

Tennessee Board of Regents
Committee on Personnel and Compensation
May 29, 2024

AGENDA

1. Policy Revisions

a. TBR Policy 5.01.01.11, Days of Administrative Closing

The Committee will review for approval proposed revisions to the Days of Administrative Closing Policy, 5.01.01.11.

b. TBR Policy 5.01.01.08, Parental Leave

The Committee will review for approval proposed revisions to the Parental Leave policy, 5.01.01.08.

c. TBR Policy 5.01.01.06, Leave Transfer Between The State Universities & The College System of Tennessee & State and Local Education Agencies

The Committee will review for approval proposed revisions to the Leave Transfer Between The State Universities & The College System of Tennessee & State and Local Education Agencies policy, 5.01.01.06.

d. TBR Policy 5.01.00.02, Employee Discipline

The committee will review for approval proposed revisions to the Employee Discipline policy, 5.01.00.02.

2. 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 24-25.

3. Review and Approval of Faculty Emeriti (*Vice Chancellor Jothany Reed*)

Eight (8) faculty emeritus candidates are being recommended to the Board for consideration and approval.

4. Review and Approval of System-Wide Compensation Strategies (*Vice Chancellor Alisha Fox*)

System-wide compensation strategies for the state salary pool of 3% is proposed, as well as future college funded increases.

5. 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.

6. Executive Incentive Payments *(Vice Chancellor Alisha Fox)*

The Executive Performance Incentive Plan was approved at the Board's June 2013 Meeting. The maximum incentive able to be earned is 10% of the market salary for the position. The incentive does not add to the base salary for the position and is recalculated each year.

- *This meeting will include members of the Tennessee Board of Regents who are participating by electronic means of communication and will be live-streamed and archived on the TBR website at <https://www.tbr.edu/board/may-29-2024-committee-chairs-personnel-compensation-finance-business-operations-and-audit>.*
- *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](#).*

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: Days of Administrative Closing: 5.01.01.11

DATE: May 29, 2024

PRESENTER: Alisha Fox, Vice Chancellor

PRESENTATION REQUIREMENTS: 2 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

The revision is to provide clarity only and does not change the intent of the longstanding policy.

Days of Administrative Closing : 5.01.01.11

Policy/Guideline Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

The purpose of this policy is to establish the criteria and process regarding days of administrative closing at the System and institutions governed by the Tennessee Board of Regents.

Policy/Guideline

- I. Administrative Closing Days Declared in Advance
 - A. Administrative Closing Days with Pay
 1. In addition to the eight holidays granted in TBR Policy 5.01.01.10, six administrative closing days shall be designated as time off from work with pay for regular full-time and regular part-time employees.
 2. Certain days, such as the Friday after Thanksgiving Day and those during the week of Christmas when classes are not in session, may be designated as days of administrative closing each year by the Presidents, with the approval of the Chancellor.
- II. Emergency Closing
 - A. At times it may be necessary for the President to declare specific hours as emergency closing as the result of inclement weather or other emergency situations.
 1. In such cases, regular full-time and regular part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay.
 2. Employees who are not scheduled to work will not be paid for the emergency closing.
 3. Employees who were previously approved for leave for the duration of the emergency closing will be considered not scheduled to work and will be charged the appropriate leave.
 4. Employees who were previously approved for leave for a portion of the emergency closing will be considered not scheduled to work for the portion of the time that was approved as leave. The employee will be considered scheduled to work for the remainder of the closing.

- B. If an emergency closing has not been declared due to inclement weather and an employee is prevented from reporting to work for normally scheduled working hours, annual leave or leave without pay will be charged; or, the employee may be allowed with institutional approval to make up the time lost.
- C. Regular part-time employees will be affected on a pro rata basis in each of the provisions listed above.

Sources

Authority

T.C.A. § 49-8-203

History

TBR Meeting September 18, 1992; December 7, 2001 (Approved by Finance and Administration February 4, 2002); December 3, 2004 (Approved by Finance and Administration December 21, 2004; September 25, 2008; Board Meeting June 20, 2014; July 1, 2023 (ministerial changes).

Related Policies

- [Holidays](#)

Days of Administrative Closing : 5.01.01.11

Policy/Guideline Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

The purpose of this policy is to establish the criteria and process regarding days of administrative closing at the System and institutions governed by the Tennessee Board of Regents.

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- B. If an emergency closing has not been declared due to inclement weather and an employee is prevented from reporting to work for normally scheduled working hours, annual leave or leave without pay will be charged; or, the employee may be allowed with institutional approval to make up the time lost.
- C. Regular part-time employees will be affected on a pro rata basis in each of the provisions listed above.

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Related Policies

- [Holidays](#)

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: Parental Leave: 5.01.01.08

DATE: May 29, 2024

PRESENTER: Alisha Fox, Vice Chancellor

PRESENTATION REQUIREMENTS: 2 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

The revision is to provide clarification that the paid leave is to provide bonding with the newborn or newly adopted child.

Parental Leave : 5.01.01.08

Policy/Guideline Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

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/Guideline

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 this 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 live 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

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

- [Family, Medical, and Service Member Leave](#)
- [Sick Leave](#)
- [Leave of Absence](#)
- [Annual Leave](#)

Parental Leave : 5.01.01.08

Policy/Guideline Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

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Policy/Guideline

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 this 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.

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 - 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.

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- 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.
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 - 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

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 - 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.
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Related Policies

- [Family, Medical, and Service Member Leave](#)
- [Sick Leave](#)
- [Leave of Absence](#)
- [Annual Leave](#)

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: Leave Transfer Between The State Universities & The
College System of Tennessee & State and Local Education
Agencies: 5.01.01.06

DATE: May 29, 2024

PRESENTER: Alisha Fox, Vice Chancellor

PRESENTATION
REQUIREMENTS: 2 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF
RECOMMENDATION: Recommend Approval

The revision is to provide the definition of “teacher” as defined pursuant to TCA 8-34-101 and does not change the intent of the longstanding policy.

Leave Transfer Between The State Universitiesy & The Community College System of Tennessee & State -and Local Education Agencies:

5.01.01.06

Policy Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

The purpose of this policy is to establish the criteria and process regarding leave transfer between the State University and Community College System and State Agencies.

Policy

I. Leave Transfer

- A. Any regular employee of any agency, office or department of the State of Tennessee or of any State college who leaves one of these employers for employment with another without a break in service shall have all annual and sick leave transferred.
- B. Moreover, if an employee leaves the State University and Community College System institutions/Board of Regents System Office and is re-employed with a State agency prior to his/her termination date with the State University and Community College System, he/she shall have all unused annual leave transferred/reinstated to the employing agency and shall not be entitled to payment for annual leave beginning with the date of re-employment.
- C. Any payment for annual leave upon the termination which is later found to have been in violation of this policy shall be repaid to the State University and Community College System institutions/System Office by the terminating employee.

- D. When a former employee who has at least one (1) full year of State employment in good standing returns to full-time service with one of these employers, he/she shall be credited immediately with all sick leave to which he/she was entitled at the time of termination. The last employer shall be responsible for certifying eligibility for this sick leave credit to the re-employing agency, college or university.

If any teacher employed by a local school board in Tennessee leaves the employment of that board in good standing and becomes a full-time state employee within six months of the date of termination, upon certification of accrued and due sick leave by the previous employer, he/she shall be immediately credited with all sick leave to which he or she was entitled at the time of the previous termination.

E. Teacher, is defined pursuant to TCA 8-34-101 (49)

"Teacher":

(A) Means any person employed in a public school, as a teacher, librarian, principal, superintendent or chief administrative officer of a public school system, administrative officer of a department of education, a supervisor of teachers, a reserve officer training corps (ROTC) instructor, or any other position whereby the state requires the employee to be certificated as a teacher, or licensed as a nurse, physical therapist, or occupational therapist in a public school; provided, that any teacher who has taught in the public schools for a period of at least one (1) year who transfers to a position within the Tennessee public school system that does not require a teacher's certificate shall continue participation in the retirement system as a teacher;
(B) Does not include a physical therapist or an occupational therapist employed with the Metropolitan Nashville Public Schools District; and
(C) Includes any person who is employed in a public school on or after July 1, 1972, as a guidance counselor but who is not retired as of July 1, 2019.

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Sources

Authority

T.C.A. § 49-8-203

T.C.A. § 8-34-101

History

TBR Meetings: August 15, 1975; June 25, 1976; December 2, 1977; June 30, 1978; June 29, 1979; June 26, 1981; September 18, 1981; September 24, 1983; September 30, 1983; June 28, 1985; June 2, 1987; September 16, 1988; September 22, 1989.

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

Leave Transfer Between The State Universities & The College System of Tennessee & State and Local Education Agencies: 5.01.01.06

Policy Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

The purpose of this policy is to establish the criteria and process regarding leave transfer between the State University and Community College System and State Agencies.

Policy

I. Leave Transfer

- A. Any regular employee of any agency, office or department of the State of Tennessee or of any State college who leaves one of these employers for employment with another without a break in service shall have all annual and sick leave transferred.
- B. Moreover, if an employee leaves the State University and Community College System institutions/Board of Regents System Office and is re-employed with a State agency prior to his/her termination date with the State University and Community College System, he/she shall have all unused annual leave transferred/reinstated to the employing agency and shall not be entitled to payment for annual leave beginning with the date of re-employment.
- C. Any payment for annual leave upon the termination which is later found to have been in violation of this policy shall be repaid to the State University and Community College System institutions/System Office by the terminating employee.
- D. When a former employee who has at least one (1) full year of State employment in good standing returns to full-time service with one of these employers, he/she

shall be credited immediately with all sick leave to which he/she was entitled at the time of termination. The last employer shall be responsible for certifying eligibility for this sick leave credit to the re-employing agency, college or university.

If any teacher employed by a local school board in Tennessee leaves the employment of that board in good standing and becomes a full-time state employee within six months of the date of termination, upon certification of accrued and due sick leave by the previous employer, he/she shall be immediately credited with all sick leave to which he or she was entitled at the time of the previous termination.

E. Teacher is defined pursuant to TCA 8-34-101 (49)

“Teacher”:

(A) Means any person employed in a public school, as a teacher, librarian, principal, superintendent or chief administrative officer of a public school system, administrative officer of a department of education, a supervisor of teachers, a reserve officer training corps (ROTC) instructor, or any other position whereby the state requires the employee to be certificated as a teacher, or licensed as a nurse, physical therapist, or occupational therapist in a public school; provided, that any teacher who has taught in the public schools for a period of at least one (1) year who transfers to a position within the Tennessee public school system that does not require a teacher's certificate shall continue participation in the retirement system as a teacher;

(B) Does not include a physical therapist or an occupational therapist employed with the Metropolitan Nashville Public Schools District; and

(C) Includes any person who is employed in a public school on or after July 1, 1972, as a guidance counselor but who is not retired as of July 1, 2019.

Sources

Authority

T.C.A. § 49-8-203

T.C.A. § 8-34-101

History

TBR Meetings: August 15, 1975; June 25, 1976; December 2, 1977; June 30, 1978; June 29, 1979; June 26, 1981; September 18, 1981; September 24, 1983; September 30, 1983; June 28, 1985; June 2, 1987; September 16, 1988; September 22, 1989.

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

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: Employee Disciplinary Action: 5.01.00.00

DATE: May 29, 2024

PRESENTER: Alisha Fox, Vice Chancellor

PRESENTATION
REQUIREMENTS: 2 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF
RECOMMENDATION: Recommend Approval

The revision is to provide clarity with respect to gross misconduct and does not change the intent of the longstanding policy.

Employee Disciplinary Action:

5.01.00.02

Policy/Guideline Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

To provide a fair and equitable means to address the unsatisfactory work performance or work-related behavior, including gross misconduct, of employees (other than faculty and other instructional personnel) who have completed any required initial probationary period. To provide fair and uniform procedures including due process if required by law, to correct, discipline, or terminate employees for unsatisfactory work performance or work-related behavior or for gross misconduct.

Policy/Guideline

- I. **Unsatisfactory Work Performance or Work-Related Behavior**
 - A. Disciplinary or other action to improve performance is to be taken with care to assure fairness and equity. Disciplinary action includes the following actions: oral warning, written warning, and performance improvement plan, suspension without pay, demotion, and termination. As warranted by circumstances, an employee may be terminated at any point in the disciplinary process.
 - B. Supervisors must contact the human resources (HR) officer prior to taking any disciplinary action other than an oral warning. HR will ensure that such action is appropriate and consistent with

college and/or System Office policy. The HR officer may consult with the TBR Office of General Counsel, as appropriate.

- C. Unsatisfactory work performance or work-related behavior is the failure or refusal to carry out job responsibilities, failure to follow college, department, or unit policies or rules.
- D. Reasonable efforts should be made to secure acceptable work performance and work-related behavior. When disciplining an employee, supervisors should consider the nature of the unsatisfactory work performance or work-related behavior, the past record of the employee, and the appropriate corrective action and/or level of discipline. Therefore, as a general rule, corrective and/or disciplinary action taken for unsatisfactory work performance or work-related behavior should generally begin with an oral or written warning and may be followed by additional oral or written warnings. Written warnings and performance improvement plans should be presented to the employee and should describe the unsatisfactory work performance or work-related behavior and the action necessary to correct the performance or behavior. Should an employee fail to attain a satisfactory level of work performance or work-related behavior despite such warning, additional disciplinary action up to and including termination of employment may be taken. HR should be provided with and retain copies of all disciplinary action, including written warnings and performance improvement plans.
- E. Depending upon the nature of the unsatisfactory work performance or work-related behavior, warnings prior to

disciplinary action, including but not limited to termination of employment, may not be required.

- II. **Gross Misconduct:** Gross misconduct includes, but is not limited to, the following: theft or dishonesty; gross insubordination; willful destruction of institution or system office property; falsification of records; acts of moral turpitude; reporting for duty under the influence of intoxicants; the illegal use, manufacturing, possessing, distributing, purchasing or dispensing of controlled substances or alcohol; disorderly conduct; provoking a fight; certain violations of policies prohibiting discrimination, retaliation, sexual harassment, and sexual misconduct; and other similar acts involving intolerable behavior by the employee. In a case of gross misconduct, immediate disciplinary action up to and including discharge may be taken. During the investigation of alleged gross misconduct, an employee may be placed on administrative leave with pay.
 - A. An employee suspected of theft of institution property may not resign as an alternative to discharge unless the Vice Chancellor of Business and Finance approves in advance.
 - B. An employee terminated for gross misconduct, ~~or~~ or who resigns to avoid dismissal for gross misconduct, or who commits gross misconduct while employed in the College System of Tennessee will not receive payment for accrued unused annual leave. An employee terminated for gross misconduct is not eligible for state Consolidated Omnibus Benefits Rights Act (COBRA) benefits. State Treasury determines eligibility for state retirement benefits if an employee is discharged for gross misconduct.
- III. **Pre-termination/Suspension Meeting.** Before suspending without pay or discharging an employee, the supervisor or other authorized institution official must:

- A. Consult with the HR office,
 - B. Advise the employee, orally or in writing, of the charge(s) against the employee; and
 - C. Provide the employee an opportunity to respond to the HR office.
- IV. [Appeal Process](#). Employees wishing to contest disciplinary action may do so consistent with applicable procedures for filing complaints and grievances.

Sources

Authority

TCA § 8-50-807

History

New Policy approve at June 2021 Board Meeting.

Employee Disciplinary Action:

5.01.00.02

Policy/Guideline Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

To provide a fair and equitable means to address the unsatisfactory work performance or work-related behavior, including gross misconduct, of employees (other than faculty and other instructional personnel) who have completed any required initial probationary period. To provide fair and uniform procedures including due process if required by law, to correct, discipline, or terminate employees for unsatisfactory work performance or work-related behavior or for gross misconduct.

Policy/Guideline

- I. **Unsatisfactory Work Performance or Work-Related Behavior**
 - A. Disciplinary or other action to improve performance is to be taken with care to assure fairness and equity. Disciplinary action includes the following actions: oral warning, written warning, and performance improvement plan, suspension without pay, demotion, and termination. As warranted by circumstances, an employee may be terminated at any point in the disciplinary process.
 - B. Supervisors must contact the human resources (HR) officer prior to taking any disciplinary action other than an oral warning. HR will ensure that such action is appropriate and consistent with

college and/or System Office policy. The HR officer may consult with the TBR Office of General Counsel, as appropriate.

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- E. Depending upon the nature of the unsatisfactory work performance or work-related behavior, warnings prior to

disciplinary action, including but not limited to termination of employment, may not be required.

- II. **Gross Misconduct:** Gross misconduct includes, but is not limited to, the following: theft or dishonesty; gross insubordination; willful destruction of institution or system office property; falsification of records; acts of moral turpitude; reporting for duty under the influence of intoxicants; the illegal use, manufacturing, possessing, distributing, purchasing or dispensing of controlled substances or alcohol; disorderly conduct; provoking a fight; certain violations of policies prohibiting discrimination, retaliation, sexual harassment, and sexual misconduct; and other similar acts involving intolerable behavior by the employee. In a case of gross misconduct, immediate disciplinary action up to and including discharge may be taken. During the investigation of alleged gross misconduct, an employee may be placed on administrative leave with pay.
 - A. An employee suspected of theft of institution property may not resign as an alternative to discharge unless the Vice Chancellor of Business and Finance approves in advance.
 - B. An employee terminated for gross misconduct, who resigns to avoid dismissal for gross misconduct, or who commits gross misconduct while employed in the College System of Tennessee will not receive payment for accrued unused annual leave. An employee terminated for gross misconduct is not eligible for state Consolidated Omnibus Benefits Rights Act (COBRA) benefits. State Treasury determines eligibility for state retirement benefits if an employee is discharged for gross misconduct.
- III. **Pre-termination/Suspension Meeting.** Before suspending without pay or discharging an employee, the supervisor or other authorized institution official must:

- A. Consult with the HR office,
 - B. Advise the employee, orally or in writing, of the charge(s) against the employee; and
 - C. Provide the employee an opportunity to respond to the HR office.
- IV. [Appeal Process](#). Employees wishing to contest disciplinary action may do so consistent with applicable procedures for filing complaints and grievances.

Sources

Authority

TCA § 8-50-807

History

New Policy approve at June 2021 Board Meeting.

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: 2024–2025 Presidents Emeritus Contracts

DATE: May 29, 2024

PRESENTER: Brian Lapps, General Counsel

PRESENTATION
REQUIREMENTS: 5 minutes

ACTION REQUIRED: Roll Call Vote

STAFF
RECOMMENDATION: Recommend Approval

BACKGROUND INFORMATION:

Per requirements to be compensated as President Emeritus (T.C.A. § 8-36-714) and TBR Policy 5.01.03.00 Retirement, those serving as President Emeritus must file a report for the previous year’s work (approved by the sitting President), and a copy of the contract for the next fiscal year’s work, for approval by the board. **Renewal of contracts is subject to availability of institutional funding.** Attached are the certification of work forms for 2023-2024 and work contracts for 2024-2025 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



NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR
PRESIDENT EMERITUS

TO: Dr. Karen Bowyer
P.O. Box 241265
Memphis, TN 38124

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Dyersburg State Community College for a period beginning July 1, 2024, 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, 2024, to June 30, 2025. 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.

I accept the appointment described above under the terms and conditions set forth.

Karen A. Tanager 5-3-24
APPOINTEE DATE

An Equal Opportunity/Affirmative Action Employer

Dr. Scott Cook by John T. Duggin 5/6/2024
PRESIDENT DATE

CHANCELLOR DATE

President Emeritus Report 2023-2024

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. Bowyer
President Emeritus

5-3-24
Date

I have reviewed the work of Dr. Karen Bowyer for 2023-2024 and I am satisfied that it was well performed.

Dr. Scott Cook by John W Duggin
President

5/6/2024
Date

Chancellor

Date

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.

In March when I received a DAR Women in American History Award from the Key Corner Chapter in Dyer County, I had the opportunity to introduce Dr. Scott Cook to the members attending the event and to tell them about his amazing accomplishments at DSCC since he began as President in January 2022.

3. At the invitation of the president, and as able, attend and support College activities and events.

On May 8, 2023, I represented Dr. Cook at the funeral of Mrs. Ed (Helen) Eller, the first First Lady of DSCC. Her husband was the founding president. He served from 1969-1981.

On August 5, I represented Dr. Cook at the memorial service for Jim Beel in Munford. Jim was a long time VA Counselor at DSCC.

On August 26, I represented Dr. Cook at a conference organized by Marsh Naidoo on Living with Disabled Children. DSCC was one of the sponsors of the event at Fyrne Lake, near Dyersburg. The conference was an opportunity to promote the new DSCC Eagle Access Program for students with intellectual and developmental disabilities.

On September 25, I attended a visitation for Dr. Mary Jane Farley in Dyersburg. Dr. Farley was a retired faculty member of DSCC.

I worked with Dr. Cook to represent DSCC for the planning and celebration of the Dyer County Bicentennial. I had meetings with Danny Walden, de facto chair of the Bicentennial planning, and Beverlee Weatherly who coordinated the events, and with the Bicentennial Planning Committee. I attended these meetings on June 19, 23, July 26, 31, August 4, 14, and September 26. Dr. Cook and I worked with Danny Walden to schedule the Bicentennial Songfest at the DSCC E. H. Lannom, Jr. Gymnasium on Sunday afternoon, October 15. I worked

May 2, and the DSCC Commencement on May 4. In addition, I participated in Christmas Parades with the DSCC entry in Alamo, Crockett County on November 27 and the Brownsville, Haywood County on December 2.

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. I have just been notified by Dr. Cook that I will receive a 2024 Regents Award for Excellence in Philanthropy.

Later in my report I will detail my work with Dr. Cook to encourage more planned giving to the DSCC Foundation.

When I attended the Annual Dinner Meeting of the DSCC Foundation Board of Directors on November 7, I coordinated with Dr. Cook to invite Mrs. Loren Crown, widow of a longtime Foundation Board member, to attend the dinner with me. Ms. Patsy Fee, a former longtime Board member, was also invited. Since they live in Tipton County, I picked them up and drove them to and from the dinner at DSCC in Dyersburg.

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 2023. I met several times via Zoom with the Committee in August and September before we visited the College on October 1- 5. During my regular meetings with Dr. Cook I shared best practices from the institution reviewed that I thought might assist DSCC. In keeping with the

Attorneys

Judy Barker, Obion County

Martha Brasfield, Tipton County

Sara Brasfield Carter, Tipton County

Financial Planners

John Cloar, Edward Jones

Bill Boehmler, Baird Private Wealth Management, Dyer County

Ben Ferguson, Baird Private Wealth Management, Obion County

Banker

Judy Long

The following prospects received proposals from Dr. Cook and me in which we asked them to consider making a planned gift to the DSCC Foundation. The prospects receiving proposals are current donors to the DSCC Annual Fund, and in some cases, the DSCC Foundation. In the proposal I included the names of students who had benefited from past contributions. All the proposals were delivered in person except for King Rogers, III, who is undergoing medical treatment.

Planned Giving Prospects who received proposals.

Martha Brasfield, Tipton County

Dr. Richard Cape, MD, Dyer County

John Cloar, Dyer County

Dr. Mary Stuart David, MD, Dyer County

Barry and Judy Frazier, Dyer County

Joe Griggs, Lauderdale County

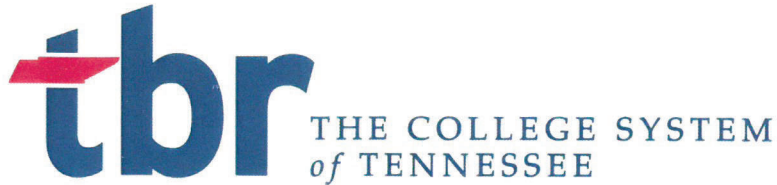
Dr. David Guthrie, MD, Dyer County

9. 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.

Dr. Cook asked me to edit a draft of the History of the College for 2023-24. I completed that edit on February 14, 2024.

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 have kept Dr. Cook informed about the hundreds of books that I have delivered to the DSCC Learning Resource Center. The books have been donated by The Village Retirement Community in Germantown, TN. I have transported the books monthly to the College.

I reside in Tennessee at 135 Mary Ann Drive, Memphis, TN 38117.



NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR
PRESIDENT EMERITUS

TO: Dr. Jack Campbell
7230 Stagecoach Road
Whitesburg, TN 37891

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Walters State Community College for a period beginning July 1, 2024, 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, 2024, to June 30, 2025. 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.

Jack E. Campbell 4-2-2024
APPOINTEE DATE

An Equal Opportunity/Affirmative Action Employer

Romy Mules 4/2/24
PRESIDENT DATE

CHANCELLOR DATE

**President Emeritus Report
2023-2024**

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.

Jack E. Campbell
President Emeritus
Date 4.2.2024

I have reviewed the work of Jack E. Campbell for 2023-2024 and
I am satisfied that it was well performed.

Romy Williams
President
Date 4/2/24

Chancellor
Date _____

WSCC President Emeritus Report
2023-2024 Executive Summary
Dr. Jack E. Campbell

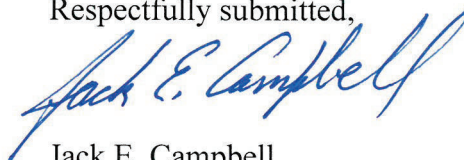
Attached is a detailed listing of the activities and accomplishments, which reflect examples of my work as President Emeritus at Walters State for the 2023-2024 year. These activities and accomplishments address specifically the duties reflected in the Notice of Part-time Employment and Agreement for President Emeritus, which was executed by Chancellor Tydings, President Miksa and myself. Also, 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
April 2, 2024

Walters State Community College
Dr. Jack E. Campbell, President Emeritus
2023-2024 Activities/Accomplishments

Date	
5/10/23 – 5/14/23	Had discussions with Assistant VP Cates about two upcoming charity events for which I will be representing Walters State (WS). One is the Jefferson County Chamber of Commerce fundraiser and the other is a fundraiser for the Young Life Organization in Greeneville. Subsequently, I made several calls to select individuals, recruiting three for each event to join me in representing the college.
5/16/23	Contacted each member of the two, three-man groups who will be joining me in representing WS in the Jefferson County Chamber of Commerce fundraiser golf tournament on Thursday, May 18, and the Greene County Young Life fundraiser on Friday, May 19. Contacted Assistant VP Cates to discuss some details of the events.
5/18/23	Traveled to Patriot Hills Golf Club in Jefferson County and, with three selected individuals (a business man who served as President of the WS Foundation and who is still active as a major supporter, a well-known singer/entertainer who is a major supporter of WS, and the college's golf coach) participated in the Jefferson County Chamber of Commerce fundraiser event. Significantly, President Miksa and Assistant VP Cates were personally involved working to make the event successful and clearly showing that the college appreciates the partnership which the college has with the Jefferson County community.
5/19/23	Traveled to the Link Hills Country Club in Greeneville and with three selected individuals and participated in the "Young Life" organization's fundraising event. Joining me were a local business man and a supporter of WS, a staff member from the college's facilities management department, and the college's retired Hall of Fame baseball coach.
5/30/23 – 6/2/23	Made several calls and had several conversations as I received confirmation of the three individuals who would be joining me in participating in the Morristown Area Chamber of Commerce annual fundraising charity golf event, with the four of us representing WS. Had several conversations with Assistant VP Cates presenting him with the information he would convey to the chamber officials.
6/5/23	With a major supporter and former president of the WS Foundation joining me, along with his guest and the former WS VP for Business Affairs, I represented the college by participating in the Morristown Chamber of Commerce major fundraising annual event. Interacted on behalf of WS with several community business men, WS former students, and several WS supporters.
6/21/23	Attended a retirement reception at the college honoring Coach Bill Carlyle. I employed Bill in 1977. Bill coached at WS for 45 years.
7/16/23	Communicated with each of the three individuals (coaches) who had agreed to join me in representing WS by participating in the Robert Thomas Foundation (Smoky Mountain Fundraiser) event, scheduled for the next day (Monday, July 17) in Sevierville, TN. Briefed the three on special details related to the event.
7/17/23	With three individuals joining me, I participated in the Dr. Robert Thomas Foundation Fundraising event held in Sevierville. We represent WS by reaffirming relationships with WS supporters and by establishing relationships on behalf of the college with prospective, new supporters.
7/19/23	Joined President Miksa, former President McCamey, and several other WS staff members at a ceremony held at the WS Claiborne Campus honoring Mrs. Eleanor Yoakum, who has been a long-time major supporter of the college. Recognizing her support to the college, as well as the general leadership Mrs. Yoakum has exhibited statewide and throughout her region, the college named the main building of the Claiborne Campus in her honor.

Walters State Community College
Dr. Jack E. Campbell, President Emeritus
2023-2024 Activities/Accomplishments

Date	
8/3/23	Represented WS at a “receiving of friends” for a retired high school principal who had died. Mr. Jerry Williams, during his active years as Principal of Morristown East High School, was an unwavering supporter of WS and even after he retired, he and his wife were regular attendees at WS basketball and baseball games, almost never missing a home game and also attended many away games, which required significant travel.
8/10/23	Joined a former President of the WS Foundation in sponsoring a team in the WS Senators Golf Classic, which is the major fundraising event for the college’s athletic program and with my co-sponsor, a college staff member, and another supporter of the college, I participated in the golf event.
8/21/23 – 8/24/23	Made calls for the purpose of getting three persons to agree to join me in representing WS in a charity event supporting the Claiborne County Healthcare Foundation. A retired federal Judge (major supporter of the college), WS’s new golf coach and the superintendent of Woodlake Golf and Lodge Club, each agreed to participate in the August 25 event.
8/25/23	As I finalized preparations to join Judge Dennis Inman and leave for the Claiborne County Healthcare Foundation charity outing, my wife had a stroke; and I had to get her to the local hospital emergency room and stay with her. I obviously had to get someone to take my place in representing WS in the charity event and I was able to get the WSCC retired baseball coach to take my place.
8/30/23	Received information from Assistant VP Cates relative to four upcoming charity events which the WS Foundation will support. Began work developing strategies for assembling teams for representing WS at each event; one in Greeneville, one in Tazewell and two in Sevierville.
9/5/23	Spent time calling individuals regarding joining me in representing WS in upcoming events. Firmed up times for three of the upcoming events and communicated via texts and phone calls to Assistant VP Cates, who relayed the information to the event sponsors.
9/7/23	Along with the WS softball coach, a staff member of the maintenance department, and a WS retire coach, I represented the college in a fundraising event in Sevier County sponsored by the Sevier County High School Foundation.
9/12/23	Contacted each of the three individuals who had committed to join me in representing WS by participating in the fundraising event for the Greene County Partnership on Thursday, September 14. Each reaffirmed he would participate.
9/14/23	With two retired WS coaches and a retired banker, I participated in the event (fundraiser) for the Greene County Partnership.
9/16/23	Made several calls for the purpose of getting individuals to join me in representing WS for two upcoming events, one scheduled for September 20 and another scheduled for September 21.
9/20/23	With two WS alumni, who have made major contributions to the college’s Foundation, and the current (new) WS golf coach, I traveled to Tazewell, where the four of us represented WS by participating in the Dwight England Annual Fundraising event. WS, and I (personally), were recognized for participating in the event for all 34 years it has been held. Over the years WS has been the recipient of close to \$300,000 from the funds raised from these events.
9/21/23	With a retired WS administrator, a retired WS coach and a current WS coach, I traveled to Sevierville where the four of us represented WS in the Pigeon Forge Hospitality and Tourism Association’s (PFHTA) annual fundraising event. The PFHTA supports

Walters State Community College
Dr. Jack E. Campbell, President Emeritus
2023-2024 Activities/Accomplishments

Date	
10/2/23	the college through all its members.
10/4/23	Previously, I selected three persons to join me in representing WS by participating in the Boys and Girls Club of the Great Smoky Mountains annual fundraising event. The three individuals who had agreed to join me were one of the college's Vice Presidents, a retired Assistant VP, and a WS alumni who is a contributor to the WS Foundation. Today I contacted the three to confirm that they are still on board for the event, which is the upcoming Wednesday, October 4. All three confirmed.
10/9/23	Joined with the three selected individuals and participated in the Boys and Girls Club of the Great Smoky Mountains annual fundraising event. President Miksa and several WS supporters were working and/or participating in the all-day event. Donated \$700 to the WS Foundation in honor of Brack and Jana Terry, who are loyal supporters of WS, following in the footsteps of Brack's father, the late Charles Terry, who was one of the college's long-time supporters and has a component of the gymnasium named in his honor.
10/23/23	Attended the WS Foundation's fall meeting as not only President Emeritus, but as a Foundation Trustee/Contributor.
11/1/23 – 12/30/23	Took advantage of several opportunities talking with prospective donors to the WS Foundation, talking with perspective students about WS and select staff about upcoming events and opportunities the college has forthcoming.
1/18/24	Joined President Miksa and select staff in representing WS at the Annual Meeting of the Morristown Area Chamber of Commerce.
1/2024 – 2/2024	During the months of January and February, I spent considerable time attending and representing the college at memorial and celebration of life services for men and women who had died. These men and women were associated with the college in various ways, such as having taught as an adjunct faculty member while her husband was a major supporter of the Foundation and had served as the Foundation's president; another one was the husband of a lady who had, before retiring, been a key employee of WSCC for over 25 years; others (2) were supporters of the college, etc. Also during these months, I continuously consulted with Dr. Miksa and staff, primarily Assistant VP of College Advancement, about projects that were taking place. I also attended events, such as basketball games, whereby I met and had discussions with college staff, students and community supporters. Specifically consulted several times with Assistant VP Cates about a significant fundraising project involving the sale of about 65 antique cars from which WS would receive a significant donation.
3/6/24 – 3/8/24	Received information about several upcoming charity events, ceremonies and social events where the college needs participation and/or representation. Studied these activities, checked calendars, etc. and notified WS staff, primarily Assistant VP Cates, about the ones in which I could participate.
3/15/24	Had a lengthy discussion with Assistant VP Cates covering a wide variety of topics including an update of Foundation projects (Ex. antique automobile sale) in which I've had a special interest/involvement, a briefing of upcoming charity events, the upcoming foundation executive committee meeting, special gifts which my wife and I plan to make in honor of two deceased college supporters, etc.
3/18/24	Attended the WS Foundation Executive Committee Meeting. Gave two financial donations to the Foundation in memory of two individuals who had been associated with WS for many years and who had passed away recently.

**Walters State Community College
Dr. Jack E. Campbell, President Emeritus
2023-2024 Activities/Accomplishments**

Date

3/27/24

Received a call from the husband of a lady in the WS Nursing program. He wanted share with me "a very tragic situation that happened between his wife and her supervising nurse, who was her preceptor at the hospital, which apparently will keep his wife from graduating at the end of this year as scheduled". He requested that I read a text that will explain the situation fully. I told him I would listen but that I have no authority at the college, but after receiving the additional information and giving it some thought, I will offer him my best unofficial advice. After two more calls, I gave him my advice, which he seemed to appreciate.



THE COLLEGE SYSTEM
of TENNESSEE

NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR
PRESIDENT EMERITUS

TO: Dr Nathan Essex
560 Kenrose Street
Collierville, TN 38017

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Southwest Tennessee Community College for a period beginning July 1, 2024, 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, 2024, to June 30, 2025. 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.

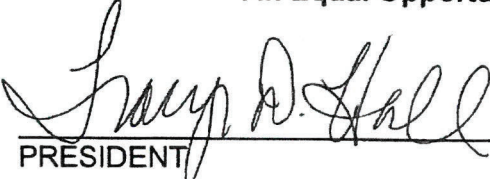
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired 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.

 4-22-24
APPOINTEE DATE

An Equal Opportunity/Affirmative Action Employer

 4/24/24
PRESIDENT DATE

CHANCELLOR DATE

President Emeritus Report 2023-2024

During this fiscal year, I performed the following functions (attached) for
Southwest Tennessee Community College Institution(s).

(Please type your report and attach it to this work sheet)

I spent at least 678, hours performing the work but less than 120 days.

J. L. Essex
President Emeritus

4-22-24
Date

I have reviewed the work of Nathan L Essex for 2023-2024 and I am satisfied that it was well performed.

Tracy D. Hall
President

4/24/24
Date

Chancellor

Date

EMERITUS ACTIVITY REPORT 2024

Nathan L. Essex 2023-2024

- 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 upon request.
- Increased and maintained monthly contributions to the college's book scholarship fund.
- Informed new out of state neighbors and church members 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.
- Wore Southwest paraphernalia to promote the college in my community.
- Visited the Maxine Smith Campus and interacted with staff and students.
- Encouraged employees in various business establishments to continue their education through Tennessee Reconnect.

- Encouraged various Southwest graduates and employees to pursue advanced degrees when possible.



**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR
PRESIDENT EMERITUS**

TO: Dr. A. Frank Glass
218 Lakewood Drive
Tullahoma, TN 37388

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Motlow State Community College for a period beginning July 1, 2024, 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, 2024, to June 30, 2025. 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.



APPOINTEE

4/3/23

DATE

An Equal Opportunity/Affirmative Action Employer



PRESIDENT

4/8/24

DATE

CHANCELLOR

DATE

**President Emeritus Report
2023-2024**

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)

I spent at least 160 hours performing the work but less than 120 days.

A. Frank Glass

President Emeritus

4/3/23

Date

I have reviewed the work of Dr. A. Frank Glass for 2023-2024 and
I am satisfied that it was well performed.

Michael Jordan, Ph.D.

President

4/8/24

Date

Chancellor

Date

Dr. A. Frank Glass

218 Lakewood Drive, Tullahoma, TN 37388 931-455-6631 fglasslightube.net

President Emeritus Report – 2023-24

Review of functions performed:

- Meet with President Michal Torrence regularly to discuss Motlow happenings and any manner that my presence may assist him in community activities.
- Attended Juanita Anthony's visitation. Juanita was a long-time employee of Motlow College.
- Attended John Merz's visitation. John and his family are long-time residents of Tullahoma, and his grandfather is a strong supporter of the Motlow gala with exclusive handmade wooden items.
- Attended the street naming ceremony for Eugene London Sr. Eugene is a trustee and valuable contributor to the Motlow Gala.
- Attended the retirement celebration on November 21, 2023 for Motlow employees.
- Attended the funeral of Mo Nisbett. Mo and her husband were valuable supporters of Motlow since the inception of the college. Mo was a charter member of the Motlow College Foundation and received the Tennessee State Board of Regents Chancellor's Award for Philanthropy at Motlow College. The Motlow gymnasium, the Nisbett Center, is named after her and her late husband, Dr. Harry Nisbett
- Met with local banker, Troy Martin, to request sponsorship of the September golf tournament.
- Attended Dr. Jerry Kennedy's visitation. Dr. Kennedy was a very prominent doctor in our area and was very supportive of the Motlow nursing program. His wife, Liz, serves on the Motlow Foundation Board.
- Served on the local community selection committee to name a chief of police.
- Served on the local community selection committee to recommend the City Administrator for the City of Tullahoma.
- Have been active informing our community about the Mechatronic's program in our area.
- Continue to write recommendations for students to pursue higher education.
- Attended Motlow Foundation Christmas Reception and the Spring Motlow Gala.

- Attended the welcome reception for 2024 TCCAA basketball tournament hosted at Motlow College.
- Attended Legislative Briefing Breakfast at the Moore County campus.
- Continue to serve as a Motlow College Foundation Trustee and attend the board of trustee meetings.
- Participated as a guest speaker at the Fayetteville 30th celebration.
- Attended the Board of Regents picnic at Jack Daniel as Motlow hosted the TBR Quarterly Board Meeting in September 2023.
- Continue to serve as an ambassador of Motlow College and cultivate strong relations with community leaders that will benefit the college.
- 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.
- Support Motlow employees and family members by attending various Motlow and community functions.

I am honored to serve as President Emeritus of Motlow State Community College.



A Frank Glass
President Emeritus
Motlow State Community College



THE COLLEGE SYSTEM
of TENNESSEE

NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT FOR
PRESIDENT EMERITUS

TO: Dr. Rebecca Hawkins
1220 Woodland Crossing
Columbia, Tennessee 38401

This is to confirm your part-time appointment to a position approved by the Tennessee Board of Regents as President Emeritus of Columbia State Community College for a period beginning July 1, 2024 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, 2024 to June 30, 2025. 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.

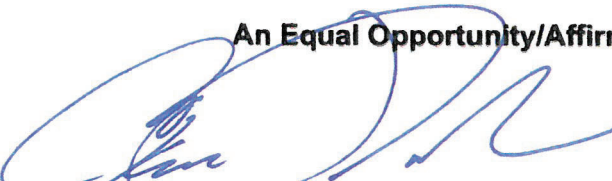
6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution 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.

 *April 22, 2024*
 APPOINTEE DATE

An Equal Opportunity/Affirmative Action Employer

 *04.22.24*
 PRESIDENT DATE

 CHANCELLOR DATE

President Emeritus Report 2023-2024

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 188 hours performing the work but less than 120 days.

A. Rebecca Hartman
President Emeritus

April 22, 2024
Date

I have reviewed the work of _____ for 2023-2024 and
I am satisfied that it was well performed.

[Signature]
President

04.22.24
Date

Chancellor

Date

O. Rebecca Hawkins

1220 Woodland Crossing Columbia, TN 38401 931-698-7752 rhawkins@charter.net

President Emeritus Report - 2023-2024

1. Attend and participate in college and foundation sponsored functions.

2023

- May 17 - Met for lunch with Ms. Lisa Hoffman, Pryor Art Gallery Curator, and Mr. Con Vrailas, Columbia State Foundation Board Member, to review and discuss the events/activities of the art gallery and envision its more active and publicly visible future.
- June 14 - Attended Columbia State Foundation's quarterly board meeting and Annual Awards Lunch.
- July 19 - Met with Lisa Hoffman, Pryor Art Gallery Curator, to formulate final details of grant application for Native American Project.
- July 25 - Worked by phone call with Ms. Cissy Holt, Vice President for Student Services, re: a project idea she wanted my thoughts on.
- July 27 - Met with Tammy Rosson, Director of Events and Alumni Relations, to provide historical information on the Performance Series and the Series Patrons. Provided her with ideas on how to rebuild patrons' support.
- August 6 - Reviewed Lisa Hoffman's grant application to NEA for support of Native American Project.
- August 31 - Attended reception and artist talk for Anna Marie Pavlik at Pryor Art Gallery; took a friend.
- October 2 - Met with Lili Eubank, Cherry Theater director, re: future facility needs and potential financing for updating the Cherry Theater.
- October 12 - Attended reception and artist talk for Tim Hodge at Pryor Art Gallery; took a friend.
- October 19 - Attended opening performance of the annual Performance Series in the Cherry Theater.
- October 30 - Met with Tammy Rosson re: Performance Series and series patrons.
- October 30 - Met for lunch with Lisa Hoffman re: plans for future artist exhibits in Pryor Art Gallery and the art permanent collection.
- November 2 - Met with Cissy Holt and Adam Robertson, Dean of Students, re: potential future use of funds in Foundation designated to support students beyond scholarships.
- November 16 - Attended artist reception and talk at Pryor Art Gallery.
- November 29 - Attended visitation and memorial service for Mr. Waymon L. Hickman, long-time supporter of Columbia State and major contributor to the

Foundation. Waymon L. Hickman Building on the Columbia campus was named in his honor at its opening ceremony in 2001.

- December 6 - Attended quarterly board meeting of Columbia State Foundation.
- December 14 - Attended second performance of annual Performance Series in Cherry Theater.

2024

NOTE: On December 26, 2023, I had a second surgery on my wrist that was broken in my fall on March 1, 2023. During January and February, I was unable to attend events and activities at the college that I would normally have attended.

- February 5 - Tammy Rosson met me in my home to begin preliminary planning for the naming ceremony in my honor planned for April 11, 2024.
- February 13 - Met with Ms. Bethany Lay, Vice President for Advancement, and Tammy Rosson to review and discuss plans for naming ceremony and dinner on April 11.
- February 21 - Attended artist talk for art students by Michael McBride in the Pryor Art Gallery.
- March 6 - Library Director Anne Scott assisted me by hosting my Cosmopolitan Book Club in the Library Café and Readers Theater. She provided a tour of the newly renovated library.
- March 13 - Attended quarterly Foundation Board Meeting.
- March 14 - Attended Performance Series performance in Cherry Theater.
- April 11 - At 4:30, participated in the naming ceremony for me hosted by Columbia State and the dinner at 6:00 for my family and close friends. The graduate walkway and Warf Plaza were renamed as a tribute to me and my legacy at Columbia State - the Dr. O. Rebecca Hawkins Graduate Promenade and Plaza.
- April 18 - Attended the final Performance Series performance for the season.
- April 25 - Plan to attend the Music Program's Spring Concert in the Cherry Theater.
- May 4 - Will participate in the graduation march of students and faculty for commencement.
- June 12 - Plan to attend the Columbia State Foundation 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 expressed my concern to Tammy Rosson about the slippage in patron support for the Performance Series, including numbers of patrons, levels of giving, and total amount of annual financial support. We met in June to review and discuss patron support. I provided her the history of the patrons' financial support for the Series, how patrons are recruited, and how they are thanked and encouraged to maintain their patronage status or increase their giving and support. During the season, Tammy has begun incorporating my suggestions and our ideas to recruit additional patrons and show appreciation to those supporting the series.
- I continued to support the Boosters' Club with my annual membership.
- At the end of the calendar year, I discovered a need for chairs suitable for the new Readers' Theater in the Library. Working with Anne Scott, Library Director, I financially supported the purchase of 40 chairs for the new theater. The theater's primary mission is to support students and faculty engaged in creative oral presentations.
- I continued to support Lisa Hoffman, Curator for the Pryor Art Gallery. She is now drawing art enthusiasts to artist receptions and talks. She is working with the college's art faculty to include their art students when artists with exhibits in the gallery come for lectures and demonstrations. As a result of her work, my support, grants she is applying for and receiving – the art gallery is becoming a major attraction for the campus. It is drawing in people who have not previously had a connection with Columbia State – artists, art and other students, faculty, and community participants. Out of her efforts and those of us supporting her efforts, in time a patron's group will develop financially helping support the gallery.
- During the winter leading up to April 11 naming ceremony and dinner in my honor, I worked closely with Tammy Rosson and Bethany Lay with information they needed as they planned and executed the events. I created an invitation list for the naming ceremony with email addresses as well as an invitation list of 30 for the private dinner including mailing addresses, emails, and phone numbers. I met with the two planners to provide my personal input to their plans for the two events.

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 and

financial assistance. I try to direct them to the appropriate people at the college and also to the college's informational website.

- In particular during the fall, I worked with my former associate minister whose son with learning challenges is in a special program at a Nashville area upper division school. Son and family feel he needs a new direction. When asked to help, I provided suggestions and assistance for the family to seek advising and consulting help for her son through services at Columbia State.

4. Promote higher education, the TBR, and Columbia State on a continuous basis.

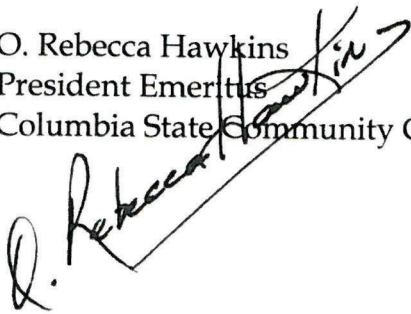
On such occasions as those below, I continue to be engaged in the greater community representing Columbia State, the TBR, and Tennessee higher education.

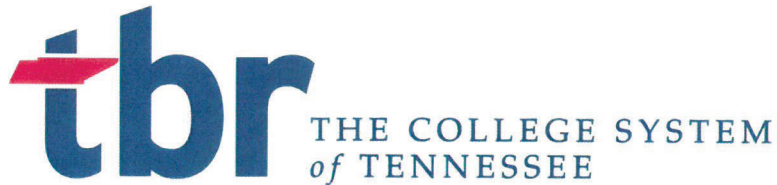
- In the recent two years I have developed a relationship with "431 Ministries" and its executive director, Rachel Peck. The ministry, located between Spring Hill and Columbia, supports women in need in a variety of ways. I have been providing advising and consulting assistance to the director especially for the clients' educational needs.
- I continue to remain active in the Columbia arts scene, supporting both visual and performing artists and art events. I am actively engaged with our Pryor Art Gallery at Columbia State and Curator Lisa Hoffman. Earlier in the spring I made an initial Patron's Gift for awards for students and faculty works of art. I periodically meet with Jennifer Grisham, bronze sculptress. Jennifer was in the first Columbia State class in 1966 and was in the college's first graduating class in 1968. Jennifer was commissioned by the City of Columbia to design and create standing bronze sculptures of President James K. Polk and his wife, Sarah Polk. The two sculptures stand in the Presidential Pocket Park across from the Polk Home and Museum. They were unveiled in the fall at a public ribbon-cutting ceremony - I, along with some Columbia State staff attended. Jennifer and I meet for lunch periodically to update each other on current happenings in the Columbia art scene.
- I continually work to communicate to the public about the college and foundation's 20-year Performance Series and the Pryor Art Gallery. I continue to support the Performance Series with my annual platinum-level patron's gift. And this spring, I made an initial gift to the Pryor Art Gallery's new patrons' program. I assist community people with purchasing seats for performances and invite friends to attend artist receptions and talks hosted by the art gallery

Page 5 - Hawkins' President Emeritus Report - 2023-2024

- I attended the first meeting of the newly formed Advisory Board of NHC/MR Transitional Care Center in late April, 2023. Afterward, I attended quarterly board meetings of the advisory board. I worked with the Center director, Craig Jones, to establish and launch the Advisory Board while I was a rehab patient there during March and April, 2023.
- I continue to serve on the MRHC Foundation Board as an honorary member. I periodically attend board meetings and financially support the Foundation's funding efforts, particularly MR's Mobile Health Unit and staff.

O. Rebecca Hawkins
President Emeritus
Columbia State Community College

A handwritten signature in black ink, reading "O. Rebecca Hawkins", is written over the printed name and title. The signature is written in a cursive style and is positioned to the left of the printed text.



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, 2024, 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, 2024, to June 30, 2025. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Board of Regents.
3. The above-stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
 - Publicly show support for the College President through newspaper editorials, public speaking engagements, and in social interactions. Advocate for the College's ongoing work and fresh start to faculty, staff, and the public at large.
 - At the request of the president, provide guidance on regional relationships, government affairs, partnerships, and workforce development opportunities.
 - At the invitation of the president, and as able, attend and support College activities and events.
 - Support initiatives of the Northeast State Community College Foundation.
 - Upon request, serve as a consultant to regional chambers of commerce and economic development entities on matters concerning education and workforce development.

President Emeritus Report 2023-2024

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

April 10, 2024
Date

I have reviewed the work of Bill Locke for 2023-2024 and I am satisfied that it was well performed.

[Signature]
President

4-23-24
Date

Chancellor

Date

Attachment

Functions Performed by William W. Locke as President Emeritus Of Northeast State Community College During the 2023-2024 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

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: Faculty Emeriti

DATE: May 29, 2024

PRESENTER: Vice Chancellor Jothany Reed

PRESENTATION REQUIREMENTS: 5 minutes

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

The following faculty emeritus candidates are recommended for consideration and approval:

Candidate	Rank/Discipline	Service Dates	College
Patsy Wurth	Assoc. Prof. of Geographic Info. Systems	2001-2023	Roane State
Suzanne Wood	Assoc. Prof. of Childhood Education	2000-2021	Cleveland State
Wanda Grimes	Assoc. Prof. of English	1997-2023	Vol State
Cathy Garner	Assoc. Prof. of Respiratory Care	1988-2022	Jackson State
Pete O'Brien	Assoc. Prof. of Medical Laboratory Tech.	1990-2023	Jackson State
Gary Brummer	Professor of Psychology	1972-2009	Jackson State
Malinda Wade	Assoc. Prof. of Political Science and History	1995-2023	Southwest TN
Loretta McBride	Professor of English	1993-2023	Southwest TN

TBR Faculty Emeritus Policy 5.02.01.10 governs the submission, review, and approval process.

- College presidents nominate candidates based on ‘Distinguished Institutional Service.’
- Presidents may confer with other staff on campus, but the nomination is at the sole discretion of the president.
- Although there are no specific criteria, selection is historically based on length of service, significant contribution, outstanding academic achievement, and exceptional embodiment of institutional values.
- Non-monetary benefits for faculty emeriti can be afforded at the discretion of the president; examples are office space, library privileges, free admission to arts/athletic events, ID card with honorary title.
- Nominations are reviewed by TBR Vice Chancellor for Academic Affairs and require Chancellor and Board approval due to the prestige of the title and the continuing status of representing the College and the System.

Presidential nominations are appended.



Office of the President

276 Patton Lane Harriman, TN 37748-5011
(865) 882-4501 Fax (865) 882-4601
www.roanestate.edu

March 4, 2024

Chancellor Flora Tydings
1 Bridgestone Park, Third Floor
Nashville, TN 37214

Dear Dr. Tydings:

I would like to nominate Patsy Wurth for Faculty Emeritus. Listed below is her service dates and faculty rank upon retirement:

Patsy Wurth, Associate Professor of GIS

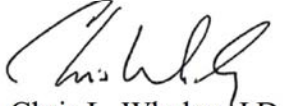
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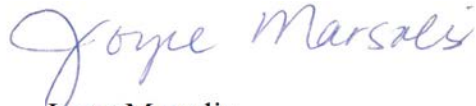
Patsy Wurth

Pat retired at the end of the Fall 2023 semester. During her 20 years at Roane State, she was the Program Director and Associate Professor for Geographic Information Systems. Her job included promotion of the GIS program through workshops, visits to industry and government, school visits, presentations of papers at conferences, advising of students, and securing internships for students. Pat developed, organized and led multiple student service learning trips to Haiti and Belize to support clean water, repairs to a school building, health education, mapping of sites and other improvement projects. She was President of Faculty Senate 2007-2009 and 2010-2011. Received the NISOD Excellence Award honoring extraordinary faculty whose service deserve special recognition (2021). Pat was a highly respected and regarded member of the Roane State Faculty, and her work in the GIS program and in Service Learning was recognized by the community. She is well deserving of Faculty Emeritus status.

I respectfully ask that you consider my recommendation to bestow the Faculty Emeritus award to Patsy Wurth for her many years of meritorious and exemplary service to Roane State Community College

Sincerely,


Chris L. Whaley, J.D.
President


Joyce Marsalis
Director of Human Resources

The System Office staff has reviewed the supporting documentation and recommends the Chancellor's approval to move this forth for Board consideration.

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Vice Chancellor for Academic Affairs

2024-04-29 | 10:49 AM CDT

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Chancellor

2024-04-29 | 11:17 AM CDT

Cleveland State

COMMUNITY COLLEGE

April 19, 2024

To Whom It May Concern,

I fully support the nomination of Suzanne Wood to emeritus status for Cleveland State Community College. Although I have recently assumed the role of President at the college, I have quickly learned of the contributions that Suzanne has made in her 20-year tenure at the institution. Suzanne began working at the college on August 1, 2000, and retired on June 20, 2021 as an Associate Professor of Early Childhood Education.

She came to Cleveland State to establish our Early Childhood program, which is recognized by NAEYC (National Association for the Education of Young Children), the most highly regarded accrediting agency for Early Childhood Education. Suzanne also designed Cleveland State's annual Dr. Seuss event, which is combined with service learning for the benefit of our students and community. This event is now celebrating its 20th year on our campus and has become one of our largest and most important community events, with hundreds of children and families participating every spring.

During her tenure at the college, she continually reached out to our schools and communities to support future teachers and partnered with other agencies to help them acquire financial support and additional training opportunities.

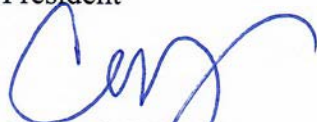
She is well-respected by her former colleagues, and the stories that I have heard let me know that she has been an inspirational model of caring education. In the past, Suzanne has been recognized by her peers by being awarded the Distinguished Faculty Award, the Service-Learning Grand Champion Award, and by having a children's alcove in the Cleveland State Library named after her and her late husband, Fred.

I believe that Suzanne is an outstanding individual that has provided distinguished service to not only Cleveland State but also our community.

Sincerely,



Andrew W. White, Ed.D.
President



Christy M. Dale, MBA
Director, HR Services

The System Office staff has reviewed the supporting documentation and recommends the Chancellor's approval to move this forth for Board consideration.

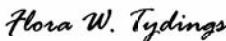
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Vice Chancellor for Academic Affairs

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2024-04-29 | 11:17 AM CDT

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Chancellor

**VOLUNTEER
STATE**



**COMMUNITY
COLLEGE**

**Office of
Academic
Affairs**

Main Campus

1480 Nashville Pike
Gallatin, TN 37066-3188
615-452-8600
1-888-335-VSCC (8722)

Vol State at Livingston

113 Windle Community Rd
Livingston, TN 38570
931-823-7065
1-800-563-8220

Vol State at Springfield

150 Laureate Avenue
Springfield, TN 37172
615-433-7030
1-855-724-8722

Vol State at Cookeville

1000 Neal Street
Cookeville, TN 38501
951-520-0551

Volunteer State Community College, a Tennessee Board of Regents Institution is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, or veteran status in its program and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, Affirmative Action Officer, Title IX Coordinator, 1480 Nashville Pike, Gallatin, TN 37066, 615.230.3592.

MEMORANDUM

TO: Chancellor Flora Tydings
FROM: Dr. Russ Deaton, Interim President
SUBJECT: Recommendation of Emeritus Faculty Status
DATE: February 21, 2024

The purpose of this memorandum is to recommend Volunteer State Community College faculty members for emeritus status as provided in TBR Policy 5.02.01.10 Faculty Emeritus. These faculty members meet the criteria as outlined in TBR policy, have been recommended by their division deans, and as outlined in VSCC Faculty Emeritus Procedures, have been recommended/approved by the College Promotion and Tenure Committee.

Listed below are the faculty members being recommended for emeritus faculty status along with a justification for awarding such status.

Listed below is the faculty member being recommended for emeritus faculty status along with a justification for awarding such status.

WANDA GRIMES, Associate Professor of English, served Vol State as an adjunct instructor from 1997 to 2013 and as a full-time faculty member from 2013 to 2023. She also taught RODP classes as an adjunct instructor for Nashville State Community College from 2006-2013. During her full-time employment at Vol State, she was a highly engaged faculty member who anchored Humanities instruction at the Springfield regional campus, providing a steady and supportive full-time faculty presence for a developing campus, and consistently representing the interests of Springfield students to her department colleagues in Gallatin. This thoughtfulness was also reflected in her service work, where she often volunteered to take on unglamorous but important projects, including serving as an Assessment Fellow to provide guidance and assistance to colleagues across the college to complete needed review of academic programs to maintain accreditation and advance the quality of Vol State’s offerings. In all her committee work, she was a consistent voice of reason, often the first to propose collaboration. She maintained an active professional development portfolio, and her colleagues regarded her as a mentor and important source of guidance and wisdom about pedagogy. Throughout her career, she consistently sought to do the most good for the most people: students, colleagues, and community. The quality of her work and her dedication to education merit the awarding of faculty emerita status.

Your favorable consideration of recommending to TBR the awarding of emeritus faculty status to this outstanding faculty member is most appreciated. If you approve, TBR policy requires that a memo, including justification for each recommendation and

**VOLUNTEER
STATE**



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COLLEGE**

**Office of
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signed by the President and the Human Resources Officer, be submitted to TBR through the online routing and approval system.

RD/ah

Russ Deaton

Russ Deaton (Feb 21, 2024 14:49 CST)

Dr. Russ Deaton, Interim College President

02/21/2024

Date

Lori Cutrell

Lori Cutrell (Feb 28, 2024 10:18 CST)

Lori Cutrell, Vice President for Human Resources

02/28/2024

Date

The System Office staff has reviewed the supporting documentation and recommends the Chancellor's approval to move this forth for Board consideration.

DocuSigned by:

Jonathan Reed

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Vice Chancellor for Academic Affairs

2024-04-29 | 10:49 AM CDT

DocuSigned by:

Flora W. Tydings

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Chancellor

2024-04-29 | 11:17 AM CDT



MEMORANDUM

TO: Dr. Flora Tydings, Chancellor of the Tennessee Board of Regents

FROM: Dr. Carol Rothstein, President of Jackson State Community College

Dr. Vicki Burton, Coordinator of Human Resources

SUBJECT: Candidates for Faculty Emeritus

DATE: April 26, 2024

The purpose of this memorandum is to recommend three Jackson State Community College faculty members for emeritus status as provided in TBR Policy 5.02.01.10 Faculty Emeritus. These faculty members meet the criteria as outlined in TBR policy, have been recommended by the Faculty Council and approved by the Vice President of Academic Affairs.

Below are the three faculty members being recommended for emeritus faculty status along with justification for awarding such status.

Cathy Garner
Program Director and Associate Professor, Respiratory Care
Service Dates: 1988-2022

Cathy served the college and the Respiratory students throughout West TN during her many years as faculty for the program. Without Cathy's dedication to the program the RT departments in local hospitals would not have such outstanding therapists saving lives daily. Cathy provided consistent patience to the students as they completed an often-stressful academic journey. Cathy was instrumental in bringing the program back to life in 2017 and worked tirelessly to make sure the fresh start was seamless, professional, and high quality. Cathy received recognition at the State level from the Tennessee Society of Respiratory Care for her dedication to the field and to education in 2018.

Cathy taught our current program director as a respiratory student and then helped her transition from student to colleague.

Cathy successfully completed many accreditation cycles during her tenure as director and positioned the program to be prepared for future accreditation. Cathy dedicated the majority of her professional career to guiding students to be professional health care providers.

Cathy is a valuable asset to the JSCC community and to the profession of Respiratory Care.

Dr. Pete O'Brien

Program Director and Associate Professor, Medical Laboratory Technician

Service Dates: 1990-2023

Dr. Peter O'Brien, EdD, awarded his degree after retirement from Jackson State Community College, has served this institution and the medical laboratory science field for several decades. Beginning his career in 1979 in the clinical lab, Pete transitioned to education in 1990, but continued to work as a weekend microbiology scientist until recent years. He served as faculty and education coordinator until 2005 and at that time he took the reigns as the second program director of the MLT Program.

The passion he had for teaching Jackson State students was endless and evident in his excitement over the bacteria he taught about. Pete was never short a story, a point of lesson, or even words of caution and certainly wisdom when it came to the medical lab science field. He was devoted to the students' learning and growing, taking many in to mentor for years after graduation.

In earlier days Pete was instrumental in developing a West Tennessee Society for Laboratory Professionals that provided opportunities for continuing education for our peers. His service to others did not stop with our institution or with the medical laboratory field. He is well-respected among healthcare professionals all across west Tennessee, colleagues at Jackson State, and beyond.

Pete O'Brien has been a valued leader of one of the oldest MLT program in the United States, and mentored many other faculty through committee work, department talks and through experiences. He is a valuable asset to Jackson State and the MLT community.

Dr. Gary Brummer

Professor of Psychology

Service Dates: 1972 -2009

Dr. Brummer was hired at Jackson State in 1972, just a few years after the institution's founding, and he served faithfully as a classroom teacher, faculty leader, colleague, and administrator until his retirement in 2009, after which point he continued on as an adjunct instructor for a decade.

Gary was student-minded. He was engaging to students both in and out of the classroom and had a sincere enthusiasm for the work he did. As a classroom instructor, he focused his teaching on the "science of psychology" and the importance of critical thinking. He was dedicated to student success with a strong record of involvement in many important campus initiatives.

As a faculty leader, Dr. Brummer was considered a mentor by new faculty. He knew how the campus worked, he had a strong belief in the practice of shared governance, and he was always helpful with newer faculty who were struggling to get their feet on the ground. He was always kind and always encouraging.

Dr. Brummer served as Chair of the Psychology Department, as Dean of the Arts and Sciences division, and as chair of our first QEP Team. His leadership as a chair and dean were in line with his role as a classroom educator and faculty leader-he was professional, dedicated, and effective in both roles.

The System Office staff has reviewed the supporting documentation and recommends the Chancellor's approval to move this forth for Board consideration.

DocuSigned by:

Jonathan Reed

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Vice Chancellor for Academic Affairs

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Flora W. Tydings

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2024-04-29 | 11:17 AM CDT

Chancellor

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

P.O. Box 780 • Memphis, TN 38101-0780 • (901) 333-5000 • www.southwest.tn.edu

Friday, February 16th, 2024

To Whom It May Concern:

Please accept this letter of recommendation for Dr. Malinda Wade to be awarded Professor Emeritus status. Dr. Wade was a dedicated professor from August 1995 through December 2023. She retired from Southwest Tennessee as an Associate Professor of Political Science and History with tenure. During her tenure, she served as Director of the Honors program, served as chair of the of the Liberal Studies and Advising Committee, served as chair of instruction/Library services, and the chair of the Diversity Club among many other committees. Dr. Wade organized both an annual Education Leadership conference and Women’s Health Seminar.


Dr. Wade started her career at Shelby State Community College with the rank of Assistant Professor of Social Science and Philosophy in 1995. During her time with Shelby State and Southwest, she earned her PhD in Political Science/Theology from Madison University and co-authored a textbook, “Understanding American Government”.

Dr. Wade was an asset to the College, the community and most importantly her students. Her dedication to the College and her students was extraordinary. She brought experiences and expertise into to the classroom and shared them with students. For this and many other reasons I highly recommend Dr. Malinda Wade to be awarded Professor Emeritus status.

Best Regards,



Brad Cliff
Chair, Social and Behavioral Sciences



3/22/2024
President

LeVetta Hudson 3/22/2024
HR Officer

The System Office staff has reviewed the supporting documentation and recommends the Chancellor's approval to move this forth for Board consideration.

DocuSigned by:

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Vice Chancellor for Academic Affairs

DocuSigned by:

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Chancellor

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

P.O. Box 780 • Memphis, TN 38101-0780 • (901) 333-5000 • www.southwest.tn.edu

February 21, 2024

RE: Loretta McBride, Ph.D., Recommendation for Professor Emeritus

Please accept this letter of recommendation for Dr. Loretta McBride to be awarded Emeritus status. Dr. McBride began her service at the State Technical College in August 1993, and with thirty-one years of service, she retired from Southwest in December 2023 as a full Professor of English. Having worked closely with Professor McBride for many years, I can attest to her outstanding contributions to academia, her unwavering commitment to education, and her exemplary service to our institution, our students, and our community. During her time at the College, she served as Dean and Department Chair.

Beyond her administrative roles, Dr. McBride was an active participant in numerous committees, including the Digital Learning Community and Composition Steering Committee. She also served on various grants, including most recently, the ENGL 1020 English Composition II Open Education Resources (OER) grant. She also organized and launched the department's Writing Center in 2022 in collaboration with Project M.O.S.T.

Dr. McBride's impact on student success is particularly evident in her tireless efforts to reduce textbook costs and improve success rates in ENGL 1020: English Composition II. Her behind-the-scenes work to alleviate financial challenges faced by students has had a lasting and positive effect on countless individuals, reflecting her passion for fostering an inclusive and supportive learning environment. Her involvement in various committees and her grant work not

Macon Cove Campus • Union Avenue Campus • Fayette Site • Gill Center • Maxine A. Smith Center • Millington Center • Whitehaven Center

Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college.

only showcased her willingness to contribute to the academic discourse but also her adaptability and forward-thinking approach in addressing the evolving needs of the academic community.

One of the hallmarks of Dr. McBride's commitment to student success was her discreet but impactful act of donating funds to the Southwest Foundation each semester. These contributions aimed at alleviating the financial burden on students for book costs exemplify her compassion and dedication to ensuring that all students have access to the resources they need for a successful academic journey.

Professor McBride's contributions extend beyond her official roles and responsibilities; she has been a mentor, a collaborator, and a source of inspiration for her colleagues and students alike. When I became Chair in 2019, she graciously encouraged and mentored me. Her legacy is not only marked by her professional achievements but also by the positive impact she has had on the academic community as a whole.

Dr. McBride started her career at State Technical College with the track of Tenure Track Instructor in 1992. During this time, in 2011, she earned a Ph.D. in English with her doctoral dissertation being "Emmett Till in the Literary Imagination." She used this expertise to successfully teach ENGL 2055: Introduction to African American Literature for many years. During her time, she was promoted to Assistant Professor, Associate Professor, and, finally, Professor in 2012. Dr. McBride brought a fresh perspective to her students and her colleagues.

In light of her distinguished career and unwavering commitment to Southwest, I wholeheartedly recommend Dr. Loretta McBride for the title of Professor Emeritus. Her

influence will undoubtedly continue to be felt, and her dedication to education serves as an inspiration to all who have had the privilege of working alongside her.

Thank you for your consideration.

Dustin Williams

Dustin Williams
Chair
Department of Languages and Literature



3/22/2024

President



3/22/2024

HR Officer

The System Office staff has reviewed the supporting documentation and recommends the Chancellor's approval to move this forth for Board consideration.

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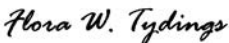


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Vice Chancellor for Academic Affairs

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2024-05-02 | 9:59 AM CDT

Chancellor

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: System Wide Compensation Strategies

DATE: May 29, 2024

PRESENTER: Alisha Fox, Vice Chancellor

PRESENTATION REQUIREMENTS: 20 minutes with discussion

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

BACKGROUND INFORMATION:

The Budget notes that funding is recommended to provide the state portion of a 3.0% salary increase pool effective July 1, 2024.

The Board is granted the discretion to determine how this funding pool is distributed. The proposed System Compensation Strategy attempts to provide adequate flexibility and address the collective compensation issues identified by the institutions.

For FY 24-25

1. System Wide Salary Adjustments.

A 3% 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, 2024. From this salary pool, at least 2.0% would be issued as an across-the-board adjustment effective July 1st for employees that were employed on or before June 30, 2024, without further action required by the Board.

The remaining 1% 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 three methods for the remaining 1% are described as follows:**

A. Across-the-board adjustment. A salary pool of up to 1.0% may be created of salaries of all unrestricted **regular**, full and part-time benefit eligible employees, for employees that were employed on or before June 30, 2024.

- i. Across-the-board adjustment level: This proposal allows for a percentage or flat dollar increase.
- ii. Distribution: Each eligible employee would receive a percentage increase based on their June 30, 2024 salary. A minimum flat dollar payment could be established by the institution. The amount would be pro-rated for unrestricted regular, part-time benefit eligible employees.
- iii. Timing: If the institution elects to use all or a portion of the 1% salary pool for additional across-the-board adjustments the increase shall be implemented effective July 1, 2024, with no further action required by the Board.

B. Compensation Plan - A Compensation Plan salary pool of up to 1.0% may be created to provide salary adjustments consistent with their Board approved compensation plans.

a. **Compensation Plan-Not Fully Funded.**

- i. Compensation Plan Level: Institutions would be authorized to use all or a portion of the 1% salary pool to fund their compensation plan.
- ii. Distribution: Funds would be distributed to employees in accordance with Board approved compensation plans.
- iii. Timing: Institutions will submit a proposal that includes, but is not limited to, the amount of recurring funds encumbered by the proposed increase, the percentage of the compensation plan funded by group, which groups if any are excluded from the increase, the type of increase (i.e. living wage, etc.), and the percentage of the salary pool used for the compensation plan. It is proposed that these adjustments be acted on by the Board during its **June meeting** and be **effective July 1, 2024.**

b. **Compensation Plan-Fully Funded.**

- i. Market Adjustment Level: Institutions who have fully funded their compensation plans may adjust the salary ranges to address changes in market

salaries, as prescribed in their compensation plan. Institutions would be authorized to use up to the amount of the 1% salary pool to fund their compensation plan and provide salary increases.

- ii. Distribution: Funds would be distributed to employees in accordance with Board approved compensation plans.
- iii. Timing: Institutions will submit a proposal that includes, but is not limited to, the amount of recurring funds encumbered by the proposed increase, the percentage of the compensation plan funded by group, which groups if any are excluded from the increase, the type of increase (i.e. living wage, etc.), and the percentage of the salary pool used for the compensation plan increase. It is proposed that these adjustments be acted on by the Board during its **June meeting** and be **effective July 1, 2024**.

C. Faculty Promotions. All or a portion of the 1.0% salary pool could be used to address funding for faculty promotions, consistent with the institution's approved compensation plan.

- i. Faculty Promotion Level: This proposal envisions a percentage of the salary pool to fund faculty promotions.
- ii. Distribution: Each eligible faculty member would receive the amount due under the approved institution compensation plan for the promotion.
- iii. Timing: Institutions will submit a proposal that includes, but is not limited to, the amount of recurring funds encumbered by the proposed increase, the percentage of the salary pool used for the faculty promotion. It is proposed that these adjustments be acted on by the Board during its **June meeting** and be **effective July 1, 2024**.

2. Institution or Local Funded Increases. Institutions would be authorized to provide salary adjustments using uncommitted local funds.

A. Consistent with those purposes specified in items 1. A – C above.

- i. Level: Institutions would be authorized to request use of an amount equal to the Institution's ability to fund using uncommitted local funds.
- ii. Distribution: Funds would be distributed to employees in accordance with Board approved compensation plans.
- iii. Timing: Eligible employees will include unrestricted regular, full-time and part-time benefit eligible employees **that were employed on or before September 30, 2024, and are still employed at the time of payment**.

Institutions may submit a proposal following 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 2024 meeting. Increases using institutional funds may be effective at a date determined by the institution within the fiscal year. No payment may be made without Board approval at the December meeting.

B. One-Time Payment. Institutions would be authorized to provide one-time payments to all unrestricted regular, full-time and part-time benefit eligible employees **on payroll as of September 30, 2024, and still employed at the time of payment.**

- i. Level: Institutions would be authorized to pay a one-time payment not to exceed \$1,500 to all unrestricted regular, full and part-time benefit eligible employees.
- ii. Distribution: Each full-time eligible employee would receive the same one-time payment amount. Each regular, part-time benefit eligible employee would be pro-rated.
- iii. Timing: **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 this document and the institution can financially afford the payment. The payments will be reported to the Board at the December Board meeting as an interim action item.**

3. Process.

- A. Each institution shall notify April Preston of their decision to implement all or a portion of the 3% salary pool as an across-the-board adjustment effective July 1, 2024, to be implemented in the July payroll cycle. Each institution will inform Ms. Preston what percentage increase, if any, they will be giving as across-the-board adjustment by **June 3, 2024.**
- B. For those institutions that will be proposing to use a portion of the 1% salary pool for something other than an across-the-board adjustment (i.e. compensation plan adjustments or faculty promotions), a summary of the planned implementation will be submitted to Ms. Preston by no later than **June 3, 2024.**

- C. Proposed plans will include: itemized breakdown of how the salary pool was spent, the percentage and dollar amount of the salary pool used for each type of increase; the amount of recurring funds encumbered by the proposed increase; the percentage of the compensation plan funded by group; if applicable, which groups if any are excluded from the increase; the type of increase (i.e. living wage, etc.); as well as justifications for any increases to administrators that exceed 10%. This information will be provided for Board approval at the **June Board** meeting.
- D. Additional information regarding the process for any locally funded increases will be provided in October.
- 4. **Restricted Employees** – The above compensation strategies also apply to restricted employees subject to funding availability.

Please contact April Preston with any questions.

BOARD TRANSMITTAL

MEETING:	Committee on Personnel and Compensation
SUBJECT:	Institutional Requests for New and Amended Compensation Plans
DATE:	May 29, 2024
PRESENTER:	Alisha Fox, Vice Chancellor for Business & Finance
PRESENTATION REQUIREMENTS:	10 minutes with Discussion
ACTION REQUIRED:	Roll Call Vote
STAFF RECOMMENDATION:	Recommend Approval

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

Institution:

Chattanooga State Community College
Cleveland State Community College
Dyersburg State Community College
Roane State Community College
Southwest Tennessee Community College
Volunteer State Community College
Walters State Community College

Summary of Changes:

Dyersburg State Community College is proposing a revision to their existing compensation plan to change the degree attainment increase from a flat amount to a percentage of the employee's salary. Chattanooga, Cleveland, Roane, Southwest, Volunteer, and Walters State Community Colleges are proposing new compensation plans to address changes in market.

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 2024 Institutional Compensation Plan Submissions

REVIEW OF INSTITUTION COMPENSATION PLANS

Committee on Personnel and Compensation

June 2024

Chattanooga State Community College

Chattanooga State Community College (ChSCC) is proposing a new compensation plan. The methodology in the previous plan was approved in 2015 with amendments to the minimum wage paid in 2022. The ChSCC plan includes the TCAT Chattanooga staff in their plan, but not their faculty. The TCAT Chattanooga faculty are now being included in the 2022 TBR System TCAT Faculty plan for the first time.

The College engaged consulting services of Performance Point to conduct their compensation study.

CUPA-HR, American Association of University Professors (AAUP), The College System of Tennessee sister institutions, Comp Analyst, and Economic Research (ERI) were used as data sources.

The current ChSCC average faculty salaries are at 98% of the market for the same positions. The proposed ChSCC faculty ranges were adjusted to 101% of the market. The target salary for existing faculty was determined by the number of years of service and rank. Starting salary for new faculty will be determined by their rank, highest degree obtained, and their number of years of experience. Approved promotions will be awarded a 3% base salary increase or the minimum of the new rank.

The clerical and support staff pay structure is built around ChSCC's minimum starting wage of \$14/hr. with the salary ranges built at 100% of the market. The current clerical and support staff target salaries were determined by their years of experience at ChSCC. New hires' starting wages will be determined by the candidate's experience. The current clerical and support staff salaries were 92% of the market.

For administrative and professional positions, the ChSCC employee salaries were at 99% of the market, but the College's existing comp plan for these positions was at 88% of the market, necessitating the need for the salary ranges to be adjusted. The salary ranges were built around 99% of the market. The current administrative and professional target salaries were determined by their years of experience at ChSCC. New hires' starting wages will be determined by the candidate's experience.

Executive positions salaries were on target with market at 100% of the average market. The midpoints in the salary ranges were 6% below market, so the ranges need to be adjusted to 100% of market. The current executive target salaries were determined by their years of experience at ChSCC. New hires' starting wages will be determined by the candidate's experience.

No one will be hired above the midpoint of the range unless there is an unusual need and exhaustive recruiting efforts have been made and the above midpoint starting salary had been appropriately approved at the college.

The ChSCC compensation plan includes a method to index the plan annually to keep up with the market changes, using CUPA-HR and WorldatWork and/or increases provided by the state.

Cleveland State Community College

Cleveland State Community College (CISCC) is proposing a new compensation plan. The methodology of their current plan is based on a comprehensive study completed in 2019.

The College engaged consulting services of Performance Point to conduct their compensation study.

CUPA-HR, American Association of University Professors (AAUP), The College System of Tennessee sister institutions, Comp Analyst, and Economic Research (ERI) were used as data sources.

The current CISCC average faculty salaries are at 101% of the market for the same positions, but the salary ranges were at 94% of the market. The proposed CISCC faculty salary ranges were adjusted to 106% of the market. The target salary for existing faculty was determined by the number of years they have been in their respective positions and their rank. Starting salary for new faculty will be determined by their rank, their number of years of experience and their discipline. Approved promotions will be awarded a 5% base salary increase or the minimum of the new rank.

Clerical and support staff salaries are currently at 90% of the market. The proposed clerical and support staff pay structure is built around CISCC's minimum starting wage of \$30,000 with the salary ranges built at 97% of the market. The current clerical and support staff target salaries were determined based on the employee's experience. Wages for new hires will be based on experience when starting the position.

Administrative and professional staff salaries are 95% of the market. The salary ranges are at about 7% below the market, necessitating the need for range movement. CISCC proposes increasing the salary ranges to 101% of the market, using the lowest wage as the current minimum of the FLSA threshold for exempt employees at \$35,568. The current administrative and professional staff target salaries were determined based on experience. New hires will have their starting salary determined based on their experience when starting the position.

The current CISCC average executive salaries are at 91% of the market for the same positions, but the salary ranges were at 89% of the market. CISCC proposes increasing the salary ranges to 97% of the market. The current executive staff target salaries were determined based on experience. New hires will have their starting salary determined based on their experience when starting the position.

No one will be hired above the midpoint of the range unless there is an unusual need and exhaustive recruiting efforts have been made and the above midpoint starting salary had been appropriately approved at the college.

The CISCC compensation plan includes a method to index the plan annually to keep up with the market changes, using CUPA-HR and WorldatWork, and/or increases by the state.

Dyersburg State Community College

Dyersburg State Community College (DSCC) is proposing a revision to their current compensation plan. The college proposes revising the flat amount they give now for degree attainment to a percentage of 3% increase to non-faculty employees. The amount of salary increases for faculty members who attain a higher degree will be based upon the corresponding amount on the current faculty salary guide.

Roane State Community College

Roane State Community College (RSCC) is proposing a new compensation plan. The methodology of their current plan is based on a comprehensive study completed in 2019.

The College engaged consulting services of Performance Point to conduct their compensation study.

CUPA-HR, American Association of University Professors (AAUP), The College System of Tennessee sister institutions, Comp Analyst, and Economic Research (ERI) were used as data sources.

Currently the RSCC professor salary range is the only faculty salary range salary midpoint that falls below the market. RSCC proposes adjusted the professor salary range to 98% of the market. The target salary for existing faculty was determined by their number of years of experience. Starting salary for new faculty will be determined by their number of years of experience and degree attainment. Nursing faculty will continue to receive a 15% pay differential. Approved promotions will be awarded a 5% base salary increase or the minimum of the new rank. For attaining a higher academic degree, faculty will receive a 3% increase for attaining a bachelor's and master's degree. For attaining a terminal degree, a 5% salary increase is awarded.

The college will, on as needed basis, apply a multiplier of up to 10% to be added to the salaries for faculty members in disciplines with high demand that are especially hard to fill.

Clerical and support staff salaries are currently at 92% of the market. The proposed clerical and support staff pay structure is built around RSCC's minimum starting wage of \$31,950 with the salary ranges built at 100% of the market. The current clerical and support staff target salaries were determined based on the employee's experience. Wages for new hires will be based on experience when starting the position and degree attainment above what is minimally required for the position.

Administrative and professional staff salaries are 95% of the market. The salary ranges are at about 11% below the market, necessitating the need for range movement. RSCC proposes increasing the salary ranges to 100% of the market. The current administrative and professional staff target salaries were determined based on experience. New hires will have their starting salary determined based on their experience when starting the position and degree attainment above what is minimally required for the position.

The current RSCC average executive salaries are at 98% of the market for the same positions, but the salary ranges were at 90% of the market. RSCC proposes increasing the salary ranges to 101% of the market. The current executive staff target salaries were determined based on experience. New hires will have their starting salary determined based on their experience when starting the position. The

president will have sole discretion in determining whether a premium should be added to a new executive's starting salary to account for difficult market conditions.

No one will be hired above the midpoint of the range unless there is an unusual need and exhaustive recruiting efforts have been made and the above midpoint starting salary had been appropriately approved at the college.

The RSCC compensation plan includes a method to index the plan annually to keep up with the market changes, using CUPA-HR and WorldatWork, and/or increases by the state.

Southwest Tennessee Community College

Southwest Tennessee Community College (STCC) is proposing a new compensation plan. The methodology of their current plan is based on a comprehensive study completed in 2015, although faculty salary ranges were adjusted in 2019.

The College engaged consulting services of Candice Hunter, of Fluency Management to conduct their compensation study.

The proposed STCC faculty pay structure includes 12 salary ranges for rank from instructor to professor. The ranges were developed based on the median of the market for each rank and then calculating the minimums and maximums of the ranges using a 50% spread. Faculty are hired as either an instructor or assistant professor based on the qualifications of the position. Faculty with a terminal degree are hired at the assistant professor rank. Faculty are hired at the minimum of the pay range based on their discipline and rank.

The current faculty pay ranges are about 97 % of the market. The proposal is for approximately a 2.76% increase.

Approved faculty promotions will be awarded a 3% base salary increase or the minimum of the new rank.

STCC is proposing to continue to increase clerical support starting salaries to be more closely aligned to the Living Wage for Shelby County, as funding permits. The minimum wage STCC hires at is currently \$12.25/hr. The proposal would increase the starting wage to \$13.78/hr. The pay ranges for clerical and support positions have been adjusted to reflect this as the minimum of the pay for the lowest range. The current clerical and support staff target salaries were determined based on the employee's experience. Wages for new hires will be based on experience when starting the position.

STCC is building their administrative and professional staff salary ranges the minimum of the current exempt salary threshold of \$35,568. The current administrative and professional staff target salaries were determined based on the employee's experience. Wages for new hires will be based on experience when starting the position. There are no proposed increases to the salary ranges for administrative and professional staff.

There are no proposed increases to the salary ranges for the STCC executive employee pay ranges. The current executive staff target salaries were determined based on experience. New hires will have their starting salary determined based on their experience when starting the position.

No one will be hired above the midpoint of the range unless there is an unusual need and the above midpoint starting salary has been appropriately approved at the college.

STCC is proposing increases for interim appointments, temporary appointments, or increased responsibilities be up to 20%, depending on the degree of increase in responsibilities, and the minimum of the new salary range (for reclassification or promotion). If the new position is at the same level of responsibility as the position the employee is leaving, no increase will be provided.

The STCC compensation plan includes a method to index the plan annually to keep up with the market changes, using several compensation sources as guides.

Volunteer State Community College

Volunteer State Community College (VSCC) is proposing a new compensation plan. The methodology of their current plan is based on a comprehensive study completed in 2016.

The College engaged consulting services of Performance Point to conduct their compensation study.

CUPA-HR, American Association of University Professors (AAUP), The College System of Tennessee sister institutions, Comp Analyst, and Economic Research (ERI) were used as data sources.

The current VSCC average faculty salaries are at 113% of the market and the salary ranges were 103% of the market. An increase of 7% for Assistant Professor, 4% for Associate Professor, and 10% for Professor pay ranges is recommended. No increase for the instructor salary range is recommended as it is currently a little above the market. The target salary for existing faculty was determined by the number of years they have been in their respective positions and experience in their discipline. Starting salary for new faculty will be determined by their number of years of experience in their discipline. Approved promotions will be awarded a 4% base salary increase or the minimum of the new rank. The faculty discipline groups paid at market are in the Humanities division. Mathematics & Science and Social Science & Education are paid at 5% above market. Business & Technology and Health Sciences/Nursing are paid 10% above market.

Clerical and support staff salaries are currently at 97% of the market with the salary ranges at 80% of the market. The proposed clerical and support staff pay structure is built around VSCC's minimum starting wage of \$31,200. The current clerical and support staff target salaries were determined based on the employee's experience. Wages for new hires will be based on experience when starting the position.

Administrative and professional staff salaries are 101% of the market, but the salary ranges were at 89% of the market. VSCC proposes increasing the salary ranges to 98% of the market. The current administrative and professional staff target salaries were determined based on experience. New hires will have their starting salary determined based on their experience when starting the position.

The current VSCC average executive salaries are at 105% of the market for the same positions, but the salary ranges were at 93% of the market. VSCC proposes increasing the salary ranges to 100%

of the market. The current executive staff target salaries were determined based on experience. New hires will have their starting salary determined based on their experience when starting the position.

No one will be hired above the midpoint of the range unless there is an unusual need and exhaustive recruiting efforts have been made and the above midpoint starting salary has been appropriately approved at the college.

The VSCC compensation plan includes a method to index the plan annually to keep up with the market changes, using CUPA-HR, WorldatWork, State of Tennessee, Annual Salary Budget Survey, and/or Educational Services Sector, among other relevant sources.

Walters State Community College

Walters State Community College (WSCC) is proposing a new compensation plan. The methodology of their current plan is based on a comprehensive study completed in 2018 and a minimum wage hiring rate of \$15/hr. implemented in 2023.

The College engaged consulting services of Performance Point to conduct their compensation study.

CUPA-HR, American Association of University Professors (AAUP), The College System of Tennessee sister institutions, Comp Analyst, and Economic Research (ERI) were used as data sources.

The current WSCC faculty salary ranges are 105% of the market, so the faculty ranges are competitive. Two of the ranks, professor, and assistant professor, are slightly below the market. It is proposed to increase those ranges by 2.1%, which is the three-average increase in faculty pay reported by CUPA-HR. WSCC also proposes a Discipline A code for titles at 100% of the market and a Discipline B code for titles at 110% of the market. The target salary for existing faculty was determined by the number of years they have been in their respective positions. Starting salary for new faculty will be determined by their number of years of experience and their discipline. Approved promotions will be awarded a 5% base salary increase for instructor to assistant professor and 6% for assistant professor to associate professor and 7% from associate professor to professor, or the minimum of the new rank.

Clerical and support staff salaries are currently at 96% of the market and the salary ranges are at 94% of the market. The proposed clerical and support staff pay structure includes a 6% increase to the salary ranges. The current clerical and support staff target salaries were determined based on the employee's experience. Wages for new hires will be based on experience when starting the position. When promoted into a position in a higher paygrade, employees will be eligible for a 5% increase in salary or the minimum of the new pay grade, whichever is higher.

Administrative and professional staff salaries are 92% of the market. It is proposed to move the salary ranges are 2%, to stay competitive. WSCC proposes increasing the salary ranges to 101% of the market, using the lowest wage as the current minimum of the FLSA threshold for exempt employees at \$35,568. The current administrative and professional staff target salaries were determined based on experience. New hires will have their starting salary determined based on their experience when starting the position.

The current WSCC average executive salaries are at 96% of the market for the same positions, but the salary ranges were at 102% of the market. WSCC proposes increasing the salary ranges by 2% to stay competitive.

No one will be hired above the midpoint of the range unless there is an unusual need and exhaustive recruiting efforts have been made and the above midpoint starting salary has been appropriately approved at the college.

The WSCC compensation plan includes a method to index the plan annually to keep up with the market changes, using CUPA-HR and WorldatWork, and/or increases by the state.

Community College Internal Auditor Salaries

Each community college employs an internal auditor who reports through the system-wide Chief Audit Executive to the Board and the respective college's president. Although the auditors perform substantially the same role at each college, the pay structures within which they are paid depend on each college's pay plan. The colleges have had difficulty filling vacant positions, and currently four colleges have vacancies and one college has an interim internal auditor.

The System Office engaged consulting services of Performance Point to conduct their compensation study. Economic Research Institute (ERI) Salary Assessor, CompAnalyst, State universities in Tennessee*: ETSU, APSU, MTSU, TTU, UofM, University of Tennessee, ACUA (Association of College & University Auditors) 2022 Compensation Survey, and Tennessee Comptroller of the Treasury were used as data resources.

The current TBR average midpoint is at 69% of the market and TBR average salaries are at 73% of the market.

It is proposed that a PerformancePoint consultant will work with a Human Resources representative at each college to review the internal auditor incumbent's background and experience and calculate a targeted pay rate within the new range or review the vacancy for the appropriate college pay range for those currently not filled.

Once the internal auditor positions are appropriately classified in the college compensation plan, the position(s) will be subject to indexing of the salary ranges, the same as other positions.

BOARD TRANSMITTAL

MEETING: Committee on Personnel and Compensation

SUBJECT: Executive Incentive Payments

DATE: May 29, 2024

PRESENTER: Alisha Fox, Vice Chancellor for Business & Finance

PRESENTATION REQUIREMENTS: 10 minutes with Discussion

ACTION REQUIRED: Roll Call Vote

STAFF RECOMMENDATION: Recommend Approval

The Executive Performance Incentive Plan was approved at the Board's June 2013 Meeting. It was created at the request of Board Members to address the gap between the average market salaries for the presidents, directors and Chancellor and the current compensation level for these officials. The Plan provides an opportunity for the leaders to earn up to 10% the market value of their respective position on an annual basis, based on institutional and individual performance. The incentive does not add to the base salary for the position and will be recalculated each year.

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

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

RECOMMENDATION

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

It is recommended the Committee take the following action:

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

Attachment: To be sent separately