tbr | THE COLLEGE SYSTEM *of* TENNESSEE

TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
Wednesday, February 26, 2025 at 1:00 p.m. (Central)
Agenda

I.   **Minutes**
    A. December 10, 2024 Quarterly Board Meeting

II.   **Report of Interim Action**

III. **Report of the Committees**
    A. Report of the Audit Committee Meeting on February 18, 2025

IV.   **Report of the Chancellor**
    -   TCAT Murfreesboro Faculty Partnership with Nissan *(Patrick Wade)*
    -   TBR Strategic Plan *(Deaton)*

V.   **Report of the Regents Award for Excellence in Philanthropy**

VI.   **Unfinished Business**

VII. **New Business**
    A. Review and Consider Revision to General Travel Policy 4.03.03.00 (Alisha Fox)

    B. Informational Reporting
        1. External Affairs *(McCormick and Williams)*
            - Legislative Update
        2. AI Update *(Lapps & Reed)*
        3. Tuition and Fee Recommendations for the 2025-2026 Academic Year

    C. Action Items
        1. Faculty Emerita *(Reed)*
        2. TCAT Program Approvals *(Reed)*

- *This meeting will be live-streamed and archived on the TBR website at* https://www.tbr.edu/board/february-2025-quarterly-board-meeting.

- *Persons who want to request to address the Board may follow the process authorized by TBR Policy 1.02.12.00 – Requests to Address the Board.*

TENNESSEE BOARD OF REGENTS
Quarterly Board Meeting
February 26, 2025

EXECUTIVE SUMMARY

I.   Minutes

The Board will consider approving minutes from the December 10, 2024Quarterly Board Meeting.

II.   Report of Interim Action

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

III.   Report of the Committees

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

A. Report of the Audit Committee meeting on February 18, 2025

IV.   Report of the Regents Award for Excellence in Philanthropy

Recipients of the Regents award for Excellence in Philanthropy are selected based on the generous giving of their time, resources, influence on volunteers to become involved in fundraising, active promotion of higher education, leadership in philanthropy, exceptional civic responsibility, and integrity. The Board will receive a report on the following award presented on October 18, 2024:

Arconic Foundation

The Arconic Foundation accepted the 2024 Regents Award for Excellence in Philanthropy as nominated by Pellissippi State Community College and TCAT Knoxville. The award was presented by Regent Danni Varlan during a ceremony at Pellissippi State Community College's Blunt County campus held on October 18, 2024.

V.   Report of the Chancellor

-   TBR Strategic Plan
-   TCAT Murfreesboro Faculty Partnership with Nissan

VI.   Unfinished Business

There is no unfinished business to come before the Board at this time.

VII.   New Business

A. Review and Consider Revisions to General Travel Policy 4.03.03.00

As background, the travel policy has remained the same for many years with minimal changes to update mileage, meal, and hotel rates for consistency with state rates. In the past, the policy included travel rate tables by county and sometimes caused confusion. The policy review group, which included system office staff from finance, travel, audit, and legal as well as campus business office representation determined the best course of action was to rewrite the policy rather than attempt to edit.

The most notable change from the existing policy to the revised policy is that the rate charts have been eliminated for all groups with some exceptions (Chancellor/Presidents/System Office Senior Staff/Board Members) and the CONUS/OCONUS or GSA/DoS rates will be used. The group proceeded in that direction with the goal of clarity and simplification.

Review Groups:
    January 23, 2025: Discussed with Business Affairs Subcouncil (BASC).
    January 31, 2025: BASC voted to formally move the recommendation forward.
    February 14, 2025: Approved by President's Council.

B. Informational Reporting

1. External Affairs Update

Executive Vice Chancellor McCormick and Associate Vice Chancellor Williams will provide a status update on key pieces of legislation being tracked by the Government Relations Department this session. The update will include bills that are pending in committee that have the potential to impact the TBR System or higher education in general.

2. AI Update

For informational purposes, the draft of Policy 1.08.10.00 – Use of Artificial Intelligence, which reflects TBR's commitment to harnessing the transformative potential of AI, including Generative AI, to empower students, faculty, and staff in achieving their aspirations will be highlighted.

This policy establishes adaptable guidelines to support the responsible and meaningful integration of AI within TBR and its colleges while maintaining the highest standards of academic integrity, data security, privacy, and ethics.

In addition to the policy, highlights of the TBR AI landscape and the work of the AI Learning Collaborative, which are shaping the strategic and responsible integration of AI across our institutions will be shared.

3. Tuition and Fee Recommendations for the 2025-2026 Academic Year

TBR staff will present the recommendations for maintenance fees, tuition, mandatory fees, and non-mandatory fees for academic year 2025-26.

C. Action Items

1. Faculty Emerita

Barbara Roseborough, Professor of Languages and Literature at Southwest TN Community College, has been nominated for Professor Emerita status for her 47 years of extraordinary contributions to the college.

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.

2. TCAT Program Approvals

Twenty-two (22) program proposals are being presented for the Committee's review and approval. These proposals will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries.

Thirteen (13) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor.

MINUTES

TENNESSEE BOARD OF REGENTS

REGULAR SESSION

December 10, 2024

The Tennessee Board of Regents met in regular session on December 10, 2024 at the TBR System Office located at 1 Bridgestone Park, Nashville, Tennessee. Vice Chair Emily Reynolds, presiding, called the meeting to order.

Board Secretary Mariah Perry was instructed to call the roll. There were two Regents who participated electronically, confirmed they could simultaneously hear and speak with others participating in the meeting, and that they were alone in the room. The following members were present:

Mr. Miles Burdine (participated via Microsoft Teams)
Ms. Deanne DeWitt
Dr. Steven Gentile
Mr. Mark George
Mr. Jeremy Harrell
Commissioner Charles Hatcher
Mr. Shane Hooper (joined the meeting later)
Mr. Todd Kaestner
Mr. Cayden Keltgen
Ms. Nisha Powers (joined the meeting later)
Ms. Emily Reynolds
Commissioner Lizzette Reynolds
Ms. Angela Richardson
Mr. Ross Roberts
Mr. Kyle Spurgeon (participated via Microsoft Teams)
Mr. Barry Stephenson
Ms. Danni Varlan
Mr. Tom White

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

I.   MINUTES

Minutes from the September 20, 2024 regularly scheduled Board meeting and November 12, 2024 special called session were provided to all members prior to the meeting. Given the routine and non-controversial nature of the meeting minutes, Vice Chair Reynolds proposed that these minutes be adopted by unanimous consent. Hearing no objection from members, the minutes of the September 20, 2024 and November 12, 2024 meetings were approved.

II.   REPORT OF INTERIM ACTION

Vice Chair Reynolds called upon Chancellor Flora Tydings, who presented the Report of Interim Action, reflecting business transacted by the Office of the Chancellor since the previous meeting of the Board. She requested approval of the report. Given the routine and non-controversial nature of the Interim Action Report, Vice Chair Reynolds proposed that the report be ratified and confirmed by unanimous consent. Hearing no objection from members, the Interim Action Report was adopted. A copy of the Report is attached to the official copy of the Minutes as Appendix A.

III.   REPORT OF THE COMMITTEES

The Board considered approval of the November 12, 2024 minutes of the Audit Committee.

The minutes of the committee were as follows:

<u>AUDIT COMMITTEE</u>

The Committee on Audit met in regular session on November 12, 2024, via Microsoft Teams. The roll was called by Secretary Mariah Perry. The roll call confirmed that a quorum was present; all Committee members in attendance and the Board's Vice Chair confirmed that they could simultaneously hear and speak to other participants; and that no other people were present in the room with each Regent. In attendance were system office and institutional staff; the Board's Vice Chair, Regent Emily Reynolds; and other Board members, including the following Audit Committee members:

Regent Miles Burdine, Audit Committee Chair
Regent Deanne DeWitt
Regent Todd Kaestner
Regent Tom White

The necessity of the electronic meeting was confirmed by unanimous consent due to it being the most economically efficient way to have matters considered that require timely action.

Regent Burdine opened the meeting by thanking everyone and welcoming the audit committee. Mike Batson echoed the thanks and began the informational reporting section.

Item I, Informational Reporting, included five topics for discussion. Item I.a., Highlights of Audit Findings and Recommendations, consisted of Mike Batson discussing the following topics: Recommendation Logs, External Miscellaneous Reviews, Comptroller's Office Audits, and Internal Audit Reports included in the materials. Mr. Batson covered reviews from the following: Tennessee Student Assistance Corporation- Financial Aid Programs reviews for TCAT Dickson and TCAT McKenzie; Tennessee Department of Health- Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases Grant Monitoring reviews for Columbia State and TCAT Dickson; Comptroller's Audit for Nashville State for fiscal years ended June 30, 2023 and June 30, 2024; Jackson State's Higher Education Emergency Relief Fund (HEERF) Public Reporting

Review; a Purchase Card Expense Audit for Southwest; and Chancellor and Presidents Expense Audits and Reports for fiscal year 2024. This item was for informational purposes and required no action.

Item I.b., Audit Reports and Reviews, consisted of informing the committee that a summary of the Miscellaneous External Reviews and the Internal Audit Reports for the first quarter of fiscal year 2025 are included in the meeting materials. Highlights of these materials were covered in section I.a. of the meeting. A listing of the Internal Audit Reports is included as Attachment A to these minutes. This item was for informational purposes and required no action.

Item I.c., System-wide Internal Audit Updates, consisted of discussing the following topics: current Director of Internal Audit vacancies and information regarding the internal audit training held in October 2024 at the TBR System Office. This item was for informational purposes and required no action.

Item I.d., Review of Annual Audits and Expenses for the Chancellor and Presidents, consisted of informing the committee that the audit reports and schedules for fiscal year 2024 are included in the meeting materials. Highlights of these materials were covered in section I.a. of the meeting. This item was for informational purposes and required no action.

Item I.e., Review of Salaries and Budgets for System Auditors was presented by Mike Batson. Mr. Batson commented on the salaries of the system and campus audit staff members and budgets by institution. This item was for informational purposes and required no action.

Item II.a., Review of Revisions to Fiscal Year 2025 Audit Plans was presented by Mike Batson.

A motion was made by Regent White and seconded by Regent DeWitt to approve the revised audit plans. The Committee approved the audit plans as presented by roll call vote. The audit plans are included as Attachment B to these minutes.

Item II.b., Review of Internal Audit Charters, included new charters for Columbia State Community College and Southwest Tennessee Community College due to new audit directors at the campuses.

A motion was made by Regent DeWitt and seconded by Regent Kaestner to approve the charters. The Committee voted to approve the charters in a roll call vote. The charters are included as Attachment C to these minutes.

Item II.c., Review of Salaries and Staffing for the Office of System-wide Internal Audit, included a review of salaries for the Chief Audit Executive, Executive Director of Internal Audit, four auditors, and one Administrative Assistant in the system office. A motion was made by Regent White and seconded by Regent Kaestner to approve the salaries. The Committee voted to approve the salaries in a roll call vote. The salaries are included as Attachment D to these minutes.

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

Respectfully submitted,

Committee on Audit

Regent Burdine moved to adopt the minutes. Regent DeWitt provided a second. The motion passed by roll call vote. A copy of the internal audit reports issued during the quarter as mentioned in the above minutes, the revised Internal Audit Plans for Fiscal Year ending June 30, 2025, and the salaries of the personnel in the Office of System-wide Internal Audit are attached to the official copy of the Minutes as Appendix B.

IV.   REPORT OF THE CHANCELLOR

TBR Strategic Plan

Chancellor Tydings called on Executive Vice Chancellor Russ Deaton to present a summary of the future direction of the next phase of TBR's Strategic Plan, including a reminder of the current TBR Strategic Plan, the broader state context including THEC's Drive to 55 goal, and an overview of the upcoming timeline and process of TBR's review. TBR's current plan is structured around three pillars of Open Access, Completion, and Community and Workforce Development, along with a mission statement of Student Success and Workforce Development. The goal is to revisit the plan throughout 2025, with updates at each subsequent Board meeting, before bringing a final plan before the Board at the September or December Board meeting.

Maxine Smith Leadership Series Overview

Chancellor Tydings then asked Executive Vice Chancellor Russ Deaton and Assistant Vice Chancellor for Programs and Leadership Deanna Morris-Stacey to present on the Maxine Smith Leadership Series. Assistant Vice Chancellor Morris-Stacey presented the redesigned Maxine Smith Leadership Series, which so far has three programmatic elements. The Chancellor's Fellowship will launch in Spring 2025 as a yearlong experience for senior leaders. The Emerging Leaders Fellowship and the Faculty Innovation Fellowship are under development and will launch later. The entire series continues to honor the legacy of former Regent Maxine Smith who served on the Board from 1994 to 2006. The series builds off the legacy of the former Maxine Smith Fellows program which TBR ran from 2003 to 2021, which six current TBR presidents participated in over the years. President Youlanda Jones also provided some reflections from her experience with the fellowship.

<u>Capital Outlay Projects</u>

Chancellor Tydings called on Executive Director Dick Tracy to provide an update on TCAT Capital Outlay Projects. Executive Director Tracy reported 29 projects from the billion-dollar investment have continued to break ground, along with other previously funded projects. All are on schedule and in budget. He also provided details on additional community college, TCAT, LGI, and TSU projects his team oversees.

V.   UNFINISHED BUSINESS

There was no unfinished business brought before the Board at this meeting.

VI.   NEW BUSINESS

A. CONSENT AGENDA

The following items were presented for review and approval on the consent agenda:

1. Revisions to TBR Policy 2.03.01.05, Academic Retention and Readmission at Tennessee Colleges of Applied Technology
2. Revisions to TBR Policy 2.08.00.00, Research Compliance and Security (formerly General Policies Regarding Research)
3. New TBR Policy 2.09.00.00, Accreditors
4. Revisions to TBR Policy 3.04.01.00, Student Scholarships, Grants, Loans & Financial Aid Programs
5. Revisions to TBR Policy 3.05.01.00, Policy for Classifying Students In-State & Out-of-State for Paying College Fees & Tuition & for Admission Purposes
6. Revisions to TBR Policy 5.01.01.08, Parental Leave
7. New TBR Policy 5.01.01.16, Foster Parent Training Leave

Regent White moved approval of the Consent Agenda. Regent Hooper provided a second. The motion carried by roll call vote. Attached to the Minutes are details on new and revised policies 2.03.01.05 (Academic Retention and Readmission at Tennessee Colleges of Applied Technology) as Appendix C, 2.08.00.00 (Research Compliance and Security) as Appendix D, 2.09.00.00 (Accreditors) as Appendix E, 3.04.01.00 (Student Scholarships, Grants, Loans & Financial Aid Programs) as Appendix F, 3.05.01.00 (Policy for Classifying Students In-State & Out-of-State for Paying College Fees & Tuition & for Admission Purposes) as Appendix G, 5.01.01.08 (Parental Leave) as Appendix H, and 5.01.01.16 (Foster Parent Training Leave) as Appendix I.

B. INFORMATIONAL REPORTING

1. TCAT Enrollment and Success Trends

Executive Vice Chancellor Russ Deaton presented on TCAT Enrollment and Success Trends. The 24 Tennessee Colleges of Applied Technology serve nearly 48,000 students, a total that has grown considerably over recent years as Tennessee has invested in TCAT capacity in the form of equipment, new programs and faculty, and new buildings and renovations. Dual enrollment has been a major factor in TCAT growth, as state policy changes have expanded opportunities for more high school students. As enrollment has increased, TCAT awards have also begun to increase. Updates on these and other student access and success trends across the TCAT sector were shared.

2. Student Success and Strategic Partnerships Update

Vice Chancellor Heidi Leming shared details on changes and the expansion of responsibilities of the Office of Student Success and Strategic Partnerships that have occurred since August 2024. This includes the expansion of grant making activities, restructure of the A&D funds (now referred to as Student Success & Innovation funds), expansion of efforts of the Center for Innovation in Teaching and Learning and plans for the transfer of the Tennessee Consortium for International Studies (TnCIS) program from Pellissippi State to the TBR System Office of Student Success to launch a Center for Global Innovations, Partnerships and Student Success in 2025.

3. External Affairs Update

Executive Vice Chancellor Kim McCormick called on Associate Vice Chancellor Cris Perkins to share highlights of the annual financial report for the Foundation for the College System of Tennessee. A copy of the report is attached to the official copy of the Minutes as Appendix J.

4. Board Assessment Report

Vice Chair Reynolds presented the 2024 Board Assessment report.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires governing boards for member institutions to "define and regularly evaluate their responsibilities and expectations." As part of the SACSCOC accreditation process, community colleges must provide evidence that the Tennessee Board of Regents conducts a self-assessment every two years.

The 2024 Board Assessment was completed by members of the Tennessee Board of Regents in October 2024. The assessment included questions about the Board's work, the structure and content of Board meetings, the Board's committees, and the orientation process.

The next assessment will be conducted in 2026. A copy of the report is attached to the Minutes as Appendix K.

C. ACTION ITEMS

1. TCAT Program Approvals

Vice Chancellor Jothany Reed shared highlights from nine (9) program proposals and seven (7) program modifications for review and approval.

Given the routine and non-controversial nature of TCAT Program Approvals, Vice Chair Reynolds proposed these program proposals and modifications be approved by unanimous consent. Hearing no objection from members, the program proposals and modifications were adopted. The proposed TCAT Program Approvals are attached to the Minutes as Appendix L.

2. FY2024-25 Revised Budget

Vice Chancellor Alisha Fox presented the October revised budget for fiscal year 2024-25 for the Board's review and approval.

The original budgets for FY 2024-25 were developed by institutions in the Spring of 2024 and were submitted to the Board office in May 2024. As such, these budgets included a variety of estimates. These institutional budget submissions were the basis for the Board's June 2024 approval of the initial FY 2024-25 operating budgets (the "Proposed Budget"). The October Revised Budget is based on more recent information, including recognition of the impact of fall enrollment, and includes the effect of revisions from the approved Proposed Budget.

Regent Hooper moved approval of the FY 24-25 October Revised Budget. Regent White provided a second. The motion carried by roll call vote. A copy of the revised budget is attached to the official copy of the Minutes as Appendix M.

3. **Building Naming Request from Motlow State Community College**

Chancellor Tydings presented a building naming request from Motlow State Community College. The request was to name the College's McMinnville Building the Jerry W. Cooper Center. Motlow State convened an appropriate committee to consider and make the recommendation.

The late Jerry W. Cooper was a former Tennessee State Senator from 1984 to 2007 and veteran of the Tennessee National Guard. He was an advocate of Motlow State and its mission. He successfully sponsored legislation in the Tennessee General Assembly that garnered more than $21.2 million for the College which gave rise to Motlow State campuses and programs across the College's service area. The contributions of Senator Cooper to Motlow State and its service area have helped . thousands of students and his contributions are poised to continue educating students, serving the workforce needs of business and industry, and supporting economic growth in this region for generations to come. The Chancellor then called on President Michael Torrence who addressed the Board in support of the naming.

Regent Hooper moved approval of the building naming request and Regent Roberts seconded the motion. The motion passed by roll call vote. A copy of the request by Motlow State is attached to the Minutes as Appendix N.

4. **Resolution of Appreciation for former Regent Mark Gill**

Vice Chair Reynolds presented the resolution of appreciation for the service of former Regent Mark Gill. Regent George moved adoption of the resolution, and Regent Harrell provided a second. The motion passed unanimously by roll call vote. Mr. Gill shared reflections from his time as Regent and his appreciation for the opportunity to serve. A copy of the resolution is attached to the Minutes as Appendix O.

5. **Resolution of Appreciation for former Regent MaryLou Apple and President Emerita Reinstatement**

Vice Chair Reynolds called on Regent Powers to present the resolution of appreciation for the service of former Regent MaryLou Apple. In addition to affirming her resolution, Vice Chair Reynolds proposed that the Board also reinstate her honorary president emerita status at Motlow State Community College, given she resigned the status when she began serving on the Board. Regent Powers moved adoption of the resolution and emerita status, and Regent Varlan provided a second. The motion passed unanimously by roll call vote. Dr. Apple expressed comments of gratitude and shared reflections from her 40+ year tenure with TBR. A copy of the resolution is attached to the Minutes as Appendix P.

The next quarterly meeting will be held on Wednesday, February 26, 2025 in Nashville, Tennessee at the TBR System Office. The meeting will take place in conjunction with the SOAR events being held February 26-27 at the Grand Hyatt in downtown Nashville. In addition, she reminded Board members to complete their 2025 annual disclosure form, which is due to the TBR General Counsel by January 31, 2025.

VII. ADJOURNMENT OF THE MEETING

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

Respectfully submitted,

Mariah H. Perry

Mariah H. Perry, Board Secretary

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Flora W. Tydings, Chancellor

_____

Emily J. Reynolds, Vice Chair

tbr THE COLLEGE SYSTEM
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MEMORANDUM

TO: Members of the Tennessee Board of Regents

FROM: Flora W. Tydings   *FWT*

DATE: February 28, 2025

SUBJECT: Interim Action Report – First Quarter

                    Tennessee Board of Regents Quarterly Board Meeting

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The following constitutes a record of business transacted by the Office of the Chancellor since the previous regular quarterly meeting of the Board of Regents under the authority of Article IV.G(13) of the Bylaws and also TBR Policy 1.04.01.00, Section I.G., which grants to the Chancellor interim authority to act on behalf of the Board. Pending any questions, the actions are recommended for Board consideration and confirmation.

I. Personnel Actions – Tennessee Board of Regents Staff

Appointments: Tracey Bradley, AVC for Global Innovation; Effective 1/06/2025
                        Stephen Cameron, CLSCC Technician Specialist; Effective 1/06/2025
                        Dawn Sanford, Coordinator, Student Success; Effective 1/06/2025
                        Timea Taylor, Coordinator, Student Success; Effective 1/06/2025

Reclassifications: Zachary Adams, Assistant Vice Chancellor of Workforce Alignment;
                        Effective 12/01/2024
                        Britt Young, End User Support Associate to CRM Architect; Effective
                        1/01/2025
                        Jacquelyn Wilson, Coordinator, Student Success (non-exempt) to
                        Coordinator, Student Success (exempt); Effective 1/20/2025
                        Blanca Bryson, HR Analyst I to HR Analyst II; Effective 6/01/2025

Promotions: None

Degree Attainment: Irene Moore, Doctoral Degree; Effective December 2024

Chattanooga State Community College | Cleveland State Community College | Columbia State Community College | Dyersburg State Community College
Jackson State Community College | Motlow State Community College | Nashville State Community College | Northeast State Community College | Pellissippi State Community College
Roane State Community College | Southwest Tennessee Community College | Volunteer State Community College | Walters State Community College | Tennessee Colleges of Applied Technology

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Certified Admin. Prof: None

Retirement:	Donna Seagle; Effective 4/10/2025
Separations:	Leonia Houston; Effective 12/13/2024
	Stacy Keisling; Effective 1/3/2025
	Colbe Wilson; Effective 1/14/2025
Appointments:	Vice President and Other Executives Appointments: Attachment A
	Vice President and Other Executives Increases: Attachment B

II. ACCEPTANCE OF GIFTS AND GRANTS

III.   CONSTRUCTION PROJECTS
- State Building Commission Activities: Attachment C
- Summary of Construction Contracts: Attachment D

IV.   APPROVAL OF CONTRACTS AND AGREEMENTS: Attachment E

Attachment A

TBR System-wide

Vice Presidents and Executive Level Appointments

Institution	Name	Position	Salary	Effective Date
JSCC	Benjamin Frederick	Director of Internal Audit	85,000.00	3/03/2025
TCAT Northwest	James Frakes	Vice President of Academic Affairs	110,729.00	1/01/2025

Attachment B

TBR System-wide

Vice Presidents and Executive Level Increases

Institution	Name	Position	Previous Salary	New Salary	Effective Date
RSCC	Diane Ward	Vice President of Student Learning	152,501.00	163,125.00	1/01/2025
RSCC	Marsha Matthews	Vice President of Business and Finance	152,501.00	163,125.00	1/01/2025
RSCC	Karen Brunner	Vice President of Institutional Research	126,039.00	134,808.00	1/01/2025
RSCC	Jamie Stringer	Vice President of Student Services	126,039.00	148,298.00	1/01/2025
RSCC	Teresa Duncan	Vice President of Workforce Development and Athletics	138,635.00	148,298.00	1/01/2025
TCAT Elizabethton	Richard Church	Vice President	105,702.00	116,269.00	7/01/2025
TCAT Elizabethton	Crystal Fink	Vice President	96,123.00	105,729.00	7/01/2025

Attachment C

Tennessee Board of Regents
Summary of State Building Commission Executive Subcommittee
December 16, 2024 - January 27, 2025

December 16, 2024 Executive Subcommittee Meeting

TCAT Jackson SBC #166/000-01-2024	Designer Selection	Approved selection of UrbanARCH Associates, P.C. as designer for the project	OFD prepares Designer Agreement and continues with project

January 27, 2025 Executive Subcommittee Meeting

TCAT Murfreesboro SBC #166000-01-2024	Designer Selection	Approved selection of Bauer Askew Architecture, PLLC as designer for the project	OFD prepares Designer Agreement and continues with project
TCAT Morristown SBC #166/000-01-2024	Designer Selection	Approved selection of Fisher + Associates as designer for the project	OFD prepares Designer Agreement and continues with project
Statewide Regional Consultant SBC #166/000-03-2017	Designer Selection	Approved selection of Rodney L. Wilson Consulting, PLLC as designer for the project	OFD prepares Designer Agreement and continues with project
TSU SBC #166/001-04-2024	Designer Selection	Approved selection of I.C. Thomasson Associates, Inc. as designer for the project	OFD prepares Designer Agreement and continues with project

Attachment C

MTSU SBC #166/009-01-2024	Designer Selection	Approved selection of Anecdote, PLC as designer for the project	OFD prepares Designer Agreement and continues with project

Attachment C

Tennessee Board of Regents
Summary of State Building Commission Actions
December 16, 2024 - January 9-2025

Date	SBC Number	Institution	Project	Value	SBC Action
12/16/2024					
	166/009-01-2024	MTSU	New Parking Structure	27,000,000	Approved project utilizing CM/GC alternative delivery method and to select a designer
	166/001-02-2023	TSU	Agriculture Food and Animal Science Facility	40,000,000	Mr. Dick Tracy introduced Bart Kline with Kline Swinney Associates. Mr. Kline gave the presentation stating that the project was in budget and on schedule. Treasurer Lillard asked if this project was moving forward off a designer's estimate. Mr. Tracy responded that both the designer and construction manager had provided estimates. Treasurer Lillard asked that once the construction documents are completed in January that the parties review the estimates again to confirm that the project can be built within the current budget to ensure that there is no funding shortage on this project. Mr. Tracy confirmed that the project would not proceed to construction unless the funding was in hand. Mr. Tracy added that in all the years of working on TSU Agriculture projects with Dr. Reddy that it has always been the case that if additional funding is needed, Dr. Reddy obtains that through Federal Grants and that TBR would never bring this project back for to ask for additional State dollars for an Ag project funded with Source of Funding: Original Change Revised $32,250,000.00 ($32,250,000.00) 0.00 Federal Funds (ARP) (F) 5,000,000.00 0.00 5,000,000.00 Federal Funds (USDA) (F) 0.00 35,000,000.00 35,000,000.00 22/23 CurrFunds-CapImp (A) Original Project Budget: $37,250,000.00 Change in Funding: $ 2,750,000.00 Revised Project Budget: $40,000,000.00 State Building Commission – December 16, 2024 Page 11 of 47 Federal dollars. Treasurer Lillard asked that Mr. Tracy review the plans with the State Architect to confirm that all needed funding is in hand before any construction contracts are signed so that the Commission could take any needed action at that time. Mr. Tracy agreed to do so. Comptroller Mumpower asked for confirmation that the project was funded with Federal funds and State appropriations from the FY 22/23 State budget and that TBR would obtain SBC approval if project costs increased before any additional work is done, whether the additional funding added to the project was from Federal or State funds. Mr. Tracy confirm that that was correct. Secretary Hargett noted that Sen. Charlene Olivers and Representative Harold Love, Jr., the new President of the National Conference of Black State Legislators, were present and supportive of the project. Secretary Hargett congratulated Rep. Love on his achievement. Lt. Governor confirmed that approval was being given contingent on TBR returning to the Commission if the cost of the project exceeds the current funding. The Commission approved a revision in project budget and funding and the EDP as presented by Kline Swinney Associates.

Attachment C

166/001-03-2023	TSU	Agriculture Environmental Science Facility	29,400,000	Mr. Dick Tracy introduced Chip Jones with The Orcutt Winslow LLLP. Mr. Jones gave the presentation stating that the project was in budget and on schedule. Treasurer Lillard asked if this project was moving forward off a designer's estimate. Mr. Tracy responded that both the designer and construction manager had provided estimates. Treasurer Lillard asked that once the construction documents are completed in January that the parties review the estimates again to confirm that the project can be built within the current budget to ensure that there is no funding shortage on this project. Mr. Tracy confirmed that the project would not proceed to construction unless the funding was in hand. Mr. Tracy added that in all the years of working on TSU Agriculture projects with Dr. Reddy that it has always been the case that if additional funding is needed, Dr. Reddy obtains that through Federal Grants and that TBR would never bring this project back for to ask for additional State dollars for an Ag project funded with Federal dollars. Treasurer Lillard asked that Mr. Tracy review the plans with the State Architect to confirm that all needed funding is in hand before any construction contracts are signed so that the Commission could take any needed action at that time. Mr. Tracy agreed to do so.
				Comptroller Mumpower asked for confirmation that the project was funded with Federal funds and State appropriations from the FY 22/23 State budget and that TBR would obtain SBC approval if project costs increased before any additional work is done, whether the additional funding added State Building Commission – December 16, 2024 Page 13 of 47 to the project was from Federal or State funds. Mr. Tracy confirmed that was correct. Secretary Hargett noted that Sen. Charlene Olivers and Representative Harold Love, Jr., the new President of the National Conference of Black State Legislators, were present and supportive of the project. Secretary Hargett congratulated Rep. Love on his achievement. Lt. Governor confirmed that approval was being given contingent on TBR returning to the Commission if the cost of the project exceeds the current funding. The Commission approved the EDP as presented by The Orcutt Winslow LLLP.
166/001-01-2021	TSU	Goodwill Manor & Harned Hall Exterior Renovation	62,544	Rec'vd report C.O. #2 @ 15.958%
166/072-01-2024	TCAT Morristown	Demo of 312 Calvary Drive	16,963	Rec'vd report C.O. #1 @ 23.72%
166/078-01-2022	TCAT Oneida	Diesel Technology Facility	-14,562	Rec'vd report C.O. #9 @ -.32%
166/033-02-2024	SWCC	Recording Studio Renovation	1,550,000	Approved project and to select a designer
166/012-02-2020	TCAT Chattanooga	TCAT Chattanooga Advanced Manufacturing Building	25,900,000	Approved a revision in project funding
166/019-02-2024	JSCC	Athletic Field Update	1,650,000	Approved a revision in project scope, budget, and funding
166/001-01-2024	TSU	Ag Campus Organic Research Lab	975,000	Comptroller Mumpower asked for confirmation that this project is fully funded with Federal dollars and that there are no State dollars associated with the project. State Architect McGauran replied that there were no State funds and that the project is fully funded through a federal grant. The Commission approved the EDP as recommended by the State Architect.
166/001-04-2018	TSU	Campus Building Envelope & Structure Repairs	76,617	Rec'vd report C.O. #9 @ 3.14%
166/078-01-2022	TCAT Oneida	Diesel Technology Facility	-17,838	Rec'vd report C.O. #10 @ -.39%

1/9/2025

Attachment D

CONSTRUCTION CONTRACTS AWARDED 11/01/2024 - 01/31/2025
Contracts totaling $86,296,312.48

Designer	Contractor	Contract Sum	Awarded	Project Number	Institution/ Project Name
Dollar & Ewers Architecture, Inc.	Pannell Construction, LLC	$662,799.91	11/15/2024	166/000-04-2013H	TCAT Athens Cosmetology Renovation
I.C. Thomasson Associates, Inc.	Reynolds Electrical Contractors, LLC	$615,000.00	11/15/2024	166/015-02-2023	Columbia SCC Baseball and Softball Field Lighting Upgrades
Johnson Johnson Crabtree Architects P.C.	Fellowship Construction, Inc.	$9,889,300.00	12/02/2024	166/046-01-2022	TCAT Dickson Clarksville Campus Expansion
Anecdote, PLC	Hoar Construction, LLC	$3,628,169.51	12/04/2024	166/046-03-2023CM	TCAT Dickson Dickson Co. Higher Education Center
West Welch Reed Engineers, Inc.	Wright Contracting, Inc.	$1,834,000.00	12/11/2024	166/032-06-2018A	Pellissippi SCC HVAC and Electrical Updates and Repairs
Bell & Associates Construction, LLC	Bell & Associates Construction, LLC	$2,674,370.00	12/18/2024	166/079-01-2023CM	TCAT Paris Replacement Campus
BarberMcMurry Architects LLC	Denark Construction, Inc.	$662,666.76	12/18/2024	166/060-01-2023CM	TCAT Knoxville Knoxville Replacement Campus
March Adams and Associates	Premier Boiler & Combustion, LLC	$933,057.79	12/19/2024	166/012-01-2023	Chattanooga SCC Central Plant Modernization
Hart Freeland Roberts, Inc.	Volunteer Paving, LLC	$524,234.74	12/20/2024	166/000-03-2021M3	TCAT Murfreesboro Parking & Paving Updates
Rodney L. Wilson Consulting, PLLC	Moore Construction Co., Inc.	$474,465.00	12/20/2024	166/046-01-2023	TCAT Dickson Pump Station & Sewer Line Replacement
Haizlip Studio, PLLC	Batten & Shaw, Inc.	$869,095.64	12/20/2024	166/076-01-2023CM	TCAT Newbern Academic Bldg & Additions
Allen & Hoshall, Inc.	Montgomery Martin Contractors, LLC (Memphi	$298,226.48	12/23/2024	166/058-02-2023CM	TCAT Jackson Lexington Replacement Campus
I.C. Thomasson Associates, Inc.	Stansell Electric Company, Inc.	$9,935,000.00	01/02/2025	166/001-03-2020B2	TSU Project 3, North Loop - B2
Batten Shaw Construction	Batten Shaw Construction	$11,300,491.78	01/02/2025	166/082-01-2023CM	TCAT Ripley Academic Bldg & Renovations
Johnson Johnson Crabtree Architects P.C.	Hoar Construction, LLC	$34,976,798.67	01/08/2025	166/046-02-2023CM	TCAT Dickson CM/GC
Artech Design Group, Inc.	J & J Contractors, Inc.	$5,701,000.00	01/09/2025	166/040-01-2023	TCAT Athens New Academic Building
Allen & Hoshall, Inc.	Grinder, Taber & Grinder, Inc.	$264,539.20	01/24/2025	166/019-03-2023	Jackson SCC Campus-wide Automatic Entrances

Attachment E

tbr | THE COLLEGE SYSTEM
of TENNESSEE

BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Interim Action Contracts Report

DATE: January 29, 2025

PRESENTER: N/A (Interim Action Report)

PRESENTATION
REQUIREMENTS: None

ACTION REQUIRED: Informational Purposes

STAFF
RECOMMENDATION: Not Applicable

The Interim Action Contracts Report provides a listing of the contracts approved beginning November 1, 2024, and ending on January 23, 2025. In addition to the contract listing, a summary of the approved contracts for this reporting period is also provided.

During the reporting period, a total of 216 contracts were approved at the System Office. An overview is provided below:

	Contract Amendments	Clinical Affiliations	Dual Services	Professional Services	Service Agreements	Other
	53	25	10	26	8	94

Attachment E

Tennessee Board of Regents
Contracts Approved November 1, 2024, thru January 23, 2025

Contract number	Contract Type	Contractor	Department/Institution	Commodity	Yearly Amount	System Wide	Start Date	End Date	Competitive
109184	Amendment to Existing Contract	University of Texas Austin	Policy & Strategy	Consulting	$200,000.00		1/15/2021	1/14/2026	
109227	Amendment to Existing Contract	Modern Campus USA Inc.	Academics	Computer Software	$29,753.00	yes	1/4/2021	1/3/2026	yes
109507	Amendment to Existing Contract	University of Tennessee Martin	TCAT Crump	Dual Enrollment Agreement	$0.00		5/7/2021	4/30/2025	
109818	Amendment to Existing Contract	D2L Ltd.	TBR	Computer Software	$2,004,939.01	yes	1/1/2022	12/31/2025	yes
109969	Amendment to Existing Contract	Cintas Corporation	TBR	Facilities Management Products and Services	$100,000.00	yes	3/1/2021	10/31/2025	yes
110024	Amendment to Existing Contract	Tennessee Technological University	RSCC	Articulation Agreement	$0.00		10/5/2021	6/30/2026	
110049	Amendment to Existing Contract	Stellar Security Services, LLC	TCAT Memphis	Security Services	$213,096.00		12/15/2021	12/14/2025	yes
110085	Amendment to Existing Contract	Landscape Workshop LLC	SWCC	Landscaping Services	$289,154.00		12/1/2021	11/30/2025	yes
110163	Amendment to Existing Contract	Accu-Cutt Lawn Care	TCAT Covington	Mowing and Landscaping Services	$15,660.00		12/1/2021	11/30/2025	yes
110173	Amendment to Existing Contract	Five Star Food Services, Inc. (was LC Vending)	TCAT Shelbyville	Vending Services	$0.00		12/23/2021	12/22/2025	yes
110221	Amendment to Existing Contract	Blount Memorial Hospital	TCAT Knoxville	Memo of Understanding	$0.00		1/4/2022	1/3/2026	
110300	Amendment to Existing Contract	Blount Memorial Hospital	TCAT Knoxville	Memo of Understanding	$12.00		3/13/2022	3/12/2026	
110370	Amendment to Existing Contract	John Wiley & Sons, Inc.	TBR	Subscription to Library Collections	$500,000.00	yes	1/1/2022	12/31/2025	
110471	Amendment to Existing Contract	Elsevier, Inc.	TBR	Nursing Test packages	$3,000,000.00	yes	5/16/2022	5/15/2027	
110590	Amendment to Existing Contract	EBSCO Publishing	TBR	Subscription to library databases	$81,412.00	yes	1/1/2023	12/31/2025	
110831	Amendment to Existing Contract	Metropolitan Board of Public Education	NSCC	Dual Enrollment Agreement	$400,000.00		7/1/2022	6/30/2025	
110835	Amendment to Existing Contract	Knox County Government	TCAT Knoxville	Special Industry Training	($9,000.00)		5/27/2022	12/31/2025	
111109	Amendment to Existing Contract	BDI Datalynk, LLC	JSCC	Curriculum Services	$60,750.00		1/1/2023	12/31/2025	
111141	Amendment to Existing Contract	QuestionPro, Inc.	OE	Computer Software	$7,900.00	yes	12/2/2022	12/1/2025	yes
111298	Amendment to Existing Contract	Associated General Contractors, Middle Tennessee	TCAT Northwest	Cooperative Educational Offerings	$1,000.00		11/1/2022	10/31/2025	
111389	Amendment to Existing Contract	TRANSFR, Inc.	TBR	License - Virtual Reality Training Simulation Srvcs.	$650,000.00		12/20/2022	1/31/2025	
111488	Amendment to Existing Contract	Lowe's Home Centers, LLC	TBR	Maintenance Repair/Operating Supplies/Equipment	$300,000.00	yes	1/1/2023	12/31/2025	yes
111563	Amendment to Existing Contract	EBSCO Publishing - CorrectionalEd Services	Academics	Carceral Database	$9,000.00		4/1/2023	3/31/2026	
111564	Amendment to Existing Contract	Submittable Holdings, LLC	OE	License Cloud Based Grant Management Software	$59,735.00		2/1/2023	12/31/2025	yes
111566	Amendment to Existing Contract	Blue Ridge Environmental	TCAT Elizabethton	Shredding Services	$600.00		1/30/2023	1/29/2026	
111778	Amendment to Existing Contract	Chattanooga State Community College	Academics	Grant Subcontract	$42,000.00		4/17/2023	1/31/2025	
111908	Amendment to Existing Contract	Stroz Friedberg, LLC an Aon Company	IT	Incident Response Services	$100,000.00		5/12/2023	12/31/2025	yes
112716	Amendment to Existing Contract	Terminalfour Inc	PSCC	Web Content Management System	$77,707.00		11/28/2023	11/27/2025	
112755	Amendment to Existing Contract	Strata Information Group, Inc.	Student Success	Consulting	$24,860.00		12/15/2023	6/30/2025	
112811	Amendment to Existing Contract	First Horizon Bank	JSCC	Banking Services	$0.00		1/11/2024	1/10/2026	yes
112821	Amendment to Existing Contract	Knox County	TCAT Knoxville	Memo of Understanding	$0.00		1/25/2024	2/7/2027	
112825	Amendment to Existing Contract	Waste Connections of Tennessee, Inc.	TCAT Knoxville	Waste Management Services	$16,134.00		2/1/2024	1/31/2026	yes
112867	Amendment to Existing Contract	National Coalition of Certification Centers	Student Success	Membership	$37,000.00		1/1/2024	12/31/2025	
112868	Amendment to Existing Contract	YuJa, Inc.	TBR	Video Accessibility Solutions	$0.00	yes	2/2/2024	2/1/2026	
113007	Amendment to Existing Contract	ReadSpeaker, LLC	Academics	Accessibility solutions	$1,840.00		3/11/2024	3/10/2026	
113052	Amendment to Existing Contract	YMG Enterprises, LLC	JSCC	Consulting	$245,000.00		3/6/2024	11/30/2025	
113072	Amendment to Existing Contract	CVS Pharmacy	TCAT Knoxville	Pre-apprenticeship course	$0.00		3/11/2024	3/10/2026	
113151	Amendment to Existing Contract	Cleveland State Community College Foundation	Facilities	Lease Agreement	$4,500.00		6/1/2024	5/31/2029	
113157	Amendment to Existing Contract	Alpha-One Lawn Care Services, LLC	TCAT Knoxville	Lawn Care Services	$60,000.00		4/1/2024	3/31/2026	yes
113281	Amendment to Existing Contract	Strata Information Group, Inc.	TNeCampus	Consulting	$68,400.00		5/1/2024	4/30/2025	yes
113613	Amendment to Existing Contract	Lake County Schools (Lake County High School)	TCAT Northwest	Dual Enrollment Agreement	$0.00		7/1/2024	6/30/2025	
113614	Amendment to Existing Contract	Lauderdale County School District	TCAT Northwest	Dual Enrollment Agreement	$0.00		7/1/2024	6/30/2025	
113691	Amendment to Existing Contract	Grundy County High School	TCAT McMinnville	Dual Enrollment Agreement	$0.00		7/1/2024	6/30/2025	
113694	Amendment to Existing Contract	White County School System	TCAT Livingston	Dual Enrollment Agreement	$0.00		8/2/2024	5/22/2025	
113823	Amendment to Existing Contract	American Academy Holdings, LLC	JSCC	Higher Education Curriculum	$47,847.00		7/1/2024	6/30/2025	
114010	Amendment to Existing Contract	Tennessee Board of Regents - Yvonne Waller	VSCC	Personnel	$6,434.00		7/1/2024	6/30/2025	
114097	Amendment to Existing Contract	Grand Hyatt Nashville	External Affairs	Lodging and Meeting Space	$190,610.00		2/25/2025	2/27/2025	yes
114184	Amendment to Existing Contract	Hardin County Medical	JSCC	Clinical Experience	$0.00		1/1/2025	12/31/2026	
114243	Amendment to Existing Contract	University of Tennessee Knoxville	COSCC	Articulation Agreement	$0.00		5/1/2024	4/30/2027	
114244	Amendment to Existing Contract	Tennessee Department of Labor & Workforce	Facilities	Lease of Space	$32,250.00		10/1/2024	9/30/2029	
114345	Amendment to Existing Contract	Tennessee Technological University	TCAT Hartsville	Vehicle Loan Agreement	$0.00		10/15/2024	10/14/2025	
114346	Amendment to Existing Contract	Carter County Schools	NESCC	Facility Use	$0.00		10/1/2024	6/30/2025	
114347	Amendment to Existing Contract	Cordance Operations LLC (SPOL)	RSCC	Strategic Online Application Services	$11,558.00		11/1/2023	10/31/2025	

Attachment E

Contract number	Contract Type	Contractor	Department/Institution	Commodity	Yearly Amount	System Wide	Start Date	End Date	Competitive
114348	Software License	OCLC, Inc.	JSCC	Library Subscription	$1,274.28		11/11/2024	10/29/2025	
114351	Hotel/Lodging Agreement	Paris Landing State Park	External Affairs	Lodging	$24,000.00		11/12/2024	4/8/2025	
114352	Professional Service	Sharps Medical Waste Services	TCAT Nashville	Medical Waste Services	$2,220.00		11/12/2024	11/12/2027	
114353	Clinical Affiliation	Life Care Center of Elizabethton	TCAT Elizabethton	Clinical Experience	$0.00		10/14/2024	10/13/2029	
114354	Academic Articulation Agreement	King University	WSCC	Cooperative Educational Offerings	$0.00		11/13/2024	9/30/2027	
114355	Dual Enrollment Agreement	Cleveland City Schools	CLSCC	Dual Enrollment Agreement	$0.00		8/1/2024	7/31/2025	
114356	Clinical Affiliation	Southern Tennessee Regional Health System Pulaski	TCAT Pulaski	Clinical Experience	$0.00		10/1/2024	9/30/2029	
114357	Professional Service	Johnson Controls	TCAT Pulaski	Mechanical Systems	$8,215.00		10/1/2024	9/30/2025	
114358	Academic Articulation Agreement	Bryan College	CSCC	Cooperative Educational Offerings	$0.00		11/14/2024	10/2/2027	
114360	Academic Articulation Agreement	University of Tennessee Knoxville	NESCC	Cooperative Educational Offerings	$0.00		5/1/2024	4/30/2027	
114361	License Agreement	Interplay Learning Inc.	TCAT Knoxville	VR Simulation Training	$34,200.00		8/1/2024	7/31/2025	
114363	Lease Agreement	Lincoln County Dept. of Education	TCAT Shelbyville	Lease Agreement	$34,812.00		10/1/2024	9/30/2029	
114364	Clinical Affiliation	Bethany Center for Rehabilitation and Healing LLC	TCAT Elizabethton	Clinical Experience	$0.00		10/22/2024	10/21/2029	
114365	Clinical Affiliation	Knoxville Center for Behavioral Medicine LLC	TCAT Elizabethton	Clinical Experience	$0.00		10/13/2024	10/12/2029	
114368	Dual Enrollment Agreement	Collierville High School	TCAT Memphis	Dual Enrollment Agreement	$0.00		8/1/2024	6/30/2025	
114370	Dual Service	Tennessee Board of Regents - Melanie Hines	VSCC	Personnel	$1,895.50		11/1/2024	6/30/2025	
114371	Dual Service	Tennessee Board of Regents - Sonya Spragis	VSCC	Personnel	$4,356.00		11/1/2024	6/30/2025	
114372	Dual Service	Tennessee Board of Regents - Cynthia Johns	VSCC	Personnel	$1,895.50		11/1/2024	6/30/2025	
114374	Clinical Affiliation	Ballad Health	TCAT Elizabethton	Clinical Experience	$0.00		11/19/2024	11/18/2029	
114375	Clinical Affiliation	Ballad Health	TCAT Elizabethton	Clinical Experience	$0.00		11/7/2024	11/7/2029	
114376	Purchase Agreement	nSide Inc.	TCAT Knoxville	Software Subscription to Security Platform	$49,903.65		11/2/2024	11/22/2027	
114377	Professional Service	nSide Inc.	TCAT Knoxville	Software Subscription to Security Modules	$6,247.80		11/22/2024	11/22/2027	
114378	Professional Service	Collaborative Composite Solutions Corporation	SWCC	Subcontracting Work - ACENet Program	($97,734.00)		5/1/2024	5/31/2025	
114379	Service Agreement	United Rare Earths, Inc.	TCAT Jacksboro	Workforce Agreement	$0.00		11/18/2024	11/17/2027	
114380	Professional Service	Aardvark Studios LLC	NSCC	Design of Mobile Training Unit	$689,629.00		11/8/2024	1/31/2025	
114381	Purchase Agreement	nSide Inc.	TCAT Knoxville	Software Subscription to Security Modules	$7,393.23		11/22/2024	11/22/2027	
114382	Software License	VelocityEHS	VSCC	Subscription to MSDS Online database	$5,299.00		11/19/2024	11/18/2029	
114387	Service Agreement	Culligan Water of the Tri Cities TN	TCAT Elizabethton	Water Treatment Equipment	$1,319.88		11/1/2024	10/31/2029	
114388	Dual Enrollment Agreement	The Excel Center	TCAT Memphis	Dual Enrollment Agreement	$0.00		8/1/2024	6/30/2025	
114390	Academic Articulation Agreement	East Tennessee State University	PSCC	Cooperative Educational Offerings	$0.00		11/20/2024	9/30/2027	
114391	Academic Articulation Agreement	Trevecca Nazarene University	MSCC	Cooperative Educational Offerings	$0.00		7/1/2024	6/30/2025	
114393	Clinical Affiliation	Lawrence County EMS	TCAT Pulaski	Clinical Experience	$0.00		10/1/2024	9/30/2029	
114394	Dual Credit Agreement	Haywood County Schools	DSCC	Cooperative Educational Offerings	$0.00		11/20/2024	6/30/2025	
114396	Grant Agreement	MTSU/Tennessee Small Business Development Center	JSCC	Grant	($90,000.00)		1/1/2025	12/31/2025	
114397	Grant Agreement	West Tennessee Healthcare/Tennessee Center for Health Workforce	TCAT Jackson	Grant	($50,000.00)		9/20/2024	6/30/2026	
114400	Dual Service	Tennessee Department of Corrections - Andy Bryan	TCAT Oneida	Personnel	$10,000.00		11/4/2024	10/31/2025	
114401	Clinical Affiliation	All Plus Care, Inc., dba Quality Home Health	TCAT Oneida	Clinical Experience	$0.00		11/7/2024	11/6/2026	
114404	Volunteer Agreement	US Department of Labor - OSHA	VSCC	Cooperative Agreement	$0.00		11/21/2024	9/30/2027	
114405	Use of Facilities	Fentress County Board of Education	TCAT Oneida	Facility Use	$0.00		9/1/2024	8/31/2025	
114406	Professional Service	Pitney Bowes (PBI)	TCAT Livingston	Mailing System	$790.08		12/1/2024	11/30/2029	
114407	Academic Articulation Agreement	Bellevue University	PSCC	Cooperative Educational Offerings	$0.00		11/25/2024	10/31/2027	
114408	Use of Facilities	Vanderbilt University Medical Center	JSCC	Facility Use	$0.00		1/29/2025	2/6/2025	
114409	Memorandum of Understanding	Vanderbilt University Medical Center	VSCC	Scholarship Agreement	($42,000.00)		9/1/2024	8/31/2025	
114413	Academic Articulation Agreement	State of Tennessee, Department of Human Services-Stefanie Goodman	TCAT Dickson	Counseling Services	$1,715.00		10/24/2024	9/30/2025	
114414	Academic Articulation Agreement	Middle Tennessee State University	NSCC	Cooperative Educational Offerings	$0.00		11/26/2024	11/10/2027	
114415	Dual Enrollment Agreement	Humphreys County School System	NSCC	Dual Enrollment Agreement	$0.00		7/1/2024	6/30/2025	
114416	Clinical Affiliation	Preston Health Care Services	TCAT Hohenwald	Clinical Experience	$0.00		11/1/2024	10/31/2029	
114417	Special Industry Agreement	Helping Hands of Middle & West Tennessee	JSCC	Training	($95,131.67)		1/1/2025	12/31/2025	
114418	Service Agreement	Charter Communications Operating, LLC (Spectrum)	CLSCC	Internet Services	$12,660.00		12/2/2024	10/31/2029	
114419	Clinical Affiliation	TrustPoint Hospital	TCAT Shelbyville	Clinical Experience	$0.00		12/31/2024	12/30/2027	
114420	Professional Service	Scantron Corporation	TBR	Online Course Evaluation Software	$44,000.00	yes	11/1/2024	10/31/2025	yes
114421	Academic Articulation Agreement	Middle Tennessee State University	NSCC	Cooperative Educational Offerings	$0.00		12/2/2024	11/9/2027	
114422	Special Industry Agreement	Viskase	TCAT Athens	Training	($54,547.00)		1/8/2025	4/30/2027	
114424	License Agreement	Workforce Essentials Inc.	TCAT Hartsville	Employment Services	$33,174.00		12/1/2024	11/30/2025	
114425	Clinical Affiliation	Lauderdale Community Hospital	TCAT Northwest	Clinical Experience	$0.00		11/6/2024	11/5/2029	
114426	Clinical Affiliation	TNMO Helathcare, LLC d/b/a Gentiva	TCAT Upper Cumberland	Clinical Experience	$0.00		9/11/2024	9/10/2025	
114428	Service Agreement	VelocityEHS	TCAT Upper Cumberland	Subscription to MSDS Online database	$3,150.00		10/31/2024	10/30/2025	
114429	Clinical Affiliation	Evangelical Lutheran Good Samaritan Society	TCAT Upper Cumberland	Clinical Experience	$0.00		11/1/2024	10/31/2029	
114430	Professional Service	Bridges for the Deaf and Hard of Hearing	SWCC	Sign Language Interpreting Services	$200,000.00		1/15/2025	5/31/2026	yes

Attachment E

Contract number	Contract Type	Contractor	Department/Institution	Commodity	Yearly Amount	System Wide	Start Date	End Date	Competitive
114431	Professional Service	Charles Acheson	TBR	Graphic Development Services	$24,000.00		12/1/2024	12/31/2025	
114432	Academic Articulation Agreement	University of Tennessee Knoxville	PSCC	Cooperative Educational Offerings	$0.00		12/4/2024	11/13/2027	
114434	Clinical Affiliation	Tennova Healthcare - Clarksville	TCAT Dickson	Clinical Experience	$0.00		11/15/2024	11/14/2025	
114435	Dual Enrollment Agreement	McMinn County Schools	CLSCC	Dual Enrollment Agreement	$0.00		8/1/2024	7/31/2025	
114436	Purchase Agreement	Thomson Reuters	SWCC	Subscription - legal database	$13,356.00		12/5/2024	12/4/2027	
114437	Academic Articulation Agreement	Arkansas State University	DSCC	Memo of Understanding	$0.00		12/5/2024	12/4/2029	
114438	Dual Credit Agreement	Bedford County Department of Education	MSCC	Cooperative Educational Offerings	$0.00		8/1/2024	6/1/2025	
114441	Clinical Affiliation	Accent Smile Center, PLLC	TCAT Dickson	Clinical Experience	$0.00		1/1/2025	12/31/2029	
114443	Software License	LinkedIn Corportation	TCAT Dickson	Subscriptions	$8,800.00		11/21/2024	11/20/2025	
114444	Use of Facilities	Alpha Kappa Alpha Sorority Inc.	JSCC	Facility Use	$0.00		1/18/2025	12/20/2025	
114445	Clinical Affiliation	Shelby Co.Health Care Corp.dba Regional One Health	JSCC	Clinical Experience	$0.00		12/6/2024	12/5/2025	
114447	Clinical Affiliation	Dominion Senior Living of Bristol	TCAT Elizabethton	Clinical Experience	$0.00		11/13/2024	11/12/2029	
114448	Grant Agreement	First Tennessee Development District	TCAT Elizabethton	Workforce Traning for Recovery Resources	($10,800.00)		1/13/2025	1/12/2028	
114449	Professional Service	Winell de Mesa	TNeCampus	Durable Skill Courses	$5,000.00		11/1/2024	6/30/2025	
114450	Service Agreement	ABM Educational Services LLC	TCAT Memphis	Custodial Services	$225,392.00		12/11/2024	12/10/2027	yes
114451	Grant Agreement	Claiborne County School System	TCAT Morristown	Grant Subcontract	$140,000.00		1/1/2025	9/30/2028	
114452	Academic Articulation Agreement	University of Memphis	SWCC	Cooperative Educational Offerings	$0.00		12/12/2024	12/2/2029	
114454	Professional Service	Strata Information Group, Inc. (HR & Payroll B2B)	SWCC	Consulting	$25,000.00		1/1/2025	9/30/2025	yes
114455	Lease Agreement	University of Tennessee Martin	VSCC	Lease Agreement	$21,600.00		9/1/2024	6/30/2029	
114456	Clinical Affiliation	Lenoir City Schools	TCAT Knoxville	Clinical Experience	$0.00		2/2/2025	2/1/2030	
114457	Dual Credit Agreement	Dyersburg High School	DSCC	Cooperative Educational Offerings	$0.00		1/1/2025	6/30/2025	
114458	Software License	Blackbaud Inc.	TBR	Foundation Sofware and Solutions	$240,000.00	yes	12/13/2024	12/12/2029	yes
114460	Purchase Agreement	Kustom Signals Inc.	Safety	Messaging Sign	$16,245.00		12/13/2024	12/12/2025	
114461	Special Industry Agreement	West Tennessee Healthcare	JSCC	Training	($12,605.00)		2/7/2025	5/30/2025	
114462	Dual Service	Alvin C. York Institute - James Dekoeyer	TCAT Oneida	Personnel	$27,517.36		8/10/2024	8/9/2025	
114463	Service Agreement	MediaLab	JSCC	Exam Simulator	$2,062.48		12/13/2024	12/10/2025	
114464	Lease Agreement	Washington County Tennessee	NESCC	Lease of Space	$83,000.00		1/1/2025	12/31/2030	
114465	Professional Service	Almquist Education Advising LLC	JSCC	Consulting	$7,500.00		12/13/2024	2/28/2025	
114466	Software License	Civitas Learning Inc.	Student Success	License -Online Course Scheduling	$330,000.00	yes	11/1/2024	10/31/2027	yes
114467	Professional Service	Strata Information Group - SOW-Slate	JSCC	Consulting	$10,000.00		2/1/2025	5/1/2025	
114468	Software License	OpenSesame Inc	SWCC	Licensing - elearning content	$41,340.00		12/1/2024	11/30/2025	
114469	Memorandum of Understanding	Chamberlain University LLC	VSCC	Clinical Experience	$0.00		12/16/2024	12/15/2025	
114470	Professional Service	Pitney Bowes	TCAT Memphis	Lease Agreement	$1,920.72		12/16/2024	12/15/2028	
114472	Professional Service	Strata Information Group Enrollment Services Dept.	CLSCC	Consulting	$176,940.00		12/1/2024	11/30/2025	yes
114473	Software License	ExamSoft Worldwide LLC	CSCC	License - testing assessments	$17,402.58		9/1/2024	8/31/2025	
114474	Use of Facilities	Vanderbilt University Medical Center	JSCC	Facility Use	$0.00		5/9/2025	5/9/2025	
114475	Dual Credit Agreement	Monroe County Schools	CLSCC	Cooperative Educational Offerings	$0.00		8/1/2024	7/31/2025	
114476	Dual Credit Agreement	Rutherford County Schools	MSCC	Cooperative Educational Offerings	$0.00		8/1/2024	6/1/2025	
114477	Professional Service	City of Chattanooga	CSCC	Training for Apprenticeship Readiness Prgm.	($150,000.00)		12/18/2024	12/18/2028	
114478	Professional Service	Pitney Bowes	TCAT Murfreesboro	Mailing System	$357.48		12/19/2024	12/18/2029	
114479	Professional Service	Pitney Bowes	TCAT Murfreesboro	Mailing System	$1,770.96		12/19/2024	12/18/2029	
114480	Purchase Agreement	Ocelot	NESCC	Texting Service	$48,500.00		11/15/2024	2/14/2026	
114481	Non Compete	Kenworth Trucking Company	TCAT Nashville	NDA for access to service repair info	$0.00		10/25/2024	10/24/2027	
114482	Clinical Affiliation	Maury Regional Medical Center	TCAT Pulaski	Clinical Experience	$0.00		12/19/2024	12/11/2027	
114483	Use of Facilities	Chester County Schools	TCAT Jackson	Lease Agreement	$0.00		1/6/2025	12/31/2029	
114484	Academic Articulation Agreement	University of Tennessee Knoxville	DSCC	Cooperative Educational Offerings	$0.00		12/20/2024	4/30/2027	
114485	Professional Service	East Tennessee State University	OE	Services for Chancellor's Fellowship Program	$15,000.00		11/1/2024	12/30/2026	
114486	Professional Service	YMG Enterprises LLC	Policy & Strategy	Training Sessions	$25,000.00		2/1/2025	12/30/2025	
114487	Clinical Affiliation	Legacy Village of Clevland	TCAT Elizabethton	Clinical Experience	$0.00		10/13/2024	10/12/2029	
114488	Clinical Affiliation	Holston Rehabilitation and Care Center	TCAT Elizabethton	Clinical Experience	$0.00		10/13/2024	10/12/2029	
114489	Professional Service	Gray Line of Tennessee	External Affairs	Transportation Service	$4,243.31		2/26/2025	2/27/2025	
114490	Academic Articulation Agreement	Career Team, LLC	TCAT Northwest	Cooperative Educational Offerings	$0.00		11/1/2024	6/30/2025	
114491	Hotel/Lodging Agreement	Sonesta Nashville Airport	Student Success	Lodging	$58,900.00		10/29/2025	10/31/2025	yes
114492	Service Agreement	Middle Tennessee Electric Membership Corporation	TCAT Murfreesboro	Electricity Services	$300,000.00		12/20/2024	12/19/2025	
114493	Dual Service	Tennessee Department of Corrections - Will Sutherland	TCAT Elizabethton	Personnel	$10,000.00		9/1/2024	8/31/2025	
114494	Memorandum of Understanding	Martha O'Bryan Center Inc.	TCAT Dickson	Memo of Understanding	$80,000.00		11/1/2024	10/31/2025	
114495	Grant Agreement	Roane State Community College	Policy & Strategy	Grant Subcontract	$3,750.00		1/2/2025	6/30/2025	
114496	Grant Agreement	Columbia State Community College	Policy & Strategy	Grant Subcontract	$1,250.00		1/2/2025	6/30/2025	
114497	Grant Agreement	Volunteer State Community College	Policy & Strategy	Grant Subcontract	$3,750.00		1/3/2025	6/30/2025	

Attachment E

Contract number	Contract Type	Contractor	Department/Institution	Commodity	Yearly Amount	System Wide	Start Date	End Date	Competitive
114498	Dual Service	Pellissippi State Community College -Barbara Veith	TNeCampus	Personnel	$3,000.00		11/4/2024	2/28/2025	
114499	Dual Service	Pellissippi State Community College -Barbara Veith	TNeCampus	Personnel	$3,000.00		3/1/2025	6/30/2025	
114500	Memorandum of Understanding	Motorola Solutions, Inc.	TBR	NDA for information security/privacy	$0.00	yes	12/6/2024	12/5/2025	
114501	Clinical Affiliation	Tennessee Plateau Oncology	TCAT Upper Cumberland	Clinical Experience	$0.00		1/2/2025	1/1/2029	
114502	Service Agreement	Pitney Bowes	TCAT Upper Cumberland	Mailing System	$790.08		1/3/2025	1/2/2030	
114503	Grant Agreement	Dyersburg State Community College	Policy & Strategy	Grant Subcontract	$3,750.00		1/13/2025	6/30/2025	
114504	Hotel/Lodging Agreement	Hilton Garden Inn	JSCC	Lodging	$6,204.00		10/27/2025	10/30/2025	
114505	Special Industry Agreement	Tennessee College Access & Success Network	TCAT Nashville	Training	($16,500.00)		1/6/2025	3/21/2025	
114506	Clinical Affiliation	Union University	JSCC	Clinical Experience	$0.00		1/6/2025	1/1/2030	
114507	Grant Agreement	Northeast State Community College	Policy & Strategy	Grant Subcontract	$3,750.00		1/7/2025	6/30/2025	
114508	Special Industry Agreement	City of Cookeville	TCAT Livingston	Training	($2,710.00)		1/7/2025	4/24/2025	
114511	Use of Facilities	Morgan County Schools	TCAT Oneida	Facility Use	$0.00		9/1/2024	8/31/2025	
114512	Clinical Affiliation	Armour Family Medicine PLLC	TCAT Northwest	Clinical Experience	$0.00		1/7/2025	11/6/2029	
114513	Grant Agreement	Southwest Tennessee Community College	Policy & Strategy	Grant Subcontract	$2,500.00		1/8/2025	6/30/2025	
114514	Dual Service	Tennessee Department of Corrections - Will Sutherland	TCAT Elizabethton	Personnel	$10,000.00		9/1/2024	8/31/2025	
114515	Dual Service	TCAT Jacksboro - Tiffany Medley	TCAT Harriman	Personnel	$11,566.94		11/13/2024	6/30/2025	
114516	Academic Articulation Agreement	Tennessee Department of Labor & Workforce Development	TCAT Dickson	Cooperative Educational Offerings	$0.00		11/25/2024	11/24/2029	
114517	Professional Service	Career Team, LLC	TCAT Memphis	Individual Training Account (WIOA)	($11,700.00)		1/9/2025	12/17/2025	
114518	Professional Service	TCAT Chattanooga	TNeCampus	Review of TCAT courses in D2L	($40,000.00)		12/1/2024	7/31/2025	
114520	Academic Articulation Agreement	LeMoyne Owen College	SWCC	Cooperative Educational Offerings	$0.00		1/3/2025	1/2/2028	
114521	Banking Services	Truist Bank (formly Suntrust Bank)	SWCC	Banking Services	$0.00		2/1/2021	1/31/2026	
114522	Software License	Kuali Inc.	TBR	License - Business Continuity Solutions	$712,632.00	yes	1/1/2025	12/31/2025	yes
114523	Use of Facilities	West Tennessee Healthcare	TCAT Jackson	Facility Use	$0.00		1/1/2025	12/31/2029	
114524	Special Industry Agreement	Fayetteville Lincoln County Industrial Dev Board	TCAT Shelbyville	Training	($18,315.00)		1/17/2025	4/25/2025	
114525	Use of Facilities	Tennessee Board of Regents	JSCC	Facility Use	$0.00		2/5/2025	2/5/2025	
114526	Professional Service	Behavioral Ideas Lab, Inc dba Ideas42	Policy & Strategy	Workshop Facilitation	$42,000.00		1/15/2025	8/29/2025	
114527	Professional Service	Career Team, LLC	TCAT Jackson	Individual Training Account (WIOA)	($11,700.00)		1/10/2025	6/30/2025	
114528	Purchase Agreement	Industrial Welding Supply Inc.	TBR	Industrial Gases	$60,000.00	yes	1/1/2025	12/31/2025	yes
114529	Purchase Agreement	Young Welding Supply Inc.	TBR	Industrial Gases	$60,000.00	yes	1/1/2025	12/31/2025	yes
114530	Grant Agreement	First 8 Memphis, LLC	SWCC	Grant	($137,800.00)		8/1/2024	6/30/2025	
114531	Purchase Agreement	Holston Gases, Inc.	TBR	Industrial Gases	$300,000.00	yes	1/1/2025	12/31/2025	yes
114532	Hotel/Lodging Agreement	Hyatt Place Nashville Downtown	External Affairs	Lodging and Meeting Space	$400.00		2/10/2025	2/11/2025	
114533	Clinical Affiliation	Cumberland County EMS	TCAT Upper Cumberland	Clinical Experience	$0.00		10/1/2024	9/30/2029	
114534	Academic Articulation Agreement	Lincoln Memorial University	PSCC	Cooperative Educational Offerings	$0.00		1/16/2025	10/31/2027	
114535	Interagency Agreement	Tennessee Department of Education	JSCC	Facility Use	$0.00		2/24/2025	2/25/2025	
114536	Academic Articulation Agreement	Tennessee Technological University	PSCC	Cooperative Educational Offerings	$0.00		1/21/2025	1/21/2028	
114537	Professional Service	Grand Ole Opry LLC	TCAT Nashville	Facility Use	$21,500.00		5/12/2025	5/12/2025	
114538	Grant Agreement	Motlow State Community College	Policy & Strategy	Grant Subcontract	$1,250.00		1/20/2025	6/30/2025	
114539	Dual Enrollment Agreement	Boyd Buchanan School	CSCC	Dual Enrollment Agreement	$0.00		7/1/2024	6/30/2025	
114540	Software License	Scantron Corporation	NSCC	Online Course Evaluation Software	$4,832.00		7/1/2025	6/30/2030	yes
114541	Dual Enrollment Agreement	Christ Classical Academy	TCAT Northwest	Dual Enrollment Agreement	$0.00		1/1/2025	6/30/2025	
114542	Subscription Agreement	Turning Technologies LLC dbs Echo360	Chancellor's Office	Software Subscription	$674.75		1/5/2025	1/4/2026	
114543	Purchase Agreement	National Glazing Solutions/(NGS)Films and Graphics	TCAT Dickson	Security Glass Windows and Doors	$133,052.25		1/1/2025	12/31/2025	yes
114544	License Agreement	Submittable Holdings Inc.	Student Success	Beta Test Agreement	$0.00		1/21/2025	1/20/2030	
114545	Academic Articulation Agreement	University of Tennessee Martin	NSCC	Cooperative Educational Offerings	$0.00		1/22/2025	1/21/2028	

BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Report of the Committee on Audit

DATE: February 18, 2025

PRESENTER: Regent Miles Burdine

PRESENTATION
REQUIREMENTS: 2 minutes

ACTION REQUIRED: Roll Call Vote

STAFF
RECOMMENDATION: Recommend Approval

The Board will consider approval of the minutes from the February 18, 2025, meeting of the Committee on Audit.

REPORT OF THE
COMMITTEE ON AUDIT

February 18, 2025

The Committee on Audit met in regular session on February 18, 2025, via Microsoft Teams. The roll was called by Kate Walker. The roll call confirmed that a quorum was present; all Committee members in attendance and the Board's Vice Chair confirmed that they could simultaneously hear and speak to other participants; and that no other people were present in the room with each Regent. In attendance were system office and institutional staff; the Board's Vice Chair, Regent Emily Reynolds; and other Board members, including the following Audit Committee members:

> Regent Miles Burdine, Audit Committee Chair
> Regent Deanne DeWitt
> Regent Todd Kaestner
> Regent Tom White

The necessity of the electronic meeting was confirmed by unanimous consent due to it being the most economically efficient way to have matters considered that require timely action.

Regent Burdine opened the meeting by thanking everyone and welcoming the audit committee. Mike Batson echoed the thanks and began the informational reporting section.

Item I, Informational Reporting, included three topics for discussion. Item I.a., Highlights of Audit Findings and Recommendations, consisted of Mike Batson discussing the following topics: Recommendation Logs, Miscellaneous External Reviews, Federal Audits, Comptroller's Office Audits, and Internal Audit Reports included in the materials. Mr. Batson covered reviews from the following: Tennessee Student Assistance Corporation- Financial Aid Programs reviews for TCAT Harriman and TCAT Upper Cumberland; Tennessee Department of Health- Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases Grant Monitoring reviews for Northeast State and TCAT Jacksboro; a Federal Audit OSHA Review by US Department of Labor for Volunteer State; Comptroller's Audits for the TBR System Office for fiscal years ended June 30, 2022 and June 30, 2023, Roane State Community College for fiscal years ended June 30, 2022 and June 30, 2023, and Roane State Foundation

for fiscal years ended June 30, 2022 and June 30, 2023; internal audits for Chattanooga State investigations; Motlow State's HEERF Public Reporting review; Northeast State's Attendance Reporting; and a Clery Act Reporting review at Southwest. This item was for informational purposes and required no action.

Item I.b., Audit Reports and Reviews, consisted of informing the committee that a summary of the Miscellaneous External Reviews, Federal Audits, Comptroller's Audits, and the Internal Audit Reports for the second quarter of fiscal year 2025 are included in the meeting materials. Highlights of these materials were covered in section I.a. of the meeting. A listing of the Internal Audit Reports is included as Attachment A to these minutes. This item was for informational purposes and required no action.

Item I.c., System-wide Internal Audit Updates, consisted of discussing the following topics: current Director of Internal Audit vacancies and an update on the new IIA Global Internal Audit Standards process. Mr. Batson mentioned that TCAT Management's Risk Assessments will be discussed in

the Non-Public Executive Session. This item was for informational purposes and required no action.

Item II.a., Review of Revisions to Fiscal Year 2025 Audit Plans was presented by Mike Batson.

A motion was made by Regent White and seconded by Regent Kaestner to approve the revised audit plans. The Committee approved the audit plans as presented by roll call vote. The audit plans are included as Attachment B to these minutes.

Item II.b., Review of Internal Audit Charter, consisted of Mr. Batson explaining the reason for the revision of the new Internal Audit Charter Template. Mr. Batson detailed the key Principles from the Standards and their incorporation into the new Charter template. He noted that these Principles also apply to many of the revisions to the Audit Committee Charter to follow this section.

A motion was made by Regent DeWitt and seconded by Regent Kaestner to approve the charter template. The Committee voted to approve

the charter template in a roll call vote. The revised charter template is included as Attachment C to these minutes.

Item II.c., Consideration of Audit Committee Charter Revision, included a review of changes made to the Audit Committee Charter due to the new IIA Global Internal Audit Standards. Mr. Batson stated that the revisions to the Audit Committee Charter were to ensure alignment with the Standards. This includes the Principles mentioned in the discussion on the revised Internal Audit Charter template above, as well as other essential components of the Standards. The original Charter and the proposed Charter with edits were provided in the materials. A motion was made by Regent DeWitt and seconded by Regent White to approve the charter. The Committee voted to approve the charter in a roll call vote. The charter is included as Attachment D to these minutes.

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

Respectfully submitted,

Committee on Audit

_____
Miles Burdine, Committee Chair

THE COLLEGE SYSTEM
tbr | *of* TENNESSEE

BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Report of the Regents Award for Excellence in
                                Philanthropy

DATE: February 26, 2025

PRESENTER: Regent Danni Varlan

PRESENTATION
REQUIREMENTS: 5 Minutes

ACTION REQUIRED: Informational Purposes

STAFF
RECOMMENDATION: Not Applicable

Recipients of the Regents award for Excellence in Philanthropy are selected based on the generous giving of their time, resources, influence on volunteers to become involved in fundraising, active promotion of higher education, leadership in philanthropy, exceptional civic responsibility, and integrity. The Board will receive a report on the following award presented on October 18, 2024:

<u>Arconic Foundation</u>

The Arconic Foundation accepted the 2024 Regents Award for Excellence in Philanthropy as nominated by Pellissippi State Community College and TCAT Knoxville. The award was presented by Regent Danni Varlan during a ceremony at Pellissippi State Community College's Blunt County campus held on October 18, 2024.

tbr | THE COLLEGE SYSTEM of TENNESSEE

BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Revision to General Travel Policy 4.03.03.00

DATE: February 26, 2025

PRESENTER: Vice Chancellor Alisha Fox

PRESENTATION
REQUIREMENTS: 5 minutes

ACTION REQUIRED: Voice Vote

STAFF
RECOMMENDATION: Recommend Approval

As background, the travel policy has remained the same for many years with minimal changes to update mileage, meal, and hotel rates for consistency with state rates. In the past, the policy included travel rate tables by county and sometimes caused confusion. The policy review group, which included system office staff from finance, travel, audit, and legal as well as campus business office representation determined the best course of action was to rewrite the policy rather than attempt to edit.

The most notable change from the existing policy to the revised policy is that the rate charts have been eliminated for all groups with some exceptions (Chancellor/Presidents/System Office Senior Staff/Board Members) and the CONUS/OCONUS or GSA/DoS rates will be used. The group proceeded in that direction with the goal of clarity and simplification.

Review Groups:
January 23, 2025: Discussed with Business Affairs Subcouncil (BASC).
January 31, 2025: BASC voted to formally move the recommendation forward.
February 14, 2025: Approved by President's Council.

General Travel 4.03.03.00

Policy/Guideline Area

Business and Finance Policies

Applicable Divisions

Community Colleges, TCATs, System Office, Board Members

Purpose

All governmental entities are required by state and federal law to establish and maintain a system of internal control. The purpose of this policy is to establish procedures for travel on behalf of the Tennessee Board of Regents System (TBR).

Definitions

Policy/Guideline

I. General

   A. This policy applies to the travel of all employees of the Institutions governed by the Tennessee Board of Regents, as well as members of the Board staff, in the performance of their official duties. Provisions of this policy also may apply to individuals other than employees who are authorized to travel at Institutional, or Board expense. Specific provisions of the policy also address the travel of Board members, pursuant to T.C.A. § 4-3-1008. Authorization for travel will not be granted, and expenses will not be reimbursed unless the travel is made, and reimbursement claimed, in accordance with this policy and any approved exceptions hereto.

   B. This policy and specific reimbursement rates for travel expenses allowed under this policy shall be consistent with those of the Comprehensive Travel Regulations of the State of Tennessee. Current reimbursement rates shall be issued by the Chancellor as an addendum to this policy.

   C. All travel must be consistent with the educational, research, and professional needs of the TBR System. Employees must conduct all travel with integrity, in compliance with applicable laws, policies, and procedures, and in a manner that excludes considerations for personal advantage. Employees must exercise good judgement and conduct all aspects of travel in a cost-efficient manner.

   D. Compliance - When traveling, employees should be as conservative as circumstances permit. Reimbursement for travel will be based upon the most efficient route possible. Employees will be personally responsible for

any extra expense incurred. It is the responsibility of the employee to be familiar with and adhere to established travel policies. Deliberate disregard of this policy or filing an intentionally misleading or fraudulent travel claim is grounds for disciplinary action, up to and including termination of employment.

E.   Procurement or Business Travel cards (Procards) - Procards may be used for the payment of registration fees and required advance payments for airlines. Procards may not be used for expenses incurred during actual travel time except in the instances of team/group travel, as set forth in *TBR Policy 4.03.03.50, Athletic and Other Student Group Travel* .

F.   Grant, Contract, Foundation, and Agency Fund Travel - Travel expenses for grant, foundation (restricted funds), contract or agency funds will be paid in accordance with the provisions and reimbursement limitations of TBR travel policies, unless otherwise stipulated by the grant or foundation. Airfare, however, must always comply with this policy.

G.   Travel Exceptions – The Chancellor, Institutional president, or designee must approve any exceptions to this policy.

H.   In-Route Expenses – Employees should not spend more time at the site of travel than necessary—arriving early or staying late should be considered personal travel. Traveling to and from a business meeting or event is limited to one day each way prior to and after the event for domestic travel and two days for international travel. Employees are expected to arrive no earlier than the day before the first substantive portion of an event (i.e., exclusive of social events), and reimbursement will not be provided for the excess portion of a stay unless an exception is provided. Additional expenses related to flight delays and cancellations are reimbursable and do not need to be processed as an exception. A memo is to be attached explaining the additional expenses.

I.   Travel Packages - Internet travel sites such as Expedia, Travelocity or Kayak can be utilized to purchase single travel services such as an airline ticket. Internet travel sites cannot be used to purchase a package of more than one travel service. Purchases of travel packages that combine services such as lodging, airline, or vehicle rentals are not allowed. These package deals do not usually provide sufficient itemized pricing for each service purchased and therefore do not allow for proper comparison to CONUS or conference rates as required by policy.

II.   Travel Request

A.   Authorization - The travel authorization request is the official authorization for travel.
   1.   The request should be completed as far in advance of the trip as possible to allow for proper routing and approval as follows: The president or designee shall have authority to approve travel by employees of their Institutions.
   2.   The Chancellor or designee must approve all travel by employees of the System Office and all out-of-state travel by presidents of the Institutions.

3. Authorization for travel by a student, regardless of the destination, must be approved by the president of the Institution or designee.

B. In-State Travel - All employees are authorized without further approval for in-state travel where overnight travel and conference fees are not involved. Other in-state travel requires prior authorization by the employee's appropriate approving authority. Employees whose employment requires frequent in-state travel may obtain blanket authorization in writing for such travel.

C. Out-of-State Travel. - All employees must obtain prior written authorization for out-of-state travel, which must be approved by the employee's appropriate approving authority. The authorization must show the name of the person traveling, purpose of the trip, destination(s), date of departure and return, mode of transportation, estimated expenses, and availability of funds. If, in the normal course of official business, the employee must routinely travel into another state and back on the same day, such travel will be considered in-state travel and shall be subject to the in-state travel provisions. This exception applies for trips which do not exceed 50 miles into another state. Employees whose employment requires frequent out-of-state travel may obtain blanket authorization in writing for such travel.

D. Extended/International Travel – Authorization for travel by an employee to Alaska, Hawaii, and all out-of-country/international travel, including Canada, shall be subject to approval by the Chancellor or president of the Institution (depending on the traveler, subject to Section II.A1-A3), not the designees. Requests for authorization should reach the appropriate office fourteen (14) days before the date of travel.

III. Reimbursement

A. Reimbursement - All employees and students must pay their own expenses and seek reimbursement except where otherwise noted in this policy.

B. Process – For those Institutions with an automated travel process within its eprocurement system, the travel claim form is completed then entered in the procurement system and submitted for approvals there. All required receipts must be attached and routed electronically through the procurement system to the appropriate review and approving offices for audit and reimbursement processing. For those Institutions with a manual process, the travel claim form should be filled out and manually submitted with the same documentation requirements as above.

C. Timeliness - Employees must submit claims for reimbursement for travel expense no later than 45 days after completion of travel. Failure to do so could significantly delay the reimbursement. In accordance with the Internal Revenue Service Guidelines, claims not submitted in a timely manner may be considered taxable income. Claims submitted past 45 days require a written explanation memo with signature by the employee's direct supervisor as well as the area VP, VC, EXC, or equivalent, and the chief financial officer for the organization.

D. Rates – Reimbursement rates for per diem amounts for lodging and meals & incidentals (M&I) can be found via the CONUS website (in-state and out-of-state) and the OCONUS website (outside the Continental U.S.)

Reimbursement of expenses incurred while on official business is subject to the limitations in this policy. The limits do not indicate the amounts that should be spent but provide maximum amounts that can be reimbursed.

E. Receipts – Receipts are required for all expenses (excluding meals), and they must be issued by the vendor, include the amount, date and must detail the charges. Credit card statements or slips do not qualify as a receipt except in the cases of ground transportation, tolls, and parking. For parking where no receipt is available, the maximum reimbursable amount is $8.00.

F. Eligibility - An employee is considered to be on official travel status and eligible for reimbursement at the time of departure from his or her official station or residence, whichever is applicable.

G. Official Station - The official station of an employee is his or her office or designated work location. The official station is typically the location from which the employee performs the major portion of his or her assigned duties. For remote employees, the official workstation is generally considered to be their residence. The Institution reserves the right to define the official station for its employees. All reimbursement should be based on either the traveler's residence or the official station, whichever is less, unless starting from the office. An explanation must be given if the reimbursement is based upon a location other than the employee's residence or official station. An employee with a remote work arrangement is not eligible for reimbursement when traveling to the location that is considered to be the Institution's physical work location.   See 5.01.01.20, Alternate and Remote Work Arrangements.

H. Temporary Assignments - If an employee is reassigned, either on a temporary or permanent basis, to a work location other than his or her usual official station, that location shall become the employee's official station. The employee will not be eligible for reimbursement to the new location.

I. Expenses incurred at an employee's official station will not be reimbursed by the Institution and are considered personal.

J. Expenses for Others - If an employee pays expenses associated with another employee, guest or student, the expenses must be submitted at the same time as the employee's expenses, and each expense report should reference the other.

K. Scanned Documents – Supporting reimbursement documents and receipts must be scanned and attached to the travel claim in the procurement system. The documents to be attached include, but are not limited to, travel authorization, travel claim, conference brochures, hotel folio, mileage maps, receipts, and all other pertinent documents supplied by the traveler. Once the reimbursement request has been processed, the scanned, electronic documents in the procurement system will serve as the official record for legal and accounting purposes. The department should keep any paper records until their ledgers have been reconciled for each trip and then the paper records may be destroyed unless federal funds were used to purchase the travel, and the granting agency requires the paper receipts to be retained for longer.

L. Personal Travel Combined with Business Travel - When a stay at a

business location is extended for personal reasons either prior to or after the official business is concluded, the entire airfare may be reimbursed. Other expenses incurred during the personal portion of the stay such as meals, lodging and other local transportation are not reimbursable, and the traveler should exercise care not to seek reimbursement for these. If any destinations not pertaining to official Institution business are included on the airline ticket, the traveler must provide a quote for that specific destination, and they will be reimbursed the lower of the quote or their actual expenses.

IV. Travel/Cash Advance

A. Temporary Travel Advances - An employee is expected to request reimbursement for travel expenses after travel is completed. As an exception to policy, a travel advance may be available under extraordinary circumstances. The employee may receive an advance by submitting a request documenting the extraordinary circumstances with the authorization for travel, and receiving approval from, the appropriate approving authority Exceptions may be granted by the chief financial officer for the Institution based upon written request for exception for an advance approved by the employee's direct supervisor. An amount equal to 80% of the estimated expenditure, excluding airfare, hotel and registrations if purchased through the Procard/Business Travel Card or Institution check, will be allowed as an advance. No advance less than $100 will be made.

B. Student Travel Advances - Students traveling under individual authorizations or an employee traveling with a student or students who is responsible for disbursing all funds for the trip are subject to travel advance specifications as set forth in *TBR Policy 4.03.03.50, Athletic and Other Student Group Travel* .

C. Registration Fees - Registration fees for conferences, conventions, seminars, and meetings can be processed using one of the processes described below. They should not be processed more than six months prior to the event unless an "early bird" rate applies and is documented. Expenses incurred for social/personal events, such as golf outings, cruises, etc. or attendance by a spouse or personal guests are not permissible.

D. Advance Payment

1. Check Request. If Procards/Business Travel Cards are not accepted as a form of payment, the registration can be paid by check and processed through the Institution's travel process with a copy of the travel authorization attached.

2. Paid by and Reimbursed to the Employee. If an employee chooses to pay registration fees with personal funds either in advance or at the conference site, the expense is reimbursed via a travel claim upon completion of the trip. An itemized receipt for the registration must be attached to the travel claim. The employee will not be reimbursed prior to the trip.

E. Paid by Departmental Procard/Business Travel Card - Departments may pay conference registration fees with a departmental procurement card/business travel card. A receipt detailing all the charges on the

procurement card/business travel card must be submitted with the other travel expenses and recorded as Institution paid. Departments must file another copy of the conference registration with their procurement card/business travel card statement.

1. Packages that Include Multiple Items – In some instances, a package may include a grouping of items such as a retreat that includes lodging, meals and workshops as a single registration price. In these instances, the following criteria must be met before a package can be purchased:

   a. The lodging and meals must be part of a package and listed in the registration materials.

   b. The payment must be to the vendor who is collecting the registration fee.

   c. The items must be directly related to the official purpose of the conference. Extra fees for golf outings, historical tours, sporting events and similar items are not reimbursable.

V. International Travel

A. Rates - Reimbursement rates for lodging, meals, mileage, and incidentals will be in accordance with the Federal rates (OCONUS) for the city and country for all international travel.

B. Receipts - Pertinent information on international receipts must be translated to English and signed by the person who translated the documents.

C. Conversion to U.S. Dollars - All amounts on the travel claim must be in U.S. dollars. The conversion rate and computation must be shown on each receipt, or the traveler may use the conversion shown on a credit card statement and attach it to each receipt. If neither a receipt with a conversion rate nor a credit card statement is available, the traveler may use a conversion website and attach the converted amount to each receipt. The conversion rate and date must correspond to the date shown on the receipt (i.e., conversion rate - 1/01/24; receipt date - 1/01/24). International credit card transaction fees are reimbursable.

D. Travel Visa Expenses are Reimbursable - if permission is required by the government of the country visiting for business.

E. Passport application fees and photographs are not reimbursable. Passports are personal in nature and are good for ten years. TBR views the business-related expense as minimal in comparison to the personal benefit.

F. Insurance – Only international travel insurance that is required by TBR/Institution is reimbursable.

VI. Air Travel

A. Coach Fare - In accordance with T.C.A §49-7-130, reimbursement for airfare will be limited to coach fare or equivalent. No business, "business select," or first-class fares will be reimbursed. If an employee elects to

purchase these fares, they will be reimbursed for the cost of a standard coach ticket, which must be documented. The cost of the ticket must be supported by the original receipt. The receipt must contain the name of the passenger, dates of travel, complete trip itinerary (including departure and arrival times), amount, and the name of the airline. Additionally, the receipt must contain the class of service that will be identified by either the word "coach" or "economy," or an economy/coach airfare letter (e.g., W, S, Q, L, etc.). The itinerary must be attached regardless of who is paying for the expense.

B. Airline Fees - Fees imposed by the airline industry such as seat assignment fees, boarding pass fees, luggage fees and similar fees will be reimbursed, provided a receipt is furnished.

C. Trip Insurance – Charges for trip insurance are not reimbursable. The State of Tennessee is self-insured and does not purchase separate insurance and therefore will not reimburse for insurance purchases for trips.

D. Airport Parking/Transportation - Parking receipts must list the vendor, date and amount. The employee can be reimbursed for one of the following for traveling from their official workstation or residence to and from the airport:

   1. Mileage for one round trip and airport parking

   2. The cost of one round trip taxi or ride-share fare, including a tip of up to 20% of the fare

   3. Mileage for two round trips when driven by a friend or relative.

E. Chartered Aircraft – Generally, faculty and staff (including group travel and athletics) whose duties require travel will use commercial ground and air carriers or an Institutional automobile. However, a chartered aircraft may be used if time and/or distance preclude ground travel or if a commercial air service is either unavailable or does not meet the needs of the traveler(s).

   1. The chief executive officer of each Institution shall assign the following duties to a responsible official:

      a. Reviewing and approving requests for charter air services;

      b. Scheduling charter flights; and

      c. Informing those who request charter flights of the charter company's policy on cancelling scheduled flights.

   2. Charter services will be obtained only when it can be shown that the charter does not exceed the sum of all traveling costs by commercial carrier (e.g. transportation, meals, and lodging) or that circumstances necessitate travel when no other means is available.

VII. Automobile/Ground

A. Institution-Owned Automobile - An Institution-owned (fleet) automobile may be used when available. If a Procard is not used, gas receipts must be processed on the travel claim. The use of Institution vehicles is restricted to the continental U.S. Employees that are furnished with an Institution-owned automobile for business travel are not eligible for mileage reimbursement.

B. Employee-Owned Automobile - The authorized mileage allowance includes all operating expenses such as gas, oil, and repairs precluding any separate claim for such items.

   1. When a personal automobile is used by the employee for convenience on a work-related trip, a more comprehensive review of all costs of flying versus driving must be considered and employee/traveler must submit supporting documentation to substantiate the claim for mileage; the lowest expense, automobile mileage vs airfare, will be reimbursed.

   2. The travel claim must indicate the employees' itinerary and must show the official business mileage. Business mileage as indicated on MapQuest, Google Maps or reputable websites for out-of- state routes will be as official. Vicinity mileage must be reported on a separate line and not included with point-to-point mileage. Only mileage while on official business may be claimed.

C. Flying vs. Driving – The choice of flying versus driving is influenced by distance, time, cost and one's preference. When the destination is out-of-state and flying is the economical choice but one chooses to drive and the round trip is 1,000 miles or more, the reimbursement may not exceed the cost of the lowest available airfare from the same points of origin and destination plus associated estimated costs for parking and ground transportation. The traveler must obtain an airfare quote if they are claiming 1,000 miles or more and the destination is out-of-state. The quote should be obtained on the date that the trip request is approved or at least 21 days prior to the trip. This requirement does not apply if two or more employees are traveling in the same vehicle, if there are multiple business destinations, if the traveler is required to transport large amounts of cargo for Institutional business, or if the traveler can establish that driving is more economical.

D. Local Mileage - Reimbursement may not be requested for commuting from the traveler's home to their official station regardless of the frequency of these trips per day. Reimbursement requests for local mileage should be submitted no more than once a month. Business mileage as indicated in MapQuest, Google Maps, or other reputable websites for routes will be official.

E. Automobile Rentals - Rental cars are permissible when flying to a business destination and it is less expensive than alternative means of transportation (taxi, Uber, train) or when convenience or safety issues justify the additional cost. The total rental, including parking and gas, should be considered. Restrictions related to rental cars include:

   1. Refueling Rental Vehicles – The Pre-Paid or Fuel Service Option is not permissible. Travelers should refuel the automobile prior to returning the automobile to the fuel level at time of pick up. Gas receipts should be obtained and submitted with their reimbursement request.

   2. Rental of Luxury Vehicles - When renting a vehicle, the traveler should select the most economical vehicle that serves their needs. The rental of luxury class vehicles is prohibited.

3. Insurance – All insurance associated with car rentals should be declined and will not be reimbursed, except for the collision damage waiver coverage for international car rentals. Travelers are encouraged to purchase this coverage for all international rentals.

4. 15 Passenger Vans – For all 15 passenger vans, renters must be mindful of restrictions related to delivery or pick up. It is the renter's responsibility to reschedule the delivery or to pick up the van at the rental location if the renter cannot be present at the scheduled delivery time.

F. Tolls - Toll fees will be reimbursed when necessary. Toll charges added to rental car charges for toll pass devices are also reimbursable.

G. Ground Transportation - If an individual travels by air, reasonable taxi, bus, ride-share (Uber, Lyft), or shuttle, charges to and from airports can be reimbursed. Reimbursement for ride-share will be limited to basic fare, unless obtaining a larger vehicle to accommodate multiple people is more cost efficient. No upgraded fares will be reimbursed, unless justification exists. If an employee elects to purchase these fares, they will be reimbursed the cost of a basic fare, which must be documented. The cost of the ride must be supported by the original receipt. Reasonable taxi and ride-share fares will also be allowed for travel between lodging and meeting sites. Ground transportation charges will not be reimbursed for travel off property for meals while attending overnight meetings or conferences. This is considered covered in the daily M&I per diem. Regardless of the amount of the fare, the destination and reason for each fare reimbursement claimed must be listed on the receipt. Credit card statements showing ground transportation charges can be submitted as reimbursable receipts. Tips paid on ground transportation are reimbursable for up to 20% of the fare.

VIII. Lodging

A. Non-Conference Lodging - Lodging expenses will be reimbursed subject to the maximum amounts shown in the U.S. General Services Administration's Per Diem Rates (CONUS) or the Department of Defense (OCONUS). Receipts are required and must include the address of the hotel, name of the individual occupying the room, the daily room charge, applicable tax, and total charges. The reimbursement rate for lodging and meals is based upon the city where the employee spends the night. Therefore, the address including the zip code of their lodging location must be listed on their expense reimbursement request.

1. Short-term rentals from services such as Airbnb, Vacation Rental by Owner and others are allowable if the cleaning fees, service fees and other charges do not exceed the applicable CONUS rate. The traveler is responsible for any charges related to damages incurred during their stay. Receipts for these rentals must be from a company that rents the property.

B. Conference Lodging - Employees attending a conference, seminar, or group meeting where a block of rooms has been negotiated will be reimbursed for room and tax at the conference or group rate. A conference brochure/agenda or other documentation must be attached to the

reimbursement request and contain the name of the designated conference and/or overflow hotel(s) and the applicable room rates. The absence of the room rate in the conference brochure/agenda will limit the reimbursement to the CONUS/OCONUS rate.

      1. In the event the employee lodged in a hotel of their choice, the amount of the reimbursement will be limited to the rate of the conference hotel, documented by conference literature, and attached to the expense report. As long as the lodging rate is equal to or less than the conference hotel rate, the reimbursement request does not need to be treated as an exception. In the event the conference materials do not contain a conference-lodging rate, CONUS/OCONUS rates will be applicable.

   C. Sharing A Room – When two employees authorized to travel on Institution business share a room, each employee should pay for their own lodging and request their own receipt. They are entitled to a combined applicable CONUS or OCONUS lodging rate, which does not need to be treated as an exception. If it is not possible to get separate receipts, one employee may pay the entire amount and claim the expenses. In these instances, the travel claims for both employees must identify the other's name, personnel number, and the person incurring the expense will be reimbursed.

   D. Hotel Fees - Early departure, late check-out and other hotel fees will be reimbursed, provided an explanation and a receipt are obtained. Resort fees will be reimbursed if the hotel is the conference lodging.

IX. Meal Allowances

   A. Rate - Daily meal allowances are provided in US General Services Administration (CONUS) or the Department of Defense (OCONUS). The meal allowance will be in accordance with the per diems for locations of travel and will be based upon the city where the employee spends the night.

   B. In-Route Days - Reimbursement for meals for the day of departure and the day of return will be 75% of the normal reimbursement rate regardless of the time of departure or return. If one trip ends and another begins on the same day, meal deductions should be made on one of the trips and noted on both trips so that the traveler is not reimbursed more than 100% of the meal allowance for that day.

   C. Official Banquets – When the expense for an official banquet of a meeting or conference is in excess of the per diem limit, the excess will be allowed provided a receipt or other documentation of the charge is submitted with the travel claim.

   D. Reimbursement for meals will not be permitted when overnight travel is not involved.

X. Other Miscellaneous

   A. Personal Expenses – Personal expenses will not be reimbursed. These include, but are not limited to, laundry, honor bars, TSA pre-check expenses, and other types of personal expenses.

   B. Business Expenses - Items such as printing, duplication, and promotional

materials required for official business are allowable expenses and will be reimbursed. A detailed receipt is required. These items should be included in the Other Expenses column of the Travel Claim Form.

C. ATM - Expenses to obtain funds at automated teller machines (ATM) are not reimbursable except for international locations where this is a desirable method of obtaining cash. Receipts supporting the fee must be submitted on the travel claim.

D. Internet - Computer connect charges to access or connect to the Institution will be reimbursed. An explanation and receipt for the charge must be provided on the travel claim.

E. Telecommunications - Business-related phone charges while on international travel, will be reimbursed for airtime, roaming, and applicable taxes for individuals who do not have a cell phone allowance. Support for these charges must be provided with the Travel Expense Report.

XI. Reward Points

A. Institution and System Office employees are allowed to earn points and miles associated with airline, hotel and rental car frequent travel programs for business travel expenses. Institutions will not purchase or reimburse employees any costs associated with redeeming and/or earning these points, even if the redemption is for Institution business.

XII. Exceptions

A. General

1. The Chancellor shall have the authority to grant exceptions to any part or all of the provisions of this policy, in individual instances when deemed appropriate and necessary; however, any exception directly affecting the Chancellor must be approved by the Vice Chair of the Board.

2. The Chancellor delegates to the presidents the authority to grant exceptions to any part or all the provisions of this policy in individual instances when deemed appropriate and necessary; however, any exception directly affecting presidents must be approved by the Chancellor or designee.

XIII. Addendum

A. This section provides the specific expense considerations cited in the general travel policy.

1. The reimbursement rates included in this policy, based on the current Comprehensive Travel Regulations of the State of Tennessee for mileage and the CONUS/OCONUS rates for accommodation and meal per diems, may be revised from time to time.

2. The Board delegates to the Chancellor the authority to increase TBR travel rates commensurate with any rate increases approved by the State of Tennessee.

Sources

Related Polices

4.03.03.50, Athletic and Other Student Group Travel

5.01.01.20, Alternate and Remote Work Arrangements

BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Legislative Update

DATE: February 26, 2025

PRESENTER: Executive Vice Chancellor Kim McCormick and
                                     Associate Vice Chancellor John Williams

PRESENTATION
REQUIREMENTS: 10 minutes with discussion

ACTION REQUIRED: Informational Purposes

STAFF
RECOMMENDATION: Not Applicable

Executive Vice Chancellor McCormick and Associate Vice Chancellor Williams will provide a status update on key pieces of legislation being tracked by the Government Relations Department this session. The update will include bills that are pending in committee that have the potential to impact the TBR System or higher education in general.

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BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: AI Update

DATE: February 26, 2025

PRESENTER: Vice Chancellor Jothany Reed
                                  Brian Lapps, General Counsel
                                  Jamie Nelson, CBE Coordinator/AI Learning Collaborative

PRESENTATION
REQUIREMENTS: 10 minutes

ACTION REQUIRED: Informational Purposes

STAFF
RECOMMENDATION: Not Applicable

For informational purposes, we are highlighting the draft of **Policy 1.08.10.00 – Use of Artificial Intelligence**, which reflects TBR's commitment to harnessing the transformative potential of AI, including Generative AI, to empower students, faculty, and staff in achieving their aspirations.

This policy establishes adaptable guidelines to support the responsible and meaningful integration of AI within TBR and its colleges while maintaining the highest standards of academic integrity, data security, privacy, and ethics.

In addition to the policy, we are also highlighting the **TBR AI landscape** and the work of the **AI Learning Collaborative**, which are shaping the strategic and responsible integration of AI across our institutions.

1.08.10.00 Use of Artificial Intelligence

Policy/Guideline Area

Governance, Organization, and General Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

TBR supports the use of artificial intelligence (AI), including Generative AI (Gen AI), in the broadest sense, to assist students, faculty, and staff in achieving their goals more successfully. Artificial Intelligence has the potential to enhance learning experiences, streamline research processes, improve administrative efficiency, and foster innovation across all aspects of education. This policy establishes flexible guidelines to encourage responsible and effective use of AI within the TBR college system, while upholding academic integrity, information security, data governance, privacy, and ethical standards.

Definitions

The following definitions are applicable to this policy.

- "Artificial Intelligence" or "AI" refers to computer systems or software designed to perform tasks that typically require human intelligence. These tasks include learning from data, identifying patterns, solving problems, making decisions, processing natural language, and adapting to new information. AI covers a broad range of technologies, such as machine learning, natural language processing, and robotics, and is used to improve efficiency, accuracy, and innovation across various fields.
- "Generative AI" or "Gen AI" is a subset of artificial intelligence that creates new content by learning patterns and structures from existing data. Generative AI models can produce original outputs across various domains including text, images, audio, video, and code among others. Gen AI can be a standalone system or integrated into other software and services.
- "Private" or "Proprietary Generative AI System" refers to an artificial intelligence system or software owned and controlled by a specific individual, organization, or entity. These systems rely on proprietary algorithms, data, or models not available to the public, and their usage, distribution, and underlying technology are typically restricted by licenses, patents, or other intellectual property and data

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privacy protections. These systems require that users adhere to strict data usage guidelines.

(See Exhibit ___ for a list of approved Private or Proprietary Generative AI Systems.)

- "Confidential Information" means any information that should be protected from dissemination pursuant to law, policy, guideline, or due to the potential risks or harm that could result from its unauthorized disclosure. Confidential Information includes Personally Identifiable Information (PII) as defined in TBR Policy 1.08.04.00, Personally Identifiable Information, confidential student information, financial information, individual health information, legally protected intellectual property (whether belonging to the TBR system, a college, a faculty member, or other individual or entity), sensitive research data, information that is not subject to disclosure under the Tennessee Public Records Act, information that is prohibited from disclosure in a license agreement or other contract, and any other information that should not be shared publicly.

Policy/Guideline

I. General Information

A. TBR colleges are committed to the responsible, efficient, and ethical use of artificial intelligence and other emerging technologies. Benefits of these tools include:

1. Improving educational outcomes and career prospects;
2. Helping students to ethically and responsibly learn and understand information;
3. Increasing efficiency in the teaching and learning process;
4. Supporting ethical teaching and research; and
5. Improving administrative efficiency.

B. Artificial Intelligence, including Generative AI, is a tool that can assist humans. AI tools are not a substitute for creative, scholarly, or critical thinking. Users should recognize that Generative AI, while a rapidly improving technology, has significant limitations, can make errors, and may provide biased results. Users are responsible for Generative AI-produced content they use for their academic activities and in the course of their employment.

C. Artificial Intelligence including Generative AI use must be consistent with existing policies including, but not limited to:

1. TBR Policy 1.08.05.00, IT Acceptable Uses;
2. TBR Policy 2.08.00.00, Research Compliance and Security;
3. TBR Guideline A-110, Institutional Review for Research;
4. TBR Policy 3.02.00.01, General Policy on Student Conduct & Disciplinary Sanctions;

5. TBR Policy [3.02.03.00, Confidentiality of Student Records](#);
6. TBR Guideline [S-020, Confidentiality of Student Records](#);
7. TBR Policy [5.01.06.00, Intellectual Property](#);
8. TBR Policy [5.02.03.10, Academic Freedom, Responsibility, & Tenure at TCATs](#); TBR Policy [5.02.03.30, Academic Freedom and Responsibility](#); TBR Guideline [B-090, Safeguarding Nonpublic Financial Information](#); and
9. All non-discrimination policies and guidelines.

D. Any purchase or other procurement of an AI tool must be consistent with applicable procurement policies and approved by the applicable information technology department, which should be consulted early in the procurement process. See [TBR Policy 4.02.10.00, Purchasing Policy](#).

E. The TBR IT Department may restrict or prohibit using AI tools, including Generative AI, on college-owned computer systems or with college-issued credentials. This action may be made if the IT Department determines that the tools do not comply with TBR data governance standards, pose an unacceptable risk to information security, or for other reasons deemed necessary.

F. Exhibit __ contains information about Generative AI tools, including Private or Proprietary Generative AI Systems, that have been reviewed by information technology and security professionals within the TBR system and approved for full or partial use. It also contains a list of Generative AI tools that are restricted or partially restricted.

II. Protection of Confidential Information and Copyrighted Material

A. Generally, prompts and other information entered into a Generative AI system are stored and may be used to further train the system. Therefore, Confidential Information should not be input into a public Generative AI system.

B. Digital information use in college libraries is subject to license agreements. Some publishers and vendors consider uploading licensed information into AI tools, including Generative AI, to be a violation of these agreements. Users are responsible for understanding the terms of license agreements before uploading information from college libraries into AI tools.

C. TBR colleges and employees must respect copyrights. Under the Fair Use doctrine, limited portions of copyrighted material may be used without permission for purposes such as criticism, commentary, teaching, scholarship, or research. Whether a particular use qualifies as Fair Use is dependent on all the circumstances and can be complex. Uploading licensed materials into AI tools, including Generative AI, may exceed Fair Use limits, and it is the responsibility of users to consult guidelines or seek permission where required.

D. Consequences of providing Confidential Information or copyrighted material to a Generative AI tool may include:
1. Violation of privacy laws, including FERPA and the Gramm-Leach-Bliley Act, as well as related policies and guidelines;
2. Loss of intellectual property rights;
3. Violation of the intellectual property rights of others; and
4. Violation of licensing agreements with third parties, as well as federal and state laws regarding intellectual property, including copyright laws.

III. Instructional and Classroom Use of AI Tools

A. TBR encourages faculty to guide students in becoming proficient, responsible, and ethical users of AI tools, including Generative AI, when such use aligns with institutional policies, course objectives, and academic goals.

B. Faculty, working within institutional policies and guidelines, have broad discretion to set the terms under which students may use both Generative AI and other forms of artificial intelligence for writing assignments, research, examinations, and other academic endeavors.

C. Faculty are responsible for communicating the acceptable and unacceptable use of Generative AI and other forms of artificial intelligence in their classes.
1. Unauthorized or inappropriate use of Generative AI or other forms of artificial intelligence may violate TBR Policy 3.02.00.01, the General Policy on Student Conduct & Disciplinary Sanctions. Violations can lead to academic consequences, such as a failing grade on an assignment or in the course, or disciplinary sanctions under the policy. It is recommended that faculty establish clear AI-use guidelines in their course policies at the beginning of each semester and include them in their syllabi. These guidelines should outline acceptable and unacceptable uses of AI, specify when and how AI tools may be used, establish expectations for academic integrity and citation practices, and clarify the consequences of unauthorized use.
2. Faculty have access to a selection of AI resources, including training recordings, tool recommendations, educational materials, and web links. Guidance on preparing course materials, syllabi, and assignment policies is also provided. Maintained by the TBR AI Collaborative, these materials are listed in the Resources and Policies section of the Bridging Minds and Machines website and are updated regularly.
3. Faculty and administrators should be aware that tools designed to detect AI-generated content may not be reliable or accurate. These detection tools can produce false positives (misidentifying human-written work as AI-generated) and false negatives (failing to detect AI-generated content). These tools should not be used as the sole method for evaluating student assignments or

assessing academic integrity. Each college maintains authority to restrict the use of AI detection tools.

IV. Use of Generative Artificial Intelligence (Gen AI) in Research

A. Generative AI can enhance various aspects of research if used conscientiously, ethically, and with acknowledgement of its limitations and the need for human oversight. Any use of Gen AI in research must adhere to the applicable data security, ethical, intellectual property, and publication requirements as well as relevant regulatory criteria.

B. AI-generated content and processes should be attributed and cited in accordance with applicable standards. This includes appropriately citing any output created with the help of Generative AI tools as well as citing the specific tool, along with the scope of its contribution to the research. Refer to discipline-specific style guides for citation expectations.

C. Researchers are responsible for ensuring the accuracy, reliability, and fairness of AI-generated data, analysis, and results. Any use of Generative AI in human subjects research, as defined in the federal regulations (45 CFR Part 46), must receive and be consistent with Institutional Review Board approval, along with any necessary administrative and compliance approvals, prior to starting the research to ensure adherence to ethical standards and protection of participant rights. Researchers are responsible for obtaining participants' consent, respecting participant expectations, minimizing risks, and protecting identifiable private information collected, analyzed, or generated in AI-assisted research.

D. The Principal Investigator and other researchers with approved access to confidential information are responsible for maintaining its integrity, ensuring its privacy, and implementing data security protocols. Researchers should ensure that any Generative AI tools employed are compliant with relevant data protection laws (e.g., FERPA), and TBR and institutional policies and guidelines on data security, data ownership, and privacy.

V. Use of Generative AI for Employees

A. Employees are permitted and encouraged to use AI tools, including Generative AI to increase efficiency and productivity, subject to the requirements of this policy, other policies, and supervisory relevant criteria.

B. Improper use of AI tools, including Generative AI may subject an employee to disciplinary action in accordance with relevant policies and guidelines.

C. Resource materials for employees, including training recordings, tool suggestions, learning resources, and curated web links for improving efficiency and productivity, are maintained by the TBR AI Collaborative. These materials

are available in the Resources and Policies section of the [Bridging Minds and Machines website](#) and are regularly updated.

D. Sources

Authority

T.C.A. § 49-8-203; § 49-7-187

45 CFR Part 46

History

NEW Policy approved at Board Meeting June ___, 2025.

tbr | THE COLLEGE SYSTEM of TENNESSEE

BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Tuition and Fee Recommendations for the 2025-2026
                                  Academic Year

DATE: February 26, 2025

PRESENTER: Vice Chancellor Alisha Fox

PRESENTATION
REQUIREMENTS: 30 Minutes

ACTION REQUIRED: Informational Purposes

STAFF
RECOMMENDATION: Not Applicable

TBR staff will present the recommendations for maintenance fees, tuition, mandatory fees, and non-mandatory fees for academic year 2025-26.

BOARD TRANSMITTAL

MEETING: Quarterly Board Meeting

SUBJECT: Faculty Emerita

DATE: February 26, 2025

PRESENTER: Vice Chancellor Jothany Reed

PRESENTATION
REQUIREMENTS: 5 Minutes

ACTION REQUIRED: Roll Call Vote

STAFF
RECOMMENDATION: Recommend Approval

Barbara Roseborough, Professor of Languages and Literature at Southwest TN Community College, has been nominated for Professor Emerita status for her 47 years of extraordinary contributions to the college.

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

- o College presidents nominate candidates based on 'Distinguished Institutional Service.'
- o Presidents may confer with other staff on campus, but the nomination is at the sole discretion of the president.
- o 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.
- o 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.
- o 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 nomination letter is appended.

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

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

Dustin Williams
Chair, Languages and Literature
Southwest Tennessee Community College
January 21, 2025

To the Professor Emerita Committee,

Barbara Roseborough, Professor of Languages and Literature, 1977 - 2024

It is my great honor to recommend Dr. Barbara Roseborough for the distinguished title of Professor Emerita in recognition of her extraordinary contributions to Shelby State Community College and Southwest Tennessee Community College over the span of her remarkable career.

Dr. Roseborough's journey in academia began in 1977 at Shelby State Community College, where she dedicated herself to the teaching of English and the cultivation of student success. Her leadership skills soon became evident as she took on the role of department chair in the early 1990s. She continued her ascent in administrative roles, serving as Dean and later as Provost, where she had a profound impact on institutional growth, faculty development, and student achievement. Demonstrating her unwavering commitment to teaching, Dr. Roseborough returned to the classroom in 2015–2016, inspiring a new generation of learners with her expertise and passion for education. This coincided with her promotion to Full Professor.

Throughout her forty-plus years of service, Dr. Roseborough has been an exemplary educator and leader, making significant contributions to both Shelby State Community College and its successor, Southwest Tennessee Community College. Most recently, she played an instrumental role in expanding dual enrollment course offerings at the Maxine Smith campus, opening doors for high school students to access higher education and achieve their academic goals.

Dr. Roseborough's legacy is one of dedication, innovation, and excellence. Her profound impact on our students, faculty, and community is a testament to her tireless efforts to advance the mission of our institution. She is more than deserving of the prestigious title of Professor Emerita, an honor that reflects her enduring contributions to education and her steadfast commitment to excellence.

I wholeheartedly recommend Dr. Barbara Roseborough for this honor. Her lifetime of service to the College, leadership, and devotion to student success embodies the very essence of what it means to be a Professor Emerita. Please feel free to contact me should you require any additional information.

Sincerely,
Dustin Williams
Chair, Languages and Literature
Southwest Tennessee Community College

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.

Approvals:

Signed by:

Dr. Tracy D. Hall

3DF42B7CE9CA4E1...

President   1/23/2025

Date

DocuSigned by:

LeVetta Hudson

EA2DC25A12AD46B...

HR Officer   1/23/2025

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:

[signature]

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Vice Chancellor for Academic Affairs   2025-01-27 | 5:02 PM CST

Date

DocuSigned by:

Flora Tydings

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Chancellor   2025-01-27 | 6:11 PM CST

Date

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.

BOARD TRANSMITTAL

MEETING:	Quarterly Board Meeting
SUBJECT:	Proposed Program Terminations, Modifications, and New Technical Program Implementations
DATE:	February 26, 2025
PRESENTER:	Vice Chancellor Jothany Reed
PRESENTATION REQUIREMENTS:	10 minutes with discussion
ACTION REQUIRED:	Voice Vote
STAFF RECOMMENDATION:	Recommend Approval

Program Proposals requiring Board approval from TCAT Committee:

Twenty-two (22) program proposals are being presented for the Committee's review and approval. These proposals will allow the Technical Colleges to be more responsive to the needs of students, businesses, and industries. Please see corresponding implementation proposals for each program following the list below. The proposals are:

1. Implement the Cosmetology diploma program at TCAT Athens main campus.

2. Implement the Industrial Maintenance Systems diploma program at TCAT Athens- McMinn Higher Education Center (2M).

3. Replicate the existing Meat Processing Technology certificate program at the TCAT Elizabethton- Boones Creek Extension campus (2Q).

4. Implement Pre-Practical Nursing (DE Only) certificate program at TCAT Elizabethton main campus.

5. Relocate the Off-Road Diesel Technology diploma program from the TCAT Elizabethton- Herman Robinson Extension campus to the Boones Creek Extension campus (2Q).

6. Implement the Hospitality and Tourism certificate program at the TCAT Harriman main campus.

7. Implement the Culinary Essentials (DE Only) certificate program at the TCAT Henry/Carroll - Carroll County Technical Center (2C).

8. Implement the Barbering diploma program at the TCAT Hohenwald- Columbia Central High School ISC (2H).

9. Implement the Central Sterile Processing Technology certificate program at TCAT Jackson- West Tennessee Healthcare Instructional Service Center (3B).

10. Relocate the Certified Medical Assistant to Practical Nursing Bridge diploma program from TCAT Jackson- Whiteville Extension campus to Brownsville/Haywood Extension campus (2T).

11. Implement the Farming Operations Technology diploma program at TCAT Jackson- Whiteville Extension campus (2S).

12. Implement the General Construction Technology diploma program at TCAT Jackson Brownsville/Haywood Extension campus (2T).

13. Relocate the existing Dental Assisting diploma program from TCAT Knoxville main campus, to the Knox Regional Health Science Education and Simulation Instructional Service Center (pending THEC site code approval).

14. Relocate the existing Nursing Aide certificate program from the TCAT Knoxville main campus, to the Knox Regional Health Science Education and Simulation Instructional Service Center (pending THEC site code approval).

15. Relocate the existing Practical Nursing diploma program from TCAT Knoxville main campus, to the Knox Regional Health Science Education and Simulation Instructional Service Center (pending THEC site code approval).

16. Relocate the existing Surgical Technology diploma programs from the TCAT Knoxville main campus, to the Knox Regional Health Science Education and Simulation Instructional Service Center (pending THEC site code approval).

17. Implement Eye Lash Specialist certificate program at the TCAT Livingston main campus.

18. Implement Pre-Practical Nursing (DE Only) certificate program at TCAT Morristown-Greenville High School (pending THEC site code approval).

19. Implement the Digital Agronomy diploma program at TCAT Pulaski main campus.

20. Implement Eye Lash Specialist certificate program at the TCAT Upper Cumberland main campus.

21. Implement the Nursing Aide certificate program at TCAT Upper Cumberland-Cookeville Higher Education campus (2F).

22. Implement the Patient Care Technology/Medical Assisting diploma program at TCAT Upper Cumberland- Cookeville Higher Education Center (2F).

Academic Actions for February 2025 Requiring Only Notification to Vice Chancellor
Thirteen (13) academic actions were submitted by a TCAT institution to the Vice Chancellor for approval based on section C of the TBR Policy: 2:01:02:00, requiring only notification to the Vice Chancellor. Appropriate documentation to support the need was provided. The proposals are as follows:

College	Summary of Proposal	New Costs/Funding Source	Approval/ Implementation Date
TCAT Athens	Terminate the Administrative Office Technology program due to low enrollment.	None	Fall 2025
TCAT Athens	Terminate the Mechanical Maintenance Electrical Instrumentation program on main campus due to relocation.	None	Spring 2025
TCAT Dickson	Terminate the Criminal Justice: Correctional Officer certificate program due to low enrollment at the Clarksville extension campus.	None	Summer 2025
TCAT Elizabethton	Align the Industrial Electricity program to the statewide approved curriculum at main campus and Boones Creek Extension campus.	None	Summer 2025
TCAT Elizabethton	Terminate the Diesel-Powered Equipment Technology program at the Kingsport Instructional Service Center (2F) due to transition to the Off-Road Diesel Technology program.	None	Summer 2025
TCAT Hartsville	Modify the Industrial Maintenance (IMS) program to add traditional/hybrid delivery option.	None	Spring 2025
TCAT Memphis	Modify the Hospitality and Culinary Technology program to add traditional/hybrid delivery option.	None	Spring 2025
TCAT Northwest	Terminate the Administrative Office Technology program due to low enrollment at the main campus.	None	Spring 2025
TCAT Northwest	Terminate the Electric Vehicle Production Technology program at the main campus due to lack of enrollment.	None	Spring 2025

TCAT Oneida	Terminate Manufacturing Technology program at the main campus due to lack enrollment.	None	Spring 2025
TCAT Oneida	Terminate the Welding Technology program at the Morgan County Career & Technical Center (2D) due to low enrollment.	None	Spring 2025
TCAT Upper Cumberland	Terminate the Criminal Justice: Correctional Officer at the main campus due to low enrollment.	None	Summer 2025
TCAT Upper Cumberland	Terminate the evening Practical Nursing program at the main campus due to low enrollment.	None	Summer 2025

PROGRAM IMPLEMENTATION PROPOSAL – 1

INSTITUTION: Tennessee College of Applied Technology
                                        Athens

PROPOSED PROGRAM TITLE: Cosmetology

PROPOSAL: Tennessee College of Applied Technology Athens
                                        proposes to implement Cosmetology at the main
                                        campus. The program is 1500 clock hours and
                                        awards a diploma.

PROGRAM ACCREDITOR: N/A

EFFECTIVE DATE: Summer 2025

OBJECTIVE: The Cosmetology program is designed to help the
                                        student master all the skills necessary for passing
                                        the State Board Examination, selecting the phase or
                                        phases of Cosmetology in which to specialize, and
                                        entering employment. The program also provides
                                        for the upgrading and updating of employed
                                        workers. Classroom instruction and practical
                                        learning experiences are interwoven into a variety
                                        of beauty treatments, including the care and
                                        beautification of the hair, complexion, and hands.
                                        Safety and customer relations are also emphasized
                                        throughout the program.

NEED: According to the THEC "Academic Supply for
                                        Occupational Demand Report, 2024" Hairdressers,
                                        Hairstylists, and Cosmetologists are all in-demand
                                        occupations statewide.   The estimated job market is
                                        supposed to have a 3% increase in the next few
                                        years.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	15
2	25	20
3	25	20

PROJECTED COSTS:	YEAR	COST
	1	$250,000
	2	$150,000
	3	$150,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	$85,000
	2nd Year:	2	$150,000
	3rd Year:	2	$150,000

FISCAL RESOURCES: Initial costs for programming equipment will be funded through college reserve funds. Instructor and ongoing costs will be funded through recurring appropriations and student tuition.

FACILITIES: The TCAT Master Plan Capital Project includes the renovation of existing space for the new Cosmetology Program. The design phase of the project is complete. The bids have been awarded.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 2

INSTITUTION: Tennessee College of Applied Technology
                                 Athens

PROPOSED PROGRAM TITLE: Industrial Maintenance Systems

PROPOSAL: Tennessee College of Applied Technology Athens
                                 proposes to implement Industrial Maintenance
                                 Systems at the McMinn Higher Education Center
                                 (2M). The program is 2160 clock hours and awards
                                 a diploma.

PROGRAM ACCREDITOR: NCCER

EFFECTIVE DATE: Fall 2025

OBJECTIVE: The Industrial Maintenance program has been
                                 designed to assist students in the following: Provide
                                 entry-level job skills in the following areas: Plant
                                 Maintenance, New Construction, and Machine
                                 Building. Students develop habits in punctuality and
                                 attendance, which would carry over to future
                                 employment. Develop a safe apprentice and become
                                 independent and self-reliant so she or he does not
                                 need constant supervision in future employment.
                                 They will develop problem formulation, solving and
                                 trouble shooting. Integrate into current curriculum
                                 understanding of technology changes and the
                                 advantages of multi-dimensional thinking.

NEED: According to the Bureau of Labor Statistics, overall
                                 employment of industrial machinery maintenance,
                                 machinery maintenance workers, and millwrights is
                                 projected to grow 15% from 2023 to 2033, much
                                 faster than the average for all occupations.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	50	35
2	50	40
3	50	45

PROJECTED COSTS:	YEAR	COST
	1	$200,000
	2	$250,000
	3	$300,000

NEW FACULTY NEEDED: No new faculty needed

FISCAL RESOURCES: TCAT Athens will utilize state appropriations.

FACILITIES: TCAT Athens will utilize existing facilities.

ACTION REQUIRED: Staff recommends approval.

INSTITUTION: Tennessee College of Applied Technology Elizabethton

PROPOSED PROGRAM TITLE: Meat Processing Technology

PROPOSAL: Tennessee College of Applied Technology Elizabethton proposes to replicate the Meat Processing Technology at the Boones Creek Extension campus (2Q). The program is 864 clock hours and awards a certificate.

PROGRAM ACCREDITOR: N/A

EFFECTIVE DATE: Summer 2025

OBJECTIVE: The Meat Processing Technology curriculum contains a broad range of courses and competencies to prepare meat cutters, slaughterhouse technicians, meat processors, and meat processing managers to successfully work in commercial or private meat processing facilities. The curriculum is designed in a "backwards scaffold" beginning with training in retail processing and progressing to slaughter and facility management to best meet employer and industry needs.

NEED: Currently in Tennessee there are 205+ unfilled jobs in the meat processing / meat cutter field. Within a 25-mile radius of Johnson City, TN there are currently 32 unfilled positions. There is also a USDA approved meat processing facility coming on-line March 2025 that will need 15-20 meat processors immediately with on-going human resources and training needs.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	12	10
2	15	12
3	18	15

PROJECTED COSTS:	YEAR	COST
	1	$50,000
	2	$90,000
	3	$90,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1 (adjunct)	$35,000
	2nd Year:	1	$72,000
	3rd Year:	1	$72,000

FISCAL RESOURCES: Student tuition and fees along with state appropriations will be used to support and sustain the program. In-kind support from clinical partners will also help support the sustainability of the program.

FACILITIES: The Boones Creek Extension Campus allows for work in theory, hybrid, and research to take place easily and is near many Work-Based Learning opportunities.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 4

INSTITUTION:	Tennessee College of Applied Technology Elizabethton
PROPOSED PROGRAM TITLE:	Pre-Practical Nursing
PROPOSAL:	Tennessee College of Applied Technology Elizabethton proposes to implement the Pre-Practical Nursing (DE Only) program at the main campus and 5 other off-campus locations. This program is 432 clock hours and awards a certificate.
PROGRAM ACCREDITOR:	N/A
EFFECTIVE DATE:	Fall 2025
OBJECTIVE:	The Pre-Practical Nursing (Pre-PN) Pathway is an articulated pathway from high school into the TCAT Practical Nursing program through this early post-secondary opportunity (EPSO) for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified courses/program. Pre-PN Pathway curriculum will include preparatory coursework for the Practical Nursing program taught and facilitated by TCAT Nursing faculty. The pathway is a combination of classroom and laboratory experiences.
NEED:	There are over 75 current positions for LPNs within a 25-mile radius of the TCAT main campus and over 1000 available nursing positions withing the greater Tri-Cities area.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	50	35
2	60	42
3	75	55

PROJECTED COSTS:

YEAR	COST

1	$750,000
2	$550,000
3	$550,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1st Year:	6	$500,000
2nd Year:	6	$500,000
3rd Year:	6	$500,000

FISCAL RESOURCES: Partner school districts will support the salaries of the adjunct instructors used to deliver program content and competencies. The instructors will be existing high school instructors that are RN's and meet the Board of Nursing employment standards. The industry partner, Ballad Health, will use available grant resources to purchase needed equipment, supplies, and materials needed.

FACILITIES: TCAT-Elizabethton will use existing LPN program facilities at (3) existing main and extension campuses. TCAT Elizabethton also intends to use existing Health Sciences spaces at approved high schools. The industry partner, Ballad Health, will purchase the necessary equipment and supplies to make this training space equivalent to the simulation labs and classrooms at existing TCAT facilities.

ACTION REQUIRED: Staff recommends approval.

INSTITUTION:

Tennessee College of Applied Technology Elizabethton

PROPOSED PROGRAM TITLE:

Off-Road Diesel Technology

PROPOSAL:

Tennessee College of Applied Technology Elizabethton proposes to relocate the Off-Road Diesel Technology program from the Herman Robinson Extension campus to the Boones Creek Extension campus (2Q). The program is 1296 clock hours and awards a diploma.

PROGRAM ACCREDITOR:

N/A

EFFECTIVE DATE:

Summer 2025

OBJECTIVE:

The program mission is to provide technical instruction and skill development to enable students to enter employment in construction, agricultural equipment, and other related fields as technicians. By working on actual Off-Road diesel equipment, students are well prepared to enter the workforce after graduation.

NEED:

Currently there are over 30 jobs available withing a 25-mile radius of Johnson City that require diesel technician training and over 225 jobs throughout the state of Tennessee. Many of these jobs are in shops and dealerships that focus primarily on off road diesel and agricultural equipment.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	30	28
2	32	30
3	35	32

PROJECTED COSTS:

YEAR	COST
1	$500,000
2	$125,000

3	$100,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	$75,00
	2nd Year:	1	$75,000
	3rd Year:	1	$75,000

FISCAL RESOURCES: The equipment and consumable resources will be relocated from the Herman Robinson campus to the new facility. We are purchasing some new equipment for the facility with waitlist funds, and it has already been ordered.

FACILITIES: The completion of the new "Building 2" at our Boones Creek Extension Campus requires the need for the change. The building was built specifically as part of the TCAT masterplan. In addition, the governor's waitlist funds to accommodate this unique program in conjunction with the Heavy Equipment Operator program.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 6

INSTITUTION: Tennessee College of Applied Technology
                                Harriman

PROPOSED PROGRAM TITLE: Hospitality and Tourism

PROPOSAL: Tennessee College of Applied Technology
                                Harriman proposes to implement the Hospitality
                                and Tourism program at the main campus. The
                                program is 864 clock hours and awards a
                                certificate.

PROGRAM ACCREDITOR: N/A

EFFECTIVE DATE: Fall 2025

OBJECTIVE: The Hospital & Tourism program will enable
                                students to develop and practice the knowledge,
                                skills, and tasks necessary for success as employees
                                in the hospitality and tourism industry. The program
                                will provide the student with a thorough
                                understanding of the best practices and techniques
                                employed in the management, marketing, and
                                operations of lodging, food services, and travel-
                                related services.

NEED: TCAT-Harriman has a new high-end, members-
                                only resort community that is located about 9 miles
                                from our main campus and a new hotel about 5
                                miles away. The goal is to train graduates for those
                                jobs.

PROJECTED ENROLLMENT:

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

PROJECTED COSTS:

YEAR	COST
1	$150,000
2	$100,000
3	$100,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	$77,000
	2nd Year:	1	$77,000
	3rd Year:	1	$77,000

FISCAL RESOURCES: Program costs and instructor salary will be funded by state appropriations and student tuition.

FACILITIES: No additional space is needed. The existing space on the main campus will be used for the Hospitality and Tourism program.

ACTION REQUIRED: Staff recommends approval.

INSTITUTION:

Tennessee College of Applied Technology
Henry/Carroll

PROPOSED PROGRAM TITLE:

Culinary Essentials (DE Only)

PROPOSAL:

Tennessee College of Applied Technology Henry
Carroll proposes to implement the Culinary
Essentials (DE Only) program at the Carroll County
Technical Center (2C). The program is 600 clock
hours and awards a certificate.

PROGRAM ACCREDITOR:

N/A

EFFECTIVE DATE:

Fall 2025

OBJECTIVE:

The Culinary Essentials Certificate (CEC) is a
program that prepares students to enter the culinary
workforce in settings such as restaurants, country
clubs, resorts, hotels, and many other food service
opportunities. Students learn culinary arts
fundamental cooking methods, flavor development,
fabrication techniques, world cuisines, baking and
pastry, sanitation and safety, nutritional analysis and
culinary math.

NEED:

According to the National Restaurant Association,
the restaurant and food service industry employs
over 15.5 million people nationwide and is
projected to grow by 15% over the next decade.
However, the industry faces a persistent workforce
shortage, with an estimated 1.2 million additional
workers needed by 2031 to meet demand. This
shortage is particularly evident in rural areas like
Carroll and surrounding counties, where finding
skilled kitchen staff can be a significant challenge
for restaurants.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	0
2	20	10

	3	20	10

PROJECTED COSTS:

YEAR	COST
1	$20,00
2	$2,000
3	$2,000

NEW FACULTY NEEDED: Will pay according to the TCAT Dual Enrollment Pay Schedule

FISCAL RESOURCES: The Dual Enrollment Grant (DEG) will be used as a fiscal resource.

FACILITIES: Facilities already exist at the Carroll County Technical Center.

ACTION REQUIRED: Staff recommends approval.

INSTITUTION:	Tennessee College of Applied Technology Hohenwald

PROPOSED PROGRAM TITLE: Barbering

PROPOSAL: Tennessee College of Applied Technology Hohenwald proposes to implement the Barbering program at the Columbia Central High School ISC (2H). The program is 1500 clock hours and awards a diploma.

PROGRAM ACCREDITOR: TN Board of Cosmetology and Barber Examiners

EFFECTIVE DATE: Spring 2025

OBJECTIVE: The barbering program provides students with the necessary skills needed to pass the Tennessee Board of Cosmetology and Barber's practical and written examinations. Students who are interested in pursuing a career in barbering, will receive instruction in personal and shop safety rules and state regulations, sanitation and sterilization standards, and the proper use of equipment and implements commonly found in a barbershop. Additionally, students receive instruction in the anatomy and physiology of hair and scalp, the psychology of sales and first aid.

NEED: There is currently no existing Barbering program in TCAT Hohenwald's service area.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	40	36
2	40	36
3	40	36

PROJECTED COSTS:

YEAR	COST
1	$75,000
2	$25,000
3	$25,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1st Year:	1	$70,000

2nd Year:	1	$70,000
3rd Year:	1	$70,000

FISCAL RESOURCES: The fiscal resources needed for this program will be provided through the budget of TCAT Hohenwald and Maury County Schools.

FACILITIES: The facilities available at Columbia Central High school will be used for this program.

ACTION REQUIRED: Staff recommends approval.

INSTITUTION: Tennessee College of Applied Technology
                                      Jackson

PROPOSED PROGRAM TITLE: Central Sterile Processing Technology

PROPOSAL: Tennessee College of Applied Technology Jackson
                                      proposes to implement Central Sterile Processing
                                      Technology program at the West Tennessee
                                      Healthcare Instructional Service Center (3B). The
                                      program is 900 clock hours and awards a
                                      certificate.

PROGRAM ACCREDITOR: N/A

EFFECTIVE DATE: Fall 2025

OBJECTIVE: The Central Sterile Processing Technician
                                      Certificate prepares students for a successful
                                      healthcare career preparing the operating room for
                                      surgical procedures: sterilizing instruments,
                                      gathering supplies, and delivering equipment
                                      properly ahead of surgery. Students build solid
                                      foundational knowledge in anatomy, medical
                                      terminology, and microbiology and receive
                                      specialized training in what surgical instruments
                                      are, the handling and use of instruments for specific
                                      procedures, and the clinical setting experience
                                      necessary for job success.

NEED: Local industry has expressed high demand for
                                      sterile processing technicians. Local industry
                                      employers are in full support of the program and
                                      have pledged to invest by serving in the critical
                                      occupational advisor role. They have also pledged
                                      support by offering classroom and storage space for
                                      instruction as well as on-site clinical facilitation.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	15	10
2	17	13
3	20	15

PROJECTED COSTS:	YEAR	COST
	1	$100,000
	2	$100,000
	3	$100,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	$77,000
	2nd Year:	1	$79,500
	3rd Year:	1	$81,900

FISCAL RESOURCES: Program costs and instructor salary will be funded by state appropriations and student tuition.

FACILITIES: This program will be offered at the new West Tennessee Healthcare Instructional Service Center. West Tennessee Healthcare will provide space for the program at no cost to the institution.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 10

INSTITUTION:	Tennessee College of Applied Technology Jackson
PROPOSED PROGRAM TITLE:	Certified Metical Assistant to Practical Nursing Bridge
PROPOSAL:	Tennessee College of Applied Technology Jackson proposes to relocate the Certified Medical Assistant to Practical Nursing Bridge program to the Brownsville/Haywood Extension campus (2T). The program is 1080 clock hours and awards a diploma.
PROGRAM ACCREDITOR:	N/A
EFFECTIVE DATE:	Fall 2025
OBJECTIVE:	The Certified Medical Assistant to Practical Nursing Bridge Program is a 10-month diploma program, which consists of a combination of classroom, laboratory and clinical experiences. These experiences expose the student to the wide variety of tasks and responsibilities required of today's practical nurse.
NEED:	The local job opportunities are strong. Numerous local nursing homes, physician's offices, and other healthcare facilities have expressed an urgent need for Practical Nurses. Based on Tennessee's job data, the demand for Licensed Practical Nurses is high, with over 1,000 job openings.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	25	20
2	25	20
3	25	20

PROJECTED COSTS:

YEAR	COST
1	$165,000
2	$170,000
3	$175,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	2	$160,000
	2nd Year:	2	$165,000
	3rd Year:	2	$170,000

FISCAL RESOURCES: TCAT Jackson has submitted a Rural Healthcare Pathways Expansion Grant proposal in support of the Certified Medical Assistant to Practical Nursing Bridge Program to fund faculty, equipment, and other related startup costs for the project. In the event the grant is not awarded, TCAT Jackson will utilize state appropriations and tuition revenue.

FACILITIES: There will be no additional costs for facilities. Current facilities provide adequate space and equipment.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 11

INSTITUTION: Tennessee College of Applied Technology Jackson

PROPOSED PROGRAM TITLE: Farming Operations Technology

PROPOSAL: Tennessee College of Applied Technology Jackson proposes to implement Farming Operations Technology program at the Whiteville Extension campus (2S). The program is 1728 clock hours and awards a diploma.

PROGRAM ACCREDITOR: N/A

EFFECTIVE DATE: Fall 2025

OBJECTIVE: The Farming Operations Technology program will provide students with skills and knowledge needed for today's farming operations which include, but not limited to, row crops, animal agriculture, and precision agriculture. Students earn certificates by completing courses that offer exposure to principles in agriculture, livestock equipment, and precision agriculture. Other courses for credentials will present welding, farm-based electricity, and shop principles as well as agriculture finance. Students will be presented with material for understanding farm machinery maintenance, soil and plant management, crop and livestock marketing, and herd management. Precision agriculture is the future of industry and will be offered as an individual diploma.

NEED: According to JOBS4TN.gov there are approximately 81 employers of agriculture workers in TCAT Jackson's service area. The average hourly wage is $21.10 per hour. There are currently no other TCATs within the service delivery area that offer Farming Operations Technology. There is no potential for program duplication.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	10	10
	2	15	10
	3	20	15

PROJECTED COSTS:	YEAR	COST
	1	$100,000
	2	$5,000
	3	$5,000

NEW FACULTY NEEDED: No new faculty needed

FISCAL RESOURCES: TCAT Jackson will use existing equipment to offset some of the startup costs. No additional funds for salary is needed, as the current Digital Agronomy instructor will teach Farming Operations Technology.

FACILITIES: TCAT Jackson will use existing classroom space for Farming Operations Technology.

ACTION REQUIRED: Staff recommends approval.

INSTITUTION: Tennessee College of Applied Technology
                                Jackson

PROPOSED PROGRAM TITLE: General Construction Technology

PROPOSAL: Tennessee College of Applied Technology Jackson
                                proposes to implement General Construction
                                Technology program at the Brownsville/Haywood
                                Extension campus (2T). The program is 1296 clock
                                hours and awards a diploma.

PROGRAM ACCREDITOR: N/A

EFFECTIVE DATE: Fall 2025

OBJECTIVE: This program provides essential training for
                                students to begin work in the construction trade.
                                Training includes the foundational skills of safety,
                                carpentry, electrical wiring, plumbing, painting,
                                masonry, landscaping, and building construction.

NEED: According to the Tennessee Higher Education
                                Commission's (THEC) Supply and Demand Report,
                                there is a significant demand for skilled labor in
                                construction, with projections indicating that the
                                sector will experience robust growth in the coming
                                years (THEC, 2024). This demand is further
                                amplified by the projected population growth in
                                Haywood County, which is expected to reach
                                24,996 by 2035 and 29,955 by 2045, driven by
                                developments like Blue Oval City (BOC) and
                                related industries (Younger Associates, et.al., 2024)

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	25	20
2	25	20
3	25	20

PROJECTED COSTS:

YEAR	COST
1	$270,000
2	$152,000
3	$155,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	$80,000
	2nd Year:	1	$82,000
	3rd Year:	1	$85,000

FISCAL RESOURCES: TCAT Jackson has submitted a Delta Regional Authority Workforce Grant proposal in the amount of $300,000 to fund equipment, renovations, and other start-up costs. In the event the grant is not awarded, TCAT Jackson will utilize state appropriations and tuition revenue.

FACILITIES: Current unoccupied classroom and shop space will be utilized for this training program.

ACTION REQUIRED: Staff recommends approval.

INSTITUTION: Tennessee College of Applied Technology
Knoxville

PROPOSED PROGRAM TITLE: Dental Assisting

PROPOSAL: Tennessee College of Applied Technology
Knoxville proposes to relocate the Dental Assisting
program to the Knox Regional Health Science
Education and Simulation Center (pending THEC
site code approval). The program is 1296 clock
hours and awards a diploma.

PROGRAM ACCREDITOR: N/A

EFFECTIVE DATE: Fall 2025

OBJECTIVE: The Dental Assisting program prepares students to
become members of the dental health care team.
The course includes theory with demonstrations and
classroom instruction. Students receive supervised
experience performing procedures using study
models, mannequins, and other simulated methods.

NEED: Dental Assisting program averages 81% completion
and 100% job placement.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	38	20
2	38	20
3	38	20

PROJECTED COSTS:

YEAR	COST
1	$9,000
2	$9,000
3	$9,000

NEW FACULTY NEEDED: No new faculty needed

FISCAL RESOURCES: TCAT Knoxville's equipment for these programs at the new ISC is allocated in the Capital Budget and fundraising efforts conducted by Roane State Community College

FACILITIES: Equipment is currently available in the existing program and will be relocated to the new facility. Roane State Community College will maintain the facilities, classrooms, and other equipment.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 14

INSTITUTION:	Tennessee College of Applied Technology Knoxville

PROPOSED PROGRAM TITLE: Nursing Aide

PROPOSAL:	Tennessee College of Applied Technology Knoxville proposes to relocate the evening Nursing Aide program at the Knox Regional Health Science Education and Simulation Center (pending THEC site code approval). The program is 120 clock hours and awards a certificate.

PROGRAM ACCREDITOR: Tennessee Board of Health

EFFECTIVE DATE: Fall 2025

OBJECTIVE:	This course prepares a person for gainful employment in a healthcare setting. The education shall be in an organized program with planned learning experiences in a logical sequence. Both theory and clinical will enable the learner to obtain knowledge, skills, and attitude to function within the defined job scope of the nursing assistant. Broad areas of learning shall include communication skills, safety, logical and ethical, basic anatomy and physiology, nutrition, basic nursing principles and skills. The graduate is prepared to complete the certification exam.

NEED:	Nursing Aide program averages 96% completion and 77% job placement.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	45	32
2	45	32
3	45	32

PROJECTED COSTS:

YEAR	COST
1	$5,800

2	$5,800
3	$5,800

NEW FACULTY NEEDED: No new faculty needed

FISCAL RESOURCES: TCAT Knoxville's equipment for these programs at the new ISC is allocated in the Capital Budget and fundraising efforts conducted by Roane State Community College.

FACILITIES: Equipment is currently available in the existing program and can be relocated to the new facility. Roane State Community College will maintain the facilities, classrooms, and other equipment to supplement the learning atmosphere.

ACTION REQUIRED: Staff recommends approval.

INSTITUTION: Tennessee College of Applied Technology
                                      Knoxville

PROPOSED PROGRAM TITLE: Practical Nursing

PROPOSAL: Tennessee College of Applied Technology
                                      Knoxville proposes to relocate the evening Practical
                                      Nursing program at the Knox Regional Health
                                      Science Education and Simulation Center (pending
                                      THEC site code approval). The program is 1296
                                      clock hours and awards a diploma.

PROGRAM ACCREDITOR: Tennessee Board of Nursing

EFFECTIVE DATE: Fall 2025

OBJECTIVE: The Practical Nursing Program is a 12-month
                                      diploma program, which consists of a combination
                                      of classroom, laboratory and clinical experiences.
                                      These experiences expose the student to the wide
                                      variety of tasks and responsibilities required of
                                      today's practical nurse.

NEED: According to the Tennessee Labor and Workforce
                                      Development, there are on average 350 annual
                                      openings for RN's and LPN's.

PROJECTED ENROLLMENT:

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

PROJECTED COSTS:

YEAR	COST
1	$8,400
2	$8,400
3	$8,400

NEW FACULTY NEEDED: No new faculty needed

FISCAL RESOURCES: TCAT Knoxville's equipment for these programs at the new ISC is allocated in the Capital Budget and fundraising efforts conducted by Roane State Community College.

FACILITIES: Equipment is currently available in the existing program and will be relocated to the new facility. Roane State Community College will maintain the facilities, classrooms, and other equipment to supplement the learning atmosphere.

ACTION REQUIRED: Staff recommends approval.

INSTITUTION: Tennessee College of Applied Technology Knoxville

PROPOSED PROGRAM TITLE: Surgical Technology

PROPOSAL: Tennessee College of Applied Technology Knoxville proposes to relocate the Surgical Technology program at the Knox Regional Health Science Education and Simulation Center (pending THEC site code approval). The program is 1296 clock hours and awards a diploma.

PROGRAM ACCREDITOR: Council on Occupational Education

EFFECTIVE DATE: Fall 2025

OBJECTIVE: The Surgical Technology Program trains individuals to prepare the operating room, select and care for instruments, provide technical assistance to the surgeon and nursing team during surgery, and breakdown the room after surgery. The program consists of four months of concentrated theory and lab practice, two months of integrated theory and clinical preparation, and six months of clinical practice.

NEED: TCAT Knoxville has an average of 78% completion and 89% placement in the Surgical Technology program.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	40	20
2	40	20
3	40	20

PROJECTED COSTS:

YEAR	COST
1	$24,500
2	$24,500
3	$24,500

NEW FACULTY NEEDED: No new faculty needed

FISCAL RESOURCES: TCAT Knoxville's equipment for these programs at the new ISC is allocated in the Capital Budget and fundraising efforts conducted by Roane State Community College.

FACILITIES: Equipment is currently available in the existing program and will be relocated to the new facility. Roane State Community College will maintain the facilities, classrooms, and other equipment to supplement the learning atmosphere.

ACTION REQUIRED: Staff recommends approval.

INSTITUTION:	Tennessee College of Applied Technology Livingston
PROPOSED PROGRAM TITLE:	Eye Lash Specialist
PROPOSAL:	Tennessee College of Applied Technology Livingston proposes to implement the Eye Lash Specialist program at the main campus. The program is 300 clock hours and awards a certificate.
PROGRAM ACCREDITOR:	Tennessee Board of Cosmetology and Barber Examiners
EFFECTIVE DATE:	Summer 2025
OBJECTIVE:	This program specializes in the study of skin care and offers instructions in keeping skin healthy, attractive, and well maintained. Students will complete a basic Aesthetics curriculum while demonstrating competence in theory and practical skills. Students are required to complete supervised laboratory Aesthetic procedures on live clients. Graduates will obtain a diploma and a license by the Tennessee State Board of Cosmetology upon successful completion of a written and practical examination.
NEED:	The eye lash industry is part of the personal care industry and has an annual salary of $50,000 a year but could be more based on the level of clients. students will be able to be self-employed or work for established salons. There are over 300 salons in the Upper Cumberland region that do or could offer this service.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	10	9
2	12	11
3	15	14

PROJECTED COSTS:	YEAR	COST
	1	$15,000
	2	$10,000
	3	$10,000

NEW FACULTY NEEDED: No new faculty needed

FISCAL RESOURCES: The program will be funded through tuition, and established budget.

FACILITIES: TCAT Livingston will utilize existing classroom and lab space.

ACTION REQUIRED: Staff recommends approval.

INSTITUTION: Tennessee College of Applied Technology Morristown

PROPOSED PROGRAM TITLE: Pre-Practical Nursing (DE Only)

PROPOSAL: Tennessee College of Applied Technology Morristown proposes to implement the Pre-Practical Nursing (DE Only) program at Greenville High School (pending THEC site code approval). The program is 432 clock hours and awards a certificate.

PROGRAM ACCREDITOR: Tennessee Board of Nursing

EFFECTIVE DATE: Fall 2025

OBJECTIVE: The Pre-Practical Nursing (Pre-PN) Pathway is an articulated pathway from high school into the TCAT Practical Nursing program through this early post-secondary opportunity (EPSO) for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified courses/program. Pre-PN Pathway curriculum will include preparatory coursework for the Practical Nursing program taught and facilitated by TCAT Nursing faculty. The pathway is a combination of classroom and laboratory experiences.

NEED: This program supports a partnership initiative to address the need for healthcare professionals, particularly in rural and underserved areas of the state. The pre-practical nursing program will focus on preparing high school graduates to obtain both high school and college credit simultaneously. Graduates will be eligible for admission into the second trimester of the practical nursing program.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	20	0

2	20	10
3	20	10

PROJECTED COSTS:	YEAR	COST
	1	$9,000
	2	$9,000
	3	$9,000

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	$9,000
	2nd Year:	1	$9,000
	3rd Year:	1	$9,000

FISCAL RESOURCES: Bloomberg grant administered by Ballad Health will be utilized. Instructional costs will also be covered by the local school districts for programs that only accept secondary students into the post-secondary programs. The college will cover costs associated with student services and financial aid personnel related to dual enrollment.

FACILITIES: The local school district will maintain the existing allied health program and cover cost associated with instruction, space and supplies relevant to maintaining their existing program. Cost associated with the materials and equipment required to follow the college's curriculum for the dually enrolled student will be covered by the college.

ACTION REQUIRED: Staff recommends approval.

INSTITUTION: Tennessee College of Applied Technology
                                Pulaski

PROPOSED PROGRAM TITLE: Digital Agronomy

PROPOSAL: Tennessee College of Applied Technology Pulaski
                                proposes to implement the Digital Agronomy
                                program at the main campus. The program is 1296
                                clock hours and awards a diploma.

PROGRAM ACCREDITOR: N/A

EFFECTIVE DATE: Fall 2025

OBJECTIVE: The Digital Agronomy Program will provide
                                students with a foundation in both conventional and
                                regenerative agricultural practices, with a focus on
                                21st century technology. Students will be exposed
                                to GIS mapping, precision agriculture, the internet
                                of things (IoT), and the latest in crop management
                                and irrigation practices. The three-trimester
                                program is heavily focused on work- based learning
                                opportunities and the completion of each trimester
                                will result in an industry- recognized certificate.
                                Students who complete at least two trimesters will
                                be able to apply for their FAA Drone Pilot's
                                License.

NEED: The program will equip graduates to meet the rising
                                demand for precision agriculture technicians. With
                                more farms adopting technologies like drones, IoT,
                                and data analytics, the need for skilled technicians
                                is projected to grow by 6% nationally from 2023 to
                                2033 and 11% in Tennessee. This demand supports
                                the state's focus on technology-driven agricultural
                                advancements to create high-paying rural jobs.
                                Precision agriculture technicians in the region
                                typically earn a median annual salary of $48,490,
                                with experienced professionals often earning
                                upwards of $78,000.

PROJECTED ENROLLMENT:	YEAR	ENROLLMENT	COMPLETERS
	1	12	9
	2	16	12
	3	20	15

PROJECTED COSTS:	YEAR	COST
	1	$172,000
	2	$100,500
	3	$100,500

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	$71,500
	2nd Year:	1	$73,000
	3rd Year:	1	$74,500

FISCAL RESOURCES: The program will be funded through tuition, potential grants, and industry support.

FACILITIES: TCAT Pulaski's main campus will utilize existing classroom and lab space. In addition, the main campus has available acreage needed for outdoor labs and will work with the agriculture industry to secure off-site training opportunities as well.

ACTION REQUIRED: Staff recommends approval.

INSTITUTION: Tennessee College of Applied Technology
                                              Upper Cumberland

PROPOSED PROGRAM TITLE: Eye Lash Specialist

PROPOSAL: Tennessee College of Applied Technology Upper
                                              Cumberland proposes to implement the Eye Lash
                                              Specialist program at the main campus. The
                                              program is 300 clock hours and awards a certificate.

PROGRAM ACCREDITOR: Tennessee Board of Cosmetology and Barber
                                              Examiners

EFFECTIVE DATE: Summer 2025

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

NEED: The eye lash industry is part of the personal care
                                              industry and has an annual salary of $50,000 a year
                                              but could be more based on the level of clients.
                                              students will be able to be self-employed or work
                                              for established salons. There are over 300 salons in
                                              the Upper Cumberland region that do or could offer
                                              this service.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	10	9
2	12	11

PROJECTED COSTS: YEAR   COST
                          1             $15,000
                          2             $15,000
                          3             $15,000

NEW FACULTY NEEDED: No new faculty needed

FISCAL RESOURCES: The program will be funded through tuition, and
                          established budget.

FACILITIES: TCAT Upper Cumberland will utilize existing
                          classroom and lab space.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 21

INSTITUTION: Tennessee College of Applied Technology
                                  Upper Cumberland

PROPOSED PROGRAM TITLE: Nursing Aide

PROPOSAL: Tennessee College of Applied Technology Upper
                                  Cumberland proposes to implement the Nursing
                                  Aide program at the Cookeville Higher Education
                                  campus (2F). The program is 120 clock hours and
                                  awards a certificate.

PROGRAM ACCREDITOR: Tennessee Board of Health

EFFECTIVE DATE: Summer 2025

OBJECTIVE: This course prepares a person for gainful
                                  employment in a healthcare setting. The education
                                  shall be in an organized program with planned
                                  learning experiences in a logical sequence. Both
                                  theory and clinical will enable the learner to obtain
                                  knowledge, skills, and attitude to function within
                                  the defined job scope of the nursing
                                  assistant. Broad areas of learning shall include
                                  communication skills, safety, logical and ethical,
                                  basic anatomy and physiology, nutrition, basic
                                  nursing principles and skills. The graduate is
                                  prepared to complete the certification exam.

NEED: As projected by the Upper Cumberland LWDA
                                  healthcare and social assistance is projected to be
                                  the dominant industry by 2030, with an estimated
                                  168,145 jobs. The industry is expected to continue
                                  its prominence, reflecting its importance in
                                  providing essential services and meeting the
                                  healthcare needs of the region's population.

PROJECTED ENROLLMENT:

YEAR	ENROLLMENT	COMPLETERS
1	15	13
2	15	15
3	15	18

PROJECTED COSTS:	YEAR	COST	
	1	$12,000	
	2	$9,000	
	3	$9,000	

NEW FACULTY NEEDED:	YEAR	NUMBER	COST
	1st Year:	1	$78,000
	2nd Year:	1	$78,000
	3rd Year:	1	$78,000

FISCAL RESOURCES: TCAT Upper Cumberland will pull from their budget for this program.

FACILITIES: Current space available at Cookeville Higher Education Campus will be utilized.

ACTION REQUIRED: Staff recommends approval.

PROGRAM IMPLEMENTATION PROPOSAL – 22

INSTITUTION: Tennessee College of Applied Technology
                                              Upper Cumberland

PROPOSED PROGRAM TITLE: Patient Care Technology/Medical Assisting

PROPOSAL: Tennessee College of Applied Technology Upper
                                              Cumberland proposes to implement the Patient Care
                                              Technology/Medical Assisting program at the
                                              Cookeville Higher Education Center (2F). The
                                              program is 120 clock hours and awards a certificate.

PROGRAM ACCREDITOR: Tennessee Board of Health

EFFECTIVE DATE: Fall 2025

OBJECTIVE: The Patient Care Technology/Medical Assisting
                                              program is designed to provide the student with a
                                              thorough understanding of basic nursing care,
                                              including providing direct bedside care to patients
                                              in a variety of settings. The PCT/MA is multi-
                                              disciplinary technical assistive healthcare personnel.
                                              PCT's/MAs are educated to provide basic nursing
                                              care under the supervision or direction of a
                                              Physician, Advanced Practice Nurse, Registered
                                              Nurse, or Licensed Practical Nurse. The education
                                              shall be in an organized program with planned
                                              learning experiences in a logical sequence,
                                              including both theory and clinical.

NEED: As projected by the Upper Cumberland LWDA
                                              healthcare and social assistance is projected to be
                                              the dominant industry by 2030, with an estimated
                                              168,145 jobs. The industry is expected to continue
                                              its prominence, reflecting its importance in
                                              providing essential services and meeting the
                                              healthcare needs of the region's population.

PROJECTED ENROLLMENT: YEAR   ENROLLMENT   COMPLETERS

1	15	15
2	15	15
3	15	15

PROJECTED COSTS:

YEAR	COST
1	$50,000
2	$50,000
3	$50,000

NEW FACULTY NEEDED:

YEAR	NUMBER	COST
1st Year:	1	$40,000
2nd Year:	1	$40,000
3rd Year:	1	$40,000

FISCAL RESOURCES: TCAT Upper Cumberland will utilize their budget for this program.

FACILITIES: Current space available at Cookeville Higher Education Campus will be utilized.

ACTION REQUIRED: Staff recommends approval.