional Center for Automotive Programs in Kingsport, TN. The capacity to offer automotive-related programs at multiple teaching sites allows the College to extend the proposed program across a wider range of its service region, to include dual enrollment.

## **ASSESSMENT AND POST-APPROVAL MONITORING**

Program evaluation will consist of various metrics to include enrollment, graduation rates, job placement, and accredited body review. Current institutional mechanisms for program evaluation will apply to the proposed program and will include ATMAE and SACSCOC consideration. In line with current institutional processes, the program will be reviewed annually by the program head, the Office of Academic Affairs, and the Office of Research, Analytics, and Planning. The review process will also include input from the program advisory board to ensure applicability to the current trends in the region's workforce.

## **FINANCIAL PROJECTIONS**

As the components of the proposed program have been offered for many years, the facilities, faculty, support staff, and equipment are in place. The proposed program is a realignment of currently offered automotive-related program concentrations to a more industry-recognized and representative program. As reflected in the financial projections form, there are no new one-time financial considerations associated with the proposed program.

- Projected recurring expenditures are based on actual budget numbers for the current automotive-related programs.
- The automotive programs are currently supplemented by two grants: one funded by the National Science Foundation – Advanced Technological Education (\$349,340) and another, through an NSF funded entity, the National Electric Vehicle Consortium (\$143,877). The average yearly distribution is reflected in the chart below.
- Tuition revenue was estimated based on the dollar amount per FTE for projected enrollment numbers.



**Financial Projections Form**

<b>Institution</b>	Northeast State Community College							
<b>Program Name</b>	AAS Automotive Technology							
<b>Projected One-Time Expenditures</b>								
<b>Category</b>	<b>Planning</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6*</b>	<b>Year 7*</b>
Faculty & Instructional Staff								
Non-Instructional Staff								
Graduate Assistants								
Accreditation								
Consultants								
Equipment								
Information Technology								
Library resources								
Marketing								
Facilities								
Travel								
Other								
<b>Total One-Time Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Projected Recurring Expenditures</b>								
<b>Category</b>	<b>Planning</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6*</b>	<b>Year 7*</b>
Faculty & Instructional Staff		\$193,874	\$199,690	\$205,681				
Non-Instructional Staff								
Graduate Assistants								
Accreditation								
Consultants								
Equipment								
Information Technology								
Library								
Marketing								
Facilities								
Travel		\$10,300	\$10,609	\$10,927				
Other		\$22,974	\$23,663	\$24,373				
<b>Total Recurring Expenditures</b>	<b>\$0</b>	<b>\$227,148</b>	<b>\$233,962</b>	<b>\$240,981</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Grand Total (One-Time)</b>	<b>\$0</b>	<b>\$227,148</b>	<b>\$233,962</b>	<b>\$240,981</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Projected Revenue</b>								
<b>Category</b>	<b>Planning</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6*</b>	<b>Year 7*</b>
Tuition		\$131,520	\$144,760	\$159,200				
Grants		\$164,405	\$164,405	\$164,405				
Other								
<b>Total Revenues</b>	<b>\$0</b>	<b>\$295,925</b>	<b>\$309,165</b>	<b>\$323,605</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Years 6 and 7 should only be included for doctoral programs

Table 5: Financial projections for proposed program.

# Academic Proposal Form for All New Programs (degrees, concentrations, certificates), New Collaborative, and Conversion to 100% Online Delivery

Please refer to TBR Policy 2:01:01:00, TBR Guideline A-010, and THEC Policy A1:0 and A1:1 before developing a proposal.

INSTRUCTIONS: Please respond to each question. If the question is not applicable, please use “NA” and include a brief explanation of why the question is not applicable to the proposed action.

## **SECTION I: Executive Summary**

**INSTITUTION:** Northeast State Community College

**PROPOSAL:** Associate of Applied Science in Automotive Technology with a Concentration in Automotive Specialist

**PROPOSED DATE OF IMPLEMENTATION:** Fall 2023

**PURPOSE:** (Goals and Objectives in keeping with Institutional Mission) Specify: campus specific, regional, state-wide, national, international

Northeast State Community College (NeSCC) proposes an Associate of Applied Science (AAS) in Automotive Technology to meet the customized, industry-specific needs and unique academic and career goals of the students within the College’s five-county service region. Northeast State Community College currently offers well-established and developed automotive-related programs under its Industrial Technology program. The 60-credit hour proposed program would realign the automotive-related programs (Automotive Service, Automotive Body/Collision, Motor Sports) into a new degree with a concentration of Automotive Specialist. Culminating in an Associate of Applied Science degree more easily identified by industry, the students will develop competencies applicable to the current and emerging needs of the automotive industry. The proposed program also includes two embedded certificates to provide students with a direct connection to the skills and knowledge needed to more immediately enter the workforce in a variety of automotive-related areas. Furthermore, the proposed program leads to National Coalition of Certification Centers (NC3) certifications in torque and electrical metering. Students completing the AAS in Automotive Technology would have the skills and knowledge to successfully complete the Automotive Service Excellence (ASE) certification.

The program and concentration will offer students the ability to pursue coursework, training, and skills in three different pathways: Automotive Service, Automotive Body/Collision, and Motor Sports. These areas represent the needs of our regional workforce partners and afford the students a tailored set of unique skills specific to their area of interest. This model will allow students to develop a more varied and diverse skill set leading to a broader scope of employment opportunities. Furthermore, this realignment will position the College strategically for future growth within the industry in areas such as Alternative Fuel Vehicles and Fleet Conversion.

The proposed program aligns with both the THEC Master Plan for Higher Education and the mission of Northeast State Community College by providing the students within the College’s five-county service

area with high-quality and relevant credentials that are career-focused. The Associate of Applied Science in Automotive Technology supports the current effort of the THEC Master Plan to implement unique industry aligned, workforce-driven academic programs. Furthermore, this degree allows for future integration of alternative fuel vehicles and will prepare the students of our five-county service area for the state’s workforce needs in 2030 and beyond. As dual enrollment will be a component of the proposed program, students of the region will have a clear pathway from high school, through higher education, and into the workforce. Students will be able to utilize the increase in funds from the GIVE Act for the additional tuition free, dual enrollment courses allowing them to make progress toward earning a certificate and then a degree while still in high school. Additionally, embedded certificate programs provide students various on and off ramps throughout their educational journey. Graduates of this program will strengthen the regional workforce while providing an affordable career path which can lead to greater levels of prosperity for the student and their family.

**INSTITUTIONAL PRIORITY:** (Justify why this is a priority and why at this time.)

Northeast State’s automotive programs have been successfully established for many years aligned under Industrial Technology. The proposed program will continue to deliver the students of our service region quality and applicable general education and workforce skills. The continuous development of the curriculum is in direct response to over two decades of industry participation and collaboration. Northeast State has and will continue to evolve its automotive-related curriculum to reflect the needs of the industry and workforce requirements of our regional partners while providing the students with the skills and knowledge needed to prosper.

The AAS Automotive Technology will continue to utilize the facilities, faculty, and equipment currently in use for current automotive programs under Industrial Technology. As the College is ever conscious of continuous improvement, the implementation of the proposed program is seen as a mechanism to better prepare our students for the rapidly developing automotive-related workforce. This program will also position the College strategically for future growth within the industry in areas such as Alternative Fuel Vehicles and Fleet Conversion.

**CURRICULUM:**

The proposed program requires completion of 60 semester credit hours distributed as follows:

Curricular Area	Credit Hours
General Education	16
Major Field Core	16
Pathway Options	25
Other: EDUC 1030 – College and Lifelong Learning	3
Total	60

Table 1: Overview of credit hours for AAS Automotive Technology.

**NEED and IMPACT:** (Cite employment projections and supply/demand data appropriate to the discipline and degree level as justification. Include THEC supply/demand analyses from THEC website below.)

[http://tennessee.gov/thec/Divisions/AcademicAffairs/academic\\_programs/THEC supply and demand Final.pdf](http://tennessee.gov/thec/Divisions/AcademicAffairs/academic_programs/THEC_supply_and_demand_Final.pdf)

According to the US Bureau of Labor Statistics, the annual median pay in 2021 for Automotive Body repairers was \$47,020 and \$46,880 for Automotive Service Technicians. With the developing nature of alternative fuel vehicles, including electric vehicles, the need for well-qualified technicians will continue. For Automotive Service Technicians and Mechanics, the THEC Supply and Demand report indicated there were more than 10,000 new hires in the state of Tennessee with 1800 of those in the East Tennessee Region in 2020. The proposed program would position Northeast State Community College as the only AAS degree conferring institution in northeast Tennessee for Automotive Technology.

Included in this proposal are letters of support from industry partners further supporting the pertinence of this proposed program.

**PLANS FOR ACCREDITATION:** (Identify the source and projected date of Professional accreditation if applicable; SACS notification, if required, and if a substantive change, the scope of the substantive change. If there are no plans to seek specialized accreditation, please provide reasons.)

Northeast State is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges to confer Associate level degrees. With that, the proposed program will require no further action from SACSCOC. The Automotive Service and Motor Sports pathways under the AAS Industrial Technology are accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). If the proposed program is approved, the pathways will be housed under the new AAS Automotive Technology. At that point, the College will initiate the process to update its ATMAE accreditation to reflect the new alignment of automotive-related programs.

**LIST ALL NEWLY APPROVED AND ESTABLISHED PROGRAMS WITH THE SAME CIP CLASSIFICATION AT THE SAME DEGREE LEVEL OFFERED AT ANY PUBLIC INSTITUTION IN TENNESSEE:**

CIP: 29.47.0604.00 – Southwest Tennessee Community College

- Associate of Applied Science in Automotive Service Technology

**IDENTIFY ANY LOW PRODUCING PROGRAM AMONG THOSE LISTED BASED ON THEC ANNUAL PROGRAM PRODUCTIVITY REPORTS:**

A review of the THEC Academic Program Productivity Report (July 2021) indicates no automotive-related programs as low producing.

**EVIDENCE OF COOPERATING/COLLABORATING INSTITUTIONS (WHEN RELEVANT) INCLUDING OPPORTUNITIES FOR COLLABORATION THAT WILL BE PURSUED:**

The proposed program includes no cooperating/collaborating institutions.

**SECTION II: Collaborative Programs**

The proposed program will not be offered as part of a collaboration with other institutions.

- A. Length of agreement: (open-ended or limited)
- B. Specify if
  - a. [ ] RODP (Regents Online Degree Programs) \*credit



- b.  ROCE (Regents Online Continuing Education and Workforce Development) \*non-credit
- c.  Other Collaborative or Partnerships
- C. Check all the institutions that will participate in the collaborative:
  - a. Universities:
    - i.  APSU  ETSU  MTSU  TSU  TTU  UOM
  - b. Community Colleges:
    - i.  CLSCC  COSCC  CSTCC  DSCC  JSCC  MSCC  NSCC  NSTCC  PSTCC  RSCC  STCC  VSCC  WSCC

Other Support Agencies including clinical affiliations, government, health and business: Specify plans for any articulation:

- D. Which institution(s) will have a degree-granting authority?
- E. Which institution(s) will have the authority for faculty hiring, course assignment, evaluation, and reappointment decisions?
- F. What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?
- G. Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?
- H. What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?
- I. In addition to the information provided by each participating institution regarding Financial Projections, please address the following items:
  - a. How will tuition rates be determined if they differ among the institutions?
  - b. Has a formal agreement been developed regarding cost-sharing policies? If yes, please include it as part of the proposal. If no, please summarize the current understanding between all parties and the plans for developing a formal agreement.
  - c. What arrangements, if any, have been made for exchange of money between participating institutions?
- J. What commitments have been made by all participants to evaluate the program systematically?
- K. If one institution wishes to discontinue the program, what agreements exist for terminating the offering?
- L. Specify any other issues and how they are proposed to be addressed.

### **SECTION III: Program Structure**

#### **RESIDENCY REQUIREMENTS (if any):**

A minimum of twenty-five percent (25%) of coursework must be completed in residence at Northeast State Community College as this is standard for all programs and is indicated in the Catalog/Student Handbook.

#### **COURSES (specific courses OR distribution areas) and CREDITS:**

Year 1			
<b>Fall</b>	<b>SCH</b>	<b>Spring</b>	<b>SCH</b>
EDUC 1030 - College and Lifelong Learning	3	MATH 1050 - Trigonometric Applications	4
ENGL 1010 - English Composition I	3	Humanities Elective	3
COMM 2025 - Fundamentals of Communication or COMM 2045 - Public Speaking	3	AUTO 2150 - Computer Engine Controls	4
AUTO 1120 - Vehicle Electrification	4	Select one:	
AUTO 2140 - Engine Analysis	4	AUTO 1130 - Advanced Engine Analysis or	4
		AUTO 2350 - Body & Chassis Electronics or	4
		AUTO 2410 - Management Maintenance	3
<b>Credit Hours</b>	<b>17</b>	<b>Credit Hours</b>	<b>14</b>
Year 2			
<b>Fall</b>	<b>SCH</b>	<b>Spring</b>	<b>SCH</b>
Select a minimum of 13 credit hours from the pathways		Select a minimum of 9 credit hours from the pathways	
<u>Auto Body/Collision:</u>		<u>Auto Body/Collision:</u>	
AUBR 1330 - Non-Structural Repair	4	AUTO 2990 - Special Topics	1-4
AUBR 1340 - Structural Repair	4	<u>Automotive Service:</u>	
AUBR 1420 - Paint and Refinishing	4	AUTO 1130 - Advanced Engine Analysis	4
WELD 1060 - General Welding	4	AUTO 2350 - Body & Chassis Electronics	4
<u>Automotive Service:</u>		AUTO 2410 - Management Maintenance	3
AUTO 2210 - Alignment and Brakes	4	<u>Motor Sports:</u>	
AUTO 2310 - Power Trains	4	AUTO 2520 - Performance Motor Sports II	3
<u>Motor Sports:</u>			
AUTO 2220 - Chassis Motor Sports I	4	Behavioral/Social Science Elective	3
AUTO 2320 - Power Trains Motor Sports I	4	PHYS 1030 - Survey of Physics or	4
AUTO 2510 - Performance Motor Sports I	4	PSCI 1010 - Principles of Physical Science I	
<b>Credit Hours</b>	<b>13</b>	<b>Credit Hours</b>	<b>16</b>
<b>Total Credit Hours</b>			<b>60</b>

Table 2: Course layout with pathway options for AAS Automotive Technology.

The proposed program includes two embedded certificates that provide the students with industry-specific skills and knowledge needed to immediately enter the workforce in a variety of automotive-related areas. The embedded certificates are Auto Body Service Technology, consisting of 21 credit hours and Automotive Service, consisting of 31 credit hours. The tables below provide the specific curricular layout of each certificate.

Auto Body Service Technology Certificate			
<b>Fall</b>	<b>SCH</b>	<b>Spring</b>	<b>SCH</b>
AUTO 1120 - Vehicle Electrification	4	AUTO 2990 - Special Topics	1
AUBR 1330 - Non-Structural Repair	4	WELD 1060 - General Welding	4
AUBR 1340 - Structural Repair	4		
AUBR 1420 - Paint and Refinishing	4		
<b>Credit Hours</b>	<b>16</b>	<b>Credit Hours</b>	<b>5</b>
<b>Total Credit Hours</b>			<b>21</b>

Table 3: Curricular layout of the Auto Body Service Technology embedded certificate.

Automotive Service Certificate			
Fall	SCH	Spring	SCH
AUTO 1120 - Vehicle Electrification	4	AUTO 1130 - Advanced Engine Analysis	4
AUTO 2140 - Engine Analysis	4	AUTO 2150 - Computer Engine Controls	4
AUTO 2210 - Alignment and Brakes	4	AUTO 2350 - Body & Chassis Electronics	4
AUTO 2310 - Power Trains	4	AUTO 2410 - Management Maintenance	3
<b>Credit Hours</b>	<b>16</b>	<b>Credit Hours</b>	<b>15</b>
<b>Total Credit Hours</b>			<b>31</b>

Table 4: Curricular layout of the Automotive Service embedded certificate.

**FUTURE CURRICULAR CONSIDERATIONS:**

Further considerations for the proposed program would be the addition of a second concentration for Alternative Fuel Vehicles.

**Admission, Retention, and Graduation Requirements:**

Program requirements will be the same as for other programs and are reflected appropriately in the Catalog.

**Description of New Courses: Provide rubric, number, title, credit hours and catalog description of each new course needed for full implementation of the proposed program.**

The proposed program will require no new courses.

**Provide a rationale for the planned delivery methods for the proposed program. Include options, such as block scheduling, dual enrollment, dual admissions, cohort programs, etc.**

The general education courses in the proposed program can be completed in either online or on-ground formats. The major field core and the pathway courses will be offered in a traditional, 15-week format on-ground at either the College’s Blountville or Kingsport teaching site.

**If the program is to be delivered 100% online, how will the on-ground delivery of the program be impacted?**

This program will not be offered fully online.

**Describe any unique features not previously addressed, e.g., interdepartmental cooperation, industry partners, articulation, etc.**

Local and regional articulation agreements between institutions of higher education are an important component of academic program development as they provide students various entry and exit points within a specific educational field. These valuable agreements can lead to increased program enrollment as well as a more varied and diverse workforce.

Northeast State Community College is committed to developing articulation agreements, when possible, to better serve the students of the College’s five-county service region. Discussions have begun with the Tennessee Center for Applied Technology in Elizabethton, Tennessee regarding an agreement that would allow diploma-completing students in Automotive Technology at TCAT to matriculate to Northeast State with the benefit of articulated course work between the two institutions. Furthermore, the College is looking into an articulation agreement with Tennessee Tech University’s School of Engineering. As

Northeast State has a rich history in motor sports, such an agreement would provide students with a pathway to a more advanced degree.

**Include an organizational chart and/or statement to describe the positioning of the proposed program or unit within the institution’s structure.**

The proposed program will be housed in the Technologies Division as shown in the chart below. The chart shows the Associate of Applied Science degrees within the Technologies Division along with the specific concentrations in each degree.

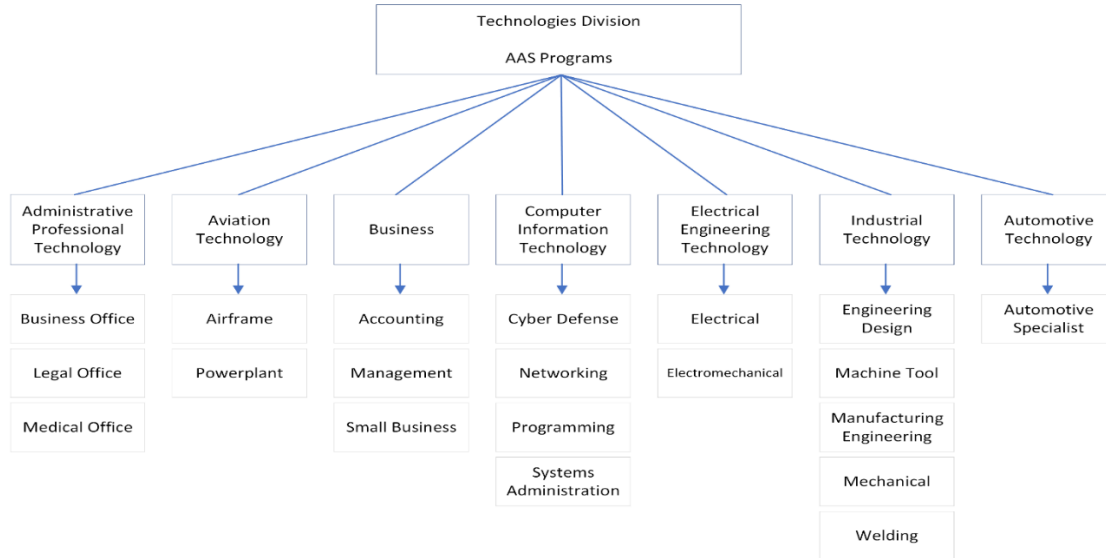
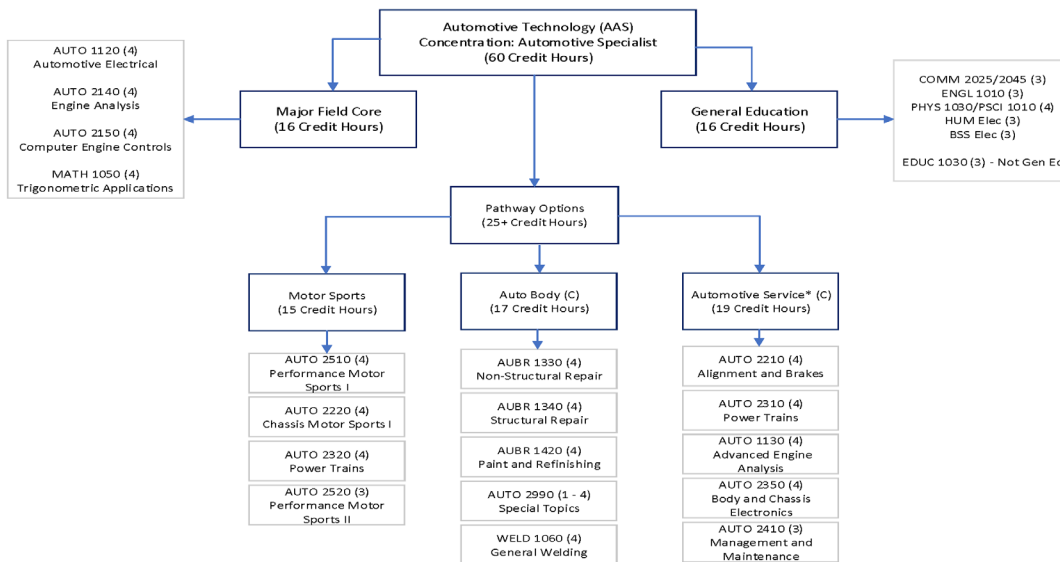


Chart 1: Overview of proposed programmatic layout within the Technologies Division.

The following chart shows the alignment of automotive-related pathways and coursework under the proposed programmatic organization.



\*EV topics currently taught in Automotive Service concentration  
 Embedded certificates can be earned in Auto Body and Automotive Service

Chart 2: Curricular components of the proposed program including the three pathway options.

#### **SECTION IV: Student Enrollment Projections**

**Estimate the unduplicated headcount and full-time equated enrollment and the number of graduates for a complete program cycle.**

	2022 – 23	2023 – 24	2024 – 25
Enrollment	36	40	45
Academic Awards	15	20	25

**Explain the basic assumptions used in estimating the size of the proposed program. Assumptions should be related to the evidence of need and to other supportive data.**

Enrollment projections were developed using historical enrollment data in current automotive-related programs. Regional industry partners and projected workforce needs were also factors included in student enrollment projections.

#### **SECTION V: Program Justification, Performance, Evaluation, and Resources**

The following requirements may not be applicable to all proposals. Carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included whenever possible. If the item is not applicable, add a statement explaining why it is not applicable.

#### **EVALUATION PLANS**

The program competencies for the proposed program were developed to reflect the skills and abilities students will need and in response to the needs of the regional industry partners. Program

competencies will be used as the unit of measure for the program and are organized by Core Competencies and Pathway Competencies. Core competencies are those that are developed from the general education and major field core components which all students enrolled in the proposed program will complete. Pathway competencies are those developed from the specific pathway options based on the specific goals of the student.

### **AAS Automotive Technology: Automotive Specialist – Core Competencies**

1. Demonstrate critical thinking skills for inquiry and analysis, assimilation of facts and knowledge, and problem solving.
2. Demonstrate appropriate computer skills applicable in Automotive Technology fields such as analyzing computer serial data to discover and solve specific system problems.
3. Demonstrate, perform, and adhere to appropriate OSHA safety standards in the Automotive Technology industry including basic and intermediate rigging methods.

### **AAS Automotive Technology: Automotive Specialist – Pathway Competencies**

#### Automotive Body/Collision Repair

1. Disassemble, assemble, and repair auto body components.
2. Demonstrate ability to utilize basic welding practices in an industrial environment.

#### Automotive Service

1. Troubleshoot, assemble, and repair mechanical systems found in the automotive service industry.
2. Upon completion of the program, all students will demonstrate critical thinking skills for inquiry and analysis, assimilation of facts and knowledge, and problem solving.

#### Motor Sports

1. Troubleshoot, assemble, and repair performance systems found in the motor sports industry.
2. Demonstrate ability to utilize basic welding practices in an industrial environment.

Program evaluation will consist of various metrics to include enrollment, graduation rates, job placement, and accredited body review. Current institutional mechanisms for program evaluation will apply to the proposed program and will include ATMAE and SACSCOC consideration. In line with current institutional processes, the program will be reviewed annually by the program head, the Office of Academic Affairs, and the Office of Research, Analytics, and Planning. The review process will also include input from the program advisory board to ensure applicability to the current trends in the region's workforce.

**Identify the institutional office responsible for conducting the evaluation and explain how evaluations will be conducted, i.e., alumni surveys, employer surveys, external review, pass rates on certification/licensure exams, etc., and provide an evaluation schedule.**

Annual reviews will be conducted by the Office of Academic Affairs and the Office of Research, Analytics, and Planning. Evaluation metrics will include program completion and job placement rates.

**Program Duplication:** Explain why the primary objective cannot be met by existing programs, collaboration with other institutions, or Academic Common Market.

No duplication exists. While there is a similar associate degree at Southwest Tennessee Community College and certificate programs Tennessee College for Applied Technology, there are no other associate degree programs such as this in the state of Tennessee.

**Anticipated impact on existing associated degree programs or concentrations at the institution:**

No impact. Students will be notified of programmatic changes and given the opportunity to finish their current pathway option or change to the new alignment.

**Anticipated impact on existing associated or similar programs at other institutions within the region:**

No impact. There are no other associate degree programs such as this in the state of Tennessee.

**Resources Available and Required**

- Faculty: No new faculty are anticipated to be hired as no new courses are being developed. Faculty credentials are met with current instructors within the Technologies Division. Enrollment and student needs are met by two full-time faculty, one full-time lab assistant, one part-time lab assistant and adjunct faculty as needed.
- Administrative: The proposed program will be housed within the existing Technologies Division. The dean of Technologies provides administrative oversight to the faculty and staff within the Technologies Division. The dean reports directly to the Vice President for Academic Affairs. The division also staffs an Assistant Director of Technologies to provide further support to the students, faculty, and industry partners.
- Clerical and Support Personnel: The Technologies Division is currently staffed with one academic dean, two full-time support staff (Administrative Assistants).

**Other Needs for Support:**

Existing and Needed Library and Information Technology: Students in this program will access and utilize information and resources currently available through Northeast State Community College's Wayne G. Basler Library. Students are provided a general overview of library resources via new student orientation and librarians are available as guest lecturers in many classes to provide additional information, literacy content, and database tutorials. Students may also request individual sessions to obtain help with research and other library questions. There are over 70 computers available for student use in the library with open computer labs on the 3rd floor and the 1st floor (in The Learning Center). Additional computers are located on the 2nd and 3rd floors. Computer labs are available at our other teaching sites when not occupied by regular scheduled classes. Students have access to The Learning Center which provides drop-in and online tutoring, as well as online resources, in a wide variety of subject areas. Professional and peer tutors assist students as requested. Targeted services are also available during select hours at other teaching sites. Accessibility Services provides services and support to students with documented disabilities to provide equal access to classes, campus programs, and activities.

**Student Advisement Support:**

An academically qualified faculty member is assigned program academic advisement responsibilities for each associate degree program, concentration, and certificate (e.g. Industrial Technology with a concentration in Automotive) as evidenced in the College's advisor directory. Annually (July-August), the academic deans review the advisement caseload for program faculty to determine if changes are warranted for the upcoming academic year. Following the review, Northeast State's Advisor Directory is revised, as appropriate. All full-time faculty members serve as academic advisors with a component of their workload being dedicated to academic advising. In addition to faculty academic advisors, Northeast State also staffs the College's Advising Resource Center with professional advisors. The center's purpose is to increase students' persistence to graduation by providing academic advising, career counseling, transfer advising, and career services.

**Existing and Needed Instructional Facilities & Instructional Equipment:**

The proposed program shall be offered within existing college's automotive facilities. Current space and equipment allocations meet the needs of the College's current automotive-related program as will continue to meet the needs of the proposed program.

**SECTION VI: Justification for Duplicative Program and/or Course**

(If the program is not duplicative, proceed to the next section.)

**Based on CIP codes and site codes, where do similar programs or courses exist? List all applicable TBR and UT institutions.**

There are no concerns for duplication of the proposed program.

**Please provide justification for program and/or course development if similar programs and/or courses have been (or are being) developed or converted to online delivery by the Regents Online Camp Tus Collaborative (ROCC) or other TBR or UT institutions or academic units.**

There are no concerns with the proposed program.

**Justify why the need for the requested program/course development cannot be better met through collaboration or the Academic Common Market (ACM). (ACM is available only to universities.)**

Not applicable to the proposed program.

**Justification for external program/course hosting (third party) and for a specified course management system beyond the system wide approved vendor. N/A This program will be hosted by Motlow College via our current course management system.**

**Sharing and Maximizing Resources among Schools/Centers**

Please list the resources that you would like to request from the system or the campus collaborative to support you in the development and implementation of your program/course:

Instructional Design

Marketing of Program

Learning Objects



- ADA
- Multimedia (streaming video, audio, etc.)
- Student Services  Library Resources, databases, etc.
- Training
- Content Development
- Consultant Services
- Pedagogy of Course Design
- Pedagogy of Teaching Online
- Course Management Training
- Other (explain)

**SECTION VII: THEC Financial Projection Form**

**Provide evidence of non-state funds (gifts, grants, awards) already made available to meet start-up costs.**

In support of the continuous improvement of the current automotive-related programs, Northeast State has been awarded two grants. The primary focus of these grants is to develop and implement electrical vehicle training within the automotive programs. The grants are as follows:

- Integrating Electric Vehicle Technology into Legacy Automotive Programs (National Science Foundation) - \$349,340
- National Electric Vehicle Consortium (an NSF funded entity) - \$143,877

**If reallocation is used, provide a rationale and source for reallocation of budgeted funds. Cite THEC annual degree productivity data where funds may be redirected from closed/ low producing programs.**

There is no planned reallocation of funds for the proposed program.

**Include estimated cost of external training and/or out-of-state consultants not available through the TBR.**

As Northeast State Community College's commitment to continuous improvement, the automotive-related faculty participate in industry lead training and professional development. This training is then applied to the process of continual curriculum enhancement.

**For course development that will exceed \$9,500, please provide projected costs by line item and the source(s) of revenue to support these costs.**

The proposed program will not require the development of new courses.

**For converting to online delivery, provide projected costs by line item and the source(s) of revenue to support these costs. Existing online general education courses may be utilized; however, this program is projected to be offered in a primarily on ground format.**

The converting of on-ground courses to online delivery does not apply to the proposed program.

**In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.**

Students are currently enrolled in the AAS Industrial Technology: Automotive Service, Automotive Body/Collision Repair, and Motor Sports. As the proposed program is a realignment of those three concentrations in the AAS Automotive Technology, revenue is not expected to vary from historical trends.

**Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.**

No institutional reallocations apply to the proposed program.

**Please provide the source(s) of the Federal Grant including the granting department and CFDA(Catalog of Federal Domestic Assistance) number.**

This is not applicable to the proposed program.

**Please provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).**

This is not applicable to the proposed program.

**Please provide information regarding other sources of the funding.**

This is not applicable to the proposed program.

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BOARD TRANSMITTAL

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MEETING: Committee on Academic Policies/Programs, Student Life

SUBJECT: Proposed Program Terminations, Modifications, and  
New Technical Program Implementations for TCATs

DATE: June 15, 2023

PRESENTER: Vice Chancellor Jothany Reed

PRESENTATION  
REQUIREMENTS: 10 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF  
RECOMMENDATION: Recommend Approval

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**Program Proposals requiring Board approval from TCAT Committee:**

Thirty-five (35) 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. Implementation of the Criminal Justice: Correctional Officer program at TCAT Athens main campus.
2. Implementation of the Electric Vehicle Production Technology program at TCAT Crump- Henderson Instructional Service Center (2B).
3. Implementation of the Retail, Hospitality, & Tourism Technology dual enrollment program at TCAT Crump- Chester County High School (2F).
4. Duplicate the existing Truck Driving program and add an evening/weekend section at the TCAT Crump- Parsons Extension Campus (2P).
5. Implementation of the Aesthetics Technology program at TCAT Dickson main campus.
6. Implementation of the Cosmetology Instructor Training program at TCAT Dickson main campus.
7. Implementation of the Cosmetology Instructor Training program at TCAT Dickson- Clarksville Extension Campus (AA).

8. Implementation of the Heating, Air Conditioning, and Refrigeration program at TCAT Dickson main campus.
9. Implementation of the Heating, Air Conditioning, and Refrigeration program at TCAT Dickson-Clarksville Extension Campus (AA).
10. Implementation of the Patient Care Technology/Medical Assisting program at TCAT Dickson main campus.
11. Implementation of the Patient Care Technology/Medical Assisting program at TCAT Dickson-Clarksville Extension Campus (AA).
12. Implementation of the Electrical & Plumbing Construction Technology program at TCAT Hartsville- Wilson County Campus (ZM).
13. Relocate the existing Building Construction Technology program from the TCAT Hohenwald- Columbia Central HS to Lewis County High School (pending THEC site code approval).
14. Replicate the existing Building Construction Technology program at the TCAT Hohenwald main campus.
15. Replicate the existing Forestry and Ag Technology program at the TCAT Hohenwald-Wayne County Schools Extended Learning Facility (pending THEC site code approval).
16. Replicate the existing Practical Nursing program at the TCAT Hohenwald- Wayne Medical Instructional Service Center (2F).
17. Replicate the existing Truck Driving program at the TCAT Hohenwald- Wayne County Schools Extended Learning Facility. (pending THEC site code approval).
18. Replicate the existing Truck Driving program at the TCAT Hohenwald- Lawrence County Instructional Service Center (2C).
19. Duplicate the existing Automotive Technology program and add an additional day section at TCAT Knoxville main campus.
20. Duplicate the existing Computer Information Technology program and add an additional day section at TCAT Knoxville main campus.
21. Duplicate the existing Cosmetology program and add an additional day section at TCAT Knoxville main campus.
22. Duplicate the existing Heating, Ventilation, Air Conditioning, and Refrigeration program and add an additional day section at TCAT Knoxville main campus.
23. Implementation of the Computer Information Technology program at TCAT Livingston main campus.
24. Relocate the existing Heating, Ventilation, Air Conditioning, and Refrigeration program from TCAT Livingston- Jackson Instructional Service Center (2D) to main campus.
25. Duplicate the existing Practical Nursing program and add an evening section at the TCAT Livingston main campus.
26. Implementation of the Residential/Commercial/Industrial Electricity program at TCAT McMinnville main campus.
27. Duplicate the existing Criminal Justice: Correctional Officer program and add an evening section at TCAT McMinnville- Coffee County Instructional Service Center (2J).
28. Implementation of the Pre-Practical Nursing dual enrollment program at TCAT Memphis- Collierville High School (2D).
29. Duplicate the existing Automotive Technology program and add an evening section at TCAT Memphis main campus.

30. Duplicate the existing Heating, Ventilation, Air Conditioning, and Refrigeration program and add an evening section at TCAT Memphis- Bartlett Extension Campus (2S).
31. Duplicate the existing Welding Technology program and add an evening section at TCAT Memphis main campus.
32. Duplicate the existing Welding Technology program and add an evening section at TCAT Memphis- Bartlett Extension Campus (2S).
33. Implementation of the Electric Vehicle Production Technology program at the TCAT- Memphis main campus.
34. Implementation of the Electric Vehicle Production Technology program TCAT Memphis- Bartlett Extension Campus (2S).
35. Implementation of the Residential/Commercial/Industrial Electricity program at TCAT Nashville main campus.

### Academic Actions for June 2023 Requiring Only Notification to Vice Chancellor

Sixty-eight (68) 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 Athens	TCAT Athens proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2592 to 1728.	None	Fall 2023
TCAT Athens	TCAT Athens proposes to modify the Administrative Office Technology program curriculum to align with the statewide approved curriculum altered in the March 2023 curriculum committee meeting.	None	Fall 2023
TCAT Crossville	TCAT Crossville proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2592 to 1728.	None	Fall 2023
TCAT Crump	TCAT Crump proposes to terminate the Emergency Medical Technology program and will adopt the Accelerated EMT program to align with advisory board recommendations based on industry need. This would reduce the program to 300 clock hours from 432 clock hours.	None	Fall 2023
TCAT Crump	TCAT Crump proposes to modify the Administrative Office Technology program	None	Fall 2023

	curriculum to align with the statewide approved curriculum altered in the March 2023 curriculum committee meeting.		
TCAT Crump	TCAT Crump proposes to terminate the Information Technology and Infrastructure Management program due to the overlap of this program's curriculum and the Computer Information Technology curriculum.	None	Fall 2023
TCAT Dickson	TCAT Dickson proposes to add an exit point after the first trimester of the Pharmacy Technology program. This would result in the Pharmacy Assistant certificate after successful completion of the first 432 hours of the program.	None	Fall 2023
TCAT Dickson	TCAT Dickson proposes to reduce the length of the Dental Assisting program to become more responsive to industry workforce needs. The program would be reduced from 1296 clock hours to 864 clock hours.	None	Fall 2023
TCAT Dickson	TCAT Dickson proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2160 to 1512.	None	Fall 2023
TCAT Dickson	TCAT Dickson proposes to change the name of the Mechatronics program to Mechatronics Multicraft Tech to represent the program more adequately to students and industry.	None	Fall 2023
TCAT Dickson	TCAT Dickson proposed to terminate the Heating, Ventilation, Air Conditioning,	None	Summer 2023

	and Refrigeration program at the main campus.		
TCAT Dickson	TCAT Dickson proposed to terminate the Heating, Ventilation, Air Conditioning, and Refrigeration program at the Clarksville Extension Campus (AA).	None	Summer 2023
TCAT Elizabethton	TCAT Elizabethton proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2592 to 1728.	None	Fall 2023
TCAT Harriman	TCAT Harriman proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2160 to 1296.	None	Fall 2023
TCAT Hartsville	TCAT Hartsville proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2592 to 1728.	None	Fall 2023
TCAT Hartsville	TCAT Hartsville proposes to modify the Administrative Office Technology program curriculum and added the Financial Services Diploma to align with the statewide approved curriculum altered in the March 2023 curriculum committee meeting.	None	Summer 2023
TCAT Hartsville	TCAT Hartsville proposes to modify the current Patient Care Technology/Medical Assisting program to align with the approved statewide curriculum.	None	Fall 2023



	Thereby increasing the total clock hours from 864 to 1296.		
TCAT Hohenwald	TCAT Hohenwald proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2592 to 1728.	None	Fall 2023
TCAT Hohenwald	TCAT Hohenwald proposes to modify the Administrative Office Technology program curriculum to align with the statewide approved curriculum altered in the March 2023 curriculum committee meeting.	None	Fall 2023
TCAT Hohenwald	TCAT Hohenwald proposes to change the name of the Telecommunications Technology program to Telecommunications to represent the program more adequately to students and industry.	None	Fall 2023
TCAT Jacksboro	TCAT Jacksboro proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2160 to 1296.	None	Fall 2023
TCAT Jacksboro	TCAT Jacksboro proposes to modify the Administrative Office Technology program curriculum to align with the statewide approved curriculum altered in the March 2023 curriculum committee meeting.	None	Fall 2023
TCAT Jacksboro	TCAT Jacksboro proposes to add an exit point after the first trimester of the Pharmacy Technology program. This would result in the Pharmacy Assistant certificate after	None	Fall 2023

	successful completion of the first 432 hours of the program.		
TCAT Jackson	TCAT Jackson proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2592 to 1728.	None	Fall 2023
TCAT Jackson	TCAT Jackson proposes to modify the Administrative Office Technology program curriculum to align with the statewide approved curriculum altered in the March 2023 curriculum committee meeting.	None	Fall 2023
TCAT Jackson	TCAT Jackson proposes terminating the Industrial Maintenance Integrated Automation Apprenticeship program on the main campus due to low interest/enrollment.	None	Fall 2023
TCAT Jackson	TCAT Jackson proposes terminating the Health Information Management Technology program. Job placement rate is below the minimum of 70% in jobs trained for or in related jobs for the last three years.	None	Fall 2023
TCAT Knoxville	TCAT Knoxville proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2160 to 1728.	None	Fall 2023
TCAT Knoxville	TCAT Knoxville proposes to modify the Administrative Office Technology program and add the Admin/Marketing Diploma curriculum to align with the statewide approved curriculum altered in the March	None	Fall 2023

	2023 curriculum committee meeting.		
TCAT Livingston	TCAT Livingston proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2592 to 1728.	None	Fall 2023
TCAT Livingston	TCAT Livingston proposes to modify the Administrative Office Technology program and add the Financial Services Diploma curriculum to align with the statewide approved curriculum altered in the March 2023 curriculum committee meeting.	None	Fall 2023
TCAT Livingston	TCAT Livingston proposes to add an exit point after the first trimester of the Pharmacy Technology program. This would result in the Pharmacy Assistant certificate after successful completion of the first 432 hours of the program.	None	Fall 2023
TCAT Livingston	TCAT Livingston proposes to terminate the Power Line Construction and Maintenance program offered at the Jackson Co. Instructional Service Center (2D) due to lack of an instructor and low enrollment.	None	Fall 2023
TCAT Livingston	TCAT Livingston proposes to terminate the Patient Care Technology/Medical Assisting program offered at the Cookeville Higher Education Center (2F) due to low enrollment.	None	Fall 2023
TCAT Livingston	TCAT Livingston proposes to terminate the Emergency Medical Technology program offered at the Jackson Co. Instructional Service Center (2F)	None	Fall 2023

	and the main campus due to low enrollment.		
TCAT Livingston	TCAT Livingston proposes to terminate the Manicuring program due to low enrollment.	None	Fall 2023
TCAT Livingston	TCAT Livingston proposes to terminate the Transportation, Distribution and Logistics program due to low enrollment.	None	Fall 2023
TCAT Livingston	TCAT Livingston proposes to terminate the Information Technology program due to low enrollment. The college plans to implement the Computer Information Technology program to better align with industry needs.	None	Fall 2023
TCAT Livingston	TCAT Livingston proposes to teach out and terminate the Accounting Diploma section of the Administrative Office Technology program.	None	Fall 2023
TCAT McMinnville	TCAT McMinnville proposes to terminate the Computer Aided Design Technology program due to no enrollment.	None	Fall 2023
TCAT McMinnville	TCAT McMinnville proposes to terminate the Barbering program due to no enrollment.	None	Fall 2023
TCAT McMinnville	TCAT McMinnville proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2160 to 1728.	None	Fall 2023
TCAT Memphis	TCAT Memphis proposes to modify the Administrative Office Technology program curriculum to align with the statewide approved curriculum altered in the March 2023 curriculum committee meeting.	None	Fall 2023
TCAT Memphis	TCAT Memphis proposes to modify the Automotive	None	Fall 2023

	Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2160 to 1728.		
TCAT Memphis	TCAT Memphis proposes to modify the Aviation Maintenance Technology program curriculum and add a first trimester certificate to align credentials with approved statewide curriculum following the March 2023 curriculum committee meeting.	None	Fall 2023
TCAT Memphis	TCAT Memphis proposes to reduce the length of the Dental Laboratory Technology program from 1728 to 1296 clock hours to better align with industry workforce needs.	None	Fall 2023
TCAT Memphis	TCAT Memphis proposes to modify the Information Technology and Infrastructure Management program to align with the statewide approved curriculum. Thereby reducing the total clock hours from 2160 to 1296.	None	Fall 2023
TCAT Memphis	TCAT Memphis proposes to add an exit point after the first trimester of the Pharmacy Technology program. This would result in the Pharmacy Assistant certificate after successful completion of the first 432 hours of the program.	None	Fall 2023
TCAT Morristown	TCAT Morristown proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2160 to 1728.	None	Fall 2023

TCAT Morristown	TCAT Morristown proposes to modify the Aviation Maintenance Technology program curriculum and add a first trimester certificate to align credentials with approved statewide curriculum following the March 2023 curriculum committee meeting.	None	Fall 2023
TCAT Nashville	TCAT Nashville proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2592 to 1728.	None	Fall 2023
TCAT Nashville	TCAT Nashville proposes to reduce the length of the Industrial Maintenance/Mechatronics program to become more responsive to industry workforce needs. The program would be reduced from 2160 clock hours to 1728 clock hours	None	Fall 2023
TCAT Nashville	TCAT Nashville proposes to reduce the length of the Dental Laboratory Technology program from 1728 to 1296 clock hours to better align with industry workforce needs.	None	Fall 2023
TCAT Nashville	TCAT Nashville proposes to modify the Aviation Maintenance Technology program curriculum to align credentials with approved statewide curriculum following the March 2023 curriculum committee meeting.	None	Fall 2023
TCAT Nashville	TCAT Nashville proposes to reduce the length of the Dental Assisting program to become more responsive to industry workforce needs. The program	None	Fall 2023

	would be reduced from 1296 clock hours to 864 clock hours.		
TCAT Northwest	TCAT Northwest proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2160 to 1728.	None	Fall 2023
TCAT Northwest	TCAT Northwest proposes to modify the Administrative Office Technology program curriculum to align with the statewide approved curriculum altered in the March 2023 curriculum committee meeting.	None	Fall 2023
TCAT Northwest	TCAT Northwest proposes to add an exit point after the first trimester of the Pharmacy Technology program. This would result in the Pharmacy Assistant certificate after successful completion of the first 432 hours of the program.	None	Fall 2023
TCAT Northwest	TCAT Northwest proposes to reduce the length of the Hybrid Electric Vehicle program from 1728 to 1296 clock hours to reflect industry workforce needs.	None	Fall 2023
TCAT Northwest	TCAT Northwest proposes to add Advanced Precision Agriculture as an additional elective diploma option to the Farming Operations Technology program at the Covington and Bells campuses.	None	Fall 2023
TCAT Northwest	TCAT Northwest proposes to reduce the length of the Dental Assisting program to become more responsive to industry workforce needs. The program would be reduced from 1296 clock hours to 864 clock hours.	None	Fall 2023
TCAT Oneida	TCAT Oneida proposes to modify the Automotive	None	Fall 2023

	Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2160 to 1728.		
TCAT Oneida	TCAT Oneida proposes to add an exit point after the first trimester of the Pharmacy Technology program. This would result in the Pharmacy Assistant certificate after successful completion of the first 432 hours of the program.	None	Fall 2023
TCAT Pulaski	TCAT Pulaski proposes to modify the Administrative Office Technology program curriculum to align with the statewide approved curriculum altered in the March 2023 curriculum committee meeting.	None	Fall 2023
TCAT Ripley	TCAT Ripley proposes to close the Ripley High School Extension (2G) campus and inactivate the Welding Technology program offered there due to low enrollment and interest.	None	Summer 2023
TCAT Shelbyville	TCAT Shelbyville proposes to modify the Automotive Technology program to align with the statewide approved curriculum for TCAT institutions. Thereby reducing the total clock hours from 2160 to 1728.	None	Fall 2023
TCAT Shelbyville	TCAT Shelbyville proposes to modify the Information Technology and Infrastructure Management program to align with the statewide approved curriculum. Thereby reducing the total clock hours from 2160 to 1728.	None	Fall 2023
TCAT Shelbyville	TCAT Shelbyville proposes to add an exit point after the first	None	Fall 2023



	trimester of the Pharmacy Technology program. This would result in the Pharmacy Assistant certificate after successful completion of the first 432 hours of the program.		
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## **Board Interim Actions:**

On May 22, Tennessee Board of Regents approved the following programs through interim action:

1. Implementation of an Electric Vehicle Production Technology dual enrollment certificate program at TCAT Jackson main campus. The program length is 864 clock hours and the CIP code is 09.15.0613.03.
2. Implementation of an Electric Vehicle Production Technology dual enrollment certificate program at TCAT Jackson- Bolivar Central High School (2G) campus. The program length is 864 clock hours and the CIP code is 09.15.0613.03.
3. Implementation of an Electric Vehicle Production Technology dual enrollment certificate program at TCAT Jackson- Haywood High School (2B) campus. The program length is 864 clock hours and the CIP code is 09.15.0613.03.
4. Implementation of an Electric Vehicle Production Technology certificate program at TCAT Northwest main campus. The program length is 864 clock hours and the CIP code is 09.15.0613.03.

PROGRAM IMPLEMENTATION PROPOSAL – 1

INSTITUTION: Tennessee College of Applied Technology  
Athens

PROPOSED PROGRAM TITLE: Criminal Justice: Correctional Officer

PROPOSAL: Tennessee College of Applied Technology Athens proposes to implement the main campus. The program is 864cclock hours and awards a Master Correctional Officer certificate.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Fall 2023

OBJECTIVE: The Criminal Justice curriculum contains a broad range of courses design to equip jailers and guards with the knowledge and understanding of inmate processing, maintaining order in the jail and invoking disciplinary measures when necessary. In addition, a jailer may also perform cell searches for drugs and other contraband, inspect the facility for cleanliness and stand guard during exercise periods. This training program, which may be completed over two trimesters, provides jailers and guards with knowledge of emergency procedures, mental health and first aid, defensive tactics and use of force, ethics and legal issues, investigations, and personal development, among other items.

NEED: The Criminal Justice: Correctional Officer program responds to the Governor's investment in "Tennessee Law Enforcement Hiring, Training, and Recruitment Program – Correctional Officer Training."

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	18
	2	20	18
	3	20	18

PROJECTED COSTS:	YEAR	COST
	1	\$30,000
	2	\$20,000
	3	\$10,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$77,000
	2	0	\$77,000
	3	0	\$77,000

FISCAL RESOURCES: State of Tennessee funding for correctional officer training.

FACILITIES: The program will be offered in an existing space on the TCAT Athens main campus.

ACTION REQUIRED: Staff recommends approval.

## PROGRAM IMPLEMENTATION PROPOSAL – 2

INSTITUTION: Tennessee College of Applied Technology  
Crump

PROPOSED PROGRAM TITLE: Electric Vehicle Production Technology

PROPOSAL: Tennessee College of Applied Technology Crump proposes to implement an Electric Vehicle Production Technology program at the Henderson Instructional Service Center (2B). The program is 864 clock hours and awards an Electric Vehicle Production Technician certificate.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Fall 2023

OBJECTIVE: The objectives of the Electric Vehicle Production Technology program are:

Expand students' opportunities to earn technical college credit and industry recognized stackable credentials within their current school setting.

Equip students with a valuable set of skills that will allow them to earn a living wage immediately after high school graduation.

Expand economic development activity by increasing the number of residents with technical college certificates and industry credentials.

NEED: According to the Bureau of Labor Statistics (2023), the market for electric vehicles (EVs) has grown rapidly in recent years and is expected to continue to grow at a fast pace over the coming decade. Electric car sales in the United States increased from a mere 0.2 percent of total car sales in 2011 to 4.6 percent in 2021. S&P Global Mobility forecasts electric vehicle sales in the United States could reach 40 percent of total passenger car sales by 2030, and more optimistic projections foresee electric vehicle sales surpassing 50 percent by 2030.

The Tennessee College of Applied Technology Crump plans to implement programs that support Blue Oval City, a \$5.6 billion project that is designed to produce electric trucks and electric vehicle batteries at a 4,100-acre site in West Tennessee. The project is expected to create about 5,800 jobs. Blue Oval City is a key part of Ford's plan to scale EV production and make them more accessible to customers. Ford is targeting a production run rate of 2 million EVs annually across the globe by late 2026.

To support Ford Motor Company's Level 1 / 2 Production Associate needs by the May 2024 hiring target date TCAT Crump is implementing this program as a Dual Enrollment and Adult program.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	15
2	20	15
3	20	15

PROJECTED COSTS:

YEAR	COST
1	\$100,00
2	\$10,000
3	\$10,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1	1	\$77,500
2	0	\$77,500
3	0	\$77,500

FISCAL RESOURCES:

TCAT Crump will partner with Chester County Schools to purchase equipment and to pay costs for salary and benefits.

FACILITIES:

TCAT Crump will partner with Chester County Schools utilize existing space at the Henderson County Instructional Service center.

ACTION REQUIRED:

Staff recommends approval.

## PROGRAM IMPLEMENTATION PROPOSAL – 3

INSTITUTION:	Tennessee College of Applied Technology Crump
PROPOSED PROGRAM TITLE:	Retail, Hospitality and Tourism Technology
PROPOSAL:	The Tennessee College of Applied Technology Crump proposes to implement the Retail, Hospitality and Tourism Technology dual enrollment program at Chester County High School (2F). The program is 1296 clock hours and awards a Retail, Hospitality & Tourism Professional diploma.
PROGRAM ACCREDITOR:	
EFFECTIVE DATE:	Fall 2023
OBJECTIVE:	<p>At the completion of the diploma in Retail, Hospitality and Tourism Technology, graduates will be able to:</p> <ul style="list-style-type: none"><li>• Perform operations associated with sales in a variety of settings</li><li>• Apply the concepts and skills necessary to achieve customer/guest satisfaction</li><li>• Maintain security and safety procedures</li><li>• Practice effective marketing, sales, and business promotion techniques</li><li>• Demonstrate the ability to use the computer and information services for business-related activities</li><li>• Conduct oneself in a professional and ethical manner, and practice industry-defined work ethics</li><li>• Demonstrate ability to perform basic and supervisory level job functions in retail, hospitality and tourism careers</li></ul>
NEED:	Tourism is a top driver of economic growth and job creation across the state of Tennessee and in Southwest Tennessee / Chester County. The leisure and hospitality industry is essential to the economy of Chester County resulting in \$7.6 million dollars in direct spending, \$14.1 million dollars in total business sales, and employment of 103 workers. In addition, according to the U.S. Census Bureau Quickfacts, Chester County had total retail sales in

2017 of \$130,370,000. This program will provide a trained and skilled workforce to support the growth in Retail, Hospitality and Tourism in Chester County.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	30	0
	2	30	10
	3	30	20

PROJECTED COSTS:	YEAR	COST
	1	\$5,000
	2	\$5,000
	3	\$5,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$1,500
	2	0	\$1,500
	3	0	\$1,500

FISCAL RESOURCES: The college will utilize funds from the dual enrollment grant to cover costs of the program.

FACILITIES: Current facilities at the high school provides adequate space for the program. Additionally, an existing high school CTE teacher will be assigned to teach the course.

ACTION REQUIRED: Staff recommends approval.



PROGRAM IMPLEMENTATION PROPOSAL – 4

INSTITUTION: Tennessee College of Applied Technology  
Crump

PROPOSED PROGRAM TITLE: Truck Driving

PROPOSAL: Tennessee College of Applied Technology  
Elizabethton proposes to duplicate the Truck  
Driving program by adding an evening / weekend  
program at the Parsons Extension Campus (2P).  
The program is 222 clock hours and awards a Truck  
Driving certificate.

PROGRAM ACCREDITOR: Tennessee Department of Safety & Homeland  
Security: CDL Division

EFFECTIVE DATE: Fall 2023

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: Governor Bill Lee implemented Operation Open  
Road through Executive Order 93. This order  
sought to expand the types of CDL applicants and  
licensees participating in training programs. The  
program was a response to supply chain issues that  
were affecting the economy. In addition, Governor  
Lee provided funding in the FY 2023 budget to  
expand truck driving training at TCAT Crump.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	14	10
	2	14	10
	3	14	10

PROJECTED COSTS:	YEAR	COST
	1	\$1,003,500

2	\$45,400
3	\$45,400

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1	1.5	\$118,622
2	0	\$118,622
3	0	\$118,622

FISCAL RESOURCES:

Funding for the expansion of the Truck Driving program is provided through Governor Bill Lee's CDL appropriation. \$1,003,500 in non-recurring funds and \$164,022 in recurring funds for personnel and operating costs.

FACILITIES:

Current facilities provide adequate space.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 5

INSTITUTION: Tennessee College of Applied Technology  
Dickson

PROPOSED PROGRAM TITLE: Aesthetics Technology

PROPOSAL: Tennessee College of Applied Technology Dickson proposes to implement an Aesthetics Technology program at the main campus. The program is 864 clock hours and awards a Aesthetician certificate.

PROGRAM ACCREDITOR: Tennessee Board of Cosmetology and Barbering

EFFECTIVE DATE: Spring 2024

OBJECTIVE: The Aesthetics Technology program specializes in the study of skin care and offers instruction in keeping skin healthy, attractive, and well maintained. Students will complete a basic Aesthetics curriculum while demonstrating competence in theory and practical skills. Students are required to complete supervised laboratory aesthetic procedures on live clients. Graduates will obtain a diploma and a license by the Tennessee State Board of Cosmetology upon successful completion of a written and practical examination.

NEED: An occupational survey by Workforce Essentials of the seven counties in TCAT Dickson's service area shows 222 jobs in 2023 for skin specialists with 33 annual openings. Adding this program to the existing Cosmetology program will assist with meeting the workforce needs of the community.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	8
	2	10	9
	3	10	9

PROJECTED COSTS:	YEAR	COST
	1	\$5,000
	2	\$5,000
	3	\$5,000

NEW FACULTY NEEDED:

No few faculty needed.

FISCAL RESOURCES:

Institutional funds will be utilized for program fiscal resources.

FACILITIES:

Current facilities provide adequate space. Consumables will be included in the regular annual budget. The current cosmetology instructor will also teach the Aesthetics program.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 6

INSTITUTION: Tennessee College of Applied Technology  
Dickson

PROPOSED PROGRAM TITLE: Cosmetology Instructor Training

PROPOSAL: Tennessee College of Applied Technology Dickson proposes to implement a Cosmetology Instructor Training program at the main campus. The program is 300 clock hours and awards a Cosmetology Instructor certificate.

PROGRAM ACCREDITOR: Tennessee Board of Cosmetology and Barbering

EFFECTIVE DATE: Spring 2024

OBJECTIVE: The primary purpose of the instructor course is to train the student in basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in job entry level positions as an instructor or related career avenue.

NEED: The occupational data for TCAT Dickson's service area shows there to be a need of 1,093 cosmetologists in 2023, with an anticipated 159 openings annually. In order to adequately prepare cosmetologists for the workplace, licensed instructors are needed. Additionally, no Cosmetology Instructor Training programs exist in the area.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	6	5
2	6	5
3	6	5

PROJECTED COSTS: No new costs.

NEW FACULTY NEEDED: No new faculty needed.

FISCAL RESOURCES:

Institutional funds will be utilized for the program's fiscal resources.

FACILITIES:

Current facilities provide adequate space. Consumables will be included in the regular annual budget. The current Cosmetology instructor will also teach this program.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 7

INSTITUTION: Tennessee College of Applied Technology  
Dickson

PROPOSED PROGRAM TITLE: Cosmetology Instructor Training

PROPOSAL: Tennessee College of Applied Technology Dickson proposes to implement a Cosmetology Instructor Training program at the Clarksville Extension campus (AA). The program is 300 clock hours and awards a Cosmetology Instructor certificate.

PROGRAM ACCREDITOR: Tennessee Board of Cosmetology and Barbering

EFFECTIVE DATE: Spring 2024

OBJECTIVE: The primary purpose of the instructor course is to train the student in basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in job entry level positions as an instructor or related career avenue.

NEED: The occupational data for TCAT Dickson's service area shows there to be a need of 1,093 cosmetologists in 2023, with an anticipated 159 openings annually. In order to adequately prepare cosmetologists for the workplace, licensed instructors are needed. Additionally, no Cosmetology Instructor Training programs exist in the area.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	6	5
2	6	5
3	6	5

PROJECTED COSTS: No new costs.

NEW FACULTY NEEDED: No new faculty needed.

FISCAL RESOURCES:

Institutional funds will be utilized for the program's fiscal resources.

FACILITIES:

Current facilities provide adequate space. Consumables will be included in the regular annual budget. A current Cosmetology instructor will also teach this program.

ACTION REQUIRED:

Staff recommends approval.



## PROGRAM IMPLEMENTATION PROPOSAL – 8

INSTITUTION: Tennessee College of Applied Technology  
Dickson

PROPOSED PROGRAM TITLE: Heating, Air Conditioning, and Refrigeration

PROPOSAL: Tennessee College of Applied Technology Dickson proposes to implement a Heating, Air Conditioning, and Refrigeration program at the main campus. The program is 1296 clock hours and awards a HVAC Technical Studies diploma.

PROGRAM ACCREDITOR: HVAC Excellence

EFFECTIVE DATE: Summer 2023

OBJECTIVE: The change to the Heating, Air Conditioning & Refrigeration program will reduce the course length to 1296. This will allow students to complete the course and enter the workforce in a more timely manner. It will also assist with reducing the waitlist for the program. The Heating, Air Conditioning & Refrigeration curriculum better meets the needs of the local workforce.

NEED: Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 5 percent from 2021 to 2031, about as fast as the average for all occupations.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	50	40
2	50	40
3	50	40

PROJECTED COSTS: No new costs.

NEW FACULTY NEEDED: No new faculty needed.

FISCAL RESOURCES:

Institutional funds will be utilized for the program's fiscal resources.

FACILITIES:

TCAT Dickson will utilize existing classroom/lab space.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 9

INSTITUTION: Tennessee College of Applied Technology  
Dickson

PROPOSED PROGRAM TITLE: Heating, Air Conditioning, and Refrigeration

PROPOSAL: Tennessee College of Applied Technology Dickson proposes to implement a Heating, Air Conditioning, and Refrigeration program at the Clarksville Extension campus (AA). The program is 1296 clock hours and awards a HVAC Technical Studies diploma.

PROGRAM ACCREDITOR: HVAC Excellence

EFFECTIVE DATE: Summer 2023

OBJECTIVE: The change to the Heating, Air Conditioning & Refrigeration program will reduce the course length to 1296. This will allow students to complete the course and enter the workforce in a more timely manner. It will also assist with reducing the waitlist for the program. The Heating, Air Conditioning & Refrigeration curriculum better meets the needs of the local workforce.

NEED: Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 5 percent from 2021 to 2031, about as fast as the average for all occupations.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	50	40
2	50	40
3	50	40

PROJECTED COSTS: No new costs.

NEW FACULTY NEEDED: No new faculty needed.

FISCAL RESOURCES:

Institutional funds will be utilized for the program's fiscal resources.

FACILITIES:

TCAT Dickson- Clarksville Extension Campus (AA) will utilize existing classroom/lab space.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 10

INSTITUTION: Tennessee College of Applied Technology  
Dickson

PROPOSED PROGRAM TITLE: Patient Care Technology/Medical Assisting

PROPOSAL: Tennessee College of Applied Technology Dickson proposes to implement a Patient Care Technology/Medical Assisting program at the main campus. The program is 1296 clock hours and awards a Medical Assisting diploma.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Spring 2024

OBJECTIVE: The Patient Care Technology/Medical Assisting program is designed to provide the student with a thorough understanding of basic nursing care, including providing direct bedside care to patients in a variety of settings. The PCT/MA is a multi-disciplinary technical assistive healthcare personnel. PCT's/MA's are educated to provide basic nursing care under the supervision or direction of a Physician, Advanced Practice Nurse, Registered Nurse, or Licensed Practical Nurse. The education shall be in an organized program with planned learning experiences in a logical sequence, including both theory and clinical.

NEED: An occupational report provided by Workforce Essentials shows that there are 322 annual openings for Medical Assistants and another 287 annual openings for Nursing Assistants in TCAT Dickson's service area. The proposed program will assist with meeting the healthcare needs of the local region.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	16
2	20	16
3	20	16

PROJECTED COSTS:	YEAR	COST
	1	\$20,000
	2	\$3,000
	3	\$3,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$80,000
	2	0	\$82,000
	3	0	\$84,000

FISCAL RESOURCES: Institutional funds will be utilized to cover the cost of this program.

FACILITIES: Current facilities provide adequate space. Consumables will be included in the regular annual budget.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 11

INSTITUTION: Tennessee College of Applied Technology  
Dickson

PROPOSED PROGRAM TITLE: Patient Care Technology/Medical Assisting

PROPOSAL: Tennessee College of Applied Technology Dickson proposes to implement a Patient Care Technology/Medical Assisting program at the Clarksville Extension campus (AA). The program is 1296 clock hours and awards a Medical Assisting diploma.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Spring 2024

OBJECTIVE: The Patient Care Technology/Medical Assisting program is designed to provide the student with a thorough understanding of basic nursing care, including providing direct bedside care to patients in a variety of settings. The PCT/MA is a multi-disciplinary technical assistive healthcare personnel. PCT's/MA's are educated to provide basic nursing care under the supervision or direction of a Physician, Advanced Practice Nurse, Registered Nurse, or Licensed Practical Nurse. The education shall be in an organized program with planned learning experiences in a logical sequence, including both theory and clinical.

NEED: An occupational report provided by Workforce Essentials shows that there are 322 annual openings for Medical Assistants and another 287 annual openings for Nursing Assistants in TCAT Dickson's service area. The proposed program will assist with meeting the healthcare needs of the local region.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	16
2	20	16
3	20	16

PROJECTED COSTS:	YEAR	COST
	1	\$20,000
	2	\$3,000
	3	\$3,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$80,000
	2	0	\$82,000
	3	0	\$84,000

FISCAL RESOURCES: Institutional funds will be utilized to cover the cost of this program.

FACILITIES: Current facilities provide adequate space. Consumables will be included in the regular annual budget.

ACTION REQUIRED: Staff recommends approval.



PROGRAM IMPLEMENTATION PROPOSAL – 12

INSTITUTION: Tennessee College of Applied Technology  
Hartsville

PROPOSED PROGRAM TITLE: Electrical & Plumbing Construction Technology

PROPOSAL: Tennessee College of Applied Technology  
Hartsville proposes to implement an Electrical &  
Plumbing Construction Technology program at the  
Wilson County campus (ZM). The program is 1296  
clock hours and awards a Residential and  
Commercial Electrician and Plumbing diploma.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Spring 2024

OBJECTIVE: The Electrical and Plumbing Construction  
Technology program is to prepare students for a  
career as an electrician and/or plumber in the fast-  
growing construction industry. Training includes  
both classroom (theory) and hands-on lab  
assignments designed to allow students to  
demonstrate the mastery of the core skills required  
for employment in the electrical and plumbing  
field.

NEED: The demand for workers in this industry are  
increasing within the college's service area. Three  
area companies have requested the implementation  
of this program to meet workforce needs.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	5
	2	13	8
	3	16	10

PROJECTED COSTS:	YEAR	COST
	1	\$5,000
	2	\$5,000
	3	\$5,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1	1	\$55,000
2	0	\$55,000
3	0	\$55,000

FISCAL RESOURCES:

Institutional funds will be utilized to cover program costs.

FACILITIES:

Current facilities provide adequate space.  
Consumables will be included in the regular annual budget.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 13

INSTITUTION: Tennessee College of Applied Technology  
Hohenwald

PROPOSED PROGRAM TITLE: Building Construction Technology

PROPOSAL: Tennessee College of Applied Technology Hohenwald proposes to relocate the Building Construction Technology program from Columbia Central High School (2H) to Lewis County High School (pending THEC site code approval) and the Hohenwald main campus. The program is 2160 clock hours and awards a General Construction diploma.

PROGRAM ACCREDITOR: None

EFFECTIVE DATE: Fall 2023

OBJECTIVE: Students will attain the needed knowledge of skills and theory to obtain entry level job performance in construction.

NEED: Lewis County schools has requested this program to meet local workforce needs.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	40	38
	2	40	38
	3	40	38

PROJECTED COSTS:	YEAR	COST
	1	\$150,000
	2	\$100,000
	3	\$100,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$50,000
	2	0	\$50,000
	3	0	\$50,000

FISCAL RESOURCES:

Costs for this program will continue to be funded by TCAT Hohenwald

FACILITIES:

There is adequate space for the program on both the Lewis County and TCAT Hohenwald campuses.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 14

INSTITUTION: Tennessee College of Applied Technology  
Hohenwald

PROPOSED PROGRAM TITLE: Building Construction Technology

PROPOSAL: Tennessee College of Applied Technology  
Hohenwald proposes to replicate the existing  
Building Construction Technology program at the  
Hohenwald main campus. The program is 2160  
clock hours and awards a General Construction  
diploma.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Fall 2023

OBJECTIVE: Students will attain the needed knowledge of skills  
and theory to obtain entry level job performance in  
construction.

NEED: Letters of support from Morgan Brothers Electric,  
Inc. and Lewis County Schools were provided.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	40	38
	2	40	38
	3	40	38

PROJECTED COSTS:	YEAR	COST
	1	\$150,000
	2	\$100,000
	3	\$100,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$50,000
	2	0	\$50,000
	3	0	\$50,000

FISCAL RESOURCES:

Costs for this program will continue to be funded by TCAT Hohenwald

FACILITIES:

There is adequate space for the program at the TCAT Hohenwald main campus.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 15

INSTITUTION: Tennessee College of Applied Technology  
Hohenwald

PROPOSED PROGRAM TITLE: Forestry and Ag Technology

PROPOSAL: Tennessee College of Applied Technology Hohenwald proposes to replicate the existing Forestry and Ag Technology program, currently offered at the at the main campus, at the Wayne County School Extended Learning Facility (pending THEC site code approval). The program is 1296 clock hours and awards a Forestry Technician diploma.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Fall 2023

OBJECTIVE: Students will attain the needed knowledge of skills and theory to obtain entry level job performance in the Forestry and Agriculture industries.

NEED: Wayne County has requested this program to meet local workforce needs.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	19
	2	20	19
	3	20	19

PROJECTED COSTS:	YEAR	COST
	1	\$150,000
	2	\$100,000
	3	\$100,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$75,000
	2	0	\$75,000
	3	0	\$75,000

FISCAL RESOURCES:

Costs for this program will continue to be funded by TCAT Hohenwald.

FACILITIES:

Current facilities provide adequate space. Consumables will be included in the regular annual budget.

ACTION REQUIRED:

Staff recommends approval.



PROGRAM IMPLEMENTATION PROPOSAL – 16

INSTITUTION: Tennessee College of Applied Technology  
Hohenwald

PROPOSED PROGRAM TITLE: Practical Nursing

PROPOSAL: Tennessee College of Applied Technology  
Hohenwald proposes to replicate the Practical  
Nursing program, currently offered at the main  
campus, at the Wayne Medical Instructional Service  
Center (2F). The program is 1296 clock hours and  
awards a Practical Nursing diploma.

PROGRAM ACCREDITOR: Tennessee Board of Nursing

EFFECTIVE DATE: Fall 2023

OBJECTIVE: To prepare students to sit for the state board of  
nursing licensure exam and perform basic practical  
skills in the areas of practical nursing.

NEED: This program replication is in response to a direct  
request from the Maury Regional Medical Center to  
meet industry workforce needs.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	15	14
2	15	14
3	15	14

PROJECTED COSTS:

YEAR	COST
1	\$50,000
2	\$25,000
3	\$25,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1	1	\$75,000
2	0	\$75,000
3	0	\$75,000

FISCAL RESOURCES: Allocations for the cost of equipment, and  
instruction will be drawn from the regular operating  
budget of the college.

FACILITIES:

Current facilities provide adequate space.  
Consumables will be included in the regular annual budget.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 17

INSTITUTION: Tennessee College of Applied Technology  
Hohenwald

PROPOSED PROGRAM TITLE: Truck Driving

PROPOSAL: Tennessee College of Applied Technology  
Hohenwald proposes to replicate the Truck Driving  
program at the Wayne County Schools Extended  
Learning Facility (pending THEC site code  
approval). The program is 222 hours and awards a  
Truck Driving certificate.

PROGRAM ACCREDITOR: Tennessee Department of Safety & Homeland  
Security: CDL Division

EFFECTIVE DATE: Fall 2023

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 the Bureau of Labor Statistics,  
employment of heavy and tractor-trailer truck  
drivers is projected to grow 4 percent from 2021 to  
2031, about as fast as the average for all  
occupations.

About 259,900 openings for heavy and tractor-  
trailer truck drivers 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	60	58
	2	60	58
	3	60	58

PROJECTED COSTS:	YEAR	COST
	1	\$300,000
	2	\$100,000
	3	\$100,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$75,000
	2	0	\$75,000
	3	0	\$75,000

FISCAL RESOURCES: Allocations for the cost of startup, equipment, and instruction will be drawn from the regular operating budget of the college.

FACILITIES: Current facilities provide adequate space. Consumables will be included in the regular annual budget.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 18

INSTITUTION: Tennessee College of Applied Technology  
Hohenwald

PROPOSED PROGRAM TITLE: Truck Driving

PROPOSAL: Tennessee College of Applied Technology  
Livingston proposes to replicate the Truck Driving program, currently offered at the main campus, at the Lawrence County Instructional Service Center (2C). The program is 222 hours and awards a Truck Driving certificate.

PROGRAM ACCREDITOR: Tennessee Department of Safety & Homeland Security: CDL Division

EFFECTIVE DATE: Fall 2023

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 the Bureau of Labor Statistics, employment of heavy and tractor-trailer truck drivers is projected to grow 4 percent from 2021 to 2031, about as fast as the average for all occupations.

About 259,900 openings for heavy and tractor-trailer truck drivers 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	60	58
	2	60	58
	3	60	58

PROJECTED COSTS:	YEAR	COST
	1	\$300,000
	2	\$100,000
	3	\$100,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$75,000
	2	0	\$75,000
	3	0	\$75,000

FISCAL RESOURCES: Allocations for the cost of startup, equipment, and instruction will be drawn from the regular operating budget of the college.

FACILITIES: Current facilities provide adequate space. Consumables will be included in the regular annual budget.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 19

INSTITUTION: Tennessee College of Applied Technology  
Knoxville

PROPOSED PROGRAM TITLE: Automotive Technology

PROPOSAL: Tennessee College of Applied Technology  
Knoxville proposes to duplicate the existing  
Automotive Technology program to add an  
additional daytime section at the main campus. The  
program length is 1728 clock hours and awards a  
Automotive & Hybrid Electric Vehicle Tech  
diploma

PROGRAM ACCREDITOR: Automotive Service Excellence

EFFECTIVE DATE: Fall 2023

OBJECTIVE: Students will attain the needed knowledge of skills  
and theory to obtain entry level job performance in  
the automotive industry.

NEED: Due to increased program demand based on the  
current waiting list, TCAT Knoxville proposes to  
offer an additional day Automotive Technology  
program at this site.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	0
	2	20	15
	3	20	15

PROJECTED COSTS:	YEAR	COST
	1	\$230,000
	2	\$30,000
	3	\$30,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$55,000
	2	0	\$55,000
	3	0	\$55,000

FISCAL RESOURCES:

TCAT Knoxville secured grant funds that will cover the costs of the equipment and trainers. The remaining costs will be incurred by the college budget.

FACILITIES:

The current facility provides adequate space.

ACTION REQUIRED:

Staff recommends approval.



PROGRAM IMPLEMENTATION PROPOSAL – 20

INSTITUTION: Tennessee College of Applied Technology  
Knoxville

PROPOSED PROGRAM TITLE: Computer Information Technology

PROPOSAL: Tennessee College of Applied Technology  
Knoxville proposes to duplicate the existing  
Computer Information Technology program to add  
an additional daytime section at the main campus.  
The program length is 2160 clock hours and awards  
an Enterprise Services Support Specialist diploma

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Fall 2023

OBJECTIVE: Students will attain the needed knowledge of skills  
and theory to obtain entry level job performance in  
the IT industry.

NEED: Due to increased program demand based on the  
current waiting list, TCAT Knoxville proposes to  
offer an additional daytime section CIT program at  
this site.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	0
	2	20	15
	3	20	15

PROJECTED COSTS:	YEAR	COST
	1	\$60,000
	2	\$20,000
	3	\$20,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$55,000
	2	0	\$55,000
	3	0	\$55,000

FISCAL RESOURCES:

The college will utilize revenue from tuition to cover the costs of the program.

FACILITIES:

Current facilities provide adequate space for the additional section.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 21

INSTITUTION: Tennessee College of Applied Technology  
Knoxville

PROPOSED PROGRAM TITLE: Cosmetology

PROPOSAL: Tennessee College of Applied Technology  
Knoxville proposes to duplicate the existing  
Cosmetology program to add an additional daytime  
section at the main campus. The program is 1500  
clock hours and awards a Cosmetologist diploma.

PROGRAM ACCREDITOR: Tennessee Board of Cosmetology and Barbering

EFFECTIVE DATE: Fall 2023

OBJECTIVE: Students will attain the needed knowledge of skills  
and theory to pass the state licensure exam and  
obtain entry level job performance in the  
cosmetology industry.

NEED: Due to increased program demand based on the  
current waiting list, TCAT Knoxville proposes to  
offer an additional daytime section at this site.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	0
	2	20	15
	3	20	15

PROJECTED COSTS:	YEAR	COST
	1	\$80,000
	2	\$20,000
	3	\$20,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$55,000
	2	0	\$55,000
	3	0	\$55,000

FISCAL RESOURCES:

The college will utilize revenue from tuition to cover the costs of the program.

FACILITIES:

Current facilities provide adequate space for the additional section.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 22

INSTITUTION: Tennessee College of Applied Technology  
Knoxville

PROPOSED PROGRAM TITLE: Heating, Ventilation, Air Conditioning &  
Refrigeration

PROPOSAL: Tennessee College of Applied Technology  
Knoxville proposes to duplicate the existing  
Heating, Ventilation, Air Conditioning &  
Refrigeration program to add an additional daytime  
section at the main campus. The program is 1728  
clock hours and awards a Heating, Ventilation, Air  
Conditioning & Refrigeration Technician diploma.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Fall 2023

OBJECTIVE: Students will attain the needed knowledge of skills  
and theory to obtain entry level job performance in  
the HVAC industry.

NEED: Due to increased program demand based on the  
current waiting list, TCAT Knoxville proposes to  
offer an additional daytime section at this site.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	0
	2	20	15
	3	20	15

PROJECTED COSTS:	YEAR	COST
	1	\$60,000
	2	\$40,000
	3	\$25,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$60,000
	2	0	\$60,000
	3	0	\$60,000

FISCAL RESOURCES:

The college will utilize revenue from tuition to cover the costs of the program.

FACILITIES:

Current facilities provide adequate space for the additional section.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 23

INSTITUTION: Tennessee College of Applied Technology  
Livingston

PROPOSED PROGRAM TITLE: Computer Information Technology

PROPOSAL: Tennessee College of Applied Technology  
Livingston proposes to implement a Computer  
Information Technology program at the main  
campus. The program is 2160 clock hours and  
awards an Enterprise Services Support Specialist  
diploma.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Fall 2023

OBJECTIVE: This program is designed to provide students with  
first hand knowledge of the software, hardware, and  
operations of personal computers used in business  
and industry today. Many aspects of the personal  
computer including how it works, how data is  
processed, and how to apply the functions to  
solutions on the job are explored in the CIT  
training. The program consists of studies in the  
major operating systems, diagnostics, plus  
configuration of computers and their related  
peripheral devices.

NEED: Overall employment of computer support specialists  
is projected to grow 6 percent from 2021 to 2031,  
about as fast as the average for all occupations.  
(bls.gov)

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	15	12
2	20	17
3	25	22

PROJECTED COSTS: No new program costs.

NEW FACULTY NEEDED:

No new faculty required.

FISCAL RESOURCES:

The college will utilize existing fiscal resources to cover the cost of the program.

FACILITIES:

Due to the termination of the ITIM program, the college will utilize existing space, faculty, and other resources for the program.

ACTION REQUIRED:

Staff recommends approval.



PROGRAM IMPLEMENTATION PROPOSAL – 24

INSTITUTION: Tennessee College of Applied Technology  
Livingston

PROPOSED PROGRAM TITLE: Heating, Ventilation, Air Conditioning &  
Refrigeration

PROPOSAL: Tennessee College of Applied Technology  
Livingston proposes to relocate the existing  
Heating, Ventilation, Air Conditioning &  
Refrigeration program from the Jackson County  
Instructional Service Center to the main campus.  
The program is 1728 clock hours and awards a  
Heating, Ventilation, Air Conditioning &  
Refrigeration Technician diploma.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Fall 2023

OBJECTIVE: Students will attain the needed knowledge of skills  
and theory to obtain an entry level job in HVAC-R.

NEED: Employment of heating, air conditioning, and  
refrigeration mechanics and installers is projected to  
grow 5 percent from 2021 to 2031, about as fast as  
the average for all occupations. (bls.gov)

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	8
	2	15	13
	3	20	17

PROJECTED COSTS: No new costs.

NEW FACULTY NEEDED: No new faculty needed.

FISCAL RESOURCES: The college will utilize existing funding for the  
program.

FACILITIES:

Current facilities provide adequate space for the additional section.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 25

INSTITUTION: Tennessee College of Applied Technology  
Livingston

PROPOSED PROGRAM TITLE: Practical Nursing

PROPOSAL: Tennessee College of Applied Technology  
Livingston proposes to duplicate the existing  
Practical Nursing program and add an evening  
program at the main campus. The program is 1296  
clock hours and awards a Practical Nursing  
diploma.

PROGRAM ACCREDITOR: Tennessee Board of Nursing

EFFECTIVE DATE: Fall 2023

OBJECTIVE: Upon completion of the program the student is  
prepared to take the State Board of Nursing Exam,  
and may upon passing become a Licensed Practical  
Nurse.

NEED: TCAT Livingston is adding an evening option to  
meet the local workforce demands and interest.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	15	12
2	20	17
3	25	21

PROJECTED COSTS: No new costs.

NEW FACULTY NEEDED: No new faculty needed.

FISCAL RESOURCES: The college will utilize existing funding for the  
program.

FACILITIES: Current facilities provide adequate space for the  
additional section.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 26

INSTITUTION: Tennessee College of Applied Technology  
McMinnville

PROPOSED PROGRAM TITLE: Residential/Commercial/Industrial Electricity

PROPOSAL: Tennessee College of Applied Technology  
McMinnville proposes to implement the  
Residential/Commercial/Industrial Electricity  
program at the main campus. The program is 1728  
clock hours and awards a Residential/Commercial/  
Industrial Electricity diploma.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Fall 2023

OBJECTIVE: This program is designed for today's technicians  
requiring a broad base of information. The program  
furnishes the basic theories, principles, practices,  
experiments, and real work experience needed to  
solve every day problems encountered by electrical  
technicians in installation, maintenance,  
troubleshooting, repairs and operation of electrical  
equipment.

Broad Units of Study include Tools & Their Use,  
Basic Electricity, Electric Motors & Controls and  
Troubleshooting.

NEED: According to [www.jobs4tn.gov](http://www.jobs4tn.gov), there are over 400  
current openings for anyone performing electrical  
work. This career also has many entrepreneurs, so  
there are multiple avenues for students when they  
enter the workforce after graduation.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	25	22
	2	30	27
	3	35	30

PROJECTED COSTS:

No additional cost.

NEW FACULTY NEEDED:

No new faculty needed.

FISCAL RESOURCES:

The college will utilize revenue from tuition to cover the costs of the program.

FACILITIES:

Current facilities provide adequate space for the additional section.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 27

INSTITUTION: Tennessee College of Applied Technology  
McMinnville

PROPOSED PROGRAM TITLE: Criminal Justice: Correctional Officer

PROPOSAL: Tennessee College of Applied Technology McMinnville proposes to duplicate the existing Criminal Justice: Correctional Officer program and add an evening section at the Coffee County Instructional Service Center (2J). The program is 864 clock hours and Master Correctional Officer certificate.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Spring 2024

OBJECTIVE: Students will attain the needed knowledge of skills and theory to obtain a job as a Correctional Officer.

NEED: The Criminal Justice: Correctional Officer program responds to the Governor's investment in "Tennessee Law Enforcement Hiring, Training, and Recruitment Program – Correctional Officer Training."

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	8	6
	2	12	9
	3	16	13

PROJECTED COSTS:	YEAR	COST
	1	\$145,000
	2	\$80,000
	3	\$80,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$77,000
	2	0	\$77,000
	3	0	\$77,000

FISCAL RESOURCES:

The college will utilize funds appropriated from the state legislature for the Correction Officer Training initiative.

FACILITIES:

Current facilities provide adequate space for the additional section.

ACTION REQUIRED:

Staff recommends approval.



PROGRAM IMPLEMENTATION PROPOSAL – 28

INSTITUTION: Tennessee College of Applied Technology  
Memphis

PROPOSED PROGRAM TITLE: Pre-Practical Nursing (Dual Enrollment)

PROPOSAL: The Tennessee College of Applied Technology  
Memphis proposes to implement the Pre-Practical  
Nursing program at the Collierville High School  
(2D). The program is 432 clock hours and awards a  
Nurse Aide certificate.

PROGRAM ACCREDITOR: Tennessee Board of Nursing

EFFECTIVE DATE: Fall 2023

OBJECTIVE: The Pre-Practical Nursing (Pre-PN) pathway is an  
articulated pathway from high school into the  
TCAT Practical Nursing program through this early  
post-secondary opportunity (EPSO) for the purpose  
of providing eligible high school students the  
opportunity to earn both college and high school  
graduation credits simultaneously upon successful  
completion of qualified courses/program.

NEED: Employment of licensed practical and licensed  
vocational nurses is projected to grow 9 percent  
from 2020 to 2030, about as fast as the average for  
all occupations.

About 60,700 openings for licensed practical and  
licensed vocational nurses 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	100	0
2	100	90
3	100	90

PROJECTED COSTS: No new costs.

NEW FACULTY NEEDED:

No new faculty needed.

FISCAL RESOURCES:

The college will utilize dual enrollment grant funds to cover the costs of the program.

FACILITIES:

Current facilities provide adequate space for the additional section.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 29

INSTITUTION: Tennessee College of Applied Technology  
Memphis

PROPOSED PROGRAM TITLE: Automotive Technology

PROPOSAL: Tennessee College of Applied Technology  
Memphis proposes to duplicate the existing  
Automotive Technology program to add an evening  
section of the program. The program is 1728 clock  
hours and awards an Automotive & Hybrid/Electric  
Vehicle Tech diploma.

PROGRAM ACCREDITOR: Automotive Service Excellence

EFFECTIVE DATE: Fall 2023

OBJECTIVE: Students will attain the needed knowledge of skills  
and theory to obtain an entry level job in the  
Automotive industry.

NEED: Currently there are approximately 500 open jobs in  
this industry within the college’s service area with  
approximately 70 qualified potential applicants.  
Additionally, the TN Department of Labor and  
Workforce Development projects approximately  
1,800 annual job openings in this industry.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	0
	2	20	10
	3	20	20

PROJECTED COSTS:	YEAR	COST
	1	\$23,000
	2	\$23,000
	3	\$23,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$23,000
	2	0	\$23,000
	3	0	\$23,000

FISCAL RESOURCES:

The college will utilize tuition revenue to cover the costs of the program.

FACILITIES:

Current facilities provide adequate space for the additional section.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 30

INSTITUTION: Tennessee College of Applied Technology  
Memphis

PROPOSED PROGRAM TITLE: Heating, Ventilation, Air Conditioning, and  
Refrigeration

PROPOSAL: Tennessee College of Applied Technology  
Memphis proposes to duplicate the existing  
Heating, Ventilation, Air Conditioning, and  
Refrigeration program and add an evening section  
at the Bartlett Extension Campus (2S). The  
program is 1728 clock hours and awards a Heating,  
Ventilation, Air Conditioning, and Refrigeration  
Technician diploma.

PROGRAM ACCREDITOR: HVAC Excellence

EFFECTIVE DATE: Fall 2023

OBJECTIVE: Students will attain the needed knowledge of skills  
and theory to obtain an entry level job in the  
HVAC-R industry.

NEED: Currently there are approximately 500 open jobs in  
this industry within the college's service area with  
approximately 20 qualified potential applicants.  
Additionally, the TN Department of Labor and  
Workforce Development projects approximately  
1,000 annual job openings in this industry.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	0
	2	20	10
	3	20	20

PROJECTED COSTS:	YEAR	COST
	1	\$23,000
	2	\$23,000
	3	\$23,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1	1	\$23,000
2	0	\$23,000
3	0	\$23,000

FISCAL RESOURCES:

The college will utilize tuition revenue to cover the costs of the program.

FACILITIES:

Current facilities provide adequate space for the additional section.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 31

INSTITUTION: Tennessee College of Applied Technology  
Memphis

PROPOSED PROGRAM TITLE: Welding Technology

PROPOSAL: Tennessee College of Applied Technology  
Memphis proposes to duplicate the existing  
Welding Technology Program by adding an evening  
section on the main campus. The program is 1296  
clock hours and awards a Combination Welder  
diploma.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Fall 2023

OBJECTIVE: Students will attain the needed knowledge of skills  
and theory to obtain an entry level job in the  
Welding industry.

NEED: According to the US Department of Labor Bureau  
of Labor Statistics, employment of welders, cutters,  
solderers, and brazers is projected to grow 8 percent  
from 2020 to 2030, about as fast as the average for  
all occupations. About 49,200 openings for  
welders, cutters, solderers, and brazers are projected  
each year, on average, over the decade.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	0
	2	20	10
	3	20	20

PROJECTED COSTS:	YEAR	COST
	1	\$23,000
	2	\$23,000
	3	\$23,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1	1	\$23,000

2	0	\$23,000
3	0	\$23,000

FISCAL RESOURCES:

The college will utilize tuition revenue to cover the costs of the program.

FACILITIES:

Current facilities provide adequate space for the additional section.

ACTION REQUIRED:

Staff recommends approval.



PROGRAM IMPLEMENTATION PROPOSAL – 32

INSTITUTION: Tennessee College of Applied Technology  
 Memphis

PROPOSED PROGRAM TITLE: Welding Technology

PROPOSAL: Tennessee College of Applied Technology  
 Memphis proposes to duplicate the Welding  
 Technology Program, currently offered at the main  
 campus, at the Bartlett Extension campus (2S) as an  
 evening program. The program is 1296 clock hours  
 and awards a Combination Welder diploma.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Fall 2023

OBJECTIVE: Students will attain the needed knowledge of skills  
 and theory to obtain an entry level job in the  
 Welding industry.

NEED: According to the US Department of Labor Bureau  
 of Labor Statistics, employment of welders, cutters,  
 solderers, and brazers is projected to grow 8 percent  
 from 2020 to 2030, about as fast as the average for  
 all occupations. About 49,200 openings for  
 welders, cutters, solderers, and brazers are projected  
 each year, on average, over the decade.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	15	0
	2	20	20
	3	20	20

PROJECTED COSTS:	YEAR	COST
	1	\$23,000
	2	\$23,000
	3	\$23,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
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1	1	\$23,000
2	0	\$23,000
3	0	\$23,000

FISCAL RESOURCES:

The college will utilize tuition revenue to cover the costs of the program.

FACILITIES:

Current facilities provide adequate space for the additional section.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 33

INSTITUTION: Tennessee College of Applied Technology  
Memphis

PROPOSED PROGRAM TITLE: Electric Vehicle Production Technology

PROPOSAL: Tennessee College of Applied Technology  
Memphis proposes to implement an Electric  
Vehicle Production Technology program at the  
main campus. The program is 864 clock hours and  
awards an Electric Vehicle Production Technician  
certificate.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Fall 2023

OBJECTIVE: The objectives of the Electric Vehicle Production  
Technology program are:

Expand students’ opportunities to earn technical  
college credit and industry recognized stackable  
credentials within their current school setting.

Equip students with a valuable set of skills that will  
allow them to earn a living wage immediately after  
high school graduation.

Expand economic development activity by  
increasing the number of residents with technical  
college certificates and industry credentials.

NEED: Implement a new Electric Vehicle Production  
Technician program at the main campus, geared to  
meet Ford’s Level ½ Production Associate Needs,  
allowing students an opportunity to receive a CPT  
Certification. The program will assist in Blue Oval  
City’s May 2024 Target Hiring Date.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	15
	2	20	10
	3	30	20

PROJECTED COSTS:

YEAR	COST
1	\$75,000
2	\$10,000
3	\$10,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1	1	\$82,000
2	0	\$82,000
3	0	\$82,000

FISCAL RESOURCES:

Student fees and the use of the current program equipment, supplies, and materials. The program will operate in the same location as the day program.

FACILITIES:

The program will operate in a classroom already established at the college.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 34

INSTITUTION: Tennessee College of Applied Technology  
Memphis

PROPOSED PROGRAM TITLE: Electric Vehicle Production Technology

PROPOSAL: Tennessee College of Applied Technology  
Memphis proposes to implement an Electric  
Vehicle Production Technology program at the  
Bartlett Extension Campus (2S). The program is  
864 clock hours and awards an Electric Vehicle  
Production Technician certificate.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Fall 2023

OBJECTIVE: The objectives of the Electric Vehicle Production  
Technology program are:

Expand students’ opportunities to earn technical  
college credit and industry recognized stackable  
credentials within their current school setting.

Equip students with a valuable set of skills that will  
allow them to earn a living wage immediately after  
high school graduation.

Expand economic development activity by  
increasing the number of residents with technical  
college certificates and industry credentials.

NEED: Implement a new Electric Vehicle Production  
Technician program at the main campus, geared to  
meet Ford’s Level ½ Production Associate Needs,  
allowing students an opportunity to receive a CPT  
Certification. The program will assist in Blue Oval  
City’s May 2024 Target Hiring Date.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	15
2	20	10
3	30	20

PROJECTED COSTS:

YEAR	COST
4	\$75,000
5	\$10,000
6	\$10,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1	1	\$82,000
2	0	\$82,000
3	0	\$82,000

FISCAL RESOURCES:

Student fees and the use of the current program equipment, supplies, and materials. The program will operate in the same location as the day program.

FACILITIES:

The program will operate in a classroom already established at the college.

ACTION REQUIRED:

Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 35

INSTITUTION: Tennessee College of Applied Technology  
Nashville

PROPOSED PROGRAM TITLE: Residential/Commercial/Industrial Electricity

PROPOSAL: The Tennessee College of Applied Technology  
Nashville proposes to start a  
Residential/Commercial/Industrial Electricity  
program at the Main Campus. The program is 1728  
clock hours and awards a diploma in  
Residential/Commercial/Industrial Electricity.

PROGRAM ACCREDITOR:

EFFECTIVE DATE: Fall 2023

OBJECTIVE: Students will be trained in electrical theory. This  
lays a solid foundation for a long and successful  
career as an electrician. They are then instructed in  
the use and understanding of the National Electric  
Code book for proper residential, and commercial  
and industrial installations. The proper use of tools  
and reading of electrical prints is an important part  
of their training. Upon completion students are  
ready to start, at entry level, a long successful career  
as a construction or commercial electrician.

NEED: According to the Jobs4TN website, the outlook is  
bright nationally and statewide for electricians.  
Currently there are 4 job postings for every 1  
qualified candidate. The median wage is \$48,495  
with experienced electricians receiving \$60,616  
annually.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	0
	2	25	15
	3	25	20

PROJECTED COSTS:

YEAR	COST
1	\$15,000
2	\$10,000
3	\$5,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1	1	\$77,000
2	0	\$77,000
3	0	\$77,000

FISCAL RESOURCES:

The college will utilize tuition revenue to cover the costs of the program.

FACILITIES:

Current facilities provide adequate space for the additional section.

ACTION REQUIRED:

Staff recommends approval.



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BOARD TRANSMITTAL

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MEETING:	Committee on Academic Policies/Programs, Student Life
SUBJECT:	Reimagining the Community College Experience
DATE:	June 15, 2023
PRESENTER:	Executive Vice Chancellor Russ Deaton
PRESENTATION REQUIREMENTS:	10 minutes with discussion
ACTION REQUIRED:	Informational Purposes
STAFF RECOMMENDATION:	Not Applicable

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In summer 2022 TBR staff presented a concept paper that builds off the history of Tennessee and TBR reforms, and then rapidly accelerates them in a new direction resulting in a fundamentally different community college experience for students. In this concept, formally referred to as the Reimagining the Community College Experience, students would encounter:

- Extensive and personalized pre-college career exploration, followed by in-depth career advising and soft skills development throughout a student's program of study.
- A workforce-focused certificate in the first semester, drawn from programs that align with the local/regional economy, to expand and enrich entry and exit points for students as they navigate and move between higher education and the labor force.
- An articulated transition into the second semester that extends the workforce-ready skills and/or adds general education courses that have been contextualized to a student's program of study and that injects workforce skills like communication and critical thinking into the student's pathway.
- Reengineered transfer pathways that stack students' skills and courses from the first two semesters into AA/AS/AAS degrees and/or TCAT programs.

In early fall 2022, TBR solicited grant proposals from community colleges to develop and implement the ideas within the Reimagining the Community College Experience concept paper. At the September 2022 Board meeting, Walters, Pellissippi, Jackson and Southwest were announced as the grant winners and have since been working to fully develop and implement a multi-year pilot effort. As their efforts are taking shape, TBR staff will provide an overview of the colleges' plans as they prepare for fall 2023 implementation.



# Reimagining the Community College Experience



Over the past decade, completion rates at TBR community colleges have more than doubled. Yet, challenges remain. First, economic trends have sharpened the imperative to offer credentials that lead to economic opportunities for students. Many in-demand occupations require high-quality skills training at the certificate and associate level, but too few Tennesseans earn credentials in these fields. Plus, while success rates have risen, half of students leave college without credentials after their first year.

To meet these challenges, four colleges will launch pilots in 2023 to help students do three things:



## Explore Careers Paths

All students encounter pre-college career exploration, followed by career advising throughout their program of study.



## Build Career-Ready Skills

Students earn workforce-ready embedded certificates in their first semester, drawn from programs that align with local economies.



## Stack Credentials

Colleges refine pathways to help students earn stackable credentials and continue working toward an associate degree, transfer, and beyond.



### Project Greenlight

- Working with the American Jobs Center to help students complete career assessments.
- Embedding certificates in Health Care, IT, Criminal Justice, & Business programs.
- Introducing career readiness certificates & soft skills development in transfer programs.



### The Reimagined Pellissippi Student Experience

- Strengthening K-12 partnerships to help students explore careers in YouScience.
- Connecting students to career communities with success teams and soft skills training.
- Embedding certificates and industry certifications in each career community.



### Southwest Workforce Solutions Center

- Deploying the Career Coach tool to help students explore careers before registration.
- Embedding certificates in Health Care, IT, Business, Criminal Justice, & Early Childhood.
- Implementing auto-credentialing to award certificates automatically upon completion.



### BADGE

- Adding durable or “soft” skills, as well as expanded career exploration opportunities into student’s first-year experience courses.
- Working to expand Prior Learning Assessment (PLA) opportunities for students.
- Building pathways to increase the transferability of non-credit & TCAT courses.

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BOARD TRANSMITTAL

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MEETING:	Committee on Academic Policies/Programs, Student Life
SUBJECT:	Tennessee Coaching Project
DATE:	June 15, 2023
PRESENTER:	Assistant Vice Chancellor Amy Moreland
PRESENTATION REQUIREMENTS:	10 minutes with discussion
ACTION REQUIRED:	Informational Purposes
STAFF RECOMMENDATION:	Not Applicable

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In 2022, two community colleges launched a new project to support students who are underprepared for college, known as the *Tennessee Coaching Project*. Through this project, Northeast State Community College and Jackson State Community College embedded success coaches into students' first year of college. Coaches help students navigate coursework, connect with resources, and explore careers. In 2023, the project expanded to provide coaching to adult learners who are reconnecting with college after some time away.

The Tennessee Coaching Project includes a coaching model designed by TBR staff in partnership with advising leaders at the pilot colleges. This work is supported by \$2.9 million in grant funds to TBR from the U.S. Department of Education Institute of Education Sciences and Ascendium Education Group.

Early results suggest that coaching has promoted student success during the first year of this project. Students at both pilot colleges have engaged with coaching at high rates. Additionally, preliminary data indicates that students who engaged with their coach persisted at higher rates than other students. Early outcomes also suggest gains in math course success for students who engaged with their coach.

The TBR staff will provide an overview of this project and early outcomes. The presentation will describe the coaching model and present preliminary data from the first year of this project. The presentation will also highlight the contributions of advising staff at Jackson State and Northeast State to this project.

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BOARD TRANSMITTAL

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MEETING: Committee on Academic Policies/Programs, Student Life

SUBJECT: Accreditation Summary Report and Overview 2021-2022

DATE: June 15, 2023

PRESENTER: Vice Chancellor Jothany Reed

PRESENTATION  
REQUIREMENTS: 5 minutes

ACTION REQUIRED: Informational Purposes

STAFF  
RECOMMENDATION: Accept Report

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The Annual Accreditation Report and Overview summarizes all activity for the academic year 2021-2022 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, 2021 to June 30, 2022**

**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).
- All thirteen institutions submitted other types of compliance documents such as fifth-year interim reports, decennial reports, substantive changes, and monitoring reports.

**Program Accreditation**

- In 2021 to 2022, TBR community colleges participated in a total of 112 accreditation-related activities including self-study reports, program reviews, site visits, and interim reports to accrediting agencies.
- 37 creditable programs in TBR community colleges received notice of accreditation, reaffirmation, or continuing accreditation in 2021-2022.
- Additional program accreditation activities include annual reports, midterm quality assurance reports, and substantive change submissions.

**Academic Audit**

- For the 2021-2022 academic year, 22 academic programs system-wide underwent the Academic Audit process. Sixteen degrees and six technical certificate programs were reviewed with an Academic Audit.
- In the spring of 2022, 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 4 programs undergo a Program Review process in 2021-22.
- For the Program Review, each prepared a written report and hosted external peer reviewers on campus or virtually. 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, 2021 to June 30, 2022**

**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 TCAT Northwest/Covington/Ripley merger received initial approval.
- TCATs Morristown and Murfreesboro received final reaffirmation.
- TCATs Elizabethton, Knoxville, and McMinnville received COE approval for substantive changes to establish an Instructional Service Center.
- TCAT Memphis received COE approval for substantive change to establish an Extension Campus.
- All TCATs submitted their COE annual reports in March 2022.

**Program Accreditation**

- In 2021-2022, TCATs participated in a total of 15 program accreditation-related activities including self-studies, program reviews, and site visits to accrediting agencies. All programs received notice of reaffirmation and continuing accreditation.

**TBR Annual Accreditation and Quality Assessment Update 2021-2022**

<b>Tennessee Board of Regents</b>					
<b>Annual Accreditation and Quality Assessment Update: July 1, 2021 to June 30, 2022</b>					
<b>Institutional Level Accreditation Activities</b>					
<b>Institution</b>	<b>Scope/Purpose of Review</b>	<b>Accrediting Body</b>	<b>Self Study or Other Activity</b>	<b>Site Visit Date(s)</b>	<b>Official Action Taken</b>
ChCSS	Substantive Change - Program Closure for Professional Actor Training Program	SACSCOC	1-Apr-21		21-Jan-22
ChCSS	Substantive Change - New Instructional Site Construction Career Center	SACSCOC	12-Jan-22		Mar 3, 2022; April 29, 2022
ChCSS	Substantive Change - New Instructional Site Bledsoe Correctional Complex	SACSCOC	18-Jan-22		Mar 2, 2022; Apr 29, 2022
ChCSS	Enrollment Profile Submission	SACSCOC	18-Jan-22		
ChCSS	Substantive Change - Program Closure AAS Fire	SACSCOC	17-May-22		
ChCSS	Financial Profile Submission	SACSCOC	27-Jun-22		9-Dec-22
CISCC	2021 Enrollment Profile	SACSCOC	Annual Enrollment Profile	n/a	Completed
CISCC	2021 Financial Profile	SACSCOC	Annual Financial Profile	n/a	Completed
CISCC	Reaffirmation Compliance Certification	SACSCOC	Process of Preparing Reaffirmation Compliance Report	Fall 2023	Compliance Certification Report in writing stage
CISCC	Substantive Change Off Campus Instructional Site Relocation for Athens Center to McMinn Higher	SACSCOC	Substantive Change Notification	n/a	Acceptance of substantive change
CISCC	Substantive Change 50%More Delivery Mode change to Distance Education	SACSCOC	Substantive Change Notification	n/a	Acceptance of substantive change
CoSCC	Submission of 2021 Financial Profile and Indicators	SACSCOC	Due: 7/15/2021 Date Submitted: 6/23/2021		Notice of successful submission on 6/24/2021
CoSCC	Submission of 2021 Profile for General and Enrollment Information submitted	SACSCOC	Date Submitted: 12/23/2021		Notice of successful submission on 1/5/2022
CoSCC	Off-campus instructional site notification - Dickson Fire Department	SACSCOC	Date Submitted: 1/13/2022		Notification accepted 7/15/2022
CoSCC	Off-campus instructional site notification - Santa Fe Unit School	SACSCOC	Date Submitted: 1/13/2022		Notification accepted 7/15/2022
CoSCC	Compliance Certification for Differentiate Review for Reaffirmation of Accreditation	SACSCOC	Date Submitted: 2/26/2022		Reviewed by Off-Site Committee April 19-22, 2022
CoSCC	Virtual Advisory Visit	SACSCOC		June 6-7, 2022	
DSCC	Terminate Agriculture Applications Certificate	SACSCOC	Substantive Change	n/a	Approved
JSCC	Closure of OCIS- Humboldt Adult Learning Center	SACSCOC	Substantive Change Notification	none	submitted 04/21/22; approved 10/31/22
MSCC	Substantive Change Program Closure - AAS in Early Childhood Education	SACSCOC	Substantive Change Submission	NA	Approval of substantive change
MSCC	Substantive Change Program Closure - AAS in General Technology	SACSCOC	Substantive Change Submission	NA	Approval of substantive change

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MSCC	Substantive Change Off-Campus Instructionla Site (OCIS) - University of TN Space Institute (UTSI) @50%+	SACSCOC	Substantive Change Prospectus	NA	Approval of substantive change
MSCC	Substantive Change OCIS Closure - Bridgestone Firestone North American Education Facility	SACSCOC	Substantive Change Submission	NA	Approval of substantive change
MSCC	Substantive Change OCIS Closure - City of LaVergne Public Library	SACSCOC	Substantive Change Submission	NA	Approval of substantive change
MSCC	Substantive Change OCIS Closure - Fayetteville Patrick Rehabilitation Center	SACSCOC	Substantive Change Submission	NA	Approval of substantive change
MSCC	Substantive Change OCIS Closure - Tennessee Fire Service and Codes Academy	SACSCOC	Substantive Change Submission	NA	Approval of substantive change
MSCC	Substantive Change OCIS Closure - Middle Tennessee Education Center (MTEC)	SACSCOC	Substantive Change Submission	NA	Approval of substantive change
MSCC	Substantive Change Program Notification - New Theatre Performance concentration for the Associate of Fine Arts degree	SACSCOC	Substantive Change Notification	NA	Acceptance of substantive change
MSCC	2021 Financial Profile and Indicators	SACSCOC	Annual Financial Profile	NA	Completed
MSCC	2021 Enrollment Profile	SACSCOC	Annual Enrollment Profile	NA	Completed
NaSCC	offer more than 25% of a program at Riverbend Maximum Security Institution	SACSCOC	notification of 25-49%	N/A	acknowledged 6/3/2021
NaSCC	offer more than 25% of a program at Debra Johnson Rehabilitation Center	SACSCOC	notification of 25-49%	N/A	acknowledged 6/3/2021
NaSCC	close OCIS Charles Bass Correctional Complex	SACSCOC	notification of site closure	N/A	approved 1/18/2022
NaSCC	close OCIS Nashville International Airport	SACSCOC	notification of site closure	N/A	approved 1/18/2022
NaSCC	terminate general education certificate	SACSCOC	program closure sub change	N/A	approved 1/11/2022
NaSCC	terminate certificate in healthcare compliance	SACSCOC	program closure sub change	N/A	approved 1/11/2022
NaSCC	terminate certificate in hospitality management	SACSCOC	program closure sub change	N/A	approved 1/11/2022
NaSCC	offer more than 50% of a program at Debra Johnson Rehabilitation Center	SACSCOC	full OCIS extensive review sub change	N/A	approved 3/23/2022
NaSCC	offer more than 50% of a program at North Davidson Campus	SACSCOC	full OCIS extensive review sub change	N/A	approved 3/23/2022
NaSCC	offer more than 25% of a program at Riverbend Maximum Security Institution	SACSCOC	full OCIS extensive review sub change	N/A	approved 3/23/2022
NaSCC	offer more than 25% of a program at Riverbend Maximum Security Institution	SACSCOC	full OCIS limited review sub change	N/A	approved 4/4/2022
NeSCC	Relocation of Sullivan Central High School to West Ridge High School OCIS	SACSCOC	Notification submitted	N/A	Notification submitted May 2021, Notification
NeSCC	Closure of Sullivan South High School OCIS	SACSCOC	Notification and teach-out plan submitted	N/A	Teach-out plan submitted May 2021,
NeSCC	Closure of Sullivan North High School OCIS	SACSCOC	Notification and teach-out plan submitted	N/A	Teach-out plan submitted May 2021,



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NeSCC	Offering 25% to 49% of a program at Northeast Correctional Complex as an Off-Campus Instructional Site (OCIS)	SACSCOC	Notification submitted	N/A	Notification submitted August 2021, Notification accepted
NeSCC	Offering 50% or more of a program at Northeast Correctional Complex as an Off-Campus Instructional Site (OCIS)	SACSCOC	Prospectus submitted	N/A	Prospect submitted August 2021, Prospectus approved December 2021
NeSCC	OCIS Verification Site Visit (to finalize reaffirmation of accreditation)	SACSCOC	N/A	October 25-26, 2021	Confirmation of completion of verification site process process October 2021
NeSCC	Notification of new program: 25% to 49% of Fleet Maintenance and Light Repair certificate program	SACSCOC	Notification submitted	N/A	Notification submitted June 2022, Notification accepted December 2022
NeSCC	Notification of new program: 25% to 49% of Unmanned Aircraft Systems certificate program	SACSCOC	Notification submitted	N/A	Notification submitted June 2022, Notification accepted December 2022
PSCC	Reaffirmation	SACSCOC	On-site Reaffirmation Committee Visit, Response Report	09/20/2021	reaffirmed accreditation and requested a monitoring report
RSCC	Substantive Change - Oneida High School @50%+	SACSCOC			Prospectus Approved 9/10/2021
RSCC	Substantive Change - Morgan County Correctional Complex @50%+	SACSCOC			Prospectus Approved 9/10/2021
RSCC	Financial Profile & Indicators	SACSCOC	Submitted 7/12/2021		Accepted 7/15/2021
RSCC	Profile for General & Enrollment Information	SACSCOC	Submitted 1/14/2022		Accepted 1/14/2022
STCC	2021 Financial Profile and Indicators	SACSCOC	Annual Financial Profile	NA	Completed
STCC	2021 Enrollment Profile	SACSCOC	Annual Enrollment Profile	NA	Completed
STCC	Monitoring Report	SACSCOC	Prepared Monitoring Report for September 2021 submission	NA	Monitoring Continued. Next Monitoring report due September 2022
STCC	Substantive Change - New Program Aviation Technology	SACSCOC	Substantive Change Prospectus	NA	Approval of Substantive Change
VSCC	Termination of Medical Assiting AAS	SACSCOC	Substantive Change		SACS approval - 1/20/2023
VSCC	Logistics and Supply Change Mngmt Tech Certificate at Monteery HS	SACSCOC	Substantive Change		SACS approval - 1/20/2023
VSCC	AA and AS Parallel at Green Hill High School	SACSCOC	Substantive Change		SACS approval - 11/25/2022
VSCC	Medic One Name Change	SACSCOC	Notification		SACS acceptance - 9/21/2023

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VSCC	Offering 25-29% Criminal Justice Certificate at Hendersonville HS	SACSCOC	Notification		SACS acceptance - 9/21/2022	
VSCC	Notification of Program offerings at Monterey HS	SACSCOC	Notification		SACS acceptance - 9/27/2022	
WSCC	Program Closure of AAS Clean Energy Technology & embedded certificates	SACSCOC	Substantive change	n/a	2/14/22 submitted; 8/19/22 approval	
WSCC	New Program Approval - Technical Certificate Program in Butchery	SACSCOC	Substantive change	n/a	5/17/22 submitted; 9/30/22 approval	
<b>Academic Program Level Accreditation Activities</b>						
<b>Institution</b>	<b>Program Name</b>	<b>Degree(s)</b>	<b>Accrediting Body</b>	<b>Self Study or Other Activity</b>	<b>Site Visit Date(s)</b>	<b>Official Action Taken</b>
ChCSS	Computer Information Technology	AAS	ATMAE	Self Study		12/8/2021
ChCSS	Paramedic	AAS	CAAHEP	Self Study Sping 2022	Spring 2023	
ChCSS	Health Information Management	AAS	CAHIIM	Withdrawal from accreditation		14-Mar-22
CISCC	Electrical Engineering Technology Electromechanical Technology Engineering Technology Mechatronics Technology	23 AAS	ATMAE	Progress Report	n/a	Report approved and accreditation granted 12/08/2021
CoSCC	Anesthesia Technology	AAS	CAAHEP	Initial Accreditation Site Visit and Response to findings submitted by May 13,2022	April 5-6, 2022	Notification of Initial Accreditation awarded on May 20,2022
CoSCC	Medical Laboratory Technology	AAS	NAACLS	Progress Report Submitted September 24, 2021		Report accepted as Satisfactory on October
CoSCC	Medical Laboratory Technology	AAS	NAACLS			Accreditation Renewal received from NAACLS
CoSCC	Nursing	AAS	ACEN	Accreditation submitted 1/4/2022		Site visit scheduled for February 7-9, 2023
CoSCC	Paramedic Technical Certificate	Technical Certificate	CoAEMSP			Study Report received 7/30/2021
CoSCC	Paramedic Technical Certificate	Technical Certificate	CoAEMSP			Confirmation of 2019 Annual Report with all
CoSCC	Radiologic Technology	AAS	JRCERT	Annual Report Submitted September 23, 2021		
CoSCC	Radiologic Technology	AAS	JRCERT	Interim Report Submitted November 8, 2021		2/24/2022 Accreditation Maintained
CoSCC	Respiratory Care	AAS	CoARC	NBRC portal for Educators March 2022		Distinguished RRT Credentialing Success
CoSCC	Veterinary Technology Program	AAS	AVMA	notification of appointment of new program director		
CoSCC	Veterinary Technology Program	AAS	AVMA	Progress Report submitted April 22, 2022		Accreditation maintained
DSCC	University Parallel, Accounting	AS	ACBSP	Quality Assurance Report	n/a	Approved
DSCC	University Parallel, Business Administration	AS	ACBSP	Quality Assurance Report	n/a	Approved

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DSCC	Business	AAS	ACBSP	Quality Assurance Report	n/a	Approved	
DSCC	Nursing	AAS	ACEN	Annual Report	n/a	Approved	
DSCC	Health Information Management	AAS	CAHIIM	Annual Report	n/a	Approved	
JSCC	Respiratory Care	AAS	COARC	none	none	none	
JSCC	Radiologic Technology	AAS	JRCERT	none	none	none	
JSCC	Engineering Systems Technology	AAS	ATMAE	2 year progress report	none	Report approved an accreditation granted	
JSCC	Medical Laboratory Technician	AAS	NAACLS	20-Apr	11/1/2020. This resulted in a 10 year accreditation award.	none - 5 year interim report due in 2025	
JSCC	Occupational Therapy Assistant	AAS	AOTA	none	none	none	
JSCC	Business	AAS/AS	ACBSP	none	none	None Required	
JSCC	Paramedic	AAS/Technical Certificate	CoAEMSP	2020 Annual report reviewed. Accepted on 6-1-22.	none	None - All thresholds met	
JSCC	Physical Therapist Assistant	AAS	CAPTE	none	none	none	
JSCC	Nursing	AAS	ACEN	Annual report submitted 10/21/21. Self-study initiated for report due 1/23.	none	none	
MSCC	Mechatronics Technology	AAS/Technical Certificate	ATMAE	Progress Report	NA	Report presented and approved in November 2021	
MSCC	Emergency Medical Technician/Paramedic	AAS/Technical Certificate	CoAEMSP	Annual Report	NA	Completed	
MSCC	Nursing	AAS	ACEN	Annual Report	NA	Completed	
MSCC	Medical Laboratory Technology	AAS	NAACLS	Annual Report	NA	Completed	
NaSCC	Healthcare Management	AAS	ACBSP		Sept 26-29, 2021	Accreditation granted	
NaSCC	Business	AAS	ACBSP		Sept 26-29, 2021	Accreditation granted	
NaSCC	Accounting	AAS	ACBSP		Sept 26-29, 2021	Accreditation granted	
NaSCC	Administrative Professional Technology	AAS	ACBSP		Sept 26-29, 2021	Accreditation granted	
NaSCC	Hospitality and Tourism Management	AAS	ACBSP		Sept 26-29, 2021	Accreditation granted	
NaSCC	Culinary Arts	AAS	ACF		Sept 7-8, 2021	Accreditation granted	
NaSCC	Early Childhood Education	AAS	NAEYC		Sept 27-29, 2021	Accreditation with conditions granted	
NeSCC	Administrative Professional Technology: Business Office	A.A.S.	ACBSP	Self-study completed ; Expiration April 2030	N/A	N/A	
NeSCC	Administrative Professional Technology: Legal Office	A.A.S.	ACBSP	Self-study completed ; Expiration April 2030	N/A	N/A	
NeSCC	Administrative Professional Technology: Medical Office	A.A.S.	ACBSP	Self-study completed ; Expiration April 2030	N/A	N/A	

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NeSCC	Aviation Technology	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Passed two year progress report; November 3, 2021	
NeSCC	Business: Management	A.A.S.	ACBSP	Self-study completed ; Expiration April 2030	N/A	N/A	
NeSCC	Business: Small Business Management	A.A.S.	ACBSP	Self-study completed ; Expiration April 2030	N/A	N/A	
NeSCC	Business: Accounting	A.A.S.	ACBSP	Self-study completed ; Expiration April 2030	N/A	N/A	
NeSCC	Cardiovascular Technology	AAS	CAAHEP, JRC/CVT	Annual report submitted 12/1/2021	N/A	Accepted with no recommendations	
NeSCC	Computer and Information Sciences: Networking	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Passed two year progress report; November 3, 2021	
NeSCC	Computer and Information Sciences: Cyber Defense	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Passed two year progress report; November 3, 2021	
NeSCC	Computer and Information Sciences: Programming	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Passed two year progress report; November 3, 2021	
NeSCC	Computer and Information Sciences: Systems Administration and Management	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Passed two year progress report; November 3, 2021	
NeSCC	Dental Assisting	AAS/Certificate	CODA/ADA	Reaccreditation report received 3/11/21	N/A	Continuing accreditation for 7 years	
NeSCC	Early Childhood Education	A.A.S., Technical Certificate	NAEYC	No activity to report	N/A	Continuing Accreditation	
NeSCC	Electrical Technology: Electrical	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Passed two year progress report; November 3, 2021	
NeSCC	Electrical Technology: Electromechanical	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Passed two year progress report; November 3, 2021	
NeSCC	Entertainment Technology	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Passed two year progress report; November 3, 2021	
NeSCC	Industrial Technology: Automotive Service	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Passed two year progress report; November 3, 2021	
NeSCC	Industrial Technology: Automotive Body/Collision Repair	A.A.S.	ATMAE	Self-study completed	N/A	Preparing two year progress report.	
NeSCC	Industrial Technology: Engineering Design Technology	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Preparing two year progress report.	

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NeSCC	Industrial Technology: Machine Tool	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Preparing two year progress report.	
NeSCC	Industrial Technology: Manufacturing Engineering Technology	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Preparing two year progress report.	
NeSCC	Industrial Technology: Mechanical	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Preparing two year progress report.	
NeSCC	Industrial Technology: Motor Sports	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Preparing two year progress report.	
NeSCC	Industrial Technology: Welding/Metal Fabrication	A.A.S.	ATMAE	Self-study completed ; Expiration November 2024	N/A	Preparing two year progress report.	
Nescc	Medical Laboratory Technician	AAS	NAACLS	Reaccrediation report received	N/A	Continuing Accreditation for ten (10) years.	
NeSCC	Nursing	AAS	ACEN	Virtual Site visit completed with reaccrediation	N/A	Continuing Accreditation for 7 years	
NeSCC	Nursing (LPN-RN)	AAS	ACEN	Virtual Site visit completed with reaccrediation	N/A	Continuing Accreditation for 7 years	
NeSCC	Paramedic	AAS/Certificate	CAAHEP, CoAEMSP	Annual report submitted	N/A	Accepted with no recommendations	
NeSCC	Surgery Technology	AAS	ARC/STSA	Self Study has been sent in for review	Waiting on site visit dates	N/A	
PSCC	Computer Information Technology	AAS	ACBSP	Self Study	04/08/2022	Accredited	
PSCC	Accounting	AAS	ACBSP	Self Study	04/08/2022	Accredited	
PSCC	Administrative Professional Technology	AAS	ACBSP	Self Study	04/08/2022	Accredited	
PSCC	Business	AAS	ACBSP	Self Study	04/08/2022	Accredited	
PSCC	Early Childhood Education	AAS	NAEYC	Self Study	10/25/2021	Accredited with conditions	
RSCC	Dental Hygiene	AAS	CODA	Self-study submitted 7/20/2021; response to visiting team report submitted 2/14/2022	Site Visit 11/16-17/2021		
RSCC	Adv Pharmacy Technology	Certificate	ASHP	n/a			
RSCC	Occupational Therapist Assistant	AAS	AOTA	Annual report submitted 3/25/2022		Annual report accepted 5/13/2022	
RSCC	Radiologic Technology	AAS	JRCERT	Self-study submitted 9/30/2021; Annual report submitted 10/1/2021	Site Visit 6/27-28, 2022	Self-study accepted with no questions/comments 11/18/2021	
RSCC	Vision Care Technology	AAS	COA	Self-study submitted 2/14/2022; reponse to visiting team report submitted 5/10/2022	Site Visit 3/14-15, 2022		

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RSCC	Physical Therapist Assistant	AAS	CAPTA	Annual report submitted 11/16/2021			
RSCC	Respiratory Care	AAS	COARC			Reaffirmed 7/11/2021 for 10 years	
RSCC	Polysomnography	Certificate	CoAPSG	Annual report submitted December, 2021			
RSCC	Health Information Management	AAS	CAHIIM	Annual report submitted 6/27/2022			
RSCC	Nursing	AAS	ACEN	Report of new program director submitted 8/11/2021; annual report submitted 4/28/2022			
RSCC	Early Childhood Education	AAS	NAEYC			Reaffirmed 8/9/2021 for seven years	
RSCC	Medical Laboratory Technology	AAS	NAACLS	Self-study submitted 4/20/2022; response to self-study review submitted 6/12/2022			
RSCC	Mechatronics	AAS	ATMAE			Initial accreditation granted 12/8/2021; progress report due 2023	
RSCC	Computer Information Technology	AAS	ATMAE			Initial accreditation granted 12/8/2021; progress report due 2023	
RSCC	EMT/Paramedic	Certificate		Progress report accepted 11/5/2021 with no follow-up; annual report accepted 5/5/2022			
STCC	Physical Therapy Assistant	A.A.S.	CAPTE	Annual Report	NA	Probationary Accreditation	
STCC	Radiologic Technology	A.A.S.	JRCERT	Annual Report	NA	Probation	
VSCC	Veterinary Technology Program	AAS	AVMA	Annual report completed by February 25, 2022	Planned for 10/12/2022	Waiting on accreditation decision after site study scheduled for October 2022	
VSCC	Mechatronics Technology	AAS	ATMAE	Self Study submitted Mar 17, 2022 for initial accreditation	April 17-19, 2022	No official action until ATMAE conference in November 2022.	

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VSCC	Nursing	AASN	ACEN	Self Study Fall 2022	10/2022	Initial Accreditation granted, back dated to February 16, 2021. Next visit will be in the fall of 2027.	
VSCC	Health Information Management	A.A.S.	CAHIIM	2018 CAHIIM Standards and Curriculum Compliance documents submitted to CAHIIM 9/30/21.	N/A	accreditation granted 2/27/2019. Next review cycle 2029-2030. November 2021 CAHIIM affirmed compliance with the 2018 CAHIIM Standards and Curriculum.	
VSCC	Dental Assisting	AAS/Technical Certificate	CODA	"Interruption of Instruction" (CODA) Report approved April 26, 2021 with no reporting requirements.	N/A	Reviewed with no further action required	
VSCC	Paramedic	AAS/Technical Certificate	CoAEMSP	Annual Report May 15th 2022	N/A	Accreditation maintained	
VSCC	Physical Therapist Assistant	AAS	CAPTE	Annual Report submitted November 8, 2022	N/A	Accreditation maintained	
VSCC	Diagnostic Medical Sonography	AAS/Technical Certificate	CAAHEP/JRCEDMS	No self study in the 2021-2022 Fiscal Year	N/A	maintained through 2023	
VSCC	Respiratory Care Technology	A.A.S.	CoARC	Annual Report submitted June 28, 2022	N/A	Accreditation maintained	
VSCC	Radiologic Technology	A.A.S.	JRCERT	2020 Annual Report submitted 10/8/2021	N/A	Reviewed with no further action required	
VSCC	Sleep Diagnostics Technology	AAS/Technical Certificate	CAAHEP/CoAPSG	2021 Annual Report submitted June 2021	N/A	Reviewed with no further action required	
VSCC	Medical Laboratory Technology	A.A.S.	NAACLS	Annual Survey submitted November 2021	N/A	Reviewed with no further action required	
VSCC	Ophthalmic Technician Program	AAS	ICA	Self study-August 2021	Jun-22	Continuing accreditation granted until August 2027.	
WSCC	Business - Culinary Arts	AAS & Certificate	ACFEF	Self study	October 2021	2/1/2022 accreditation granted	
WSCC	Nursing	AAS	ACEN	self study	9/21/21-9/23/21	3/1/22 granted accreditation (letter dated 4/22/22)	
WSCC	Electrical Engineering Technology	AAS	ATMAE	Progress Report - 9/3/21	n/a	11/3/2021 accreditation granted	
WSCC	Health Information Management	AAS & Certificate	CAHIIM	2021 Annual Report - submitted on 4/28/22	n/a	accepted 9/21/22	

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WSSC	Occupational Therapy Assistant	AAS	ACOTE	2022 Annual Report	n/a	accepted 4/3/22	
WSSC	Emergency Medical Services	AAS	CoAEMSP	2019 Annual Report	n/a	10/2/21 - accepted; thresholds met	
WSSC	Respiratory Care	AAS	CoARC	2021 Annual Report	n/a	11/19/2021 accepted	
WSSC	Physical Therapist Assistant	AAS	CAPTE	2021 Annual Report	n/a	10/21/21 submitted	
<b>Academic Audit Activities</b>							
<b>Institution</b>	<b>Program Name</b>	<b>Degree(s)</b>	<b>Self Study or Other Activity</b>	<b>Site Visit Date(s)</b>			
ChCSS	Digital Media Design and Production	AAS	Self Study	1-Apr-22			
ChCSS	Health Sciences	AAS	Self Study	4-Apr-22			
CISCC	Medical Informatics	23 AAS	Academic Audit	03/21/22			
CISCC	Fine Arts- Music	23 AFA	Academic Audit	04/04/22			
CoSCC	Emergency Medical Technician	Technical Certificate	Virtual Site Visit Conducted	April 4, 2022			
CoSCC	Advanced Emergency Medical Technician	Technical Certificate	Virtual Site Visit Conducted	April 4, 2022			
CoSCC	Accelerated Advanced Emergency Medical Technician	Technical Certificate	Virtual Site Visit Conducted	April 4, 2022			
JSCC	University Parallel	AA/AS	Academic Audit	1-Apr-22			
JSCC	Computer Information Technology	AAS	Academic Audit	23-Mar-22			
MSCC	Advanced Emergency Medical Technician Certificate	Technical Certificate	Academic Audit	25-Mar-22			
NaSCC	Teaching	AST	submitted January 27, 2022	virtual visit - 3/18/2022			
NaSCC	Industrial Process Control Technology	AAS	submitted January 27, 2022	virtual visit - 4/1/2022			
NaSCC	Visual Communications	AAS	submitted January 27, 2022	virtual visit - 3/25/2022			
PSCC	Teaching	AST	Self-study	3/31/2022			
RSCC	University Parallel	AA/AS	Self-study submitted 1/28/2022	Site visit 3/25/2022			
STCC	Graphic Arts Technology	A.A.S.	Self Study	Apr-22			
STCC	Substance Abuse Counseling	T.C.	Self-Study	14-Apr-22			
VSCC	Music and Art	AFA	Virtual Visit Completed	4/11/2022			
VSCC	HS AAS: Dental Assisting, Sonography, Paramedic, Sleep Diagnostics	AAS/Technical Cer	Virtual Visit Completed	4/13/2022			
WSSC	Criminal Justices	AAS	Self Study	3/31/2022			
WSSC	Law Enforcement	AAS	Self Study	3/31/2022			
<b>Academic Program Review Activities</b>							
<b>Institution</b>	<b>Program Name</b>	<b>Degree(s)</b>	<b>Self Study or Other Activity</b>	<b>Site Visit Date(s)</b>			
ChCSS	Computer Tomography	C1	Self Study	3/17/2022			
DSCC	Healthcare Technician (embedded in Health Sciences)	Technical Certificate	External Peer Review	June 11, 2022 (Virtual)			



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NeSCC	Aviation Technology	A.A.S.	FFA accreditation Powerplant; January 12th, 2021				
NeSCC	Welding	A.A.S.	Submitted perkins funding request to support AWS - CWI credentialing of 3 full time faculty members.				

**Tennessee Board of+1:28+1:26 Regents**  
**Annual Accreditation and Quality Assessment Update: July 1, 2021 to June 30, 2022**

<b>Institutional Level Accreditation Activities</b>					
<b>Institution</b>	<b>Scope/Purpose of Review</b>	<b>Accrediting Body</b>	<b>Self Study or Other Activity</b>	<b>Site Visit Date(s)</b>	<b>Official Action Taken</b>
TCAT Elizabethton	Substantive Change	COE	Substantive Change Application Form- New Instructional Service Center	9/29/2021	Approval of Kingsport Higher Education Center
TCAT Knoxville	Substantive Change	COE	Substantive Change Application Form- New Instructional Service Center	6/22/2022	Approval of Anderson County Higher Education Center
TCAT Knoxville	Substantive Change	COE	Substantive Change Application Form- New Instructional Service Center	3/3/2022	Approval of Ruth andn Steve West Workforce Development Center
TCAT McMinnville	Substantive Change	COE	Substantive Change Application Form- New Instructional Service Center	3/3/2022	Approval of Coffee County ISC
TCAT McMinnville	Substantive Change	COE	Substantive Change Application Form- New Instructional Service Center	3/3/2022	Approval of Warren County Jail
TCAT Memphis	Substantive Change	COE	Substantive Change Application Form- New Extension Campus	4/19/2022	Approval of Bartlett Extension Campus
TCAT Murfreesboro	Reaffirmation of Accreditation	COE	Self-Study	1/8/2022	Reaffirmation of accreditation for 6 years
TCAT Morristown	Reaffirmation of Accreditation	COE	COE Virtual Team Visit Follow-up Review	5/18/2022	Reaffirmation of accreditation for 6 years
TCAT Northwest/Covington/Ripley	Initial Merger Application	COE	COE Review of Initial Merger Application	9/16/2021	Initial Approval was granted for the merger

<b>Academic Program Level Accreditation Activities</b>					
<b>Institution</b>	<b>Program Name</b>	<b>Accrediting Body</b>	<b>Self Study</b>	<b>Site Visit Dat</b>	<b>Official Action Taken</b>
TCAT Chattanooga	Medical Assisting	MAERB/CAAHEP	Yes	1/26-27/2023	There were a few citations found in the review for which we have submitted a reply and documentation to MAERB. MAERB is reviewing our response and then they will send their recommendation to CAAHEP. We were told that our program is remaining accredited.
TCAT Dickson	Automotive Technology	ASE	Yes	1/25/2022	The Clarksville campus program was reaccredited as a Master Automobile Service Technology program. Accreditation through March 2027.
TCAT Elizabethton	Industrial Electricity	NCCER	Yes	11/1/2021	Reaccreditation as an ATS (Accredited Training Sponsor) for all NCCER sponsored programs
TCAT Elizabethton	Millwright Skills	NCCER	Yes	11/1/2021	Reaccreditation as an ATS (Accredited Training Sponsor) for all NCCER sponsored programs
TCAT Elizabethton	Pipefitting and Plumbing Technology	NCCER	Yes	11/1/2021	Reaccreditation as an ATS (Accredited Training Sponsor) for all NCCER sponsored programs

TCAT Elizabethton	Building Construction Technology	NCCER	Yes	11/1/2021	Reaccreditation as an ATS (Accredited Training Sponsor) for all NCCER sponsored programs
TCAT Knoxville	Heating, Ventilation, Air Conditioning, and Refrigeration	HVAC Excellence	Yes	4/6/2022	Reaccredited
TCAT Knoxville	Industrial Electricity	NCCER	No	5/26/2022	Reaccredited
TCAT Knoxville	Pipefitting and Plumbing Technology	NCCER	No	5/26/2022	Reaccredited
TCAT Knoxville	Welding Technology	NCCER	No	5/26/2022	Reaccredited
TCAT Jacksboro	Automotive Technology	ASE	Yes	5/1/2022	Reaccredited
TCAT Jacksboro	Machine Tool Technology	NIMS	Yes	3/29/2022	Reaccredited
TCAT McMinnville	Automotive Technology	ASE	Yes	10/8/2021	Accredited through April 1, 2027
TCAT Oneida	Automotive Technology	ASE	No	10/25/2022	Reaccredited
TCAT Shelbyville	Automotive Technology	ASE	Yes	8/12/2021	Reaccredited



**Tennessee Board of Regents**  
***Committee on Personnel and Compensation***  
Thursday, June 15, 2023

**AGENDA**

**1. CONSENT AGENDA**

**A. TBR Policy 6.04.00.00, Pregnancy, Childbirth, and Related Conditions (Employees)**

The Committee will review for approval proposed revisions to the Pregnancy, Childbirth and Related Conditions, 6.04.00.00.

**B. TBR Policy 5.01.01.07, Parental Leave**

The Committee will review for approval proposed revisions to the Parental Leave, 5.01.01.07.

**C. TBR Policy 5.01.01.14, Family, Medical and Service Member Leave**

The Committee will review for approval proposed revisions to the Family, Medical and Service Member Leave, 5.01.01.14.

**2. Approval of the May 31, 2023, Special Called Meeting of the Personnel and Compensation Committee Minutes that includes action taken on compensation strategies**

Approval of the minutes of the May 31, 2023, special called personnel and compensation meeting that includes action taken on the compensation strategies.

**3. Review and Approval of President Emeriti contracts (*General Counsel Brian Lapps*)**

The community colleges request the review and approval of six (6) individuals to be appointed President Emeritus for the fiscal year 23-24.

**4. Review and Approval of Faculty Emeriti (*Vice Chancellor Jothany Reed*)**

Three (3) faculty emeritus candidates are being recommended to the Board for consideration and approval.

**5. Promotion Recommendations at Tennessee Colleges of Applied Technology**  
*(Vice Chancellor Jothany Reed)*

The Committee will be asked to act on recommendations for granting promotion to eligible faculty members. The thirty-two (32) faculty receiving promotions represent 5.0% of the TCAT instructional staff.

**6. Promotion and Tenure Recommendations at Community Colleges**  
*(Vice Chancellor Jothany Reed)*

The Committee will be asked to approve recommendations for promotion and tenure of faculty serving at the community colleges. Sixty-six (66) faculty members are recommended for tenure. One hundred fifty-six (156) faculty members are recommended for promotion.

**7. Faculty Promotion Increases** *(Vice Chancellor Alisha Fox)*

A total of one-hundred-fifty-six (156) faculty members are recommended for promotion at the community colleges. At the TCATs, thirty-two (32) faculty members are recommended for promotion. The recommendations are made within the requirements of TBR policies on tenure and promotion.

**8. Executive Incentive Payments** *(Vice Chancellor Alisha Fox)*

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 and Chancellor and the current compensation level for these officials. The incentive does not add to the base salary for the position and is recalculated each year.

**9. Institutional Amendments or New Compensation Plans** *(Vice Chancellor Alisha Fox)*

In accordance with legislative amendment and TBR Guideline P-043 Compensation, three community colleges submitted new or revised compensation plans.

The new or revised compensation plans were reviewed within the System Office by a committee of five (5) individuals from the following offices: Finance, Academic Affairs, Policy & Strategy and two (2) individuals from Human Resources. The Committee reviewed the proposed plans for methodology, market data being used, equity, consistency, completeness, and clarity.

## **10. Institutional Requests for Payments from the State Salary Pool**

*(Vice Chancellor Alisha Fox)*

At the May 31, 2023, 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, 2023. 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.

## **11. Evaluation of the Chancellor** *(Regent Nisha Powers)*

Pursuant to Board policy, a performance review of the Chancellor is required every two years. The evaluation is to be conducted by a committee of at least four members appointed by the Vice-Chair. Vice Chair Reynolds requested the Personnel and Compensation Committee review the feedback and make a recommendation to the Board.

The purpose of this agenda item will be consideration by the Committee of the Chancellor's performance review.

## **12. Request for Chancellor Compensation Plan Payment** *(Vice Chancellor Alisha Fox)*

In accordance with the Board approved compensation plan at the 2022 March Board meeting that included the Chancellor's salary, the following increase is recommended for the Chancellor. The decision was made last year to provide 50% of the amount recommended by the market study completed by the compensation consultant.

This increase will assist in keeping the pay for the Chancellor competitive and be effective July 1, 2023. It will be provided prior to any across the board increase that is approved.



**Tennessee Board of Regents**  
*Committee on Personnel and Compensation*  
Thursday, June 15, 2023

**CONSENT AGENDA**

**1. CONSENT AGENDA**

**A. TBR Policy 6.04.00.00, Pregnancy, Childbirth, and Related Conditions (Employees)**

The Committee will review for approval proposed revisions to the Pregnancy, Childbirth and Related Conditions, 6.04.00.00.

**B. TBR Policy 5.01.01.07, Parental Leave**

The Committee will review for approval proposed revisions to the Parental Leave, 5.01.01.07.

**C. TBR Policy 5.01.01.14, Family, Medical and Service Member Leave**

The Committee will review for approval proposed revisions to the Family, Medical and Service Member Leave, 5.01.01.14.

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BOARD TRANSMITTAL

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MEETING: Committee on Personnel and Compensation

SUBJECT: TBR Policy 6.04.00.00, Pregnancy, Childbirth, and Related Medical Conditions (Employees) (New)

DATE: June 15, 2023

PRESENTER: General Counsel Brian Lapps

PRESENTATION REQUIREMENTS: 2 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

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This new, proposed policy is designed to implement two amended federal statutes. The Pregnant Workers Fairness Act amends Title VII of the Civil Rights Act of 1964 and requires that institutions provide reasonable accommodations for pregnancy, childbirth, and medical conditions related to pregnancy and/or childbirth. The reasonable accommodation requirements and process are similar to the Americans with Disabilities Act accommodation process, but with a few notable exceptions as explained in policy.

The Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act), amends the Fair Labor Standards Act. This law requires that nursing mothers be given time and a private place to express breast milk.

The U.S. Department of Education's June 2022 Notice of Proposed Rulemaking (NPRM) contains many similar protections for students, but with some important differences. The Department, which has been evaluating comments to the NPRM, is expected to issue a final rule in the near future, at which time the System Office will likely be proposing a new policy to comply with the regulations.



## **PREGNANCY, CHILDBIRTH, AND RELATED MEDICAL CONDITIONS (EMPLOYEES): 6.04.00.00**

### **Policy/Guideline Area**

Sexual Discrimination/Harassment/Misconduct

### **Applicable Divisions**

TCATs, Community Colleges, System Office

### **Purpose**

The Tennessee Board of Regents prohibits discrimination against employees because of sex and requires institutions to comply with all legal obligations regarding pregnancy, childbirth, and related medical conditions in accordance with Title VII of the Civil Rights Act of 1964, the Pregnant Workers Fairness Act, Title IX of the Education Amendments of 1972, the PUMP Act, Tennessee Code Annotated § 50-1-305, and all other applicable state and federal statutes and regulations.

### **Definitions**

- “Institution” means each college within the TBR System, and includes the TBR System Office.
- “Known limitation” means a physical or mental condition related to, affected by, or arising out of pregnancy, childbirth or related medical conditions that the employee or the employee’s representative has communicated to the institution, whether or not such condition constitutes a disability under the Americans with Disabilities Act.
- “Qualified employee” means an employee or applicant who, either with or without reasonable accommodation, can perform the essential functions of the job position. An employee or applicant is considered qualified if any inability to perform an essential function is for a temporary period, the essential function can be performed in the near future, and the inability to perform the essential function can be reasonably accommodated.
  - This policy applies to all qualified employees of the institution, whether full- or part-time; whether faculty, adjunct, or staff; and regardless of length of employment.
  - A qualified applicant is considered to be a qualified employee.
- “Reasonable accommodation” generally has the same meaning as under the ADA.
  - Reasonable accommodation means a modification or adjustment to a job or the work environment that will enable a qualified employee to perform the essential functions of the job. (Unlike the ADA, reasonable accommodation under this policy may include temporarily relieving a qualified employee of an essential function of the job.) If multiple reasonable accommodations are available, the institution may select among reasonable accommodations.
  - Reasonable accommodation may include, but is not limited to, making existing facilities accessible, leave, job restructuring, a part-time or modified work schedule, acquiring or modifying equipment, changing or making exceptions to a policy, and reassignment to a vacant position.
- “Related medical condition” includes any illness, complication, or symptoms arising out of pregnancy or childbirth. Examples of related medical conditions include, but are not limited to, morning sickness, gestational diabetes, pregnancy-induced hypertension, miscarriage, sciatica, lactation or the need to express breast milk, medical procedures and recovery, physical injuries from childbirth, and postpartum depression.

## Policy/Guideline

- I. Nondiscrimination in General
  - A. Discrimination or harassment based on pregnancy or related medical condition is prohibited gender discrimination. Complaints of discrimination or harassment based on pregnancy should be submitted to the Title IX Coordinator and will be investigated pursuant to TBR P-080 or TBR Policy TBR Policy 6.01.00.00, Sex Discrimination, Sexual Harassment, or Sexual Misconduct.
  - B. Retaliation against someone who requests a reasonable accommodation for pregnancy, childbirth, or a related medical condition or who files a complaint based on pregnancy is prohibited. Retaliation complaints will be investigated under P-080 or TBR 6.01.00.00.
  - C. An institution shall treat employees who are temporarily unable to perform their job duties or participate in educational programs due to pregnancy, childbirth, or related medical conditions the same as non-pregnant employees who are similar in their ability or inability to work or participate in educational activities, for example with respect to temporary and light duty assignments.
  
- II. Reasonable Accommodation on the Basis of Pregnancy, Childbirth, and Related Medical Conditions
  - A. An employee or applicant who seeks a reasonable accommodation should contact the institution's Title IX Coordinator or other individual designated by the institution. Employees are required to participate in an interactive process to determine a reasonable accommodation.
  - B. An employee who learns that another employee may need reasonable accommodation under this policy should report the matter to the Title IX Coordinator or other individual designated by the institution.
  - C. An institution shall make reasonable accommodation to known limitations related to pregnancy, childbirth, or related medical condition of a qualified employee. The institution and employee must engage in a good faith, interactive process to identify a reasonable accommodation.
  - D. An institution may deny a reasonable accommodation if it would result in undue hardship to the institution. The Office of General Counsel must be consulted prior to denying a reasonable accommodation based on undue hardship.
  - E. An institution shall not:
    1. require a qualified employee to accept a reasonable accommodation other than one arrived at through an interactive process;
    2. deny equal employment opportunities to a qualified employee based on the need to make reasonable accommodations; or
    3. take adverse action against a qualified employee because the employee requested or used a reasonable accommodation, or otherwise retaliate against an individual in violation of applicable law.
  - F. A qualified employee may elect to take leave in accordance with TBR Policy 5.01.01.08, Parental Leave or TBR Policy 5.01.01.14, Family, Medical, and Service Member Leave. An institution shall not require a qualified employee to take leave, whether paid or unpaid, if another reasonable accommodation can be provided.
  - G. Reasonable accommodation pursuant to this policy is available only to qualified employees who are pregnant, have given birth, or have a pregnancy-related

condition. Leave for family members may be available pursuant to TBR Policy 5.0.01.08, Parental Leave or TBR Policy 5.01.01.14, Family, Medical, and Service Member Leave.

### III. Lactation

- A. An institution shall provide space other than a restroom to express milk. The institution may either create dedicated space or provide temporary space on an as-needed basis. The space must be clean, shielded from view, and free from intrusion from others.
- B. Institutions must provide a reasonable amount of break time, as frequently as needed by the nursing mother, to express milk. Breaks must be provided for one year following birth, and any employee who wishes to continue expressing breast milk beyond one year should contact the Title IX Coordinator to discuss additional time to provide breaks.
- C. Employees taking breaks to express milk shall be compensated in the same manner as other employees are compensated during break time. No deduction may be made from an exempt employee's salary. No deduction from a non-exempt employee's pay is permitted unless the Title IX Coordinator has approved in advance.

#### **Sources**

Tenn. Code Ann. § 50-1-305

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq. (as amended by the Pregnant Workers Fairness Act)

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688

Fair Labor Standards Act § 18d (as amended by the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act))

#### **Related Policies**

[Parental Leave : 5.01.01.08 | policies.tbr.edu](#)

[Family, Medical, and Service Member Leave : 5.01.01.14 | policies.tbr.edu](#)

[Sex Discrimination, Sexual Harassment or Sexual Misconduct : 6.01.00.00 | policies.tbr.edu](#)

[Sex Discrimination and Sexual Harassment : 6.02.00.00 | policies.tbr.edu](#)

[Sexual Misconduct : 6.03.00.00 | policies.tbr.edu](#)

[Discrimination & Harassment - Complaint & Investigation Procedure : P-080 | policies.tbr.edu](#)

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BOARD TRANSMITTAL

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MEETING: Committee on Personnel and Compensation

SUBJECT: TBR Policy 5.01.01.08 Parental Leave (Revisions)

DATE: June 15, 2023

PRESENTER: General Counsel Brian Lapps

PRESENTATION REQUIREMENTS: 2 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

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Effective July 1, 2023, State of Tennessee employees will be able to take six weeks of paid parental leave for the birth of a child or placement of a child for adoption. (After expiration of six weeks paid leave, employees may use a combination of sick, annual, and unpaid leave for a total of four months parental leave.) This new paid parental leave is in addition to sick and annual leave. Proposed revisions to the Parental Leave policy implement such paid leave at TBR institutions.

# Parental Leave : 5.01.01.08

## Policy Area

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Personnel Policies

## Applicable Divisions

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TCATs, Community Colleges, System Office

## Purpose

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It is the policy of the Tennessee Board of Regents to provide a period of up to four (4) months of ~~unpaid~~ parental leave to eligible employees for adoption, pregnancy, childbirth and nursing the infant, where applicable, in accordance with T.C.A. § 4-21-408. With regard to adoption, the four (4) month period shall begin at the time the employee receives custody of the child. For eligible employees, six (6) weeks of parental leave will be paid, beginning with the birth of the child or placement of a child for adoption.

## Policy

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### I. Eligibility

- A. Employees who have been employed by the State for at least twelve (12) consecutive months as full-time employees, as determined by the employer at the job site or location, are eligible for this leave.
- B. Subsequent references within policy to an employee shall assume eligibility of that individual.

### II. Relevant Policies

- A. Upon receipt of a written request for parental leave, the President/Chancellor or designee will process the request in accordance with the provisions of this policy and the employee's eligibility for leave under TBR Policy 5.01.01.14 Family and Medical Leave. Reference may also need to be made to TBR Policies 5.01.01.07 Sick Leave, 5.01.01.03 Leave of Absence and 5.01.01.01 Annual Leave.

### III. Notice; Employment Rights and Benefits; Reinstatement

- A. Employees who give at least three (3) months advance notice to their employer of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, shall be restored to their previous or similar

positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.

- B. Employees who are prevented from giving three (3) months advance notice because of a medical emergency which necessitates that leave begins earlier than originally anticipated shall not forfeit their rights and benefits under this policy solely because of their failure to give three (3) months advance notice.
- C. Employees who are prevented from giving three (3) months advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this policy solely because of their failure to give three (3) months advance notice.
- D. Leave will be granted as paid or unpaid pursuant to the policies of the Tennessee Board of Regents.
  - 1. Such leave shall not affect the employees' right to receive annual leave, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position.
  - 2. However, the employer need not provide for the cost of any benefits, plans or programs during the period of leave unless such employer so provides for all employees on leaves of absence.
- E. If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable for failure to reinstate the employee at the end of the parental leave period.
- F. The purpose of this policy is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable.
  - 1. Therefore, if the employer finds that the employee has utilized the period of leave to actively pursue other employment opportunities or if the employer finds that the employee has worked part time or full time for another employer during the period of

leave, the employer shall not be liable for failure to reinstate the employee at the end of such leave.

- G. Whenever the employer shall determine that the employee will not be reinstated at the end of such leave because the employee's position cannot be filled temporarily or because the employee has used such leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

#### IV. Paid Parental Leave

- A. An employee eligible for parental leave under this policy shall be granted six (6) workweeks of paid parental leave at full pay following the birth or the placement of a child for adoption. The institution shall not charge paid parental leave to sick, annual, or other leave the employee may have accumulated. The institution shall consider such leave to be full-time employment for purposes of calculating service anniversary dates.
- B. Paid parental leave must be used within twelve (12) months of the birth or placement of a child for adoption.
- C. Paid parental leave shall be continuous, i.e., in a single block of time, unless the institution, in its discretion, permits the employee to use paid parental leave intermittently.
- D. Paid parental leave is part of, and not in addition to, the four (4) months of parental leave provided under this policy. Paid parental leave runs concurrently with FMLA and parental leave.
- E. Paid parental leave is not applicable to placement of foster care children.
- F. In order to receive paid parental leave, the eligible employee must provide thirty (30) days advance notice, unless the employee learns of the birth or adoption less than thirty (30) days in advance, in which case notice must be given as soon as reasonably possible.
- H.G. An employee is not eligible for more than six (6) weeks of paid leave during a twelve (12) month period, even if there is more than one birth or adoption.

#### IV.V. Use of Accrued Sick and Annual Leave and Compensatory Time

- A. In addition to receiving six (6) weeks of paid parental leave, an eligible employee may use up to thirty (360) working days of accrued sick leave or six (6) weeks working days following the birth of a child or placement for adoption, unless medical complications arise that fit ordinary rules regarding the use of sick leave.
- B. In the event both parents are state employees, the aggregate amount of sick leave that may be used for adoption is limited to sixty (60) working days total for both parents following the placement for adoption. In the event of childbirth, each parent may take up to sixty (60) working days when both parents are state employees.
- C. In order to be eligible to use sick leave as parental leave, a statement from the attending physician indicating the expected date of delivery must accompany the request for leave.
  - 1. Additional information from the attending physician may be required if there are complications and the period of absence must begin sooner than agreed, extend further than agreed, or require the use of sick leave beyond the period beginning with the period of hospitalization and extending for sixty (60) work days following the birth of a child or placement for adoption.
- ~~D.~~—After the sixty (60) working days following the birth of a child or placement for adoption or, if extended, after employee's physician determines that the employee should be released, thus ending the period of sick leave, the employee may use accrued annual leave or leave without pay for the remainder of the four-month parental leave.

#### E.D. Annual Leave; Compensatory Time

- ~~F.E.~~ Accrued annual leave and compensatory time may be used for the entire leave period following the six (6) weeks of paid leave.

#### V.VI. Leave of Absence

- A. When accrued annual and sick leave balances are depleted prior to the end of the four (4) month parental leave period, the employee will be placed in a leave of absence status. Refer to TBR Policy 5.01.01.03 Leave of Absence regarding continuation of insurance coverage for employees on unpaid leave of absence.



## VI.VII. Family and Medical Leave

- A. To be eligible for Family and Medical Leave (FML) which provides for up to twelve (12) work weeks of leave, an employee must have:
  - 1. Worked for the State at least 12 months; and,
  - 2. Worked a minimum of 1250 hours during the year preceding the start of the leave.
- B. Employees who are eligible for FML will have parental leave processed in conjunction with the provisions of TBR Policy 5.01.01.14 Family and Medical Leave regarding election of paid/unpaid leave, continuation of insurance coverage, etc. Parental leave and FML periods shall run concurrently.
- C. At the end of the FML period, an employee is also entitled to receive the difference between the four months granted under this policy and the 12 workweeks granted under FML. Accrued annual leave or leave of absence may be used for the remainder of the parental leave period.
- D. During work weeks that an employee takes leave designated as FML, the employer is responsible for paying the employer's portion of the employee's insurance premium, whether the leave is paid or unpaid.
- E. Employees who choose to take any unpaid leave over the amount to which they are entitled under FML should be made aware that they will be responsible for paying the employer's portion of the insurance premium for the remainder of the leave period if they wish to ensure continued coverage.
- F. The above Policy 5.01.01.08 Paternal Leave supersedes 5.01.01.02 Adoptive Parents Leave, 5.01.01.08 Maternity Leave, and 5.01.01.16 Paternity Leave.

## Sources

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### Authority

T.C.A. § 49-8-203; [T.C.A. § 8-50-809](#)

-T.C.A. § 4-21-408

## History

TBR Board Mtg. December 2, 2005; June 24, 2010; Revised at TBR Board Mtg September 19 & 20, 2019: [Revised at TBR Board Mtg June 16, 2023 \(effective July 1, 2023\)](#).

## Related Policies

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- [Family, Medical, and Service Member Leave](#)
- [Sick Leave](#)
- [Leave of Absence](#)
- [Annual Leave](#)

# Parental Leave : 5.01.01.08

## Policy Area

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Personnel Policies

## Applicable Divisions

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TCATs, Community Colleges, System Office

## Purpose

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It is the policy of the Tennessee Board of Regents to provide a period of up to four (4) months of parental leave to eligible employees for adoption, pregnancy, childbirth and nursing the infant, where applicable, in accordance with T.C.A. § 4-21-408. With regard to adoption, the four (4) month period shall begin at the time the employee receives custody of the child. For eligible employees, six (6) weeks of parental leave will be paid, beginning with the birth of the child or placement of a child for adoption.

## Policy

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### I. Eligibility

- A. Employees who have been employed by the State for at least twelve (12) consecutive months as full-time employees, as determined by the employer at the job site or location, are eligible for this leave.
- B. Subsequent references within policy to an employee shall assume eligibility of that individual.

### II. Relevant Policies

- A. Upon receipt of a written request for parental leave, the President/Chancellor or designee will process the request in accordance with the provisions of this policy and the employee's eligibility for leave under TBR Policy 5.01.01.14 Family and Medical Leave. Reference may also need to be made to TBR Policies 5.01.01.07 Sick Leave, 5.01.01.03 Leave of Absence and 5.01.01.01 Annual Leave.

### III. Notice; Employment Rights and Benefits; Reinstatement

- A. Employees who give at least three (3) months advance notice to their employer of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, shall be restored to their previous or similar

positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.

- B. Employees who are prevented from giving three (3) months advance notice because of a medical emergency which necessitates that leave begins earlier than originally anticipated shall not forfeit their rights and benefits under this policy solely because of their failure to give three (3) months advance notice.
- C. Employees who are prevented from giving three (3) months advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this policy solely because of their failure to give three (3) months advance notice.
- D. Leave will be granted as paid or unpaid pursuant to the policies of the Tennessee Board of Regents.
  - 1. Such leave shall not affect the employees' right to receive annual leave, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position.
  - 2. However, the employer need not provide for the cost of any benefits, plans or programs during the period of leave unless such employer so provides for all employees on leaves of absence.
- E. If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable for failure to reinstate the employee at the end of the parental leave period.
- F. The purpose of this policy is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable.
  - 1. Therefore, if the employer finds that the employee has utilized the period of leave to actively pursue other employment opportunities or if the employer finds that the employee has worked part time or full time for another employer during the period of

leave, the employer shall not be liable for failure to reinstate the employee at the end of such leave.

- G. Whenever the employer shall determine that the employee will not be reinstated at the end of such leave because the employee's position cannot be filled temporarily or because the employee has used such leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

#### IV. Paid Parental Leave

- A. An employee eligible for parental leave under this policy shall be granted six (6) workweeks of paid parental leave at full pay following the birth or the placement of a child for adoption. The institution shall not charge paid parental leave to sick, annual, or other leave the employee may have accumulated. The institution shall consider such leave to be full-time employment for purposes of calculating service anniversary dates.
- B. Paid parental leave must be used within twelve (12) months of the birth or placement of a child for adoption.
- C. Paid parental leave shall be continuous, i.e., in a single block of time, unless the institution, in its discretion, permits the employee to use paid parental leave intermittently.
- D. Paid parental leave is part of, and not in addition to, the four (4) months of parental leave provided under this policy. Paid parental leave runs concurrently with FMLA and parental leave.
- E. Paid parental leave is not applicable to placement of foster care children.
- F. In order to receive paid parental leave, the eligible employee must provide thirty (30) days advance notice, unless the employee learns of the birth or adoption less than thirty (30) days in advance, in which case notice must be given as soon as reasonably possible.
- G. An employee is not eligible for more than six (6) weeks of paid leave during a twelve (12) month period, even if there is more than one birth or adoption.

## V. Use of Accrued Sick and Annual Leave and Compensatory Time

- A. In addition to receiving six (6) weeks of paid parental leave, an eligible employee may use up to thirty (30) days of accrued sick leave following the birth of a child or placement for adoption, unless medical complications arise that fit ordinary rules regarding the use of sick leave.
- B. In the event both parents are state employees, the aggregate amount of sick leave that may be used for adoption is limited to sixty (60) working days total for both parents following the placement for adoption. In the event of childbirth, each parent may take up to sixty (60) working days when both parents are state employees.
- C. In order to be eligible to use sick leave as parental leave, a statement from the attending physician indicating the expected date of delivery must accompany the request for leave.
  - 1. Additional information from the attending physician may be required if there are complications and the period of absence must begin sooner than agreed, extend further than agreed, or require the use of sick leave beyond the period beginning with the period of hospitalization and extending for sixty (60) work days following the birth of a child or placement for adoption.
- D. After the sixty (60) working days following the birth of a child or placement for adoption or, if extended, after employee's physician determines that the employee should be released, thus ending the period of sick leave, the employee may use accrued annual leave or leave without pay for the remainder of the four-month parental leave.
- E. Accrued annual leave and compensatory time may be used for the entire leave period following the six (6) weeks of paid leave.

## VI. Leave of Absence

- A. When accrued annual and sick leave balances are depleted prior to the end of the four (4) month parental leave period, the employee will be placed in a leave of absence status. Refer to TBR Policy 5.01.01.03 Leave of Absence regarding continuation of insurance coverage for employees on unpaid leave of absence.

## VII. Family and Medical Leave

- A. To be eligible for Family and Medical Leave (FML) which provides for up to twelve (12) work weeks of leave, an employee must have:
  - 1. Worked for the State at least 12 months; and,
  - 2. Worked a minimum of 1250 hours during the year preceding the start of the leave.
- B. Employees who are eligible for FML will have parental leave processed in conjunction with the provisions of TBR Policy 5.01.01.14 Family and Medical Leave regarding election of paid/unpaid leave, continuation of insurance coverage, etc. Parental leave and FML periods shall run concurrently.
- C. At the end of the FML period, an employee is also entitled to receive the difference between the four months granted under this policy and the 12 workweeks granted under FML. Accrued annual leave or leave of absence may be used for the remainder of the parental leave period.
- D. During work weeks that an employee takes leave designated as FML, the employer is responsible for paying the employer's portion of the employee's insurance premium, whether the leave is paid or unpaid.
- E. Employees who choose to take any unpaid leave over the amount to which they are entitled under FML should be made aware that they will be responsible for paying the employer's portion of the insurance premium for the remainder of the leave period if they wish to ensure continued coverage.
- F. The above Policy 5.01.01.08 Paternal Leave supersedes 5.01.01.02 Adoptive Parents Leave, 5.01.01.08 Maternity Leave, and 5.01.01.16 Paternity Leave.

## **Sources**

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### **Authority**

T.C.A. § 49-8-203; T.C.A. § 8-50-809

T.C.A. § 4-21-408

### **History**

TBR Board Mtg. December 2, 2005; June 24, 2010; Revised at TBR Board Mtg September 19 & 20, 2019; Revised at TBR Board Mtg June 16, 2023 (effective July 1, 2023).

## **Related Policies**

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- [Family, Medical, and Service Member Leave](#)
- [Sick Leave](#)
- [Leave of Absence](#)
- [Annual Leave](#)



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BOARD TRANSMITTAL

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MEETING: Committee on Personnel and Compensation

SUBJECT: TBR Policy 5.01.01.14 Family, Medical, and Service  
Member Leave (Revisions)

DATE: June 15, 2023

PRESENTER: General Counsel Brian Lapps

PRESENTATION  
REQUIREMENTS: 2 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF  
RECOMMENDATION: Recommend Approval

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The proposed revisions consist of a new section (II.A.2.c.) explaining that six weeks of paid parental leave is available upon the birth or placement of a child and that the details may be found in TBR Policy 5.01.01.07, Parental Leave. The revisions to the FML policy follow the new state law providing state employees with six weeks of paid parental leave and TBR's implementation process.

# Family, Medical, and Service Member Leave:

## 5.01.01.14

### Policy Area

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Personnel Policies

### Applicable Divisions

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TCATs, Community Colleges, System Office

### Purpose

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In compliance with the Family and Medical Leave Act of 1993, as amended, ("FMLA" or "the Act") it is the policy of the Tennessee Board of Regents ("TBR") to provide eligible employees up to 12 workweeks of leave during a 12-month period for family or medical leave, or for a qualifying exigency; or, up to 26 workweeks of leave for military caregiver leave during a 12-month period for reasons specified in this Policy, to provide continued health insurance coverage during the leave period and to insure employee reinstatement to the same or an equivalent position following the leave period.

### Definitions

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- State - shall be defined as any State agency, the TBR System, and/or the University of Tennessee System, for purposes of this policy.
- Other definitions are part of the policy text.

### Policy

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#### I. Employee Eligibility

- A. In order to be considered "eligible," an employee must: (1) have worked for the State for at least 12 months; and, (2) have worked at least 1,250 hours during the year preceding the start of the leave.
- B. The determination of whether an employee meets the eligibility criteria for receiving FMLA leave is based on the amount of service (including prior service) the employee has as of the date the leave actually begins.
- C. This policy applies to both regular and temporary employees.
- D. The right to take FMLA leave applies equally to male and female employees.

- E. This policy contains no exceptions for "key employees" (e.g., a salaried FMLA eligible employee who is among the highest paid 10 percent of all the employees of the institution).
- F. The 12 months of required work with the State do not have to be consecutive in order for an employee to be eligible. However, employment prior to a break in service lasting 7 or more years will not be counted unless the break was due to fulfillment of a National Guard or Reserve military service obligation. The time served performing the military service must also be counted in determining whether the employee has been employed for at least 12 months by the employer.
- G. If an employee is maintained on the payroll for any part of a week, that week is considered a week of employment, with 52 weeks of such employment considered equal to 12 months.
- H. In determining "hours worked" for the purposes of FMLA eligibility, all hours actually worked by an employee (including overtime hours) should be calculated.
  - 1. Annual and sick leave hours which have been used during the 12-month period preceding the start of the leave are not counted as hours worked.
  - 2. In situations where a full-time employee is considered "exempt" from the overtime provisions of the Fair Labor Standards Act (FLSA) and no record of overtime hours worked has been maintained, the employee is presumed to have met the 1,250 hour requirement if they have worked for the State for at least 12 months.
  - 3. For purposes of this policy, full-time faculty satisfy the 1,250 hour test.
- I. The determination of eligibility must be made as of the date the leave commences or within 5 business days (absent extenuating circumstances) of when notification of an FMLA qualifying event has been received.
  - 1. If an employee gives notice that leave is required before meeting the eligibility criteria, they must either be:
    - a. Provided with confirmation of when eligibility will be attained, based upon a projection; or

- b. Advised when the criteria have been met.
- 2. In the latter case, the notice of leave will remain current and outstanding until the employee is advised that eligibility has been attained.
- 3. Eligibility that is confirmed at the time the notice is received may not be subsequently challenged.
- 4. If notice of leave has been given and confirmation of eligibility is not given prior to commencement of the leave, the employee is deemed eligible; FMLA leave may not be denied.
- 5. In addition, if notice of the need for leave has not been given more than 5 business days prior to commencement of the leave, a determination of eligibility must be confirmed within 5 business days following notice.
- 6. If such a determination is not provided, the employee will be considered eligible.
- J. Leave requests for regular employees who do not satisfy the FMLA eligibility requirements shall be processed in accordance with the appropriate TBR leave policies.

## II. Leave Entitlement - FMLA Qualifying Events

### A. Family Leave

- 1. The birth of a son/daughter and to care for the newborn child.
  - a. In addition to leave taken after the birth of a child, FMLA leave may be taken by an expectant mother for the purpose of prenatal visits, pregnancy-related symptoms, and in situations where a serious health condition prevents her from performing her job duties prior to the child's birth.
  - b. Husbands may also use FMLA to accompany an expectant spouse to prenatal visits, to care for an expectant spouse with a serious health condition, or if needed to care for the spouse following the birth of the child if the spouse has a serious health condition.
- 2. The adoptive or foster care placement of a son or daughter with the employee.
  - a. FMLA leave may be taken prior to an adoptive or foster care placement if the leave is necessary for the placement to proceed. This would include granting

leave for required counseling sessions, court appearances, and legal or medical consultations.

**b.** Adoption: There is no requirement in the Act that the source of an adoption be from a licensed adoption agency in order for an employee to be eligible for FMLA leave. (See Section II, A.3., for age limitations for son/daughter.)

**b.c.** Paid Parental Leave: Eligible employees will receive six (6) weeks of paid parental leave in accordance with TBR Policy 5.01.01.08, Parental Leave. FMLA leave shall run concurrently with parental leave, whether paid or unpaid.

**e.d.** Foster Care: This is defined as "24-hour care for children in substitution for, and away from, their parents or guardian." The Act requires that this placement be made by or in agreement with the State and that State action be involved in the removal of the child from parental custody. Foster care may include children of relatives placed within the employee's home by the State.

3. To care for the employee's spouse, son, daughter, or parent with a serious health condition, as defined below:
  - a. Spouse: For purposes of this policy is defined by the U.S. Department of Labor - Family Medical Leave Act. (Code of Federal Regulations; 29 CFR 825.102 Definitions)
  - b. Parent: Biological parent or an individual who currently stands or stood in place of an absent parent to an employee when the employee was a child as defined in son/daughter below. The definition does not include parents-in-law.
  - c. Son/Daughter: Biological, adopted, foster child, stepchild, legal ward, or child of a person standing in place of an absent parent, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability. An individual "incapable of self-care" means that the individual requires active assistance or supervision in performing 3 or more activities of daily living. An individual with a "physical or mental disability" means that the individual has an impairment that substantially limits one or more of the major

life activities of an individual. Regulations at 29 CFR Part 1630, issued by the Equal Employment Opportunity Commission under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), 42 U.S.C. 12101 et seq., define these terms.

1. For purposes of confirmation of family relationship, the president/Chancellor/or designee (hereafter referred to as "Employer") may require the employee giving notice of a need for leave to provide reasonable documentation or statement of family relationship.
2. This documentation may take the form of a simple statement from the employee, a birth certificate, a court document, etc.
3. After examination, the employee is entitled to the return of the official document.

B. Medical Leave. The employee has a serious health condition resulting in an inability to perform job functions.

1. An employee is unable to perform the functions of their position if the Health Care Provider ("HCP") finds that the employee is:
  - a. Unable to work at all; or
  - b. Unable to perform any one of the position's essential functions within the meaning of the ADAAA, 42 USC 12101, et. seq. and the regulations at 29 CFR Sec. 1630.2 (n). For FMLA purposes, the essential functions must be determined with reference to the employee's position when the notice is given or the leave commenced, whichever is earlier.
2. An employee absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. The Designator may provide a copy of the essential functions of the employee's position for the HCP to review when requiring certification.

C. Service member [or Military Family] Leave

1. "Qualifying Exigency." Employees with a spouse, son, daughter, or parent ("the Servicemember") on covered active duty or a Federal call to covered active duty in the regular Armed Forces, the National Guard or Reserves, or a retired member of the regular Armed Forces or Reserves may use leave to address exigencies listed below arising out of the covered active duty or impending covered active duty deployment of the Service member to a foreign country:
  - a. Short-notice deployment (up to 7 days of leave);
  - b. Attending certain military events;
  - c. Child care or school activities;
  - d. Addressing financial and legal arrangements;
  - e. Periods of rest and recuperation with the Service member (up to 5 days of leave)
  - f. Attending counseling sessions related to active duty;
  - g. Attending post-deployment activities (available for up to 90 days after the termination of the covered Servicemember's active duty status);
  - h. Other activities arising out of the Service member's active duty or call to active duty, and agreed upon by the institution and employee.
2. Military Caregiver Leave
  - a. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered Service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the covered Service member who has a serious injury or illness incurred in the line of duty while on covered active duty in the Regular Armed Forces, National Guard or Reserves provided that such injury or illness may render the Service member medically unfit to perform duties for which the Service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.
    1. A serious health condition also includes any injury or illness that existed before the beginning of the Servicemember's covered active duty that was aggravated by service in the line of duty on covered active duty.

2. A veteran of the regular Armed Forces, National Guard or Reserves will be considered a covered Service member for purposes of this leave entitlement if:
  1. They are undergoing medical treatment, recuperation or therapy for a serious injury or illness that was incurred by or aggravated while on covered active duty in the Armed Forces, whether or not the illness or injury manifested itself before or after the member became a veteran; and
  2. They were a member of the Armed Forces, National Guard, or Reserves at any time during the five-year period before beginning the treatment, recuperation or therapy.
- b. An employee may take up to 26 workweeks of leave on a per Service member, per injury/illness basis during a 12-month period, beginning on the first day of leave. However, no more than 26 workweeks of leave may be taken within any single 12-month period.
- c. "Next of kin" means the nearest blood relative other than the covered Servicemember's spouse, parent or child designated by the Service member in the following order of priority:
  1. A legal guardian or custodian; or
  2. A sibling, grandparent, aunt/uncle, or first cousin, unless the Service member has specifically designated in writing another blood relative as his/her nearest blood relative.

### III. FMLA definition of "a serious health condition" and "period of incapacity"

- A. "Serious health condition" means an illness, injury, impairment, or physical or mental condition involving any of the following:
  1. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity; or
  2. Continuing treatment by a HCP which includes:



- a. A period of incapacity lasting more than 3 consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
    - 1. Treatment 2 or more times by or under the supervision of a HCP (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
    - 2. Treatment on at least one occasion by a HCP (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment. (e.g., prescription medication, physical therapy)
  - b. Any period of incapacity related to pregnancy or for prenatal care. A visit to the HCP is not necessary for each absence; or
  - c. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a HCP, and may involve episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). A visit to a HCP is not necessary for each absence; or
  - d. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, severe stroke, or terminal stages of a disease). Only supervision by a HCP is required, rather than active treatment; or
  - e. Any absences to receive multiple treatments, including any period of recovery therefrom, for restorative surgery after an accident or other injury; or, for a condition that would likely result in a period of incapacity of more than 3 days if not treated.
- B. "Period of incapacity" means an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment or recovery.

- C. Absences due to pregnancy or prenatal care, or chronic conditions as specified above, fall within FMLA even if no treatment from a HCP is received, and even if the absence does not last more than 3 consecutive, full calendar days.

#### IV. Determination of the 12 Workweek/26 Workweek Periods

##### A. Limitations on Length and Duration

1. Eligible employees are entitled to up to a total of 12 workweeks of leave for family or medical leave, and for a qualifying exigency under Service member leave; and, up to 26 workweeks of leave to care for a Service member with an injury or illness during a 12-month period.
  - a. The initial 12-month period starts on the date the employee's FMLA leave first begins.
  - b. A new 12-month period would begin the first time FMLA leave is taken after completion of any previous 12-month period.
    1. For example, an employee who first uses FMLA leave on October 7, 2008, would have their 12-month period begin on that date and continue through October 6, 2009.
    2. If this employee subsequently needed to use FMLA leave starting on December 2, 2009, a new 12-month period would be established from that date forward through December 1, 2010.
2. A holiday that occurs within the week taken as FMLA leave has no effect; the week is counted as a week of FMLA leave.
  - a. Exception: If the institution/System Office is temporarily closed for work for 1 or more weeks (e.g., closing for the Christmas/New Year holiday, summer breaks), those days do not count as FMLA leave.
  - b. If the employee takes intermittent leave, the holiday is not counted unless the employee would have been scheduled to work the holiday.

3. Overtime hours. If the employee is normally scheduled to work overtime but is unable to do so because of a serious health condition, the overtime missed may be counted as FMLA leave.
    - a. For example, if an employee would normally be required to work 48 hours in a particular week, but due to a serious health condition the employee is unable to work more than 40 hours that week, the employee would utilize 8 hours of FMLA protected leave.
    - b. Voluntary overtime hours that an employee does not work due to a serious health condition may not be counted against the employee's FMLA leave entitlement.
  4. Part-time employees receive FMLA leave on a pro rata or proportional basis.
  5. If an employee's schedule varies from week to week, a weekly average of the hours worked over the 12 workweeks prior to the beginning of the leave period would be used for calculating the employee's normal workweek.
- B. Leave entitlement for the birth of a child or for adoption or foster care placement of a child expires at the end of the 12-month period beginning on the date of the birth or placement. FMLA leave for these reasons must be concluded within this time period.
- C. Leave to care for an injured or ill Service member is to be applied on a per-covered Service member, per-injury basis such that an eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered Servicemember's or to care for the same Service member with a subsequent serious injury or illness. However, no more than 26 workweeks of leave may be taken within any single 12-month period.
- D. FMLA leave limitations when both spouses are State employees.
1. Spouses who are both employees of the State are limited to a combined total of 12 workweeks of FMLA leave during a 12-month period if the leave is taken for the following reasons:
    - a. Birth of a child or for care of the child after birth; or

- b. Adoptive or foster care placement of a son or a daughter or for care of the child after placement; or
    - c. To care for a parent with a serious health condition.
    - d. However, each employee would be entitled to take 12 workweeks of FMLA leave to care for a child, including a newborn, with a serious health condition.
  - 2. In situations where both the husband and wife use a portion of FMLA leave for one of the reasons listed in the previous paragraph, each spouse is entitled to the difference between the amount each has taken individually and 12 workweeks of FMLA leave for reasons other than those listed.
    - a. For example, if both spouses use 6 workweeks of leave for the birth of a child, each could take an additional 6 workweeks of leave for personal illness, or to care for a family member with a serious health condition.
    - b. In situations where FMLA leave is not taken due to birth, adoption, or foster care, or to care for a parent during a given year, each spouse is entitled to full 12 workweeks of leave.
    - c. Additionally, each employee would be entitled to take 12 workweeks of FMLA leave to care for a newborn child or child if that child has a serious health condition.
  - 3. If one spouse is ineligible for FMLA leave, the spouse who meets the eligibility requirement is entitled to 12 workweeks of FMLA leave.
  - 4. Service member Leave. The aggregate number of workweeks of leave to which both that husband and wife may be entitled is limited to 26 workweeks during a 12-month period.
- E. Use of an intermittent or reduced leave schedule.
- 1. "Intermittent Leave" is leave taken in separate blocks of time due to a single qualifying reason and may include leave periods from an hour to several weeks. A "reduced leave schedule" reduces an employee's usual number of working hours per work-day or work-week.

2. An employee may take intermittent FMLA leave or have a reduced leave schedule over a 12-month time period when medically necessary for:
  - a. Planned and/or unanticipated medical treatment of a serious health condition by or under the supervision of a HCP;
  - b. Recovery from the condition;
  - c. Recovery from treatment of the condition; or
  - d. To provide care to an immediate family member with a serious health condition.
    1. Employees may not use intermittent FMLA leave following the birth of a child, or adoptive or foster care placement for any reason other than medical necessity.
3. Intermittent leave or a reduced schedule may also be used for absences where the employee or family member is incapacitated or unable to perform the position's essential functions due to a chronic serious health condition even if treatment is not rendered by a HCP.
4. If an employee requests intermittent leave or leave resulting in a reduced work schedule, the employer may require that the employee transfer temporarily to another position for which the employee is qualified and which better accommodates the employee's need for recurring leave periods.
  - a. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent or reduced leave.
  - b. This temporary position must have equivalent pay and benefits, but need not have equivalent duties.
  - c. For information regarding benefits (e.g., insurance and longevity) not ordinarily provided to part-time employees that may not be eliminated, see Section XVIII.
  - d. An employee may not be transferred to an alternative position in an effort to discourage use of FMLA leave or otherwise work a hardship on the employee (e.g., a day-shift employee may not be reassigned to a later shift).

- e. When an employee who transferred to an alternative position is able to return to full-time work, they shall be placed in the same or equivalent position as the job held when the leave commenced.
  - f. An employee cannot be required to take more FMLA leave than the circumstance for the leave requires.
5. The employer must account for intermittent or reduced leave using an increment no greater than the shortest period of time that the employer uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that an employee's FMLA leave entitlement may not be reduced by more than the amount of leave actually taken.

## V. Employee Notice Requirements

### A. General.

- 1. An employee giving notice of the need for FMLA leave does not need to expressly assert rights under the Act or even mention the FMLA to meet the obligation to provide notice though the employee would need to state a qualifying reason for the needed leave and otherwise satisfy the notice requirements.
- 2. However, if the employee fails to explain the reasons for the leave, the request may be denied.

### B. Foreseeable leave

#### 1. Timing of notice

- a. The employee must provide at least 30 days advance notice before the leave is to begin, or if 30 days is not practicable, as soon thereafter as possible. The employer may require the employee to explain the reasons why notice was not given at least 30 days prior to the leave.
- b. Notice need be given only once but the employee shall advise the employer as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown.

#### 2. Content of notice

- a. An employee shall provide at least verbal notice sufficient to make the employer aware that the employee needs FMLA qualifying leave, and the anticipated timing and duration of the leave.
- b. The employer may request medical certification to support the need for the leave to determine if the condition qualifies as a serious health condition. The employer may request certification to support the need for leave for a qualifying exigency or for military caregiver leave.
- c. An employee has an obligation to respond to an employer's questions designed to determine whether an absence is potentially FMLA qualifying. Failure to respond to reasonable employer inquiries may result in denial of FMLA protection if the employer is unable to determine whether the leave is FMLA qualifying.
- d. An employer may require an employee to comply with the employer's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

3. Scheduling leave

- a. The employee must consult with the employer and make a reasonable effort to schedule planned medical treatments so as not to unduly disrupt the employer's operations subject to the approval of the HCP.
- b. Intermittent leave or leave on a reduced schedule must be medically necessary due to a serious health condition, injury or illness. The employee and employer shall attempt to work out a schedule for such leave that meets the employee's needs without unduly disrupting the employer's operation, subject to the approval of the health care provider.

C. Unforeseeable Leave

1. Timing of notice

- a. An employee must provide notice as soon as practicable under the facts and circumstances of the case.

- b. Notice may be given by the employee's spokesperson if the employee is unable to do so personally.
2. Content of notice
- a. An employee shall provide sufficient information for an employer to reasonably determine whether the FMLA may apply to the leave request, and the anticipated duration of the absence.
  - b. Calling in sick without providing more information will not be considered sufficient notice to trigger an employer's obligations under the FMLA. The employer may obtain any additional required information by contacting the employee or the employee's spokesperson through informal means.
  - c. The employee has an obligation to respond to an employer's questions designed to determine whether an absence is potentially FMLA qualifying. Failure to respond to reasonable employer inquiries may result in denial of FMLA protection if the employer is unable to determine whether the leave is FMLA qualifying.
  - d. An employer may require an employee to comply with the employer's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.
  - e. If an employee requires emergency medical treatment, they would not be required to follow the call-in procedure until their condition is stabilized and they have access to, and is able to use, a phone.

## VI. [Employer Notice Requirements](#)

- A. Posting general notice.
  - 1. All employers are required to post, in conspicuous places, notices explaining the provisions of the FMLA.
  - 2. Electronic posting is sufficient. See the Department of Labor (DOL) Web site for a prototype notice.



3. The DOL notice form may be used, or another format may be used so long as the information provided includes, at a minimum, all the information contained in the DOL notice.
- B. If the employer has an employee handbook or other document explaining employee benefits or leave rights, information concerning FMLA entitlement, and employer/employee responsibilities and obligations must be included.
- C. Eligibility notice
1. When an employee requests FMLA leave or when the employer acquires knowledge that an employee's leave may be for an FMLA qualifying reason, the employer must notify the employee of eligibility to take FMLA leave within 5 business days, absent extenuating circumstances.
  2. If the employee is not eligible, the notice must state at least one reason why.
  3. Notification of eligibility may be oral or in writing and employers may use DOL forms to provide notice.
- D. Rights and responsibilities notice.
1. Employers must provide written notice detailing the specific expectations and obligations of the employee and explain any consequences of a failure to meet these obligations.
  2. This notice must be provided each time an eligibility notice is provided.
  3. The notice must, at minimum, include, as appropriate:
    - a. That the leave may be designated and counted against the employee's annual FMLA leave entitlement;
    - b. Any requirements for the employee to furnish certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status, and the consequences of failing to do so;
    - c. That the employer will substitute paid leave and the employee's entitlement to take unpaid FMLA leave if they do not have sufficient accrued paid leave;

- d. Any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis;
  - e. The employee's rights to maintenance of benefits during the FMLA leave and restoration to the same or an equivalent job upon return from FMLA leave; and,
  - f. The employee's potential liability for payment of health insurance premiums paid by the employer during the employee's unpaid FMLA leave if the employee fails to return to work after taking FMLA leave.
4. The employer may use the appropriate DOL form as the notice of rights and responsibilities. This notice may be distributed electronically so long as it otherwise meets the requirements of this section.

E. Designation Notice

1. When the employer has enough information to determine whether the leave is being taken for an FMLA qualifying reason, the employer must notify the employee whether the leave will be designated and counted as FMLA leave within 5 business days absent extenuating circumstances.
  - a. At the time of designating the leave as FMLA leave; the employer must indicate that paid leave will be utilized when the employee has accumulated leave balances.
  - b. An employee with no accumulated sick or annual leave balances must take leave as unpaid, unless otherwise stipulated in other TBR leave policies.
  - c. TBR leave policies and the FMLA leave policies shall run concurrently and not consecutively.
2. Only one notice of designation is required for each FMLA qualifying reason per applicable 12-month period, regardless of whether the leave taken due to the qualifying reason will be a continuous block of leave, or intermittent or reduced schedule leave.

3. If the employer determines that the leave will not be designated as FMA qualifying, the employee must be so notified.
4. If the employer will require the employee to present a fitness-for-duty certification to be restored to employment, the employer must provide notice of such requirement with the designation notice.
  - a. If the fitness-for-duty certification must address the employee's ability to perform the essential functions of their position, the employer must so indicate in the designation notice, and must include a list of the essential functions of the position.
5. The designation notice must be in writing and the appropriate DOL form may be used for this purpose. If the leave cannot be designated as FMLA leave, the notice may be in the form of a simple written statement.
6. The employer must notify the employee of the amount of leave counted against their FMLA leave entitlement.
  - a. If the amount of leave needed is known at the time the leave is designated as FMLA leave, the employer must notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement in the designation notice.
  - b. If it is not possible to provide this information, such as in the case of unforeseeable intermittent leave, the employer must provide notice of the amount of leave counted against the employee's FMLA leave entitlement at the request of the employee, but no more often than once in a 30-day period and only if FMLA leave was taken in that period.

## VII. Designation of FMLA Leave

### A. Employer responsibilities.

1. The decision to designate leave as FMLA qualifying must be based only on information received from the employee or the employee's spokesperson.

2. If the employer does not have sufficient information about the reason for the use of leave, the employer should inquire further of the employee or spokesman.
  3. The employer must then provide the appropriate notice pursuant to the prior section.
- B. Employee responsibilities
1. An employee giving notice of the need for FMLA leave does not need to expressly assert rights under the FMLA or even mention the FMLA to meet the obligation to provide notice, though they would need to state a qualifying reason for the needed leave and otherwise satisfy the notice requirements of Section V.
  2. If an employee fails to adequately explain the need for FMLA leave, the request may be denied.
- C. Retroactive designation.
1. The employer may retroactively designate leave as FMLA leave with appropriate notice to the employee provided the employer's failure to timely designate leave does not cause harm or injury to the employee.

## VIII. Certification

- A. General
1. A request for certification must be made in writing.
  2. The employer should make a request for certification at the time the employee gives notice of the need for leave or within 5 business days thereafter; or, in the case of unforeseen leave, within 5 business days after the leave begins.
  3. The employee must provide the requested certification within 15 calendar days after the request unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts. The employee is responsible for paying any costs associated with obtaining a certification or recertification, and any necessary clarification or authentication.
  4. If the employee does not provide a complete and sufficient certificate, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. If items on the certification are not filled in, or

the information provided is vague, ambiguous or non-responsive, the certification may be considered incomplete. The employee must be allowed 7 calendar days to cure any deficiencies.

5. No information beyond that specified below in Section IX may be required to be provided.
6. The employee may provide the employer with an authorization, release or waiver allowing the employer to communicate directly with the HCP, but the employee must not be required to do so.

B. Consequences

1. At the time the employer requests certification, the employee must be advised that the FMLA leave request may be denied if the certification is incomplete or insufficient despite the opportunity to cure the deficiencies, or if the employee fails to provide any certification.
2. It is the employee's responsibility to furnish a complete and sufficient certification, or to furnish the HCP the necessary authorization to complete the certification.
3. These principles apply whether the request is the initial certification, a recertification, a second or third opinion, or a fitness for duty certificate, including any clarifications necessary to determine if such certifications are authentic and sufficient.

IX. **Certification of Serious Health Condition of Employee or a Covered Family Member**

A. Permissible information

1. The name, address, telephone number and fax number of the HCP, and type of medical practice/specialization;
2. The approximate date on which the serious health condition began, and its probable duration;
3. A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested.
  - a. These facts must be sufficient to support the need for leave and may include information on symptoms, diagnosis, hospitalization, doctor visits, whether

medication has been prescribed, any referrals for evaluation or treatment, or any other regimen of continuing treatment.

4. If the employee is the patient, information sufficient to establish that they cannot perform the essential functions of their job, the nature of any other work restrictions; and, the likely duration of such inability.
  5. If the patient is a covered family member, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the leave required to care for the family member.
  6. If the employee requests leave on an intermittent or reduced schedule basis for planned medical treatment for themselves, or a family member, information sufficient to establish the medical necessity and an estimate of the dates and duration of such treatments and any periods of recovery.
  7. If the employee requests leave on an intermittent or reduced schedule basis for a serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such leave and an estimate of the frequency and duration of the episodes of incapacity.
  8. If the employee requests leave on an intermittent or reduced schedule basis to care for a covered family member, a statement that such leave is medically necessary to care for the family member who can include assisting in recovery, and an estimate of the frequency and duration of the required leave.
- B. The appropriate DOL form may be used to obtain information concerning the employee's serious health condition or the serious health condition of a covered family member. These forms may also be used if seeking second and third opinions.
- C. Workers' compensation - If the employee is concurrently on FMLA leave and workers' compensation leave, the FMLA does not prevent the employer from following the workers' compensation provisions in seeking information even if such would allow

inquires beyond that allowed under the FMLA. Information received may be considered in determining the employee's entitlement to FMLA protected leave.

- D. ADAAA - If the employee's serious health condition may also be a disability pursuant to the ADAAA, the FMLA does not prevent the employer from following the procedures for requesting medical information under the ADAAA. Any information received may be considered in determining the employee's entitlement to FMLA protected leave.
- E. Clarification and authentication of certification.
  - 1. If the employee submits an incomplete or insufficient certification signed by the HCP, the employer may contact the HCP for purposes of clarification and authentication.
    - a. The employee must first have been given 7 calendar days to cure the deficiency.
    - b. Employers may not ask for additional information beyond that required by the certification form as set out in Section IX.A.
  - 2. The employee must provide an authorization for the employer to contact the HCP.
  - 3. A HCP, human resources professional, leave administrator or a management official may contact the HCP for clarification or authentication. Under no circumstances shall the employee's direct supervisor contact the HCP.
  - 4. "Authentication" means providing the HCP with a copy of the certification and requesting verification that the information contained on the certification form was completed and/or authorized by the HCP who signed the document.
  - 5. "Clarification" means contacting the HCP to understand the handwriting on the medical certification or to understand the meaning of a response.
  - 6. It is the employee's responsibility to provide a complete and sufficient certification and to clarify the certification if necessary. Failure to do so or failure to provide authorization to contact the HCP may result in the denial of FMLA leave.
- F. Second and Third Opinions
  - 1. Second opinion

- a. If the employer doubts the validity of a certification, the employee may be required to obtain a second opinion which shall be at the employer's expense.
    - b. The employer is permitted to designate the HCP but the HCP must not be employed on a regular basis by the employer.
  2. Third opinion
    - a. If the first and second opinions differ, the employer may require the employee to obtain certification from a third HCP at the employer's expense.
    - b. The third HCP must be designated or approved jointly by the employer and the employee.
    - c. The third opinion shall be final and binding.
  3. Pending receipt of a second or third opinion, the employee is provisionally entitled to the benefits of the FMLA, including maintenance of group health benefits.
- G. FMLA leave may be denied and the leave designated as paid or unpaid under the employer's established leave policies if:
1. The certifications do not ultimately establish entitlement to FMLA leave; or,
  2. The employee fails to provide authorization for their HCP to release all relevant medical information pertaining to the serious health condition at issue if requested by the HCP designated to provide the second or third opinion.
- H. Recertification
1. 30-day rule - An employer may request recertification no more often than every 30 days and only in connection with an absence by the employee, unless sections 2 or 3 apply.
  2. More than 30 days
    - a. If the medical certification indicates the minimum duration of the condition is more than 30 days, an employer must wait until that minimum duration period expires before requesting a recertification.
    - b. Notwithstanding the limitation set forth above, an employer may request a recertification every 6 months in connection with an absence by the employee.



3. Less than 30 days - An employer may request certification in less than 30 days if:
  - a. The employee requests an extension of leave;
  - b. Circumstances described by the previous certification have changed significantly (e.g., the duration or frequency of the absence, the nature or severity of the illness, or complications); or,
  - c. The employer receives information that casts doubt on the stated reason for the absence or the continuing validity of the certification.
4. The employee must provide the recertification within the timeframe requested by the employer which must allow no less than 15 calendar days.
5. The employer may ask for the same information as that permitted for the original certification, and the employee has the same obligation to participate and cooperate in providing a complete and sufficient certification.
6. The employer may provide the HCP with a record of the employee's absence pattern and ask if the serious health condition and need for leave is consistent with such a pattern.
7. Any recertification requested by the employer may be at the employee's expense.
8. No second or third opinion on recertification may be required.

## X. Certification of Qualifying Exigency

### A. Active duty orders

1. The first time an employee requests leave based on a qualifying exigency arising out of the active duty or call to active duty status of a covered military member, the employer may require the employee to provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the active duty service. This information need only be provided once.
2. A copy of new active duty orders or other documentation issued by the military shall be provided to the employer if the need for leave because of a qualifying exigency

arises out of a different active duty or call to active duty status of the same or a different covered military member.

B. Required information - The employer may require a certification from the employee that sets forth the following information:

1. A statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency, including the type of qualifying exigency and any documentation which supports the request for leave.
2. The approximate date(s) of the qualifying exigency.
  - a. If the event is a single, continuous period of time, the beginning and end dates.
  - b. If the leave request is for an intermittent or reduced schedule, an estimate of the frequency and duration of the qualifying exigency.
3. If the event involves meeting with a third party, appropriate contact information for the third party, and a brief description of the purpose of the meeting.

C. The appropriate DOL form may be used. No information beyond that specified may be required.

D. Verification

1. If the certification is complete and sufficient to support the request for leave, no additional information may be requested.
2. However, if the qualifying exigency concerns meeting with a third party, the employer may contact the third party to verify the nature and time of the meeting.
3. The employer may contact the Department of Defense to request verification that a covered military member is on active duty or call to active duty status.
4. If verification occurs pursuant to either item 2 or 3, no additional information may be requested and the employee's permission is not required.

#### XI. [Certification for Service member \(Military Caregiver\) Leave](#)

A. Required information from HCP - An employer may require an employee to obtain a certification completed by any one of the following:

1. A United States Department of Defense ("DOD") HCP;

2. A United States Department of Veterans Affairs (“VA”) HCP;
  3. A DOD TRICARE network authorized private HCP;
  4. A DOD non-network TRICARE authorized private HCP.
- B. If the authorized HCP is unable to make certain military-related determinations specified below, the authorized HCP may rely on determinations from an authorized DOD representative. An employer may request that the HCP provide the following information:
1. The name, address and appropriate contact information (telephone number, fax number, and/or email address) of the HCP, the type of medical practice, the medical specialty, and whether the health care provider is one of the following:
    - a. A DOD HCP;
    - b. A VA HCP;
    - c. A DOD TRICARE network authorized private HCP; or
    - d. A DOD non-network TRICARE authorized private HCP.
  2. Whether the covered Servicemember’s injury or illness was incurred in the line of duty on active duty.
  3. The approximate date on which the serious injury or illness began and its probable duration.
  4. A statement or description of appropriate medical facts regarding the covered Servicemember’s health condition for which FMLA leave is requested.
    - a. These facts must include information on whether the injury or illness may render the covered Service member medically unfit to perform the duties of the Servicemember’s office, grade, rank or rating and whether the member is receiving medical treatment, recuperation or therapy.
  5. Information sufficient to establish that the covered Service member is in need of care and whether they will need care for a single continuous period of time, including any time for treatment and recovery, and an estimate as to the beginning and ending dates for this period of time.

6. If intermittent or reduced schedule leave is requested for planned medical treatment appointments, whether there is a medical necessity for the covered Service member to have such periodic care and an estimate of the treatment schedule of such appointments.
  7. If intermittent or reduced schedule leave is requested for other than planned medical treatment (e.g., episodic flare-ups of a medical condition), whether there is a medical necessity to have such periodic care, which can include assisting the covered Servicemember's recovery, and an estimate of the frequency and duration of the periodic care.
- C. The employer may also ask the employee and/or the covered Service member to include the following information in the certification:
1. The name and address of the employer of the employee requesting leave to care for a covered Service member, the name of the employee requesting such leave, and the name of the covered Service member for whom the employee is requesting leave to care.
  2. The relationship of the employee to the covered Service member.
  3. Whether the covered Service member is a member of the Armed Forces, the National Guard or Reserves; and their military branch, rank and current unit assignment.
  4. Whether the covered Service member is assigned to a military medical facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients, and the name of the medical treatment facility or unit.
  5. Whether the covered Service member is on the temporary disability retired list.
  6. A description of the care to be provided and an estimate of the leave needed to provide the care.
- D. The appropriate DOL form may be used to obtain certification that meets the FMLA's requirements.

1. No information may be required beyond that specified on the certification.
  2. Authentication and/or clarification of the certification may be sought.
  3. Second and third opinions and recertification are not permitted.
  4. Confirmation of covered family relationship to the covered Service member may be required.
- E. Invitational travel order (“ITO”) or invitational travel authorization (“ITA”).
1. An employer must accept an ITO or an ITA as sufficient certification to allow FMLA leave. No additional or separate certification may be required.
  2. If leave is needed beyond the period specified in the ITO/ITA, the employer may request certification from one of the authorized HCPs listed in B.1.
  3. The employer may seek authentication and clarification of the ITO/ITA. The employer may not seek a second or third opinion, or a recertification during the period of time in which leave is supported by an ITO/ITA.
  4. The employer may require an employee to provide confirmation of covered family relationship to the covered Service member.

## XII. [Intent to Return to Work](#)

- A. An employer may require an employee on FMLA leave to report periodically on their status and intent to return to work.
- B. If an employee gives an unequivocal notice of intent not to return to work, the employer’s obligations under FMLA to maintain health benefits and to restore the employee cease.
1. However, these obligations continue if the employee indicates they may be unable to return to work but expresses a continuing desire to do so.
- C. An employee may need more leave than initially requested or the employee may not need as much leave as initially requested.
1. In the latter instance, the employee may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated the need for leave.

2. The employer may require the employee to provide reasonable notice (i.e., within two business days) of the changed circumstances where foreseeable.
3. The employer may also obtain information on such changed circumstances through requested status reports.

### XIII. [Fitness-for-Duty Certification](#)

- A. As a condition for restoring an employee whose own serious health condition required FMLA leave, the employer may impose a uniformly-applied policy or practice that requires all similarly-situated employees to provide certification from their HCPs that the employee is able to resume work.
- B. The fitness-for-duty certification may only pertain to the specific health condition that required FMLA leave.
- C. The certification must state that the employee is able to resume work.
  1. Additionally, the employer may require the certification to specifically address the employee's ability to perform the essential functions of their job.
  2. In order to do so, the employer must provide the employee with a list of the essential functions of the job no later than with the designation notice.
  3. The designation notice must indicate that the certification must address the employee's ability to perform those essential functions.
- D. Authentication and/or clarification of the certification is allowed. However, the employee's return to work may not be delayed while contact with the HCP is being made.
- E. No second or third opinions may be required.
- F. The cost of a return-to-work certification shall be borne by the employee.
- G. Restoration may be delayed until the employee submits a required fitness-for-duty certification if the employer has provided notice of the need for such in the designation notice.

- H. If a fitness-for-duty certification is required, an employee who does not provide such or who does not request additional FMLA leave is no longer entitled to reinstatement under the FMLA.
- I. Return from intermittent or reduced schedule leave.
  - 1. The employer may not require a new certification after each absence if the employee is on intermittent or reduced scheduled leave.
  - 2. However, an employer is entitled to a certification for such absences up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform their duties, based on the serious health condition for which leave was taken.
    - a. "Reasonable safety concerns" means a reasonable belief of significant risk of harm to the individual employee or others.
    - b. The nature and severity of the potential harm, and the likelihood that potential harm will occur must be considered in making this determination.
  - 3. The employer must inform the employee at the time the designation notice is issued that for each subsequent instance of intermittent or reduced schedule leave, the employee will be required to submit a fitness-for-duty certification unless one has already been submitted within the past 30 days.
  - 4. An employee may not be terminated while awaiting such a certification.
- J. If an employee's serious health condition may also be a disability under the ADAAA, the FMLA does not prevent the employer from following the procedures for requesting medical information under the ADAAA.

#### XIV. **Failure to Provide Certification**

- A. Foreseeable leave
  - 1. If the employee fails to provide certification in a timely manner, FMLA coverage may be denied until certification is provided.
- B. Unforeseeable leave

1. FMLA coverage may be denied if the employee fails to provide a certification within 15 calendar days from receipt of the request for certification unless not practicable due to extenuating circumstances.
  - a. Absent those circumstances, if the employee fails to timely return the certification, FMLA protections can be denied following expiration of the 15-day time period until a sufficient certification is provided.
  - b. If the employee never produces the certification, the leave is not FMLA leave.

C. Recertification

1. An employee must provide recertification within the time requested by the employer (which must allow at least 15 calendar days after the request) or as soon as practicable under the particular facts and circumstances.
  - a. Failure to do so may result in denial of continuation of FMLA leave protections until a sufficient recertification is produced.
  - b. If one is never provided, the leave is not FMLA.
2. Recertification does not apply to leave taken for a qualifying exigency or to care for a covered Service member.

D. Fitness-for-duty

1. The employee must provide medical certification at the time they seek reinstatement if such is requested pursuant to the employer's policy or practice, if the employer provided the required notice.
2. If the employee fails to do so, restoration may be delayed until the certification is provided.
3. Unless the employee provides either a fitness-for-duty certification or a new medical certification for a serious health condition at the time FMLA leave is concluded, the employee may be terminated.

XV. **Job Restoration**

A. Right to Reinstatement



1. Upon returning from FMLA leave, an employee must be restored to their original position or to an equivalent position.
  - a. An equivalent position is one that is virtually identical to the former position in terms of pay, benefits and working conditions, including privileges, perquisites and status.
  - b. This involves restoration to a position having the same or substantially similar duties and responsibilities and having substantially equivalent skill, effort, responsibility and authority.
  - c. An employee is entitled to such reinstatement even if the employee has been replaced or their position has been restructured to accommodate the employee's absence.
  - d. This applies only to employees returning from FMLA leave and may not apply to employees who used additional leave beyond the 12/26 workweek FMLA entitlement, as provided in other TBR leave policies.
2. An employee returning from FMLA leave is entitled to any general or unconditional pay increases that all other employees have received during the period the employee was on leave.
3. An employee is entitled to shift or work schedule assignments equivalent to those in effect prior to the beginning of the leave period and to the same or a geographically proximate work location where previously employed.
4. If an employee is no longer qualified for the position because of the employee's inability to attend a necessary course, renew a license, etc., as a result of the leave, the employee shall be given a reasonable opportunity to fulfill those conditions upon return to work.

B. Limitations on Reinstatement

1. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

- a. Thus, if a work location is closed, a shift eliminated, overall work hours for an entire unit reduced, or positions abolished through a reduction in force, the employee is only entitled to conditions that would have been in effect for the employee if the leave had never been taken.
    1. For example, if an employee's shift is eliminated during the time period that leave was taken, the employee is not entitled to assignment to the previous shift's work hours or to shift differential pay when returning from leave that other employees formerly on the shift no longer receive.
  - b. However, the employee is entitled to employment in a position meeting all other previous employment conditions.
  - c. An employer must be able to show that he/she would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.
2. If an employee can no longer perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, the employee has no right to restoration to another position under the FMLA.
    - a. However, the provisions of the ADAAA may apply. Such cases should be referred to the ADAAA coordinator.
  3. If an employee should require more or less FMLA leave than was originally anticipated, they are required to provide the employer 2 business days' notice where feasible.
    - a. Regarding an employee who wants to return to work earlier than anticipated, they shall be restored once such notice is given, or where such notice is not feasible.
  4. In situations where an employee notifies the employer that they are not returning to work, the obligation to restore the employee to a position ends.

- a. Should the employee indicate they are unable to return to work but continues to want to return, restoration requirements remain in effect.
- 5. If an employee was hired for a specific term or only to perform work on a discrete project, the employer has no obligation to restore the employee if the employment term or project is over and the employer would not otherwise have continued to employ the employee.

XVI. **Prohibition against Interfering with Employee Rights**

- A. FMLA prohibits interference with an employee's rights under the law, and with legal proceedings or inquiries relating to an employee's rights.
- B. "Interfering with" the exercise of an employee's rights would include, for example, not only refusing to authorize FMLA leave, but discouraging an employee from using such leave.
- C. FMLA's prohibition against interference prohibits an employer from discriminating or retaliating against an employee or prospective employee for having exercised or attempted to exercise FMLA rights.
- D. Employees cannot waive, nor may employers induce employees to waive, their prospective rights under the FMLA.
- E. This does not prevent the settlement or release of FMLA claims by employees based on past employer conduct without the approval of the Department of Labor or a court.

XVII. **Recordkeeping**

- A. Records must be made, kept and preserved in accordance with the recordkeeping requirements of the Fair Labor Standards Act.
  - 1. The records must be kept for no less than 3 years and made available for inspection, copying and transcription by representatives of the Department of Labor upon request.
- B. Required records:
  - 1. Basic payroll and identifying employee data.

2. Dates FMLA leave was taken. The leave must be designated in records as FMLA leave.
3. The hours of leave taken, if less than in increments of a day.
4. Employee notices provided to the employer and notices given to employees as required by the FMLA.
5. Documents describing employee benefits or employer policies and practices regarding paid and unpaid leave.
6. Premium payments of employee benefits.
7. Records of any dispute between the employer and an eligible employee regarding designation of leave as FMLA leave.

C. Confidential records

1. Records and documents relating to certifications, recertification or medical histories of the employee or their family members created for purposes of FMLA, shall be maintained as confidential medical records in separate files, separate from the usual personnel files.
2. If the ADAAA is also applicable, such records shall be maintained in conformance with ADAAA confidentiality requirements.

XVIII. [Impact of FMLA Leave on Health Insurance and Other Benefits](#)

A. Insurance Coverage

1. For the duration of FMLA leave, the employer is required to maintain an employee's health coverage under the State Group Insurance Plan under the same conditions coverage would have been provided if the employee had continued working.
  - a. It is very important that the employer communicate approval of FMLA leave to the insurance preparer.
2. The same health benefits provided to an employee prior to taking FMLA leave must be maintained during the FMLA leave.
  - a. For example, if family coverage is provided to an employee, family coverage must be maintained during the FMLA leave.

- b. Moreover, an employee temporarily working a reduced schedule (for purposes of this section, less than 30 hours per week) during a period of FMLA leave is entitled to maintain the same insurance coverage(s) that were in effect prior to the FMLA leave period.
- 3. If an employer provides a new health plan or benefits, or changes health benefits or plans while an employee is on FMLA leave, the employee is entitled to the new or changed plan/benefits to the same extent as if the employee were not on leave.
  - a. For example, if an employer changes a group health plan so that dental care becomes covered under the plan, an employee on FMLA leave must be given the same opportunity as other employees to receive (or obtain) the dental care coverage.
- 4. Notice of any opportunity to change plans or benefits must also be given to an employee on FMLA leave.
  - a. If the plan permits an employee to change from single to family coverage upon the birth of a child or otherwise add new family members, such a change in benefits must be made available while an employee is on FMLA leave.
  - b. If the employee requests the changed coverage it must be provided by the employer.
- 5. The employer is responsible for advising the employee of the options to continue or discontinue insurance coverage(s) prior to the beginning of the leave period.
  - a. If the employee elects to continue insurance coverage(s), the employer must provide the employee with written notice of the terms and conditions under which premiums must be paid.
- 6. If coverage is not to be continued, the employee must contact the insurance preparer prior to the beginning of the leave.
  - a. When an employee returns from leave, the employee is entitled to be automatically reinstated on the same terms as prior to taking the leave, including

family or dependent coverage, without any qualifying period, physical examination, exclusion of pre-existing conditions, etc.

7. To ensure that an employee on unpaid FMLA leave is reinstated with the same benefits in effect prior to the leave period, the employer shall pay the employer as well as any employee portion of premiums which has not been remitted. Premiums paid on behalf of the employee will be deducted from the employee's paycheck following their return to work.
8. For purposes of determining insurance premium payment responsibilities, an employee is deemed to have returned to work if they have returned for 30 calendar days.
  - a. An employee who retires immediately following FMLA leave or during the first 30 days after returning to work is also deemed to have returned to work.
  - b. If the employee fails to return to work or does not stay 30 calendar days, the employer portion of the insurance premium paid during FMLA leave may be recovered except for the following reasons:
    1. The continuation, recurrence or onset of a serious health condition which would entitle the employee to leave under FMLA; or
    2. Other circumstances beyond the employee's control, such as an unexpected transfer of the employee's spouse to a job location more than 75 miles from the employee's worksite or the lay-off of the employee while on leave.
9. If the employee fails to return to work due to a serious health condition, the employer may require medical certification of the employee's or the family member's serious health condition.
10. The employer portion of the health premium may not be recovered during workers' compensation leave designated as FMLA leave.

B. Longevity

1. An employee on FMLA leave, paid or unpaid, shall receive longevity in accordance with the provisions of TBR Guideline P-120 Longevity Pay.

2. Note: The employer may not eliminate benefits which otherwise would not be provided to part-time employees.
3. Therefore, an employee who has been temporarily transferred to a part-time position during a period of FMLA leave retains eligibility for longevity pay regardless of the percentage of employment.

C. Leave Accrual

1. Employees shall accrue leave in accordance with the annual and sick leave policies.
2. Due to the fact that leave is based on the number of hours worked per week, the accrual rate may be proportionately reduced.

## Sources

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### Authority

T.C.A. § 49-8-203; [T.C.A. § 8-50-809](#)

All Federal and State statutes, codes, Acts, rules and regulations referenced in this policy.

### History

TBR Meeting, June 25, 1995 (Finance and Administration approval January 17, 1996); TBR Meeting, March 29, 1996 (Finance and Administration approval November 13, 1996); TBR Meeting September 28, 2007; TBR Meeting June 26, 2008; TBR Meeting March 25, 2010 (Complete Revision); [TBR Meeting June 16, 2023 \(effective July 1, 2023\)](#).

## Related Policies

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- [Longevity Pay](#)

# Family, Medical, and Service Member Leave:

## 5.01.01.14

### Policy Area

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Personnel Policies

### Applicable Divisions

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TCATs, Community Colleges, System Office

### Purpose

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In compliance with the Family and Medical Leave Act of 1993, as amended, ("FMLA" or "the Act") it is the policy of the Tennessee Board of Regents ("TBR") to provide eligible employees up to 12 workweeks of leave during a 12-month period for family or medical leave, or for a qualifying exigency; or, up to 26 workweeks of leave for military caregiver leave during a 12-month period for reasons specified in this Policy, to provide continued health insurance coverage during the leave period and to insure employee reinstatement to the same or an equivalent position following the leave period.

### Definitions

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- State - shall be defined as any State agency, the TBR System, and/or the University of Tennessee System, for purposes of this policy.
- Other definitions are part of the policy text.

### Policy

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#### I. [Employee Eligibility](#)

- A. In order to be considered "eligible," an employee must: (1) have worked for the State for at least 12 months; and, (2) have worked at least 1,250 hours during the year preceding the start of the leave.
- B. The determination of whether an employee meets the eligibility criteria for receiving FMLA leave is based on the amount of service (including prior service) the employee has as of the date the leave actually begins.
- C. This policy applies to both regular and temporary employees.
- D. The right to take FMLA leave applies equally to male and female employees.



- E. This policy contains no exceptions for "key employees" (e.g., a salaried FMLA eligible employee who is among the highest paid 10 percent of all the employees of the institution).
- F. The 12 months of required work with the State do not have to be consecutive in order for an employee to be eligible. However, employment prior to a break in service lasting 7 or more years will not be counted unless the break was due to fulfillment of a National Guard or Reserve military service obligation. The time served performing the military service must also be counted in determining whether the employee has been employed for at least 12 months by the employer.
- G. If an employee is maintained on the payroll for any part of a week, that week is considered a week of employment, with 52 weeks of such employment considered equal to 12 months.
- H. In determining "hours worked" for the purposes of FMLA eligibility, all hours actually worked by an employee (including overtime hours) should be calculated.
  - 1. Annual and sick leave hours which have been used during the 12-month period preceding the start of the leave are not counted as hours worked.
  - 2. In situations where a full-time employee is considered "exempt" from the overtime provisions of the Fair Labor Standards Act (FLSA) and no record of overtime hours worked has been maintained, the employee is presumed to have met the 1,250 hour requirement if they have worked for the State for at least 12 months.
  - 3. For purposes of this policy, full-time faculty satisfy the 1,250 hour test.
- I. The determination of eligibility must be made as of the date the leave commences or within 5 business days (absent extenuating circumstances) of when notification of an FMLA qualifying event has been received.
  - 1. If an employee gives notice that leave is required before meeting the eligibility criteria, they must either be:
    - a. Provided with confirmation of when eligibility will be attained, based upon a projection; or

- b. Advised when the criteria have been met.
- 2. In the latter case, the notice of leave will remain current and outstanding until the employee is advised that eligibility has been attained.
- 3. Eligibility that is confirmed at the time the notice is received may not be subsequently challenged.
- 4. If notice of leave has been given and confirmation of eligibility is not given prior to commencement of the leave, the employee is deemed eligible; FMLA leave may not be denied.
- 5. In addition, if notice of the need for leave has not been given more than 5 business days prior to commencement of the leave, a determination of eligibility must be confirmed within 5 business days following notice.
- 6. If such a determination is not provided, the employee will be considered eligible.
- J. Leave requests for regular employees who do not satisfy the FMLA eligibility requirements shall be processed in accordance with the appropriate TBR leave policies.

## II. Leave Entitlement - FMLA Qualifying Events

### A. Family Leave

- 1. The birth of a son/daughter and to care for the newborn child.
  - a. In addition to leave taken after the birth of a child, FMLA leave may be taken by an expectant mother for the purpose of prenatal visits, pregnancy-related symptoms, and in situations where a serious health condition prevents her from performing her job duties prior to the child's birth.
  - b. Husbands may also use FMLA to accompany an expectant spouse to prenatal visits, to care for an expectant spouse with a serious health condition, or if needed to care for the spouse following the birth of the child if the spouse has a serious health condition.
- 2. The adoptive or foster care placement of a son or daughter with the employee.
  - a. FMLA leave may be taken prior to an adoptive or foster care placement if the leave is necessary for the placement to proceed. This would include granting

leave for required counseling sessions, court appearances, and legal or medical consultations.

- b. Adoption: There is no requirement in the Act that the source of an adoption be from a licensed adoption agency in order for an employee to be eligible for FMLA leave. (See Section II, A.3., for age limitations for son/daughter.)
  - c. Paid Parental Leave: Eligible employees will receive six (6) weeks of paid parental leave in accordance with TBR Policy 5.01.01.08, Parental Leave. FMLA leave shall run concurrently with parental leave, whether paid or unpaid.
  - d. Foster Care: This is defined as "24-hour care for children in substitution for, and away from, their parents or guardian." The Act requires that this placement be made by or in agreement with the State and that State action be involved in the removal of the child from parental custody. Foster care may include children of relatives placed within the employee's home by the State.
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition, as defined below:
- a. Spouse: For purposes of this policy is defined by the U.S. Department of Labor - Family Medical Leave Act. (Code of Federal Regulations; 29 CFR 825.102 Definitions)
  - b. Parent: Biological parent or an individual who currently stands or stood in place of an absent parent to an employee when the employee was a child as defined in son/daughter below. The definition does not include parents-in-law.
  - c. Son/Daughter: Biological, adopted, foster child, stepchild, legal ward, or child of a person standing in place of an absent parent, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability. An individual "incapable of self-care" means that the individual requires active assistance or supervision in performing 3 or more activities of daily living. An individual with a "physical or mental disability" means that the individual has an impairment that substantially limits one or more of the major

life activities of an individual. Regulations at 29 CFR Part 1630, issued by the Equal Employment Opportunity Commission under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), 42 U.S.C. 12101 et seq., define these terms.

1. For purposes of confirmation of family relationship, the president/Chancellor/or designee (hereafter referred to as "Employer") may require the employee giving notice of a need for leave to provide reasonable documentation or statement of family relationship.
2. This documentation may take the form of a simple statement from the employee, a birth certificate, a court document, etc.
3. After examination, the employee is entitled to the return of the official document.

B. Medical Leave. The employee has a serious health condition resulting in an inability to perform job functions.

1. An employee is unable to perform the functions of their position if the Health Care Provider ("HCP") finds that the employee is:
  - a. Unable to work at all; or
  - b. Unable to perform any one of the position's essential functions within the meaning of the ADAAA, 42 USC 12101, et. seq. and the regulations at 29 CFR Sec. 1630.2 (n). For FMLA purposes, the essential functions must be determined with reference to the employee's position when the notice is given or the leave commenced, whichever is earlier.
2. An employee absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. The Designator may provide a copy of the essential functions of the employee's position for the HCP to review when requiring certification.

C. Service member [or Military Family] Leave

1. “Qualifying Exigency.” Employees with a spouse, son, daughter, or parent (“the Servicemember”) on covered active duty or a Federal call to covered active duty in the regular Armed Forces, the National Guard or Reserves, or a retired member of the regular Armed Forces or Reserves may use leave to address exigencies listed below arising out of the covered active duty or impending covered active duty deployment of the Service member to a foreign country:
  - a. Short-notice deployment (up to 7 days of leave);
  - b. Attending certain military events;
  - c. Child care or school activities;
  - d. Addressing financial and legal arrangements;
  - e. Periods of rest and recuperation with the Service member (up to 5 days of leave)
  - f. Attending counseling sessions related to active duty;
  - g. Attending post-deployment activities (available for up to 90 days after the termination of the covered Servicemember’s active duty status);
  - h. Other activities arising out of the Service member’s active duty or call to active duty, and agreed upon by the institution and employee.
2. Military Caregiver Leave
  - a. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered Service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the covered Service member who has a serious injury or illness incurred in the line of duty while on covered active duty in the Regular Armed Forces, National Guard or Reserves provided that such injury or illness may render the Service member medically unfit to perform duties for which the Service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.
    1. A serious health condition also includes any injury or illness that existed before the beginning of the Servicemember’s covered active duty that was aggravated by service in the line of duty on covered active duty.

2. A veteran of the regular Armed Forces, National Guard or Reserves will be considered a covered Service member for purposes of this leave entitlement if:
  1. They are undergoing medical treatment, recuperation or therapy for a serious injury or illness that was incurred by or aggravated while on covered active duty in the Armed Forces, whether or not the illness or injury manifested itself before or after the member became a veteran; and
  2. They were a member of the Armed Forces, National Guard, or Reserves at any time during the five-year period before beginning the treatment, recuperation or therapy.
- b. An employee may take up to 26 workweeks of leave on a per Service member, per injury/illness basis during a 12-month period, beginning on the first day of leave. However, no more than 26 workweeks of leave may be taken within any single 12-month period.
- c. "Next of kin" means the nearest blood relative other than the covered Servicemember's spouse, parent or child designated by the Service member in the following order of priority:
  1. A legal guardian or custodian; or
  2. A sibling, grandparent, aunt/uncle, or first cousin, unless the Service member has specifically designated in writing another blood relative as his/her nearest blood relative.

### III. FMLA definition of "a serious health condition" and "period of incapacity"

- A. "Serious health condition" means an illness, injury, impairment, or physical or mental condition involving any of the following:
  1. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity; or
  2. Continuing treatment by a HCP which includes:

- a. A period of incapacity lasting more than 3 consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
    - 1. Treatment 2 or more times by or under the supervision of a HCP (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
    - 2. Treatment on at least one occasion by a HCP (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment. (e.g., prescription medication, physical therapy)
  - b. Any period of incapacity related to pregnancy or for prenatal care. A visit to the HCP is not necessary for each absence; or
  - c. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a HCP, and may involve episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). A visit to a HCP is not necessary for each absence; or
  - d. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, severe stroke, or terminal stages of a disease). Only supervision by a HCP is required, rather than active treatment; or
  - e. Any absences to receive multiple treatments, including any period of recovery therefrom, for restorative surgery after an accident or other injury; or, for a condition that would likely result in a period of incapacity of more than 3 days if not treated.
- B. "Period of incapacity" means an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment or recovery.

- C. Absences due to pregnancy or prenatal care, or chronic conditions as specified above, fall within FMLA even if no treatment from a HCP is received, and even if the absence does not last more than 3 consecutive, full calendar days.

#### IV. Determination of the 12 Workweek/26 Workweek Periods

##### A. Limitations on Length and Duration

1. Eligible employees are entitled to up to a total of 12 workweeks of leave for family or medical leave, and for a qualifying exigency under Service member leave; and, up to 26 workweeks of leave to care for a Service member with an injury or illness during a 12-month period.
  - a. The initial 12-month period starts on the date the employee's FMLA leave first begins.
  - b. A new 12-month period would begin the first time FMLA leave is taken after completion of any previous 12-month period.
    1. For example, an employee who first uses FMLA leave on October 7, 2008, would have their 12-month period begin on that date and continue through October 6, 2009.
    2. If this employee subsequently needed to use FMLA leave starting on December 2, 2009, a new 12-month period would be established from that date forward through December 1, 2010.
2. A holiday that occurs within the week taken as FMLA leave has no effect; the week is counted as a week of FMLA leave.
  - a. Exception: If the institution/System Office is temporarily closed for work for 1 or more weeks (e.g., closing for the Christmas/New Year holiday, summer breaks), those days do not count as FMLA leave.
  - b. If the employee takes intermittent leave, the holiday is not counted unless the employee would have been scheduled to work the holiday.



3. Overtime hours. If the employee is normally scheduled to work overtime but is unable to do so because of a serious health condition, the overtime missed may be counted as FMLA leave.
    - a. For example, if an employee would normally be required to work 48 hours in a particular week, but due to a serious health condition the employee is unable to work more than 40 hours that week, the employee would utilize 8 hours of FMLA protected leave.
    - b. Voluntary overtime hours that an employee does not work due to a serious health condition may not be counted against the employee's FMLA leave entitlement.
  4. Part-time employees receive FMLA leave on a pro rata or proportional basis.
  5. If an employee's schedule varies from week to week, a weekly average of the hours worked over the 12 workweeks prior to the beginning of the leave period would be used for calculating the employee's normal workweek.
- B. Leave entitlement for the birth of a child or for adoption or foster care placement of a child expires at the end of the 12-month period beginning on the date of the birth or placement. FMLA leave for these reasons must be concluded within this time period.
- C. Leave to care for an injured or ill Service member is to be applied on a per-covered Service member, per-injury basis such that an eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered Servicemember's or to care for the same Service member with a subsequent serious injury or illness. However, no more than 26 workweeks of leave may be taken within any single 12-month period.
- D. FMLA leave limitations when both spouses are State employees.
1. Spouses who are both employees of the State are limited to a combined total of 12 workweeks of FMLA leave during a 12-month period if the leave is taken for the following reasons:
    - a. Birth of a child or for care of the child after birth; or

- b. Adoptive or foster care placement of a son or a daughter or for care of the child after placement; or
    - c. To care for a parent with a serious health condition.
    - d. However, each employee would be entitled to take 12 workweeks of FMLA leave to care for a child, including a newborn, with a serious health condition.
  - 2. In situations where both the husband and wife use a portion of FMLA leave for one of the reasons listed in the previous paragraph, each spouse is entitled to the difference between the amount each has taken individually and 12 workweeks of FMLA leave for reasons other than those listed.
    - a. For example, if both spouses use 6 workweeks of leave for the birth of a child, each could take an additional 6 workweeks of leave for personal illness, or to care for a family member with a serious health condition.
    - b. In situations where FMLA leave is not taken due to birth, adoption, or foster care, or to care for a parent during a given year, each spouse is entitled to full 12 workweeks of leave.
    - c. Additionally, each employee would be entitled to take 12 workweeks of FMLA leave to care for a newborn child or child if that child has a serious health condition.
  - 3. If one spouse is ineligible for FMLA leave, the spouse who meets the eligibility requirement is entitled to 12 workweeks of FMLA leave.
  - 4. Service member Leave. The aggregate number of workweeks of leave to which both that husband and wife may be entitled is limited to 26 workweeks during a 12-month period.
- E. Use of an intermittent or reduced leave schedule.
- 1. "Intermittent Leave" is leave taken in separate blocks of time due to a single qualifying reason and may include leave periods from an hour to several weeks. A "reduced leave schedule" reduces an employee's usual number of working hours per work-day or work-week.

2. An employee may take intermittent FMLA leave or have a reduced leave schedule over a 12-month time period when medically necessary for:
  - a. Planned and/or unanticipated medical treatment of a serious health condition by or under the supervision of a HCP;
  - b. Recovery from the condition;
  - c. Recovery from treatment of the condition; or
  - d. To provide care to an immediate family member with a serious health condition.
    1. Employees may not use intermittent FMLA leave following the birth of a child, or adoptive or foster care placement for any reason other than medical necessity.
3. Intermittent leave or a reduced schedule may also be used for absences where the employee or family member is incapacitated or unable to perform the position's essential functions due to a chronic serious health condition even if treatment is not rendered by a HCP.
4. If an employee requests intermittent leave or leave resulting in a reduced work schedule, the employer may require that the employee transfer temporarily to another position for which the employee is qualified and which better accommodates the employee's need for recurring leave periods.
  - a. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent or reduced leave.
  - b. This temporary position must have equivalent pay and benefits, but need not have equivalent duties.
  - c. For information regarding benefits (e.g., insurance and longevity) not ordinarily provided to part-time employees that may not be eliminated, see Section XVIII.
  - d. An employee may not be transferred to an alternative position in an effort to discourage use of FMLA leave or otherwise work a hardship on the employee (e.g., a day-shift employee may not be reassigned to a later shift).

- e. When an employee who transferred to an alternative position is able to return to full-time work, they shall be placed in the same or equivalent position as the job held when the leave commenced.
  - f. An employee cannot be required to take more FMLA leave than the circumstance for the leave requires.
5. The employer must account for intermittent or reduced leave using an increment no greater than the shortest period of time that the employer uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that an employee's FMLA leave entitlement may not be reduced by more than the amount of leave actually taken.

## V. Employee Notice Requirements

### A. General.

- 1. An employee giving notice of the need for FMLA leave does not need to expressly assert rights under the Act or even mention the FMLA to meet the obligation to provide notice though the employee would need to state a qualifying reason for the needed leave and otherwise satisfy the notice requirements.
- 2. However, if the employee fails to explain the reasons for the leave, the request may be denied.

### B. Foreseeable leave

#### 1. Timing of notice

- a. The employee must provide at least 30 days advance notice before the leave is to begin, or if 30 days is not practicable, as soon thereafter as possible. The employer may require the employee to explain the reasons why notice was not given at least 30 days prior to the leave.
- b. Notice need be given only once but the employee shall advise the employer as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown.

#### 2. Content of notice

- a. An employee shall provide at least verbal notice sufficient to make the employer aware that the employee needs FMLA qualifying leave, and the anticipated timing and duration of the leave.
- b. The employer may request medical certification to support the need for the leave to determine if the condition qualifies as a serious health condition. The employer may request certification to support the need for leave for a qualifying exigency or for military caregiver leave.
- c. An employee has an obligation to respond to an employer's questions designed to determine whether an absence is potentially FMLA qualifying. Failure to respond to reasonable employer inquiries may result in denial of FMLA protection if the employer is unable to determine whether the leave is FMLA qualifying.
- d. An employer may require an employee to comply with the employer's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

3. Scheduling leave

- a. The employee must consult with the employer and make a reasonable effort to schedule planned medical treatments so as not to unduly disrupt the employer's operations subject to the approval of the HCP.
- b. Intermittent leave or leave on a reduced schedule must be medically necessary due to a serious health condition, injury or illness. The employee and employer shall attempt to work out a schedule for such leave that meets the employee's needs without unduly disrupting the employer's operation, subject to the approval of the health care provider.

C. Unforeseeable Leave

1. Timing of notice

- a. An employee must provide notice as soon as practicable under the facts and circumstances of the case.

- b. Notice may be given by the employee's spokesperson if the employee is unable to do so personally.
2. Content of notice
- a. An employee shall provide sufficient information for an employer to reasonably determine whether the FMLA may apply to the leave request, and the anticipated duration of the absence.
  - b. Calling in sick without providing more information will not be considered sufficient notice to trigger an employer's obligations under the FMLA. The employer may obtain any additional required information by contacting the employee or the employee's spokesperson through informal means.
  - c. The employee has an obligation to respond to an employer's questions designed to determine whether an absence is potentially FMLA qualifying. Failure to respond to reasonable employer inquiries may result in denial of FMLA protection if the employer is unable to determine whether the leave is FMLA qualifying.
  - d. An employer may require an employee to comply with the employer's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.
  - e. If an employee requires emergency medical treatment, they would not be required to follow the call-in procedure until their condition is stabilized and they have access to, and is able to use, a phone.

## VI. Employer Notice Requirements

- A. Posting general notice.
  - 1. All employers are required to post, in conspicuous places, notices explaining the provisions of the FMLA.
  - 2. Electronic posting is sufficient. See the Department of Labor (DOL) Web site for a prototype notice.

3. The DOL notice form may be used, or another format may be used so long as the information provided includes, at a minimum, all the information contained in the DOL notice.
- B. If the employer has an employee handbook or other document explaining employee benefits or leave rights, information concerning FMLA entitlement, and employer/employee responsibilities and obligations must be included.
- C. Eligibility notice
1. When an employee requests FMLA leave or when the employer acquires knowledge that an employee's leave may be for an FMLA qualifying reason, the employer must notify the employee of eligibility to take FMLA leave within 5 business days, absent extenuating circumstances.
  2. If the employee is not eligible, the notice must state at least one reason why.
  3. Notification of eligibility may be oral or in writing and employers may use DOL forms to provide notice.
- D. Rights and responsibilities notice.
1. Employers must provide written notice detailing the specific expectations and obligations of the employee and explain any consequences of a failure to meet these obligations.
  2. This notice must be provided each time an eligibility notice is provided.
  3. The notice must, at minimum, include, as appropriate:
    - a. That the leave may be designated and counted against the employee's annual FMLA leave entitlement;
    - b. Any requirements for the employee to furnish certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status, and the consequences of failing to do so;
    - c. That the employer will substitute paid leave and the employee's entitlement to take unpaid FMLA leave if they do not have sufficient accrued paid leave;

- d. Any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis;
  - e. The employee's rights to maintenance of benefits during the FMLA leave and restoration to the same or an equivalent job upon return from FMLA leave; and,
  - f. The employee's potential liability for payment of health insurance premiums paid by the employer during the employee's unpaid FMLA leave if the employee fails to return to work after taking FMLA leave.
4. The employer may use the appropriate DOL form as the notice of rights and responsibilities. This notice may be distributed electronically so long as it otherwise meets the requirements of this section.

E. Designation Notice

1. When the employer has enough information to determine whether the leave is being taken for an FMLA qualifying reason, the employer must notify the employee whether the leave will be designated and counted as FMLA leave within 5 business days absent extenuating circumstances.
  - a. At the time of designating the leave as FMLA leave; the employer must indicate that paid leave will be utilized when the employee has accumulated leave balances.
  - b. An employee with no accumulated sick or annual leave balances must take leave as unpaid, unless otherwise stipulated in other TBR leave policies.
  - c. TBR leave policies and the FMLA leave policies shall run concurrently and not consecutively.
2. Only one notice of designation is required for each FMLA qualifying reason per applicable 12-month period, regardless of whether the leave taken due to the qualifying reason will be a continuous block of leave, or intermittent or reduced schedule leave.



3. If the employer determines that the leave will not be designated as FMA qualifying, the employee must be so notified.
4. If the employer will require the employee to present a fitness-for-duty certification to be restored to employment, the employer must provide notice of such requirement with the designation notice.
  - a. If the fitness-for-duty certification must address the employee's ability to perform the essential functions of their position, the employer must so indicate in the designation notice, and must include a list of the essential functions of the position.
5. The designation notice must be in writing and the appropriate DOL form may be used for this purpose. If the leave cannot be designated as FMLA leave, the notice may be in the form of a simple written statement.
6. The employer must notify the employee of the amount of leave counted against their FMLA leave entitlement.
  - a. If the amount of leave needed is known at the time the leave is designated as FMLA leave, the employer must notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement in the designation notice.
  - b. If it is not possible to provide this information, such as in the case of unforeseeable intermittent leave, the employer must provide notice of the amount of leave counted against the employee's FMLA leave entitlement at the request of the employee, but no more often than once in a 30-day period and only if FMLA leave was taken in that period.

## VII. Designation of FMLA Leave

### A. Employer responsibilities.

1. The decision to designate leave as FMLA qualifying must be based only on information received from the employee or the employee's spokesperson.

2. If the employer does not have sufficient information about the reason for the use of leave, the employer should inquire further of the employee or spokesman.
  3. The employer must then provide the appropriate notice pursuant to the prior section.
- B. Employee responsibilities
1. An employee giving notice of the need for FMLA leave does not need to expressly assert rights under the FMLA or even mention the FMLA to meet the obligation to provide notice, though they would need to state a qualifying reason for the needed leave and otherwise satisfy the notice requirements of Section V.
  2. If an employee fails to adequately explain the need for FMLA leave, the request may be denied.
- C. Retroactive designation.
1. The employer may retroactively designate leave as FMLA leave with appropriate notice to the employee provided the employer's failure to timely designate leave does not cause harm or injury to the employee.

## VIII. Certification

- A. General
1. A request for certification must be made in writing.
  2. The employer should make a request for certification at the time the employee gives notice of the need for leave or within 5 business days thereafter; or, in the case of unforeseen leave, within 5 business days after the leave begins.
  3. The employee must provide the requested certification within 15 calendar days after the request unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts. The employee is responsible for paying any costs associated with obtaining a certification or recertification, and any necessary clarification or authentication.
  4. If the employee does not provide a complete and sufficient certificate, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. If items on the certification are not filled in, or

the information provided is vague, ambiguous or non-responsive, the certification may be considered incomplete. The employee must be allowed 7 calendar days to cure any deficiencies.

5. No information beyond that specified below in Section IX may be required to be provided.
6. The employee may provide the employer with an authorization, release or waiver allowing the employer to communicate directly with the HCP, but the employee must not be required to do so.

B. Consequences

1. At the time the employer requests certification, the employee must be advised that the FMLA leave request may be denied if the certification is incomplete or insufficient despite the opportunity to cure the deficiencies, or if the employee fails to provide any certification.
2. It is the employee's responsibility to furnish a complete and sufficient certification, or to furnish the HCP the necessary authorization to complete the certification.
3. These principles apply whether the request is the initial certification, a recertification, a second or third opinion, or a fitness for duty certificate, including any clarifications necessary to determine if such certifications are authentic and sufficient.

IX. **Certification of Serious Health Condition of Employee or a Covered Family Member**

A. Permissible information

1. The name, address, telephone number and fax number of the HCP, and type of medical practice/specialization;
2. The approximate date on which the serious health condition began, and its probable duration;
3. A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested.
  - a. These facts must be sufficient to support the need for leave and may include information on symptoms, diagnosis, hospitalization, doctor visits, whether

medication has been prescribed, any referrals for evaluation or treatment, or any other regimen of continuing treatment.

4. If the employee is the patient, information sufficient to establish that they cannot perform the essential functions of their job, the nature of any other work restrictions; and, the likely duration of such inability.
  5. If the patient is a covered family member, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the leave required to care for the family member.
  6. If the employee requests leave on an intermittent or reduced schedule basis for planned medical treatment for themselves, or a family member, information sufficient to establish the medical necessity and an estimate of the dates and duration of such treatments and any periods of recovery.
  7. If the employee requests leave on an intermittent or reduced schedule basis for a serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such leave and an estimate of the frequency and duration of the episodes of incapacity.
  8. If the employee requests leave on an intermittent or reduced schedule basis to care for a covered family member, a statement that such leave is medically necessary to care for the family member who can include assisting in recovery, and an estimate of the frequency and duration of the required leave.
- B. The appropriate DOL form may be used to obtain information concerning the employee's serious health condition or the serious health condition of a covered family member. These forms may also be used if seeking second and third opinions.
- C. Workers' compensation - If the employee is concurrently on FMLA leave and workers' compensation leave, the FMLA does not prevent the employer from following the workers' compensation provisions in seeking information even if such would allow

inquires beyond that allowed under the FMLA. Information received may be considered in determining the employee's entitlement to FMLA protected leave.

- D. ADAAA - If the employee's serious health condition may also be a disability pursuant to the ADAAA, the FMLA does not prevent the employer from following the procedures for requesting medical information under the ADAAA. Any information received may be considered in determining the employee's entitlement to FMLA protected leave.
- E. Clarification and authentication of certification.
  - 1. If the employee submits an incomplete or insufficient certification signed by the HCP, the employer may contact the HCP for purposes of clarification and authentication.
    - a. The employee must first have been given 7 calendar days to cure the deficiency.
    - b. Employers may not ask for additional information beyond that required by the certification form as set out in Section IX.A.
  - 2. The employee must provide an authorization for the employer to contact the HCP.
  - 3. A HCP, human resources professional, leave administrator or a management official may contact the HCP for clarification or authentication. Under no circumstances shall the employee's direct supervisor contact the HCP.
  - 4. "Authentication" means providing the HCP with a copy of the certification and requesting verification that the information contained on the certification form was completed and/or authorized by the HCP who signed the document.
  - 5. "Clarification" means contacting the HCP to understand the handwriting on the medical certification or to understand the meaning of a response.
  - 6. It is the employee's responsibility to provide a complete and sufficient certification and to clarify the certification if necessary. Failure to do so or failure to provide authorization to contact the HCP may result in the denial of FMLA leave.
- F. Second and Third Opinions
  - 1. Second opinion

- a. If the employer doubts the validity of a certification, the employee may be required to obtain a second opinion which shall be at the employer's expense.
    - b. The employer is permitted to designate the HCP but the HCP must not be employed on a regular basis by the employer.
  2. Third opinion
    - a. If the first and second opinions differ, the employer may require the employee to obtain certification from a third HCP at the employer's expense.
    - b. The third HCP must be designated or approved jointly by the employer and the employee.
    - c. The third opinion shall be final and binding.
  3. Pending receipt of a second or third opinion, the employee is provisionally entitled to the benefits of the FMLA, including maintenance of group health benefits.
- G. FMLA leave may be denied and the leave designated as paid or unpaid under the employer's established leave policies if:
1. The certifications do not ultimately establish entitlement to FMLA leave; or,
  2. The employee fails to provide authorization for their HCP to release all relevant medical information pertaining to the serious health condition at issue if requested by the HCP designated to provide the second or third opinion.
- H. Recertification
1. 30-day rule - An employer may request recertification no more often than every 30 days and only in connection with an absence by the employee, unless sections 2 or 3 apply.
  2. More than 30 days
    - a. If the medical certification indicates the minimum duration of the condition is more than 30 days, an employer must wait until that minimum duration period expires before requesting a recertification.
    - b. Notwithstanding the limitation set forth above, an employer may request a recertification every 6 months in connection with an absence by the employee.

3. Less than 30 days - An employer may request certification in less than 30 days if:
  - a. The employee requests an extension of leave;
  - b. Circumstances described by the previous certification have changed significantly (e.g., the duration or frequency of the absence, the nature or severity of the illness, or complications); or,
  - c. The employer receives information that casts doubt on the stated reason for the absence or the continuing validity of the certification.
4. The employee must provide the recertification within the timeframe requested by the employer which must allow no less than 15 calendar days.
5. The employer may ask for the same information as that permitted for the original certification, and the employee has the same obligation to participate and cooperate in providing a complete and sufficient certification.
6. The employer may provide the HCP with a record of the employee's absence pattern and ask if the serious health condition and need for leave is consistent with such a pattern.
7. Any recertification requested by the employer may be at the employee's expense.
8. No second or third opinion on recertification may be required.

## X. Certification of Qualifying Exigency

### A. Active duty orders

1. The first time an employee requests leave based on a qualifying exigency arising out of the active duty or call to active duty status of a covered military member, the employer may require the employee to provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the active duty service. This information need only be provided once.
2. A copy of new active duty orders or other documentation issued by the military shall be provided to the employer if the need for leave because of a qualifying exigency

arises out of a different active duty or call to active duty status of the same or a different covered military member.

B. Required information - The employer may require a certification from the employee that sets forth the following information:

1. A statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency, including the type of qualifying exigency and any documentation which supports the request for leave.
2. The approximate date(s) of the qualifying exigency.
  - a. If the event is a single, continuous period of time, the beginning and end dates.
  - b. If the leave request is for an intermittent or reduced schedule, an estimate of the frequency and duration of the qualifying exigency.
3. If the event involves meeting with a third party, appropriate contact information for the third party, and a brief description of the purpose of the meeting.

C. The appropriate DOL form may be used. No information beyond that specified may be required.

D. Verification

1. If the certification is complete and sufficient to support the request for leave, no additional information may be requested.
2. However, if the qualifying exigency concerns meeting with a third party, the employer may contact the third party to verify the nature and time of the meeting.
3. The employer may contact the Department of Defense to request verification that a covered military member is on active duty or call to active duty status.
4. If verification occurs pursuant to either item 2 or 3, no additional information may be requested and the employee's permission is not required.

#### XI. [Certification for Service member \(Military Caregiver\) Leave](#)

A. Required information from HCP - An employer may require an employee to obtain a certification completed by any one of the following:

1. A United States Department of Defense ("DOD") HCP;



2. A United States Department of Veterans Affairs (“VA”) HCP;
  3. A DOD TRICARE network authorized private HCP;
  4. A DOD non-network TRICARE authorized private HCP.
- B. If the authorized HCP is unable to make certain military-related determinations specified below, the authorized HCP may rely on determinations from an authorized DOD representative. An employer may request that the HCP provide the following information:
1. The name, address and appropriate contact information (telephone number, fax number, and/or email address) of the HCP, the type of medical practice, the medical specialty, and whether the health care provider is one of the following:
    - a. A DOD HCP;
    - b. A VA HCP;
    - c. A DOD TRICARE network authorized private HCP; or
    - d. A DOD non-network TRICARE authorized private HCP.
  2. Whether the covered Servicemember’s injury or illness was incurred in the line of duty on active duty.
  3. The approximate date on which the serious injury or illness began and its probable duration.
  4. A statement or description of appropriate medical facts regarding the covered Servicemember’s health condition for which FMLA leave is requested.
    - a. These facts must include information on whether the injury or illness may render the covered Service member medically unfit to perform the duties of the Servicemember’s office, grade, rank or rating and whether the member is receiving medical treatment, recuperation or therapy.
  5. Information sufficient to establish that the covered Service member is in need of care and whether they will need care for a single continuous period of time, including any time for treatment and recovery, and an estimate as to the beginning and ending dates for this period of time.

6. If intermittent or reduced schedule leave is requested for planned medical treatment appointments, whether there is a medical necessity for the covered Service member to have such periodic care and an estimate of the treatment schedule of such appointments.
  7. If intermittent or reduced schedule leave is requested for other than planned medical treatment (e.g., episodic flare-ups of a medical condition), whether there is a medical necessity to have such periodic care, which can include assisting the covered Servicemember's recovery, and an estimate of the frequency and duration of the periodic care.
- C. The employer may also ask the employee and/or the covered Service member to include the following information in the certification:
1. The name and address of the employer of the employee requesting leave to care for a covered Service member, the name of the employee requesting such leave, and the name of the covered Service member for whom the employee is requesting leave to care.
  2. The relationship of the employee to the covered Service member.
  3. Whether the covered Service member is a member of the Armed Forces, the National Guard or Reserves; and their military branch, rank and current unit assignment.
  4. Whether the covered Service member is assigned to a military medical facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients, and the name of the medical treatment facility or unit.
  5. Whether the covered Service member is on the temporary disability retired list.
  6. A description of the care to be provided and an estimate of the leave needed to provide the care.
- D. The appropriate DOL form may be used to obtain certification that meets the FMLA's requirements.

1. No information may be required beyond that specified on the certification.
  2. Authentication and/or clarification of the certification may be sought.
  3. Second and third opinions and recertification are not permitted.
  4. Confirmation of covered family relationship to the covered Service member may be required.
- E. Invitational travel order (“ITO”) or invitational travel authorization (“ITA”).
1. An employer must accept an ITO or an ITA as sufficient certification to allow FMLA leave. No additional or separate certification may be required.
  2. If leave is needed beyond the period specified in the ITO/ITA, the employer may request certification from one of the authorized HCPs listed in B.1.
  3. The employer may seek authentication and clarification of the ITO/ITA. The employer may not seek a second or third opinion, or a recertification during the period of time in which leave is supported by an ITO/ITA.
  4. The employer may require an employee to provide confirmation of covered family relationship to the covered Service member.

## XII. [Intent to Return to Work](#)

- A. An employer may require an employee on FMLA leave to report periodically on their status and intent to return to work.
- B. If an employee gives an unequivocal notice of intent not to return to work, the employer’s obligations under FMLA to maintain health benefits and to restore the employee cease.
1. However, these obligations continue if the employee indicates they may be unable to return to work but expresses a continuing desire to do so.
- C. An employee may need more leave than initially requested or the employee may not need as much leave as initially requested.
1. In the latter instance, the employee may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated the need for leave.

2. The employer may require the employee to provide reasonable notice (i.e., within two business days) of the changed circumstances where foreseeable.
3. The employer may also obtain information on such changed circumstances through requested status reports.

### XIII. [Fitness-for-Duty Certification](#)

- A. As a condition for restoring an employee whose own serious health condition required FMLA leave, the employer may impose a uniformly-applied policy or practice that requires all similarly-situated employees to provide certification from their HCPs that the employee is able to resume work.
- B. The fitness-for-duty certification may only pertain to the specific health condition that required FMLA leave.
- C. The certification must state that the employee is able to resume work.
  1. Additionally, the employer may require the certification to specifically address the employee's ability to perform the essential functions of their job.
  2. In order to do so, the employer must provide the employee with a list of the essential functions of the job no later than with the designation notice.
  3. The designation notice must indicate that the certification must address the employee's ability to perform those essential functions.
- D. Authentication and/or clarification of the certification is allowed. However, the employee's return to work may not be delayed while contact with the HCP is being made.
- E. No second or third opinions may be required.
- F. The cost of a return-to-work certification shall be borne by the employee.
- G. Restoration may be delayed until the employee submits a required fitness-for-duty certification if the employer has provided notice of the need for such in the designation notice.

- H. If a fitness-for-duty certification is required, an employee who does not provide such or who does not request additional FMLA leave is no longer entitled to reinstatement under the FMLA.
- I. Return from intermittent or reduced schedule leave.
  - 1. The employer may not require a new certification after each absence if the employee is on intermittent or reduced scheduled leave.
  - 2. However, an employer is entitled to a certification for such absences up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform their duties, based on the serious health condition for which leave was taken.
    - a. "Reasonable safety concerns" means a reasonable belief of significant risk of harm to the individual employee or others.
    - b. The nature and severity of the potential harm, and the likelihood that potential harm will occur must be considered in making this determination.
  - 3. The employer must inform the employee at the time the designation notice is issued that for each subsequent instance of intermittent or reduced schedule leave, the employee will be required to submit a fitness-for-duty certification unless one has already been submitted within the past 30 days.
  - 4. An employee may not be terminated while awaiting such a certification.
- J. If an employee's serious health condition may also be a disability under the ADAAA, the FMLA does not prevent the employer from following the procedures for requesting medical information under the ADAAA.

#### XIV. **Failure to Provide Certification**

- A. Foreseeable leave
  - 1. If the employee fails to provide certification in a timely manner, FMLA coverage may be denied until certification is provided.
- B. Unforeseeable leave

1. FMLA coverage may be denied if the employee fails to provide a certification within 15 calendar days from receipt of the request for certification unless not practicable due to extenuating circumstances.
  - a. Absent those circumstances, if the employee fails to timely return the certification, FMLA protections can be denied following expiration of the 15-day time period until a sufficient certification is provided.
  - b. If the employee never produces the certification, the leave is not FMLA leave.

C. Recertification

1. An employee must provide recertification within the time requested by the employer (which must allow at least 15 calendar days after the request) or as soon as practicable under the particular facts and circumstances.
  - a. Failure to do so may result in denial of continuation of FMLA leave protections until a sufficient recertification is produced.
  - b. If one is never provided, the leave is not FMLA.
2. Recertification does not apply to leave taken for a qualifying exigency or to care for a covered Service member.

D. Fitness-for-duty

1. The employee must provide medical certification at the time they seek reinstatement if such is requested pursuant to the employer's policy or practice, if the employer provided the required notice.
2. If the employee fails to do so, restoration may be delayed until the certification is provided.
3. Unless the employee provides either a fitness-for-duty certification or a new medical certification for a serious health condition at the time FMLA leave is concluded, the employee may be terminated.

XV. **Job Restoration**

A. Right to Reinstatement

1. Upon returning from FMLA leave, an employee must be restored to their original position or to an equivalent position.
  - a. An equivalent position is one that is virtually identical to the former position in terms of pay, benefits and working conditions, including privileges, perquisites and status.
  - b. This involves restoration to a position having the same or substantially similar duties and responsibilities and having substantially equivalent skill, effort, responsibility and authority.
  - c. An employee is entitled to such reinstatement even if the employee has been replaced or their position has been restructured to accommodate the employee's absence.
  - d. This applies only to employees returning from FMLA leave and may not apply to employees who used additional leave beyond the 12/26 workweek FMLA entitlement, as provided in other TBR leave policies.
2. An employee returning from FMLA leave is entitled to any general or unconditional pay increases that all other employees have received during the period the employee was on leave.
3. An employee is entitled to shift or work schedule assignments equivalent to those in effect prior to the beginning of the leave period and to the same or a geographically proximate work location where previously employed.
4. If an employee is no longer qualified for the position because of the employee's inability to attend a necessary course, renew a license, etc., as a result of the leave, the employee shall be given a reasonable opportunity to fulfill those conditions upon return to work.

B. Limitations on Reinstatement

1. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

- a. Thus, if a work location is closed, a shift eliminated, overall work hours for an entire unit reduced, or positions abolished through a reduction in force, the employee is only entitled to conditions that would have been in effect for the employee if the leave had never been taken.
    1. For example, if an employee's shift is eliminated during the time period that leave was taken, the employee is not entitled to assignment to the previous shift's work hours or to shift differential pay when returning from leave that other employees formerly on the shift no longer receive.
  - b. However, the employee is entitled to employment in a position meeting all other previous employment conditions.
  - c. An employer must be able to show that he/she would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.
2. If an employee can no longer perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, the employee has no right to restoration to another position under the FMLA.
    - a. However, the provisions of the ADAAA may apply. Such cases should be referred to the ADAAA coordinator.
  3. If an employee should require more or less FMLA leave than was originally anticipated, they are required to provide the employer 2 business days' notice where feasible.
    - a. Regarding an employee who wants to return to work earlier than anticipated, they shall be restored once such notice is given, or where such notice is not feasible.
  4. In situations where an employee notifies the employer that they are not returning to work, the obligation to restore the employee to a position ends.



- a. Should the employee indicate they are unable to return to work but continues to want to return, restoration requirements remain in effect.
- 5. If an employee was hired for a specific term or only to perform work on a discrete project, the employer has no obligation to restore the employee if the employment term or project is over and the employer would not otherwise have continued to employ the employee.

XVI. **Prohibition against Interfering with Employee Rights**

- A. FMLA prohibits interference with an employee's rights under the law, and with legal proceedings or inquiries relating to an employee's rights.
- B. "Interfering with" the exercise of an employee's rights would include, for example, not only refusing to authorize FMLA leave, but discouraging an employee from using such leave.
- C. FMLA's prohibition against interference prohibits an employer from discriminating or retaliating against an employee or prospective employee for having exercised or attempted to exercise FMLA rights.
- D. Employees cannot waive, nor may employers induce employees to waive, their prospective rights under the FMLA.
- E. This does not prevent the settlement or release of FMLA claims by employees based on past employer conduct without the approval of the Department of Labor or a court.

XVII. **Recordkeeping**

- A. Records must be made, kept and preserved in accordance with the recordkeeping requirements of the Fair Labor Standards Act.
  - 1. The records must be kept for no less than 3 years and made available for inspection, copying and transcription by representatives of the Department of Labor upon request.
- B. Required records:
  - 1. Basic payroll and identifying employee data.

2. Dates FMLA leave was taken. The leave must be designated in records as FMLA leave.
3. The hours of leave taken, if less than in increments of a day.
4. Employee notices provided to the employer and notices given to employees as required by the FMLA.
5. Documents describing employee benefits or employer policies and practices regarding paid and unpaid leave.
6. Premium payments of employee benefits.
7. Records of any dispute between the employer and an eligible employee regarding designation of leave as FMLA leave.

C. Confidential records

1. Records and documents relating to certifications, recertification or medical histories of the employee or their family members created for purposes of FMLA, shall be maintained as confidential medical records in separate files, separate from the usual personnel files.
2. If the ADAAA is also applicable, such records shall be maintained in conformance with ADAAA confidentiality requirements.

XVIII. [Impact of FMLA Leave on Health Insurance and Other Benefits](#)

A. Insurance Coverage

1. For the duration of FMLA leave, the employer is required to maintain an employee's health coverage under the State Group Insurance Plan under the same conditions coverage would have been provided if the employee had continued working.
  - a. It is very important that the employer communicate approval of FMLA leave to the insurance preparer.
2. The same health benefits provided to an employee prior to taking FMLA leave must be maintained during the FMLA leave.
  - a. For example, if family coverage is provided to an employee, family coverage must be maintained during the FMLA leave.

- b. Moreover, an employee temporarily working a reduced schedule (for purposes of this section, less than 30 hours per week) during a period of FMLA leave is entitled to maintain the same insurance coverage(s) that were in effect prior to the FMLA leave period.
- 3. If an employer provides a new health plan or benefits, or changes health benefits or plans while an employee is on FMLA leave, the employee is entitled to the new or changed plan/benefits to the same extent as if the employee were not on leave.
  - a. For example, if an employer changes a group health plan so that dental care becomes covered under the plan, an employee on FMLA leave must be given the same opportunity as other employees to receive (or obtain) the dental care coverage.
- 4. Notice of any opportunity to change plans or benefits must also be given to an employee on FMLA leave.
  - a. If the plan permits an employee to change from single to family coverage upon the birth of a child or otherwise add new family members, such a change in benefits must be made available while an employee is on FMLA leave.
  - b. If the employee requests the changed coverage it must be provided by the employer.
- 5. The employer is responsible for advising the employee of the options to continue or discontinue insurance coverage(s) prior to the beginning of the leave period.
  - a. If the employee elects to continue insurance coverage(s), the employer must provide the employee with written notice of the terms and conditions under which premiums must be paid.
- 6. If coverage is not to be continued, the employee must contact the insurance preparer prior to the beginning of the leave.
  - a. When an employee returns from leave, the employee is entitled to be automatically reinstated on the same terms as prior to taking the leave, including

family or dependent coverage, without any qualifying period, physical examination, exclusion of pre-existing conditions, etc.

7. To ensure that an employee on unpaid FMLA leave is reinstated with the same benefits in effect prior to the leave period, the employer shall pay the employer as well as any employee portion of premiums which has not been remitted. Premiums paid on behalf of the employee will be deducted from the employee's paycheck following their return to work.
  8. For purposes of determining insurance premium payment responsibilities, an employee is deemed to have returned to work if they have returned for 30 calendar days.
    - a. An employee who retires immediately following FMLA leave or during the first 30 days after returning to work is also deemed to have returned to work.
    - b. If the employee fails to return to work or does not stay 30 calendar days, the employer portion of the insurance premium paid during FMLA leave may be recovered except for the following reasons:
      1. The continuation, recurrence or onset of a serious health condition which would entitle the employee to leave under FMLA; or
      2. Other circumstances beyond the employee's control, such as an unexpected transfer of the employee's spouse to a job location more than 75 miles from the employee's worksite or the lay-off of the employee while on leave.
  9. If the employee fails to return to work due to a serious health condition, the employer may require medical certification of the employee's or the family member's serious health condition.
  10. The employer portion of the health premium may not be recovered during workers' compensation leave designated as FMLA leave.
- B. Longevity
1. An employee on FMLA leave, paid or unpaid, shall receive longevity in accordance with the provisions of TBR Guideline P-120 Longevity Pay.

2. Note: The employer may not eliminate benefits which otherwise would not be provided to part-time employees.
3. Therefore, an employee who has been temporarily transferred to a part-time position during a period of FMLA leave retains eligibility for longevity pay regardless of the percentage of employment.

C. Leave Accrual

1. Employees shall accrue leave in accordance with the annual and sick leave policies.
2. Due to the fact that leave is based on the number of hours worked per week, the accrual rate may be proportionately reduced.

## **Sources**

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### **Authority**

T.C.A. § 49-8-203; T.C.A. § 8-50-809

All Federal and State statutes, codes, Acts, rules and regulations referenced in this policy.

### **History**

TBR Meeting, June 25, 1995 (Finance and Administration approval January 17, 1996); TBR Meeting, March 29, 1996 (Finance and Administration approval November 13, 1996); TBR Meeting September 28, 2007; TBR Meeting June 26, 2008; TBR Meeting March 25, 2010 (Complete Revision); TBR Meeting June 16, 2023 (effective July 1, 2023).

## **Related Policies**

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- [Longevity Pay](#)

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BOARD TRANSMITTAL

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MEETING: Committee on Personnel and Compensation

SUBJECT: Minutes of the Special Called Meeting of the Personnel & Compensation Meeting May 31, 2023

DATE: June 15, 2023

PRESENTER: Nisha Powers, Chair of the Personnel & Compensation Committee

PRESENTATION REQUIREMENTS: 5 minutes with Discussion

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

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The Personnel and Compensation Committee met in a special called meeting on May 31, 2023 to review and approve the System Wide Compensation Strategies.

Attachment: Minutes of the May 31, 2023 special called meeting.

# **REPORT OF THE COMMITTEE ON PERSONNEL AND COMPENSATION**

**MAY 31, 2023**

The Committee on Personnel and Compensation met electronically on May 31, 2023. At the beginning of the meeting, Regent Powers 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 Powers 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 5% 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, 2023. From this salary pool, at least 3.0% would be issued as an across-the-board adjustment effective July 1 for employees that were employed on or before June 30, 2023, without further action required by the Board. Each eligible employee would receive a percentage increase based on their June 30, 2023 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 colleges' proposed additional payments to be made from the remaining 2% at the regularly scheduled June 15 meeting, and approved increases from this 2% salary pool will be effective July 1, 2023.

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 use non-recurring funds to provide one-time payments to all regular full-time and part-time employees on payroll as of September 30, 2023, 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.

Regent White made a motion to accept the items as presented. Regent Hooper 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

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Nisha Powers, Chair

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BOARD TRANSMITTAL

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MEETING: Committee on Personnel and Compensation

SUBJECT: President Emeriti Contracts

DATE: June 15, 2023

PRESENTER: Brian Lapps, General Counsel

PRESENTATION  
REQUIREMENTS: 5 minutes

ACTION REQUIRED: Roll Call Vote

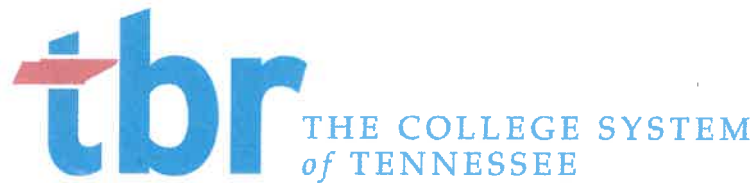
STAFF  
RECOMMENDATION: Recommend Approval

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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 2022-2023 and work contracts for 2023-2024 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



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NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR  
PRESIDENT EMERITUS

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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, 2023, 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, 2023, to June 30, 2024. 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.
  - Helping to identify new donors and Foundation Board Members in our new counties: Crockett, Haywood, Wakley, and Henry.
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:



## President Emeritus Report 2022-2023

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.

Karen A. Boyer  
President Emeritus

May 14, 2023  
Date

I have reviewed the work of Dr. Karen Boyer for 2022-2023 and  
I am satisfied that it was well performed.

Smita  
President

5/15/2023  
Date

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date

President Emeritus Report  
Dyersburg State Community College  
July 1, 2022 – May 16, 2023

1. Update the written history of the College.

I updated the history of the College by mid-November 2022. The Update covered 2018-2022. I drafted the text for President Cook for the plaque for the dedication of the Dr. Karen A. Bowyer Mathematics Building. The building was dedicated on September 9, 2022.

In June I will prepare a draft of the history of the College for 2022-23 for President Cook. Next fiscal year I plan to expand on the history of donors to the DSCC Foundation Endowment Fund and on special programs and initiatives at DSCC such as the development of the off-campus centers, the Eagle Access program for students with intellectual and developmental disabilities, and the music and athletic programs.

2. 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.

As the retired president of DSCC I have had many opportunities to let professionals, friends, faculty members and staff know that I think that Dr. Scott Cook is doing a great job as he continues to develop the



College. I continue to have medical and dental appointments in Dyersburg. Those professionals always ask me how things are going at DSCC. I assure them that the College is in excellent hands and that it continues to grow and improve services to the people of West TN. I have expressed support for the outstanding work of Dr. Scott Cook and the faculty and staff at social occasions such as the event to celebrate in August the retirement of Judge Martha Brasfield, Chancellor of Tennessee's 25<sup>th</sup> Judicial District which includes Tipton and Fayette Counties.

I have scheduled events such as lunches, dinners and concerts to introduce Dr. Scott Cook and often his wife, Megan, and son, Jacob, to leaders and donors in West TN such as Mr. Peter Abell, President of the Memphis Symphony Orchestra; Dr. Mary Stuart David MD and her husband Murray Hudson, nationally known collector of maps and globes; Richard and Connie Donner, major donors; Sharon Hayes, former VP for Finance at DSCC, and her husband, Tom Archer, former Director of Continuing Education at DSCC, and community leaders in Haywood County.

Dr. Cook and I have discussed holding a special event to recognize donors to the Foundation Endowment Fund and their family members.

3. At the invitation of the president, and as able, attend and support College activities and events.

I attended the naming of the Dr. Karen A. Bowyer Mathematics Building on September 9, 2022. At that event I spoke about the impressive work of the new President. Attendees received Planned Giving rack cards with their programs. In my remarks I asked the attendees to seriously consider designating the DSCC Foundation as the beneficiary of planned gifts.

Other events that I attended at the invitation of Dr. Cook were the Tree Lighting Ceremony in December, the holiday concert by the Memphis Symphony Orchestra and Chorus in December, the Luncheon to celebrate the work of the Rev. Dr. Martin Luther King in January, the naming of the Dr. Christian Andersen Hall in April, Commencement in May, and the funeral for Mrs. Ed (Helen) Eller, who was the first First Lady of DSCC.

4. Support Initiatives of the Dyersburg State Community College Foundation.

I have named the DSCC Foundation as a beneficiary of a major part of my qualified investments. I continue to contribute each month to the Leaving a Legacy for Learning Fund of the DSCC Foundation.

Later in my report I will detail my work to encourage more planned giving to the DSCC Foundation.

In August 2022 after the death of Dr. Loren Crown, his widow Elaine Ellis Crown distributed \$25,000 to DSCC. Now Mrs. Crown is the sole Trustee of the Loren and Elaine Crown Living Trust. I understand that DSCC will receive additional funds upon the death of Elaine Ellis Crown. DSCC faculty and staff and I have developed a good relationship with this couple over the years. Dr. Loren Crown was the first medical director for our Emergency Medical Services Program.

5. Upon request, serve as a consultant to regional chambers of commerce and economic development entities on matters concerning education and workforce development.

As President Emeritus of DSCC, I served as Chair of an On-Site Reaffirmation Committee for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in October 2022 and as Chair of an Off-Site Reaffirmation Committee for 3 institutions in the

spring of 2023. I met several times with the Committee as we prepared our report in March and April 2023. During my regular meetings with Dr. Cook I shared best practices from the institutions reviewed that I thought might assist DSCC. In keeping with the confidentiality policy of SACSCOC I did not reveal the names of the institutions.

6. Serve as a putter at the annual golf tournament.

I sank several putts for the various teams participating in the annual golf tournament on October 7, 2022. Approximately 24 teams participated.

7. Organize the annual Martin Luther King, Jr. community event.

With the approval of Dr. Cook I invited Yolanda Moody Harris to be the guest speaker for the Dr. Martin Luther King, Jr. Community Luncheon. I also contacted the CEO of the Dyersburg/Dyer County Chamber of Commerce, Mr. Slater Barr, to confirm the co-sponsorship of the event by the Chamber, and his willingness to bring greetings to the assembled group on January 13, 2023. The event was related to the Bicentennial celebration for Dyer County. The topic that I asked Mrs. Harris to address was the contributions of the black community to the development of Dyer County. In preparation for her presentation Mrs. Harris and I met at least two times with the Historian for Dyer County, Earl Willoughby. Danny Walden, Director of the Historical Society of Dyer County, also met with us to assist with providing information for the presentation by Mrs. Harris. Mrs. Yolanda Moody Harris, Mr. Earl Willoughby and Mr. Danny Walden are alumni of DSCC. Approximately 100 people attended the event.

8. 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 DSCC Foundation as requested and in coordination with the Foundation.

I drafted a letter in July which Dr. Cook approved, and his Administrative Assistant prepared to be sent to people in the occupations noted above in #8. The letters which indicated that Dr. Cook and I planned to visit with them to discuss opportunities for planned giving were mailed in August. Letters were mailed to approximately 20 people. They are listed below. Over the past 10 months I have met with everyone listed below. At each meeting I gave them Planned Giving rack cards which explained the program at DSCC and other materials about DSCC such as Annual Reports, Quarterly Newsletters for Alumni and Friends and the Planned Giving brochure.

### **Attorneys**

John Lannom

Michael Gauldin

Lewis Jenkins

### **Bankers**

Jeff Agee, First Citizens National Bank

Sara Brasfield Carter, Patriot Bank Board and serves as an Attorney for the Bank

Judy Long, First Citizens National Bank

Chris Heckler, First Citizens National Bank

Craig Fitzhugh, Bank of Ripley

David Hayes and Jennifer Nunley, Security Bank

Charles Ennis, Patriot Bank

Rick Peeler, Cadence Bank, formerly Bancorp South

### **Accountants**

Joe Enoch, Cowart Reese Sargent Corporation

### **Financial Planners and Wealth Managers**

Bill Boehmler, Baird Company

John Cloar, Edward Jones

Lee Garner, Edward Jones

Jon McKnight, Compass Wealth

### **Representatives of Insurance Agencies**

Walt Bradshaw and Ron Switzer, Bradshaw Insurance, Dyersburg

Anita Hart, State Farm, Dyersburg

Michael Harris, Farm Bureau, Covington

Donald Ray Pennington and Paul Carson, Pennington Insurance Corporation, Dyersburg

Larry White, White and Associates, Dyersburg and Union City

I have also met with DSCC retirees to ask them to consider making a planned gift to DSCC. So far, I have met with Dr. Kay Patterson, Dr. Rob Martin and his wife Gayle, Dr. Buck Tarpley.

The meetings this year have been very productive. As a result of my meeting with Michael Gauldin, he worked with one of his clients to designate 30% of his qualified investments as a planned gift for the DSCC Foundation . The donor wishes to remain anonymous. Bill Boehmler worked with Tim Fultz who has designated the DSCC Foundation as the beneficiary of his qualified investments. Mr. Fultz completed the Foundation Scholarship Form to indicate his desire that his gift be used to endow a scholarship account to assist students majoring in Science, Technology, Engineering and/or Mathematics (STEM).

At least one person with whom I visited indicated that DSCC is named in his estate plans. Others indicated that they have plans to name DSCC as a beneficiary.

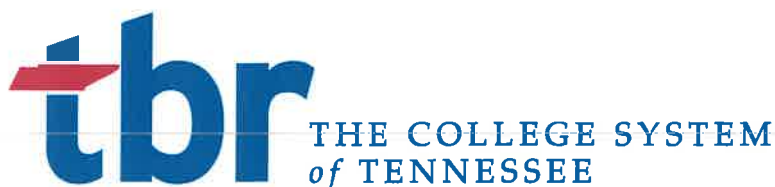
During 2023-24, I plan to follow-up with the list of people with whom I visited in 2022-23, and to visit new people in each of the categories listed above which includes DSCC retirees. Also, I will work with Dr. Cook to plan an event to recognize and thank the donors of planned gifts and their families. Since it is so easy to change beneficiaries, the College plans to keep in contact with these special donors.

9. Join President Cook and Dr. Amanda Walker in representing the College on a committee to plan the celebration of the bicentennial of Dyer County in 2023.

I have attended regular meetings of the planning committee since August 4, 2022. The meetings occur monthly. I have attended most of them either in person or by Zoom. I have also participated in frequent emails related to the planning of the bicentennial. I have kept Dr. Cook up to date on meetings that he could not attend because of his schedule.

During the past year I have made all requests for assistance from or access to college personnel through President Cook on a timely basis.

I reside in Tennessee at 135 Mary Ann Drive, Memphis, TN 38117.



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NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR  
PRESIDENT EMERITUS

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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, 2023, 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, 2023, to June 30, 2024. 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.



- ❖ Recruit students and provide advice to prospective students and their parents.
  - ❖ Promote higher education, the TBR, and WSCC 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 141.7 hours.

I accept the appointment described above under the terms and conditions set forth.

  
 APPOINTEE \_\_\_\_\_ DATE 5-3-23

**An Equal Opportunity/Affirmative Action Employer**

  
 PRESIDENT \_\_\_\_\_ DATE 5/3/23

\_\_\_\_\_  
 CHANCELLOR \_\_\_\_\_ DATE \_\_\_\_\_

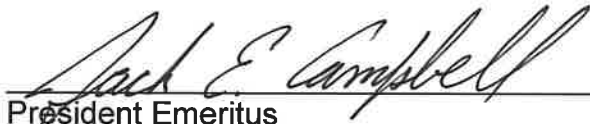
## President Emeritus Report 2022-2023

During this fiscal year, I performed the following functions (attached) for

Walters State Community College Institution(s).

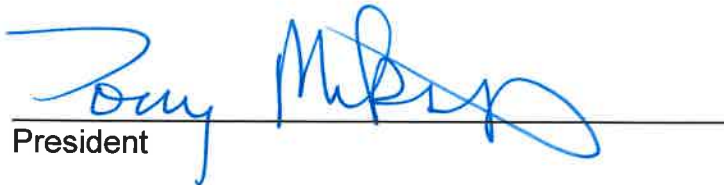
*(Please type your report and attach it to this work sheet)*

I spent at least 141.7 hours performing the work but less than 120 days.

  
\_\_\_\_\_  
President Emeritus

5-11-23  
\_\_\_\_\_  
Date

I have reviewed the work of Dr. Jack E. Campbell for 2022-2023 and  
I am satisfied that it was well performed.

  
\_\_\_\_\_  
President

5/19/2023  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date

**WSCC President Emeritus Report**  
**2022-2023 Executive Summary**  
**Dr. Jack E. Campbell**

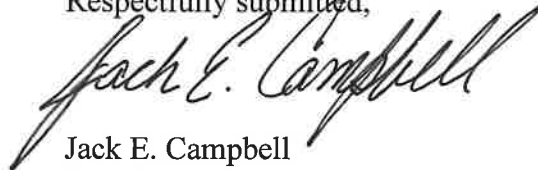
Attached is a detailed listing of the activities and accomplishments, which reflect examples of my work as President Emeritus at Walters State for the 2022-2023 year. These activities and accomplishments address specifically the duties reflected in the Notice of Part-time Employment and Agreement for President Emeritus, which was executed by Chancellor Tydings, President Miksa and myself. In addition, these activities and accomplishments as documented satisfy 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 donors for the college's foundation, I make it a point to stay in touch with individuals who have indicated their intentions to give to the college in the future, either through direct donations, a will, or some other official means. Also, as I devote a significant amount of my working time representing President Miksa, and the college in general, at various functions and events, I strive to re-affirm relationships between the college and its major supporters; and I also seek to identify and establish relationships on behalf of the college with new individuals who appear to be prospective supporters of the college. 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 worked 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 9, 2023

**Walters State Community College**  
**Dr. Jack E. Campbell, President Emeritus**  
**2022-2023 Activities/Accomplishments**

**Date**

5/19/22	After making special arrangement for three individuals (a past president of the WS Foundation, a professional musician, and the WS softball coach) to join me in representing WS, we participated in the annual fundraising event of the Jefferson County Chamber of Commerce. I talked with several WS supporters and perspective supporters, one in particular, was a physician who had told me four or five years ago that he would make a significant donation to the college. He informed me that he wanted to meet with me in the near future.
5/24/22 – 5/27/22	At the request of Dr Miksa and Asst. VP Cates, I agreed to speak at the memorial service of Dr. Truett Pierce, a longtime supporter of WS. Over the next few days I spent considerable time writing and editing my remarks. I would be speaking on behalf of WS, President Miksa and all the rest of us associated with WS who knew Dr. Pierce.
5/28/22	I traveled to Sneedville, TN and, at the memorial service for Dr. Pierce, I delivered my speech on behalf of president Miksa and the college staff and faculty, past and present, who knew Dr. Pierce.
5/29/22 - 6/05/22	Contacted selected individuals to determine their interest in joining me in representing WS in an annual fundraising event of the Morristown Area Chamber of Commerce scheduled for June 6; and after securing commitments from three, I contacted them continuously ensuring they had appropriate information for the event.
6/06/22	Joined by a retired banker and trustee of the college's foundation, a high school teacher and WS staff member, I participated in the Morristown Area Chamber of Commerce annual fundraising event. Interacted with President Miksa, who is also president of the Chamber this year, and several WS supporters and prospective supporters.
6/16/22 – 6/17/22	Over a two-day period, traveled to Columbia State Community College in Columbia, TN and joined the members of the Tennessee Board of Regents, the Chancellor and her staff and the Presidents (past and present) of the Community Colleges and TCATs, at a special dinner celebrating the 50 <sup>th</sup> Anniversary of the Tennessee Board of Regents.
6/23/22	Spoke with a lady who had retired from WS and I suggested that she consider making a contribution to the college's foundation. She expressed an interest asking how much, minimally, she would need to contribute to be a trustee. I told her \$10,000 and she seemed very receptive. I told her to call me when she is ready.
6/23/22	Talked with a Hispanic student who has lived in the U.S for seven years and recently graduated for West High School in Morristown. He is very interested in going to WS. I told him I'd call the admissions office and check on his admission possibilities/status as he said he had already initiated the application process.
7/10/22 – 7/17/22	Spoke with several individuals about joining me in representing WS in an event scheduled for July 18 in Sevierville to raise money for The Robert F. Thomas Foundation, supporting the Sevier County Hospital. Talked with Asst. VP Cates several times receiving specific information about the event and the deadline for submitting the names of the WS participants. Finally, after several phone calls and several discussions, I received confirmation from three individuals that they would join me in participating on behalf of WS, in the "Smoke on the Mountain" Tournament to raise money for the Dr. Robert F. Thomas Foundation. On July 16, I texted each of the three giving them final details, noting specific times for the specific aspects of the event.
7/18/22	Joined by the WS softball coach, a staff member of the college's facilities management department, and a retired WS baseball coach,

**Walters State Community College**  
**Dr. Jack E. Campbell, President Emeritus**  
**2022-2023 Activities/Accomplishments**

**Date**

8/02/22	<p>I participated in the fundraising event for the Dr. Robert F. Thomas Foundation representing WS. Interacted with the Director of the event and his staff who was most appreciative of the WS sponsorship. Also, interacted with several participants in the event, all of who had special comments and questions about the college. Asst. VP Cates was at the event also representing the college.</p> <p>Spent a long time talking with a WS graduate who has since become a successful business man and is now a prospective major financial contributor to the WS foundation. After our lengthy discussion he said he would definitely make a contribution and after discussing the matter with his wife he will call me back.</p> <p>Had a long discussion with Asst. VP Cates about my discussion with the prospective donor and about other college matters.</p>
8/08/22	<p>Approached by a young man who was interested in enrolling at WS and requested information from me about the registration process and how he could apply for financial aid. He also asked me questions about his intended major / area of study and given his area of study, whether or not he should pursue a four-year degree. I talked with him, answered his questions, and gave him the name of the person he should contact at WS for more specific information. Later I discussed this person with the appropriate staff member at WS who stated she would be most pleased to assist the student.</p>
8/11/22	<p>Joined a WS Foundation trustee in co-sponsoring a team in the college's Annual Golf Classic, a fundraising activity for college athletics. Joined the trustee, a college supporter, and a college staff member in participating as a team for the event.</p>
8/15/22 – 8/16/22	<p>Contacted several individuals about joining me in representing WS by participating in a charity event (Isaiah 1:17 House) on August 22, and finally selected three, a retired federal judge, a retired wholesale distributor and an insurance agent/company owner; spoke with Asst. VP Cates about several other upcoming events whereby teams need to be selected; also discussed other matters related to college/community relationships.</p>
8/20/22	<p>Communicated to the three individuals who will be joining me on August 22 in representing WS by participating in a fundraising event for the Isaiah 1:17 House organization. Informed the individuals of the detailed information pertinent to the event. Also, included Asst. VP Cates in the communication.</p>
8/22/22	<p>With three invited guests, I represented WS in the event held by the Isaiah 1:17 House organization as a fundraiser supporting the organization.</p>
8/26/22	<p>Spent the day calling and getting commitments from 15 individuals to join me on four-man teams to represent WS in six charity events scheduled during the upcoming months of September and October. Called Asst. VP Cates and gave him the information, which he needs to forward to the event sponsors.</p>
8/28/22	<p>Sent texts to the three individuals who had agreed to join me in representing WS in the Claiborne County Healthcare Foundation Charity event and provided them with detailed information (times, etc.) which they needed. I thanked them for their support of the college and me personally.</p>
9/01/22	<p>Traveled to Tazewell to participate (with the three individuals who had agreed to join me in representing the college) in the Claiborne County Healthcare Foundation Event (fundraiser). Throughout the event we met and interacted with several WS supporters and several others who are potential WS supporters.</p>

**Walters State Community College**  
**Dr. Jack E. Campbell, President Emeritus**  
**2022-2023 Activities/Accomplishments**

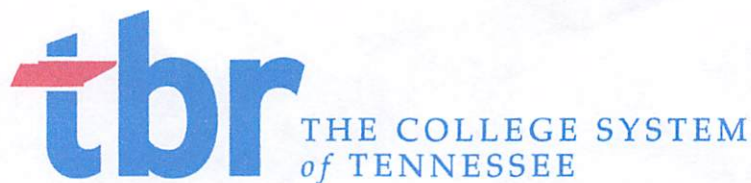
**Date**

9/13/22	Spent considerable time searching for two replacements to take the place of two individuals who had agreed to join me for the Greene County Partnership Event scheduled for September 15, but who had to change their plans because of family illnesses. After calling several individuals, I was fortunate to get WS retired ladies basketball coach and the college's retired Asst. VP for Admissions and Director of Athletics to participate as replacements.
9/15/22	Participated with the three individuals who had agreed to join me in the Greene County Partnership event held at Link Hills as representatives of WS.
9/18/22	Contacted the three individuals who had agreed to join me in representing WS in the Dwight England Memorial Tournament in Tazewell to ensure they were still planning to participate and to give them the detailed information about the event. The event will be held on September 21.
9/21/22	Participated with three selected individuals as representatives of WS in the Dwight England Memorial Classic, which is a golf tournament to raise money to contribute to special institutions and organizations. Since the event started 33 years ago, WS has received approximately \$350,000 from the event and the England family.
10/06/22 - 10/09/22	Had several discussions with Asst. VP Cates about the "Bucks for Trucks" event held at the college's Sevier County Campus in support of the Culinary Arts program.
10/08/22	Worked to confirm and provide appropriate information to representatives who will be joining me in participating in the Boy's and Girl's Club of the Great Smoky Mountains event scheduled for Wednesday, October 12 in Sevierville.
10/12/22	With three selected WS alumni who are now WS supporters, I represented the college by participating in the annual fundraiser of the Boy's and Girl's Club of the Great Smoky Mountains. Had the opportunity to talk with several WS supporters about the college.
10/20/22	After three days of calling and texting back and forth with individuals about joining me in representing WS in an upcoming fundraising event in Sevierville, I and three others (WS softball coach, WS retired golf coach, and WS maintenance department administrator) represented the college in the Pigeon Forge Hospitality and Tourism Association fundraising event, in which approximately 150-200 people participated. Met and spoke with several WS supporters and potential supporters as well as students.
10/24/22	Attended the fall meeting of the WS Foundation Board of Trustees.
10/25/22	Made calls to identify replacements for two individuals who had confirmed to join me in representing the college for an upcoming charity event but had to cancel due to a change in their schedule. After a few calls, I received confirmation from the college's golf coach who agreed to bring one of his players.
10/28/22	With the college golf coach, a member of the college's golf team, and the college's retired baseball coach joining me, I represented the college in an annual fundraising event sponsored by the Sevier County High School Foundation.
11/14/22	Attended the meeting of the WS Foundation Executive Committee.
1/18/23	Attended basketball games between WS and Roane State and interacted (building relationships) with college administrators, staff, faculty, students and community supporters.
2/01/23	Attended basketball games (men's and women's) between WS and Cleveland State, which was "Homecoming Night", and interacted

**Walters State Community College  
Dr. Jack E. Campbell, President Emeritus  
2022-2023 Activities/Accomplishments**

**Date**

	(building relationships) with administrators, faculty, staff, students and community supporters.
2/06/23	Met and participated with WS Foundation Executive Committee.
3/01/23 – 3/11/23	Spent time with a perspective student advising her about the opportunities and advantages of enrolling and completing a degree at WS; called a WS student (former) who is now a long-time employee at WS commending him for his continuous growth and development and especially for his recent establishment of an endowed scholarship for needy students at WS.
3/29/23	Responded to a request from VP J.B. Pectol that I write some comments about Coach Bill Carlyle for a news release announcing the retirement of Coach Carlyle, who has worked at WS for over 45 years.
4/18/23	Worked with Asst. VP Cates reviewing initial list of upcoming charity events for which I will be organizing teams to join me in representing the college.
4/19/23	For an upcoming charity event, I worked to assemble a team to join me in representing WS. I called and received agreements from two retired WS coaches (basketball and baseball) and a college supporter, who was previously selected as alumni of the year, to join me.
4/21/23	With three selected individuals, I represented WS by participating in the Rotary Club's annual fundraising effort for the purpose of supporting the regional "Imagination Library" program for schools and young people in need.
5/4/23	Joined President Miksa, Asst. VP Cates and two other staff members in traveling to Knoxville to represent WS by attending a luncheon/ceremony whereby a major supporter of the WS Foundation, a retired WS administrator, and a former WS student were being honored by the East Tennessee Senior Assistance Association for the contributions each has made in their respective counties. A total of 19 individuals were honored by their respective counties throughout East Tennessee with Randy Boyd, President of the University of Tennessee, being the guest speaker.
5/07/23	Prepared and submitted President Emeritus report for President Miksa and Chancellor Tydings.



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NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR  
PRESIDENT EMERITUS

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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, 2023, at a monthly salary of \$3,533.20, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

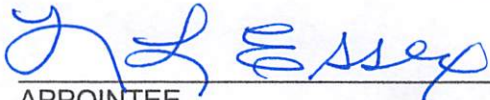
1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2023, to June 30, 2024. It may be renewed on an annual 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.

 5-24-23  
 APPOINTEE DATE

**An Equal Opportunity/Affirmative Action Employer**

 5.24.23  
 PRESIDENT DATE

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CHANCELLOR

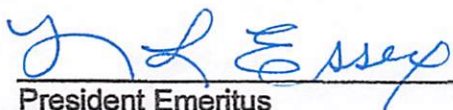
DATE

# President Emeritus Report 2022-2023

During this fiscal year, I performed the following functions (attached) for  
Southwest Community College \_\_\_\_\_ Institution(s).

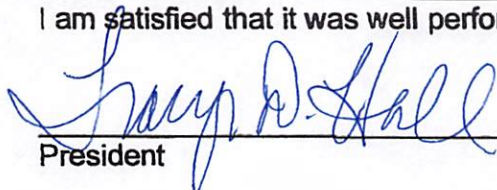
*(Please type your report and attach it to this work sheet)*

I spent at least 633 hours performing the work but less than 120 days.

  
President Emeritus

5-24-23  
Date

I have reviewed the work of Dr. Nathan Essex for 2022-2023 and  
I am satisfied that it was well performed.

  
President

5.24.23  
Date

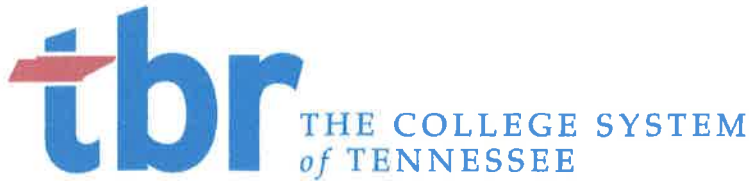
\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date

## **EMERITUS ACTIVITY REPORT 2023**

**Nathan L. Essex 2022-2023**

- Promoted Southwest in my church, community and the cities of Collierville and Memphis.
- Recruited students and adults through Tennessee Promise and Tennessee Reconnect.
- Promoted the college's student mentoring program at my church.
- Advised and referred parents and prospective students to appropriate Southwest offices to assist them with questions, issues and pertinent information about Southwest.
- Advised, mentored, and drafted recommendation letters for former Maxine Smith Fellows as requested.
- Increased and maintained monthly contributions to the college's book scholarship fund.
- Informed new out of state neighbors of Southwest programs and opportunities for their children to participate in Tennessee Promise
- Continued to support an endowed academic scholarship that I established for deserving students.
- Wear Southwest paraphernalia to promote the college in my community.
- Attend the 2023 Spring Graduation Ceremony virtually.
- Encourage employees in various business establishments to continue their education through Tennessee Reconnect.
- Encourage various Southwest graduates and employees to pursue advanced degrees.



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NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR  
PRESIDENT EMERITUS

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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, 2023, 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, 2023, to June 30, 2024. 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). 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 118 hours.

I accept the appointment described above under the terms and conditions set forth.

<i>A. Tucker News</i>	5/15/23
APPOINTEE	DATE

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<i>Michael Loomis, Ph.D.</i>	5/17/2023
PRESIDENT	DATE

CHANCELLOR	DATE

## President Emeritus Report 2022-2023

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

5/15/23

\_\_\_\_\_  
Date

I have reviewed the work of Dr. A. Frank Glass for 2022-2023 and  
I am satisfied that it was well performed.

*Michael L. Luma, Ph.D.*

\_\_\_\_\_  
President

5/17/2023

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date

*Dr. A. Frank Glass*

*218 Lakewood Drive, Tullahoma, TN 37388 931-455-6631 fglasslightube.net*

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**President Emeritus Report – 2022-23**

*Review of functions performed:*

- Continue to serve as an ambassador of Motlow College and cultivate strong relations with community leaders that will benefit the college.
- Met with Charles Gleghorn to discuss Fayetteville Center. Charles was instrumental in getting Motlow into Fayetteville and has been a valuable contributor to all facets of Motlow College.
- Scheduled an additional meeting with Charles Gleghorn, including his daughter, Gaye Dempsey. Gaye presently serves as the chairman of the Motlow College Foundation and is continuing her father's legacy to enhance the image of Motlow and to underwrite the Motlow golf tournament in Fayetteville for the thirty-first year. Charles also attends and is an avid supporter of the annual Motlow Gala.
- Collaborated with former presidents and good friends, Dr. Art Walker and Dr. Sam Ingram, three to four times annually to discuss education and specifically Motlow.
- Met with Troy Martin, President of First Bank and a personal friend, to discuss his sponsorship of the Motlow Gala and teams for the Motlow golf tournaments.
- Support Motlow employees and family members by attending various Motlow and community functions.
- Attended legislative briefing breakfast at Motlow-Moore County campus.
- Attended Motlow Gala held March 25, 2023, and met the new member of the Board of Regents.
- Meet with President Michal Torrence regularly to discuss Motlow happenings.
- Continue to serve as a Motlow College Foundation Trustee
- Attended reception for Jennifer Moody, Tullahoma City Administrator, and will be serving on a selection committee to employ the future administrator.
- Coordinated a meeting with Dave Johnson, President of Traders Bank, and a personal friend, with Mark Hutchins, Assistant Vice President for Corporate and Foundation Services, to request sponsorship of windscreens for the Motlow women's softball field. This was successful.

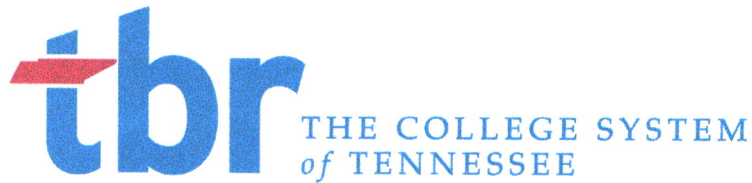


- Met with Tullahoma Airport Manager, Jon Glass, to discuss a potential student's career in aviation.

I am honored to serve as President Emeritus of Motlow State Community College.

A handwritten signature in cursive script that reads "A. Frank Glass".

A Frank Glass  
President Emeritus  
Motlow State Community College



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NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR  
PRESIDENT EMERITUS

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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, 2023 at a monthly salary of \$2,532.00, subject to the terms and conditions hereinafter set forth and our acceptance thereof:

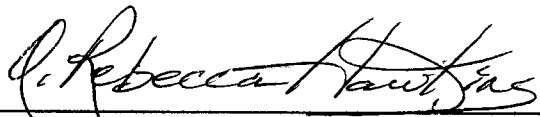
1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents and the requirements and policies of this institution/area school.
2. The term of this agreement is July 1, 2023 to June 30, 2024. It may be renewed on an annual 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 Colombia 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.

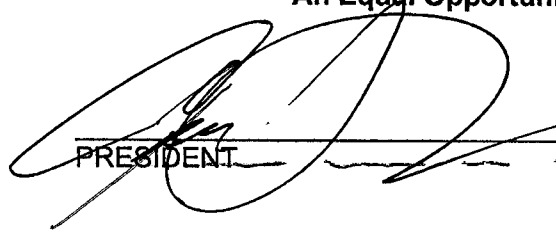
6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution 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 18, 2023

**An Equal Opportunity/Affirmative Action Employer**

  
PRESIDENT \_\_\_\_\_ DATE May 22, 2023

\_\_\_\_\_  
CHANCELLOR \_\_\_\_\_ DATE \_\_\_\_\_

**President Emeritus Report  
2022-2023**

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 160 hours performing the work but less than 120 days.

R. Rebecca Hawkins  
President Emeritus

May 18, 2023  
Date

I have reviewed the work of \_\_\_\_\_ for 2022-2023 and  
I am satisfied that it was well performed.

[Signature]  
President

05.22.23  
Date

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date

**O. Rebecca Hawkins**

**1220 Woodland Crossing Columbia, TN 38401 931-698-7752 [rhawkins@charter.net](mailto:rhawkins@charter.net)**

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**President Emeritus Report - 2022-2023**

*Review of functions performed:*

**1. Attend and participate in college and foundation sponsored functions.**

Since my report in spring, 2022, I have attended/ participated in or will prior to June 30, 2023, the following college and foundation-sponsored functions:

**2022**

- June 22 - Attended Columbia State Foundation's quarterly board meeting and Annual Awards Lunch.
- July 15 - At the request of Bethany Lay, Foundation Executive Director, I contacted Ms. Elizabeth Crutcher, alumna and former board member, to invite her to become a member of the Foundation Board once again. Ms. Crutcher accepted the invitation.
- August 11 - Attended reception for American Watercolor Society Exhibit in college's art gallery.
- August 25 - Invited and took friend to the American Watercolor Society Exhibit in the art gallery.
- September 1 - Invited and took another friend to the watercolor exhibit.
- September 16 - Attended and participated in Foundation's annual retreat.
- September 20 - Invited and took friend to the Tennessee Watercolor Society Exhibit in the college's art gallery.
- October 8 - Attended "Little Women" play in Cherry Theater directed by retired English faculty member, Beverly Mitchell.
- October 13 - Attended season opening CSCC Performance Series performance in Cherry Theater.
- October 27 - Invited and hosted Lisa Hoffman, new Pryor Art Gallery Curator, to lunch to discuss history and mission of the Pryor Art Gallery, the Waymon Hickman Building, and the Cherry Theater.
- November 2 - Invited and took friend to the Tennessee Watercolor Society Exhibit in the college's art gallery.
- November 3 - Attended naming ceremony for Constantine and Mary Vrailas Commons beside the Hickman Building.
- November 10 - Met with foundation member, Con Vrailas, for coffee to explore future strategies to encourage attendance and participation of students and

community residents at college's cultural events and partner with the city's arts district, programs, and events.

- November 10 - Attended Performance Series in Cherry Theater.
- November 14 - Hosted a lunch to acquaint Lisa Hoffman, new art gallery curator, with local people associated with the city's arts community and explore partnerships to benefit the college and city of Columbia. Guests included Lisa Hoffman, Beverly Mitchell, President of Columbia Arts Council Board, Jennifer Grisham, local bronze sculptress and Columbia State alumna, and Kellye Murphy, Columbia's Tourism and Marketing Director.
- November 17 - Met with Bethany Lay, Executive Director of Columbia State Foundation, to discuss college/foundation needs, available foundation funds and gifts.
- November 30 - Hosted a lunch to introduce and connect Lisa Hoffman, gallery curator, to Joe Kilgore, recent commissioner on Tennessee State Arts Commission and Director of Maury Regional Healthcare Foundation.
- December 8 - Attended Columbia State Performance Series.
- December 14 - Attended Foundation's quarterly board meeting.

## 2023

- January 17 - Visited "Art of the Buzz" electric football game exhibit at art gallery. Picked up flyers and distributed and encouraged people to visit the exhibit.
- January 17 - Met with Anne Scott, Columbia State Library Director, to begin arrangements to host my Cosmopolitan Book Club in the renovated library's café on March 1.
- January 19 - Attended opening reception for "Art of the Buzz" electric football game exhibit in the art gallery.
- January 27 - Attended Annual Legislators and Community Leaders Breakfast hosted by the college and foundation.
- January 31 - Met with Lisa Hoffman, gallery curator, to begin developing guest invitation list for "Portraits of Hope" Artist Talk and Tea being scheduled during the exhibit on March 24.
- February 5 - Invited and met with Con and Mary Vrailas over coffee to invite them to co-sponsor the "Portraits of Hope" Artist Talk and Tea with me.
- February 9 - Attended college's Performance Series in Cherry Theatre.
- February 16 - Met with Lisa Hoffman re: plans for Artist Talk and Tea on March 24 in art gallery.

**NOTE: I fell in my home early morning on March 1 preparing to attend an 8 a.m. meeting. I broke my right hip and right wrist. During March and April, I had surgery and was a patient in NHC-Maury Regional Transitional Care Center for rehabilitation. I returned home on April 28 and continued outpatient rehabilitation during May. I was unable to attend and participate in several events I normally would have attended.**

- March 9 - Bethany Lay, Foundation Executive Director, visited with me at NHC-MR and discussed a planned naming in my honor at the campus (Hawkins Graduation Promenade) with dedication and celebration rescheduled to September 28.
- March 24 - Attended "Portraits of Hope - Artist Talk and Tea" in college's art gallery, co-sponsored by myself, Con and Mary Vrailas, and the Foundation.
- April 25 - Attended inaugural meeting of the Advisory Board newly established by NHC-MR. (See Objective 4 for a detailed description of my involvement in establishing the Advisory Board.)
- May 16 - Spoke in telephone conversation with Tammy Rosson, Development Officer who oversees the Performance Series, re: timing of my annual platinum level gift and redeveloping the patrons' support for the series.
- May 17 - Joined Con and Mary Vrailas for lunch at their invitation to further explore visual and performing arts opportunities at Columbia State in partnership with the CS foundation and Columbia's arts community.
- June 14 - Plan to attend the Foundation's quarterly board meeting and annual awards luncheon.

2. Assist the college foundation with fund raising activities and events.

- I continued to support the Foundation's Performance Series with my platinum patron's gift. I contacted Tammy Rosson on May 16 to inform her my patron's gift at the platinum level was paid in December, 2022, which she didn't realize. She had mailed out a patron solicitation packet to former patrons. We discussed opportunities to increase the number of patrons and the amounts of their gifts. We agreed to meet in late June or July to further explore.
- I continued to support the Boosters' Club with an annual membership contribution.
- During the fall, winter, and spring I worked with the new art gallery curator, Lisa Hoffman, to help introduce her to the local arts community and key players. (Lisa is both new to the college and to the community the college serves, but she is a very talented, experienced, and educated arts curator.) I helped her understand the history and mission of the art gallery, its funding, the Cherry Theater and the Hickman Building. On several occasions, I hosted lunches to

Ms. Hoffman to local key players in the Columbia arts community who she has since partnered with for communications, grants, etc.

- During January and February, I supported Ms. Hoffman with publicizing the "Art of the Buzz" electric football game exhibit and reception. Both were successfully attended.
- Ms. Hoffman, through her contacts, was able to procure the exhibit "Portraits of Hope" for display in our art gallery in March/April. The 40+ portraits are painted by world famous portrait artists of the successful graduates of the Lovelady Center in Birmingham, AL. Residents and graduates are women who have recovered from abuse, additions, incarcerations, trafficking, etc. Their stories are overwhelming, powerful, and inspirational.

Ms. Hoffman envisioned an Artist Talk and Tea reception for March 24 in the art gallery to encourage people to the gallery for the exhibit. I worked with Ms. Hoffman and created a guest list of 200+ in January and February. I invited Columbia State Foundation board member Con Vrailas to co-sponsor costs of the tea with me. He and Mary, his wife, willingly did so.

The event was a huge success with 90 people attending the tea and talk. One of the portrait artists, a Franklin, TN resident, gave the talk. As well, graduates of the Lovelady Center gave their testimonials. Beverly McNeil, Portrait Gallery owner, and John McNeil, COO and Chairman of the Lovelady Center Board also spoke.

Although I was still in the rehab center, I was able to attend and connect with people from the Lovelady Center, community leaders, and regional artists all in attendance.

3. *Provide advice to perspective students and families.*

- I continue to serve as a liaison for potential CSCC students, their parents and grandparents with Columbia State regarding questions on admissions. I try to direct them to the appropriate people at the college and also to the college's informational website.

Interestingly this spring in March and April as I rehabilitated from my broken hip and wrist at NHC-MR, my advisement became more focused. It was with mostly women who were CNAs and LPNs working in the rehab facility. Daily I would find opportunities to discuss their futures and encourage them and talk about how they could pursue careers in nursing. Of course, my focus was on



encouraging them to pursue their nursing degrees at Columbia State. I encouraged them to explore Tennessee Reconnect tuition opportunities.

4. Promote higher education, the TBR, and Columbia State on a continuous basis.

On such occasions as those below, I am engaged in the greater community representing Columbia State, the TBR, and Tennessee higher education.

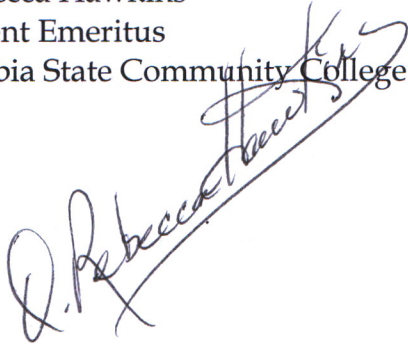
- I continue to remain active in the Columbia arts scene, supporting both visual and performing artists, art events, and public theater. Columbia State is well positioned with its state-of-the-art 500 seat theater, spacious art gallery, easy access, and ample parking to play a key role in Columbia’s growing arts community. My work with our new gallery curator, Lisa Hoffman, as well as Con Vrailas, foundation board member, has been focused on exploring ways and making recommendations to the college and foundation on expanding the connections between the college and the growing Columbia arts scene and community. Given the experience and art world connections of our new art gallery curator, Ms. Hoffman, I have once again begun envisioning a work of wall art for the large wall in the front lobby of the Waymon Hickman Building. Several years ago, the first art gallery curator/director and I envisioned such a work of art in glass to be designed and installed by a locally born and raised artist, Michael Taylor. The project, at that time, was abandoned due to an economic downturn. “Timing” is everything I learned years ago. Perhaps that former dream can become a reality in the near future.
- I continue to serve on the MRHC Foundation Board as an honorary member. I attend meetings and am especially supportive of the services provided by MR’s Mobile Health Unit and staff.
- While at NHC-MR Transitional Care Center, I engaged with the director of the facility providing him feedback and input regarding much needed improvements in delivering quality patient care beyond the outstanding rehab program the Center operates. While there, I sponsored the director into membership in the Kiwanis Club so he could better connect with the community and become better known. (The director came from another community and is not known in the local community.)

When I learned from the Center director that the Center did not have a community Advisory Board, I also recommended and helped the director establish a board in order to make connections in the right community places and to develop an avenue for communications for input and feedback. The initial meeting of the newly formed Advisory Board was April 25 prior to my

departure from the center. I am a member of the new board as is Dr. Kae Fleming, Dean for Health Care Programs at Columbia State.

- I continue to support the annual Performance Series and the exhibits and receptions hosted by the college and foundation in the Pryor Art Gallery. I continued to support the Performance Series as a patron at the platinum level and attended performances of the series and receptions and exhibits in the art gallery. I promote the Performance Series in conversations with people in the community and encourage them to purchase season and individual performance tickets. I encourage friends and often take them to art gallery exhibits.

O. Rebecca Hawkins  
President Emeritus  
Columbia State Community College

A handwritten signature in black ink, reading "O. Rebecca Hawkins", written diagonally across the typed name and title.

May 17, 2023

Dr. Jeff McCord

P. O. Box 246

Blountville, TN 37617

Dear Jeff,

I enjoyed speaking with you this morning and learning how well things are going at the college. The college and the northeast Tennessee region are very fortunate to have you as president of the institution.

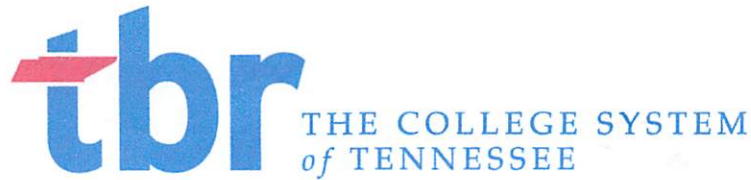
Enclosed are materials related to my president emeritus contract for the 2022-2023 year. Please feel free to make any changes, additions or corrections to this contract and let me know if I need to do anything further in this regard.

Sincerely,

A handwritten signature in blue ink that reads "Bill".

William W. Locke

President Emeritus



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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, 2023, 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, 2023, to June 30, 2024. 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:
  - As able, publicly show support for the College President through newspaper editorials, public speaking engagements, or 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 and as able, 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.
  - As able, support initiatives of the Northeast State Community College Foundation.
  - Upon request, and as able, serve as a consultant to regional chambers of commerce and economic development entities on matters concerning education and workforce development.



**President Emeritus Report  
2022-2023**

During this fiscal year, I performed the following functions (attached) for

Northeast State Community College Institution(s).

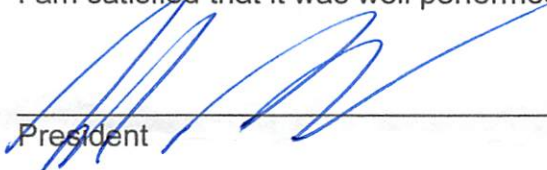
*(Please type your report and attach it to this work sheet)*

I spent at least 152 hours performing the work but less than 120 days.

William W. Locke  
President Emeritus

May 17, 2023  
Date

I have reviewed the work of William W. Locke for 2022-2023 and I am satisfied that it was well performed.

  
President

5-24-23  
Date

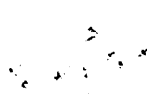
\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date

## **Attachment**

### **Functions Performed by William W. Locke as President Emeritus Of Northeast State Community College During the 2022-2023 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**
- **Contacted individuals who might financially and in other ways support the NSCC Foundation**

- 
- At the invitation of the college president, attended selected meetings/functions provided by the college



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BOARD TRANSMITTAL

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MEETING: Committee on Personnel and Compensation

SUBJECT: Faculty Emeriti

DATE: June 15, 2023

PRESENTER: Vice Chancellor Jothany Reed

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:

<b>Candidate</b>	<b>Rank/Discipline</b>	<b>Service Dates</b>	<b>College</b>
Edward Nichols	Professor of Mathematics	1993-2023	Chattanooga State CC
Steve Smotherman	Associate Professor of Mathematics	1983-2023	Motlow State CC
Marylou Tate	Assistant Professor of Culinary Arts	2009-2023	Nashville State CC

Presidential nominations are appended.

April 11, 2023

It is my pleasure to recommend Dr. Edward Nichols, Professor of Mathematics, for Faculty Emeritus status in recognition of his distinguished service to Chattanooga State Community College. Dr. Nichols is a Professor of Mathematics, and he has admirably served the College and our students since July 31, 1993, when he was hired as Assistant Professor of Mathematics. In 1997, he was promoted to Associate Professor and then to full Professor in 2002.

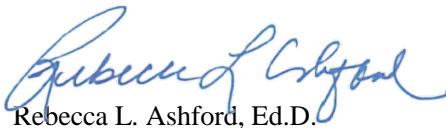
In addition to his role as Professor, Dr. Nichols has served in a number of administrative positions during his tenure at the College. He has served as Mathematics Coordinator, Assistant Department Head, and Department Head. Under his leadership, the Mathematics Department is one of the most innovative and forward-thinking departments at the College. He and his faculty are always eager to try new approaches to teaching and to promoting student success. Under his leadership, the Mathematics Department has embraced the concept of Growth Mindset and worked with the UVA Motivate Lab Tennessee Value Project. He and his faculty actively support and promote our transition to 7-week terms and are actively working to embed tutoring in 7-week math courses.

Due to his dedication to continuous improvement and service to students and the College, Dr. Nichols has been honored with numerous awards. Some of these awards and recognitions include the NISOD Advising Excellence Award (2006), the Eye of the Tiger Award (2007 and 2022), the Mathematics and Sciences Division Excellence Award (2007), and the TMatYC Teaching Excellence Award (2016). In 2021, the College nominated Dr. Nichols for the TBR Faculty SOAR award. In 2022, Dr. Nichols was honored with the Chatty, which is an award given to the employee who best represents the purpose, mission, and values of Chattanooga State.

Dr. Nichols has submitted to retire on June 30, 2023. While he is nearing the end of his remarkable career, he remains engaged in serving students and the College. He teaches in the Bledsoe County Correctional Facility program, a new program in the Governor’s Correctional Education Initiative. He chairs the Chattanooga State Foundation’s Employee Giving Campaign and encourages other employees to support students by giving of their time and treasure.

Please accept my wholehearted recommendation to honor Dr. Edward Nichols with the Faculty Emeritus designation.

Sincerely,



Rebecca L. Ashford, Ed.D.  
President



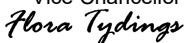
Dr. Quincy Jenkins  
Vice President, Organizational Culture & Engagement

The System Office staff has reviewed the supporting documentation and recommends the Chancellor's approval to move this forth for Board consideration.



2023-04-24 | 2:35 PM CDT

Vice Chancellor for Academic Affairs



2023-04-24 | 2:48 PM CDT

Chancellor

OFFICE OF THE PRESIDENT



DR. MICHAEL L. TORRENCE

April 18, 2023

**Re: Nomination for Faculty Emeritus for Mr. Steve Smotherman, Associate Professor, Mathematics**

**Hire date: 9/1/1983 and retirement date: 8/1/2023**

To whom it may concern:

It is my honor to submit a nomination for Mr. Steve Smotherman to be promoted to the rank of Faculty Emeritus. Steve has been an outstanding member of Motlow State's Mathematics Department for 40 years. During his time, he has been promoted to the rank of Associate Professor and awarded tenure. His dedication to the institution is evident through his willingness to teach any mathematics class offered with enthusiasm. Steve has served on various committees throughout his employment and is committed to the quality and rigor of instruction. He is active within the institution and community with evidence documented during each year of evaluation.

Mr. Steve Smotherman has been an exceptional educator during his 40-year career at Motlow State. I can think of no other faculty member who is more deserving of this distinguished rank upon his retirement at the end of the academic year.

Cordially,

Dr. Michael Torrence  
President, Motlow State Community College

Brian Rowe  
Executive Director of Human Resources

The System Office staff has reviewed the supporting documentation and recommends the Chancellor's approval  
DocuSigned by: 487E0506E6FB4A7...  
2023-04-25 | 9:11 AM CDT

Jonathan Blackwood  
Vice Chancellor for Academic Affairs

DocuSigned by:  
  
Flora Tydings  
Chancellor  
2023-04-25 | 9:11 AM CDT

# Nashville State Community College

April 25, 2023

Dear Faculty Emeritus Selection Committee,

I am writing to recommend Chef Marylou Tate to be awarded emeritus faculty status upon her retirement from Nashville State Community College this spring. Chef Tate has served at Nashville State since 2009 as an Assistant Professor of Culinary Arts in the School of Business, Management and Hospitality.

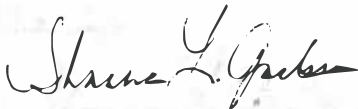
Chef Tate has consistently demonstrated distinguished service to Nashville State Community College. Mentoring students for regional and national culinary competitions has been a passion for Chef Tate. Several of her students competed in culinary competitions and one student won the prestigious national championship. Mentoring students not only exposes these students to the industry, but it also helps promote the Culinary program at Nashville State. Chef Tate served as a faculty co-advisor for the student culinary organization "Escoffier Society," which helps support community activities and events. Chef Tate also helped to organize Tennessee Flavors, the culinary event sponsored by the Nashville State Foundation.

Chef Tate is very involved in the Nashville culinary community. She has been a member of the Nashville Chapter of Les Dames d 'Escoffier International, a prestigious industry group and served in leadership roles. She has served as a judge for the TN Hospitality Association PROSTART competition and participated in the Nissan Taste of Music City Event. Her industry participation and connections not only help her students gain exposure to employment opportunities, but it also promotes the Culinary Arts program at Nashville State.

Chef Tate is always willing to help her colleagues. She assisted with the creation and implementation of the Hospitality Management degree. She assisted in running the culinary program when the director left in early 2015 and helped to onboard the new director. She is always a team player, always willing to help advise at New Student Orientations, mentoring adjunct instructors, and participate in registration events.

Chef Marylou has been a valued member of the Nashville State team. She will be greatly missed when she retires at the end of this spring semester.

Sincerely,



Dr. Shanna L. Jackson  
President



Jill Ferrand  
Director of Human Resources

Office of the President

120 White Bridge Road • Nashville, TN 37209-4515 • 615-353-3236 • 1-800-272-7363 fax • www.nsc.edu  
A Tennessee Board of Regents College

The System Office staff has reviewed the supporting documentation and recommends the Chancellor's approval to move this forth for Board consideration.



Jonathan Blackwood  
Chancellor for Academic Affairs  
2023-04-27 | 4:01 PM CDT

DocuSigned by:



7E046D30A13B498...  
Chancellor

2023-04-27 | 4:35 PM CDT

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BOARD TRANSMITTAL

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MEETING:	Committee on Personnel and Compensation
SUBJECT:	Promotion and Tenure at the Tennessee Colleges of Applied Technology
DATE:	June 15, 2023
PRESENTER:	Vice Chancellor Jothany Reed
PRESENTATION REQUIREMENTS:	10 minutes
ACTION REQUIRED:	Voice Vote
STAFF RECOMMENDATION:	Recommend Approval

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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 thirty-two (32) faculty receiving promotions represent 5% of the TCAT instructional staff. There are no faculty members 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 thirty-two promotions are divided into these categories: twenty (20) to Instructor (second rank); nine (9) to Senior Instructor (third rank); and three (3) to Master Instructor (fourth rank).

**TENURE:**

With approval of these instructional staff, the total tenured faculty for the TCAT is 5%

TENNESEE COLLEGES OF APPLIED TECHNOLOGY  
PROMOTION RECOMMENDATION  
2023-2024

Chattanooga	Ernestine Hilinski	Instructor
	Teisha Heath	Instructor
	Gene Harr*	Senior Instructor
Crossville	Ricky Parmer	Senior Instructor
	Melissa Oakes	Master Instructor
	Noel Pratt*	Master Instructor
Dickson	John Wheritt	Instructor
	Roger Gentry*	Instructor
	Thomas Bleyle	Instructor
	Tiffany Rives	Instructor
Jackson	Randall Blakely*	Instructor
	Paul Glass*	Instructor
	Alex McPherson	Instructor
	James Newman	Instructor
	James Rogers*	Instructor
	James McCord*	Senior Instructor
	Rodney Russell*	Senior Instructor
Robert Pepper	Master Instructor	
Knoxville	Chad Crum*	Instructor
	Daniel Gamble	Instructor
	Abby Jedlicka	Instructor
Livingston	Caleb Rich	Instructor
	Andrew Beechboard	Senior Instructor
	Hansel Cooper	Senior Instructor
	Marsha Hedgecough	Senior Instructor
Nashville	Thomas Greer	Senior Instructor
Northwest	Austin Hopper*	Instructor
	Ricky Horton*	Instructor
Pulaski	Nicole Neely	Senior Instructor
Shelbyville	James Cochrane	Instructor
	Jeremy Gokey	Instructor
	Randy Keele*	Instructor

\* Promotion by Exception

**Tennessee Colleges of Applied Technology  
2023-2024 PROMOTION SUMMARY DATA**

<b>COLLEGE</b>	<b>NUMBER RECOMMENDED</b>	<b>INSTRUCTOR</b>	<b>SENIOR INSTRUCTOR</b>	<b>MASTER INSTRUCTOR</b>	<b>MASTER INSTRUCTOR II</b>	<b>TOTAL FACULTY</b>
ATHENS	0	0	0	0	0	0
CHATTANOOGA	3	2	1	0	0	3
COVINGTON	0	0	0	0	0	0
CROSSVILLE	3	0	1	2	0	3
CRUMP	0	0	0	0	0	0
DICKSON	4	4	0	0	0	4
ELIZABETHTON	0	0	0	0	0	0
HARRIMAN	0	0	0	0	0	0
HARTSVILLE	0	0	0	0	0	0
HOHENWALD	0	0	0	0	0	0
JACKSBORO	0	0	0	0	0	0
JACKSON	8	5	2	1	0	8
KNOXVILLE	3	3	0	0	0	3
LIVINGSTON	4	1	3	0	0	4
HENRY/CARROLL	0	0	0	0	0	0
MCMINNVILLE	0	0	0	0	0	0
MEMPHIS	0	0	0	0	0	0
MORRISTOWN	0	0	0	0	0	0
MURFREESBORO	0	0	1	0	0	0
NASHVILLE	1	0	1	0	0	1
NORTHWEST	2	2	0	0	0	2
ONEIDA	0	0	0	0	0	0
PARIS	0	0	0	0	0	0
PULASKI	1	0	1	0	0	1
RIPLEY	0	0	0	0	0	0
SHELBYVILLE	3	3	0	0	0	3
<b>TOTAL</b>	<b>32</b>	<b>20</b>	<b>9</b>	<b>3</b>	<b>0</b>	<b>32</b>

**TOTAL FACULTY SYSTEMWIDE - 717**  
**% OF TOTAL FACULTY PROMOTED SYSTEMWIDE 5.0%**

TENNESSEE COLLEGES OF APPLIED TECHNOLOGY  
TENURE RECOMMENDATIONS  
2023-2024

<u>COLLEGE</u>	<u>NAME</u>	<u>PROGRAM</u>	<u>PRESENT RANK</u>
----------------	-------------	----------------	---------------------

No tenure recommendations for this cycle



**TENNESSEE COLLEGES OF APPLIED TECHNOLOGY  
TENURE SUMMARY DATA  
2023-2024**

<b>COLLEGE</b>	<b>TOTAL FACULTY</b>	<b>NUMBER RECOMMENDED</b>	<b>TENURED FACULTY</b>	<b>PERCENT OF TENURED FACULTY</b>
ATHENS	12	0	1	8%
CHATTANOOGA	48	0	3	6%
COVINGTON	14	0	2	14%
CROSSVILLE	24	0	3	13%
CRUMP	25	0	0	0%
DICKSON	41	0	0	0%
ELIZABETHTON	28	0	0	0%
HARRIMAN	17	0	1	6%
HARTSVILLE	24	0	0	0%
HOHENWALD	28	0	0	0%
JACKSBORO	16	0	1	6%
JACKSON	51	0	6	12%
KNOXVILLE	57	0	2	4%
LIVINGSTON	24	0	4	17%
HENRY/CARROLL	8	0	1	13%
MCMINNVILLE	14	0	0	0%
MEMPHIS	39	0	3	8%
MORRISTOWN	42	0	6	14%
MURFREESBORO	38	0	1	3%
NASHVILLE	43	0	4	9%
NORTHWEST	24	0	1	4%
ONEIDA	22	0	0	0%
PARIS	18	0	0	0%
PULASKI	21	0	1	5%
RIPLEY	15	0	0	0%
SHELBYVILLE	24	0	1	4%
<b>TOTAL</b>	<b>717</b>	<b>0</b>	<b>38</b>	<b>5%</b>

**TOTAL FACULTY  
SYSTEMWIDE 717  
% OF TOTAL  
FACULTY  
RECOMMENDED FOR  
TENURE  
SYSTEMWIDE 5.0%**

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BOARD TRANSMITTAL

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MEETING: Committee on Personnel and Compensation

SUBJECT: Review and Approve 2023-24 Tenure and  
Promotion Recommendations for Community  
College Faculty

DATE: June 16, 2023

PRESENTER: Vice Chancellor Jothany Reed

PRESENTATION  
REQUIREMENTS: 15 minutes with discussion

ACTION REQUIRED: Voice Vote

STAFF'S  
RECOMMENDATION: Recommend Approval

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The Board will be asked to approve recommendations for the promotion and tenure of faculty serving at the community colleges. Sixty-six (66) faculty members are recommended for tenure. This is a decrease from the previous year of seventy (70) recommendations for tenure.

One hundred fifty-six (156) faculty members are recommended for promotion.

The following materials are respectfully submitted for consideration.

## **2023-2024 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 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 consistently applied Board and institutional personnel policies pertaining to these decisions. There have been no unusual increases or decreases in promotion or tenure recommendations percentages over the past five years. The TBR Academic Affairs staff recommends approval of one recommendation for tenure by exception and one promotion by exception from Pellissippi State Community College. 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) Sixty-six (66) faculty members are recommended for tenure. This is a decrease from the previous year of seventy (70) recommendations for tenure. This change is a system-wide increase of 4.6% over a four-year average, which does not represent a trend or notable change.

- (2) The percentage of tenured faculty in 2023-24 will range from 29.2% at Nashville State to 72.0% 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 tenure includes one exception to policy from Pellissippi State Community College. Supporting material for this tenure exception is found at the end of this report.

### **PROMOTION**

Table 2 provides the following summary data:

- (1) One hundred fifty-six (156) faculty members are recommended for promotion in 2023-24. The number of promotions decreased by 20 from the 2022-23 total of 176. The three-year average is 174. This decrease 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 2023-24 ranges from 5% at Jackson and Southwest Tennessee State to 14% at Walters State. The range is typical of this process.
- (3) Recommended promotions include one exception to policy from Pellissippi State Community College. Supporting material for this promotion exception is found at the end of this report.

<b>Table 1: State Community Colleges Number and Percentage of Tenure Recommendations</b>										
State Community College	Number of Recommendations					Percent of Total Faculty Tenured				
	2019	2020	2021	2022	2023	2019	2020	2021	2022	2023
Chattanooga	13	14	14	13	5	55	55	52	66	66
Cleveland	5	3	3	5	2	54	51	55	51	53
Columbia	3	4	8	5	5	57	52	52	52	50
Dyersburg	2	1	2	2	6	56	59	63	56	62
Jackson	3	5	6	1	6	55	66	65	63	63
Motlow	2	3	3	12	8	39	38	39	53	61
Nashville	1	3	3	3*	2	29	26	29	31	30.5
Northeast	3	4	6	0	0	47	44	44	44	44
Pellissippi	10	19	18	8	13*	70	65	78	75	72
Roane	4	7	6	8	5	58	80	61	62	65
Southwest	3	0	0	4	2	41	49	44	44	47
Volunteer	7	1	7	4	4	50	43	50	54	54
Walters	2	3	7	5	8	31	32	53	32	36
<b>Total</b>	<b>58</b>	<b>67</b>	<b>83</b>	<b>70</b>	<b>66</b>					

\* One by Exception



## **FACULTY TENURE RECOMMENDATIONS FOR 2023-24**

### **Chattanooga State Community College Tenure Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Brown, Terry	Humanities Fine Arts	Assistant Professor
2	Gilliland, Chris	Social Behavior Sciences	Assistant Professor
3	Mansito, Nicolas	Humanities Fine Arts	Associate Professor
4	Mohamed, Hanadi	Engineering	Assistant Professor
5	Shannon, Mollee	Humanities Fine Arts	Assistant Professor

### **Cleveland State Community College Tenure Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Harrington, Kimberly	STEM	Assistant Professor
2	Hayes, Travis	Business	Assistant Professor

### **Columbia State Community College Tenure Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Badeau, Ryan	Physics	Assistant Professor
2	Duch, Anna	History	Assistant Professor
3	Martin, Leah	Chemistry	Associate Professor
4	West, Barbara	Engineering and Physics	Assistant Professor
5	Womer, Benjamin	Economics	Assistant Professor

**Dyersburg State Community College Tenure Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Adams, Shawna	Arts and Sciences/ Science	Assistant Professor
2	Boswell, Teresa	Arts and Sciences/ English	Assistant Professor
3	Corlis, Wayne	Career, Technical, and Distance Education/ Business	Assistant Professor
4	Hayden, Lisa	Nursing	Assistant Professor
5	Smith, Darla	Arts and Sciences/ Social Science	Assistant Professor
6	Andrea Stephenson	Arts and Sciences/ Mathematics	Assistant Professor

**Jackson State Community College Tenure Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Bryant, Lauren	Natural Sciences	Associate Professor
2	Curtis, Justin	Mathematics	Associate Professor
3	Jeter, Benjamin	Natural Sciences	Associate Professor
4	Oxford, Kenneth	Health Sciences	Assistant Professor
5	Ward, Christie	Health Sciences	Assistant Professor
6	White, Amy	Health Sciences	Associate Professor

**Motlow State Community College Tenure Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Brewer, Donna	English	Associate Professor
2	Butwell, John D.	English	Associate Professor
3	Davenport, Robert	Communications	Assistant Professor
4	Hayes, Kate	Psychology	Assistant Professor
5	Lee, Olivia	English	Assistant Professor
6	Murphy, Will	English	Assistant Professor
7	Stockdale, Debra	Communications	Assistant Professor
8	Vaughan, David Hiram	Biology	Assistant Professor



**Nashville State Community College Tenure Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Burridge, Laura	English	Associate Professor
2	Green, James Jeffrey	Biology	Associate Professor

**Northeast State Community College Tenure Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
	None		

**Pellissippi State Community College Tenure Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Blauvelt, Joseph	Culinary Arts/Business and Computer Tech.	Instructor
2	Childs, Anna	English	Assistant Professor
3	Christensen, Spencer	Communication Studies/Liberal Arts	Associate Professor
4	Coffman, Leslie	History/Liberal Arts	Assistant Professor
5	Dos Santos, Melissa	Design for Web and Print/Engineering and Media Technologies	Assistant Professor
6	Funk, Brandi	Management/Business and Computer Technology	Assistant Professor
7	Gleason, Sam	English	Assistant Professor
8	Maness, Jonathan	Audio Production Technology/Engineering and Media Technologies	Assistant Professor
9	McQuilkin, Frank	Engineering and Media Technologies	Assistant Professor
10	Priano, Jennifer	Nursing	Assistant Professor
11	Veith, Barbara	Chemistry/Natural and Behavioral Sciences	Assistant Professor
12	Williamson, Caleb	Computer Information Technology/Business and Computer Technology	Assistant Professor
13	*Spencer, Mary Ellen	Library Sciences	Associate Professor
* TENURE BY EXCEPTION MEMO REQUEST			

**Roane State Community College Tenure Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Bowling, Turner	Humanities	Assistant Professor
2	Bouldin, Margaret	Humanities	Assistant Professor
3	Garcia, Guilherme	Math Science	Instructor
4	Miller, Jillian	Math Science	Assistant Professor
5	Stutts, Dustin	Math Science	Assistant Professor

**Southwest Tennessee Community College Tenure Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Quinn, Craig	Emergency Medical Technology/Allied Health and Natural Sciences	Instructor
2	Stephenson, John	Social Behavioral Sciences/Humanities, Social Sciences Mathematics	Assistant Professor

**Volunteer State Community College Tenure Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Ashley, Daniel	Health Sciences	Associate Professor
2	Frauentdienst, Leah	Math and Science	Associate Professor
3	Hill, Karen	Humanities	Associate Professor
4	Malosh, Chrysa	Math and Science	Assistant Professor

**Walters State Community College Tenure Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Academic Rank</b>
1	Frazier, Ashley	Biology	Associate Professor
2	Goodfriend, Elesha	Biology	Associate Professor
3	Howerton, Tera	Agriculture	Professor
4	Long, Kimberley	Nursing	Associate Professor
5	Miller, Marisa	Physical Therapy Assistant	Associate Professor
6	Moore, Lorelei	Nursing	Professor
7	Noe, Russell	Mathematics	Associate Professor
8	Smith, Sara	Respiratory Therapy	Associate Professor

## **FACULTY PROMOTION RECOMMENDATIONS FOR 2023-24**

### **Chattanooga State Community College Promotion Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Anderson, Michael	Biology/M&S	Assistant Professor	Instructor
2	Aslinger, Rebecca	Early Childhood Education/SBS	Associate Professor	Assistant Professor
3	Beck, Ian	Mathematics/M&S	Associate Professor	Assistant Professor
4	Bragg, Megan	Chemistry/M&S	Associate Professor	Assistant Professor
5	Brown, Hannah	Radiation Therapy/NAH	Assistant Professor	Instructor
6	DiSanto, Jenny	Mathematics/M&S	Associate Professor	Assistant Professor
7	Farmer, Thomas Drake	Humanities/HFA	Assistant Professor	Instructor
8	Guzman, Matthew	Humanities/HFA	Associate Professor	Assistant Professor
9	Hartline, Nicholas	Fine Arts/HFA	Associate Professor	Assistant Professor
10	Hoskins, Catherine	Mathematics/M&S	Assistant Professor	Instructor
11	Lapham, Ryan	Physics/M&S	Associate Professor	Assistant Professor
12	Miecieleca, Sarah	Fine Arts/HFA	Associate Professor	Assistant Professor
13	Patel, Harsh	Mathematics/M&S	Associate Professor	Assistant Professor
14	Schurr, Nancy	History/SBS	Professor	Associate Professor
15	Smith, Jason	Mathematics/M&S	Associate Professor	Assistant Professor
16	Taylor, William	Sociology/SBS	Associate Professor	Assistant Professor
17	Williams, Brittany	Nursing/NAH	Assistant Professor	Instructor
18	Zink, Dan	Hospitality Mgmt/B&I	Associate Professor	Assistant Professor

**Cleveland State Community College Promotion Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Carmer, Stephen	Business	Associate Professor	Assistant Professor
2	Christiansen, Winona	Education	Assistant Professor	Instructor
3	Hayes, Travis	Business	Associate Professor	Assistant Professor
4	Horten, Margaret	Education	Assistant Professor	Instructor
5	Jones, Wayman Chris	STEM	Assistant Professor	Instructor
6	Laxton, Robert Chad	STEM	Assistant Professor	Instructor
7	Looper, Jerri Darlene	Humanities	Assistant Professor	Instructor
8	McCarthy, Desiree	Nursing	Assistant Professor	Instructor
9	Still, Vickie	Healthcare	Associate Professor	Assistant Professor

**Columbia State Community College Promotion Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Badeau, Ryan	Physics	Associate Professor	Assistant Professor
2	Davidson, Elizabeth	Radiologic Technology	Assistant Professor	Instructor
3	Duch, Anna	History	Associate Professor	Assistant Professor
4	Evans, Jessica	English	Associate Professor	Assistant Professor
5	Gordon, Clifford	Art	Associate Professor	Assistant Professor
6	Hall, Shane	English	Associate Professor	Assistant Professor
7	Marbet, Michele	Nursing	Assistant Professor	Instructor
8	McCoy-Craw, Meredith	Mathematics	Associate Professor	Assistant Professor
9	Perry, Karen	Nursing	Assistant Professor	Instructor
10	Richardson, Brandon	Mathematics	Associate Professor	Assistant Professor

**Dyersburg State Community College Promotion Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Robinson, Willie	Nursing	Assistant Professor	Instructor
2	Davis, Michelle	Nursing	Associate Professor	Assistant Professor
3	Fonville, Brent	Arts and Sciences/Social Science	Associate Professor	Assistant Professor
4	Martin, Angela	Arts and Sciences/ History	Associate Professor	Assistant Professor
5	Barham, James	Arts and Sciences	Professor	Associate Professor

**Jackson State Community College Promotion Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Esquivel, Anna	Literature & Languages	Professor	Associate Professor
2	Gallimore, Kevin	Natural Sciences	Associate Professor	Assistant Professor
3	Watson, Kristi	Natural Sciences	Associate Professor	Assistant Professor
4	Young, Christy	Business	Associate Professor	Assistant Professor

**Motlow State Community College Promotion Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Bethea, David	Music	Professor	Associate Professor
2	Boyer, Teresa	Nursing	Professor	Associate Professor
3	Davenport, Robert	Communications	Associate Professor	Assistant Professor
4	Hayes, Katherine	Psychology	Associate Professor	Assistant Professor
5	Lee, Olivia	English	Associate Professor	Assistant Professor
6	Moffitt, Phillip	EMT-AEMT	Assistant Professor	Instructor
7	Murphy, William	English	Associate Professor	Assistant Professor
8	Oliver, John Michael	Mechatronics	Assistant Professor	Instructor
9	Seal, Emily Brown	Theatre	Professor	Associate Professor
10	Stockdale, Debra	Communications	Associate Professor	Assistant Professor
11	Syler, Liala	Sociology	Assistant Professor	Instructor
12	Vaughan, David Hiram	Biology	Associate Professor	Assistant Professor

**Nashville State Community College Promotion Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Akhter, Jesmin	Chemistry	Associate Professor	Assistant Professor
2	Bohara, Bir	Physics	Assistant Professor	Instructor
3	Bradley, Kristen	English	Associate Professor	Assistant Professor
4	Cross, Audrey	Reading	Assistant Professor	Instructor
5	Goncalves, Jennifer	Early Childhood Education	Associate Professor	Assistant Professor
6	Harris, Gail	English	Assistant Professor	Instructor
7	Helm, Mark	English	Assistant Professor	Instructor
8	Jacobs, Janessa	Biology	Assistant Professor	Instructor
9	Ladd, Robert	English	Associate Professor	Assistant Professor
10	Welker, Leah	Biology	Assistant Professor	Instructor
11	Markwell, David	History	Associate Professor	Professor
12	Mullaney, Barbara	Mathematics	Assistant Professor	Instructor

**Northeast State Community College Promotion Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Barrett, Mary	Behavioral/Social Science	Assistant Professor	Instructor
3	Bragg, Johnny	Behavioral/Social Science	Professor	Associate Professor
4	Chapman-Rambo, Caitlin	Humanities	Associate Professor	Assistant Professor
5	Church, Cora	Behavioral/Social Science	Assistant Professor	Instructor
6	Gray, Aaron	Math	Associate Professor	Assistant Professor
7	Lyle, Suzanne	Math	Associate Professor	Assistant Professor
8	McKenzie, Brad	Humanities	Associate Professor	Assistant Professor
9	McMeen, John	Technologies	Assistant Professor	Instructor
10	Miller, Alesia	Technologies	Assistant Professor	Instructor
11	Squibb, Rachel	Technologies	Assistant Professor	Instructor

**Pellissippi State Community College Promotion Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Bejnood, Morvarid	Biology/Natural and Behavioral Sciences	Professor	Associate Professor
2	Blauvelt, Joseph	Culinary Arts/Business and Computer Technology	Assistant Professor	Instructor
3	Buck, William	Library Sciences	Associate Professor	Assistant Professor
4	Cragwall, Jesse	Political Science/Natural and Behavioral Sciences	Assistant Professor	Instructor
5	Depres, Sergio	Computer Information Technology/Business and Computer Technology	Assistant Professor	Instructor
6	Glatt, Rebecca	Biology/Natural and Behavioral Sciences	Professor	Associate Professor
7	Henderson, Lisa	Psychology/Natural and Behavioral Sciences	Assistant Professor	Instructor
8	Hergott, Nicole	Microbiology/Natural and Behavioral Sciences	Assistant Professor	Instructor
9	Jordan, Lauren	Reading/English	Associate Professor	Assistant Professor
10	Klett, Lynn	Mechanical Engineering Technology/Engineering and Media Technologies	Professor	Associate Professor
11	Lambert, Gail	Administrative Professional Technology/Business and Computer Technology	Associate Professor	Assistant Professor
12	Lawson, Laura	Education/Natural and Behavioral Sciences	Associate Professor	Assistant Professor
13	Lunsford, Angela	Nursing	Professor	Associate Professor
14	Marsh, Shaquille	Communication Studies/Liberal Arts	Associate Professor	Assistant Professor
15	Micek, Galya	Nursing	Assistant Professor	Instructor
16	Rider, Lauren	Library Sciences	Associate Professor	Assistant Professor



17	Rummell, Nicholas	History/Liberal Arts	Associate Professor	Assistant Professor
18	Sichler, Judith	Anthropology/Natural and Behavioral Sciences	Professor	Associate Professor
19	Speck, Heidi	Philosophy/Liberal Arts	Professor	Associate Professor
20	Szwarc, Deborah	Accounting/Business and Computer Technology	Associate Professor	Assistant Professor
21	Watkins, Jacqueline	Math	Assistant Professor	Instructor
22	Wingerter, Grechen	Theatre/Liberal Arts	Professor	Associate Professor
23	Wombles, Amye	Reading/English	Assistant Professor	Instructor
24	*Allen, Antija	Psychology/Natural Behavioral Sciences	Associate Professor	Assistant Professor
* PROMOTION BY EXCEPTION MEMO REQUEST				

**Roane State Community College Promotion Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Bowling, Turner	Humanities	Associate Professor	Assistant Professor
2	Bouldin, Margaret	Humanities	Associate Professor	Assistant Professor
3	Garcia, Guilherme	Math Science	Assistant Professor	Instructor
4	Insko, April	Health Sciences	Professor	Associate Professor
5	Miller, Susanna Cody	Social Science, Bus. & Edu	Professor	Associate Professor
6	Miller, Jillian	Math Science	Associate Professor	Assistant Professor
7	Stutts, Dustin	Math Science	Associate Professor	Assistant Professor
8	Waters, Matt	Humanities	Professor	Associate Professor

**Southwest Tennessee Community College Promotion Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Baker, Charles Edward	Business & Legal Studies/Business and Technology	Professor	Associate Professor
2	Blaudow, Robert	Natural Sciences/Allied Health and Natural Sciences	Professor	Associate Professor
3	Geisewite, Ashley	Business & Legal Studies	Professor	Associate Professor
4	Hightower, Sharron	Nursing/Allied Health and Natural Sciences	Associate Professor	Assistant Professor
5	Jagers, Aaron	Technology/Business and Technology	Associate Professor	Assistant Professor
6	Oliver, Derrick	Languages & Literature/ Humanities, Social Sciences, and Mathematics	Assistant Professor	Instructor
7	Quinn, Craig	Emergency Medical Technology/Allied Health and Natural Sciences	Assistant Professor	Instructor
8	Slaughter, Darrick	Natural Sciences/ Allied Health and Natural Sciences	Assistant Professor	Instructor
9	Stephenson, John	Social Behavioral Sciences/Humanities, Social Sciences Mathematics	Associate Professor	Assistant Professor
10	Stewart, Shirley	Social Behavioral Sciences/Humanities, Social Sciences Mathematics	Assistant Professor	Instructor

**Volunteer State Community College Promotion Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Ashley, Daniel	Health Sciences	Associate Professor	Assistant Professor
2	Cochran, Melanie	Social Science and Education	Assistant Professor	Instructor
3	Forrester, Elizabeth	Math and Science	Associate Professor	Assistant Professor
4	Frauendienst, Leah	Math and Science	Associate Professor	Assistant Professor
5	Green, Mark	Math and Science	Associate Professor	Assistant Professor
6	Hall, James William	Nursing	Assistant Professor	Instructor
7	Jesse, Erik	Health Sciences	Assistant Professor	Instructor
8	Martin, Jonathan	Math and Science	Assistant Professor	Instructor
9	McKinney, Merritt	Social Science and Education	Professor	Associate Professor
10	Monk, Dianna	Humanities	Assistant Professor	Instructor
11	Petrovic-Garcia, Ines	Humanities	Assistant Professor	Instructor
12	Stewart, Jeremy	Health Sciences	Associate Professor	Assistant Professor
13	Sullivan, Amber	Math and Science	Assistant Professor	Instructor
14	Wolff, Brenda	Math and Science	Associate Professor	Assistant Professor
15	Yeargin, Kevin	Humanities	Associate Professor	Assistant Professor

**Walters State Community College Promotion Recommendations for 2023-24**

	<b>Name</b>	<b>Department/Division</b>	<b>Proposed Rank</b>	<b>Current Rank</b>
1	Austin, Stephanie	Surgical Technology/HP	Associate Professor	Assistant Professor
2	Baxley, Olivia	Management/BTE	Assistant Professor	Instructor
3	Boren, Courtney	OTA/HP	Associate Professor	Assistant Professor
4	Bryant, Aarien	Criminal Justice/PS	Associate Professor	Assistant Professor
5	Buckner, Mark	Computer Science/BTE	Assistant Professor	Instructor
6	Chandler, James	Mathematics	Associate Professor	Assistant Professor
7	Elkins, Angela	Sociology/BSS	Associate Professor	Assistant Professor
8	Goosie, Abigail	Biology/NSCI	Professor	Associate Professor
9	Goose, Marc	Speech/HUM	Associate Professor	Assistant Professor
10	Johnson, Lura	Chemistry/NSCI	Associate Professor	Assistant Professor
11	Keck-Hodge, Elissa	Music/HUM	Associate Professor	Assistant Professor
12	Lawson, Jennifer	OTA/HP	Associate Professor	Assistant Professor
13	O'Dell, Samuel	Biology/NSCI	Assistant Professor	Instructor
14	Shelton, Bronson	Industrial Technology/BTE	Assistant Professor	Instructor
15	Smith, Matthew	Chemistry/NSCI	Professor	Associate Professor
16	Smith, Teresa	English/HUM	Associate Professor	Assistant Professor
17	Stephens, Fashion	History/BSS	Professor	Associate Professor
18	Stevens, Erika	Spanish/HUM	Professor	Associate Professor
19	Thompson, Melissa	Nursing/HP	Assistant Professor	Instructor
20	Turner, Rebecca	Nursing/HP	Associate Professor	Assistant Professor
21	Williams, Sheila	Nursing/HP	Professor	Associate 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 recommended the requests for tenure by exception.

**Ms. Mary Ellen Spencer**, Executive Director of Library Services, Pellissippi State Community College

President Dr. Anthony Wise recommends Mary Ellen Spencer for tenure at Pellissippi State Community College.

**Rationale:** Dean Spencer was hired as Executive Director of Library Services with faculty rank at Pellissippi State Community College on November 2, 2018. After a review of her JAQ, the position was reclassified in April 2019 to be a dean position for Pellissippi State's Library Services Department. If Dean Spencer had been hired as a dean on that date, her position would have been requested for tenure upon hire, as all incoming faculty departmental deans requested. Dean Spencer has extensive experience as a librarian, faculty, and administrator at the University of Tennessee at Knoxville, Virginia Commonwealth University, the University of Oklahoma, and North Carolina State University. She holds B.A. from the University of Tennessee and a M.S. from Indiana University.

## **Promotion by Exception**

**Dr. Antija Allen**, Assistant, Professor at Pellissippi State Community College.

President Dr. Anthony Wise is recommending Antija Allen be promoted from Assistant Professor to Associate Professor at Pellissippi State Community College.

**Rationale:** In July 2022, Dr. Allen was promoted to Director of PACE on an administrative contract. While she was eligible for faculty promotion, this new role put her in the unique position of not having a peer group (as defined per policy) to review her packet and vote on her promotion. As such, Dr. Kellie Toon, the vice president of Academic Affairs/CAO, reviewed Dr. Allen's portfolio and recommended promotion to associate professor. Dr. Allen holds B.A. from Neumann University in Pennsylvania, an M.A. from Pepperdine University in Pennsylvania, and Ed.D. from Columbia University in New York. Her works represent a strong desire to improve higher education and provide a stronger learning environment. She is a renowned published author, Maxine Smith Fellow, and OER Champion. She is an exceptional educator and was awarded the Roger Crowe Excellence in Teaching Award, an institutional honor. It is without hesitation I recommend Dr. Allen for promotion to associate professor.

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BOARD TRANSMITTAL

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MEETING: Committee on Personnel and Compensation

SUBJECT: Faculty Promotion Increases

DATE: June 15, 2023

PRESENTER: Alisha Fox, Vice Chancellor for Business & Finance

PRESENTATION  
REQUIREMENTS: 10 minutes with Discussion

ACTION REQUIRED: Roll Call Vote

STAFF  
RECOMMENDATION: Recommend Approval

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A total of one-hundred-fifty-six (156) faculty members, including one by exception from Pellissippi State, are recommended for promotion at the community colleges. Of those, one hundred and fifty-five (155) are recommended for an increase due to promotion. At the TCATs, Thirty-two (32) faculty members are recommended for promotion and increase. 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.

Attachment

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

**Institution Totals**

<b>INSTITUTION NAME</b>	<b>NAME</b>	<b>CURRENT TITLE</b>	<b>PROPOSED TITLE</b>	<b>INCREASE AMOUNT</b>
<b>TCAT Chattanooga</b>				
Chattanooga	Harr, Gene	Instructor	Senior instructor	\$1,784.00
Chattanooga	Heath, Teisha	Associate Instructor	Instructor	\$1,788.00
Chattanooga	Hilinski, Ernestine	Associate Instructor	Instructor	\$1,856.00
<b>TCAT Chattanooga Total</b>				<b>\$5,428.00</b>
<b>TCAT Crossville</b>				
Crossville	Parmer, Ricky	Instructor	Senior Instructor	\$6,447.00
Crossville	Pratt, Noel	Senior instructor	Master Instructor	\$7,104.00
Crossville	Oakes, Melissa	Senior instructor	Master Instructor	\$4,931.78
<b>TCAT Crossville Total</b>				<b>\$18,482.78</b>
<b>TCAT Dickson</b>				
Dickson	Bleyle, Thomas	Associate Instructor	Instructor	\$6,268.60
Dickson	Gentry, Roger	Associate Instructor	Instructor	\$4,901.76
Dickson	Rives, Tiffany	Associate Instructor	Instructor	\$5,680.40
Dickson	Wheritt, John	Associate Instructor	Instructor	\$6,137.80
<b>TCAT Dickson Total</b>				<b>\$22,988.56</b>
<b>TCAT Jackson</b>				
Jackson	Blakely, Randall	Associate Instructor	Instructor	\$5,956.00
Jackson	Glass, Paul	Associate Instructor	Instructor	\$5,438.00
Jackson	McCord, James	Instructor	Senior Instructor	\$6,488.00
Jackson	McPherson, Alex Ryan	Associate Instructor	Instructor	\$6,015.00
Jackson	Newman, James	Associate Instructor	Instructor	\$5,647.00
Jackson	Pepper, Robert	Senior Instructor	Master Instructor	\$7,104.00
Jackson	Rogers, James	Associate Instructor	Instructor	\$5,956.00
Jackson	Russell, Rodeny	Instructor	Senior Instructor	\$6,488.00
<b>TCAT Jackson Total</b>				<b>\$49,092.00</b>
<b>TCAT Knoxville</b>				
Knoxville	Crum, Chad	Associate Instructor	Instructor	\$2,750.00
Knoxville	Gamble, Daniel	Associate Instructor	Instructor	\$3,276.10
Knoxville	Jedlicka, Abby	Associate Instructor	Instructor	\$2,875.25
<b>TCAT Knoxville Total</b>				<b>\$8,901.35</b>
<b>TCAT Livingston</b>				
Livingston	Beechboard, Andrew	Instructor	Senior Insructor	\$3,271.15
Livingston	Cooper, Hansel	Instructor	Senior Insructor	\$3,271.15

Livingston	Hedgecough, Martha	Instructor	Senior Insructor	\$3,271.15
Livingston	Rich, Caleb	Associate Instructor	Instructor	\$3,244.05
<b>TCAT Livingston Total</b>				<b>\$13,057.50</b>
<b>TCAT Nashville</b>				
Nashville	Greer, Thomas	Instructor	Senior Instructor	\$3,568.55
<b>TCAT Nashville Total</b>				<b>\$3,568.55</b>
<b>TCAT Northwest</b>				
Northwest	Hopper, Austin	Associate Instructor	Instructor	\$2,761.61
Northwest	Horton, Ricky	Associate Instructor	Instructor	\$3,040.82
<b>TCAT Northwest Total</b>				<b>\$5,802.43</b>
<b>TCAT Pulaski</b>				
Pulaski	Neely, Nicole	Instructor	Senior instructor	\$5,730.00
<b>TCAT Pulaski</b>				<b>\$5,730.00</b>
<b>TCAT Shelbyville</b>				
Shelbyville	Cochrane, James T.	Associate Instructor	Instructor	\$5,583.75
Shelbyville	Gokey, Jeremy	Associate Instructor	Instructor	\$6,379.22
Shelbyville	Keele, Randy	Associate Instructor	Instructor	\$5,521.87
<b>TCAT Shelbyville Total</b>				<b>\$17,484.84</b>
<b>Grand Total</b>				<b>\$146,967.46</b>

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**

<b>INSTITUTION NAME</b>	<b>NAME</b>	<b>CURRENT TITLE</b>	<b>PROPOSED TITLE</b>	<b>INCREASE AMOUNT</b>
<b>Chattanooga State Community College</b>				
ChSCC	Anderson, Michael	Instructor	Assistant Professor	\$1,415.00
ChSCC	Aslinger, Rebecca	Assistant Professor	Associate Professor	\$1,611.00
ChSCC	Beck, Ian	Assistant Professor	Associate Professor	\$1,546.00
ChSCC	Bragg, Megan	Assistant Professor	Associate Professor	\$1,631.00
ChSCC	Brown, Hannah	Instructor	Assistant Professor	\$1,373.00
ChSCC	DiSanto, Jenny	Assistant Professor	Associate Professor	\$1,621.00
ChSCC	Farmer, Thomas	Instructor	Assistant Professor	\$1,409.00
ChSCC	Guzman, Matthew	Assistant Professor	Associate Professor	\$1,672.00
ChSCC	Hartline, Nicholas	Assistant Professor	Associate Professor	\$1,575.00
ChSCC	Hoskins, Catherine	Instructor	Assistant Professor	\$1,439.00
ChSCC	Lapham, Ryan	Assistant Professor	Associate Professor	\$1,646.00
ChSCC	Miecielica, Sarah	Assistant Professor	Associate Professor	\$1,515.00
ChSCC	Patel, Harsh	Assistant Professor	Associate Professor	\$1,567.00
ChSCC	Schurr, Nancy	Associate Professor	Professor	\$1,857.00
ChSCC	Smith, Jason	Assistant Professor	Associate Professor	\$1,547.00
ChSCC	Taylor, William	Assistant Professor	Associate Professor	\$1,613.00
ChSCC	Williams, Britney	Instructor	Assistant Professor	\$1,465.00
ChSCC	Zink, Dan	Assistant Professor	Associate Professor	\$2,063.00
<b>CHSCC TOTAL</b>				<b>\$28,565.00</b>
<b>Cleveland State Community College</b>				
CISCC	Carmer, Stephen	Assistant Professor	Associate Professor	\$2,622.00
CISCC	Christiansen, Winona	Instructor	Assistant Professor	\$2,060.00
CISCC	Hayes, Travis	Assistant Professor	Associate Professor	\$2,806.00
CISCC	Horten, Margaret	Instructor	Assistant Professor	\$2,772.00
CISCC	Jones, Wayman Chris	Instructor	Assistant Professor	\$2,528.00
CISCC	Laxton, Robert Chad	Instructor	Assistant Professor	\$2,730.00
CISCC	Looper, Jerri Darlene	Instructor	Assistant Professor	\$2,458.00
CISCC	McCarthy, Desiree	Instructor	Assistant Professor	\$2,677.35
CISCC	Still, Vicki	Assistant Professor	Associate Professor	\$3,010.00
<b>CISCC TOTAL</b>				<b>\$23,663.35</b>
<b>Columbia State Community College</b>				
CoSCC	Badeau, Ryan	Assistant Professor	Associate Professor	\$3,770.00
CoSCC	Davidson, Elizabeth	Instructor	Assistant Professor	\$2,790.00
CoSCC	Duch, Anna	Assistant Professor	Associate Professor	\$3,020.00
CoSCC	Evans, Jessica	Assistant Professor	Associate Professor	\$3,140.00

CoSCC	Gordon, Clifford	Assistant Professor	Associate Professor	\$3,180.00
CoSCC	Hall, Shane	Assistant Professor	Associate Professor	\$4,140.00
CoSCC	Marbet, Michele	Instructor	Assistant Professor	\$2,560.00
CoSCC	McCoy-McCraw, Meredith	Assistant Professor	Associate Professor	\$3,620.00
CoSCC	Perry, Karen	Instructor	Assistant Professor	\$2,560.00
CoSCC	Richardson, Brandon	Assistant Professor	Associate Professor	\$3,000.00
<b>COSCC TOTAL</b>				<b>\$31,780.00</b>
<b>Dyersburg State Community College</b>				
DSCC	Barham, Dr. James	Associate Professor	Professor	\$5,898.00
DSCC	Davis, Michelle	Assistant Professor	Associate Professor	\$3,229.00
DSCC	Fonville, J. Brent	Assistant Professor	Associate Professor	\$2,765.00
DSCC	Martin, Angela	Assistant Professor	Associate Professor	\$2,838.00
DSCC	Robinson, W.C.	Instructor	Assistant Professor	\$3,082.00
<b>DSCC TOTAL</b>				<b>\$17,812.00</b>
<b>Jackson State Community College</b>				
JSCC	Esquivel, Anna	Associate Professor	Professor	\$3,128.23
JSCC	Gallimore, Kevin	Assistant Professor	Associate Professor	\$2,550.50
JSCC	Watson, Kristi	Assistant Professor	Associate Professor	\$2,689.99
JSCC	Young, Christy	Assistant Professor	Associate Professor	\$2,650.41
<b>JSCC TOTAL</b>				<b>\$11,019.13</b>
<b>Motlow State Community College</b>				
MSCC	Bethea, David	Associate Professor	Professor	\$2,929.00
MSCC	Boyer, Teresa	Associate Professor	Professor	\$3,496.00
MSCC	Davenport, Robert	Assistant Professor	Associate Professor	\$2,519.00
MSCC	Hayes, Katherine	Assistant Professor	Associate Professor	\$2,519.00
MSCC	Lee, Olivia	Assistant Professor	Associate Professor	\$2,519.00
MSCC	Moffitt, Philip	Instructor	Assistant Professor	\$3,115.00
MSCC	Murphy, William	Assistant Professor	Associate Professor	\$2,519.00
MSCC	Oliver, John	Instructor	Assistant Professor	\$3,160.00
MSCC	Seal, Emily	Associate Professor	Professor	\$3,006.00
MSCC	Stockdale, Debra	Assistant Professor	Associate Professor	\$2,519.00
MSCC	Syler, Liala	Instructor	Assistant Professor	\$2,339.00
MSCC	Vaughn, David	Assistant Professor	Associate Professor	\$2,519.00
<b>MSCC TOTAL</b>				<b>\$33,159.00</b>
<b>Nashville State Community College</b>				
NaSCC	Akther, Jesmin	Assistant Professor	Associate Professor	\$1,660.00
NaSCC	Bohara, Bir	Instructor	Assistant Professor	\$1,357.00
NaSCC	Bradley, Kristen	Assistant Professor	Associate Professor	\$1,660.00
NaSCC	Cross, Audrey	Instructor	Assistant Professor	\$1,357.00
NaSCC	Goncalves, Jennifer	Assistant Professor	Associate Professor	\$1,660.00

NaSCC	Harris, Gail	Instructor	Assistant Professor	\$1,357.00
NaSCC	Helm, Mark	Instructor	Assistant Professor	\$1,357.00
NaSCC	Jacobs, Janessa	Instructor	Assistant Professor	\$1,357.00
NaSCC	Ladd, Robert	Assistant Professor	Associate Professor	\$1,660.00
NaSCC	Markwell, David	Associate Professor	Professor	\$1,810.00
NaSCC	Mullaney, Barbra	Instructor	Assistant Professor	\$1,357.00
NaSCC	Welker, Leah	Instructor	Assistant Professor	\$1,357.00
<b>NASCC TOTAL</b>				<b>\$17,949.00</b>
<b>Northeast State Community College</b>				
NeSCC	Barrett, Mary	Instructor	Assistant Professor	\$800.00
NeSCC	Bragg, Johnny	Associate Professor	Professor	\$1,600.00
NeSCC	Chapman-Rambo, Caitlin	Assistant Professor	Associate Professor	\$1,200.00
NeSCC	Church, Cora	Instructor	Assistant Professor	\$800.00
NeSCC	Gray, Aaron	Assistant Professor	Associate Professor	\$1,200.00
NeSCC	Lyle, Suzanne	Assistant Professor	Associate Professor	\$1,200.00
NeSCC	McKenzie, Brad	Assistant Professor	Associate Professor	\$1,200.00
NeSCC	McMeen, John	Instructor	Assistant Professor	\$800.00
NeSCC	Miller, Alesia	Instructor	Assistant Professor	\$800.00
NeSCC	Squib, Rachel	Instructor	Assistant Professor	\$800.00
<b>NE SCC TOTAL</b>				<b>\$10,400.00</b>
<b>Pellissippi State Community College</b>				
PSCC	Benjood, Morvarid	Associate Professor	Professor	\$3,430.00
PSCC	Blauevelt, Joseph	Instructor	Assistant Professor	\$2,890.00
PSCC	Buck, William	Assistant Professor	Associate Professor	\$2,460.00
PSCC	Cragwall, Jesse	Instructor	Assistant Professor	\$2,500.00
PSCC	Depres, Sergio	Instructor	Assistant Professor	\$2,890.00
PSCC	Glatt, Rebecca	Associate Professor	Professor	\$7,000.00
PSCC	Henderson, Lisa	Instructor	Assistant Professor	\$2,550.00
PSCC	Hergott, Nicole	Instructor	Assistant Professor	\$2,540.00
PSCC	Jordan, Lauren	Assistant Professor	Associate Professor	\$2,680.00
PSCC	Klett, Lynn	Associate Professor	Professor	\$3,650.00
PSCC	Lambert, Gail	Assistant Professor	Associate Professor	\$2,980.00
PSCC	Lawson, Laura	Assistant Professor	Associate Professor	\$2,840.00
PSCC	Lunsford, Angela	Associate Professor	Professor	\$3,640.00
PSCC	Marsh, Shaquille	Assistant Professor	Associate Professor	\$2,750.00
PSCC	Micek, Gayla	Instructor	Assistant Professor	\$3,020.00
PSCC	Rider, Lauren	Assistant Professor	Associate Professor	\$2,840.00
PSCC	Rummell, Nicholas	Assistant Professor	Associate Professor	\$2,760.00
PSCC	Sichler, Judith	Associate Professor	Professor	\$7,000.00
PSCC	Speck, Heidi	Associate Professor	Professor	\$6,650.00
PSCC	Szwarc, Deborah	Assistant Professor	Associate Professor	\$3,120.00

PSCC	Watkins, Jacqueline	Instructor	Assistant Professor	\$2,760.00
PSCC	Wingerter, Gretchen	Associate Professor	Professor	\$5,780.00
PSCC	Wombles, Amye	Instructor	Assistant Professor	\$2,630.00
<b>PSCC TOTAL</b>				<b>\$81,360.00</b>
<b>Roane State Community College</b>				
RSCC	Bowling, Turner	Assistant Professor	Associate Professor	\$2,675.00
RSCC	Bouldin, Margaret	Assistant Professor	Associate Professor	\$2,856.00
RSCC	Garcia, Guilherme	Instructor	Assistant Professor	\$2,454.00
RSCC	Insco, April	Associate Professor	Professor	\$3,334.00
RSCC	Miller, Susanna Cody	Associate Professor	Professor	\$3,317.00
RSCC	Miller, Jillian	Assistant Professor	Associate Professor	\$2,919.00
RSCC	Stutts, Dustin	Assistant Professor	Associate Professor	\$2,688.00
RSCC	Waters, Matt	Associate Professor	Professor	\$4,365.00
<b>RSCC TOTAL</b>				<b>\$24,608.00</b>
<b>Southwest Tennessee State Community College</b>				
STCC	Baker, Charles Edward	Associate Professor	Professor	\$3,564.00
STCC	Blaudow, Robert Albert	Associate Professor	Professor	\$2,327.00
STCC	Geisewite, Ashley G	Associate Professor	Professor	\$1,935.00
STCC	Hightower, Sharron	Assistant Professor	Associate Professor	\$1,826.00
STCC	Jagers, Aaron	Assistant Professor	Associate Professor	\$2,250.00
STCC	Oliver, Derek	Instructor	Assistant Professor	\$1,244.00
STCC	Quinn, Craig	Instructor	Assistant Professor	\$1,314.00
STCC	Slaughter, Derek	Instructor	Assistant Professor	\$1,424.00
STCC	Stephenson, John Tyler	Assistant Professor	Associate Professor	\$1,615.00
STCC	Stewart, Shirley	Instructor	Assistant Professor	\$1,503.00
<b>STCC TOTAL</b>				<b>\$19,002.00</b>
<b>Volunteer State Community College</b>				
VSCC	Ashley, Daniel	Assistant Professor	Associate Professor	\$3,117.00
VSCC	Cochran, Melanie	Instructor	Assistant Professor	\$2,064.00
VSCC	Forrester, Elizabeth	Assistant Professor	Associate Professor	\$2,314.00
VSCC	Frauendienst, Leah	Assistant Professor	Associate Professor	\$2,235.00
VSCC	Green, Mark	Assistant Professor	Associate Professor	\$2,380.00
VSCC	Hall Jr., James William	Instructor	Assistant Professor	\$2,815.00
VSCC	Jesse, Erik	Instructor	Assistant Professor	\$3,350.00
VSCC	Martin, Jonathan	Instructor	Assistant Professor	\$2,149.00
VSCC	McKinney, Justin Merritt	Associate Professor	Professor	\$2,492.00
VSCC	Monk, Diana	Instructor	Assistant Professor	\$2,559.00
VSCC	Petrovic Garcia, Ines	Instructor	Assistant Professor	\$1,884.00
VSCC	Stewart, Jeremy	Assistant Professor	Associate Professor	\$2,493.00
VSCC	Sullivan, Amber	Instructor	Assistant Professor	\$2,149.00

VSCC	Wolff, Brenda	Assistant Professor	Associate Professor	\$2,280.00
VSCC	Yeargin, Kevin	Assistant Professor	Associate Professor	\$2,022.00
<b>VSCC TOTAL</b>				<b>\$36,303.00</b>
<b>Walters State Community College</b>				
WSCC	Austin, Stephanie	Assistant Professor	Associate Professor	\$4,548.12
WSCC	Baxley, Olivia	Instructor	Assistant Professor	\$2,281.55
WSCC	Boren, Courtney	Assistant Professor	Associate Professor	\$4,746.96
WSCC	Bryant, Aarien	Assistant Professor	Associate Professor	\$4,141.50
WSCC	Buckner, Mark	Instructor	Assistant Professor	\$2,508.25
WSCC	Chandler, James	Assistant Professor	Associate Professor	\$2,639.64
WSCC	Elkins, Angela	Assistant Professor	Associate Professor	\$3,165.66
WSCC	Goose, Marc	Assistant Professor	Associate Professor	\$3,015.84
WSCC	Goosie, Abigail	Associate Professor	Professor	\$3,934.07
WSCC	Johnson, Lura	Assistant Professor	Associate Professor	\$2,965.14
WSCC	Keck-Hodge, Elissa	Assistant Professor	Associate Professor	\$3,222.24
WSCC	Lawson, Jennifer	Assistant Professor	Associate Professor	\$4,333.32
WSCC	O'Dell, Samuel	Instructor	Assistant Professor	\$2,568.85
WSCC	Shelton, Bronson	Instructor	Assistant Professor	\$2,608.90
WSCC	Smith, Matthew	Associate Professor	Professor	\$5,150.18
WSCC	Smith, Teresa	Assistant Professor	Associate Professor	\$2,834.94
WSCC	Stevens, Erika	Associate Professor	Professor	\$3,967.18
WSCC	Stevens, Fashion	Associate Professor	Professor	\$3,899.77
WSCC	Thompson, Melissa	Instructor	Assistant Professor	\$2,444.80
WSCC	Turner, Rebecca	Assistant Professor	Associate Professor	\$3,599.16
WSCC	Williams, Sheila	Associate Professor	Professor	\$5,021.24
<b>WSCC TOTAL</b>				<b>\$73,597.31</b>
<b>Grand Total</b>				<b>\$409,217.79</b>

*Increases are subject to availability of institutional funds.*

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BOARD TRANSMITTAL

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MEETING: Committee on Personnel and Compensation

SUBJECT: Executive Incentive Payments

DATE: June 15, 2023

PRESENTER: Alisha Fox, Vice Chancellor for Business & Finance

PRESENTATION  
REQUIREMENTS: 10 minutes with Discussion

ACTION REQUIRED: Roll Call Vote

STAFF  
RECOMMENDATION: Recommend Approval

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The Executive Performance Incentive Plan was approved at the Board's June 2013 Meeting. 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. 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.

The Council of Education (COE) provides the data needed to calculate the TCAT presidents' incentive pay. COE has notified us they have had a change in their timing and will be issuing the data later in the summer. Therefore, we will bring the TCAT incentive data to the Personnel & Compensation Committee for approval at a later meeting.

It is recommended the Committee take the following action:

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

Attachment: To be sent separately

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BOARD TRANSMITTAL

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MEETING: Committee on Personnel and Compensation

SUBJECT: Institutional Requests for Amended Compensation Plans

DATE: June 15, 2023

PRESENTER: Alisha Fox, Vice Chancellor for Business & Finance

PRESENTATION REQUIREMENTS: 10 minutes with Discussion

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

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

**Institution:**

Nashville State Community College  
Northeast State Community College  
Volunteer State Community College

**Summary of Changes:**

Amendment to the existing compensation plans to include changes to Nashville State Community College raising their minimum starting pay to \$30,000/yr. or \$15.38/hr., as well as adding more faculty pay ranges based on discipline taught; Northeast State is adjusting their target salaries based on the salary market and adjusting the adjunct faculty rates; and Volunteer State is implementing language into their compensation plan that allows them to index it each year based on best practices.

The new or revised compensation plans were reviewed within the System Office by a committee of five (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 2023 Institutional Compensation Plan Submissions



## **REVIEW OF INSTITUTION COMPENSATION PLANS**

Committee on Personnel and Compensation  
June 2023

### **Nashville State Community College**

Nashville State Community College (NaSCC) is proposing a revision to their compensation plan. Below is a summary of the proposed changes.

In consultation with the consultant and review of the market data, it is proposed to increase the base faculty salary ranges by 6%. The revised plan proposes two sets of faculty ranges. Group A represents salary ranges of disciplines paid at 100% of market, whereas group B represents salary ranges of disciplines paid at 110% of market. Additionally, the college has committed to hiring all new full-time faculty at no less than \$40,000. Also, NaSCC is proposing to move from a flat dollar amount for faculty promotions to a 5% percentage of current salary for faculty members advancing to next faculty rank.

NaSCC is proposing to move the support staff salary ranges by 6% for market parity. NaSCC is proposing a starting pay of \$30,000 annually or \$15.38 hourly for all staff new hires. The college is updating some job titles for best practice, i.e. Secretary to Administrative Assistant.

For administrative/professional positions, based on current salaries and market data, the proposal is to increase the salary ranges by 3%. The proposed starting pay of \$30,000 annually or \$15.38 hourly applies to all newly hired administrative and professional positions also.

Based on the market data, there is no market adjustment in the executive positions proposed at this time.

The revised plan also allows NaSCC to review their compensation plan salary ranges annually, using various sources of data, including but not limited to: the average of the annual salary increases as reported from WorldAtWork and CUPA-HR, less 1% to allow existing employees to advance at a greater rate than new hires, and/or increases provided as a cost of living increase, less appropriate percentage (1%). This is similar with the way other colleges in the TBR system index their salary ranges.

NaSCC will continue to reevaluate positions and review job descriptions periodically and modify, as needed, to be sure they are in the right pay grade/salary range.

### **Northeast State Community College**

Northeast State Community College (NeSCC) is proposing a revised compensation plan. Below is a summary of the proposed changes. They are proposing renaming the paygrades for simplicity and to make it easier as each job group will have a unique series of pay grade numbers.

NeSCC proposes increasing the faculty pay ranges by 2% for market competitiveness.

NeSCC is also requesting the ability to submit proposed adjunct increases in FY24, subject to the system office and board approval, as they are currently evaluating these pay rates with their consultant.

For support positions, NeSCC is proposing a starting wage of \$12.50 per hour or \$24,375 annually. The salary ranges were revised to update for this starting wage change.

For administrative/professional positions, based on current salaries and market data, the proposal is to increase the salary ranges by 7%. The minimum starting salary for administrative/professional positions will be \$36,955.

Based on the market data, there is no market adjustment in the executive positions proposed at this time.

NeSCC compensation plan proposes the compensation plan salary ranges will be reviewed annually for potential changes. Various resources may be used including but not limited to: the average of the annual salary increases as reported from WorldatWork and CUPA-HR, and/or increases provided from the state, less 1% to allow existing employees to advance at a greater rate than new hires.

### **Volunteer State Community College**

Volunteer State Community College (VSCC) is proposing a revision to their current compensation plan. The change is related to how they will index the salary ranges in the plan to assist them in keeping up with the market for competitive wages to assist with both recruitment and retention.

VSCC proposes the College may consider market salary movement in order to index the salary plan. The college may refer to various sources to include CUPA-HR, World@Work, State of Tennessee, Annual Salary Budget Survey, and/or Educational Services Sector among other relevant sources. The recommended adjustment may be more or less than the total average salary movement. If the calculated percentage is less than 1.0%, an adjustment may be deferred until the following year.

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BOARD TRANSMITTAL

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MEETING: Committee on Personnel and Compensation

SUBJECT: Institutional Requests for Payments from the State Salary Pool

DATE: June 15, 2023

PRESENTER: Alisha Fox, Vice Chancellor for Business & Finance

PRESENTATION REQUIREMENTS: 10 minutes with Discussion

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

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At the May 31, 2023 special called meeting, the Personnel & Compensation Board Committee authorized a compensation strategy that included using 3% of the state provided 5% salary pool funding for an across the board increase and the remaining portion of a 2% salary pool to be used for employee increases effective July 1, 2023. 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 four (4) institutions as outlined in Attachment A.

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

Attachment

### Institution Compensation Proposals FY 2023-2024

Institution	Total Budgeted Salaries	Total Recurring Salary Increases	Total Proposed Salary Increases					
	Amount	Amount	ATB	Proposed ATB increases	Cost of ATB Benefits	Comp Plan	Faculty Promotions	Cost of Benefits
ChSCC			2%					
CISCC			2%					
CoSCC			2%					
DSCC			2%					
JSCC	\$ 10,185,870	\$ 203,717	0%			\$ 190,526	\$ 11,350	\$ 40,375
MSCC			2%					
NaSCC	\$ 22,817,900	\$ 456,400	1.5%	\$ 292,300	\$ 87,700	\$ 164,100		\$ 49,200
NeSCC			2%					
PSCC			2%					
RSCC	\$ 22,319,700	\$ 284,948	0%			\$ 284,948		\$ 68,388
STCC	\$ 31,763,982	\$ 635,280	0.5%	\$ 158,820	\$ 58,763	\$ 457,460	\$ 19,000	\$ 176,290
VSCC			2%					
WSCC			2%					
Count			13.00			4.00	2.00	

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BOARD TRANSMITTAL

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MEETING: Committee on Personnel and Compensation

SUBJECT: Evaluation of the Chancellor

DATE: June 15, 2023

SUBJECT: Nisha Powers, Regent, Chair of Personnel and  
Compensation Committee

PRESENTATION  
REQUIREMENTS: 10 minutes with Discussion

ACTION REQUIRED: Roll Call Vote

STAFF  
RECOMMENDATION: Recommend Approval

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Pursuant to Board policy, a performance review of the Chancellor is required every two years. The evaluation is to be conducted by a committee of at least four members appointed by the Vice-Chair. Vice Chair Reynolds requested the Personnel and Compensation Committee review the feedback and make a recommendation to the Board.

The purpose of this agenda item will be consideration by the Committee of the Chancellor's performance review.

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BOARD TRANSMITTAL

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MEETING: Committee on Personnel and Compensation

SUBJECT: Chancellor Compensation Plan Payment

DATE: June 15, 2023

PRESENTER: Alisha Fox, Vice Chancellor for Business & Finance

PRESENTATION REQUIREMENTS: 10 minutes with Discussion

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

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In accordance with the Board approved compensation plan at the 2022 March Board meeting that included the Chancellor's salary, the following increase is recommended for the Chancellor. The decision was made last year to provide 50% of the amount recommended by the market study completed by the compensation consultant.

This increase will assist in keeping the pay for the Chancellor competitive and be effective July 1, 2023. It will be provided prior to any across the board increase that is approved.

Attachment: To be sent separately.

**MINUTES**  
**TENNESSEE BOARD OF REGENTS**  
**REGULAR SESSION**

March 30, 2023

The Tennessee Board of Regents met in regular session on March 30, 2023 at the TBR System Office located at 1 Bridgestone Park, Nashville, Tennessee. Due to network issues, the meeting was unable to be live-streamed, and was recorded and uploaded to the website immediately following the meeting. Vice Chair Emily Reynolds, presiding, called the meeting to order. In her opening remarks, she requested a moment of silence to honor the memory two former Regents, Buddy Bowers and Keith McCord, and the six precious lives lost as a result of the tragic shootings at Covenant School.

At the instruction of Vice Chair Reynolds, Board Secretary Mariah Perry called the roll. The following members were present in person:

Dr. MaryLou Apple  
Mr. Miles Burdine  
Mr. Mark George  
Mr. Mark Gill  
Commissioner Charles Hatcher (joined the meeting later)  
Mr. Shane Hooper  
Mr. Todd Kaestner  
Ms. Nisha Powers  
Ms. Emily Reynolds  
Ms. Ramona Shelton  
Mr. Bob Smith  
Mr. Kyle Spurgeon  
Ms. Danni Varlan  
Mr. Weston Wamp  
Mr. Tom White

A quorum was present. Members not available to attend the meeting were Governor Bill Lee, Regent John Long, and Commissioner Penny Schwinn.

Next, Vice Chair Reynolds welcomed the newest Board members: Regent Hooper, Regent Kaestner, Regent Spurgeon, and ex-officio member Regent Smith, Interim Executive Director of the Tennessee Higher Education Commission. She further congratulated Regent White on his reappointment as the At-Large East Representative.

Vice Chair Reynolds then recognized Chancellor Tydings for being honored as the Tennessee Woman of the Year by USA Today, and her team for producing the SOAR celebration the night before. She then called on Chancellor Tydings who expressed her thanks to the team, for producing the SOAR awards, and the event sponsors.

## **I. MINUTES**

Minutes of the December 1, 2022 quarterly Board meeting and an amendment to the December 9, 2021 minutes were provided to all Board members for review prior to the quarterly meeting. Regent Varlan moved to adopt the minutes. Regent Apple provided a second. The motion passed by voice vote. A copy of the revised December 9, 2021 minutes are attached to the official copy of the Minutes as Appendix A.

## **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. Regent White moved to accept the report. Regent Varlan provided a second to the motion. The motion passed by voice vote. A copy of the Report is attached to the official copy of the Minutes as Appendix B.

## **III. REPORT OF THE COMMITTEES**

The Board considered approval of the March 7, 2023 minutes of the Audit Committee. Regent Burdine moved to adopt the minutes. Regent Kaestner provided a second. The motion passed by voice vote. A copy of the minutes from the Audit Committee and background materials are attached to the official copy of the minutes as Appendix C.

## **IV. REPORT OF THE CHANCELLOR**

### **PRESIDENTIAL SEARCHES**

Chancellor Tydings provided an update on the ongoing search for the president of TCAT Memphis. She shared that Dr. Roland Rayner retired as President on February 28 and Dr. Jeff Sisk, former President of TCAT Jackson and current Executive Director of the TBR Center for Workforce Development, is serving as the Interim President. The search committee had its orientation meeting in November. Due to the holidays, the search was extended. The search committee met in February to consider applications received, and virtual interviews were recently conducted. On-campus interviews with two finalists are scheduled for April 4. It is projected that the new president will start by July 1.

Chancellor Tydings also announced that Dr. George Pimentel, President of Jackson State Community College, shared his intent to retire effective June 30, 2023. She reported that her office will begin the process for a search for the next President of Jackson State and will keep the Board informed of the timeline.



## **GOVERNOR'S BUDGET AND CAPITAL PROJECTS**

The Governor included a one-billion-dollar investment in the proposed state budget for capital projects for TBR. These projects were detailed in the TCAT Master Plan, which had been developed over the last five years. Chancellor Tydings called on Dick Tracy, Executive Director of Facilities Development, to discuss how we plan to manage the funds once approved. Executive Director Tracy provided a general overview related to construction, schedules, and ongoing dialogue with designers and the construction community. He shared that there are approximately nine projects per grand division, and it may take between 18 to 30 months to execute. He then called on Jeff Holmes, Director of Planning and Programming, who provided additional details on the planning process, and Angela Scott, Director of Capital and TSSBA, who discussed flexibility and how the funding for projects will occur.

## **FORD BLUE OVAL CITY EVENT**

Chancellor Tydings shared that Ford hosted an event last week at the Blue Oval City industrial complex to show guests the construction progress of what will deliver Ford's next all-new electric truck and batteries. She then requested Vice Chancellor Jothany Reed, Interim President Heath McMillan, and Executive Director Jeff Sisk to share details on the ongoing efforts with Ford on developing training and curriculum. Vice Chancellor Reed started by sharing highlights from the workforce development strategic plan for the TCAT Blue Oval City Campus, including goals related to the pillars of open access, completion, and community and workforce development. Interim President McMillan and Executive Director Sisk then shared information on the planning timeline, communications, and opportunities with Ford.

## **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:

1. Revisions to TBR Policy 2.03.01.05 Academic Retention and Readmission at TCATS
2. Revisions to TBR Policy 1.03.04.00 Councils
3. New TBR Policy 1.08.05.10 Mass Communications

Regent Burdine moved to approve the consent agenda. Regent Hooper provided a second. The motion passed by voice vote. A copy of the revised TBR Policy 2.03.01.05 is attached is the official copy of the Minutes as Appendix D.

A copy of the revised TBR Policy 1.03.04.00 is attached to the official copy of the Minutes as Appendix E. A copy of the new TBR Policy 1.08.05.10 is attached to the official copy of the Minutes as Appendix F.

## **B. INFORMATIONAL REPORTING**

### **1. Legislative Update**

Executive Vice Chancellor Kim McCormick first thanked the External Affairs team and other staff for their work with the SOAR events. She 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**

Vice Chancellor Alisha Fox provided an overview of the status of the State Budget recommendations for the Tennessee Board of Regents for FY2023-2024, including operating, capital, and special initiative recommendations. These recommendations were also detailed in a memorandum to the Board in early February. The memorandum and supporting documentation are attached to the official copy of the Minutes as Appendix G.

### **3. Reimagining the Community College Experience**

Executive Vice Chancellor Russ Deaton shared an update on Reimagining the Community College Experience. The Board was presented with a concept paper in June 2022, and in fall 2022, TBR solicited grant proposals from the community colleges to develop and implement the ideas within the concept paper. In September 2022, four community colleges (Jackson, Pellissippi, Southwest, and Walters) were announced as the grant winners and have been working to fully develop and implement a multi-year pilot effort. With a fall 2023 implementation, all four colleges will have their final plans ready (and some elements already launched) for a full presentation and discussion at the June 2023 Board meeting.

#### **4. Policy and Strategy Update**

##### **a. Strategic Plan Update**

Executive Vice Chancellor Deaton presented the current iteration of the strategic plan interactive infographic, as well as its accompanying public-facing, interactive dashboard that allows Board members, colleges, and members of the public to track the plan's metrics.

##### **b. Innovations, Research and Data**

Next, Executive Vice Chancellor Deaton introduced Assistant Vice Chancellor Amy Moreland, who began by presenting on dual enrollment.

TCAT dual enrollment has grown rapidly and, from 2015 to 2022, has more than tripled. From fall 2021 to 2022, dual enrollment at TCATs grew 50% and, in West TN, rose 70%. Further, at ten TCATs, dual enrollment doubled or tripled from 2019 to 2022. In-demand fields, like welding technology, health care, and farming operations technology, have driven this growth.

At community colleges, from fall 2021 to 2022, dual enrollment grew 12% and eleven colleges saw increases in dual enrollment. Dual enrollment at community colleges grew while other types of enrollments fell. Notably, this past fall, the TBR system reached a milestone that dual enrollment students outnumbered incoming freshmen by approximately 1,000 students.

Assistant Vice Chancellor Moreland then announced a new data tool that illuminates student performance on access, preparation, retention, and success metrics that can be disaggregated by high school and school district, and that TBR, in partnership with Stanford University, is launching a new effort to understand accelerated courses with funding from Ascendium Education Group.

#### **C. ACTION ITEMS**

##### **1. Review and Consider Resolution of Appreciation for former Regent Yolanda Greene**

Vice Chair Reynolds called on Regent Apple to present the resolution of appreciation for the service of former Regent Yolanda Greene.

Regent Apple moved adoption of the resolution, and Regent Varlan provided a second. The motion passed unanimously by voice vote. Ms. Greene thanked the Board for the opportunity to serve as Regent. A copy of the resolution is attached to the official copy of the Minutes as Appendix H.

**2. Proposed Program Terminations, Modifications, and New Technical Program Implementations at the Colleges of Applied Technology**

Vice Chancellor Jothany Reed and Assistant Vice Chancellor Tachaka Hollins presented twenty-six (26) program proposals and seventeen (17) program modifications for review and approval. A motion to approve was made by Regent Apple with a second provided by Regent Varlan. The motion carried by voice vote. A copy of the proposed new technical program implementations and modifications for the TCATs is attached to the official copy of the Minutes as Appendix I.

**3. Review and Consider Faculty Emeriti Recommendations**

Vice Chancellor Jothany Reed presented a request for the Board to consider and approve five (5) faculty emeritus requests for the following:

<b>Professor</b>	<b>Rank/Discipline</b>	<b>Service Dates</b>	<b>College</b>
Judith Fethe	Assoc. Prof. of Mathematics	1986-2022	Pellissippi State
Donald Coleman	Assoc. Prof. of Beh/Soc Sciences	1985-2022	Northeast State
Stella Gomezdelcampo	Assoc. Prof. of History	1989-2022	Roane State
Lesha Hill	Assoc. Prof. of Respiratory Therapy	1997-2021	Roane State
James Doyle	Professor of Psychology	1978-2023	Roane State

Regent Varlan moved approval and Regent Burdine provided a second. The motion carried by voice vote.

**4. Review and Consider Building Naming Request from Nashville State Community College**

Vice Chair Reynolds then called on Chancellor Tydings for a building naming request from Nashville State (NaSCC). The request was to name the College's current North Davidson Building as "Doug and Robbie Odom Building." NaSCC convened an appropriate committee to consider and make the recommendation.

Doug and Robbie Odom were longtime residents of Madison, Tennessee, where they were married for 74 years and parents of Larry, Teresa, and Debbie. Continuing the family business, Doug took over the operations of Tennessee Pride Sausage Company. They were exemplary role models in their community. While neither had a formal higher education degree, they were passionate about providing pathways for their children, employees, and members of their community to achieve their educational dreams. Their work supported and established multiple scholarships at universities and high schools in the middle Tennessee area. Through the generosity of Doug and Robbie Odom's children, the Nashville State Community College Foundation received its largest individual pledge in its history of \$1.25 million that will be donated to the college over five years, with a significant contribution having already been received. To honor their parents, the children wanted to especially impact the community where it all began - in Madison. The Chancellor then called on President Shanna Jackson who addressed the Board in support of the naming.

Regent Burdine moved approval of the building naming request and Regent Hooper seconded the motion. The motion passed by voice vote. A copy of the request by NaSCC is attached to the official copy of the Minutes as Appendix J.

**5. Review and Consider Building Naming Request from Walters State Community College**

Chancellor Tydings then presented a building naming request from Walters State (WSCC). The request was to name the College's building on the Claiborne County Campus the "Eleanor E. Yoakum Building." WSCC convened an appropriate committee to consider and make the recommendation.

Ms. Yoakum was president of the Walters State Foundation from 2010 to 2011 and she is a donor to the college. She was instrumental in assisting the college in securing the old Claiborne County High School Building and converting it into a Walters State campus. She has served on the Tennessee Arts Commission, and she was appointed by former President Bush to serve on the United States Federal Advisory Board on Tobacco. She was also appointed to the Tennessee Board for Economic Growth by former Governor Don Sundquist and she also served six years as a Tennessee Higher Education Commission Board Member and is currently serving on the Tennessee State Museum Commission. On the county level, she has served on the Claiborne County Election Commission, the Claiborne County Hospital Board, and the Claiborne County Industrial Board. Ms. Yoakum truly believes in serving others. The Chancellor then called on President Tony Miksa who addressed the Board in support of the naming.

Regent Apple moved approval of the building naming request and Regent Varlan seconded the motion. The motion passed by voice vote. A copy of the request by WSCC is attached to the official copy of the Minutes as Appendix K.

**6. Review and Consider Revisions to TBR Policy 5.01.03.00 Retirement**

General Counsel Brian Lapps presented proposed revisions to TBR Policy 5.01.03.00 Retirement. He reported that the revisions entail removing the requirement that a president be at least sixty (60) years old to receive honorary emeritus status, and the policy retains the requirement that an individual serve at least ten (10) years as president of an institution.

Regent Powers moved approval and Regent Apple provided a second. The motion carried by voice vote. A copy of the revised policy is attached to the official copy of the Minutes as Appendix L.

**7. Review and Consider Resolution of Appreciation for former President Roland Rayner**

Vice Chair Reynolds called on Regent Powers to present the resolution of appreciation for the service of former President Roland Rayner. Regent Powers moved adoption of the resolution, and Regent George provided a second. The motion passed unanimously by voice vote. Dr. Rayner thanked the Board for the opportunity to serve as President; the students, faculty, and staff of TCAT Memphis; mentors, TBR staff, elected officials, institution advisory members, and industry partners. A copy of the resolution is attached to the official copy of the Minutes as Appendix M.

**8. Review and Consider Resolution of Appreciation for former President Paul Stewart Smith**

Vice Chair Reynolds called on Regent Varlan to present the resolution of appreciation for the service of former President Paul Stewart Smith. Regent Varlan moved adoption of the resolution, and Regent White provided a second. The motion passed unanimously by voice vote. Mr. Smith thanked the Board for the opportunity to serve as President of TCAT Athens for thirty years. A copy of the resolution is attached to the official copy of the Minutes as Appendix N.

**9. Review and Consider Resolution of Appreciation for former President Myra West**


Vice Chair Reynolds called on Regent Gill to present the resolution of appreciation for the service of former President Myra West. Regent Gill moved adoption of the resolution, and Regent Apple provided a second. The motion passed unanimously by voice vote. Dr. West expressed her thanks to the Board for the opportunity to serve as President of TCAT Livingston, as well as the students and supporters during her tenure. A copy of the resolution is attached to the official copy of the Minutes as Appendix O.

**VII. ADJOURNMENT OF THE MEETING**

In closing, Vice Chair Reynolds called on Chancellor Tydings, who specially recognized new Presidents Susan Hatto and Patrick Wade. Vice Chair Reynolds reminded board members of future steps related to the Chancellor's evaluation, as well as the next quarterly meeting scheduled on Thursday and Friday, June 15 and 16, 2023 at Chattanooga State Community College. She further congratulated Walters State Community College and TCAT Morristown for being named Colleges of the Year.

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

Respectfully submitted,

  
Mariah H. Perry, Board Secretary

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Flora W. Tydings, Chancellor

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Emily J. Reynolds, Vice Chair

**MINUTES**  
**TENNESSEE BOARD OF REGENTS**  
**SPECIAL CALLED SESSION**

April 27, 2023

The Board met virtually in a special called session on Thursday, April 27, 2023 at 2:30 p.m. central time. The purpose of the meeting was to review and consider the criteria for the next President of Jackson State Community College, the Chancellor's recommendation for the next President at TCAT Memphis, a proposed policy revision, and the search criteria and process for President of TCAT Jackson.

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. Since this was an electronic meeting, members answered 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. Mark George  
Commissioner Charles Hatcher  
Mr. Shane Hooper  
Mr. Todd Kaestner  
Ms. Nisha Powers  
Ms. Emily Reynolds  
Ms. Ramona Shelton  
Mr. Kyle Spurgeon (left the meeting early)  
Ms. Danni Varlan  
Mr. Weston Wamp  
Mr. Tom White

A quorum was present. Members not available to participate were Governor Bill Lee, Regent Mark Gill, Regent John Long, Commissioner Penny Schwinn, and Regent Bob Smith.

Vice Chair Reynolds stated that the Board was asked to meet electronically as it is the most economically efficient way, and the matters to be considered require timely action and review by the Board. Given that the necessity to meet 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 Tydings to present the draft criteria for the next president of Jackson State Community College for the Board's consideration and approval. Regent George moved approval of the criteria, and Regent Hooper 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 A.

Next, Chancellor Tydings was asked to present her recommendation for the next President at TCAT Memphis for the Board's consideration. The Chancellor reported that the Board approved the search criteria for the next president at TCAT Memphis on October 31, 2022. Vice Chair Reynolds served as chair of the search advisory committee. Regent Powers and Regent George 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 commitment and support with this presidential search. She also thanked April Preston, Lauren Sweeton, and Mariah Perry for organizing this presidential search. Chancellor Tydings then announced the recommendation of Dr. Gwen Sutton as the next president of TCAT Memphis.

Dr. Sutton currently serves as the Vice President at TCAT Memphis and has since 2017. She has also served as the Compliance and Curriculum Coordinator, Student Services Coordinator and Financial Aid Coordinator at TCAT Memphis. She received her Doctor of Education at Trevecca Nazarene University, a Master of Business Administration at Bethel University, and a Bachelor of Science at Mississippi State University. She is also a graduate of TCAT Covington, receiving a Computer Information Systems Diploma in 2010.

Next, Vice Chair Reynolds reported details of the search. She reported that Dr. Sutton was one of two (2) finalists chosen by the presidential search advisory committee from 26 applicants with experience from across the country. The search committee met for the first time in November, and reviewed applications at the end of February. Virtual interviews took place in mid-March with five (5) candidates. As a result of the interviews, two (2) candidates participated in on-campus and open forum interviews on April 4. Regent Powers moved to approve Chancellor Tydings' recommendation to hire Dr. Gwen Sutton as the next president of TCAT Memphis. A second was provided by Regent George. A roll call vote was taken, and the motion passed unanimously. Dr. Sutton addressed the Board and expressed her gratitude for the Board's confidence in her to serve as president of TCAT Memphis. Dr. Sutton will start on May 1, 2023. A copy of the chosen applicant's resume is attached to the official copy of the Minutes as Appendix B.

Next, Vice Chair Reynolds called on Chancellor Tydings to present the action item to review and consider the search criteria for the next president of TCAT Jackson. Regent White moved approval of the criteria, and Regent Burdine 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 C.

Next, Vice Chair Reynolds called on General Counsel Brian Lapps to present a proposed revision to TBR Policy 1.03.03.00 on Selection and Retention of Presidents. The revision formally establishes that under exceptional circumstances, the Board can vary certain aspects of the presidential search process. A copy of the revised policy was made available to all members prior to the special called meeting. Regent Burdine made a motion to approve the policy revision, and Regent Varlan provided a second. The motion passed by roll call vote. A copy of the revised policy is attached to the Minutes as Appendix D.

Next, Vice Chair Reynolds called on Chancellor Tydings to share her thoughts on the TCAT Jackson presidential search and whether to consider the application of the new policy provision. Chancellor Tydings cited that exceptional circumstances exist while establishing the Blue Oval City (BOC) campus for TCAT Jackson, and simultaneously searching for the next president. She emphasized the need for success and timely establishment of the BOC campus, and its importance to TCAT Jackson, the TBR System, the region, and the State. She further commented on the excellent performance of Heath McMillian, who first started as the Executive Director of TCAT Jackson's BOC campus and was promoted to Interim President of TCAT Jackson in October 2022, as well as his proven knowledge, relationships, and skills to lead. Chancellor Tydings expressed her confidence that she doesn't need a full search to make the decision to recommend Mr. McMillian as president. Regent Burdine made a motion to approve that exceptional circumstances exist, and Regent White provided a second. The motion carried by roll call vote.

Given that exceptional circumstances were approved, Vice Chair Reynolds then called for a motion to select Heath McMillian as the sole finalist for the President of TCAT Jackson, with a goal of having a board vote by June 16, 2023. Regent Apple provided a motion, and Regent Burdine provided a second. The motion carried by roll call vote. Mr. McMillian's resume is attached to the Minutes as Appendix E.

Vice Chair Reynolds thanked everyone for participating in the meeting and reminded board members to complete the Chancellor's evaluation form, as well as provided a reminder of the virtual Committee Chairs and Audit Committee meetings scheduled for May 31, 2023.

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  
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tbr.edu

TO: Members of the Tennessee Board of Regents  
FROM: Flora W. Tydings <sup>DS</sup>  
DATE: June 16, 2023  
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.

**I. PERSONNEL ACTIONS – Tennessee Board of Regents Staff**

Appointments:

- Sarah Mullins, Financial Aid Support Associate; Effective 4/6/2023
- Ashley Campbell, Student Associate; Effective 5/15/2023

Reclassifications:

- Vickie Mellons, Regional Director for SAILS to Operations Strategy and Analytics Director for SAILS; Effective 6/15/2023

Promotions:

- Michael Johnson, Student Associate to Coordinator for Training and Compliance; effective 5/1/2023

Degree Attainment:

- Angela Freeman, Bachelor’s Degree; Effective 4/1/2023
- Regina Watkins, Doctorate Degree; Effective 4/1/2023

Certified Admin. Prof: None

Retirement: None

## Interim Action Report

Page 2

### Separations:

- Theodore “Ted” Chila, Sr. Business Intelligence Engineer; Effective 2/20/23
- Ravalika Thuti, Enterprise Application Developer; Effective 4/28/2023
- Andrew Stevens, Coordinator Training and Compliance; Effective 5/17/2023
- Terrell Bell, Accountant; Effective 5/31/2023
- Louis Gus Glueck IV, Policy Researcher; Effective 6/30/2023
- Shania Willyard, Director of Experiential Learning; Effective 6/30/2023

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**

## **V. TCAT ACADEMIC ACTIONS – INTERIM APPROVALS: Attachment F**

## Attachment A

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

<b>Institution</b>	<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
ChSCC	Davis, Wendolyn	Executive Director, Pathway Align	\$110,000.00	6/29/2023
ChSCC	McCormick, Brad	Vice President for Information Technology	\$132,000.00	6/1/2023
ChSCC	Williams, Traci	Vice President of Institutional Effectiveness, Research, and Planning	\$120,000.00	7/1/2023
NeSCC	Holly Free-Ollard	Vice President for Economic and Workforce Development	\$125,000.00	6/1/2023
WSCC	Ross, Amy	Interim Vice President	\$107,236.00	1/1/2023
TCAT Elizabethton	Fink, Crystal	Vice President of Finance, Facilities, and Instruction	\$90,500.00	5/1/2023
TCAT Knoxville	Smith, Andrew	Vice President of Instruction and Institutional Effectiveness	\$100,637.00	12/2/2022
TCAT Shelbyville	Sanders, Lisa	Vice President of Academics and Compliance	\$90,000.00	6/1/2023

Attachment B

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

<b>Institution</b>	<b>Name</b>	<b>Position</b>	<b>Previous Salary</b>	<b>New Salary</b>	<b>Effective Date</b>
TCAT Elizabethton	Church, Richard	Vice President	\$100,637.00	\$103,137.00	6/1/2023

Tennessee Board of Regents  
 Summary of State Building Commission Actions  
 March 9, 2023 - May 11, 2023

Date	SBC Number	Institution	Project	Value	SBC Action
<b>3/9/2023</b>					
	166/027-02-2021	RSCC	Knox County Campus Expansion	75,000,000	Chancellor Tydings recognized Dr. Kelli Chaney, President of TCAT Knoxville and Dr. Chris Whaley, President of Roane State Community College. Chancellor Tydings introduced Chuck Griffin with Barber McMurry Architects. Mr. Griffin stated that the project is in budget and on schedule. The Commission approved EDP as presented by Barber McMurry Architects. Approved awarding a contract to the best evaluated proposer for a CM/GC (The Parent Company) Chancellor Tydings recognized Mr. Alan Thomas, Vice President of Business and Finance with Middle Tennessee State University. Mr. Thomas stated that President McPhee apologized for being unable to attend. Mr. Thomas introduced Mr. Eric Scowden with Goodwyn Mills Cawood, Inc. Mr. Scowden stated that the project is in budget and on schedule to be completed early January 2025. The Commission approved EDP as presented by Goodwyn Mills Cawood, Inc..
	166/009-02-2021	MTSU	Student Athlete Performance Center	66,000,000	Rec'vd report C.O. #3 @ 23.36%
	166/001-10-2018	TSU	Perimeter Road Design & Construction	35,164	Approved project and utilizing Campus Procurement for construction
	166/021-01-2023	MSCC	Nisbett Gym Floor Replacement	285,000	Approved a revision in project budget and funding in order to award a contract to the best evaluated proposer (DLR Group, Inc.)
	166/012-01-2022	ChSCC	Master Plan	150,000	Approved awarding a contract to the best evaluated proposer (Dober Libsky Mathey, Inc.)
	166/038-01-2022	NeSCC	Master Plan	150,000	Approved a revision in scope and utilizing CM/GC alternative delivery method
	166/027-01-2022	RSCC	Fentress County Higher Education Cente	25,000,000	

**4/13/2023**

Treasurer Lillard asked about a timeline for completing the electrical work. He stated that this work has been underway for some time. Mr. Tracy stated that they have the agreement worked out with NES. TBR will be starting this summer with half of the campus including installing the duct bank, the conduit and the manholes. Then NES will pull the conductors and set the equipment. NES had some extended lead times on some of the equipment they have to install. Treasurer Lillard asked if they have a projected completion date. Mr. Tracy replied that the work for the total project would take about two years to complete. Treasurer Lillard asked what the overall electrical status for the campus would be once the current work is complete. Mr. Tracy stated that it would take care of all the primary issues and allow for NES to take over the operation and maintenance. This project completes the feed from the primary to each of these buildings. This will take care of all the underground electrical feeds to these buildings and upgrade the campus loop. Treasurer Lillard asked if there is further work to be done at the campus and the actual buildings themselves. Mr. Tracy replied "yes". Treasurer Lillard asked where they were in planning for the Source of Funding: Original Change Revised \$1,205,000.00 0.00 \$ 0.00 1,950,000.00 \$1,205,000.00 1,950,000.00 19/20 22/23 CurrFunds-CapMaint CurrFunds-CapImp (A) (A) Original Project Budget: \$1,205,000.00 Change in Funding: \$1,950,000.00 Revised Project Budget: \$3,155,000.00 State Building Commission – April 13, 2023 Page 8 of 41 additional electrical work. Currently, the master planner and their consultants are going through each of the buildings individually confirming the needs across the campus; mechanical, electrical, and building envelope. This work should be complete in the next 60 days. Once complete, TBR will utilize the available funding to start prioritizing needs for renovation of the buildings and replacing systems. Treasurer Lillard stated he appreciated their efforts and knows the urgency in getting all of this done. Commissioner Bryson stated that most of his questions around the master plan and strategic initiative funding were answered. Commissioner Bryson asked if the report they receive in the next 60 days will outline how they will spend the funding on the current facilities.

166/001-03-2019	TSU	Multiple Buildings Electrical Upgrades	3,155,000
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Mr. Tracy replied that it will help them prioritize. The master planner will be evaluating the complete building. TBR will use that information to evaluate if it is worth renovating the whole building or maybe replacing the whole building. They will need to look at the cost differences and then they would be able to make that evaluation. Commissioner Bryson clarified this would be done after they receive the report. Mr. Tracy replied "yes". Mr. Tracy replied that the priority will be to address deferred maintenance items including building systems, life safety and building envelope needs. Commissioner Bryson asked when they expect to have the master plan finished that outlines the deferred maintenance as well as what will be needed going forward. Mr. Tracy replied that the master plan would probably not be complete until fall. The master planner has been asked to issue information on the deferred maintenance and the need to address that first, and then work on the capital outlay portion. There are two outlay items that are being considered in the initial review for strategic initiative funding including a learning resource center for the campus and additional funding for a new Engineering Building. Last year the campus received \$60 million for a new Engineering Building after programming, looks like it won't be enough to build the engineering building that TSU needs. Those are the only things they have identified to be outlay. Commissioner Bryson asked to keep him up to speed as they go through the process. Mr. Tracy replied that he gets a monthly report from the project managers on all the projects that he can share. Commissioner Bryson stated that he doesn't need it every month but from time to time to make sure he is up to speed on where they are. The Commission approved a revision in project budget and funding.

166/001-01-2023	TSU	Gentry Center Roof Replacement	3,670,000	Approved project and to select a designer
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Mr. Tracy stated that TTU has been working with the designer and Construction Manager and they can not get the current scope within the budget. TTU plans to bring forward a future project to address this need after further review of the priorities. Secretary Hargett stated that he appreciates the fact they are willing to do that. A lot of times they see escalation of commitment where you feel like you need to continue to move forward even though you know something is not what you need or want. Mr. Tracy replied that they went through a lot of exercises where they tried this or that and State Building Commission – April 13, 2023 Page 11 of 41 even cutting scope and got to a point where it made sense to go ahead and cancel the project. The Commission approved the cancellation of the project.

166/11-01-2020	TTU	Innovation Center Residence Hall	50,190,000	
166/001-05-2019	TSU	Power Plant Eq. & Lighting Upgrade	39,621	Rec'vd report C.O. #1 @ 14.82%
166/001-05-2019	TSU	Power Plant Eq. & Lighting Upgrade	5,930	Rec'vd report C.O. #3 @ 2.22%
166/001-01-2020	TSU	Tornado Repairs and Replacement	11,675,000	Approved a revision in project budget and funding

**5/11/2023**

166/001-12-2018	TSU	Agriculture Food Science Research FacilityTC	10,850,000	Approved a revision in project budget and funding
166/001-02-2023	TSU	Agriculture Food and Animal Science Facility	32,250,000	Approved project, designer selection, and utilizing a CM/GC delivery method.
166/001-03-2023	TSU	Agriculture Environmental Science Facility	28,000,000	Approved project, designer selection, and utilizing a CM/GC delivery method.
166/001-10-2019	TSU	Updates to Gentry Center	578	Rec'vd report C.O. #13 @ .15%
166/012-01-2021	ChSCC	CAT Building Renovations	44,327	Rec'vd report C.O. #8 @ 3.31%
166/034-02-2021	NaSCC	Emergency Chiller Repair	52,419	Rec'vd report C.O. #3 @ 13.87%
166/027-01-2022	RSCC	Fentress County Higher Education Center	25,000,000	Approved a revision in scope and utilizing CM/GC alternative delivery method

Tennessee Board of Regents  
 Summary of State Building Commission Executive Subcommittee  
 March 20, 2023 - May 22, 2023

**March 20, 2023 Executive Subcommittee Meeting**

TSU SBC #166/001-01-2022	Revision in project budget and funding	Approved a revision in project budget and funding (increase budget by \$90,000)	OFD/Campus to coordinate transaction
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**April 24, 2023 Executive Subcommittee Meeting**

CoSCC SBC #166/015-01-2021	Revision in project budget and funding	Approved a revision in project budget and funding (increased by \$40,000.00)	OFD/Campus to coordinate transaction
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TCAT Hartsville SBC #166/050-01-2021	Revision in project funding	Approved a revision in project funding (move funds from Administration & Miscellaneous to award a contract)	OFD/Campus to coordinate transaction
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VSCC Transaction No. 23-03-907	Disposal by lease	Approved disposal by lease with waiver of advertisement	OFD prepares and campus continues with project
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**May 24, 2023 Executive Subcommittee Meeting**

TSU SBC #166/001-02-2022	Revision in budget and funding to award	Approved a revision in project budget and funding to award a contract (Thrash Construction Services, LLC) (increase of \$50,000.00)	OFD/Campus to coordinate transaction
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TSU  
SBC #166/001-04-2023

Approve a project and  
select a designer

Approved project and to select a designer

OFD/Campus to coordinate transaction

SWCC  
SBC #166/033-01-2022

Revision in project  
funding

Approved a revision in project funding (moving  
money from Administrative & Miscellaneous to  
restore contingency)

OFD/Campus to coordinate transaction

**CONSTRUCTION CONTRACTS AWARDED 03/01/2023 - 05/31/2023**  
**Contracts totaling \$16,605,275.71**

<b><u>Designer</u></b>	<b><u>Contractor</u></b>	<b><u>Contract Sum</u></b>	<b><u>Awarded</u></b>	<b><u>Project Number</u></b>	<b><u>Institution/ Project Name</u></b>
McFarlin Huitt Panvini, Inc.	Grace Contracting, LLC	272,780.00	03/01/2023	166/000-02-2021M1	TCAT Dickson TCAT Maintenance Repairs
McFarlin Huitt Panvini, Inc.	Grace Contracting, LLC	179,961.71	03/01/2023	166/000-02-2021M2	TCAT Nashville TCAT Maintenance Repairs
Architects Weeks Ambrose McDonald, Inc.	Fuel Tank Maintenance Co., LLC dba FTM Contr	954,000.00	03/02/2023	166/027-01-2018	Roane SCC Building Envelope Repairs
Burr and Cole Consulting Engineers, Inc.	Martin Paving Company, Inc.	350,265.00	03/09/2023	166/000-03-2021W1	TCAT Crump Parking & Paving Repairs
Richard C. Rinks and Associates, Inc.	Eskola, LLC	495,000.00	03/09/2023	166/076-01-2022	TCAT Newbern Storm Repairs and Replacement
Allen & Hoshall, Inc.	Universal Contractors, LLC	1,217,069.00	03/09/2023	166/017-01-2021	Dyersburg SCC Naifeh Building Renovations
Clark + Associates Architects	Jaycon Development Corporation	624,600.00	03/09/2023	166/000-01-2022W1	TCAT Covington Welding and Machine Tool Addition
S&ME, Inc. - Knoxville	PRI of East Tennessee, Inc.	340,950.00	03/13/2023	166/000-03-2021E4	TCAT Jacksboro TCAT Parking and Paving Updates
S&ME, Inc. - Knoxville	PRI of East Tennessee, Inc.	187,500.00	03/13/2023	166/000-03-2021E5	TCAT Morristown Hawkins TCAT Parking and Paving Updates
S&ME, Inc. - Knoxville	Miller and Sons, Inc.	202,000.00	03/16/2023	166/000-03-2021E1	TCAT Oneida Huntsville TCAT Parking and Paving Updates
Clark + Associates Architects	ViktorHall Construction, LLC	143,000.00	03/22/2023	166/000-01-2022W3	TCAT Memphis Industrial Maintenance Renovation
Upland Design Group, Inc.	Evans-Ailey Construction, Inc.	1,987,000.00	03/30/2023	166/027-01-2021	Roane SCC Cumberland County Science Lab
American Structurepoint, Inc.	J. E. Stevens Construction Group, LLC	1,204,800.00	04/12/2023	166/001-02-2021	TSU Love Learning Resource Center Building Envelope
Melvin Gill and Associates	Tandem Construction, LLC	463,000.00	04/14/2023	166/001-01-2017B	TSU Stair Replacements
Reedy & Sykes Architecture and Design	Complete Demolition Services, LLC	271,000.00	04/20/2023	166/052-01-2022C	TCAT - Elizabethton Boones Creek Extension Campus
Adkisson Associates Architects, Inc.	Maxwell Roofing & Sheet Metal, Inc.	328,190.00	05/01/2023	166/000-02-2017N4	TCAT Hartsville Roof Replacements
Gresham Smith	The Comfort Group, Inc.	268,160.00	05/16/2023	166/025-03-2022B	Volunteer SCC Controls Upgrade
HNA Engineering, PLLC	Billy Rogers Plumbing Heating & A/C Inc.	216,000.00	05/19/2023	166/066-01-2021	TCAT McKenzie Plumbing Repairs
Reedy & Sykes Architecture and Design	Goins Rash Cain, Inc.	6,900,000.00	05/24/2023	166/052-01-2022A	TCAT - Elizabethton Boones Creek Extension Campus




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**BOARD TRANSMITTAL**

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**MEETING:** Quarterly Board Meeting

**SUBJECT:** Interim Action Contracts Report

**DATE:** June 16, 2023

**PRESENTER:** N/A (Interim Action Report)

**PRESENTATION REQUIREMENTS:** None

**ACTION REQUIRED:** Informational Purposes

**STAFF RECOMMENDATION:** Not Applicable

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The Interim Action Contracts Report provides a listing of the contracts approved beginning March 1, 2023, and ending May 18, 2023. 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 281 contracts were approved at the System Office. An overview is provided below:

Contract Amendments	Clinical Affiliations	Dual Services	Professional Services	Service Agreements	Other
36	52	37	13	15	128

**Tennessee Board of Regents**  
**Contracts Approved March 1, 2023 thru May 18, 2023**

<u>Contract number</u>	<u>Contract Type</u>	<u>Contractor</u>	<u>Department/Institution</u>	<u>Commodity</u>	<u>Yearly Amount</u>	<u>System</u>			
						<u>Wide</u>	<u>Start Date</u>	<u>End Date</u>	<u>Competitive</u>
106566	Amendment to Existing Contract	ACT, Inc.	Academics	Software License	58,800.00	x	4/1/2018	6/30/2023	x
106595	Amendment to Existing Contract	Pantheon	External Affairs	Software License	59,451.60		4/1/2018	9/30/2023	x
107094	Amendment to Existing Contract	National Coalition of Certification Centers	Student Success	NC3 Membership	37,000.00	x	12/17/2018	12/16/2023	
107605	Amendment to Existing Contract	Fast Pace Clinic	TCATS	Clinical Experience	0.00		8/14/2019	8/13/2024	x
107654	Amendment to Existing Contract	Watermark Insights, LLC	TNeCampus	Software License	12,500.00	x	6/28/2019	6/27/2024	x
107655	Amendment to Existing Contract	EBSCO Industries Inc. PsyARTICLES	TBR	Library Subscription	254,000.00	x	7/1/2019	6/30/2024	x
107656	Amendment to Existing Contract	Automated Collection Services	TBR	Collection Services	400,000.00	x	7/1/2021	6/30/2024	x
107657	Amendment to Existing Contract	Reliant Capital Solutions	TBR	Collection Services	400,000.00	x	7/1/2019	6/30/2024	
108556	Amendment to Existing Contract	National Institute for Metalworking Skills (NIMS)	Academics	NIMS Credentialing Services	40,000.00		7/1/2020	6/30/2024	
108992	Amendment to Existing Contract	Dyersburg State Community College	Economic & Community Development	Educational Opportunities for incarcerated students	863,500.00		7/1/2020	7/31/2023	
109440	Amendment to Existing Contract	Academic Search, Inc.	Chancellor's Office	Executive Search Services	130,000.00		5/24/2021	5/23/2024	x
109441	Amendment to Existing Contract	Carwile Mechanical Contractors, Inc.	TCAT Crossville	Preventative Maintenance	2,500.00		5/7/2021	5/6/2024	
109504	Amendment to Existing Contract	Tennessee Health Management	TCAT Jackson	Clinical Experience	0.00		5/6/2021	4/30/2024	
109524	Amendment to Existing Contract	Proctorio, Inc.	TBR	Online Proctoring Services	500,000.00	x	5/11/2021	5/10/2024	x
109573	Amendment to Existing Contract	Alternative Communication Services	Student Success	Transcription Services	25,000.00	x	4/21/2021	4/20/2024	x
109602	Amendment to Existing Contract	Bridges for the Deaf and Hard of Hearing	TCAT Nashville	Sign Language Interpreting Services	40,000.00		6/1/2021	5/31/2024	x
109633	Amendment to Existing Contract	TMA Services, LLC	TCAT Hartsville	Custodial Services	87,845.00		6/1/2021	5/31/2024	x
109674	Amendment to Existing Contract	Education To Go	TCAT Knoxville	Online Courses	0.00		7/1/2021	6/30/2024	
109704	Amendment to Existing Contract	First Horizon Bank	CSCC	Banking Services	59,236.00		7/1/2021	6/30/2024	x
109785	Amendment to Existing Contract	PSI Services, Inc.	TBR	Online Proctoring Services	500,000.00	x	7/1/2021	6/30/2024	x
109818	Amendment to Existing Contract	D2L Ltd.	TBR	License for LMS	2,004,939.01	x	1/1/2022	12/31/2024	
109884	Amendment to Existing Contract	Chattanooga State Community College	Economic & Community Development	Educational Opportunities for incarcerated students	149,333.34		7/1/2021	6/30/2024	x
109887	Amendment to Existing Contract	Hair We Are, LLC.	TCATS	Cosmetology, barbering and aesthetics supplies	5,000.00		7/1/2021	6/30/2024	x
109969	Amendment to Existing Contract	Cintas Corporation	TBR	Facilities Management Products and Solutions	100,000.00	x	3/1/2021	10/31/2023	
110158	Amendment to Existing Contract	Jackson State Community College	TCAT Jackson	Grant Subcontract	10,000.00		12/15/2021	6/14/2024	
110376	Amendment to Existing Contract	Spectra Environmental Group, Inc.	TCAT Knoxville	Disposal/Recycling Services of non-hazardous substances	9,100.00		4/5/2022	4/4/2024	
110434	Amendment to Existing Contract	Fresh Cut Lawn & Outdoor Services	TCAT Crump	Landscaping	9,000.00		5/1/2022	4/30/2024	x
		South Central TN Workforce Alliance/Maury and Giles County Sheriff's							
110468	Amendment to Existing Contract	Departments	TCAT Pulaski	Training	61,533.00		3/1/2022	11/30/2023	
110614	Amendment to Existing Contract	Hamilton County Schools	CSCC	Cooperative Educational Offerrings	0.00		7/1/2022	6/30/2023	
110671	Amendment to Existing Contract	Dyersburg State Community College	Academics	Educational Opportunities for incarcerated students	108,333.33		7/1/2022	6/30/2025	
110759	Amendment to Existing Contract	PageUp People Limited	HR	Talent Management Solution	387,200.00	x	7/1/2022	6/30/2024	x
110930	Amendment to Existing Contract	American Paper & Twine Company	TBR	Janitorial Supplies	2,000,000.00	x	8/1/2022	7/31/2024	x
110939	Amendment to Existing Contract	Meigs County Schools	CLSCC	Cooperative Educational Offerrings	0.00		8/1/2022	7/31/2023	
110940	Amendment to Existing Contract	Polk County Schools	CLSCC	Cooperative Educational Offerrings	0.00		8/1/2022	7/31/2023	
111060	Amendment to Existing Contract	Tennessee Board of Regents - Angela Gregory Flynn	VSCC	Personnel	18,000.00		7/1/2022	6/30/2023	
111102	Amendment to Existing Contract	Morning Pointe of Spring Hill	TCAT Hohenwald	Clinical Experience	0.00		9/9/2022	9/8/2027	x
111388	Clinical Affiliation	Campbell County EMS	TCAT Jacksboro	Clinical Experience	0.00		1/1/2023	12/31/2024	x
111491	Clinical Affiliation	Bethany Health and Rehabilitation	TCAT Nashville	Clinical Experience	0.00		2/1/2023	1/31/2025	
111526	Clinical Affiliation	Abundant Christian Living Community Rehabilitation Center	TCAT Elizabethton	Clinical Experience	0.00		2/21/2023	2/20/2028	
111553	Special Industry Agreement	Columbia State Community College	TCAT Murfreesboro	Training	(2,500.00)		3/1/2023	2/28/2024	
111557	Training	Yamaha Motor Corporation, USA	TCAT Paris	Training	0.00		1/1/2023	12/31/2023	
111560	Dual Service	TCAT Ripley - Leah Dillion	TCAT Northwest	Personnel	3,498.00		1/6/2023	6/21/2023	
111561	Clinical Affiliation	Jordan River Health Campus	TCAT Memphis	Clinical Experience	0.00		10/1/2022	9/30/2027	x
111565	Academic Articulation Agreement	Herzing University	CLSCC	Cooperative Educational Offerrings	0.00		3/1/2023	2/28/2026	
111575	Grant Agreement	Syracuse University	Student Success	Grant Subcontract	148,743.00		11/15/2022	12/31/2024	
111583	Clinical Affiliation	Leisure Village Health Care	TCAT Elizabethton	Clinical Experience	0.00		2/16/2023	2/15/2028	
111584	Clinical Affiliation	Gibson County EMS	JSCC	Clinical Experience	0.00		3/1/2023	2/28/2024	
111589	Professional Service	NCCEER	TCAT Jackson	Accreditation for Pipefitting & Plumbing Programs	600.00		2/3/2023	2/2/2024	x
111590	Professional Service	Math Star, Inc.	TCAT Jackson	Tutoring Services	35,000.00		10/1/2022	9/30/2023	x
111595	Dual Credit Agreement	Bedford County Schools	MSSC	Cooperative Educational Offerrings	0.00		8/1/2022	6/1/2023	
111597	Service Agreement	Comcast Cable Communications Management, LLC	TCAT Jacksboro	Internet Services	2,039.40		3/1/2023	2/28/2025	
111598	Service Agreement	Comcast Cable Communications Management, LLC	TCAT Jacksboro	Internet Services	2,759.40		3/1/2023	2/28/2025	
111600	Service Agreement	Tulahoma Utilities Authority	MSSC	Wastewater Treatment Services	0.00		2/16/2023	2/15/2024	
111601	Academic Articulation Agreement	Lee University	CLSCC	Cooperative Educational Offerrings	0.00		3/1/2023	2/28/2026	x
111605	Clinical Affiliation	AHC Crestview	TCAT Jackson	Clinical Experience	0.00		3/1/2023	2/28/2028	x
111606	Clinical Affiliation	Hohenwald Medical Center	TCAT Hohenwald	Clinical Experience	0.00		1/12/2023	1/11/2027	x
111612	Academic Articulation Agreement	Bethel University/National Resource Management Corp.	TCAT McKenzie	Training	0.00		3/1/2023	2/28/2028	
111614	Special Industry Agreement	University of Tennessee, Knoxville, Facility Services	TCAT Knoxville	Training	(15,000.00)		3/1/2023	6/30/2024	
111615	Special Industry Agreement	North Knoxville CDJR, LLC	TCAT Knoxville	Training	(24,000.00)		6/5/2023	12/31/2025	

111617	Service Agreement	RANDA Solutions	Academics	Transcript Services - CLR Conversion Project	75,000.00	1/2/2023	7/30/2023		
111621	Dual Enrollment Agreement	Williamson County Schools	COSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2028		
111622	Clinical Affiliation	Algood Family Pharmacy	TCAT Livingston	Clinical Experience	0.00	2/28/2023	2/27/2028		
111623	Clinical Affiliation	AHC Lexington	TCAT Jackson	Clinical Experience	0.00	3/1/2023	2/28/2028		
111624	Grant Agreement	Tennessee Department of Health	TCAT Oneida	Grant	(500,000.00)	12/1/2022	7/31/2024		
111625	Clinical Affiliation	Life Care Center of Columbia	TCAT Hohenwald	Clinical Experience	0.00	3/2/2023	3/1/2028		
111626	Clinical Affiliation	Life Care Center of Centerville	TCAT Hohenwald	Clinical Experience	0.00	3/2/2023	3/1/2028		
111627	Grant Agreement	Tennessee Department of Health	TCAT Jacksboro	Grant	(500,000.00)	12/1/2022	7/31/2024		
111630	Dual Enrollment Agreement	Wilson County Schools	TCAT Hartsville	Dual Enrollment Agreement	0.00	7/1/2022	6/30/2023		
111631	Professional Service	Institutional Network Communications, LLC	COSCC	Cable Supplies and Installation	500,000.00	3/13/2023	3/12/2024	x	
111632	Dual Enrollment Agreement	South Greene High School	TCAT Elizabethton	Dual Enrollment Agreement	0.00	8/1/2023	7/31/2024		
111633	Dual Enrollment Agreement	Bristol City Schools	TCAT Elizabethton	Dual Enrollment Agreement	0.00	8/1/2023	7/31/2024		
111636	Volunteer Agreement	Jana Clark	Internal Audit	External Reviewer	3,000.00	3/31/2023	9/1/2023		
111637	Volunteer Agreement	Katrina McNair	Internal Audit	External Reviewer	3,000.00	3/31/2023	9/1/2023		
111638	Volunteer Agreement	Martha Winegar	Internal Audit	External Reviewer	2,000.00	3/31/2023	9/1/2023		
111639	Dual Enrollment Agreement	Elizabethton City Schools	TCAT Elizabethton	Dual Enrollment Agreement	0.00	8/1/2023	7/31/2024		
111641	Dual Enrollment Agreement	Johnson County Board of Education	TCAT Elizabethton	Dual Enrollment Agreement	0.00	8/1/2023	7/31/2024		
111642	Clinical Affiliation	Harbert Hills Academy Nursing Home	TCAT Crump	Clinical Experience	0.00	5/1/2023	4/30/2024		
111643	Clinical Affiliation	Dr. Gigi Davis	TCAT Crump	Clinical Experience	0.00	5/1/2023	4/30/2024	x	
111644	Clinical Affiliation	Savannah Health Care and Rehabilitation Center LLC	TCAT Crump	Clinical Experience	0.00	5/1/2023	4/30/2024		
111645	Clinical Affiliation	Hardin County General Hospital dba Hardin Medical Center	TCAT Crump	Clinical Experience	0.00	5/1/2023	4/30/2024	x	
111646	Dual Service	Tennessee Department of Correction - Daphne Harvey	TCAT Crossville	Personnel	10,000.00	11/1/2022	10/31/2025		
111647	Clinical Affiliation	Henderson County Community Hospital	TCAT Crump	Clinical Experience	0.00	5/1/2023	4/30/2024	x	
111648	Clinical Affiliation	Hardin County Regional Health Center dba Lifespan Health	TCAT Crump	Clinical Experience	0.00	5/1/2023	4/30/2024		
111649	Clinical Affiliation	J. Park & Sons, Inc. dba Hardin Home Nursing Home	TCAT Crump	Clinical Experience	0.00	5/1/2023	4/30/2024		
111650	Clinical Affiliation	Sheltering Tree Ranch, Inc.	TCAT Crump	Clinical Experience	0.00	5/1/2023	4/30/2024		
111652	Hotel/Lodging Agreement	Fall Creek Falls State Park	Business Office	Lodging and Meeting Space	9,900.00	9/25/2023	9/26/2023		
111655	Clinical Affiliation	Knoxville Orthopedic Surgery Center	TCAT Knoxville	Clinical Experience	0.00	3/1/2023	2/28/2028		
111656	Grant Agreement	Tennessee Department of Health	TCAT Knoxville	Grant	(500,000.00)	12/1/2022	7/31/2024		
111657	Clinical Affiliation	Hardin County School System	TCAT Crump	Clinical Experience	0.00	8/1/2023	5/31/2024		
111658	Clinical Affiliation	Decatur County School System	TCAT Crump	Clinical Experience	0.00	8/1/2023	5/31/2024		
111659	Clinical Affiliation	McNairy County School System	TCAT Crump	Clinical Experience	0.00	8/1/2023	5/31/2024		
111660	Grant Agreement	Tennessee Department of Health	TCAT Covington	Grant	(500,000.00)	12/1/2022	7/31/2024		
111661	Grant Agreement	Tennessee Department of Health	TCAT Ripley	Grant	(500,000.00)	12/1/2022	7/31/2024		
111662	Grant Agreement	Tennessee Department of Health	TCAT Memphis	Grant	(500,000.00)	12/1/2022	8/31/2024		
111663	Special Industry Agreement	Aludyne	TCAT Dickson	Training	(65,280.00)	3/14/2023	3/13/2024		
111665	Grant Agreement	Tennessee Department of Health	JSCC	Grant Subcontract	(302,000.00)	12/1/2022	7/31/2024		
111666	Dual Enrollment Agreement	Weakley County Schools	DSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024		
111667	Dual Enrollment Agreement	Carter County Department of Education	TCAT Elizabethton	Dual Enrollment Agreement	0.00	8/1/2023	7/31/2024		
111668	Dual Enrollment Agreement	Washington County Schools	TCAT Elizabethton	Dual Enrollment Agreement	0.00	8/1/2023	7/31/2024		
111669	Dual Enrollment Agreement	Kingsport City Schools	TCAT Elizabethton	Dual Enrollment Agreement	0.00	8/1/2023	7/31/2024		
111670	Dual Enrollment Agreement	Sullivan County Department of Education	TCAT Elizabethton	Dual Enrollment Agreement	0.00	8/1/2023	7/31/2024		
111671	Dual Enrollment Agreement	Unicoi County Schools	TCAT Elizabethton	Dual Enrollment Agreement	0.00	8/1/2023	7/31/2024		
111672	Grant Agreement	Tennessee Department of Health	TCAT Northwest	Grant	(500,000.00)	12/1/2022	7/31/2024		
111673	Grant Agreement	Tennessee Department of Health	COSCC	Grant	(500,000.00)	12/1/2022	7/31/2024		
111674	Service Agreement	Southeastern Sound, Inc	TCAT Dickson	Fire Alarm Service - Clarksville Campus	2,197.00	1/1/2023	12/31/2023		
111675	Clinical Affiliation	Lafayette Pharmacy	TCAT Livingston	Clinical Experience	0.00	3/13/2023	3/12/2028		
111676	Dual Enrollment Agreement	Johnson City Schools	TCAT Elizabethton	Dual Enrollment Agreement	0.00	8/1/2023	7/31/2024		
111677	Professional Service	Baker Roofing	TCAT Elizabethton	Roof Repairs	3,452.00	3/14/2023	3/14/2024		
111679	Service Agreement	DCI Consulting Group, Inc.	Organizational Effectiveness	Affirmative Action Planning Services	158,555.00	x	3/15/2023	3/14/2026	x
111680	Clinical Affiliation	Starbody Dental	TCAT Murfreesboro	Clinical Experience	0.00	3/8/2023	3/7/2028		
111686	Grant Agreement	Tennessee Department of Health	TCAT Dickson	Grant	(500,000.00)	12/1/2022	7/31/2024		
111687	Clinical Affiliation	Community Clinic of Shelbyville and Bedford County Inc. Dental and Medical Clinics	TCAT Murfreesboro	Clinical Experience	0.00	3/16/2023	3/15/2028		
111688	Special Industry Agreement	Automotive Technician Development Training	TCAT Dickson	Training	(62,640.00)	7/1/2023	6/30/2024		
111689	Use of Facilities	Mosaic Church	TCAT Dickson	Facility Use	500.00	8/15/2023	8/15/2023		
111690	Use of Facilities	Mosaic Church	TCAT Dickson	Facility Use	500.00	12/12/2023	12/12/2023		
111693	Software License	NAVEX Global, Inc	TBR	Software License	31,289.96	x	4/1/2023	3/31/2024	x
111696	Service Agreement	Southeastern Sound, Inc.	TCAT Dickson	Fire Alarm Service-Dickson Campus	2,839.00	1/1/2023	12/31/2023		
111697	Dual Service	Nashville State Community College - Jesmin Akther	TNeCampus	Personnel	3,000.00	3/3/2023	6/30/2023		
111698	Dual Service	Roane State Community College - John Brown	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023		
111699	Dual Service	Chattanooga State Community College - Linda Coslet	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023		
111700	Dual Service	Pellissippi State Community College - Jesse Cragwa	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023		
111702	Dual Service	Walters State Community College - Lisa Eccles	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023		
111703	Dual Service	University of Memphis - Scotty Houston	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023		
111704	License Agreement	Home Builders Institute	TCAT Jackson	Training	1,000.00	8/1/2022	7/31/2024		

111705	Special Industry Agreement	First Tennessee Development District	TCAT Elizabethton	Training	(10,620.00)	4/3/2023	6/29/2023	
111706	Dual Service	Southwest Tennessee Community College - Cynthia Abadie	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023	
111707	Dual Service	Dyersburg State Community College - Daniel Inghram	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023	
111708	Dual Service	Dyersburg State Community College - Brandi Leonard	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023	
111709	Dual Service	Northeast State Community College - Ruth Livingston	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023	
111710	Dual Service	Nashville State Community College - Marla Perry	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023	
111711	Dual Service	Roane State Community College - Mary Sexton	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023	
111712	Dual Service	Jackson State Community College - Kristi Watson	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023	
111713	Dual Service	Columbia State Community College - Judith Westley	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023	
111714	Grant Agreement	Tennessee Department of Health	TCAT Nashville	Grant	(500,000.00)	12/1/2022	7/31/2024	
111715	Dual Enrollment Agreement	Cannon County Schools	MSSC	Cooperative Educational Offerrings	0.00	8/1/2022	6/30/2023	
111716	Academic Articulation Agreement	East Tennessee State University	WSSC	Cooperative Educational Offerrings	0.00	4/5/2023	4/4/2028	
111717	Clinical Affiliation	AHC McNairy County	TCAT Crump	Clinical Experience	0.00	5/1/2023	4/30/2024	
111718	Clinical Affiliation	Adamsville Healthcare and Rehabilitation Center	TCAT Crump	Clinical Experience	0.00	5/1/2023	4/30/2024	
111719	Dual Enrollment Agreement	Dekalb County Schools	MSSC	Cooperative Educational Offerrings	0.00	8/1/2022	6/1/2023	
111721	Grant Agreement	Tennessee Board of Regents	NSCC	Grant	(42,000.00)	4/1/2023	11/30/2024	
111722	Clinical Affiliation	Spring City Care and Rehabilitation Center	TCAT Harriman	Clinical Experience	0.00	4/3/2023	4/2/2026	
111723	Professional Service	ABM Industries, LLC	CLSCC	Custodial Services	498,393.60	4/1/2023	2/29/2024	x
111724	Clinical Affiliation	Beech Tree Post-Acute and Rehabilitation Center	TCAT Jacksboro	Clinical Experience	0.00	3/21/2023	2/28/2024	
111725	Grant Agreement	Tennessee Department of Health	NESCC	Grant	(500,000.00)	12/1/2022	7/31/2024	
111726	Professional Service	Tennessee Board of Regents	CLSCC	Shared Services - financial aid services	80,000.00	5/1/2023	4/30/2028	
111727	Clinical Affiliation	NHC Oak Ridge	TCAT Harriman	Clinical Experience	0.00	3/27/2023	3/26/2028	
111728	Special Industry Agreement	J2 Company, LLC	TCAT Northwest	Training	(250.00)	3/27/2023	6/30/2023	
111730	Academic Articulation Agreement	East Tennessee State University	CLSCC	Cooperative Educational Offerrings	0.00	4/10/2023	4/9/2024	
111731	Dual Enrollment Agreement	Bledsoe County Board of Education	TCAT Crossville	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024	
111732	Dual Enrollment Agreement	Morgan County Board of Education	TCAT Crossville	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024	
111733	Dual Enrollment Agreement	Cumberland County Board of Education	TCAT Crossville	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024	
111734	Dual Enrollment Agreement	Christian Academy of the Cumberlandands	TCAT Crossville	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024	
111736	Membership	West Tennessee Healthcare	JSCC	Membership Agreement	3,000.00	4/1/2023	3/31/2024	
111737	License Agreement	Respondus, Inc.	Academics	Software License	3,333.00	4/1/2023	7/31/2023	
111738	Dual Enrollment Agreement	Bledsoe County Board of Education	TCAT Crossville	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024	
111740	Dual Enrollment Agreement	Sequatchie County Board of Education	TCAT Crossville	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024	
111743	Clinical Affiliation	HCA TriStar Division ASD	TBR	Clinical Experience	0.00	2/1/2023	1/31/2025	
111747	Service Agreement	TDS Telecommunications	TCAT Crump	Telecommunications Services	1,787.88	3/1/2023	2/28/2026	
111748	Clinical Affiliation	Tier 1 Orthopedic and Neurosurgical	TCAT Livingston	Clinical Experience	0.00	4/1/2023	3/31/2028	
111749	Academic Articulation Agreement	East Tennessee State University	NESCC	Cooperative Educational Offerrings	0.00	3/2/2023	6/30/2024	
111751	Special Industry Agreement	Hino Motors Manufacturing USA Inc	JSCC	Training in May	(30,976.00)	5/17/2023	5/25/2023	
111753	Special Industry Agreement	Hino Motors Manufacturing USA Inc	JSCC	Training in June	(30,976.00)	6/7/2023	6/15/2023	
111756	Clinical Affiliation	AHAVA Healthcare of Whites Creek	TCAT Elizabethton	Clinical Experience	0.00	4/3/2023	4/2/2028	
111758	Training Services	Deborah Snow	TCAT Northwest	Employee Training	3,486.00	4/4/2023	5/19/2023	
111759	Professional Service	Collegiate Enterprise Solutions, LLC dba The Registry	JSCC	Provide Interim VP of Student Services	149,500.00	4/5/2023	9/30/2023	
111760	Grant Agreement	Tennessee Department of Health	TCAT McMinnville	Grant	(500,000.00)	12/1/2022	7/31/2024	
111761	Clinical Affiliation	Primary Care Bemis, LLC	JSCC	Clinical Experience	0.00	4/3/2023	3/31/2028	
111762	Clinical Affiliation	The Waters of Bristol	TCAT Elizabethton	Clinical Experience	0.00	5/2/2023	5/1/2028	
111763	Clinical Affiliation	Morning Pointe of Tullahoma	TCAT Shelbyville	Clinical Experience	0.00	5/1/2023	4/30/2024	
111764	Special Industry Agreement	Nidec Motor Corporation	JSCC	Training	(22,518.22)	4/11/2023	6/20/2023	
111765	Dual Service	Chattanooga State Community College - Nicholas Hartline	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023	
111767	Academic Articulation Agreement	East Tennessee State University	NESCC	Cooperative Educational Offerrings	0.00	3/2/2023	6/30/2024	
111768	Academic Articulation Agreement	East Tennessee State University	NESCC	Cooperative Educational Offerrings	0.00	4/6/2023	6/30/2024	
111769	Academic Articulation Agreement	East Tennessee State University	NESCC	Cooperative Educational Offerrings	0.00	4/6/2023	6/30/2024	
111770	Academic Articulation Agreement	East Tennessee State University	NESCC	Cooperative Educational Offerrings	0.00	4/6/2023	6/1/2023	
111771	Academic Articulation Agreement	East Tennessee State University	NESCC	Cooperative Educational Offerrings	0.00	4/6/2023	6/30/2024	
111772	Academic Articulation Agreement	East Tennessee State University	NESCC	Cooperative Educational Offerrings	0.00	4/6/2023	6/30/2024	
111773	Academic Articulation Agreement	East Tennessee State University	NESCC	Cooperative Educational Offerrings	0.00	4/6/2023	6/30/2024	
111774	Lease Agreement	City of Jackson - Carl Perkins Civic Center	TCAT Jackson	Lease of Space	1,200.00	8/18/2023	8/18/2023	
111775	License Agreement	Family & Children's Services	TCAT Dickson	Memo of Understanding	0.00	4/26/2023	10/31/2023	
111777	Grant Agreement	Cleveland State Community College	Academics	Grant Subcontract	175,000.00	8/1/2022	6/30/2023	
111778	Grant Agreement	Chattanooga State Community College	Academics	Grant Subcontract	42,000.00	4/17/2023	11/30/2024	
111779	Grant Agreement	Dyersburg State Community College	Academics	Grant Subcontract	42,000.00	4/17/2023	11/30/2024	
111780	Academic Articulation Agreement	The University of Tennessee Knoxville	PSCC	Cooperative Educational Offerrings	0.00	4/18/2023	4/17/2024	
111781	Dual Enrollment Agreement	University School - Johnson City	TCAT Elizabethton	Dual Enrollment Agreement	0.00	8/1/2023	7/31/2024	
111782	Dual Service	Motlow State Community College - Houston Austin	TCAT McMinnville	Personnel	3,836.47	5/3/2023	8/25/2023	
111785	Academic Articulation Agreement	East Tennessee State University	NESCC	Cooperative Educational Offerrings	0.00	4/14/2023	4/13/2024	
111786	Service Agreement	Charter Communications Operating, LLC (Spectrum)	JSCC	Phone VOIP Services	8,780.00	4/15/2023	4/14/2026	
111787	Professional Service	Strata Information Group, Inc	JSCC	Consulting	52,740.00	4/13/2023	5/14/2024	



111788	Clinical Affiliation	Columbia TN SNF, LLC dba Magnolia Healthcare & Rehabilitation Center	TCAT Hohenwald	Clinical Experience	0.00	3/29/2023	3/28/2028
111789	Dual Service	Walters State Community College - William Sprout	TNeCampus	Personnel	3,000.00	3/1/2023	6/30/2023
111790	Dual Service	Tennessee Department of Corrections - Jeremy Lewis	TCAT Crossville	Personnel	10,000.00	2/1/2023	1/31/2026
111791	Special Industry Agreement	Columbus Medical Services, LLC dba The Columbus Organization	TNeCampus	Training - Online	(130,000.00)	4/10/2023	9/30/2023
111792	Professional Service	Baker Roofing	TCAT Elizabethton	Roof Repairs	5,891.00	4/13/2023	4/12/2024
111794	Special Industry Agreement	The Ritescreen Company LLC	TCAT Elizabethton	Training	(1,125.00)	5/1/2023	4/30/2024
111796	Professional Service	YMG Enterprises, LLC	Organizational Effectiveness	Consulting	65,000.00	4/15/2023	6/30/2024
111797	Purchase Agreement	Howard Technology Solutions	TCAT Oneida	Sign Installation	67,797.00	3/24/2023	6/30/2023
111798	Professional Service	Fresh Cut Lawn & Outdoor Services	TCAT Crump	Landscaping	12,350.00	4/15/2023	4/14/2024
111799	Clinical Affiliation	Coffee County EMS	TCAT Murfreesboro	Clinical Experience	0.00	5/1/2023	4/30/2028
111802	Grant Agreement	Northern Middle Tennessee Workforce Board	TCAT Dickson	Grant	(35,437.58)	3/16/2023	6/30/2023
111806	Lease Agreement	Cocke County Board of Education Town of Greeneville, Greeneville City Schools, Greene County Board of Education	Facilities	Lease of Space	4,800.00	5/1/2023	4/30/2024
111807	Lease Agreement	Education	Facilities	Lease Agreement	20,700.00	5/1/2023	4/30/2024
111808	Memorandum of Understanding	Tennessee Department of Children's Services	Student Success	Memo of Understanding	0.00	5/17/2023	6/30/2024
111809	Dual Enrollment Agreement	Marion County Schools	CSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111810	Dual Enrollment Agreement	Notre Dame High School	CSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111811	Dual Enrollment Agreement	Rhea County School System	CSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111813	Special Industry Agreement	The Ritescreen Company LLC	TCAT Elizabethton	Training	(675.00)	5/15/2023	12/15/2023
111814	Clinical Affiliation	Sims Orthodontics	TCAT Dickson	Clinical Experience	0.00	5/15/2023	5/14/2028
111815	Training	UT Center for Industrial Services	TCAT Jackson	Training	13,750.00	4/18/2023	4/26/2024
111816	Dual Service	Tennessee Tech University - Jacob Metz	Academics	Personnel	3,529.50	5/1/2023	5/31/2023
111817	Dual Service	UT Southern - Bruninga Ryckman	Academics	Personnel	8,748.75	5/1/2023	5/31/2023
111818	Dual Service	Nashville State Community College - David Markwell	Academics	Personnel	8,823.75	5/1/2023	5/31/2023
111819	Dual Service	Tennessee Tech University- Elizabeth Propes	Academics	Personnel	8,823.75	5/1/2023	5/31/2023
111820	Dual Service	Walters State Community College - Susanna Webb	Academics	Personnel	12,305.35	5/1/2023	5/31/2023
111823	Dual Enrollment Agreement	Sequatchie County School System	CSCC	Cooperative Educational Offerrings	0.00	7/1/2023	6/30/2024
111824	Dual Enrollment Agreement	Grundty County Schools	CSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111826	Special Industry Agreement	Design Team Sign Company, LLC	JSCC	Training	(2,523.00)	6/23/2023	6/23/2023
111827	Professional Service	Joseph Cline dba Outlaw Graphics	TCAT Shelbyville	Truck Driving Equipment Graphics	11,000.00	4/27/2023	6/30/2023
111828	Dual Enrollment Agreement	Bledsoe County School District	CSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111830	Dual Enrollment Agreement	Chester County Schools	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111831	Dual Service	Northeast State Community College - James Ramey	Academics	Personnel	9,714.75	5/1/2023	5/31/2023
111832	Dual Service	Northeast State Community College - David Toye	Academics	Personnel	8,823.75	5/1/2023	5/31/2023
111833	Dual Service	Pellissippi State Community College - NathanWidener	Academics	Personnel	11,077.00	5/1/2023	5/31/2023
111834	Dual Service	Pellissippi State Community College - Allison Stein	Academics	Personnel	9,714.75	5/1/2023	5/31/2023
111835	Dual Service	Southwest Tennessee Community College - Thomas King	Academics	Personnel	1,166.00	5/1/2023	5/31/2023
111836	Dual Enrollment Agreement	Gibson County Special School District	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111837	Dual Service	Volunteer State Community College - Grady Eades	Academics	Personnel	9,714.75	5/1/2023	5/31/2023
111838	Grant Agreement	South Central Tennessee Development District	TCAT Shelbyville	Grant	(6,225.00)	10/1/2022	6/30/2023
111839	Purchase Agreement	VirTra	TCAT Henry/Carroll	Interactive Coursework and Training	52,222.94	4/21/2023	4/21/2024
111840	Dual Enrollment Agreement	Hardeman County Schools	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111841	Dual Enrollment Agreement	Hardin County High School	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111842	Dual Enrollment Agreement	Henderson County School District	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111844	Professional Service	Turbo Images Corp	TCAT Oneida	Vehicle Graphics Wrap	16,150.00	4/27/2023	5/30/2023
111845	Dual Enrollment Agreement	Trenton Special School District	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111846	Dual Enrollment Agreement	South Carroll Special School District	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111847	Dual Enrollment Agreement	Milan Special School District	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111848	Dual Enrollment Agreement	Jackson-Madison County School System	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111849	Dual Enrollment Agreement	HomeLife Academy	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111850	Dual Enrollment Agreement	Family Christian School	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111852	Dual Enrollment Agreement	Trinity Christian Academy	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111853	Dual Enrollment Agreement	McNairy Central High School	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111854	Dual Enrollment Agreement	West Carroll Jr/Sr High School	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111855	Dual Enrollment Agreement	University School of Jackson	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024
111856	Clinical Affiliation	North Alabama Medical Center dba RCHP	TCAT Hohenwald	Clinical Experience	0.00	5/5/2023	5/4/2028
111857	Memorandum of Understanding	Roane State Community College	TCAT Knoxville	Memo of Understanding	123,400.00	1/5/2023	11/30/2023
111858	Dual Enrollment Agreement	Lawrence County School System	TCAT Pulaski	Dual Enrollment Agreement	0.00	8/1/2022	5/31/2023
111860	Special Industry Agreement	St. Mary's Legacy Clinic, Inc	TCAT Knoxville	Training	(9,000.00)	6/5/2023	6/30/2025
111861	Clinical Affiliation	First Pharmacy Services	TCAT Memphis	Clinical Experience	0.00	5/2/2023	5/1/2028
111862	Service Agreement	First Bank	MSSC	Banking Services	7,698.00	10/1/2019	9/30/2024
111863	Clinical Affiliation	Guardian MidSouth Pharmacy	TCAT Memphis	Clinical Experience	0.00	5/2/2023	5/1/2028
111864	Software License	Interplay Learning, Inc	TCAT Knoxville	Software License	23,750.00	8/1/2023	7/31/2024
111865	Dual Service	East Tennessee State University - Dana Ragle	TCAT Crossville	Personnel	5,000.00	5/15/2023	8/11/2023
111867	Clinical Affiliation	Campbell County HMA, LLC (TN) Tennova LaFollette Medical Center	TCAT Oneida	Clinical Experience	0.00	4/1/2023	3/31/2026

111868	Grant Agreement	tnAchieves	WSSC	Grant	(6,984.00)	6/1/2023	8/15/2023	
111872	Clinical Affiliation	The Heritage Center	TCAT Elizabethton	Clinical Experience	0.00	5/3/2023	5/3/2028	
111874	Service Agreement	Comfort Systems USA	TCAT Pulaski	Maintenance Agreement	4,088.00	5/2/2023	5/1/2024	
111875	Clinical Affiliation	LP Byrdstown, LLC dba Pickett Care & Rehabilitation Center	TCAT Livingston	Clinical Experience	0.00	5/12/2023	5/11/2026	
111876	Clinical Affiliation	LP Cookeville LLD DBA Signature HealthCARE of Putnam County	TCAT Livingston	Clinical Experience	0.00	5/12/2023	5/11/2026	
111878	Dual Enrollment Agreement	Lewis County School District	COSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2028	
111879	Clinical Affiliation	Medical Care, PLLC	TCAT Elizabethton	Clinical Experience	0.00	5/1/2023	4/30/2028	
111880	Grant Agreement	Nashville Area Chamber of Commerce	TCAT Nashville	Grant	(180,000.00)	5/1/2023	3/31/2025	
111881	Service Agreement	Houghton Facility Services	TCAT Murfreesboro	Janitorial Services	41,400.00	5/1/2023	4/29/2024	x
111882	Dual Service	Dyersburg State Community College - Angela Martin	Academics	Personnel	8,745.75	5/1/2023	5/31/2023	
111883	Dual Service	East Tennessee State University - Daryl Carter	Academics	Personnel	9,714.75	5/1/2023	5/31/2023	
111884	Dual Service	East Tennessee State University - Andrew Slap	Academics	Personnel	8,823.75	5/1/2023	5/31/2023	
111885	Dual Service	East Tennessee State University - Constanze Weise	Academics	Personnel	8,745.00	5/1/2023	5/31/2023	
111887	Grant Agreement	Ascendium Education Solutions, Inc	Student Success	Grant	(462,200.00)	6/1/2023	6/30/2023	
111890	Use of Facilities	Tennessee Board of Regents	JSCC	Facility Use	0.00	6/1/2023	6/2/2023	
111895	Clinical Affiliation	North Knoxville Medical Center	PSCC	Clinical Experience	0.00	5/1/2023	4/30/2028	
111901	Dual Enrollment Agreement	Lauderdale County School System	DSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024	
111902	Dual Enrollment Agreement	Tipton County School System	DSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024	
111903	Clinical Affiliation	West Nashville Dental PLLC	TCAT Dickson	Clinical Experience	0.00	5/15/2023	5/14/2028	
111904	Dual Service	Cleveland State Community College - Brian Gerber	Academics	Personnel	7,059.00	5/1/2023	5/31/2023	
111905	Use of Facilities	Tennessee Board of Regents	TCAT Elizabethton	Facility Use	0.00	5/11/2023	7/31/2024	
111906	Service Agreement	Comcast Business Communications LLC	TCAT Dickson	Internet Services	22,518.00	5/11/2023	5/10/2026	
111907	Service Agreement	Maxient LLC	CLSCC	Internet Services	11,000.00	6/1/2023	5/31/2026	
111908	Service Agreement	Stroz Friedberg, LLC an Aon Company	IT	Security Consulting	100,000.00	5/15/2023	12/31/2024	
111911	Hotel/Lodging Agreement	Hilton Garden Inn Knoxville Papermill	TCAT Knoxville	Meeting Space	2,500.00	9/17/2023	9/21/2023	
111914	Clinical Affiliation	Murfreesboro Medical Clinic and Surgicenter	TCAT Murfreesboro	Clinical Experience	0.00	5/9/2023	5/8/2028	
111917	Special Industry Agreement	Hirotec Manufacturing America LLC	TCAT Shelbyville	Training	(4,200.00)	5/19/2023	6/30/2023	
111921	Dual Enrollment Agreement	McNairy County Schools	JSCC	Dual Enrollment Agreement	0.00	7/1/2023	6/30/2024	



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MEMORANDUM

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TO: Members of the Tennessee Board of Regents

FROM: Jothany Reed, Vice Chancellor of Academic Affairs

DATE: May 8, 2023

RE: Tennessee Colleges of Applied Technology- 14 Day Process

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Dr. Jothany  
Reed

Digitally signed by Dr.  
Jothany Reed  
Date: 2023.05.08  
12:11:25 -05'00'

In order to respond rapidly to the training needs, a resolution delegating authority to the Chancellor to approve Tennessee College of Applied Technology programs was proposed and approved during the March 2009 Board Meeting. This resolution allows for new program proposals and modifications to be forwarded to the Board for review for 14 days. Once reviewed, the Board will delegate authority to the Chancellor to approve the proposals submitted unless objections are voiced by the Board. Letters will be sent to the appropriate institution to authorize the implementation of the proposed action. The approved programs will be reported to the Board in the quarterly interim action reports.

Attached you will find a program proposal submitted by the Tennessee Colleges of Applied Technology in response to the Blue Oval City and SK Innovations manufacturing and workforce needs. The TBR staff members and I have reviewed these proposals and recommend approval. In accordance with TBR *Policy: 2:01:02:00, Vocational Program Review and Approval*, this information is provided for your consideration.

If you have questions or concerns that would require this proposal to go before the full Board at the next quarterly meeting, please contact Dr. Tachaka Hollins by email at [tachaka.hollins@tbr.edu](mailto:tachaka.hollins@tbr.edu). The proposed academic actions will be approved through delegated authority by the Chancellor unless a concern is identified within this 14-day period.

Thank you for your continued support and commitment to the Tennessee Colleges of Applied Technology.

Four (4) 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. Implementation of an Electric Vehicle Production Technician dual enrollment program at TCAT Jackson main campus.
2. Implementation of an Electric Vehicle Production Technician dual enrollment program at TCAT Jackson- Bolivar Central High School (2G) campus.
3. Implementation of an Electric Vehicle Production Technician dual enrollment program at TCAT Jackson- Haywood High School (2B) campus.
4. Implementation of an Electric Vehicle Production Technician program at TCAT Northwest main campus.

**PROGRAM IMPLEMENTATION PROPOSAL – 1**

**INSTITUTION:** Tennessee College of Applied Technology Jackson

**PROPOSED PROGRAM TITLE:** Electric Vehicle Production Technician

**PROPOSAL:** Tennessee College of Applied Technology Jackson is proposing to implement the Electric Vehicle Production Technician program at the main campus. The program length is 864 clock hour program and awards an Advanced Electric Vehicle Production Technician certificate.

**EFFECTIVE DATE:** Fall 2023

**NEED:** The local job opportunity is strong. Ford estimates it will need over 5,000 production technicians for the new Blue Oval City assembly plant and SK Innovations manufacturing plant. This program will provide a workforce pathway for high school students.

**OBJECTIVES:** This program will train adult students to meet the manufacturing needs of Ford’s Blue Oval City electric truck assembly plant.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	16
	2	25	20
	3	30	24

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$75,000
	2nd Year:	\$10,000
	3rd Year:	\$12,000

**NEW FACULTY NEEDED:** No new faculty needed.

**FISCAL RESOURCES:** The program start-up and implementation will be funded out of the school’s annual budget.

FACILITIES:

TCAT Jackson has existing space for the program.

ACTION REQUIRED:

Staff recommends approval

**PROGRAM IMPLEMENTATION PROPOSAL – 2**

**INSTITUTION:** Tennessee College of Applied Technology Jackson

**PROPOSED PROGRAM TITLE:** Electric Vehicle Production Technician

**PROPOSAL:** Tennessee College of Applied Technology Jackson is proposing to implement the Electric Vehicle Production Technician dual enrollment program at the Bolivar Central High School (2G) campus. The program length is 864 clock hour program and awards an Advanced Electric Vehicle Production Technician certificate.

**EFFECTIVE DATE:** Fall 2023

**NEED:** The local job opportunity is strong. Ford estimates it will need over 5,000 production technicians for the new Blue Oval City assembly plant and SK Innovations manufacturing plant. This program will provide a workforce pathway for high school students.

**OBJECTIVES:** This program will train adult and high school students to meet the manufacturing needs of Ford's Blue Oval City electric truck assembly plant.

<b>PROJECTED ENROLLMENT:</b>	<b>YEAR</b>	<b>ENROLLMENT</b>	<b>COMPLETERS</b>
	1	20	16
	2	25	20
	3	30	24

<b>PROJECTED COSTS:</b>	<b>YEAR</b>	<b>COST</b>
	1st Year:	\$75,000
	2nd Year:	\$10,000
	3rd Year:	\$12,000

**NEW FACULTY NEEDED:** No new faculty needed.

**FISCAL RESOURCES:** The high school will provide adequate space for the program. Consumables will be included in the annual budget.

FACILITIES:

The high school will provide adequate space for the program.

ACTION REQUIRED:

Staff recommends approval



**PROGRAM IMPLEMENTATION PROPOSAL – 3**

INSTITUTION: Tennessee College of Applied Technology Jackson

PROPOSED PROGRAM TITLE: Electric Vehicle Production Technician

PROPOSAL: Tennessee College of Applied Technology Jackson is proposing to implement the Electric Vehicle Production Technician dual enrollment program at the Haywood High School (2B) campus. The program length is 864 clock hour program and awards an Advanced Electric Vehicle Production Technician certificate.

EFFECTIVE DATE: Fall 2023

NEED: The local job opportunity is strong. Ford estimates it will need over 5,000 production technicians for the new Blue Oval City assembly plant and SK Innovations manufacturing plant. This program will provide a workforce pathway for high school students.

OBJECTIVES: This program will train adult and high school students to meet the manufacturing needs of Ford's Blue Oval City electric truck assembly plant.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	20	16
	2	25	20
	3	30	24

PROJECTED COSTS:	YEAR	COST
	1st Year:	\$75,000
	2nd Year:	\$10,000
	3rd Year:	\$12,000

NEW FACULTY NEEDED: No new faculty needed.

FISCAL RESOURCES: The high school will provide adequate space for the program. Consumables will be included in the annual budget.

FACILITIES:

The high school will provide adequate space for the program.

ACTION REQUIRED:

Staff recommends approval

## PROGRAM IMPLEMENTATION PROPOSAL – 4

INSTITUTION: Tennessee College of Applied Technology  
Northwest

PROPOSED PROGRAM TITLE: Electric Vehicle Production Technician

PROPOSAL: The Tennessee College of Applied Technology Northwest proposes to implement the Electric Vehicle Production Technology Program in Fall 2023. The Electric Vehicle Production Technician program at the main campus. The program is designed as a pathway for students to be prepared for careers in electric vehicle production facilities. This program meets the electric vehicle manufacturers' entry-level production technician needs. Graduates will complete lectures and hands-on instructional activities that equip them with the knowledge, skills, and abilities of advanced manufacturing processes and procedures related to Electric Vehicle (EV) manufacturing. In addition, the Manufacturing Skills Standards Council's (MSSC) Certified Production Technician (ver. 4.0) is integrated into the program. The program length is 864 clock hour program and awards an Advanced Electric Vehicle Production Technician certificate.

PROGRAM ACCREDITATOR: N/A

EFFECTIVE DATE: Fall 2023

OBJECTIVES: The objectives of the Electric Vehicle Production Technology Program are to:

- Expand students' opportunities to earn technical college credit and industry-recognized stackable credentials within their current school setting.
- Equips students with a valuable set of skills that will allow them to earn a living wage immediately after high school graduation.
- Expand economic development activity by increasing the number of residents with technical college certificates and industry credentials.

NEED:

The Electric Vehicle Production Technology Program is a newly implemented program. TCAT Jackson is the nearest technical college that has requested the implementation of this program. The implementation of this program will meet the needs of the service delivery area in support of the Blue Oval City project.

According to the Bureau of Labor Statistics (2023), the market for electric vehicles (EVs) has grown rapidly in recent years and is expected to continue to grow at a fast pace over the coming decade. Electric car sales in the United States increased from a mere 0.2 percent of total car sales in 2011 to 4.6 percent in 2021. Although forecasts for the rate of EV adoption over the next decade vary widely given rapid changes in both government policies and the auto manufacturing industry in recent years—many forecasts expect a strong acceleration in EV adoption. S&P Global Mobility forecasts electric vehicle sales in the United States could reach 40 percent of total passenger car sales by 2030, and more optimistic projections foresee electric vehicle sales surpassing 50 percent by 2030.

The Tennessee College of Applied Technology Northwest plans to implement programs that support Blue Oval City, a \$5.6 billion project that is designed to produce electric trucks and electric vehicle batteries at a 4,100-acre site in Stanton, TN. The project is expected to create about 5,800 jobs.

Blue Oval City is designed to be Ford’s first carbon-neutral vehicle manufacturing and battery campus. Blue Oval City also is a key part of Ford’s plan to scale EV production and make them more accessible to customers. Ford is targeting a production run rate of 2 million EVs annually across the globe by late 2026.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	15
2	20	15

3

20

15

PROJECTED COSTS:

YEAR	COST
1st Year:	\$50,000
2nd Year:	\$10,000
3rd Year:	\$10,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1st Year:	1	\$82,000
2nd Year:	0	\$82,000
3rd Year:	0	\$82,000

FISCAL RESOURCES:

Startup funds will be requested to offset the program costs and instructor salary.

FACILITIES:

The Tennessee College of Applied Technology Northwest plans to utilize existing classroom space for the Electric Vehicle Production Technology Program.

ACTION REQUIRED:

Staff recommends approval

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BOARD TRANSMITTAL

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MEETING: Quarterly Board Meeting

SUBJECT: Report of the Committee on Academic Policies and Programs/Student Life

DATE: June 16, 2023

PRESENTER: Regent Emily Reynolds

PRESENTATION REQUIREMENTS: N/A

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Recommend Approval

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The Board will consider approval of the minutes from the June 15, 2023 meeting of the Committee on Academic Policies and Programs/Student Life.

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BOARD TRANSMITTAL

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MEETING: Quarterly Board Meeting

SUBJECT: Report of the Committee on External Affairs

DATE: June 16, 2023

PRESENTER: Regent Danni Varlan

PRESENTATION  
REQUIREMENTS: N/A

ACTION REQUIRED: Voice Vote

STAFF  
RECOMMENDATION: Recommend Approval

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The Board will consider approval of the minutes from the June 15, 2023 meeting of the Committee on External Affairs.

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BOARD TRANSMITTAL

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MEETING: Quarterly Board Meeting

SUBJECT: Report of the Committee on Workforce Development

DATE: June 16, 2023

PRESENTER: Regent Mark George

PRESENTATION  
REQUIREMENTS: N/A

ACTION REQUIRED: Voice Vote

STAFF  
RECOMMENDATION: Recommend Approval

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The Board will consider approval of the minutes from the June 15, 2023 meeting of the Committee on Workforce Development.



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BOARD TRANSMITTAL

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MEETING: Quarterly Board Meeting

SUBJECT: Report of the Committee on Finance and Business  
Operations

DATE: June 16, 2023

PRESENTER: Regent Tom White

PRESENTATION  
REQUIREMENTS: N/A

ACTION REQUIRED: Roll Call Vote

STAFF  
RECOMMENDATION: Recommend Approval

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The Board will consider approval of the minutes from the June 15, 2023 meeting of the Committee on Finance and Business Operations.

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BOARD TRANSMITTAL

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MEETING: Quarterly Board Meeting

SUBJECT: Report of the Committee on Personnel and Compensation

DATE: June 16, 2023

PRESENTER: Regent Nisha Powers

PRESENTATION  
REQUIREMENTS: N/A

ACTION REQUIRED: Roll Call Vote

STAFF  
RECOMMENDATION: Recommend Approval

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The Board will consider approval of the minutes from the June 15, 2023 meeting of the Committee on Personnel and Compensation.

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BOARD TRANSMITTAL

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MEETING: Quarterly Board Meeting

SUBJECT: Report of the Committee on Audit

DATE: June 16, 2023

PRESENTER: Regent Miles Burdine

PRESENTATION  
REQUIREMENTS: N/A

ACTION REQUIRED: Roll Call Vote

STAFF  
RECOMMENDATION: Recommend Approval

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The Board will consider approval of the minutes from the May 31, 2023 meeting of the Committee on Audit.

## **REPORT OF THE COMMITTEE ON AUDIT**

May 31, 2023

The Committee on Audit met in regular session on May 31, 2023, at 10:45 a.m. via Microsoft Teams. 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; the Board's Vice Chair, Regent Emily Reynolds; and other Board members, including the following Audit Committee members:

Regent Miles Burdine, Audit Committee Chair  
Regent MaryLou Apple  
Regent Todd Kaestner  
Regent Tom White

The necessity of the electronic meeting was confirmed by unanimous consent due to it being the most economically efficient way to have matters considered that require timely action.

Regent Burdine opened the meeting by thanking everyone and welcoming the audit committee and new Board member. Mike Batson echoed the thanks and welcomed new Board member Vanessa Pilkinton before beginning the informational reporting section.

Item I, Informational Reporting, included four topics for discussion. Item I.a., Highlights of Audit Findings and Recommendations, consisted of Mike Batson discussing the following topic: External Miscellaneous Reviews, Federal Audits, Internal Audit Reports, and Recommendation Logs included in the materials. Mr. Batson covered reviews from the following: Tennessee Small Business Development Center reviews for Chattanooga State and Jackson State; Volunteer State's U.S. Department of Defense-Voluntary Education Institutional Compliance Program Review; TCAT Paris' U.S. Department of Veterans Affairs- Compliance Survey; Columbia State's Higher Education Emergency Relief Fund (HEERF) Public Reporting Review; TCAT Jackson's President's Expense Review; an athletic housing conflict of interest investigation by Dyersburg State; a review of clubs and organizations by Southwest Tennessee Community College; and a state audit

follow-up for Southwest Tennessee Community College. Mr. Batson also mentioned that the office is developing new data reports related to the timeliness of implementing corrective actions by each college. 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 External Reviews, Federal Audit Reports, and the Internal Audit Reports for the third quarter of fiscal year 2023 are included in the meeting materials. A listing of the Internal Audit Reports is included as Attachment A to these minutes. This item was for informational purposes and required no action.

Item I.c., System-wide Internal Audit Updates, consisted of discussing the following topics: Jackson State Community College's Director of Internal Audit vacancy; an update on Motlow State Community College's vacant Director position; plans for investigation assistance within the department; plans for the on-site External Quality Assurance Review scheduled for this summer; and an update on Management's Risk Assessments. This item was for informational purposes and required no action.

Item I.d., University Updates, consisted of Mike Batson providing information on the following item: Comptroller's Office Financial and Compliance Audit Report performed at Austin Peay State University, Middle Tennessee State University, and Tennessee Technological University with no findings for fiscal year 2022; and East Tennessee State University with two findings and the University of Memphis with one finding for fiscal year 2022. 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 Revised Internal Audit Plans for Fiscal Year 2023 was presented to the Committee.

A motion was made by Regent Apple and seconded by Regent White to approve the revised audit plans. The Committee voted to approve the audit plans as presented. The audit plans are included as Attachment B to these minutes.

Item III., Review of System-wide Internal Audit Budget for Fiscal Year 2024, was presented by Mike Batson. A motion was made by Regent Kaestner and seconded by Regent Apple to approve the amended budget as presented. A roll call vote was conducted, and the committee voted to approve the amended 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

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Miles Burdine, Committee Chair



## **Attachment A**

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

#### Internal Audit Reports for Informational Purposes- Financial Management

CISCC	NACHA Security Audit
CoSCC	HEERF Public Reporting Review
TCAT Jackson/Whiteville	President's Expense Audit FY 2021

#### Internal Audit Reports for Informational Purposes- Institutional Support

PSCC	Faculty Credentials Fall Semester 2022
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#### Internal Audit Reports for Informational Purposes- Investigations

DSCC	INV 23-01: Athletic Housing-Conflict of Interest
STCC	INV 20-03: Club and Organization Review

#### Internal Audit Reports for Informational Purposes- Follow-up

CoSCC	Follow-up to the Financial Aid Outcomes
MSCC	Additional Follow-up Access and Diversity
STCC	Follow-up to the State Audit Report for FY 2021 and 2020

**Attachment B**  
**Approved Revised Internal Audit Plans for the**  
**Fiscal Year Ending June 30, 2023**

Chattanooga State Community College Internal Audit Plan Fiscal Year Ending June 30, 2023 Revised April 2023													
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
IS	C	Management Advisory Services	5.0	Jul-22	100.0	110.0	10.0	10%		85.0	25.0		In Progress
FM	F	State Audit Assist/Follow-up	5.0	Jul-22	20.0	20.0	0.0	0%		5.5	14.5		In Progress
IS	F	Follow up Reviews	5.0	Jul-22	70.0	70.0	0.0	0%		45.0	25.0		In Progress
IS	I	Unscheduled Investigations	5.0	Jul-22	80.0	0.0	-80.0	-100%	1	0.0	0.0		Removed
IS	I	Developing Investigations-Assist TBR	5.0	Jul-22	15.0	15.0	0.0	0%		8.0	7.0		In Progress
IS	I	INV-2022-02	5.0	May-22	20.0	10.0	-10.0	-50%	1	7.0	3.0	October-22	Completed
IS	I	INV-2023-01	5.0	Sep-22	0.0	45.0	45.0	100%	1	36.0	9.0		In Progress
IS	I	INV-2023-02	5.0	Sep-22	0.0	10.0	10.0	100%	2	5.0	5.0		In Progress
IS	I	INV-2023-03	5.0	Aug-22	0.0	20.0	20.0	100%	1	20.0	0.0	Dec-22	Completed
IS	I	INV-2023-04	5.0	Dec-22	0.0	45.0	45.0	100%	1	34.0	11.0		In Progress
IS	I	INV-2023-05	5.0	Feb-23	0.0	60.0	60.0	100%	1	36.5	23.5		In Progress
IS	M	Enterprise Risk Assessment	5.0	Dec-22	35.0	35.0	0.0	0%		5.0	30.0		In Progress
FM	S	YE Procedures FYE 2022	5.0	Jun-22	10.0	10.0	0.0	0%		10.0	0.0	August-22	Completed
FM	S	YE Procedures FYE 2023	5.0	Jun-23	15.0	15.0	0.0	0%		0.0	15.0		Scheduled
SS	R	CCTA Element Audit	5.0	Apr-23	100.0	0.0	-100.0	-100%	3	0.0	0.0		Removed
FM	R	HEERF	5.0	Apr-23	100.0	100.0	0.0	0%		0.0	100.0		Scheduled
IS	R	QAR - Self Assessment and External	5.0	Nov-22	75.0	75.0	0.0	0%		52.5	22.5		In Progress
IA	S	Faculty Credentials	5.0	Mar-23	50.0	50.0	0.0	0%		10.0	40.0		In Progress
IT	S	IAR-NACHA-2022	5.0	Nov-22	70.0	70.0	0.0	0%		72.0	-2.0	Dec-22	Completed
FM	R	President's Expense Audit - Motlow	5.0	Aug-22	80.0	80.0	0.0	0%		84.5	-4.5	Oct-22	Completed
IS	F	Safety Security Upgrade Follow-up	5.0	May-22	10.0	10.0	0.0	0%		12.5	-2.5	Jul-22	Completed
IS	S	Segregation of Duties Review - Payroll/ HR	5.0	Apr-23	40.0	0.0	-40.0	-100%	3	0.0	0.0		Removed
IT	A	Technology Access Fee (TAF Fund)	3.3	May-22	75.0	75.0	0.0	0%		24.0	51.0		In Progress
PP	A	Campus Safety Equipment Inventory	3.1	Jan-22	25.0	25.0	0.0	0%		26.0	-1.0	Oct-22	Completed
IT	A	Sensitive Equipment Student Loaner Processes	3.0	Jan-23	60.0	0.0	-60.0	-100%	3	0.0	0.0		Removed
S	R	TCAT-Athens Veteran's Benefit Certification	5.0	Feb-23	0.0	50.0	50.0	100%	3	20.0	30.0		In Progress
S	AT	Basketball Tournament Event Processes	5.0	Jan-23	0.0	50.0	50.0	100%	3	38.0	12.0		In Progress
<b>Total Planned Audit Hours:</b>					<b>1050.0</b>	<b>1050.0</b>	<b>0.0</b>			<b>636.5</b>	<b>413.5</b>		
<b>Functional Areas:</b>			<b>Audit Types:</b>			<b>Status:</b>							
AD - Advancement			R - Required			Scheduled							
AT - Athletics			A - Risk-Based (Assessed)			In Progress							
AX - Auxiliary			S - Special Request			Completed							
FM - Financial Management			I - Investigation			Removed							
IA - Instruction & Academic Support			P - Project (Ongoing or Recurring)										
IS - Institutional Support			M - Management's Risk Assessment										
IT - Information Technology			C - Consultation										
MC - Marketing and Campus Activities			F - Follow-up Review										
PP - Physical Plant			O - Other										
RS - Research													
SS - Student Services													
FN1 - Reduced Investigation placeholder and added new investigative projects. FN2 - Item in development for audit project most likely to occur in FY 2024. FN3 - Added special requests and removed audits to accommodate.													

Cleveland State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2023  
Revised April 2023

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
IS	C	Management Advisory Services	5.0	Jul-22	100.0	100.0	0.0	0%		105.0	-5.0		In Progress
IS	F	State Audit-Assist Follow-up	5.0	Jul-22	100.0	100.0	0.0	0%		20.0	80.0		In Progress
IS	I	Unscheduled Investigations	5.0	Jul-22	80.0	80.0	0.0	0%		8.0	72.0		In Progress
IS	F	Campus Safety and Physical Security	5.0	Jul-22	20.0	20.0	0.0	0%		26.0	-6.0	Sep-22	Completed
FM	S	YE Procedures FYE 2022	5.0	Jul-22	10.0	10.0	0.0	0%		10.0	0.0	Jul-22	Completed
FM	R	President's Audit-Roane State	5.0	Aug-22	180.0	180.0	0.0	0%		185.0	-5.0	Oct-22	Completed
FM	R	CARES Act/HEERF (Higher Ed Emergency Relief Fund)	5.0	Feb-23	200.0	200.0	0.0	0%		10.0	190.0		In Progress
FM	S	Stipend calculation/awarding procedures	5.0	Feb-23	115.0	115.0	0.0	0%		50.0	65.0		In Progress
AD	S	P-Card Usage Policies in Foundation	5.0	Apr-23	80.0	0.0	-80.0	-100%	1	0.0	0.0		Removed
FM	R	NACHA 2023 Audit	5.0	Dec-22	90.0	90.0	0.0	0%		52.0	38.0	Jan-23	Completed
SS	S	VA Audit 2023	5.0	May-23	75.0	75.0	0.0	0%		0.0	75.0		Scheduled
IS	R	QAR Self-Review	5.0	Dec-22	0.0	70.0	70.0	100%	2	80.0	-10.0	Jan-23	Completed
<b>Total Planned Audit Hours:</b>					<b>1050.0</b>	<b>1040.0</b>	<b>-10.0</b>			<b>546.0</b>	<b>494.0</b>		

**Functional Areas:**

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

**Audit Types:**

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

**Status:**

Scheduled  
In Progress  
Completed  
Removed

FN1- This audit was requested by the former president; current president requested it to be removed from the audit plan.

FN2- Campus Internal Auditor was new to the position and was unaware to plan for time for the QAR process when the initial audit plan was drafted.

**Columbia State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2023  
Revised April 2023**

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
FM	R	State Audit Year End Work	5.0	May-23	22.5	22.5	0.0	0%		1.9	20.7		In Progress
FM	R	HERF Reporting	5.0	Apr-23	150.0	75.0	-75.0	-50%	1	87.4	-12.4	Feb-23	Complete
FM	R	Complete College Tennessee Act - Element	5.0	Oct-22	150.0	0.0	-150.0	-100%	4	0.0	0.0		Removed
IT	F	GLBA Outcome Follow-up	5.0	Oct-22	37.5	52.0	14.5	39%		17.9	34.1		In Progress
IA	F	WF/CE IA Engagement Follow-up	5.0	Sep-22	37.5	8.5	-29.0	-77%		8.4	0.1	Dec-22	Complete
SS	F	Financial Aid IA Engagement FU	5.0	Aug-22	22.5	20.5	-2.0	-9%		8.6	12.0	Jan-23	Complete
SS	F	Veterans Affairs FU	5.0	PY	10.0	42.0	32.0	320%	2	42.0	0.1	Nov-22	Complete
SS	F	Financial Aid Peer Review FU	5.0	Feb-23	150.0	150.0	0.0	0%			150.0	23-Jan	Complete
FM	M	Review Management's Risk Assessment	5.0	Nov-22	22.5	22.5	0.0	0%		0.5	22.0		In Progress
IS	O	5 Year Quality Assurance Review	5.0	Oct-22	75.0	15.0	-60.0	-80%	6	12.8	2.3	Dec-22	Complete
MC	C	Privacy Policy & Language Compliance Check	4.0	PY	37.5	37.5	0.0	0%		8.8	28.7		Scheduled
SS	C	Business Process Review: Records	4.0	PY	50.0	75.0	25.0	50%		14.9	60.1		In Progress
SS	C	PPA Compliance Check	3.6	PY	22.5	0.0	-22.5	-100%	6	1.3	-1.3		Removed
IS	C	Records Retention	3.3	Aug-22	22.5	22.5	0.0	0%		0.0	22.5		
IS	F	Engagement Follow-up/Monitoring		Aug-22	15.0	15.0	0.0	0%		2.7	12.3	Jan-23	Complete
IS	P	IA Data Analytics	1.2	Sep-22	75.0	125.0	50.0	67%		0.0	125.0		
IS	C	Informal Consulting		Aug-22	150.0	300.0	150.0	100%	3	204.7	95.3		In Progress
SS	C	DoD Compliance Review	5.0	PY	0.0	7.0	7.0	100%	2	7.2	-0.2	Oct-22	Complete
SS	S	TCAT-Hohenwald - Veterans Affairs		Feb-23	0.0	60.0	60.0	100%	5	46.1	14.0		In Progress
<b>Total Planned Audit Hours:</b>						1050.0	1050.0	<b>0.0</b>		464.8	585.2		

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

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

**Status:**  
 Scheduled  
 In Progress  
 Completed  
 Removed

- 1 Name Change from Cares Review to HERF Reporting
- 2 Project delays
- 3 value added partnerships
- 4 Removed by SWIA - Rescheduled to 2024
- 5 TBR SWIA Assigned January 2023
- 6 Unused hours moved to support other projects

Dyersburg State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2023  
Revised April 2023

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
SS	R	CCTA Funding Formula		Jan-22	90.0	0.0	-90.0	-100%	(1)	0.0	0.0		Removed
FM	R	Year End Bank Confirmations		Jun-22	30.0	30.0	0.0	0%		4.0	26.0		In Progress
IS	P	PII Review		Jul-22	75.0	75.0	0.0	0%		46.0	29.0		In Progress
IS	C	General Consultation		Jul-22	75.0	75.0	0.0	0%		52.0	23.0		In Progress
IS	A	Human Resources		Jul-22	40.0	60.0	20.0	50%		37.0	23.0		In Progress
PP	A	Building Security and Key Control		May-23	80.0	80.0	0.0	0%		0.0	80.0		Scheduled
IS	M	Risk Assessment		Oct-22	70.0	70.0	0.0	0%		29.0	41.0		In Progress
AT	A	Athletic Camps, Clinics, Fundraising and Scholarships		Nov-22	40.0	0.0	-40.0	-100%	(2)	0.0	0.0		Removed
IS	P	QAR External Review		Aug-22	120.0	120.0	0.0	0%		125.0	-5.0	Jan-23	Completed
IS	F	Follow-up Audits		Jul-22	75.0	75.0	0.0	0%		42.0	33.0		In Progress
FM	A	Records Mgmt and Retention		Sep-22	40.0	0.0	-40.0	-100%	(3)	0.0	0.0		Removed
IS	I	Unscheduled Investigations		Jul-22	75.0	0.0	-75.0	-100%		0.0	0.0		Removed
FM	R	HERFF Funding/Cares Act		Nov-22	130.0	130.0	0.0	0%		52.0	78.0		In Progress
FM	A	Payroll and Payroll Deductions		Mar-22	110.0	0.0	-110.0	-100%	(4)	0.0	0.0		Removed
SS	R	TCAT VA Benefits Audit		Jun-23	0.0	90.0	90.0	100%	(5)	0.0	90.0		Scheduled
AT	I	INV 23-01- Athletic Housing Conflict of Interest		Dec-22	0.0	245.0	245.0	100%		389.0	-144.0	Feb-23	Completed
		<b>Total:</b>			<b>1050.0</b>	<b>1050.0</b>	<b>0.0</b>			<b>776.0</b>	<b>274.0</b>		

**Functional Areas:**

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

**Audit Types:**

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

**Status:**

Scheduled  
 In Progress  
 Completed  
 Removed

**Footnotes:**

- (1) Removed per TBR SWIA. To be performed in FY2024.  
 (2) Removed due to additional hours spent on investigations.  
 (3) Removed due to additional hours spent on investigations.  
 (4) Removed due to addition of TCAT VA Benefits audit.  
 (5) Added by SWIA.

**Jackson State Community College**  
**Internal Audit Plan**  
**Fiscal Year Ending June 30, 2023**  
**Revised April 2023**

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
IA	R	CCTA Element Audit- Completion		In Progress	60.0	15.0	-45.0	-75%			15.0		Scheduled
IS	R	CARES Act		March 2023	125.0	125.0	0.0	0%			12.0	113.0	Scheduled
IS	R	CCTA Element Audit		January 2023	125.0	0.0	-125.0	-100%			0.0		Removed
IS	R	Quality Assurance Review (QAR)		September 2022	75.0	60.0	-15.0	-20%	1		60.0	0.0	1/6/2023 Completed
IS	R	TCAT Veterans Affairs Audit - Jackson/Whiteville		January 2023	0.0	18.5	18.5	0%	1		18.5	0.0	In Progress
IS	S	President's Expense - DSCC		August 2022	125.0	241.0	116.0	93%	1		241.0	0.0	10/25/2022 Completed
FM	F	Payroll Follow up		In Progress	50.0	60.0	10.0	20%	1		60.0	0.0	11/30/2022 Completed
SS	F	Inv 18-03 Follow up		In Progress	50.0	25.0	-25.0	-50%				25.0	6/30/2022 Completed
AT	F	Inv 19-01 Follow up		In Progress	75.0	50.0	-25.0	-33%			5.5	44.5	In Progress
AD	F	Foundation Follow up		November 2022	75.0	50.0	-25.0	-33%			39.0	11.0	8/8/2022 Completed
IA	F	CCTA Element Audit -Completion Follow up		March 2023	50.0	0.0	-50.0	-100%				0.0	Removed
IS	F	Veterans Affairs Follow up		February 2023	50.0	50.0	0.0	0%			1.0	49.0	In Progress
IS	M	Risk Assessment		November 2022	50.0	50.0	0.0	0%			6.5	43.5	Scheduled
FM	R	Year-end Procedures		June 2023	40.0	40.0	0.0	0%				40.0	Scheduled
IS	C	General Consultation		As needed	50.0	240.5	190.5	381%	1		262.0	-21.5	Scheduled
IS	I	Unscheduled Investigations and Special Requests		As needed	50.0	25.0	-25.0	-50%				25.0	Scheduled
<b>Total Planned Audit Hours:</b>					<b>1050.0</b>	<b>1050.0</b>	<b>0.0</b>				<b>705.5</b>	<b>344.5</b>	

**Functional Areas:**

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

**Audit Types:**

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

**Status:**

Scheduled  
 In Progress  
 Completed  
 Removed

FN1: Available hours reduced from QAR (-15), TCAT Veterans Affairs Audit (81.5), President's Expense Audit -DSCC (-34), Payroll Follow up (-15) to support hours needed for General Consultation (+145.5)

**Motlow State Community College**  
**Internal Audit Plan**  
**Fiscal Year Ending June 30, 2023**  
**Revised February 2023**

Note: Plan has not been updated due to vacant Auditor position at MSCC.

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
FM	A	Procurement Card/Continuous Monitoring		Aug-22	125.0	10.0	-115.0	-92%	2	10.5	-0.5		Removed
AT	A	Athletics/Cash Handling Audit	4.9	Jan-23	60.0	70.0	10.0	17%	3	2.3	67.7		In Progress
FM	R	CARES Funding		Apr-23	125.0	100.0	-25.0	-20%			100.0		Scheduled
IS	R	CCTA Completion		Jul-22	40.0	40.0	0.0	0%		5.0	35.0		In Progress
IS	R	CCTA Element Audit		Mar-23	75.0	0.0	-75.0	-100%	4		0.0		Removed
IS	R	Veterans Affairs Audit		Jul-22	0.0	13.0	13.0	100%		13.0	0.0	Jul-22	Completed
IA	M	Risk Assessment		Mar-23	30.0	30.0	0.0	0%			30.0		Scheduled
IA	F	Follow Up Workforce Development #2		Jul-22	40.0	70.0	30.0	75%		49.6	20.4		In Progress
AT	F	Follow Up INV 1604		Apr-23	50.0	40.0	-10.0	-20%			40.0		Scheduled
SS	F	Follow Up INV 1801		Apr-23	40.0	40.0	0.0	0%			40.0		Scheduled
AT	F	Follow Up INV 1802		Jul-22	35.0	35.0	0.0	0%		5.5	29.5		In Progress
FM	F	Follow Up Access and Diversity #3		Jul-22	40.0	35.0	-5.0	-13%		34.8	0.2	Aug-22	Completed
FM	C	General Consultation		Jul-22	50.0	70.0	20.0	40%		64.8	5.2		In Progress
FM	R	State Audit Assistance - Yr End		Jul-22	20.0	20.0	0.0	0%			20.0		In Progress
IS	I	Unscheduled Investigations		Jul-22	50.0	50.0	0.0	0%		42.6	7.4		In Progress
FM	R	Other Internal Audit Follow Up		Jul-22	0.0	50.0	50.0	100%		43.9	6.1		In Progress
IS	R	Quality Assurance Review		Jul-22	75.0	50.0	-25.0	-33%		19.3	30.7		In Progress
FM	F	Follow Up Access and Diversity #4		Nov-22	40.0	40.0	0.0	0%		9.0	31.0		In Progress
IS	A	Human Resources (Outprocessing/Access)	4.8	Nov-22	50.0	57.0	7.0	14%		8.3	48.7		In Progress
FM	A	Clearing House Audit	4.8	Sep-22	75.0	0.0	-75.0	-100%	1	5.0	-5.0		Removed
SS	A	Student Activity Fees Audit	5.0	Sep-22	0.0	125.0	125.0	100%	2	84.7	40.3		In Progress
MC	S	External Affairs Consulting Engagement		Oct-22	0.0	45.0	45.0	100%	1	37.4	7.6		In Progress
FM	A	Cash Handling Audit	4.7	Dec-22	0.0	0.0	0.0	100%	3		0.0		Removed
IS	R	Veterans Affairs Follow Up		Oct-22	0.0	30.0	30.0	100%	1	11.5	18.5		In Progress
<b>Total Planned Audit Hours:</b>					<b>1020.0</b>	<b>1020.0</b>	<b>0.0</b>			<b>447.2</b>	<b>572.8</b>		

**Functional Areas:**

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

**Audit Types:**

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

**Status:**

Scheduled  
In Progress  
Completed  
Removed

The Internal Auditor submitted a resignation 2/8/23 with a last day of 3/8/23. Revised Audit Plan and notes provide an update as to current engagements.

FN 1 Engagements and budgeted time were revised due to increased effort required to conduct follow up reviews and new engagements from assessed risks and management requests.

FN 2 Additional time added for the Student Activity Fees Audit from the Procurement Card/Continuous Monitoring project.

FN 3 Cash Handling Audit time was combined with the Athletics Audit as this is an identified risk for this area.

FN 4 CCTA Element Audit is no longer a required audit from TBR SWIA this fiscal year. It has been removed from the plan.



Nashville State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2023  
Revised April 2023

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
IA	R	CCTA Element	3.4	TBD	150.0	0.0	-150.0	-100%	2	0.0	0.0		Removed
FM	R	CARES Act	3.7	Mar-23	150.0	150.0	0.0	0%		30.0	120.0		In Progress
IS	R	QAR Self-Assessment	3.4	Oct-22	150.0	150.0	0.0	0%		150.0	0.0	Jan-23	Completed
IS	C	Internal Control Awareness	3.0	Aug-22	150.0	150.0	0.0	0%		100.0	50.0		In Progress
FM	F	State Audit Follow Up	3.3	Sep-22	50.0	0.0	-50.0	-100%	1	0.0	0.0		Removed
IS	C	Consulting Activities	3.0	As Needed	150.0	150.0	0.0	0%		100.0	50.0		In Progress
IS	F	Physical Security / Campus Safety Follow Up	4.4	Feb-23	150.0	150.0	0.0	0%		50.0	100.0		In Progress
FM	A	Travel	3.5	Jan-23	100.0	100.0	0.0	0%		40.0	60.0		In Progress
<b>Total Planned Audit Hours:</b>					<b>1050.0</b>	<b>850.0</b>	<b>-200.0</b>			<b>470.0</b>	<b>380.0</b>		

**Functional Areas:**

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

**Audit Types:**

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

**Status:**

Scheduled  
 In Progress  
 Completed  
 Removed

FN1 Removed due to no state audit findings.  
 FN2 Audit moved to next fiscal year

**Northeast State Community College**  
**Internal Audit Plan**  
**Fiscal Year Ending June 30, 2023**  
**Revised April 2023**

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
FM	R	HEERF	5.0	Aug-22	100.0	100.0	0.0	0%		36.0	64.0		In Progress
FM	R	Walters State President Expense Audit	5.0	Aug-22	100.0	100.0	0.0	0%		104.0	-4.0	Oct-22	Completed
IS	P	QAR Self-Assessment	5.0	Aug-22	100.0	100.0	0.0	0%		105.0	-5.0	Feb-23	Completed
FM	R	State Audit Follow-Up Audits	5.0	Oct-22	100.0	100.0	0.0	0%		83.0	17.0		In Progress
SS	R	Complete College Tennessee Act Element	5.0	Jan-23	100.0	0.0	-100.0	-100%	2	0.0	0.0		Removed
FM	S	HEERF I Student Distributions Audit	5.0	Jul-22	20.0	20.0	0.0	0%		21.5	-1.5	Dec-22	Completed
FM	S	HEERF II Student Distributions Audit	5.0	Jul-22	40.0	40.0	0.0	0%		30.0	10.0		In Progress
FM	S	HEERF III Student Distributions Audit	5.0	Jul-22	40.0	40.0	0.0	0%		24.5	15.5		In Progress
IS	S	Attendance Reporting	5.0	Jul-22	75.0	75.0	0.0	0%		26.5	48.5		In Progress
IS	I	Developing Investigations-Assist TBR	5.0	Jul-22	30.0	130.0	100.0	333%	1	104.0	26.0		In Progress
IS	I	Unscheduled Investigations	5.0	Jul-22	30.0	30.0	0.0	0%			30.0		Scheduled
FM	R	State Audit Assistance - Year End	5.0	May-23	30.0	30.0	0.0	0%			30.0		Scheduled
IS	S	Special Requests and Projects	5.0	Jul-22	100.0	100.0	0.0	0%		89.0	11.0		In Progress
IS	F	Other Audit Follow-Up	5.0	Jul-22	50.0	50.0	0.0	0%		47.0	3.0		In Progress
IS	M	Risk Assessment	5.0	Oct-22	35.0	35.0	0.0	0%		2.5	32.5		In Progress
IS	C	Management Advisory Services	5.0	Jul-22	100.0	100.0	0.0	0%		95.5	4.5		In Progress
<b>Total Planned Audit Hours:</b>					<b>1050.0</b>	<b>1050.0</b>	<b>0.0</b>			<b>768.5</b>	<b>281.5</b>		

**Functional Areas:**

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

**Audit Types:**

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

**Status:**

Scheduled  
In Progress  
Completed  
Removed

1. Assisted TBR SWIA Investigation at another TBR institution- hours moved from Complete College Tennessee Act project
2. Rescheduled for FY 2024. Hours moved to Developing Investigations- Assist TBR

**Pellissippi State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2023  
Revised April 2023**

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
IS	R	Cares Act Funding	5.0	Jan-23	150.0	150.0	0.0	0%		47.0	103.0		In Progress
FM	R	Year End Inventory & Cash Counts	5.0	Jul-22	30.0	30.0	0.0	0%		2.0	28.0		In Progress
IS	R	Funding Formula	5.0	Mar-23	112.5	0.0	-112.5	-100%	1	0.0	0.0		Removed
IS	R	Quality Assurance Self Assessment	5.0	Oct-22	112.5	112.5	0.0	0%		79.5	33.0	Feb-23	Completed
FM	F	Audit Follow-Ups	5.0	Jul-22	30.0	30.0	0.0	0%		19.0	11.0		In Progress
IS	M	Risk Assessment	5.0	Nov-22	22.5	60.0	37.5	167%	2	14.5	45.5		In Progress
IA	S	Faculty Credentials	5.0	Oct-22	150.0	150.0	0.0	0%		145.0	5.0	Feb-23	Completed
IA	S	Review of Compliance Assist	5.0	Apr-23	52.5	52.5	0.0	0%		0.0	52.5		Scheduled
AD	C	Advancement Management Advisory Services, Consultation, etc.	5.0	Jul-22	22.5	22.5	0.0	0%		17.5	5.0		In Progress
FM	C	Finance Management Advisory Services, Consultation, etc.	5.0	Jul-22	22.5	22.5	0.0	0%		13.0	9.5		In Progress
IS	C	Institutional Support Management Advisory Services, Consultation, etc.	5.0	Jul-22	75.0	75.0	0.0	0%		13.0	62.0		In Progress
IS	I	Unscheduled Investigations and Special Requests	5.0	Jul-22	37.5	37.5	0.0	0%		0.0	37.5		Scheduled
IT	C	IT Audit Management Advisory Service - Phishing Campaign & Building Security Review	5.0	Jul-22	150.0	150.0	0.0	0%		66.5	83.5		In Progress
IT	C	IT Audit Management Advisory Service - General Security Review	5.0	Jul-22	150.0	150.0	0.0	0%		91.5	58.5		In Progress
IT	C	IT Audit Management Advisory Service - PCI & ACH Review	5.0	Jul-22	150.0	150.0	0.0	0%		99.5	50.5		In Progress
IT	A	Vulnerability Assessment - College Website Server	4.05	Jul-22	150.0	172.5	22.5	15%		165.0	7.5	Sep-22	Completed
<b>Total Planned Audit Hours:</b>					<b>1417.5</b>	<b>1365.0</b>	<b>-52.5</b>			<b>773.0</b>	<b>592.0</b>		

**Functional Areas:**

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

**Audit Types:**

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

**Status:**

- Scheduled
- In Progress
- Completed
- Removed

**FN1** - The Board of Regents made a decision to not make this a required audit in FY23 so this audit was removed from the audit plan.

**FN2** - Hours were increased because I was hired as the Intermin Director October of 2022 and this is the first time I had been involved in the risk assessment process. Additionally, the board requested information related to the risk mitigation inventory and this was not included in the original audit plan.

**Roane State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2023  
Revised April 2023**

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
AD	R	CCTA	5.0	Jan-23	65.0	0.0	-65.0	-100%	6		0.0		Removed
FM	R	Year End Cash Counts	5.0	May-23	35.0	30.0	-5.0	-14%		10.0	20.0		In Progress
IS	M	Enterprise Risk Assessment	5.0	Aug-22	75.0	60.0	-15.0	-20%	7	51.3	8.8		In Progress
FM	A	Grants	3.6	Aug-22	75.0	75.0	0.0	0%		55.0	20.0		In Progress
FM	R	CARES Act (HERRF)	5.0	Jan-22	75.0	50.0	-25.0	-33%	7	30.0	20.0		In Progress
IS	A	Sick Leave Bank	3.5	Jul-22	50.0	50.0	0.0	0%		38.0	12.0		In Progress
FM	F	State Audit Follow-up	5.0	Jul-22	75.0	70.0	-5.0	-7%		45.0	25.0		In Progress
FM	F	IAR Audit Follow-up	5.0	Jul-22	75.0	25.0	-50.0	-67%	1	18.0	7.0		In Progress
FM	I	Unscheduled Investigations	5.0	Jul-22	90.0	30.0	-60.0	-67%	3	25.0	5.0		In Progress
IS	C	Management Advisory Services	5.0	Jul-22	142.5	142.5	0.0	0%		92.3	50.3		In Progress
AX	S	Foundation - Restricted Funds	4.7	Jul-22	60.0	60.0	0.0	0%		40.0	20.0		In Progress
IA	S	Nursing Program Review	4.9	Jul-22	55.0	50.0	-5.0	-9%		41.0	9.0		In Progress
PP	A	Police/Safety Equipment Inventory	3.1	Jul-22	22.5	20.5	-2.0	-9%		6.5	14.0		In Progress
FM	A	Equipment Inventory & Tagging	3.7	Jan-23	45.0	0.0	-45.0	-100%	2	0.0	0.0		Removed
IS	R	Campus Safety & Security	5.0	Jul-22	10.0	10.0	0.0	0%		2.0	8.0		In Progress
AD	R	CCTA - Graduation	5.0	Jul-22	25.0	25.0	0.0	0%		15.8	9.3		In Progress
IS	R	QAR - Self Assessment and External	5.0	Jul-22	75.0	62.0	-13.0	-17%		61.3	0.8	Jan-23	Completed
IA	R	Release Time/Workload IAR Follow-up	5.0	Jul-22	0.0	50.0	50.0	100%	1	42.5	7.5		In Progress
FM	S	Adjuncts Having More than 1 Position at RSCC	5.0	Nov-22	0.0	50.0	50.0	100%	4	41.0	9.0		In Progress
SS	R	VA - TCAT Harriman	5.0	Feb-23	0.0	30.0	30.0	100%	5	22.5	7.5		In Progress
IS	I	INV 23-01	5.0	Feb-23	0.0	110.0	110.0	100%	8	75.0	35.0		In Progress
IS	I	INV 23-02	5.0	Feb-23	0.0	45.0	45.0	100%	8	43.3	1.8		Scheduled
IS	I	INV 23-03	5.0	Apr-23	0.0	5.0	5.0	100%	8	0.0	5.0	Apr-23	Completed
<b>Total Planned Audit Hours:</b>					<b>1050.0</b>	<b>1050.0</b>	<b>0.0</b>			<b>755.3</b>	<b>294.8</b>		

**Functional Areas:**

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

**Audit Types:**

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

**Status:**

- Scheduled
- In Progress
- Completed
- Removed

- FN1- Reduced IAR Follow-up due to adding Release Time/Workload Follow-up IAR Follow-up audit
- FN2- Removed Equipment Inventory & Tagging due to added audits and investigations
- FN3- Revised Unscheduled Audits downward due to added audits and investigations
- FN4- Audit added due to concerns about adjuncts having more than one position and their pay
- FN5- Audit assigned during FY23
- FN6- Audit removed by SWIA
- FN7- Revised due to other audit work
- FN8- Added Investigations

Southwest Tennessee Community College Internal Audit Plan Fiscal Year Ending June 30, 2023 Revised April 2023													
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
SS	S	Out of State Tuition		Aug-22	97.5	66.5	(31.0)	-32%			66.5		Scheduled
FM	S	Review of Driver License		Jul-22	25.0	25.0	0.0	0%			25.0		Scheduled
IA	P	Review of Medical Programs with Special Admission Process		Mar-23	97.5	137.5	40.0	41%		123.5	14.0	Sep-22	Completed
FM	R	CARES		Feb-23	97.5	57.5	(40.0)	-41%		2.0	55.5		In Progress
FM	A	Capitalized Equipment		Apr-23	97.0	51.5	(45.5)	-47%		21.5	30.0		In Progress
FM	P	QAR		Jun-22	55.0	86.0	31.0	56%		86.0	0.0		In Progress
FM	A	Cash Count		May-23	30.0	30.0	0.0	0%		13.0	17.0		In Progress
AT	A	Athletic General Compliance		Jan-23	52.0	52.0	0.0	0%			52.0		Scheduled
FM	E	Inv 20-3 Investigation Clubs		Nov-22	25.0	112.0	87.0	348%		112.0	0.0	Mar-23	Completed
IS	A	Risk Management		Dec-22	50.0	50.0	0.0	0%		10.5	39.5		In Progress
IS	F	FU-Campus Safety		Sep-22	47.0	22.0	(25.0)	-53%			22.0		Scheduled
IT	F	FU-State Audit		Oct-22	30.0	42.0	12.0	40%		42.0	0.0	Jan-23	Completed
FM	S	FU-Review Ghost Employee		Nov-22	50.0	75.0	25.0	50%		67.0	8.0	Oct-22	Completed
SS	R	FU Veteran's Affairs Benefit		Jul-22	25.0	55.0	30.0	120%		53.5	1.5	Nov-22	Completed
FM	P	ACM-Audit Software		Jul-22	75.0	90.5	15.5	21%		90.5	0.0		In Progress
SS	C	IAR-General Consultant		Jul-22	97.0	88.0	(9.0)	-9%		88.0	0.0		In Progress
FM	I	Unscheduled Investigation		Jul-22	97.0	7.0	(90.0)	-93%		5.0	2.0		Scheduled
<b>Total Planned Audit Hours:</b>					<b>1047.5</b>	<b>1047.5</b>	<b>0.0</b>			<b>714.5</b>	<b>333.0</b>		
<b>Functional Areas:</b>			<b>Audit Types:</b>			<b>Status:</b>							
AD - Advancement			R - Required			Scheduled							
AT - Athletics			A - Risk-Based (Assessed)			In Progress							
AX - Auxiliary			S - Special Request			Completed							
FM - Financial Management			I - Investigation			Removed							
IA - Instruction & Academic Support			P - Project (Ongoing or Recurring)										
IS - Institutional Support			M - Management's Risk Assessment										
IT - Information Technology			C - Consultation										
MC - Marketing and Campus Activities			F - Follow-up Review										
PP - Physical Plant			O - Other										
RS - Research													
SS - Student Services													

**Volunteer State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2023  
Revised April 2023**

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
SS	R	CCTA Funding Formula	8.3	Apr-23	175.0	0.0	-175.0	-100%	(1)	0.0	0.0		Removed
FM	R	President's Expense Reporting	6.0	Aug-22	175.0	175.0	0.0	0%		190.5	-15.5	10/25/2022	Completed
FM	R	State Audit Year-End Work	5.0	May-23	40.0	40.0	0.0	0%		13.0	27.0		Scheduled
IS	F	Follow-Up Activities	5.0	Jul-22	50.0	50.0	0.0	0%		40.5	9.5		In Progress
IS	C	General Consultation	5.0	Jul-22	100.0	125.0	25.0	25%		93.0	32.0		In Progress
IS	P	IIA QAIP Self Assessment	5.0	Jul-22	100.0	175.0	75.0	75%	(2)	146.5	28.5		In Progress
IS	M	Management Risk Assessment	5.0	Oct-22	125.0	125.0	0.0	0%		17.0	108.0		In Progress
IS	I	Unscheduled Investigations	5.0	Jul-22	40.0	40.0	0.0	0%		3.0	37.0		In Progress
IS	R	CARES Act	5.0	Feb-23	175.0	175.0	0.0	0%		52.5	122.5		In Progress
<b>Total Planned Audit Hours:</b>					<b>980.0</b>	<b>905.0</b>	<b>-75.0</b>			<b>556.0</b>	<b>349.0</b>		

**Functional Areas:**

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

**Audit Types:**

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

**Status:**

- Scheduled
- In Progress
- Completed
- Removed

Footnote (1): Audit rescheduled for FY 2024 by SWIA.

Footnote (2): Increase time budget to prepare supporting documentation for external review.

**Walters State Community College  
Internal Audit Plan  
Fiscal Year Ending June 30, 2023  
Revised April 2023**

							Revised to Original			Planned to Actual			
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
IS	C	Management Advisory Services/Consulting	5.0	Jul-22	50.0	165.0	115.0	230%		136.0	29.0		In Progress
FM	F	State Audit Assist/Follow-up	5.0	Sep-22	12.0	12.0	0.0	0%		4.0	8.0	Jul-22	Completed
IS	R	IAR-CARES Act HEERF 2023	5.0	Mar-23	40.0	60.0	20.0	50%		20.0	40.0		In Progress
FM	R	WSCC Risk Assessment T/B/A	5.0	May-23	37.5	0.0	-37.5	-100%	1	0.0	0.0		Removed
FM	R	WSCC Enterprise-wide Risk Assessment	5.0	May-23	7.5	45.0	37.5	500%	1	19.5	25.5		In Progress
IS	M	WSCC IET and Fin Aid Risk Assessments	5.0	Dec-22	37.5	37.5	0.0	0%		29.5	8.0	Aug-22	Completed
SS	R	IAR-CCTA-T/B/D	5.0	Mar-23	105.0	0.0	-105.0	-100%	2	0.0	0.0		Removed
FM	S	YE Procedures FYE 2022	5.0	Jul-22	22.5	22.5	0.0	0%		11.0	11.5	Jul-22	Completed
FM	S	YE Procedures FYE 2023	5.0	Jun-23	22.5	33.0	10.5	47%		0.0	33.0		Scheduled
IT	S	IAR-NACHA-2022	5.0	Oct-22	75.5	95.0	19.5	26%		70.0	25.0		In Progress
IS	S	Unscheduled Investigations	5.0	Jul-22	105.0	105.0	0.0	0%		22.5	82.5		In Progress
IS	R	QAR Self-Assessment	5.0	Sep-22	75.0	75.0	0.0	0%		75.0	0.0	Jan-23	Completed
FM	C	Business Continuity Planning	5.0	Jul-22	225.0	275.0	50.0	22%		221.5	53.5		In Progress
IT	M	IT Governance	5.0	Jul-22	75.0	0.0	-75.0	-100%	3	0.0	0.0		Removed
FM	M	Accounts Receivable	5.0	Jul-22	65.0	0.0	-65.0	-100%	4	0.0	0.0		Removed
IA	C	Faculty Workload Reports	5.0	Jul-22	75.0	75.0	0.0	0%		75.0	0.0		In Progress
SS	F	Veterans Affairs Benefits	5.0	Sep-22	20.0	50.0	30.0	150%		15.0	35.0		In Progress
<b>Total Planned Audit Hours:</b>					<b>1050.0</b>	<b>1050.0</b>	<b>0.0</b>			<b>699.0</b>	<b>351.0</b>		

**Functional Areas:**

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

**Audit Types:**

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

**Status:**

- Scheduled
- In Progress
- Completed
- Removed

- 1 - Combined into a single Enterprise-wide Risk Assessment
- 2 - Deferred into next fiscal year
- 3 - Determined to be unnecessary due to completion of Information Systems Audit by TBR SWIA
- 4 - Determined to be unnecessary to lack of findings by State Audit

TCAT Internal Audit Plan Fiscal Year Ending June 30, 2023 Revised April 2023													
						Revised to Original			Planned to Actual				
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Change in Hours	Change in Percentage	FN	Actual Hours	Variance	Completion Date	Current Status
FM	R	FY 23 Risk Assessment	NA	Oct-22	200.0	22.5	-177.5	-89%	2	15.0	7.5		In Progress
FM	C	FY 23 TCAT Consultation	NA	Jul-22	250.0	315.0	65.0	26%	2	266.0	49.0		In Progress
FM	C	FY 23 TCAT Year End Procedures	NA	Jul-22	50.0	50.0	0.0	0%		23.5	26.5		In Progress
FM	C	FY 23 Audit Program	NA	Jul-22	75.0	75.0	0.0	0%		74.0	1.0		In Progress
FM	A	FY 23 TCAT Memphis Controls Review	5.0	Sep-22	75.0	75.0	0.0	0%		15.0	60.0		In Progress
FM	A	FY 23 TCAT McMinnville Controls Review	5.0	Jul-22	37.5	75.0	37.5	100%		15.0	60.0		In Progress
FM	R	FY 23 Oneida VA Audit	4.7	Jul-22	75.0	75.0	0.0	0%		22.5	52.5		In Progress
FM	R	FY 23 Jacksboro VA Audit	4.7	Aug-22	75.0	7.5	-75.0	-100%	1	7.5	0.0		Removed
FM	R	FY 21 TCAT Nashville President's Expense	4.6	Jan-23	75.0	75.0	0.0	0%		75.0	0.0	22-Sep	Completed
FM	A	FY 21 TCAT Oneida President's Expense	2.6	Jan-23	37.5	37.5	0.0	0%		37.5	0.0	22-Dec	Completed
FM	R	FY 21 TCAT Jackson/Whiteville President's Expense	3.7	Oct-22	75.0	75.0	0.0	0%		75.0	0.0	Jan-23	Completed
FM	R	FY 21 TCAT Ripley President's Expense	2.7	Oct-22	37.5	37.5	0.0	0%		45.0	-7.5	Jul-22	Completed
FM	R	FY 22 TCAT Chattanooga President's Expense	1.3	Feb-23	75.0	100.0	25.0	33%	2	95.0	5.0	23-Apr	Completed
FM	R	FY 21 Cosmetology Controls Review	1.3	Jul-22	75.0	100.0	25.0	33%	2	75.0	25.0		In Progress
FM	I	INV 23-07: FY 23 Memphis	1.3	Apr-23	0.0	100.0	100.0	100%	2	0.0	100.0		In Progress
<b>Total Planned Audit Hours:</b>					<b>1212.5</b>	<b>1120.0</b>	<b>0.0</b>			<b>841.0</b>	<b>279.0</b>		
<b>Functional Areas:</b> AD - Advancement AT - Athletics AX - Auxiliary FM - Financial Management IA - Instruction & Academic Support IS - Institutional Support IT - Information Technology MC - Marketing and Campus Activities PP - Physical Plant RS - Research SS - Student Services			<b>Audit Types:</b> R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation P - Project (Ongoing or Recurring) M - Management's Risk Assessment C - Consultation F - Follow-up Review O - Other			<b>Status:</b> Scheduled In Progress Completed Removed							
FN1 Audit was removed since audit was scheduled by another Agency FN2 Audit hours were re-assigned to other projects due to timing and personnel changes													



Tennessee Board of Regents-System Office Internal Audit Plan Fiscal Year Ending June 30, 2023 Revised April 2023													
Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
SS	R	VA Audit-TCAT-TCAT McKenzie		Oct-22	75.0	75.0	0.0	0%		65.0	10.0		In Progress
SS	R	VA Audit-TCAT-TCAT TBD		Nov-22	75.0	75.0	0.0	0%		0.0	75.0		Scheduled
FM	R	State Audit Follow Up FY 2020 and 2021		Oct-22	45.0	15.0	-30.0	-67%	1	0.0	15.0		Scheduled
FM	S	Cash Disbursements		Nov-22	150.0	0.0	-150.0	-100%	5	0.0	0.0		Removed
IS	R	Internal Quality Assurance Review		Jan-23	30.0	30.0	0.0	0%		30.0	0.0	Jan-23	Completed
IS	C	TBR Website Content review		Feb-23	225.0	150.0	-75.0	-33%	2	35.0	115.0		In Progress
FM	S	Tn eCampus		Mar-23	150.0	150.0	0.0	0%		0.0	150.0		Scheduled
FM	R	Audit of President's Expenses-VSCC		Aug-22	75.0	105.0	30.0	40%	3	105.0	0.0	Oct-22	Completed
FM	M	Risk Assessment Activities		Jan-23	0.0	60.0	60.0	100%	4	25.0	35.0		In Progress
IA	I	Complaint-TCAT Crossville		Jan-23	0.0	40.0	40.0	100%	3	30.0	10.0		In Progress
IS	C	General Consultation		Jul-22	200.0	325.0	125.0	63%		275.0	50.0		In Progress
<b>Total Planned Audit Hours:</b>					<b>1025.0</b>	<b>1025.0</b>	<b>0.0</b>			<b>565.0</b>	<b>460.0</b>		
<p><b>Functional Areas:</b>  AD - Advancement  AT - Athletics  AX - Auxiliary  FM - Financial Management  IA - Instruction &amp; Academic Support  IS - Institutional Support  IT - Information Technology  MC - Marketing and Campus Activities  PP - Physical Plant  RS - Research  SS - Student Services</p> <p><b>Audit Types:</b>  R - Required  A - Risk-Based (Assessed)  S - Special Request  I - Investigation  P - Project (Ongoing or Recurring)  M - Management's Risk Assessment  C - Consultation  F - Follow-up Review  O - Other</p> <p><b>Status:</b>  Scheduled  In Progress  Completed  Removed</p> <p>FN1-Adjusted hours due to no findings for TBR System office  FN2-Adjusted hours for website content review. Also changed type to Consulting.  FN3-Adjusted hours due to investigation of complaint.  FN4-Adjusted hours to reflect hours for coordination of risk assessment activities  FN5-Removed/Move to FY 24-due to unplanned investigaton/consultation activities</p>													

**TBR - Investigations  
Internal Audit Plan  
Fiscal Year Ending June 30, 2023  
Revised April 2023**

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
IS	C	Consultation with Campus Auditors		Jul-22	125.0	35.0	-90.0	-72%		22.5	12.5		In Progress
IS	P	Investigation Management		Jul-22	200.0	200.0	0.0	0%		121.5	78.5		In Progress
FM	I	Unscheduled Investigations		Jul-22	400.0	0.0	-400.0	-100%	1	0.0	0.0		Removed
PP	I	INV TBR 21-05		Feb-21	40.0	40.0	0.0	0%		11.5	28.5		In Progress
FM	I	INV TBR 22-03		Sep-21	75.0	75.0	0.0	0%		10.0	65.0		In Progress
IA	I	INV TBR 23-01		Jul-22	22.5	19.0	-3.5	-16%		19.0	0.0	Jul-22	Completed
IA	I	INV TBR 23-02		Aug-22	0.0	211.5	211.5	100%	1	211.5	0.0		In Progress
IA	I	INV TBR 23-03		Sep-22	0.0	150.0	150.0	100%	1	22.5	127.5		In Progress
AT	I	INV TBR 23-04		Dec-22	0.0	75.0	75.0	100%	1	64.5	10.5		In Progress
AT	I	INV TBR 23-05		Dec-22	0.0	38.0	38.0	100%	1	38.0	0.0	Jan-23	Completed
IS	I	INV TBR 23-06		Jan-23	0.0	400.0	400.0	100%	1	304.0	96.0		In Progress
FM	I	INV TBR 23-07		Mar-23	0.0	150.0	150.0	100%	1	37.5	112.5		In Progress
AT	I	INV DSCC 23-01		Oct-22	0.0	134.0	134.0	100%	1	134.0	0.0	Jan-23	Completed
IS	S	Application Data Review		Jul-21	75.0	75.0	0.0	0%		0.0	75.0		In Progress
FM	R	Presidents Expense Audit - VSCC		Sep-21	112.5	0.0	-112.5	-100%	2	0.0	0.0		Removed
<b>Total Planned Audit Hours:</b>					<b>1050.0</b>	<b>1602.5</b>	<b>552.5</b>			<b>996.5</b>	<b>606.0</b>		

**Functional Areas:**

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

**Audit Types:**

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

**Status:**

Scheduled  
 In Progress  
 Completed  
 Removed

FN1- Investigation Added and hours removed from Unscheduled Investigations.  
 FN2- Audit assigned to another auditor.

**TBR - Information Systems  
Internal Audit Plan  
Fiscal Year Ending June 30, 2023  
Revised April 2023**

Area	Type	Audit	Risk Factor	Estimated Audit Start Date	Original Hours Planned	Revised Plan	Revised to Original		FN	Planned to Actual		Completion Date	Current Status
							Change in Hours	Change in Percentage		Actual Hours	Variance		
IT	R	CISCC Information Systems	5.0	Dec-22	150.0	150.0	0.0	0%		282.0	-132.0		In Progress
IT	R	CoSCC Information Systems	5.0	Jul-22	150.0	150.0	0.0	0%		252.5	-102.5	Dec-22	Completed
IT	R	JSCC Information Systems	5.0	Mar-23	150.0	150.0	0.0	0%		53.0	97.0		In Progress
IT	R	PSCC Information Systems	5.0	Oct-22	150.0	150.0	0.0	0%		222.5	-72.5	Oct-22	Completed
IT	R	STCC Information Systems	5.0	Apr-23	150.0	150.0	0.0	0%			150.0		Scheduled
IT	R	TCAT Information Systems	5.0	May-23	150.0	150.0	0.0	0%			150.0		Scheduled
IT	R	TBR System Office	5.0	Jun-23	150.0	150.0	0.0	0%			150.0		Scheduled
<b>Total Planned Audit Hours:</b>					<b>1050.0</b>	<b>1050.0</b>	<b>0.0</b>			<b>810.0</b>	<b>240.0</b>		

**Functional Areas:**

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

**Audit Types:**

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

**Status:**

Scheduled  
 In Progress  
 Completed  
 Removed

**Attachment C**  
**Approved System-wide Internal Audit Budget for FY 2024**

**Tennessee Board of Regents  
Office of System-wide Internal Audit  
Proposed Budget for Fiscal Year 2023-2024**

	<b>FY 2024 Budget</b>		<b>FY 2023 Budget</b>	
	<b>Amount</b>	<b>Percentage</b>	<b>Amount</b>	<b>Percentage</b>
Salaries	596,512	64%	565,215	67%
Employee Benefits	239,004	26%	216,898	26%
<b>Total Salaries and Benefits</b>	<b>835,516</b>	<b>90%</b>	<b>782,113</b>	<b>93%</b>
Travel				
In State Travel	29,000	3%	16,000	2%
Out of State Travel	3,000	0%	5,000	1%
<b>Total Travel</b>	<b>32,000</b>	<b>3%</b>	<b>21,000</b>	<b>3%</b>
<b>Operating Expenses</b>	<b>61,310</b>	<b>7%</b>	<b>32,810</b>	<b>4%</b>
<b>Total Budget</b>	<b>928,826</b>	<b>100%</b>	<b>835,923</b>	<b>100%</b>

## Notes:

Salaries and Benefits includes 6 staff positions for System-wide Internal Audit: Chief Audit Executive, Director of Internal Audit, Investigative Audit Manager, Information Systems Auditor, TCAT Internal Auditor IV, and Administrative Assistant III/Complaints Officer. This amount does not include COLA increases for FY 23-24.

Travel categories include the costs for system office audit staff to travel in state for audits and investigations, meetings, and other business activities. It also includes the costs of out of state travel for training/professional development. These lines also include non-recurring travel reimbursement for External QAR volunteers for Fall 2023.

Operating Expenses include the general operating costs for the system audit office such as copier lease, supplies, computer software, conference registrations, instructors for group training, and consultants for external peer reviews. In FY 2024, a training retreat is planned without the audit staff of the University of Tennessee and TBR will need to cover a majority of the cost. This line also includes a proposed \$42,000 for contractors for assistance with investigations.

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BOARD TRANSMITTAL

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MEETING: Quarterly Board Meeting

SUBJECT: Report of the Regents Award for Excellence in Philanthropy

DATE: June 16, 2023

PRESENTER: Regent Danni Varlan

PRESENTATION REQUIREMENTS: 8 Minutes

ACTION REQUIRED: Informational Purposes

STAFF RECOMMENDATION: Not Applicable

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Recipients of the Regents award for Excellence in Philanthropy are selected based on the generous giving of their time, resources, influence on volunteers to become involved in fundraising, active promotion of higher education, leadership in philanthropy, exceptional civic responsibility, and integrity. The Board will receive a report on the following award presented on November 17, 2022:

**Tipton County Legislature**

Representatives from the Tipton County Legislature accepted the 2022 Regents Award for Excellence in Philanthropy as nominated by Dyersburg State Community College. The award was presented by Regent Nisha Powers at the Dyersburg State Community College campus on November 17, 2022.

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BOARD TRANSMITTAL

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MEETING: Quarterly Board Meeting

SUBJECT: Review and Consider Recommendation for the President of TCAT Jackson

DATE: June 16, 2023

PRESENTER: Chancellor Flora W. Tydings

PRESENTATION REQUIREMENTS: 5 minutes

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Recommend Approval

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The search criteria and process for the next President of TCAT Jackson was approved by the Board at a Special Called Meeting on April 27, 2023. In accordance with TBR Policy 1.03.03.00 on Selection and Retention of Presidents, due to the finding of exceptional circumstances, Mr. Heath McMillian was selected as the sole finalist. An open forum interview took place on Monday, May 22.

After careful consideration of the feedback received, Chancellor Tydings will recommend the next president of TCAT Jackson.

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BOARD TRANSMITTAL

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MEETING: Quarterly Board Meeting

SUBJECT: Review and Consider Criteria for the Next President of  
TCAT Shelbyville

DATE: June 16, 2023

PRESENTER: Chancellor Flora W. Tydings

PRESENTATION  
REQUIREMENTS: 5 minutes

ACTION REQUIRED: Voice Vote

STAFF  
RECOMMENDATION: Recommend Approval

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Due to the retirement of Laura Monks as president of TCAT Shelbyville effective September 1, 2023, search criteria is attached for your approval to recruit for a new president. Upon approval, the position will be posted, and the recruitment process will begin to find the next president of TCAT Shelbyville.



## **President**

### **Tennessee College of Applied Technology – Shelbyville**

The Tennessee Board of Regents invites applications and nominations for the position of President of the Tennessee College of Applied Technology (TCAT) –Shelbyville. The Tennessee College of Applied Technology – Shelbyville is one of the 24 Tennessee’s post-secondary technical colleges and institutions of the College System of Tennessee, governed by the Tennessee Board of Regents. The President is the chief executive officer of the College and reports to the Tennessee Board of Regents through the Chancellor.

The President exercises broad delegated authority with responsibility for all aspects of campus administration. The successful candidate will be a dynamic, innovative, and energetic leader with the experience, vision, skills and integrity required to guide this quality college to higher levels of achievement.

TCAT - Shelbyville served over 720 students in the 2021-2022 academic year. TCAT - Shelbyville has 18 distinct program offerings over 4 campuses including: Administrative Office Technology; Automotive Technology; Computer Aided Design Technology; Criminal Justice: Correctional Officer; Heating, Ventilation, Air Conditioning/Refrigeration; Heating, Ventilation, Air Conditioning/Refrigeration – Part-Time Evenings; Industrial Maintenance Automation; Industrial Maintenance Automation – Part-Time Evenings; Information Technology and Infrastructure Management; Machine Tool Technology; Practical Nursing – Full Time Days ; Practical Nursing – Part Time Evenings; Residential, Commercial, Industrial Electricity; Residential, Commercial, Industrial Electricity – Part-Time Evenings; Supplemental Classes; Truck Driving; and Welding Technology; Welding Technology – Part-Time Evenings.

Shelbyville employs 45 full-time employees and has an annual operating budget of approximately \$5.3 million. TCAT - Shelbyville is accredited by the Council on Occupational Education. Additional information about the college can be found at <https://tcatShelbyville.edu/>.

Required criteria for selection include the following:

- A master’s degree from an accredited institution.

Preferred criteria for selection include, but are not limited to, the following:

- A distinguished record of teaching experience in public higher education or technical education program planning experience.
- A minimum of five years of successful leadership and management experience at the executive level with significant decision-making responsibility for supervision/management, budgets, personnel, and/or programs in a post-secondary and/or technical educational environment.
- A distinguished record of extensive senior level administrative experience in a complex business, industry, or government enterprise.
- Experience in the planning, facilitating, opening and operating new higher education sites.

Expected criteria for selection to include:

- A demonstrated commitment to serving students, faculty and staff of a post-secondary technical college;
- A demonstration of experience with engaging various constituencies and building partnerships;
- Capable of establishing strong community college and K-12 partnerships and relationships;
- A commitment to attracting traditional and non-traditional students into workforce programs (certificates /diplomas) and promoting approaches to enhance their opportunity for success;

- An understanding of and commitment to enhancing student success through focused efforts on retention, persistence and completion;
- A demonstrated commitment to diversity and inclusion as core values that enhance the educational process;
- A demonstrated commitment to affirmative action and equal opportunity;
- A demonstrated strength in human relations and communication, planning, financial management, budgeting and organizational skills to lead and inspire internal and external constituencies of the college;
- A demonstrated background and understanding of and commitment to private fundraising;
- Demonstrated ability to lead an institution that is comprised of multiple campuses that meet specific needs in the communities served;
- A demonstrated understanding of institutional accreditation processes;
- An understanding of regional workforce education and training needs and how to strategically position TCAT-Shelbyville in a highly competitive post-secondary education marketplace; and
- An understanding of and commitment to the role of TCAT-Shelbyville as part of a higher education system.

The Tennessee Board of Regents is committed to building and sustaining an inclusive and diverse educational environment and encourages applications from interested candidates who can contribute to promote, and enhance this effort.

The College System of Tennessee is an Equal Opportunity/Affirmative Action employer. Under state law, applicants may request that their application and related materials be confidential and not open for public inspection until such time the candidate is selected as a finalist for the position. The Tennessee Open Meetings Act requires meetings of the Board of Regents to be open to the public.

Please submit application materials by August 1, 2023 and limit application materials to 20 pages. It is anticipated that the President will be selected prior to November 1, 2023.

Resume/vita and cover letter should be submitted through the TBR Applicant Tracking System at <https://www.tbr.edu/hr/executivesearches>. The cover letter should include at a minimum the following:

- Largest budget you have managed;
- Largest number of full-time and part-time direct report employees;
- Largest donation that you personally cultivated, solicited, and made “the ask”; and
- Description of three major accomplishments of which you are most proud.

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BOARD TRANSMITTAL

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MEETING: Quarterly Board Meeting

SUBJECT: Review and Consider Building Naming Request from  
Roane State Community College

DATE: June 16, 2023

PRESENTER: Chancellor Flora W. Tydings

PRESENTATION  
REQUIREMENTS: 3 minutes

ACTION REQUIRED: Voice Vote

STAFF  
RECOMMENDATION: Recommend Approval

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The Board is authorized to name buildings, facilities, grounds, and organizational units in honor of individuals who have made significant contributions to society and who otherwise meet the criteria established in TBR Policy 4.02.05.01, Naming Buildings and Facilities & Building Plaques.

For the reasons explained in the attached recommendation from Chris Whaley, Roane State Community College President, Covenant Health meets the requirements in TBR policy and is deserving of the honor of having Roane State's Knox County Campus named the COVENANT HEALTH CAMPUS. Roane State convened a committee to consider and make the recommendation, and its attached report establishes that Covenant Health:

- (1) has made a significant contribution to the fields of education, science, and human betterment.
- (2) has demonstrated appropriate commitment to the community through its business and philanthropic efforts; and
- (3) has provided significant support to Roane State students and has made a substantial donation to Roane State of the land on which the campus will be located.



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June 8, 2023

Chancellor Flora W. Tydings  
Tennessee Board of Regents  
1 Bridgestone Park, Third Floor  
Nashville, TN 37214

Dear Chancellor Tydings:

In accordance with TBR Policy 4.02.05.01, the Roane State Community College Building Naming Committee was charged with considering the request to name the new campus for the Knox Expansion in honor of Covenant Health. The Committee met June 7, 2023. This letter serves as my recommendation and incorporates the Committee's report.

The members of the Naming Committee were composed of Chair Tamsin Miller, Special Assistant to the President; Dr. Diane Ward, Vice President for Student Learning, Professor of Education; Gary Heidinger, Associate Professor of Sociology and Anthropology; Sandra Stiles, Associate Professor and Program Director, Early Childhood Education; Beth Bolden, Administrative Assistant; Cathy Smith, Administrative Assistant, and Gena Gray, RSCC student.

Prior to the meeting, RSCC administrators had discussions with Covenant Health about potential names. During the Committee meeting, Gary Heidinger made a motion, with a second from Beth Bolden to recommend the campus located at 9575 Sherill Boulevard be named "Covenant Health Campus" in recognition of their gift of 10 acres of prime real estate in Knox County for the build of the new Knox Regional Health Science Education Center. The motion passed unanimously.

The College offers the following justification specific to selected criteria from TBR Policy 4.02.05.01, as follows:

1. In general, individuals and groups for whom buildings are named must have made a significant contribution to the field of education, government, science, or human betterment.
2. To preserve the integrity of all buildings named in the System, this honor must be reserved for individuals of recognized accomplishment and character; no building may bear the name of an individual convicted of a felony.
3. With respect to the naming of buildings on a particular campus, special consideration shall be given to:

- a. The historical significance of the contribution of the individual or group to the institution;
- b. The association of the individual or group with the building to be named.

**(1) In general, individuals and groups for whom buildings are named must have made a significant contribution to the field of education, government, science, or human betterment.**

Covenant Health has been a longtime employer of Roane State graduates and a longtime supporter of Roane State students. They are the largest healthcare provider in our region, covering 23 counties in East Tennessee with hospitals, outpatient clinics, physician offices and providers of specialty services such as behavioral health, cancer care, home care and rehabilitation.

“Headquartered in Knoxville, Tennessee, Covenant Health is a community-owned, healthcare enterprise committed to providing the right care at the right time and place. As a not-for-profit health system, we are dedicated to being the region’s premier healthcare network through service, community and innovation. We provide patient-centered care that inspires clinical and service excellence and strive to be the first and best choice for our patients, employees, physicians, employers, volunteers and communities. Covenant Health is the area’s largest employer and has more than 11,000 compassionate caregivers, expert clinicians, and dedicated employees and volunteers. Philanthropic affiliates include Fort Sanders Foundation and the Thompson Cancer Survival Center Foundation in Knoxville, the Methodist Medical Center Foundation in Oak Ridge, the Dr. Robert F. Thomas Foundation in Sevierville, and the Morristown-Hamblen Foundation in Morristown. Funds raised by the foundations provide services, equipment and other resources for excellence in patient care.”

- *Covenant Health Website*

Established in 1996 by the consolidation of Fort Sanders Health System, Knoxville, Tennessee, and MMC HealthCare System in Oak Ridge, Covenant Health is governed by a voluntary board of directors made up of community leaders and medical professionals.

**(2) To preserve the integrity of all buildings named in the System, this honor must be reserved for individuals of recognized accomplishment and character; no building may bear the name of an individual convicted of a felony.**

Philanthropic affiliates include Fort Sanders Foundation and the Thompson Cancer Survival Center Foundation in Knoxville, the Methodist Medical Center Foundation in Oak Ridge, the Dr. Robert F. Thomas Foundation in Sevierville, and the Morristown-Hamblen Foundation in Morristown. Funds raised by the foundations provide services, equipment and other resources for excellence in patient care.

Covenant Health’s own “*Pledge of Excellence*” lines up with Roane State and TBR values: *The patient (in our case, the student) always comes first and Excellence in everything they do.*

**3) With respect to the naming of buildings on a particular campus, special consideration shall be given to: a. The historical significance of the contribution of the individual or group to the institution; and b. the association of the individual or group with the building to be named.**

Because of Covenant Health's incredible support for our students and their pledged 10 acre donation of prime property for the new build, I am pleased to submit the committee's recommendation to you for consideration at the June 2023 Tennessee Board of Regents meeting. Photos of what the building will look like are attached.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Whaley". The signature is fluid and cursive, with a large initial "C" and "W".

Chris Whaley JD  
President



KNOX  
REGIONAL  
HEALTH  
SCIENCE  
EDUCATION  
CENTER



**Roane State**  
COMMUNITY COLLEGE



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
KNOXVILLE





KNOX  
REGIONAL  
HEALTH  
SCIENCE  
EDUCATION  
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