



**Summer Quarterly
Meeting**

**18th Floor, Parkway Towers
Nashville, TN**

July 27, 2017

**Tennessee Higher
Education Commission**



AGENDA
TENNESSEE HIGHER EDUCATION COMMISSION
Summer Quarterly Meeting
Commission Boardroom, Parkway Towers
July 27, 2017, 12:00 pm – 3:00 pm CDT

Adoption of Agenda

Approval of Minutes, May 11, 2017 Meeting

Chairman's Report

Executive Director's Report

Institutional Reports

Tennessee Board of Regents

University of Tennessee

Locally Governed Institutions

Agenda Items

- I. 2017-18 Election of Officers (Action Item)
- II. Postsecondary Education Authorization (Action Items)
 - A. Institutional Reauthorization
 - B. Authorization of New Institutions
 - C. Approval of New Programs
 - D. Optional Expedited Authorization
 - E. Recommendations for Appointments to the Committee on Postsecondary Educational Institutions
- III. 2017-18 Proposed Operating Budgets (Action Item)
- IV. Master Plan Updates (Action Items)
 - A. Roane State Community College Master Plan Update
 - B. Volunteer State Community College Master Plan Update
- V. Administrative Rules - Revisions (Action Items)
 - A. Public Higher Education Fee Waivers
 - B. Public Higher Education Fee Discounts
 - C. Immunizations for Matriculating Students
- VI. Policy Updates (Action Items)
 - A. THEC Rules of Procedure
 - B. Off-Campus Instruction - Community Colleges and Universities
 - C. Off-Campus Instruction - Tennessee Colleges of Applied Technology
- VII. Tennessee Reconnect Update
- VIII. Higher Education/THEC Salary Survey

TENNESSEE HIGHER EDUCATION COMMISSION
Spring Quarterly Meeting, May 11, 2017
1:00pm-3:00pm CDT

WELCOME REMARKS

Chairman Evan Cope called the Spring Quarterly meeting to order at 1pm, welcomed everyone, and asked for attendance to be taken by roll call.

Name	Present	Absent
Chairman Cope	X	
Dr. Dishner	X	
Secretary Hargett	X	
Dr. Morrison*	X	
Ms. Kadire	X	
Ms. Koban	X	
Treasurer Lillard	X	
Ms. Roach	X	
Comptroller Wilson	X	
Mayor Wharton	X	
Mr. Chisenhall*	X	
Mr. Frank Watson	X	
Mr. Stafford	X	

There were 11 voting members present, constituting a quorum.

* Dr. Morrison and Mr. Chisenhall are non-voting.

ADOPTION OF AGENDA

A motion was made by Mayor Wharton and seconded by Treasurer Lillard to adopt the agenda. A voice vote was taken and the motion was carried unanimously.

ADOPTION OF MINUTES

A motion was made by Treasurer Lillard and seconded by Comptroller Wilson to adopt the January 26 Winter Quarterly Minutes. A voice vote was taken and the motion was carried unanimously.

CHAIRMAN'S REPORT

Chairman Cope welcomed two new commission members, Mr. Frank Watson and Mr. Vernon Stafford, both from Memphis. He advised everyone that Bill Lee has resigned from the Commission. He updated the commission on the implementation of the FOCUS ACT and the board meetings of the LGIs. He also reminded the commission that THEC will be a central point for capital projects, legislative coordination, and academic programs. Chairman Cope also announced that this is Siri Kadire's last meeting.

EXECUTIVE DIRECTOR'S REPORT

Chairman Cope recognized Mike Krause. Mike Krause thanked Dr. Katie High for her 30 years of service in higher education. He also welcomed several college presidents and appreciated their attendance. Director's update: 1) TN Reconnect Act was passed by the General Assembly. 2) Higher education budget was passed. 3) We will become the first SHEEO agency to have a HBCU position.

Director Krause discussed the success of TN Promise students and that the first class graduated this spring. Tennessee remains number one state in FAFSA completion.

Mr. Krause discussed the Drive to 55 goals and tracking, thanking everyone for the combined effort to help realize the Drive to 55 goals. He then introduced Dr. Lauren Collier to give the FOCUS update. Dr. Collier reported that since the January meeting, all six LGI boards were confirmed by the General Assembly, trained by THEC staff with support from the Association of Governing Boards, and had convened their first meetings. The process of standing up the boards required extensive preparation by university presidents, faculty, and staff. THEC staff traveled to the six campuses to deliver training covering best practices of university governance, the Drive to 55, the funding formula, open meetings and open records law, and board decision points during the transition. In response to and anticipation of board questions and shifting institutional opportunities, THEC has been reviewing policies some of which will be presented by Fiscal and Academic Affairs for Commission approval. The LGI boards will begin convening their second round of meetings next week, running through mid-June. Director Krause spoke about the Education Summit and the significance of the gathering of educators. He thanked Dr. Sarah Morrison and her team for their collaborative efforts of training colleges and their department of education.

SYSTEM REPORTS

TBR

Chairman Cope introduced TBR Chancellor Flora Tydings. Chancellor Tydings reported the FOCUS transition is going very smoothly. TBR is moving forward with their plans for a more unified system of community and technical colleges, focusing on the strength of those individual colleges. Chancellor Tydings has asked her board to change the title of TCAT Director to TCAT President. Also, TBR has launched a realignment of several systems in their offices. Dr. Tristan Denley has left TBR. Dr. Randy Schulte will serve as Interim Vice Chancellor of Academic Affairs while a national search is conducted for this position. Executive Vice Chancellor James King will serve as Interim Vice Chancellor for Student Success, focusing on all student initiatives. TBR is also creating a new Office of Economic and Community Development, and Dr. Carol Puryear will serve as Vice Chancellor of that division. Also, this week the TBR board will vote on the new President for Chattanooga State Community College. Chancellor Tydings is recommending to the TBR Board to appoint Dr. Rebecca Ashford for this position. Dr. Kim McCormick will be joining TBR as Vice Chancellor of External Affairs. Chancellor Tydings reported several additional upcoming initiatives and projects that TBR will be involved in.

UT System

Chairman Cope recognized Dr. Joe DiPietro, who provided the UT System report.

Dr. DiPietro reported that the UT System is currently working to develop a marketing campaign that will improve external communication about the accomplishments of the UT System. Dr. DiPietro also thanked Dr. Katie High for her many years of service, noting that the search for her replacement is underway. Dr. DiPietro stated that the Budget Advisory Group 2.0 began meeting over the last couple months to identify opportunities for cost savings and increased efficiency across the UT System. Dr. DiPietro also shared that tuition increases for the UT System will be under 3% for the third year in a row. The UT System intends to conduct a salary gap analysis, which will require UT to develop new lists of current and aspirational peer institutions.

Dr. DiPietro reported that the UT Board recently approved a “state plus” tuition model at UT Chattanooga, which will allow students from North Georgia and North Alabama to attend for 125% of in-state tuition. Dr. DiPietro also stated that freshmen applications at UT Martin are up about 20% from the same time last year. At the UT Health Science Center in Memphis, pharmacy students from within a 250-mile radius will now pay in-state tuition, in an effort to expand the pharmacy program.

Ms. Koban asked Dr. DiPietro about UT Knoxville's list of aspirational peers. Dr. DiPietro responded that the UT System plans to review each institution's list of peers, noting that Carnegie classification is a good way to develop an appropriate list of peers. Dr. DiPietro also indicated that the Association of American Universities (AAU) may have an appropriate set of peers for UT Knoxville.

AGENDA ITEMS

Postsecondary State Authorization of New Institutions and New Programs

Chairman Cope recognized Dr. Stephanie Bellard Chase of the Division of Postsecondary School Authorization (DPSA) who recommended that the commission approve the reauthorization of several postsecondary educational institutions as indicated in the members' materials.

Chairman Cope opened the floor for discussion. A motion of approval was made by Vernon Stafford and seconded by Dr. Dishner. A voice vote was taken and the motion was carried unanimously.

Dr. Bellard Chase next presented recommendations for the authorization to operate new educational institutions in the state. For the institutions listed below, applications were reviewed, site visits performed, and staff determined that all necessary documentation and bonds had been secured. The Committee on Postsecondary Educational Institutions met on April 20, 2017 and endorsed staff recommendations for temporary authorization of these institutions: Achieve Trade School (2), Covalence (1), Max Trucking Training Academy (1), Paul Mitchell (2), TN Leadership Institute (3), and the Allegiant Institute of Healthcare Solutions LLC (1).

Dr. Stephanie Bellard Chase then presented recommendations for the authorization of new educational programs at proprietary institutions regulated by the Commission. Applications were reviewed and staff determined that all necessary documentation for the institutions submitting new program applications is in accordance with the Act and postsecondary rules. The Committee on Postsecondary Educational Institutions, a review and advisory committee of the Commission, met on April 20, 2017 and affirmed staff recommendations for approval of new programs for the following institutions: Academy of Allied Health Careers (2), Academy of Make-Up Arts, LLC (1), DeVry University, (15 online instruction), DeVry University (10 local/online blend), Georgia Career Institute (4), Georgia Career McMinnville (4), Georgia Career Murfreesboro (7), Life Academy Bible College (1), Memphis Urban league (1), New Horizons Computer Learning Center (revise 4), and Tennessee Career Institute (3).

Chairman Cope opened the floor for discussion. A motion for approval was made for new institutions and new programs (Agenda Items I. B & C) by Comptroller Wilson and seconded by Treasurer Lillard. A voice vote was taken and motion was carried unanimously.

Next, Dr. Stephanie Bellard Chase continued with Optional Expedited Authorizations. For the institutions listed below, applications were reviewed and staff determined that all necessary documentation had been submitted. The Committee on Postsecondary Educational Institutions met on April 20, 2017 and endorsed staff recommendations for the Optional Expedited Authorization of six institutions.

Chairman Cope opened the floor for discussion. A motion for approval was made from Comptroller Wilson and seconded by Vernon Stafford. A voice vote was taken and motion was carried unanimously.

NEW ACADEMIC PROGRAMS

Austin Peay State University

Engineering Physics, Bachelor of Science

Chairman Cope called on Dr. Pam Knox who introduced Dr. Jaime Taylor, Dean, College of Science & Mathematics. Dr. Knox recommended to the Commission the Engineering Physics program which will share much of the existing Physics program's major core, but will differ from the Physics BS program by a minimum of 20 credit hours. The addition of the Engineering Physics program in the Department of Physics and Astronomy will leverage existing resources and capability to expand the department's success in producing graduates. Physics at APSU has a reputation as a strong department and program in the state. Engineering Physics is the interdisciplinary study of physics, mathematics, and engineering with a particular emphasis on developing advanced techniques to solve complex real-world problems. The proposed Engineering Physics BS program at Austin Peay State University will prepare graduates to apply new technologies to problems in engineering design and manufacturing where established mechanical or electrical engineering approaches are inadequate. Program graduates will be eligible to take the professional engineer licensure exam.

Chairman Cope opened the floor for discussion. Treasurer Lillard made the motion to approve and Pam Koban seconded it. A voice vote was taken and was passed unanimously.

MTSU

Africana Studies, Bachelor of Arts and Bachelor of Science

Next, Dr. Knox introduced Dr. Mark Byrnes, Interim Provost. Dr. Knox recommended to the Commission the proposed baccalaureate program in Africana Studies at Middle Tennessee State University which seeks to build upon the African Studies minor that has been in existence for close to 30 years. Since 2013, the minor has expanded its curriculum with an interdisciplinary approach. The Africana Studies program will prepare students to become well-informed, independent, and creative thinkers equipped with the methods and theories necessary to study race, socio-economic and political institutions, and culture/traditions of people of African descent throughout the diaspora in a systematic way, synthesize findings, and critically analyze findings. The proposed Africana Studies BA/BS program will be housed in the Department of History within the College of Liberal Arts. As an interdisciplinary program, faculty from all 11 departments in the College of Liberal Arts plus faculty from the School of Journalism will provide the instructional workload.

Chairman Cope opened the floor for discussion. Mayor Wharton made the motion to approve and Ms. Siri Kadire seconded the motion. A voice vote was taken and was passed unanimously.

University of Tennessee-Knoxville

Supply Chain Management, Master of Science

Dr. Knox continued with the next proposal and introduced Dr. Katie High, Vice President for Academic Affairs and Student Success. This proposed program, housed in the Department of Marketing and Supply Chain Management within the Haslam College of Business, will partner with Kühne Logistics University (Hamburg, Germany) and Tongji University (Shanghai, China). Each of these unique partners is considered among the best in SCM within their respective regions. The structure of the proposed SCM program will be an integrative approach that encompasses sales, procurement, operations, logistics, customer service, and other functions of the overall management process. The proposed program will use a cohort model where students from all three universities will study together on each of three campuses for one semester before returning to their home institution for the final semester and to graduate from their respective institutions.

Chairman Cope opened the floor for discussion. Mayor Wharton made the motion to approve and Comptroller Wilson seconded the motion. A voice vote was taken and motion was carried unanimously.

University of Tennessee-Knoxville

Data Science and Engineering, PhD

Dr. Knox continued with the next proposal and invited Dr. India Lane to co-present. The proposed Data Science and Engineering PhD program at UT Knoxville will combine training in computer science relative to data bases and analytics algorithms coupled with the areas of strength at the Oak Ridge National Laboratory (ORNL). In addition to faculty from UTK and ORNL, top researchers from University of Tennessee Health Science Center and University of Tennessee Chattanooga will also support the interdisciplinary program. The proposed PhD program will focus on seven key research areas that depend critically on the ability to analyze massive data: health and biological sciences, advanced manufacturing, materials science, environmental and climate science, transportation science, national security, and urban systems science. These areas of strength and investment are all current priorities for the State of Tennessee. The program will train students from the world's leading undergraduate institutions to apply data science and big data technology to solve critical problems in science, engineering, and society.

Chairman Cope opened the floor for discussion. Treasurer Lillard made the motion to approve and Secretary Hargett seconded the motion. A voice vote was taken and motion was carried unanimously.

POLICY UPDATES

Fiscal

Chairman Cope recognized Dr. Russ Deaton who presented to the Commission recommendations on updates and revisions to each item in the "Financial" portion of the THEC Policy Manual. Many policies required revisions to align the policy with current statute and practice. The Commission approved updates and revisions to eight policies and rescinded one in its entirety.

Those policies with minor updates included Financial and Statistical Reporting, Operating Appropriations, Lease Space Funding and License Agreements, Outcomes-Based Funding Formula, and Self-Supporting Academic Entities. Substantive changes to policies included: Tuition and Fees, aligning the policy with THEC's new binding tuition range authority designated in the FOCUS Act; Capital Projects, redesigning the way in which UT, TBR, and each locally governed institution (LGI) request capital outlay, maintenance, and disclosed projects and the procedures by which those projects will be assessed and recommended; and Master Plans, updating the metrics to be considered when developing Master Plans

and outlining the timeline in which Master Plans must be revised. The policy on Chief Executive Officer Housing was rescinded to mirror THEC's statutory authority in the management of state, campus, and system property.

Chairman Cope opened the floor for discussion. Nancy Dishner made the motion to adopt and Vernon Stafford seconded the motion. A voice vote was taken and the motion was carried unanimously.

Open Records

Chairman Cope recognized Brett Gipson, Deputy General Counsel who presented a recommendation to adopt a written public records policy. Last year, the General Assembly passed Public Chapter 722, which updated the Tennessee Public Records Act. This update requires all governmental entities subject to the Act to adopt a written public records policy by July 1 of this year. The written policy must include:

- The process for requesting access to public records, including any forms that need to be submitted;
- The process the agency will follow when responding to requests, including the redaction of sensitive or confidential information exempt from disclosure;
- A statement of fees that will be charged for copies and how those fees can be paid; and
- The title and contact information of the Public Records Request Coordinator- the person designated by the agency to ensure requests are fulfilled in accordance with the law.

Public Chapter 722 also directed the Office of Open Records Counsel, a division of the Comptroller of the Treasury, to publish best practice guidelines and a model public records policy for agencies to use when developing their own policy and procedures. Action item 3B in the agenda is the proposed THEC Public Records Policy, including request and response forms. This policy was developed by staff based on the model policy and best practices published by the Office of Open Records Counsel.

Chairman Cope opened the floor for discussion. Mayor Wharton made the motion to adopt and Mintha Roach seconded the motion. A voice vote was taken and the motion was carried unanimously.

TUITION AND FEE RANGES

Chairman Cope recognized Dr. Deaton. Taking into account the Governor's budget recommendation for formula units of \$55.1 million (inclusive of increases for outcomes productivity and a partially funded three percent salary pool), THEC staff maintains the initial recommendation of a tuition binding range of zero to four percent at universities, community colleges, and TCATs and a combined total tuition and mandatory fees binding range of zero to four percent at universities, community colleges, and TCATs. Scenarios for minimum and maximum tuition and mandatory fee increases for 2017-18 are presented and summarized in Attachment I for each university and community college, as well as the TCAT system.

Chairman Cope opened the floor for discussion. Treasurer Lillard made a motion to approve the recommended tuition and fee ranges and Pam Koban seconded the motion. A voice vote was taken and the motion was carried unanimously.

Institutional Mission Profiles

Chairman Cope recognized Ms. Betty Dandridge Johnson, Associate Executive Director for Academic Affairs. Ms. Dandridge Johnson presented the Institutional Mission Profiles. She stated that initially, the Complete College Tennessee Act of 2010 required colleges and universities to develop Institutional Mission Profiles that would characterize their distinctive program offerings, address the types of students served and, where appropriate, address research and public service functions. The 2016 FOCUS Act also emphasized the importance of these profiles and directed the annual submission of profiles by each university and community college. Ms. Dandridge Johnson briefly discussed the logistics of the development of these mission profiles.

Chairman Cope opened the floor for discussion. Mayor Wharton made the motion to approve and Vernon Stafford seconded it. A voice vote was taken and the motion was carried unanimously.

Mr. Krause announced the next meeting date of November 15, 2017 and Chairman Cope adjourned the meeting at 3:00pm.

The meeting agenda and all accompanying materials can be viewed online here:

<https://www.tn.gov/thec/article/spring-2017-thec-commission-meeting>

Agenda Item: I.

DATE: July 27, 2017

SUBJECT: Election of Officers

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION: The Commission will elect the 2017-18 officers. Article V of the Commission’s rules of procedure provides:

The Commission officers shall consist of a chair, two vice-chairs, and a secretary, each elected by the Commission members from among their own number. The office of secretary may be combined with that of vice-chair. Officers shall be elected at the summer Commission meeting, and the term of office of all officers shall be one year or until their successors are elected; and their duties shall be those ordinarily performed by such officers.

No member shall serve as chair in excess of three successive one-year terms. Each vice-chair shall reside in one of the grand divisions of the state in which the chair and other vice-chair do not reside.

The current Commission officers are:

- Mr. Evan Cope – Chairman
- Vacant – Vice Chairman
- Vacant – Vice Chairman
- Mayor A C Wharton – Secretary

DATE: July 27, 2017

SUBJECT: Institutional Reauthorization

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION: The Commission, under the Tennessee Higher Education Authorization Act of 2016 has the responsibility to act upon applications for reauthorization of postsecondary educational institutions.

Authorized Locations With Regular Authorization (30)

1. Covenant Theological Seminary (Nashville, TN - Code: 1771)
2. Crown College of the Bible (Powell, TN - Code: 1256)
3. Cumberland Institute of Holistic Therapies, Inc. (Brentwood, TN - Code: 1257)
4. Dallas Theological Seminary (Brentwood, TN - Code: 1561)
5. Dental Staff School of Tennessee (Franklin, TN - Code: 1263)
6. Drive-Train (Jackson, TN - Code: 1270)
7. Excel Dental Training Institute (Hermitage, TN - Code: 1690)
8. Faith is the Victory Life Christian Bible Institute (Nashville, TN - Code: 1275)
9. Health - Tech Institute of Memphis (Memphis, TN - Code: 1288)
10. Massage Institute of Cleveland (Cleveland, TN - Code: 1411)
11. Massage Institute of Memphis, LLC (Memphis, TN - Code: 1412)
12. Nashville School of Massage Therapy (Franklin, TN - Code: 1736)
13. NATS, Inc. (Nashville, TN - Code: 1438)
14. New Horizons Computer Learning Center of Nashville (Nashville, TN - Code: 1444)
15. NHLA Inspector Training School (Memphis, TN - Code: 1445)
16. North American Lineman Training Center, LLC (McEwen, TN - Code: 1446)
17. North Central Institute (Clarksville, TN - Code: 1447)
18. Peak Technical Institute (Maryville, TN - Code: 1727)
19. Prepare to Care Training Center, LLC (Cleveland, TN - Code: 1458)
20. Richmond Graduate University (Chattanooga, TN - Code: 1467)
21. Ross Medical Education Center (Johnson City, TN - Code: 1702)
22. Swift Driving Academy (Memphis, TN - Code: 1495)
23. Tennessee Academy of Dental Assisting (Dickson, TN - Code: 1760)
24. Tennessee Career Institute Inc. (Columbia, TN - Code: 1559)
25. Tennessee School of Massage (Memphis, TN - Code: 1499)

26. The Art Institute of Tennessee (Nashville, TN - Code: 1503)
27. The Healthcare Institute LLC (Memphis, TN - Code: 1765)
28. The Healthcare Readiness Institute (Memphis, TN - Code: 1761)
29. Truck Driver Institute, Inc. (Tupelo, MS - Code: 1513)
30. Tulsa Welding School (Jacksonville, FL - Code: 1515)

Authorized Locations With Temporary Authorization (13)

1. Accelerated College of the Bible International (Hendersonville, TN - Code: 1865)
2. Austin's Beauty College, Inc. (Clarksville, TN - Code: 1842)
3. Catawba College (Nashville, TN - Code: 1837)
4. Dental Assistant School of Memphis, LLC (Memphis, TN - Code: 1839)
5. Elite College of Cosmetology (Lexington, TN - Code: 1851)
6. Franklin Hair Academy, School of Cosmetology (Franklin, TN - Code: 1841)
7. Health Careers Training Center (Chattanooga, TN - Code: 1287)
8. Mister Wayne's School of Unisex Hair Design (Cookeville, TN - Code: 1849)
9. Paul Mitchell the School Knoxville (Knoxville, TN - Code: 1848)
10. Paul Mitchell the School Murfreesboro (Murfreesboro, TN - Code: 1852)
11. Tennessee Academy of Cosmetology (Bartlett, TN - Code: 1854)
12. Tennessee Academy of Cosmetology (Memphis, TN - Code: 1853)
13. Tennessee School of Beauty of Knoxville, Inc. (Knoxville, TN - Code: 1836)

Authorized Locations With Conditional Authorization (1)

1. The Blackbird Academy (Nashville, TN - Code: 1703)

DATE: July 27, 2017

SUBJECT: Temporary Authorization of New Institutions under the Tennessee Higher Education Authorization Act of 2016

ACTION RECOMMENDED: Temporary Authorization

BACKGROUND INFORMATION: The Commission, under the Tennessee Higher Education Authorization Act of 2016, has the “power and duty” to act upon applications for authorization to operate an educational institution in the state. For the institutions listed below, applications have been reviewed, site visits have been performed, and staff has determined that all necessary documentation and bonds have been secured. The Committee on Postsecondary Educational Institutions met on July 14, 2017 and endorsed staff recommendations for Temporary Authorization of these institutions.

A. Bill Rice Bible Institute **Murfreesboro, TN**
627 Bill Rice Ranch Road, Murfreesboro, Tennessee 37128

Corporate Structure: Not-for-Profit Corporation
Accreditation: None
Title IV Funding: No

Bill Rice Bible Institute is seeking approval for two new programs. The programs will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Murfreesboro, Tennessee.

1. **Program:** Christian Studies
Credential Awarded: Associate of Christian Studies
Length of Program: 64.5 Semester Credit Hours
16 Months
2. **Program:** Bible
Credential Awarded: Certificate of Bible
Length of Program: 32.5 Semester Credit Hours
8 Months

B. Comprehensive Health Academy of Tennessee, LLC **Memphis, TN**
5830 Mount Moriah Road, Suite 25, Memphis, Tennessee 38115

Corporate Structure: Limited Liability Company (LLC)
Accreditation: None
Title IV Funding: No

Comprehensive Health Academy of Tennessee, LLC is seeking approval for one new program. The program will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Memphis, Tennessee.

- 1. Program:** **Nurse Aide Training**
Credential Awarded: **Certificate of Completion**
Length of Program: **120 Contact Hours**
1 Month Full-Time
1.5 Months Part-Time

License/Certification Required for Employment: **Certified Nurse Aide**
Licensing Board/Agency: **Department of Health/Division of Healthcare Facilities**

C. Covalence, LLC **Nashville, TN**
438 Houston Street, Nashville, Tennessee 37203

Corporate Structure: Limited Liability Company (LLC)
Accreditation: None
Title IV Funding: No

Covalence, LLC is seeking approval for one new program. The program will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Nashville, Tennessee.

- 1. Program:** **Full Stack Development**
Credential Awarded: **Certificate of Completion**
Length of Program: **400 Contact Hours**
2.5 Months

D. Middle Tennessee Cardiovascular Institute **Nashville, TN**
397 Wallace Road Building C, Suite 214, Nashville, Tennessee 37211

Corporate Structure: Limited Liability Company (LLC)
Accreditation: None
Title IV Funding: No

Middle Tennessee Cardiovascular Institute is seeking approval for one new program. The program will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Nashville, Tennessee.

- 1. Program: Adult Echocardiography**
Credential Awarded: Certificate
Length of Program: 1110 Contact Hours
13 Months

E. Waterdogs SCUBA and Safety LLC **Clarksville, TN**
681 North Spring Street, Clarksville, Tennessee 37040

Corporate Structure: Limited Liability Company (LLC)
Accreditation: None
Title IV Funding: No

Waterdogs SCUBA and Safety LLC is seeking approval for six new programs. The programs will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Clarksville, Tennessee.

- 1. Program: Cylinder Technician**
Credential Awarded: Certificate
Length of Program: 72 Contact Hours
1 Month
- 2. Program: DAN Instructor Qualification Course**
Credential Awarded: Certificate
Length of Program: 46 Contact Hours
2.5 Weeks
- 3. Program: Instructor Development Course Staff Instructor**
Credential Awarded: Certificate
Length of Program: 994 Contact Hours
13.8 Months
- 4. Program: Public Safety Diver Instructor**
Credential Awarded: Certificate
Length of Program: 338 Contact Hours
4.7 Months
- 5. Program: Tec Deep Instructor**
Credential Awarded: Certificate
Length of Program: 597 Contact Hours
8.3 Months

6. Program: Trimix Gas Blender Instructor
Credential Awarded: Certificate
Length of Program: 107 Contact Hours
1.5 Months

DATE: July 27, 2017

SUBJECT: Approval of New Programs under the Tennessee Higher Education Authorization Act of 2016

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION: The Commission, under the Tennessee Higher Education Authorization Act of 2016, has the “power and duty” to act upon applications for authorization of educational programs in the state. Applications have been reviewed and staff has determined that all necessary documentation for the new program applications is in accordance with the Act and postsecondary rules. The Committee on Postsecondary Educational Institutions met on July 14, 2017 and endorsed staff recommendations for approval.

A. Chattanooga College Medical, Dental, and Technical Careers **Chattanooga, TN**
5600 Brainerd Road, Suite E-3, Chattanooga, Tennessee 37411

Corporate Structure: S-Corporation
Authorization Date: November 19, 2009
Accreditation: Accrediting Commission of Career Schools and Colleges (ACCSC)
Title IV Funding: Yes
Highest Credential Offered: Associate Degree

Chattanooga College Medical, Dental, and Technical Careers is seeking approval for two new programs. The programs will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Chattanooga, Tennessee.

1. **Program:** Dental Assistant
Credential Awarded: Diploma
Length of Program: 64 Quarter Credit Hours
12 Months

2. **Program:** Medical Assistant
Credential Awarded: Diploma
Length of Program: 64 Quarter Credit Hours
12 Months

B. Dallas Theological Seminary **Brentwood, TN**
Tusculum College, 1305 Centerpoint Blvd., Brentwood, Tennessee 37027

Corporate Structure: Not-for-Profit Corporation
Authorization Date: July 28, 2011
Accreditation: Southern Association of Colleges and Schools,
Commission on Colleges (SACSCOC) and Commission
on Accrediting of the Association of Theological Schools
(ATS)
Title IV Funding: Yes
Highest Credential Offered: Master Degree

Dallas Theological Seminary is seeking approval for one new program. The program will be offered in a blended format. Instruction will be provided by the faculty from their authorized location in Brentwood, Tennessee, as well as on-line.

- 1. Program:** **Biblical and Theological Studies**
Credential Awarded: **Master of Biblical and Theological Studies**
Length of Program: **36 Semester Credit Hours**
36 Months

C. Nashville Software School, Inc. **Nashville, TN**
283 Plus Park Boulevard, Nashville, Tennessee 37210

Corporate Structure: Not-for-Profit Corporation
Authorization Date: November 19, 2015
Accreditation: None
Title IV Funding: No
Highest Credential Offered: Certificate

Nashville Software School, Inc. is seeking approval for two new programs. The programs will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Nashville, Tennessee.

- 1. Program:** **Front-End Web Designer/Developer Bootcamp**
Credential Awarded: **Certificate**
Length of Program: **769 Contact Hours**
6 Months
- 2. Program:** **Data Science Bootcamp**
Credential Awarded: **Data Science Certificate**
Length of Program: **450 Contact Hours**
9 Months

D. New Horizons Computer Learning Center **Knoxville, TN**
10133 Sherrill Boulevard, Suite 130, Knoxville, Tennessee 37932

Corporate Structure: S-Corporation
Authorization Date: January 28, 1999
Accreditation: None
Title IV Funding: No
Highest Credential Offered: Certificate

New Horizons Computer Learning Center is seeking approval for one new program. The program will be offered in a blended format. Instruction will be provided by the faculty from their authorized location in Knoxville, Tennessee, as well as on-line.

- 1. Program:** **Advanced IT Professional**
Credential Awarded: **Certificate**
Length of Program: **490 Contact Hours**
6 Months

E. The Healthcare Institute LLC **Memphis, TN**
7235 Winchester Road, Memphis, Tennessee 38125

Corporate Structure: Limited Liability Company (LLC)
Authorization Date: July 23, 2015
Accreditation: None
Title IV Funding: No
Highest Credential Offered: Certificate

The Healthcare Institute LLC is seeking approval for one new program. The program will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Memphis, Tennessee.

- 1. Program:** **Practical Nursing**
Credential Awarded: **Certificate**
Length of Program: **1320 Contact Hours**
12 Months

License/Certification Required for Employment: **Licensed Practical Nurse**
Licensing Board/Agency: **Board of Nursing**

F. Total Tech, LLC
909 Murfreesboro Pike, Nashville, Tennessee 37217

Nashville, TN

Corporate Structure: C-Corporation
Authorization Date: November 18, 2010
Accreditation: None
Title IV Funding: No
Highest Credential Offered: Certificate

Total Tech, LLC is seeking approval for one new program. The program will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Nashville, Tennessee.

1. Program: HVAC Replacement Fundamentals
Credential Awarded: Certificate
Length of Program: 40 Contact Hours
5 Days

DATE: July 27, 2017

SUBJECT: Optional Expedited Authorization under the Tennessee Higher Education Authorization Act of 2016

ACTION RECOMMENDED: Optional Expedited Authorization

BACKGROUND INFORMATION: The Commission, under the Tennessee Higher Education Authorization Act of 2016, has the “power and duty” to act upon applications for authorization to operate an educational institution in the state. For the institutions listed below, applications have been reviewed and staff has determined that all necessary documentation has been submitted. The Committee on Postsecondary Educational Institutions met on July 14, 2017 and endorsed staff recommendations for Optional Expedited Authorization of these institutions.

- | | | |
|----|---|-------------------|
| 1 | Bellevue University - Pellissippi State Community College | Knoxville, TN |
| 2 | Bellevue University - Online | Bellevue, NE |
| 3 | Bellevue University - Roane State Community College | Oak Ridge, TN |
| 4 | Ross College | Hopkinsville, KY |
| 5 | SAE Institute of Technology | Nashville, TN |
| 6 | Troy University - eTroy | Troy, AL |
| 7 | Webster University | Millington, TN |
| 8. | WyoTech | Fort Campbell, KY |

DATE: July 27, 2017

SUBJECT: Recommendations for Appointments to the Committee on Postsecondary Educational Institutions

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION: In 1992, state law created under the auspices of the Commission an advisory committee for recommendations and the review of issues relative to institutions subject to the Postsecondary Higher Education Authorization Act of 2016. Persons appointed shall be broadly representative of the geographical characteristics of Tennessee. Five (5) members of the Committee shall be employed by, hold an ownership in, or otherwise be affiliated with an institution or other entity subject to the committee's supervision and oversight. Four (4) members shall be representative of the public interest and shall have no association or relationship with such institutions. Two (2) members shall be representative of community based organizations that have an interest in postsecondary occupational education. Of the twelve (12) members, eleven (11) are appointed with the remaining one (1) serving by virtue of their position as Executive Director of the Tennessee Higher Education Commission.

Commission staff is recommending three (3) committee members to be reappointed to the Committee on Postsecondary Educational Institutions for a three-year term beginning on July 1, 2017 through June 30, 2020.

1. Reappointment: Mr. Miles Burdine

Mr. Miles Burdine is President and CEO for the Kingsport Chamber of Commerce. His membership represents public interest having no association with such institutions.

2. Reappointment: Mr. Larry Griffin

Mr. Larry Griffin is President of the Mid-South Christian College. His membership represents one employed by, holding an ownership in, or otherwise affiliated with an institution or other entity subject to the Committee's supervision and oversight.

3. Reappointment: Mrs. Lethia Mann

Mrs. Lethia Mann is Community Development and Revitalization Coordinator for First Tennessee Bank. Her membership represents public interest having no association with such institutions.

Other members of the committee are:

Mr. Mike Krause, Executive Director, TN Higher Education Commission

Chairperson, serves by virtue of position as Executive Director of THEC

Ms. Vicki Burch, President/Owner, West Tennessee Business College

Serves as one employed by, holding an ownership in, or otherwise affiliated with an institution or other entity subject to the Committee's supervision and oversight. Represents West TN

Mr. Bill Faour, Director/Owner, Chattanooga College Medical, Dental and Technical Careers

Serves as one employed by, holding an ownership in, or otherwise affiliated with an institution or other entity subject to the Committee's supervision and oversight. Represents East TN

Mr. Gaylon Hall, Director Emeritus, William R. Moore College of Technology

Serves as a representative of community based organization that has an interest in postsecondary occupational education. Represents West TN

Commissioner John A. Keys, Former Commissioner of Veteran Affairs, State of TN

Represents public interest having no association with such institutions. Represents Middle TN

Dr. Kittie Myatt, Chair of Psychology Department, Argosy University - Nashville

Serves as one employed by, holding an ownership in, or otherwise affiliated with an institution or other entity subject to the Committee's supervision and oversight. Represents Middle TN

Mr. Steve South, President/Owner, South College.

Serves as one employed by, holding an ownership in, or otherwise affiliated with an institution or other entity subject to the Committee's supervision and oversight. Represents East TN

Dr. Earlie Steele, Former Assistant Professor and Supervisor of Special Education for Student Teachers, Fisk University

Represents public interest having no association with such institutions. Represents Middle TN

Vacant.

Serves as a representative of community based organization that has an interest in postsecondary occupational education.

Agenda Item: III.

DATE: July 27, 2017

SUBJECT: FY2017-18 Proposed Operating Budgets

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION: The General Appropriations Act requires that operating budgets of all higher education units be submitted to the Tennessee Higher Education Commission once approved by the respective governing boards. Upon the Commission's review and approval, budgets are to be submitted to the Department of Finance and Administration. The FY2017-18 Proposed Operating Budgets have been reviewed and approved by each governing board, the University of Tennessee Board of Trustees, and the Tennessee Board of Regents. All higher education budget entities have submitted the required financial data to the Commission and are in compliance with all the budget guidelines and legislative directives.

SUMMARY: The FY2017-18 proposed operating budgets for higher education are balanced. Campuses propose to direct the majority of their resources to academic functions and expenditures for auxiliary enterprises are not projected to exceed revenues plus unallocated auxiliary fund balances.

Revenue generated from tuition and fees is expected to account for 52.7 percent of overall revenue, while state appropriations will only account for 37.7 percent. Ten years ago, tuition and fees accounted for 39.3 percent of overall revenue, and state appropriations accounted for 48.9 percent. Revenue from tuition and fees became the majority of revenue across all higher education in Tennessee six years ago. This year, however, tuition and fee revenue is expected to grow by approximately 2.1 percent for universities, community colleges, and TCATs, while state appropriation revenue is expected to increase by 7.6 percent.

Revenues generated from auxiliary enterprises are expected to increase by 3.2 percent, and athletic fee revenues are projected to increase by 2.7 percent. Approximately 9.6 percent of total FY2017-18 revenues will come from sales, services, and other sources.

Even as the proportion of revenue attributable to state appropriations has declined over the last decade, institutions continue to devote the majority of their expenditures to instructional activities. The teaching functions on campus—instruction, research, public service, and academic support—are planned to account for 61.5 percent of overall expenditures in FY2017-18, compared to 64 percent five years ago and 64.4 percent ten years ago. In addition to those core academic functions, institutions expect to increase expenditures dedicated to scholarships and fellowships by 9.8 percent, from \$195 million in FY2016-17 to \$214 million, approximately 6.2 percent of total FY2017-18 expenditures.

RECOMMENDATION: The FY2017-18 July 1 Proposed Operating Budgets have been thoroughly reviewed by Commission staff and are recommended for approval. The Executive Director will transmit the approval of the budgets, along with the appropriate commentary, to the Commissioner of Finance and Administration.

**Table 1
HIGHER EDUCATION
STATE APPROPRIATIONS
2017-18**

Academic Formula Units	THEC FY 2017-18 Formula Calculation	Total FY 2016-17 State Appropriation	2017-18 Preliminary State Appropriations¹	2017-18 Preliminary NR State Appr²	2017-18 Preliminary Total
Locally Governed Institutions					
Austin Peay	\$63,626,500	\$40,378,500	\$43,695,500	\$0	\$43,695,500
East Tennessee	85,772,800	55,362,800	59,847,900	-	59,847,900
Middle Tennessee	138,131,800	90,753,200	95,350,100	-	95,350,100
Tennessee State	51,923,500	33,717,900	36,152,500	-	36,152,500
Tennessee Tech	66,008,700	42,671,100	46,149,800	500,000	46,649,800
University of Memphis	158,122,400	102,440,600	109,102,700	-	109,102,700
Subtotal	\$563,585,700	\$365,324,100	\$390,298,500	\$500,000	\$390,798,500
Community Colleges³					
Chattanooga	\$44,487,900	\$29,315,200			
Cleveland	15,738,100	9,751,700			
Columbia	21,580,700	13,970,500			
Dyersburg	13,325,500	8,622,500			
Jackson	19,330,000	12,395,800			
Motlow	18,942,900	11,739,900			
Nashville	28,887,800	17,756,500			
Northeast	25,733,000	16,059,900			
Pellissippi	43,553,900	27,349,000			
Roane	30,132,000	19,093,300			
Southwest	38,854,400	26,115,800			
Volunteer	29,615,300	18,698,700			
Walters	33,660,400	21,912,500			
Subtotal	\$363,841,900	\$232,781,300	\$249,864,300	\$0	\$249,864,300
UT Universities					
UT Chattanooga	\$72,351,100	\$45,835,300	\$50,004,100	\$0	\$50,004,100
UT Knoxville	305,713,700	199,911,900	213,170,900	6,000,000	219,170,900
UT Martin	45,443,900	29,922,900	31,829,300	-	31,829,300
Subtotal	\$423,508,700	\$275,670,100	\$295,004,300	\$6,000,000	\$301,004,300
Total Colleges and Universities	\$1,350,936,300	\$873,775,500	\$935,167,100	\$6,500,000	\$941,667,100
TN Colleges of Applied Technology	\$96,157,400	\$60,790,600	\$65,511,300	\$0	\$65,511,300
Total Academic Formula Units	\$1,447,093,700	\$934,566,100	\$1,000,678,400	\$6,500,000	\$1,007,178,400

1 - Recurring; includes \$30.1M in salary increases and \$10.5M in insurance increases, as well as \$500,000 for TTU Carnegie reclassification.

2 - Non-recurring; includes \$500K to TTU for Cyber Security and \$6M to UTK for UT-ORNL PhD Data Science.

3 - Beginning in 2013-14, appropriations to community colleges are allocated in the aggregate only. Breakdown of appropriations presented in table above provided by the Tennessee Board of Regents.

**Table 1 (cont.)
HIGHER EDUCATION
STATE APPROPRIATIONS
2017-18**

Specialized Units	THEC FY 2017-18 Formula Calculation	Total FY 2016-17 State Appropriation ¹	2017-18 Preliminary State Appropriations ²	2017-18 Preliminary NR State Appr	2017-18 Preliminary Total
Medical Education					
ETSU College of Medicine	\$72,723,000	\$31,268,700	\$32,823,000	\$0	\$32,823,000
ETSU Family Practice	6,866,000	6,687,600	7,086,800	-	7,086,800
UT College of Veterinary Medicine	24,903,000	18,124,700	19,295,600	-	19,295,600
UT Health Science Center ³	333,969,000	140,534,000	147,481,500	3,000,000	150,481,500
Subtotal	\$438,461,000	\$196,615,000	\$206,686,900	\$3,000,000	\$209,686,900
Research and Public Service					
UT Agricultural Experiment Station	\$82,566,000	\$27,625,600	\$28,672,500	\$0	\$28,672,500
UT Agricultural Extension Service	45,228,000	33,831,200	35,209,400	-	35,209,400
TSU McMinnville Center	1,200,000	594,500	605,600	-	605,600
TSU Institute of Agricultural and Environmental Research	4,721,600	3,456,300	3,509,700	-	3,509,700
TSU Cooperative Extension	2,831,500	3,318,500	3,428,000	-	3,428,000
TSU McIntire-Stennis Forestry Research	227,700	189,400	193,300	-	193,300
UT Space Institute	26,293,000	8,490,500	8,776,400	-	8,776,400
UT Institute for Public Service	12,438,000	5,628,900	5,770,000	-	5,770,000
UT County Technical Assistance Service	2,535,000	2,236,600	2,867,000	-	2,867,000
UT Municipal Technical Advisory Service	3,543,000	3,157,300	3,324,400	-	3,324,400
Subtotal	\$181,583,800	\$88,528,800	\$92,356,300	\$0	\$92,356,300
Other Specialized Units					
UT University-Wide Administration	\$5,748,000	\$5,202,100	\$5,474,100	\$0	\$5,474,100
TN Board of Regents Administration	7,143,000	5,720,200	6,223,400	1,500,000	7,723,400
TN Student Assistance Corporation	91,888,700	83,568,600	93,368,600	-	93,368,600
Tennessee Student Assistance Awards	89,462,500	80,962,500	90,962,500	-	90,962,500
Tennessee Students Assistance Corporation	1,235,200	1,627,900	1,627,900	-	1,627,900
Loan/Scholarships Program	1,191,000	978,200	778,200	-	778,200
TN Foreign Language Institute	733,000	516,700	561,700	-	561,700
Contract Education	3,344,500	2,176,000	1,832,500	-	1,832,500
TN Higher Education Commission	3,619,300	3,619,300	4,228,800	541,200	4,770,000
Subtotal	\$112,476,500	\$100,802,900	\$111,689,100	\$2,041,200	\$113,730,300
Total Specialized Units	\$732,521,300	\$385,946,700	\$410,732,300	\$5,041,200	\$415,773,500
Total Formula and Specialized Units	\$2,179,615,000	\$1,320,512,800	\$1,411,410,700	\$11,541,200	\$1,422,951,900
Program Initiatives					
Campus Centers of Excellence	\$34,061,100	\$17,133,600	\$17,545,500	\$0	\$17,545,500
Campus Centers of Emphasis	2,444,300	1,236,600	1,267,200	-	1,267,200
McWhorter Academic Scholars Program	401,800	711,800	1,211,800	-	1,211,800
UT Access and Diversity Initiative	6,181,900	5,806,700	5,806,700	-	5,806,700
TBR Access and Diversity Initiative	10,919,100	10,256,900	10,256,900	-	10,256,900
Research Initiatives - UT	10,000,000	5,852,900	5,852,900	-	5,852,900
THEC Grants	6,057,000	5,778,400	6,028,400	6,460,600	12,489,000
Subtotal	\$70,065,200	\$46,776,900	\$47,969,400	\$6,460,600	\$54,430,000
Total Operating	\$2,249,680,200	\$1,367,289,700	\$1,459,380,100	\$18,001,800	\$1,477,381,900

¹ - Recurring.

² - Recurring: Specialized Unit include increases of \$11.5M for salary and \$2.7M for insurance.

³ - Beginning in 2016-17 allocations to the UT College of Medicine, UT Family Practice, and UT Memphis Other Specialized Units are allocated in the aggregate only.

Table 2 Capital Projects Legislative Action - FY 2017-18

Capital Outlay Projects		Total Project Cost¹
1 Motlow	Rutherford Co. Teaching Site Addition	\$ 25,797,500
2 ETSU	Lamb Hall Renovation	23,000,000
3 UTM	New Classroom Building (STEM)	65,000,000
4 Walters	Sevier County Campus Addition	12,040,000
5 Volunteer	Warf Building Renovation	4,640,000
6 UTK	Engineering Services Building	126,000,000
7 UoM	Music Facility	44,000,000
8 Columbia	Finney Library Renovation	6,100,000
9 TCAT Knoxville	Satellite Campus	13,500,000
10 TCAT Memphis	Satellite Campus	11,500,000
11 Pellissippi	Multi-Purpose Building and Renovations	27,000,000
12 Statewide	TCAT Improvements Phase 2	54,000,000
13 Walters	Greeneville Campus Completion	3,400,000
14 Columbia	Parking Garage	1,250,000
15 Statewide	TBR and LGI Campus Security Task Force Rec	3,950,000
Capital Outlay - Total		\$ 421,177,500
Original THEC Recommendations		12 Projects \$ 417,430,000
Original Governor's Recommendations		13 Projects \$ 415,977,500
Approved Legislative Action		15 Projects \$ 421,177,500

1 - Total Project Costs reported in the Governor's budget and Legislative Action do not include previous match funds.

**Table 2 (cont.)
Capital Projects
Legislative Action - FY 2017-18**

UT Capital Maintenance Projects		State Appropriation
1 Statewide	ADA Compliance	\$ 800,000
2 UTK	HVAC Improvements	5,500,000
3 UTC	West Campus Utility Connections	5,630,000
4 UTM	Fine Arts AHU Repl. and Theater Safety Upgrade	3,260,000
5 UTHSC	GEB Improvements Ph. 2	8,300,000
6 UTIA	Ridley 4-H Center Improvements	4,950,000
7 UTC	Fine Arts Mechanical and Electrical Improvements	8,400,000
8 UTK/UTSI	UTSI Building Improvements Ph. 2	3,000,000
9 UTM	Upgrade Steam Lines Ph. 2	5,300,000
10 UTIA	Clyde York 4-H Center Improvements	1,100,000
11 UTHSC	Campus Restroom Upgrades	6,500,000
12 UTK	Utilities Improvements	5,000,000
Capital Maintenance Subtotal - UT (12 Projects)		\$ 57,740,000

TBR Capital Maintenance Projects¹		State Appropriation
1 Statewide	ADA Compliance	\$ 800,000
2 Statewide	TCAT Building System Updates	850,000
3 ETSU	Safety and Structural Repairs	2,500,000
4 UoM	Roof Replacements	3,500,000
5 Walters	Several Buildings Roof Replacements	650,000
6 Statewide	TCAT Roof Replacements and Repairs Ph. 1	1,050,000
7 APSU	Roof Replacements	1,800,000
8 Northeast	Library Roof Replacement	390,000
9 Chattanooga	CETAS Building Roof Replacement	1,430,000
10 Southwest	Roof Replacements and Envelope Repairs	1,550,000
11 Volunteer	Campus Underground Utility Upgrades	250,000
12 MTSU	Alarm System Updates	2,820,000
13 Roane	Electrical and Fire Suppression Upgrades	530,000
14 ETSU	CoM Building 178 HVAC and Control Upgrade	1,600,000
15 Pellissippi	HVAC Updates Ph. 3	850,000
16 Jackson	Nelms Classroom HVAC Updates	610,000
17 Columbia	Several Buildings Infrastructure Updates	750,000
18 Statewide	TCAT MPE and Infrastructure Updates Ph. 1	2,660,000
19 Motlow	Underground Utility Lines Replacement	1,160,000
20 Cleveland	Parking Lot Improvements	380,000

1 - The list of projects and capital appropriations for TBR include APSU, ETSU, MTSU, TTU, TSU, and UoM because these universities were governed by TBR during the FY17-18 capital appropriation request process.

Table 2 (cont.)
Capital Projects
Legislative Action - FY 2017-18

TBR Capital Maintenance Projects (cont.)¹		State Appropriation
21 Dyersburg	Doors and Hardware Updates	\$ 320,000
22 TTU	Waterproof and Exterior Repairs	3,120,000
23 Nashville	Sidewalk and Lighting Improvements	750,000
24 Statewide	Parking and Paving Repairs Ph. 2	2,790,000
25 TSU	Migration Implementation Ph. 1	2,620,000
26 Volunteer	Annex Complex Envelope Repairs	260,000
27 Walters	Mechanical and Electrical updates	900,000
28 Jackson	Science Building Roof Replacement	390,000
29 Northeast	General Studies Roof Replacement	600,000
30 UoM	Jones and Browning HVAC Updates	3,500,000
31 MTSU	Piping and Manhole Replacement	1,900,000
32 Pellissippi	Chiller Replacement	520,000
33 Dyersburg	Elevator Updates	360,000
34 Southwest	Mechanical Systems Updates	1,550,000
35 Roane	Campus-Wide Paving	550,000
36 Volunteer	Parking, Road, and Site Upgrades	730,000
37 Columbia	Exterior Repairs	270,000
38 TSU	Migration Implementation Ph. 2	2,610,000
39 Volunteer	Woods Building Restroom Renovations	370,000
40 TTU	Roof Replacements	3,120,000
41 MTSU	Roof Replacements	1,790,000
42 Statewide	TCAT Roof Replacements Ph. 2	1,150,000
43 UoM	Mitchell and Clement HVAC Updates	3,500,000
44 MTSU	Keathley University Ctr. Mech. and HVAC Updates	1,750,000
45 ETSU	Valleybrook Building Systems Replacement	3,000,000
46 UoM	Ellington and Ball HVAC Updates	3,500,000
47 APSU	Central Chiller Plant Repairs	1,800,000
48 Cleveland	Central Plant Modernization	750,000
49 ETSU	CoM Multi-Building HVAC System Updates	1,600,000
50 MTSU	Elevator Modernization	700,000
51 Nashville	Access Control and Locking Updates	750,000
Capital Maintenance Subtotal - TBR (51 Projects)		\$ 73,650,000
Original THEC Recommendations		84 Projects \$ 163,890,000
Original Governor's Recommendations		63 Projects \$ 131,390,000
Approved Legislative Action		63 Projects \$ 131,390,000

1 - The list of projects and capital appropriations for TBR include APSU, ETSU, MTSU, TTU, TSU, and UoM because these universities were governed by TBR during the FY17-18 capital appropriation request process.

Table 3
SUMMARY OF UNRESTRICTED EDUCATIONAL & GENERAL REVENUE BY SOURCE
FOR THE LGIs, TBR, & UT
JULY 1 BUDGET 2017-18

	APSU	ETSU	ETSU College of Medicine	ETSU Family Practice	ETSU College of Pharmacy	ETSU Sub-Total	MTSU	TSU
Tuition & Fees								
Dollar	\$81,044,800	\$143,821,000	\$10,115,300	\$0	\$11,424,000	\$165,360,300	\$191,644,700	\$88,675,900
Percent	61.46%	65.07%	17.21%	0.00%	99.69%	53.77%	62.74%	66.80%
State Appropriation								
Dollar	\$43,695,500	\$59,847,900	\$32,823,000	\$7,086,800	\$0	\$99,757,700	\$94,860,600	\$35,126,200
Percent	33.14%	27.08%	55.84%	43.59%	0.00%	32.44%	31.05%	26.46%
Sales & Service								
Dollar	\$0	\$1,117,200	\$14,360,400	\$8,770,000	\$0	\$24,247,600	\$633,100	\$114,300
Percent	0.00%	0.51%	24.43%	53.94%	0.00%	7.88%	0.21%	0.09%
Other Sources								
Dollar	\$7,121,400	\$16,244,500	\$1,480,000	\$401,500	\$35,000	\$18,161,000	\$18,340,100	\$8,823,400
Percent	5.40%	7.35%	2.52%	2.47%	0.31%	5.91%	6.00%	6.65%
Total Educational & General								
Dollar	\$131,861,700	\$221,030,600	\$58,778,700	\$16,258,300	\$11,459,000	\$307,526,600	\$305,478,500	\$132,739,800
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 3 (cont.)
SUMMARY OF UNRESTRICTED EDUCATIONAL & GENERAL REVENUE BY SOURCE
FOR THE LGIs, TBR, & UT
JULY 1 BUDGET 2017-18

	TSU McMinnville Center	TSU McIntire- Stennis Forestry Research	TSU Institute of Ag. & Env. Research	TSU Cooperative Education	TSU Sub-Total	TTU	UM	TOTAL LGIs
Tuition & Fees								
Dollar	\$0	\$0	\$0	\$0	\$88,675,900	\$98,559,500	\$200,285,800	\$825,571,000
Percent	0.00%	0.00%	0.00%	0.00%	63.13%	63.18%	55.30%	58.82%
State Appropriation								
Dollar	\$605,600	\$193,300	\$3,509,700	\$3,428,000	\$42,862,800	\$45,448,900	\$109,037,700	\$435,663,200
Percent	100.00%	100.00%	100.00%	100.00%	30.51%	29.13%	30.10%	31.04%
Sales & Service								
Dollar	\$0	\$0	\$0	\$0	\$114,300	\$1,676,800	\$2,575,500	\$29,247,300
Percent	0.00%	0.00%	0.00%	0.00%	0.08%	1.07%	0.71%	2.08%
Other Sources								
Dollar	\$0	\$0	\$0	\$0	\$8,823,400	\$10,310,600	\$50,308,700	\$113,065,200
Percent	0.00%	0.00%	0.00%	0.00%	6.28%	6.61%	13.89%	8.06%
Total Educational & General								
Dollar	\$605,600	\$193,300	\$3,509,700	\$3,428,000	\$140,476,400	\$155,995,800	\$362,207,700	\$1,403,546,700
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 3 (cont.)
SUMMARY OF UNRESTRICTED EDUCATIONAL & GENERAL REVENUE BY SOURCE
FOR THE LGIs, TBR, & UT
JULY 1 BUDGET 2017-18

	Chattanooga	Cleveland	Columbia	Dyersburg	Jackson	Motlow	Nashville	Northeast
Tuition & Fees								
Dollar	\$31,392,600	\$10,347,000	\$18,465,200	\$9,370,600	\$15,761,100	\$20,390,400	\$26,164,600	\$19,182,000
Percent	49.96%	47.30%	55.13%	49.89%	52.98%	60.52%	55.60%	51.07%
State Appropriation								
Dollar	\$30,562,400	\$10,787,700	\$14,700,400	\$9,136,800	\$13,262,100	\$13,006,600	\$19,864,300	\$17,727,700
Percent	48.64%	49.31%	43.89%	48.65%	44.58%	38.60%	42.22%	47.20%
Sales & Service								
Dollar	\$304,000	\$0	\$23,000	\$8,000	\$148,700	\$59,700	\$4,800	\$27,300
Percent	0.48%	0.00%	0.07%	0.04%	0.50%	0.18%	0.01%	0.07%
Other Sources								
Dollar	\$578,000	\$741,500	\$307,700	\$266,900	\$575,900	\$237,600	\$1,020,900	\$625,600
Percent	0.92%	3.39%	0.92%	1.42%	1.94%	0.71%	2.17%	1.67%
Total Educational & General								
Dollar	\$62,837,000	\$21,876,200	\$33,496,300	\$18,782,300	\$29,747,800	\$33,694,300	\$47,054,600	\$37,562,600
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 3 (cont.)
SUMMARY OF UNRESTRICTED EDUCATIONAL & GENERAL REVENUE BY SOURCE
FOR THE LGIs, TBR, & UT
JULY 1 BUDGET 2017-18

	Pellissippi	Roane	Southwest	Volunteer	Walters	Comm. Colleges Sub-Total	TN Colleges of Applied Technology	TBR Admin.
Tuition & Fees								
Dollar	\$35,368,000	\$20,495,800	\$31,621,000	\$31,243,200	\$22,852,000	\$292,653,500	\$36,243,400	\$0
Percent	52.17%	49.14%	53.34%	59.94%	48.86%	52.95%	35.76%	0.00%
State Appropriation								
Dollar	\$29,955,800	\$20,447,600	\$26,683,800	\$20,460,700	\$23,045,700	\$249,641,600	\$61,435,300	\$10,299,400
Percent	44.18%	49.03%	45.01%	39.25%	49.28%	45.17%	60.62%	34.43%
Sales & Service								
Dollar	\$25,000	\$48,200	\$104,400	\$26,000	\$116,500	\$895,600	\$800,700	\$0
Percent	0.04%	0.12%	0.18%	0.05%	0.25%	0.16%	0.79%	0.00%
Other Sources								
Dollar	\$2,450,700	\$716,800	\$868,500	\$393,000	\$754,400	\$9,537,500	\$2,860,300	\$19,615,800
Percent	3.61%	1.72%	1.47%	0.75%	1.61%	1.73%	2.82%	65.57%
Total Educational & General								
Dollar	\$67,799,500	\$41,708,400	\$59,277,700	\$52,122,900	\$46,768,600	\$552,728,200	\$101,339,700	\$29,915,200
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 3 (cont.)
SUMMARY OF UNRESTRICTED EDUCATIONAL & GENERAL REVENUE BY SOURCE
FOR THE LGIs, TBR, & UT
JULY 1 BUDGET 2017-18

	TOTAL TBR SYSTEM	UTC	UTK	UTM	UT Univ. Sub-Total	UT Space Institute	UT Health Science Center	UT Agri. Exp. Station
Tuition & Fees								
Dollar	\$328,896,900	\$108,399,800	\$421,552,200	\$58,901,900	\$588,853,900	\$1,258,000	\$88,242,400	\$0
Percent	48.09%	65.12%	61.09%	60.93%	61.78%	11.96%	31.70%	0.00%
State Appropriation								
Dollar	\$321,376,300	\$50,870,200	\$222,164,700	\$32,540,400	\$305,575,300	\$8,869,400	\$147,947,100	\$28,786,000
Percent	46.99%	30.56%	32.20%	33.66%	32.06%	84.33%	53.15%	69.58%
Sales & Service								
Dollar	\$1,696,300	\$5,110,200	\$5,501,900	\$3,511,300	\$14,123,400	\$0	\$20,847,100	\$3,059,300
Percent	0.25%	3.07%	0.80%	3.63%	1.48%	0.00%	7.49%	7.40%
Other Sources								
Dollar	\$32,013,600	\$2,071,200	\$40,779,900	\$1,714,800	\$44,565,900	\$389,500	\$21,316,400	\$9,523,600
Percent	4.68%	1.24%	5.91%	1.77%	4.68%	3.70%	7.66%	23.02%
Total Educational & General								
Dollar	\$683,983,100	\$166,451,400	\$689,998,700	\$96,668,400	\$953,118,500	\$10,516,900	\$278,353,000	\$41,368,900
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 3 (cont.)
SUMMARY OF UNRESTRICTED EDUCATIONAL & GENERAL REVENUE BY SOURCE
FOR THE LGIs, TBR, & UT
JULY 1 BUDGET 2017-18

	UT Ext. Service	UT College of Vet. Medicine	Institute for Pub. Service	MTAS	CTAS	UT Univ.-Wide Admin.	TOTAL UT System	July 1 GRAND TOTAL
Tuition & Fees								
Dollar	\$0	\$12,385,800	\$0	\$0	\$0	\$0	\$690,740,100	\$1,845,208,000
Percent	0.00%	24.83%	0.00%	0.00%	0.00%	0.00%	48.78%	52.67%
State Appropriation								
Dollar	\$35,320,300	\$19,621,200	\$5,784,200	\$3,326,300	\$2,868,900	\$5,551,900	\$563,650,600	\$1,320,690,100
Percent	67.91%	39.33%	74.88%	47.14%	46.78%	55.80%	39.80%	37.69%
Sales & Service								
Dollar	\$6,182,200	\$16,263,000	\$0	\$0	\$0	\$0	\$60,475,000	\$91,418,600
Percent	11.89%	32.60%	0.00%	0.00%	0.00%	0.00%	4.27%	2.61%
Other Sources								
Dollar	\$10,507,000	\$1,613,100	\$1,940,200	\$3,729,300	\$3,263,900	\$4,397,100	\$101,246,000	\$246,324,800
Percent	20.20%	3.23%	25.12%	52.86%	53.22%	44.20%	7.15%	7.03%
Total Educational & General								
Dollar	\$52,009,500	\$49,883,100	\$7,724,400	\$7,055,600	\$6,132,800	\$9,949,000	\$1,416,111,700	\$3,503,641,500
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 4
SUMMARY OF UNRESTRICTED EDUCATIONAL & GENERAL EXPENDITURES
BY FUNCTIONAL AREA BY INSTITUTION FOR THE LGIs, TBR, & UT
July 1 BUDGET 2017-18

	APSU	ETSU	ETSU College of Medicine	ETSU Family Practice	ETSU College of Pharmacy	ETSU Sub-Total	MTSU	TSU
Instruction								
Dollar	\$59,584,600	\$100,868,100	\$44,172,000	\$10,763,100	\$6,825,000	\$162,628,200	\$144,586,800	\$60,618,200
Percent	46.34%	47.29%	66.73%	67.36%	62.55%	53.08%	49.15%	45.88%
Research								
Dollar	\$556,400	\$2,611,500	\$4,607,100	\$310,100	\$473,100	\$8,001,800	\$4,641,200	\$2,925,500
Percent	0.43%	1.22%	6.96%	1.94%	4.34%	2.61%	1.58%	2.21%
Public Service								
Dollar	\$343,300	\$2,423,200	\$0	\$0	\$0	\$2,423,200	\$3,523,700	\$1,515,300
Percent	0.27%	1.14%	0.00%	0.00%	0.00%	0.79%	1.20%	1.15%
Academic Support								
Dollar	\$9,505,200	\$21,314,900	\$6,287,800	\$3,005,400	\$1,451,800	\$32,059,900	\$31,171,900	\$10,871,000
Percent	7.39%	9.99%	9.50%	18.81%	13.31%	10.46%	10.60%	8.23%
Sub-Total								
Dollar	\$69,989,500	\$127,217,700	\$55,066,900	\$14,078,600	\$8,749,900	\$205,113,100	\$183,923,600	\$75,930,000
Percent	54.43%	59.65%	83.19%	88.11%	80.19%	66.95%	62.52%	57.47%
Student Services								
Dollar	\$25,612,500	\$28,522,600	\$1,549,100	\$0	\$659,900	\$30,731,600	\$44,447,000	\$20,167,000
Percent	19.92%	13.37%	2.34%	0.00%	6.05%	10.03%	15.11%	15.27%
Institutional Support								
Dollar	\$11,763,900	\$15,867,100	\$2,806,500	\$1,618,300	\$639,500	\$20,931,400	\$23,736,600	\$12,617,000
Percent	9.15%	7.44%	4.24%	10.13%	5.86%	6.83%	8.07%	9.55%
Operation & Maintenance								
Dollar	\$14,165,900	\$17,783,600	\$6,508,100	\$282,000	\$530,100	\$25,103,800	\$27,687,600	\$16,665,500
Percent	11.02%	8.34%	9.83%	1.76%	4.86%	8.19%	9.41%	12.61%
Scholarships & Fellowships								
Dollar	\$7,044,900	\$23,896,500	\$260,000	\$0	\$332,000	\$24,488,500	\$14,400,700	\$6,732,300
Percent	5.48%	11.20%	0.39%	0.00%	3.04%	7.99%	4.89%	5.10%
Total Educational & General Expenditures								
Dollar	\$128,576,700	\$213,287,500	\$66,190,600	\$15,978,900	\$10,911,400	\$306,368,400	\$294,195,500	\$132,111,800
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 4 (cont.)
SUMMARY OF UNRESTRICTED EDUCATIONAL & GENERAL EXPENDITURES
BY FUNCTIONAL AREA BY INSTITUTION FOR THE LGIs, TBR, & UT
July 1 BUDGET 2017-18

	TSU McMinnville Center	TSU McIntire- Stennis Forestry Research	TSU Institute of Ag. and Env. Research	TSU Cooperative Education	TSU Sub-Total	TTU	UM	TOTAL LGIs
Instruction								
Dollar	\$0	\$0	\$0	\$0	\$60,618,200	\$66,572,800	\$161,434,300	\$655,424,900
Percent	0.00%	0.00%	0.00%	0.00%	43.13%	44.72%	45.83%	47.81%
Research								
Dollar	\$605,000	\$193,000	\$3,506,600	\$0	\$7,230,100	\$2,583,800	\$13,787,000	\$36,800,300
Percent	100.00%	100.00%	100.00%	0.00%	5.14%	1.74%	3.91%	2.68%
Public Service								
Dollar	\$0	\$0	\$0	\$4,116,200	\$5,631,500	\$2,579,400	\$6,051,700	\$20,552,800
Percent	0.00%	0.00%	0.00%	100.00%	4.01%	1.73%	1.72%	1.50%
Academic Support								
Dollar	\$0	\$0	\$0	\$0	\$10,871,000	\$12,204,400	\$30,972,800	\$126,785,200
Percent	0.00%	0.00%	0.00%	0.00%	7.74%	8.20%	8.79%	9.25%
Sub-Total								
Dollar	\$605,000	\$193,000	\$3,506,600	\$4,116,200	\$84,350,800	\$83,940,400	\$212,245,800	\$839,563,200
Percent	100.00%	100.00%	100.00%	100.00%	60.02%	56.38%	60.26%	61.25%
Student Services								
Dollar	\$0	\$0	\$0	\$0	\$20,167,000	\$23,278,600	\$57,136,200	\$201,372,900
Percent	0.00%	0.00%	0.00%	0.00%	14.35%	15.64%	16.22%	14.69%
Institutional Support								
Dollar	\$0	\$0	\$0	\$0	\$12,617,000	\$14,635,600	\$29,041,500	\$112,726,000
Percent	0.00%	0.00%	0.00%	0.00%	8.98%	9.83%	8.24%	8.22%
Operation & Maintenance								
Dollar	\$0	\$0	\$0	\$0	\$16,665,500	\$14,088,400	\$35,937,300	\$133,648,500
Percent	0.00%	0.00%	0.00%	0.00%	11.86%	9.46%	10.20%	9.75%
Scholarships & Fellowships								
Dollar	\$0	\$0	\$0	\$0	\$6,732,300	\$12,929,600	\$17,873,400	\$83,469,400
Percent	0.00%	0.00%	0.00%	0.00%	4.79%	8.69%	5.07%	6.09%
Total Educational & General Expenditures								
Dollar	\$605,000	\$193,000	\$3,506,600	\$4,116,200	\$140,532,600	\$148,872,600	\$352,234,200	\$1,370,780,000
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 4 (cont.)
SUMMARY OF UNRESTRICTED EDUCATIONAL & GENERAL EXPENDITURES
BY FUNCTIONAL AREA BY INSTITUTION FOR THE LGIs, TBR, & UT
July 1 BUDGET 2017-18

	Chattanooga	Cleveland	Columbia	Dyersburg	Jackson	Motlow	Nashville	Northeast
Instruction								
Dollar	\$33,757,900	\$10,281,200	\$16,694,900	\$9,835,200	\$13,709,300	\$16,545,300	\$24,350,700	\$17,911,300
Percent	54.16%	46.75%	52.09%	52.23%	47.98%	49.25%	49.69%	51.74%
Research								
Dollar	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Percent	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Public Service								
Dollar	\$75,000	\$224,000	\$131,000	\$36,000	\$62,000	\$141,100	\$378,500	\$219,000
Percent	0.12%	1.02%	0.41%	0.19%	0.22%	0.42%	0.77%	0.63%
Academic Support								
Dollar	\$5,779,100	\$1,377,100	\$1,697,400	\$661,300	\$3,023,500	\$2,968,800	\$5,868,800	\$3,825,600
Percent	9.27%	6.26%	5.30%	3.51%	10.58%	8.84%	11.98%	11.05%
Sub-Total								
Dollar	\$39,612,000	\$11,882,300	\$18,523,300	\$10,532,500	\$16,794,800	\$19,655,200	\$30,598,000	\$21,955,900
Percent	63.56%	54.04%	57.80%	55.93%	58.78%	58.51%	62.44%	63.42%
Student Services								
Dollar	\$7,463,000	\$3,111,700	\$4,517,100	\$2,314,000	\$2,827,500	\$4,371,500	\$4,608,700	\$3,601,300
Percent	11.97%	14.15%	14.09%	12.29%	9.90%	13.01%	9.41%	10.40%
Institutional Support								
Dollar	\$7,702,900	\$4,220,900	\$4,644,000	\$3,233,600	\$4,902,400	\$4,702,200	\$5,733,300	\$4,980,400
Percent	12.36%	19.19%	14.49%	17.17%	17.16%	14.00%	11.70%	14.39%
Operation & Maintenance								
Dollar	\$6,427,400	\$2,375,400	\$3,934,500	\$2,138,600	\$2,950,600	\$3,636,600	\$6,844,200	\$3,887,500
Percent	10.31%	10.80%	12.28%	11.36%	10.33%	10.82%	13.97%	11.23%
Scholarships & Fellowships								
Dollar	\$1,120,000	\$399,400	\$430,500	\$613,200	\$1,098,500	\$1,229,300	\$1,217,400	\$195,000
Percent	1.80%	1.82%	1.34%	3.26%	3.84%	3.66%	2.48%	0.56%
Total Educational & General Expenditures								
Dollar	\$62,325,300	\$21,989,700	\$32,049,400	\$18,831,900	\$28,573,800	\$33,594,800	\$49,001,600	\$34,620,100
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 4 (cont.)
SUMMARY OF UNRESTRICTED EDUCATIONAL & GENERAL EXPENDITURES
BY FUNCTIONAL AREA BY INSTITUTION FOR THE LGIs, TBR, & UT
July 1 BUDGET 2017-18

	Pellissippi	Roane	Southwest	Volunteer	Walters	Comm. Colleges Sub-Total	TN Colleges of Applied Technology	TBR Admin.
Instruction								
Dollar	\$36,257,300	\$22,273,000	\$24,885,500	\$28,477,700	\$25,366,100	\$280,345,400	\$62,134,900	\$0
Percent	52.88%	53.06%	41.68%	55.97%	54.16%	51.07%	60.57%	0.00%
Research								
Dollar	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Percent	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Public Service								
Dollar	\$590,000	\$556,800	\$32,500	\$414,700	\$542,800	\$3,403,400	\$0	\$0
Percent	0.86%	1.33%	0.05%	0.82%	1.16%	0.62%	0.00%	0.00%
Academic Support								
Dollar	\$7,144,300	\$1,888,900	\$6,160,500	\$3,154,000	\$2,550,800	\$46,100,100	\$104,800	\$0
Percent	10.42%	4.50%	10.32%	6.20%	5.45%	8.40%	0.10%	0.00%
Sub-Total								
Dollar	\$43,991,600	\$24,718,700	\$31,078,500	\$32,046,400	\$28,459,700	\$329,848,900	\$62,239,700	\$0
Percent	64.17%	58.88%	52.06%	62.99%	60.77%	60.09%	60.67%	0.00%
Student Services								
Dollar	\$7,514,500	\$5,960,300	\$7,126,800	\$5,117,900	\$6,031,700	\$64,566,000	\$11,975,600	\$0
Percent	10.96%	14.20%	11.94%	10.06%	12.88%	11.76%	11.67%	0.00%
Institutional Support								
Dollar	\$8,066,500	\$5,585,100	\$11,638,100	\$6,990,900	\$4,721,700	\$77,122,000	\$15,971,600	\$36,476,700
Percent	11.77%	13.30%	19.49%	13.74%	10.08%	14.05%	15.57%	98.24%
Operation & Maintenance								
Dollar	\$7,178,500	\$5,202,900	\$7,439,600	\$5,329,600	\$6,788,300	\$64,133,700	\$11,646,500	\$645,000
Percent	10.47%	12.39%	12.46%	10.48%	14.49%	11.68%	11.35%	1.74%
Scholarships & Fellowships								
Dollar	\$1,809,000	\$511,700	\$2,417,000	\$1,391,100	\$833,300	\$13,265,400	\$747,300	\$10,000
Percent	2.64%	1.22%	4.05%	2.73%	1.78%	2.42%	0.73%	0.03%
Total Educational & General Expenditures								
Dollar	\$68,560,100	\$41,978,700	\$59,700,000	\$50,875,900	\$46,834,700	\$548,936,000	\$102,580,700	\$37,131,700
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 4 (cont.)
SUMMARY OF UNRESTRICTED EDUCATIONAL & GENERAL EXPENDITURES
BY FUNCTIONAL AREA BY INSTITUTION FOR THE LGIs, TBR, & UT
July 1 BUDGET 2017-18

	TOTAL TBR SYSTEM	UTC	UTK	UTM	UT Univ. Sub-Total	UT Space Institute	UT Health Science Center	UT Agri. Exp. Station
Instruction								
Dollar	\$342,480,300	\$70,424,900	\$292,574,400	\$41,578,800	\$404,578,100	\$4,901,900	\$138,269,000	\$0
Percent	49.73%	43.09%	42.89%	43.30%	42.97%	46.76%	50.92%	0.00%
Research								
Dollar	\$0	\$2,390,800	\$23,789,700	\$309,100	\$26,489,600	\$1,056,800	\$5,162,000	\$36,891,600
Percent	0.00%	1.46%	3.49%	0.32%	2.81%	10.08%	1.90%	89.36%
Public Service								
Dollar	\$3,403,400	\$2,694,000	\$12,672,700	\$661,200	\$16,027,900	\$0	\$51,000	\$0
Percent	0.49%	1.65%	1.86%	0.69%	1.70%	0.00%	0.02%	0.00%
Academic Support								
Dollar	\$46,204,900	\$12,727,000	\$75,926,100	\$11,352,700	\$100,005,800	\$301,400	\$48,078,800	\$1,915,000
Percent	6.71%	7.79%	11.13%	11.82%	10.62%	2.88%	17.70%	4.64%
Sub-Total								
Dollar	\$392,088,600	\$88,236,700	\$404,962,900	\$53,901,800	\$547,101,400	\$6,260,100	\$191,560,800	\$38,806,600
Percent	56.94%	53.98%	59.37%	56.13%	58.11%	59.72%	70.54%	94.00%
Student Services								
Dollar	\$76,541,600	\$25,490,900	\$46,611,300	\$12,248,900	\$84,351,100	\$69,700	\$6,482,700	\$0
Percent	11.11%	15.60%	6.83%	12.76%	8.96%	0.66%	2.39%	0.00%
Institutional Support								
Dollar	\$129,570,300	\$16,092,300	\$69,297,900	\$8,714,900	\$94,105,100	\$1,853,800	\$32,650,100	\$2,032,800
Percent	18.82%	9.85%	10.16%	9.08%	9.99%	17.69%	12.02%	4.92%
Operation & Maintenance								
Dollar	\$76,425,200	\$21,102,600	\$76,292,500	\$11,839,800	\$109,234,900	\$2,053,000	\$31,303,800	\$443,400
Percent	11.10%	12.91%	11.19%	12.33%	11.60%	19.59%	11.53%	1.07%
Scholarships & Fellowships								
Dollar	\$14,022,700	\$12,531,400	\$84,924,400	\$9,318,600	\$106,774,400	\$245,400	\$9,557,800	\$0
Percent	2.04%	7.67%	12.45%	9.70%	11.34%	2.34%	3.52%	0.00%
Total Educational & General Expenditures								
Dollar	\$688,648,400	\$163,453,900	\$682,089,000	\$96,024,000	\$941,566,900	\$10,482,000	\$271,555,200	\$41,282,800
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 4 (cont.)
SUMMARY OF UNRESTRICTED EDUCATIONAL & GENERAL EXPENDITURES
BY FUNCTIONAL AREA BY INSTITUTION FOR THE LGIs, TBR, & UT
July 1 BUDGET 2017-18

	UT Ext. Service	UT College of Vet. Medicine	Institute for Pub. Service	MTAS	CTAS	UT Univ.-Wide Admin.	TOTAL UT System	July 1 GRAND TOTAL
Instruction								
Dollar	\$102,700	\$36,924,900	\$0	\$0	\$0	\$0	\$584,776,600	\$1,582,681,800
Percent	0.20%	74.08%	0.00%	0.00%	0.00%	0.00%	41.57%	45.66%
Research								
Dollar	\$0	\$2,880,300	\$0	\$0	\$0	\$250,000	\$72,730,300	\$109,530,600
Percent	0.00%	5.78%	0.00%	0.00%	0.00%	1.23%	5.17%	3.16%
Public Service								
Dollar	\$49,314,000	\$98,200	\$5,817,200	\$6,648,300	\$5,601,300	\$165,000	\$83,722,900	\$107,679,100
Percent	94.94%	0.20%	83.66%	95.22%	98.50%	0.81%	5.95%	3.11%
Academic Support								
Dollar	\$897,400	\$5,693,100	\$0	\$232,700	\$0	\$0	\$157,124,200	\$330,114,300
Percent	1.73%	11.42%	0.00%	3.33%	0.00%	0.00%	11.17%	9.52%
Sub-Total								
Dollar	\$50,314,100	\$45,596,500	\$5,817,200	\$6,881,000	\$5,601,300	\$415,000	\$898,354,000	\$2,130,005,800
Percent	96.87%	91.47%	83.66%	98.55%	98.50%	2.05%	63.87%	61.45%
Student Services								
Dollar	\$0	\$0	\$0	\$0	\$0	\$0	\$90,903,500	\$368,818,000
Percent	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	6.46%	10.64%
Institutional Support								
Dollar	\$1,626,300	\$1,347,700	\$1,135,800	\$101,400	\$85,300	\$19,877,500	\$154,815,800	\$397,112,100
Percent	3.13%	2.70%	16.34%	1.45%	1.50%	97.95%	11.01%	11.46%
Operation & Maintenance								
Dollar	\$0	\$2,893,500	\$0	\$0	\$0	\$0	\$145,928,600	\$356,002,300
Percent	0.00%	5.80%	0.00%	0.00%	0.00%	0.00%	10.37%	10.27%
Scholarships & Fellowships								
Dollar	\$0	\$10,000	\$0	\$0	\$0	\$0	\$116,587,600	\$214,079,700
Percent	0.00%	0.02%	0.00%	0.00%	0.00%	0.00%	8.29%	6.18%
Total Educational & General Expenditures								
Dollar	\$51,940,400	\$49,847,700	\$6,953,000	\$6,982,400	\$5,686,600	\$20,292,500	\$1,406,589,500	\$3,466,017,900
Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 5
MANDATORY STUDENT FEE CHARGES
2016-17 & 2017-18

	2016-17			2017-18			Percent Increase		
	Total Mandatory Fees	Undergraduate Maintenance Fees	Total Undergraduate Resident	Total Mandatory Fees	Undergraduate Maintenance Fees	Total Undergraduate Resident	Total Mandatory Fees	Undergraduate Maintenance Fees	Total Undergraduate Resident
Austin Peay	\$1,473	\$6,522	\$7,995	\$1,529	\$6,696	\$8,225	3.80%	2.67%	2.88%
East Tennessee	\$1,669	\$7,002	\$8,671	\$1,791	\$7,224	\$9,015	7.31%	3.17%	3.97%
Middle Tennessee	\$1,680	\$6,930	\$8,610	\$1,772	\$7,176	\$8,948	5.48%	3.55%	3.93%
Tennessee State	\$1,039	\$6,528	\$7,567	\$1,050	\$6,726	\$7,776	1.06%	3.03%	2.76%
Tennessee Tech	\$1,171	\$7,380	\$8,551	\$1,217	\$7,656	\$8,873	3.93%	3.74%	3.77%
University of Memphis	\$1,637	\$7,860	\$9,497	\$1,637	\$8,064	\$9,701	0.00%	2.60%	2.15%
UT Chattanooga	\$1,776	\$6,768	\$8,544	\$1,776	\$6,888	\$8,664	0.00%	1.77%	1.40%
UT Knoxville	\$1,810	\$10,914	\$12,724	\$1,860	\$11,110	\$12,970	2.76%	1.80%	1.93%
UT Martin (Part-Time & Full-Time w/ 60+ SCH)*	\$1,408	\$7,070	\$8,478	\$1,418	\$7,200	\$8,618	0.71%	1.84%	1.65%
UT Martin (Full-Time w/ less than 60 SCH)*	\$1,408	\$7,680	\$9,088	\$1,418	\$7,818	\$9,236	0.71%	1.80%	1.63%
Chattanooga	\$319	\$3,930	\$4,249	\$319	\$4,032	\$4,351	0.00%	2.60%	2.40%
Cleveland	\$299	\$3,930	\$4,229	\$299	\$4,032	\$4,331	0.00%	2.60%	2.41%
Columbia	\$271	\$3,930	\$4,201	\$315	\$4,032	\$4,347	16.24%	2.60%	3.48%
Dyersburg	\$299	\$3,930	\$4,229	\$299	\$4,032	\$4,331	0.00%	2.60%	2.41%
Jackson	\$285	\$3,930	\$4,215	\$285	\$4,032	\$4,317	0.00%	2.60%	2.42%
Motlow	\$307	\$3,930	\$4,237	\$307	\$4,032	\$4,339	0.00%	2.60%	2.41%
Nashville	\$225	\$3,930	\$4,155	\$225	\$4,032	\$4,257	0.00%	2.60%	2.45%
Northeast	\$311	\$3,930	\$4,241	\$311	\$4,032	\$4,343	0.00%	2.60%	2.41%
Pellissippi	\$339	\$3,930	\$4,269	\$339	\$4,032	\$4,371	0.00%	2.60%	2.39%
Roane	\$303	\$3,930	\$4,233	\$303	\$4,032	\$4,335	0.00%	2.60%	2.41%
Southwest	\$315	\$3,930	\$4,245	\$315	\$4,032	\$4,347	0.00%	2.60%	2.40%
Volunteer	\$293	\$3,930	\$4,223	\$293	\$4,032	\$4,325	0.00%	2.60%	2.42%
Walters	\$288	\$3,930	\$4,218	\$288	\$4,032	\$4,320	0.00%	2.60%	2.42%
TN Colleges of Applied Technology	\$230	\$3,417	\$3,647	\$230	\$3,507	\$3,737	0.00%	2.63%	2.47%

*The 2017-18 tuition rate for full-time students who have completed fewer than 60 credit hours is a flat rate for 12 hours a semester regardless of how many hours the student is enrolled. Full-time students who have completed more than 60 credit hours are also charged a flat rate for 12 hours regardless of how many hours the student is enrolled. Part-time students are charged on a per credit hour basis at the 60+ credit hour rate.

Table 6

**COMPARISON OF AUXILIARY ENTERPRISE REVENUES, EXPENDITURES, AND TRANSFERS
FOR LGIs, TBR, & UT**

	Estimated 2016-17			Original 2017-18		
	Revenue	Expenditures/ Transfers	Difference	Revenue	Expenditures/ Transfers	Difference
Austin Peay	\$12,820,200	\$12,820,200	\$0	\$13,421,000	\$13,421,000	\$0
East Tennessee	24,906,600	24,875,600	31,000	24,860,300	24,859,600	700
Middle Tennessee	32,960,000	32,960,000	-	33,270,500	33,270,500	-
Tennessee State	24,713,100	24,713,100	-	24,338,300	24,338,300	-
Tennessee Tech	16,596,700	16,596,700	- *	17,473,700	17,473,700	-
University of Memphis	25,657,000	25,657,000	-	26,496,500	26,496,500	-
subtotal	\$137,653,600	\$137,622,600	\$31,000	\$139,860,300	\$139,859,600	\$700
Chattanooga	\$1,575,000	\$1,458,000	\$117,000	\$1,575,000	\$1,471,400	\$103,600
Cleveland	167,700	45,300	122,400	169,500	45,300	124,200
Columbia	101,600	101,600	- *	101,500	101,500	-
Dyersburg	91,300	91,300	-	100,000	100,000	-
Jackson	225,000	225,000	-	100,000	100,000	-
Motlow	157,000	12,800	144,200	157,000	12,800	144,200
Nashville	410,200	27,300	382,900	410,200	27,300	382,900
Northeast	285,000	267,400	17,600	270,000	270,000	- *
Pellissippi	530,000	530,000	- *	530,000	530,000	- *
Roane	283,300	283,300	- *	283,300	283,300	- *
Southwest	722,200	593,100	129,100	681,900	681,900	- *
Volunteer	400,000	284,800	115,200	400,000	284,800	115,200
Walters	268,700	268,700	- *	268,700	268,700	- *
subtotal	\$5,217,000	\$4,188,600	\$1,028,400	\$5,047,100	\$4,177,000	\$870,100
UT Chattanooga	\$14,496,700	\$14,496,700	\$0	\$14,542,700	\$14,542,700	\$0
UT Knoxville	219,645,100	219,645,100	-	229,535,900	229,535,900	-
UT Martin	10,192,700	10,192,700	-	10,630,600	10,630,600	-
subtotal	\$244,334,500	\$244,334,500	\$0	\$254,709,200	\$254,709,200	\$0
UT Space Institute	\$215,000	\$215,000	\$0	\$218,700	\$218,700	\$0
UT Health Science Center	1,637,000	1,637,000	- *	1,771,500	1,771,500	-
TN Colleges of Applied Tech	4,808,500	4,331,700	476,800	4,805,000	4,249,900	555,100
subtotal	\$6,660,500	\$6,183,700	\$476,800	\$6,795,200	\$6,240,100	\$555,100
TOTAL	\$393,865,600	\$392,329,400	\$1,536,200	\$406,411,800	\$404,985,900	\$1,425,900

*Revenues include transfers from Fund Balance in order to balance Auxiliary Enterprises.

Table 7
Athletics Data
2016-17 & 2017-18

	2016-17 General Fund Support	Athletics General Fund as Percent of E&G¹	2016-17 Student Athletics Fee	2016-17 Athletics Fee Revenue	2016-17 Athletics Budget
APSU	\$5,530,600	4.5%	\$400	\$3,427,400	\$11,619,800
ETSU	5,335,400	2.5%	450	6,107,500	14,486,700
MTSU	9,511,400	3.1%	350	6,741,600	27,535,700
TSU	5,423,300	4.1%	320	2,860,000	10,775,500
TTU	5,365,200	3.5%	456	4,549,600	12,105,200
UM	8,153,600	2.1%	450	7,484,300	41,932,900
UTC	6,781,800	4.0%	480	4,991,500	16,176,300
UTM	6,201,800	6.1%	408	2,032,000	11,456,000
UTK²	0	N/A	0	1,000,000	129,817,400
Subtotal	\$52,303,100			\$39,193,900	\$275,905,500
Chattanooga	\$807,100	1.3%	\$0	\$0	\$1,202,200
Cleveland	566,000	2.7%	0	0	881,100
Columbia	480,100	1.5%	0	0	878,900
Dyersburg	410,700	2.3%	0	0	588,300
Jackson	530,700	2.0%	0	0	572,700
Motlow	600,000	1.9%	0	0	1,015,000
Roane	751,100	1.8%	0	0	1,098,500
Southwest	646,500	1.2%	0	0	1,131,100
Volunteer	720,000	1.4%	0	0	846,000
Walters	807,100	1.8%	0	0	1,211,400
Subtotal	\$6,319,300			\$0	\$9,425,200
Total	\$58,622,400			\$39,193,900	\$285,330,700

1 - Total E&G expenditure base only includes undergraduate campus expenditures, not nonformula units, at UT, TBR, and/or the LGIs.

2 - Athletics at UTK are self-supporting.

**Table 7 (cont.)
Athletics Data
2016-17 & 2017-18**

	2017-18 General Fund Support	Athletics General Fund as Percent of E&G¹	2017-18 Student Athletics Fee	2017-18 Athletics Fee Revenue	2017-18 Athletics Budget
APSU	\$5,566,400	4.3%	\$450	\$3,854,600	\$12,263,100
ETSU	5,335,400	2.5%	450	5,993,300	14,698,400
MTSU	9,675,000	3.3%	420	7,681,600	27,598,100
TSU	5,423,300	4.1%	320	2,840,000	10,718,800
TTU	5,213,000	3.5%	496	4,433,500	11,652,100
UM	1,153,600	0.3%	450	7,441,100	33,746,600
UTC	6,814,400	4.2%	480	4,991,500	16,168,800
UTM	5,997,700	6.2%	408	2,032,000	10,699,900
UTK²	0	N/A	0	1,000,000	133,988,500
Subtotal	\$45,178,800			\$40,267,600	\$271,534,300
Chattanooga	\$819,300	1.3%	\$0	\$0	\$1,202,300
Cleveland	745,000	3.4%	0	2,500	1,062,500
Columbia	467,400	1.5%	0	0	851,600
Dyersburg	393,800	2.1%	0	0	585,000
Jackson	583,600	2.0%	0	0	685,600
Motlow	668,400	2.0%	0	0	1,087,800
Roane	589,700	1.4%	0	0	915,100
Southwest	774,600	1.3%	0	0	1,022,900
Volunteer	574,800	1.1%	0	0	591,300
Walters	808,700	1.7%	0	0	1,269,200
Subtotal	\$6,425,300			\$2,500	\$9,273,300
Total	\$51,604,100			\$40,270,100	\$280,807,600

1 - Total E&G expenditure base only includes undergraduate campus expenditures, not nonformula units, at UT, TBR, and/or the LGIs.

2 - Athletics at UTK are self-supporting.

Table 8
2017-18 Formula Needs Analysis

Institution	Preliminary FY 2017-18					Formula Estimated Total Need	Difference (Short)	Percent Funded
	Legislative* Appropriation	Maintenance Fees	Technology Access Fee	Out-of-State Tuition	Total Revenue			
Locally Governed Institutions								
Austin Peay	\$ 43,695,500	\$ 63,582,000	\$ 2,159,200	\$ 3,947,400	\$ 113,384,100	\$ 117,683,900	\$ (4,299,800)	96.3%
East Tennessee	59,847,900	98,198,460	3,009,080	23,348,850	184,404,290	168,287,200	16,117,090	109.6%
Middle Tennessee	95,350,100	145,644,123	4,318,100	20,953,900	266,266,223	256,391,500	9,874,723	103.9%
Tennessee State	36,152,500	54,242,200	1,662,900	26,003,700	118,061,300	105,609,400	12,451,900	111.8%
Tennessee Tech	46,149,800	74,656,000	2,341,300	9,997,500	133,144,600	125,035,400	8,109,200	106.5%
University of Memphis	109,102,700	156,605,200	3,594,700	9,669,800	278,972,400	302,432,000	(23,459,600)	92.2%
Subtotal	\$ 390,298,500	\$ 592,927,983	\$ 17,085,280	\$ 93,921,150	\$ 1,094,232,913	\$ 1,075,439,400	\$ 18,793,513	101.7%
Community Colleges	\$ 249,864,300	\$ 252,722,735	\$ 13,980,655	\$ 8,720,101	\$ 525,287,791	\$ 549,522,300	\$ (24,234,509)	95.6%
UT Universities								
UT Chattanooga	\$ 50,004,100	\$ 77,001,515	\$ 2,800,000	\$ 6,566,476	\$ 136,372,091	\$ 135,071,600	\$ 1,300,491	101.0%
UT Knoxville	213,170,900	292,077,882	5,950,000	40,283,936	551,482,718	576,362,200	(24,879,482)	95.7%
UT Martin	31,829,300	47,019,038	1,292,100	3,971,800	84,112,238	84,977,000	(864,762)	99.0%
Subtotal	\$ 295,004,300	\$ 416,098,435	\$ 10,042,100	\$ 50,822,212	\$ 771,967,047	\$ 796,410,800	\$ (24,443,753)	96.9%
TN Colleges of Applied Technology	\$ 65,511,300	\$ 32,881,196	\$ 2,032,300	\$ -	\$ 100,424,796	\$ 120,196,793	\$ (19,771,997)	83.6%
Total Academic Formula Units	\$ 1,000,678,400	\$ 1,294,630,349	\$ 43,140,335	\$ 153,463,463	\$ 2,491,912,547	\$ 2,541,569,293	\$ (49,656,746)	98.0%

*Recurring funds only.

DATE: July 27, 2017

SUBJECT: Roane State Community College Master Plan Update

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION

Master plans provide an opportunity for long-range planning that incorporates the institution's needs and ambitions, while also providing the public and state government a sense for how the institution might evolve over time. Whether the acquisition of strategic property, the need for and efficient use of facilities, or an analysis of how the campus footprint meshes with the surrounding community, master plans provide a method of anticipating and preparing for the future needs of the campus and the students it serves. THEC requires institutions to develop a new master plan every ten years.

MASTER PLAN SUMMARY

Unlike any other community college in Tennessee, Roane State comprises ten separate campuses, with Cumberland, Knox, Loudon, and Scott County campuses outlining the cardinal edges of the network. In Fall 2016, Roane State served nearly 6,000 students (headcount) and had a full-time equivalent (FTE) enrollment of over 3,500; the largest campus, Oak Ridge, served 1,194 FTE students while Harriman, the main campus, served 656 FTE. The campus planning and design firm, TSW, used the THEC Space Model, campus input, and local and regional demographic data to develop the Master Plan. TSW used extensive analysis to find that the ten campuses in Roane State's network are optimally located to meet the region's need today and in the coming decade. The Space Guidelines show little to no need for additional academic space at Harriman and Oak Ridge, but significant need for classrooms and class labs at Cumberland and Knox County. As such, the Master Plan recommends no new buildings or expansions at Harriman, but does see need for major renovations in the Technology and Dunbar buildings. To address the space needs at Knox County, the Master Plan, noting that no room for expansion exists, recommends locating a larger, more visible, and more accessible location in Knox County.

RECOMMENDATION

In recognizing the varying needs of its extensive network, the 2017 Roane State Master Plan serves as an exhaustive plan to guide the College for the next decade. It has been thoroughly reviewed, and THEC staff recommend it for approval.

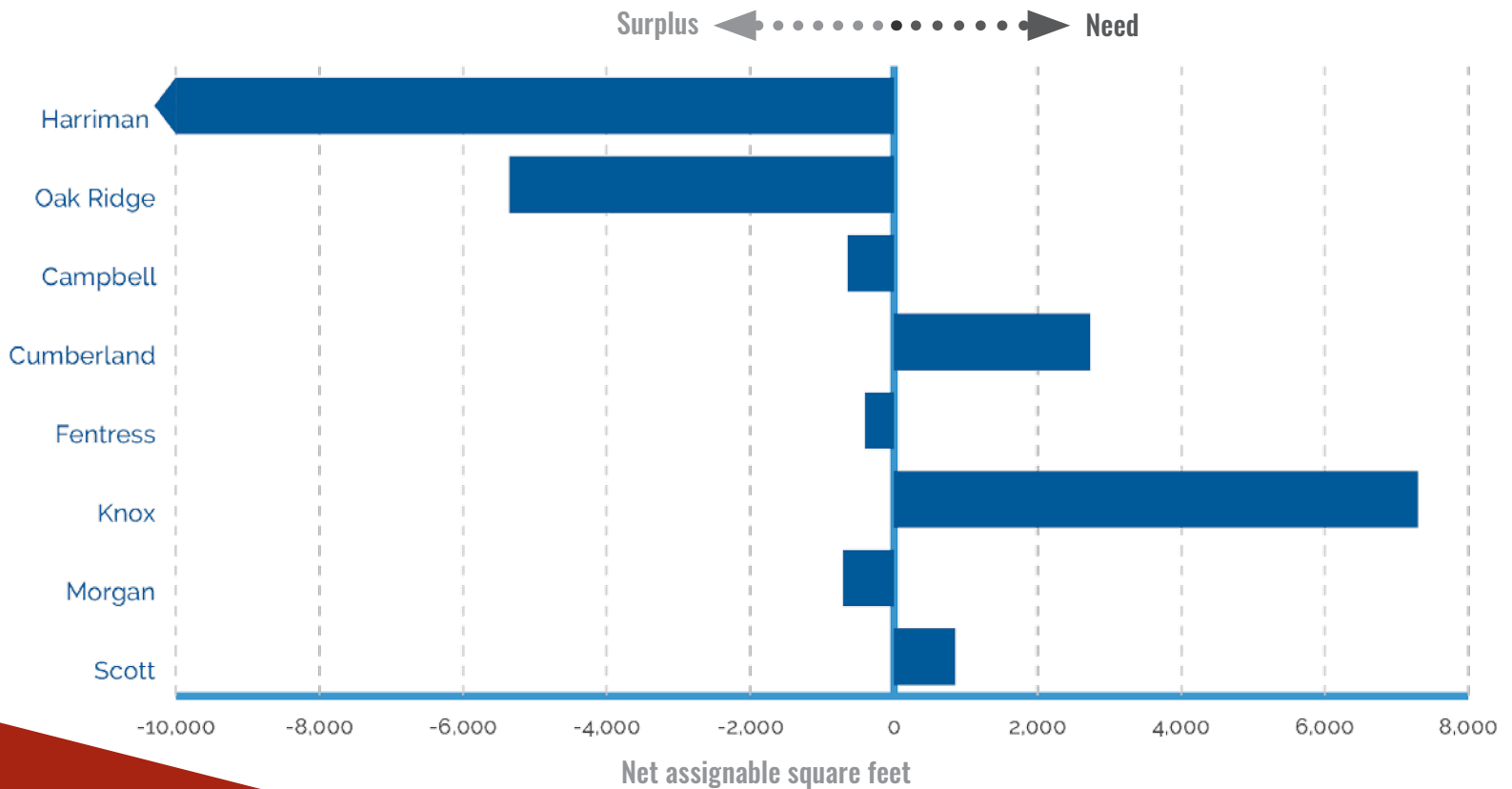
EXECUTIVE SUMMARY

Roane State Community College has a network of eight state-owned campuses, as well as numerous other leased campuses, as shown in the map at right. A number of these campuses

were funded by county or local sources, in what is a somewhat unique model for Tennessee community colleges, but allows Roane State to reach a high percentage of residents in its service area. Roane State also has a campus in Knox County, which is outside of the primary service area.

This campus provides only health care programs. This Master Plan recommends improvements on each state-owned campus, especially on the Main Campus in Harriman. No major site issues were identified on any campus.

FALL 2016 CLASSROOM AND LAB SPACE NEEDS (THEC)



A detailed demographic and labor market analysis was conducted as part of this Master Plan and is summarized on pages 22-31. Key findings are as follows:

- Loudon, Cumberland, and Knox counties are projected to have the fastest growing population
- Participation rates are consistently high across the service area
- Most areas are within a 30-minute of a Roane State campus
- Morgan, Fentress, Campbell, and Scott counties have highest adult population with no college degree

A detailed space analysis was also conducted for all state-owned campuses and is summarized on pages 52-61. The chart on the following pages summarizes the need for additional teaching space by campus according to the Tennessee Higher Education Commission space model.



INSTITUTIONAL VISION

Roane State's vision is to be a premier learning institution that transforms lives, strengthens community, and inspires individuals to excellence

HARRIMAN CAMPUS PROPOSED MAJOR IMPROVEMENTS

While no new buildings or facility expansions are envisioned on the Harriman Campus due to the lack of identified space needs, a number of other improvements have been identified as follows. See pages 64-70 for additional detail.

TECHNOLOGY BUILDING MAJOR RENOVATION

This aging building is in need of upgrades to be on-par with other facilities on campus. These include a new roof, electrical upgrades, and improvements to finishes, lighting, and furniture, especially in underutilized spaces.

BASEBALL/SOFTBALL FIELDS

The construction of a parking lot and the installation of outdoor lighting will make these fields more usable for visitors and in the evening. A small training, locker room, and coach office building will provide needed space.

EXPO CENTER

A number of upgrades are recommended to the existing Agricultural Exposition Center, as shown on page 64.

DUNBAR BUILDING RENOVATION

This building is the administrative, social, and academic center of campus, but should be modernized to provide a more welcoming feel and increase utilization. Renovations should focus on restrooms, labs, hallways, and the student center, where new lighting, furniture, and colors have the potential to transform the space.

MAIN PARKING LOT IMPROVEMENTS

The complete lack of landscaping creates an institutional feel that contrasts sharply with the interior of the campus. Trees, grass plantings, new curbs, and new pavement will create a better first impression.

FRONT LAWN IMPROVEMENTS

The eastern edge of campus, along Patton Lane, has a rural but unwelcoming feel. New tree and grass plantings could soften the view and help frame views of the O'Brien Building.

QUADRANGLE IMPROVEMENTS

The existing landscaping of the quad is complicated and costly to maintain, as well as lacking seating areas and shade. Strategic tree and grass plantings, combined with new furnishings, will enliven this space.

STUDENT CENTER PATIO IMPROVEMENTS

The addition of landscaping, planters, furniture, and building signage to this space will draw the existing energy from inside the student center outside onto this patio with attractive views.

O'BRIEN COURTYARD IMPROVEMENTS

This low-lying space should be re-envisioned with landscaping, trees, and potentially an outdoor classroom.

PROPOSED IMPROVEMENTS ON OTHER CAMPUSES

A number of improvements are also recommended for Roane State's other campuses, as follows. See pages 71-72 for additional detail.

OAK RIDGE CAMPUS IMPROVEMENTS

Landscaping updates, an investigation of settling in the library, flooding improvements, and repaving will improve the look and functionality of the campus.

CAMPBELL COUNTY ADDITION

A new science lab and two classrooms will allow more courses to be offered on this site.

CUMBERLAND COUNTY ADDITION

A chemistry lab should will allow more courses to be offered on this site.

CLINTON FACILITY

Land should be acquired and a permanent state-owned structure should be constructed.

KNOX COUNTY CAMPUS

There is a need for additional teaching space on this campus, but no adjacent land is available to expand and the existing location lacks visibility. A new location should be identified for a leased or state-owned campus in a more visible location.

FACILITIES IMPROVEMENTS

A number of improvements have been identified for buildings on most campuses to address deferred maintenance issues and ensure all facilities are fully functional and modernized. These are detailed on page 73.



DATE: July 27, 2017

SUBJECT: Volunteer State Community College Master Plan Update

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION

Master plans provide an opportunity for long-range planning that incorporates the institution's needs and ambitions, while also providing the public and state government a sense for how the institution might evolve over time. Whether the acquisition of strategic property, the need for and efficient use of facilities, or an analysis of how the campus footprint meshes with the surrounding community, master plans provide a method of anticipating and preparing for the future needs of the campus and the students it serves. THEC requires institutions to develop a new master plan every ten years.

MASTER PLAN SUMMARY

Volunteer State is centered in Gallatin, with satellite campuses in Cookeville, Livingston, and Springfield. In Fall 2016, Volunteer State served over 9,500 students (headcount) and had a full-time equivalent (FTE) enrollment of over 5,800. The campus planning and design firm, TSW, used the THEC Space Model, campus input, and local and regional demographic data to develop the Master Plan. Over the next decade, the population in Volunteer State's eleven-county service area is expected to grow by 81,000 residents, a potential enrollment growth of 820 FTE, or 14 percent. The THEC Space Guidelines show needs in open labs, faculty offices, and administration offices—especially at the Cookeville Campus, where the Master Plan also found a need for more library and study space. The Master Plan recommends updating facilities in a manner to attract and retain students by retrofitting buildings to incorporate natural light and student-centered teaching and gathering spaces. Additionally, the Master Plan identifies the need for a major renovation to the Warf Building (which the Commission recommended—and the Governor and General Assembly approved—for funding in this fiscal year), the demolition of Gallatin's East Campus, the acquisition of private land adjacent to both Gallatin and Cookeville Campuses for security and future facilities, and a campus in Wilson County to meet projected enrollment growth.

RECOMMENDATION

The 2017 Volunteer State Master Plan provides a comprehensive yet flexible plan to guide the College for the next decade. It has been thoroughly reviewed, and THEC staff recommend it for approval.

EXECUTIVE SUMMARY

Volunteer State Community College, founded in 1971, has grown to be the second largest community college in Tennessee in terms of Fall 2016 full-time equivalent enrollment (5,852 students). Headcount enrollment was 9,504 students. The college offers more than 90 academic programs, including transfer degrees, two-year degrees, and technical certificates.

This Master Plan addresses all four state-owned Vol State campuses, shown on the map on the following page, but focuses primarily on the Main Campus in Gallatin, about 20 miles northeast of downtown Nashville.

The new Steinhauer-Rogan-Black (SRB) Humanities Building on the Gallatin Campus has provided modern, high-quality spaces for teaching, offices, and other spaces. This new facility means that no significant space deficits were identified on the Gallatin Campus. Classroom and lab utilization is low after 3:00 p.m. Station occupancy is above the THEC standard for classrooms but below the standard for labs.



The outdoor realm on the Gallatin Campus is a very well maintained and landscaped environment that students frequently take advantage of to study and recreate. Recent improvements have added circular mini plazas, landscaping, trees, and

updated signage that create a true collegiate feel. No significant concerns were identified with regard to site issues, vehicular/pedestrian conflicts, or stormwater. Athletic facilities are in good condition with the exception of the tennis courts.

DEMOGRAPHIC CONTEXT

A detailed demographic and labor market analysis is provided on pages 20-34. Key findings are as follows:

- Projected population growth is concentrated in Nashville metro counties and Putnam County
- Participation rate is low in Wilson County, as shown on the map below, although population density is high in the same area
- Population growth could increase enrollment 14% over the next decade

- Areas of high educational need are in more rural portions of center of service area
- Many areas are beyond a half-hour drive of existing campuses

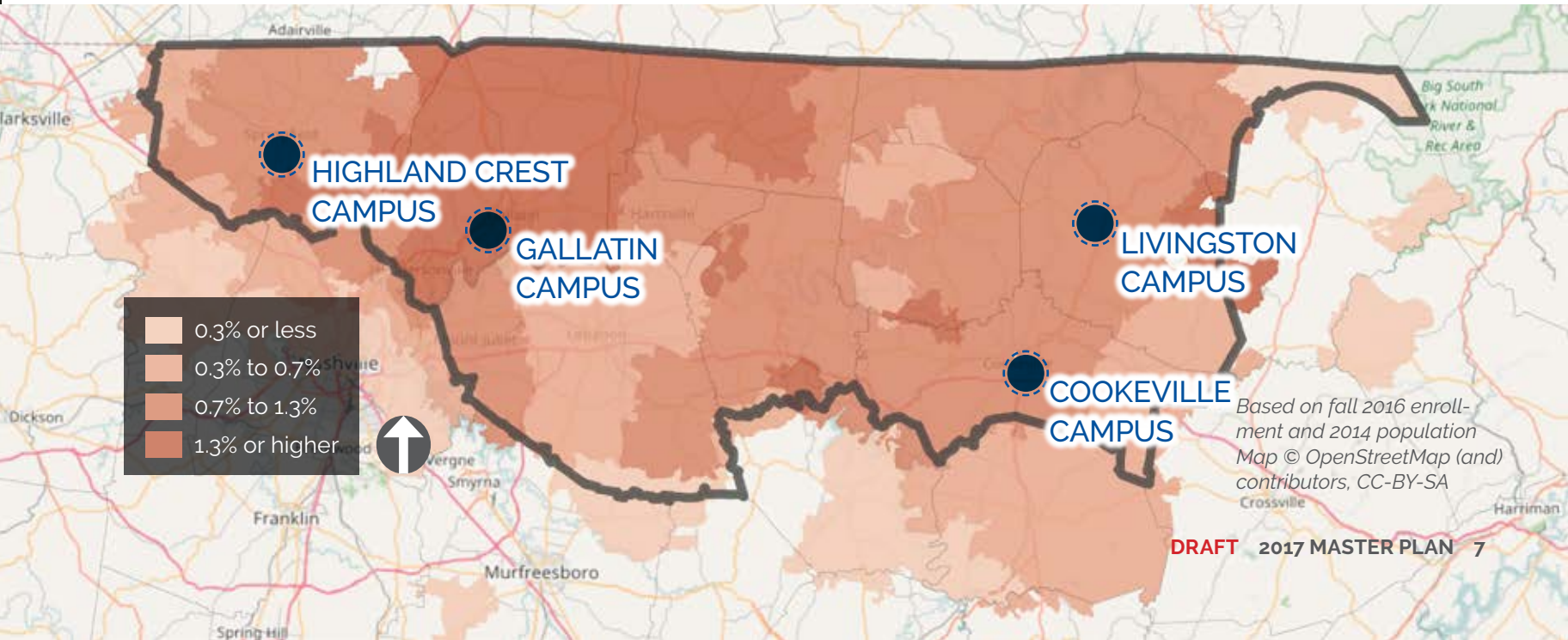
NEW WILSON COUNTY CAMPUS

In order to meet the needs identified by the demographic study, this Master Plan recommends the creation of a new campus in Wilson County, either in leased or state-owned space. For more details, see page 88.

PROPOSED WILSON CO. CAMPUS: ENROLLMENT BENCHMARK 2



>> REGIONAL PARTICIPATION RATE



Based on fall 2016 enrollment and 2014 population Map © OpenStreetMap (and) contributors, CC-BY-SA

GALLATIN CAMPUS MASTER PLAN OVERVIEW



- A** Warf Building Improvements
- B** Dining Hall Improvements
- C** Library Improvements
- D** Quadrangle Improvements
- E** Terraced Gardens & Bioswale
- F** Front Lawn Improvements
- G** New Parking & Road Realignment
- H** East Campus Demolition



The Gallatin Campus is a well-maintained, successful, and attractive campus with true collegiate amenities. Surveys show that students and faculty are happy with the campus. The following recommendations seek to build on existing successes to visually enhance the campus, make it more usable and modern, and better attract and retain students.

A. WARF BUILDING IMPROVEMENTS

A 6,000 square foot addition should be constructed to provide space for the Mechatronics program. A major renovation of aging labs and the entire building is also necessary.

B. DINING HALL IMPROVEMENTS

This aging and underutilized amenity should be updated with new furniture, finishes, and lighting.

C. LIBRARY IMPROVEMENTS

Minor improvements such as group study rooms, new teaching spaces, and furniture and lighting upgrades will increase utilization and retention.

D. QUADRANGLE IMPROVEMENTS

Simple landscaping and grading improvements, combined with the creation of pedestrian plazas, will transform the heart of campus.

E. TERRACED GARDENS AND BIOSWALE

New lighting and plantings will improve safety and the feel of this area.

F. FRONT LAWN IMPROVEMENTS

New entrance gateways and fencing will make all entrances consistent and establish a more collegiate feel.

G. PARKING EXPANSION & LOOP ROAD REALIGNMENT

Additional parking will be needed as enrollment grows. Construction of the new lot will provide an opportunity to relocate the loop road to reduce the number of unsafe crosswalks.

H. EAST CAMPUS DEMOLITION

These aging buildings have a variety of costly maintenance needs and a significant amount of underutilized

space. In the long term they should be demolished, with existing functions relocated to the main portion of campus.

FACILITIES IMPROVEMENTS

A number of upgrades to building systems not covered by the major renovations and other projects above. These are detailed on page 86.

SUSTAINABILITY IMPROVEMENTS

A number of items are recommended to further expand Vol State's extensive sustainability initiatives. These are detailed on page 87.

DATE: July 27, 2017
SUBJECT: Fee Waiver Rules Revision
ACTION RECOMMENDED: Adoption

BACKGROUND INFORMATION

The Higher Education Commission has rule promulgation authority for the state’s higher education fee waiver program, available to state employees. Recent legislative enactments have necessitated revisions to the Administrative Rules for this program.

PROPOSED RULES REVISIONS

Chapter 1540-01-04: Public Higher Education Fee Waivers for State Employees

- Replaces the outdated term “technology center” with “colleges of applied technology” where appropriate.
- Includes language adding the six state university boards as governing bodies operating institutions at which employees may use a fee waiver.
- Updates language indicating that state employees may only use a waiver for “one course per term” to “one course at a time” to mirror language in T.C.A. § 8-50-114.
- Adds language allowing for an exemption from the “one course at a time” limitation for employees who are required to work more hours each week than typically required of full time employment for at least four (4) weeks per year, as enacted by Public Chapter 471 this year.
- Clarifies that appeals regarding the determination of eligibility of applicants for a waiver will be handled by the institutions subject to institutional procedures in place for admissions decisions.

RECOMMENDATION

- 1) That the Commission adopt the amended Chapter 1540-01-04 as proposed rules; and,
- 2) That the Commission authorize the Executive Director to make any necessary technical corrections to these rules including changes suggested by the Tennessee Attorney General.

**RULES
OF
THE TENNESSEE HIGHER EDUCATION COMMISSION**

**CHAPTER 1540-1-4
PUBLIC HIGHER EDUCATION FEE WAIVERS FOR STATE EMPLOYEES**

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1540-01-04-.01	Definitions	1540-01-04-.04	Appeal Procedures
1540-01-04-.02	Eligibility	1540-01-04-.05	Repealed
1540-01-04-.03	Limitations		

1540-01-04-.01 DEFINITIONS.

- (1) Course: Undergraduate or graduate credit courses at a state supported college or university, ~~to~~ certificate or diploma credit courses at the TCATs~~technology centers~~, or any course offered by the ~~TFLI~~TFLI.
- (2) Full-time Employee of the State of Tennessee: Employee of the executive, judicial, or legislative branches of Tennessee state government:
 - (a) classified as “full-time” and scheduled to work one thousand nine hundred and fifty (1,950) hours or more per fiscal year; or
 - (b) employees, regardless of classification, ~~and~~ scheduled to work a minimum of one thousand six hundred (1,600) hours per fiscal year and who receive employment benefits provided to all full-time employees.
- (3) Member of the General Assembly: Individual currently holding office as a member of either the House of Representatives or Senate and elected pursuant to Article II of the Tennessee Constitution.
- (4) Institution: Any sState supported community college, or university, or college of applied technology center or Institution: Any institution operated by the Board of Trustees of the University of Tennessee, or the Tennessee Board of Regents, or a state university board that which offers courses of instruction beyond the high school level, and the TFLI, as established by Tennessee Code Annotated Title 49, Chapter 50, Part 13.
- (5) TCAT: Tennessee College of Applied Technology.
- (~~5~~6) ~~Tennessee Foreign Language Institute or~~ TFLI: Tennessee Foreign Language Institute.
- (~~6~~7) Term: The time frame in which a course is offered ~~by the Institution, and for purposes of these rules includes Fall, Spring, Summer and special session terms,~~ as defined by the institution individual universities and colleges. ~~It is the intent of these rules that over the course of special session terms and the two Summer semester terms an employee or member of the General Assembly will be limited to no more than two courses, the instruction periods of which shall not overlap. For the technology centers and the TFLI, “term” refers to a three month reporting period. The four terms are:~~

~~July 1 – September 30
October 1 – December 31
January 1 – March 31
April 1 – June 30~~

(Rule 1540-01-04-.01 continued)

(78) Fees that are waived by this program are defined as follows:

- (a) Debt ~~S~~ervice ~~F~~ee: A fee charged to students for the retirement of indebtedness that may be included in the maintenance fee charges.
- (b) Maintenance ~~F~~ee: A fee charged to students enrolled in credit courses. ~~It is as~~ an enrollment or registration fee and is calculated based on the number of student credit hours for which the student enrolls.
- (c) Registration ~~F~~ee: Maintenance fee as described above.
- (d) Student ~~A~~ctivity ~~F~~ee: A fee charged to students in addition to tuition and maintenance fees that is based on the credit hour enrollment of the student. Some institutions include the student activity fee in the maintenance fee rather than as a separate charge. The student activity fee supports health services, athletics, student newspapers and social and cultural events.
- (e) Tuition ~~C~~harge: A fee charged to students classified as non-residents in addition to the maintenance fee.

Authority: T.C.A. § 8-50-114. **Administrative History:** Original rule filed September 6, 1990; effective December 29, 1990. Repeal and new rule filed August 31, 2004; effective December 29, 2004. Public necessity rule filed June 3, 2005; effective through November 15, 2005. Amendment filed June 3, 2005; effective October 28, 2005.

1540-01-04-.02 ELIGIBILITY.

- (1) A full-time employee of the State of Tennessee or a member of the General Assembly shall be eligible to enroll in one course ~~per term at a time~~ at any state supported ~~college, university or technology center, or the Tennessee Foreign Language Institute~~ institution without paying the tuition charge, maintenance fee, student activity fee, or registration fee.
- (2) Eligibility for the fee waiver shall be determined as of the ~~the respective institutions' or TFLI's first day of classes for the term~~ first day of classes for the term at the institution for which a fee waiver is sought according to the academic rules and regulations of the ~~institution or the TFLI~~ institution. The employee must also have six months or more of continuous service as a full-time employee to receive the fee waiver. A change in employment status after the first day of classes will affect eligibility for the fee waiver only for subsequent terms.
- (3) A full-time employee of the State of Tennessee or a member of the General Assembly who is otherwise eligible for a waiver of tuition and fees pursuant to T.C.A. § 8-50-114 who is required to work more hours each week than typically required of full-time employment for at least four weeks per year shall be exempt from the requirement that the waiver be used for only one course at a time. Certification of eligibility for this exemption shall be completed by the applicant's employer at the time of application for the waiver. Nothing in this section shall allow an employee to exceed enrollment in more than four courses per academic year.

Authority: T.C.A. §§ 8-50-114 and 49-7-166. **Administrative History:** Original rule filed September 6, 1990; effective December 29, 1990. Repeal and new rule filed August 31, 2004; effective December 29, 2004.

1540-1-4-.03 LIMITATIONS.

- (1) Fee waivers not certified as exempt under Rule 1540-01-04-.02(3) are limited to one course

(Rule 1540-01-04-.03 continued)

~~per term at a time.~~ Fees will not be waived for non-credit or correspondence courses. Employees are not eligible for fee waivers at more than one ~~institution~~ per term at a time. ~~For the purposes of this paragraph, the term "Institution" shall include the TFLI.~~

- (2) Fees and charges ~~which that~~ will not be waived include the cost of books or other course materials ~~which that~~ are retained by the student, application fees, off-campus facilities fees, parking fees, traffic fines, and fees assessed that are applied to the cost of the course or ~~which that~~ directly support the department offering the course such as applied music fees, lab fees, fees assessed to offset the cost of offering distance education courses or courses offered in a particular discipline.
- (3) Fees will not be waived for programs for which part-time or course by course enrollment is prohibited as determined by the ~~institutions~~. Examples include, but are not limited to, programs of law, medicine, dentistry, pharmacy, and veterinary medicine.
- (4) The fee waiver program described in this ~~Chapter-Rule 1540-01-04~~ may not be used in conjunction with any other fee waiver or discount program.
- (5) At the time of enrollment, the ~~E~~employee must have a completed state employee fee waiver form signed by ~~his or her~~the employer certifying that the applicant is a full-time employee with at least six months of continuous service. Forms are available at the ~~higher education~~ institutions or on the Commission's website, <<https://www.tn.gov/thec/article/fee-waiver> www.state.tn.us/thec>.
- (6) Enrollment may be limited or denied by the ~~college, university, technology center, or the TFLI~~institution on an individual basis according to space availability.
- (7) No tuition paying student shall be denied enrollment in a course because of state employee enrollments pursuant to this ~~Act~~fee waiver program.
- (8) Rights and privileges provided to full-time employees of the ~~state university and community college system and the University of Tennessee~~institutions pursuant to T.C.A. § 49-7-116 shall not be affected or diminished by the ~~Act~~provisions of this fee waiver program.
- (9) The Higher Education Commission shall develop a methodology for allocating appropriations to reimburse ~~institutions and the TFLI~~ for fees waived pursuant to this program.

Authority: T.C.A. §§ 8-50-114 and 49-7-166. **Administrative History:** Original rule filed September 6, 1990; effective December 29, 1990. Repeal and new rule filed August 31, 2004; effective December 29, 2004.

1540-1-4-.04 APPEAL PROCEDURES.

- (1) Appeals regarding the determination of eligibility of the applicant will be available through the respective institution in a manner consistent with institutional procedures now in place for admissions decisions.

Authority: T.C.A. § 8-50-114. **Administrative History:** Original rule filed September 6, 1990; effective December 29, 1990. Repeal and new rule filed August 31, 2004; effective December 29, 2004.

1540-1-4-.05 REPEALED.

Authority: T.C.A. § 8-50-114. **Administrative History:** Original rule filed September 6, 1990; effective December 29, 1990. Repeal and new rule filed August 31, 2004; effective December 29, 2004.

DATE: July 27, 2017
SUBJECT: Fee Discount Rules Revision
ACTION RECOMMENDED: Adoption

BACKGROUND INFORMATION

The Higher Education Commission has rule promulgation authority for the state's higher education fee discount programs, available to the children of licensed public school teachers and state employees. Recent legislative enactments and an opinion from the Office of the Attorney General, have necessitated revisions to the Administrative Rules for these programs.

PROPOSED RULE REVISIONS

Chapter 1540-01-05: Public Higher Education Fee Discounts for Children of Licensed Public School Teachers and State Employees

- Adds language clarifying that the children of teachers employed by public charter schools are eligible for the discount under T.C.A. § 49-7-119, consistent with Tennessee Attorney General Opinion No. 17-09.
- Includes language adding the six state university boards as governing bodies operating institutions at which employees may use a fee discount.
- Clarifies that appeals regarding the determination of eligibility of applicants for a discount will be handled by the institutions subject to institutional procedures in place for admissions decisions.

RECOMMENDATION

- 1) That the Commission adopt the amended Chapter 1540-01-05 as proposed rules; and,
- 2) That the Commission authorize the Executive Director to make any necessary technical corrections to these rules including changes suggested by the Tennessee Attorney General.

**RULES
OF
TENNESSEE HIGHER EDUCATION COMMISSION**

**CHAPTER 1540-01-05
PUBLIC HIGHER EDUCATION FEE DISCOUNTS FOR CHILDREN
OF LICENSED PUBLIC SCHOOL TEACHERS AND STATE EMPLOYEES**

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1540-01-05-.01	Definitions	1540-01-05-.05	Repealed
1540-01-05-.02	Eligibility		
1540-01-05-.03	Limitations		
1540-01-05-.04	Appeal Procedures		

1540-01-05-.01 DEFINITIONS.

- (1) Children under the age of twenty-four (24): Dependent children, twenty-three (23) years of age or younger, of certified public school teachers or employees of the State of Tennessee who are:
 - (a) The natural children or legally adopted children of the teacher or state employee.
 - (b) The stepchildren of the teacher or state employee living with the teacher or state employee in a parent/children relationship.
 - (c) Otherwise eligible and living in a parent/children relationship with the teacher or state employee, such as children of deceased parents who are being raised by a grandparent who is employed as a teacher or state employee.
 - (d) Children, as described in (a) through (c) above, of a teacher who died while employed as a public school teacher, and who are utilizing the benefit at the time of the parent/teacher's death.
- (2) Deceased state employee: Person who at the time of their death was a full-time employee of the State of Tennessee.
- (23) Full-time Certified teacher in any public school in Tennessee or Teacher: Teacher, supervisor, principal, superintendent and other personnel who is licensed by the Tennessee Department of Education or by a branch of the U.S. Armed Forces to teach Reserve Officer Training Corps, and employed by any ~~public local~~ school system or public charter school for service in public, elementary and secondary schools in Tennessee supported in whole or in part by state funds whose position requires them to be on the job on school days throughout the school year at least the number of hours during which schools in the local board of education are in session. This term shall also include full-time technology coordinators employed by any ~~public local~~ school system, for service in public secondary schools in Tennessee supported in whole or in part by state funds.
- ~~(3) Deceased state employee: Person who at the time of their death was a full-time employee of the State of Tennessee.~~
- ~~(4) Full-time teacher or Teacher: School employee whose position requires them to be on the job on school days throughout the school year at least the number of hours during which schools in the local board of education are in session.~~

(Rule 1540-01-05-.01, continued)

- (45) Full-time supervisors principal, superintendent, and other personnel: School employee who is licensed by the Tennessee Department of Education whose current assignments, regardless of their classification, requires his or her services each working day at least a number of hours equal to a regular working day.
- (56) Full-time employee of the State of Tennessee: Employee of the executive, judicial or legislative branches of Tennessee state government:
 - (a) classified as “full-time” and scheduled to work one thousand nine hundred and fifty (1,950) hours or more per fiscal year; or
 - (b) employees, regardless of classification, and scheduled to work one thousand six hundred (1600) hours per fiscal year and who receive employment benefits provided to all full-time employees.
- (67) Maintenance fee: A fee charged to students enrolled in credit courses. It is an enrollment or registration fee and is calculated based on the number of student credit hours for which the student enrolls. Alternatively, at colleges of applied technology this term refers to program fees. Tuition does not include application for admission fees, student activity fees, debt service fees, lab fees, applied music fees, the cost of books or other course materials, dormitory charges, or meal plans.
- (78) Retired state employee: Employee of the State of Tennessee who retires after a minimum of twenty-five (25) years of full-time creditable service, although he or she may be deceased at the time the children seeks the benefit provided by this chapter.
- (89) Retired teacher: A certified teacher as defined in this chapter who retires after a minimum of thirty (30) years of full-time creditable service in Tennessee public schools or who receives disability retirement after a minimum of twenty-five (25) years of full-time creditable service in Tennessee public schools.
- (940) State operated institution of higher learning or Institution: Any institution operated by the [Board of Trustees of the University of Tennessee](#), ~~or~~ the Tennessee Board of Regents, [or a state university board](#) which offers courses of instruction beyond the high school level.

Authority: T.C.A. §§ 8-50-115, 49-7-119, 2013 Public Acts, Chapter 345, 2005 Public Acts, Chapter 447, and 2003 Public Acts, Chapter 136. **Administrative History:** Original rule filed September 6, 1990; effective December 29, 1990. Amendment filed October 27, 1992; effective January 28, 1993. Amendment filed October 20, 1993; effective March 1, 1994. Amendment filed February 3, 2000; effective June 28, 2000. Repeal and new rule filed August 31, 2004; effective December 29, 2004. Public necessity rule filed June 3, 2005; effective through November 15, 2005. Amendment filed June 3, 2005; effective October 28, 2005. Public necessity rule filed September 1, 2005; effective through February 13, 2006. Amendment filed September 1, 2005; effective January 27, 2006. Amendment filed September 1, 2005; effective January 27, 2006. Amendments filed October 17, 2013; effective March 31, 2014.

1540-01-05-.02 ELIGIBILITY.

- (1) The successful applicant for a student fee discount must meet all of the following:
 - (a) Be twenty-three (23) years of age or under;
 - (b) Be a child of a teacher or state employee or deceased state employee in Tennessee as defined in this chapter;

(Rule 1540-01-05-.02, continued)

- (c) Be eligible according to the regulations in this chapter; and
 - (d) Be eligible for enrollment at the institution for which a student fee discount is sought according to the academic rules and regulations of the institution.
- (2) Eligible children may enroll in any number of courses up to and including full-time study.
 - (3) Fee discounts are only available for courses classified as undergraduate as defined by the institutions.
 - (4) Eligibility for the discount will be based on the employment status of the teacher or state employee and the age of the child on the first day of classes for the term as determined by the institution. A change in employment status or the child's age after the first day of classes will affect eligibility for the discount only for subsequent terms.
 - (5) At the time of enrollment, the student must present a completed form for children of teachers or state employees certifying eligibility to receive a tuition discount. This form must be signed by the teacher or state employee, his or her employer, and the student. Forms are available at the public higher education institutions or at the Commission's website <www.state.tn.us/thec>. Children of retired state employees and retired teachers must have this form signed by a designated official of the State Treasury Department, Division of Retirement to verify that the identified state employee or teacher has retired with the required number of years of creditable service. For children of state employees killed on the job or in the line of duty, the form must be signed by a designated official of the state agency at which the employee was last employed.

Authority: T.C.A. §§ 8-50-115, 49-7-119, and 2013 Public Acts, Chapter 345. **Administrative History:** Original rule filed September 6, 1990; effective December 29, 1990. Amendment filed October 27, 1992; effective January 28, 1993. Amendment filed October 20, 1993; effective March 1, 1994. Amendment filed April 4, 1994; effective August 28, 1994. Repeal and new rule filed August 31, 2004; effective December 29, 2004. Amendment filed October 17, 2013; effective March 31, 2014.

1540-01-05-.03 LIMITATIONS.

- (1) Fee discounts will not be retroactive for prior terms. Fee discounts are available only by application and should be approved prior to the beginning of the term for which a discount is being sought.
- (2) The fee discount described by this chapter may not be used in conjunction with any other fee waiver or discount program. No eligible child shall receive a discount greater than twenty-five percent (25%) for any one term under the provisions of the programs described by this chapter.
- (3) The Higher Education Commission shall develop a methodology for allocating appropriations to reimburse institutions for actual fee discounts provided pursuant to this program.

Authority: T.C.A. §§ 8-50-115 and 49-7-119. **Administrative History:** Original rule filed September 6, 1990; effective December 29, 1990. Amendment filed October 27, 1992; effective January 28, 1993. Amendment filed April 4, 1994; effective August 28, 1994. Repeal and new rule filed August 31, 2004; effective December 29, 2004.

1540-01-05-.04 APPEAL PROCEDURES.

(Rule 1540-01-05-.05, continued)

Appeals regarding the determination of eligibility of the applicant will be available [through the respective institution](#) in a manner consistent with institutional procedures now in place for admissions decisions.

Authority: T.C.A. §§ 8-50-115 and 49-7-119. **Administrative History:** Original rule filed September 6, 1990; effective December 29, 1990. Repeal and new rule filed August 31, 2004; effective December 29, 2004.

1540-01-05-.05 REPEALED.

Authority: T.C.A. §§ 8-50-115 and 49-7-119. **Administrative History:** Original rule filed September 6, 1990; effective December 29, 1990. Repeal and new rule filed August 31, 2004; effective December 29, 2004.

DATE: July 27, 2017
SUBJECT: Student Immunization Rules Repeal
ACTION RECOMMENDED: Adoption

BACKGROUND INFORMATION

Since 2003, the Tennessee Higher Education Commission has had rule promulgation authority relating to the immunizations required of newly matriculating students in the state’s higher education institutions under T.C.A. §§ 49-7-124 (regarding Meningococcal disease) and 49-7-125 (regarding Hepatitis B). Public Chapter 166, enacted by the legislature this year, transfers this authority to the governing boards of each institution, thereby rendering obsolete the THEC Rules under Chapter 1540-01-09.

PROPOSED RULE REVISIONS

Chapter 1540-01-09: Immunizations for Newly Matriculating Students

- Repeals the Rule due to the enactment of Public Chapter 166 this year.

RECOMMENDATION

- 1) That the Commission adopt the proposed repeal of Chapter 1540-01-09; and,
- 2) That the Commission authorize the Executive Director to comply with any recommendations suggested by the Tennessee Attorney General.



State of Tennessee

PUBLIC CHAPTER NO. 166

SENATE BILL NO. 393

By Gresham

Substituted for: House Bill No. 1002

By Goins

AN ACT to amend Tennessee Code Annotated, Title 49, Chapter 6 and Title 49, Chapter 7, relative to higher education immunization requirements.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 49-7-124(e), is amended by deleting the language "The Tennessee higher education commission is" and substituting instead the language "The governing boards of each public institution of higher learning are".

SECTION 2. Tennessee Code Annotated, Section 49-7-125(c), is amended by deleting the language "The Tennessee higher education commission is" and substituting instead the language "The governing boards of each public institution of higher learning are".

SECTION 3. Tennessee Code Annotated, Section 49-7-124, is amended by adding the following language as new subsections:

(g) The governing board of each public institution of higher learning, in consultation with the department of health, shall promulgate rules regarding immunization requirements for students enrolled within each respective institution. All such rules must be promulgated in accordance with the Uniform Administrative Procedures Act, compiled in title 4, chapter 5.

(h) Notwithstanding subsection (g), each public institution of higher learning shall strive to collect immunization records for students enrolling in the institution.

SECTION 4. This act shall take effect upon becoming a law, the public welfare requiring it.

SENATE BILL NO. 393

PASSED: April 10, 2017



RANDY McNALLY
SPEAKER OF THE SENATE



BETH HARWELL, SPEAKER
HOUSE OF REPRESENTATIVES

APPROVED this 24th day of April 2017



BILL HASLAM, GOVERNOR

**RULES
OF
TENNESSEE HIGHER EDUCATION COMMISSION**

**CHAPTER 1540-01-09
IMMUNIZATIONS FOR NEWLY MATRICULATING STUDENTS**

TABLE OF CONTENTS

1540-01-09-.01	Definitions	1540-01-09-.04	Proof of Immunization Against Meningococcal Disease
1540-01-09-.02	Notice of Information		
1540-01-09-.03	Waiver for Hepatitis B Vaccination		

1540-01-09-.01 DEFINITIONS.

- (1) "New incoming students" or "student" for the purpose of this chapter shall mean those students enrolling in an institution of higher learning for the first time, regardless of the level at which the student is matriculating. Additionally, the terms shall apply only to persons enrolled in a course or courses offered for college credit toward an associate's degree or higher.
- (2) "Institution of higher learning" for the purposes of this chapter shall mean any institution of postsecondary education that generally limits enrollment to graduates of secondary schools, and awards degrees at either the associate, baccalaureate, or graduate level. It is the intent that the Tennessee Colleges of Applied Technology operating under the jurisdiction of the Tennessee Board of Regents would be among the institutions exempt from the requirements of these rules.

Authority: Acts of 2003; Public Chapters 104 and 136, 2013 Public Acts, Chapters 114 and 473, T.C.A. §§ 49-7-124 and 49-7-125,. **Administrative History:** Original rule filed August 14, 2003; effective December 29, 2003. Emergency rule filed September 3, 2013; effective through March 2, 2014. Amendment filed September 3, 2013; effective February 28, 2014.

1540-01-09-.02 NOTICE OF INFORMATION.

Each institution of higher learning in the state shall provide to all new incoming students, and/or the parent or guardian of new incoming students, information concerning hepatitis B disease. The information shall be provided to the student and/or parent or guardian prior to matriculation and include the risk factors and dangers of each disease as well as information on the availability and effectiveness of the respective vaccines for persons who are at-risk for the diseases. The institutions shall utilize information from the Centers for Disease Control and/or the American College Health Association in satisfying this requirement.

Authority: Acts of 2003; Public Chapters 104 and 136, and 2013 Public Acts, Chapters 114, and 473, and T.C.A. §§ 49-7-124 and 49-7-125. **Administrative History:** Original rule filed August 14, 2003; effective December 29, 2003. Emergency rule filed September 3, 2013; effective through March 2, 2014. Amendment filed September 3, 2013; effective February 28, 2014.

1540-01-09-.03 WAIVER FOR HEPATITIS B VACCINATION.

- (1) Prior to matriculating into the institution, the new incoming student and/or the student's parent or guardian shall complete and sign a waiver form to indicate that the student and/or the student's parent or guardian has received the information required by Rule 1540-01-09-.02 and has chosen to have the student vaccinated or has not chosen to have the student vaccinated.

(Rule 1540-01-09-.03, continued)

- (2) The waiver may be part of the information document required by Rule 1540-01-09-.02.
- (3) A student who is eighteen (18) years of age may sign the waiver, but for minors, the student's parent or guardian must sign the waiver.
- (4) The institution shall maintain the signed waiver forms in a manner and location consistent with the maintenance of similar confidential education records.

Authority: Acts of 2003; Public Chapters 104 and 136, 2013 Public Acts, Chapter 114, and T.C.A. §§ 49-7-125. **Administrative History:** Original rule filed August 14, 2003; effective December 29, 2003. Emergency rule filed September 3, 2013; effective through March 2, 2014. Amendment filed September 3, 2013; effective February 28, 2014.

1540-01-09-.04 PROOF OF IMMUNIZATION AGAINST MENINGOCOCCAL DISEASE.

- (1) New incoming students through the age of 21 who live in on-campus student housing at public institutions of higher learning shall provide proof of adequate immunization against meningococcal disease as recommended for adults in the current advisory committee on immunization practices "Recommended Adult Immunization Schedule" published by the Centers for Disease Control and Prevention.
- (2) A student may be exempted from this requirement only under the following circumstances:
 - (a) Where a physician licensed by the board of medical examiners, the board of osteopathic examiners or a health department certifies in writing that a particular vaccine is contraindicated for one (1) of the following reasons:
 1. The individual meets the criteria for contraindication set forth in the manufacturer's vaccine package insert; or
 2. The individual meets that criteria for contraindication published by the centers for disease control or the advisory committee on immunization practices; or
 3. In the best professional judgment of the physician, based upon the individual's medical condition and history, the risk of harm from the vaccine outweighs the potential benefit.
 - (b) Where a parent or guardian or, in the case of an adult student, the student provides to the school a written statement, affirmed under penalties of perjury, that vaccination conflicts with the religious tenets and practices of the parent or guardian or, in the case of an adult student, the student.

Authority: 2013 Public Acts, Chapter 114. **Administrative History:** Emergency rule filed September 3, 2013; effective through March 2, 2014. Original rule filed September 3, 2013; effective February 28, 2014.

DATE: July 27, 2017
SUBJECT: Policy Revision- THEC Rules of Procedure
ACTION RECOMMENDED: Adoption

BACKGROUND INFORMATION

In 1969, the Higher Education Commission first adopted, as part of its official Policy Manual, Rules of Procedure to “carry out the purposes” for which it was created. Recent legislative enactments and changes in practice have necessitated revisions to these rules.

PROPOSED REVISIONS

Section II, Scope of Authority (formerly, “Jurisdiction”): Updates this general statement of authority of the Commission using statutory language from T.C.A. §§ 49-7-202 and 49-7-203.

Section IV Members: Updates the member appointment process and criteria pursuant to T.C.A. § 49-7-204.

Section V Officers: Clarifies that the service of a partial term as Chair of the Commission is excluded from the previously adopted limit of three successive one-year terms.

Section VII Executive Director and Staff: Updates the Executive Director appointment authority pursuant to T.C.A. § 49-7-205.

Section IX Minutes: Requires the Executive Director to coordinate the keeping, compilation, and distribution of the minutes of each Commission meeting.

Section XI Advisory Committees: Strikes outdated language referencing three standing Commission committees while retaining Commission authority to appoint advisory committees to make recommendations as the need arises.

Section XII Amendments: Clarifies the procedure by which the Commission may adopt changes to these Rules of Procedure.

**Additional minor grammatical and style edits are documented in the redlined version of these Rules included in the members’ materials.*

RECOMMENDATION

Staff recommends that the Commission adopt these proposed revisions to the THEC Rules of Procedure.

**RULES OF PROCEDURE
OF THE
TENNESSEE HIGHER EDUCATION COMMISSION**

To carry out the purposes set forth in the Act which created it (being Chapter 179 of the Public Laws of Tennessee of 1967, hereinafter call the "Act"), the Tennessee Higher Education Commission hereby adopts the following Rules of Procedure:

**I
NAME**

The name of the Commission shall be the Tennessee Higher Education Commission (hereinafter called "tThe Commission").

**II
SCOPE OF AUTHORITYJURISDICTION**

It shall be the duty of the Commission on a continuing basis to study the use of public funds for higher education in Tennessee and to analyze programs and needs in the field of higher education. The Commission shall establish and ensure that all institutions of higher education in this state cooperatively provide for an integrated system of postsecondary education. The Commission shall guard against inappropriate and unnecessary conflict and duplication by promoting transferability of credits and easy access of information among institutions. The Commission shall in addition undertake such specific duties as may be directed by resolution of the General Assembly or as may be requested by the Governor.

The Commission's studies and recommendations shall encompass the programs and the authorities of the public universities, the community colleges, and the state's ~~technical institutes~~ colleges of applied technology. The Commission shall also consider Tennessee's private institutions of higher education in its continuous studies of the immediate and future needs of the state in the area of higher education. These studies shall consider the place of the private institutions in relation to the public institutions.

**III
PURPOSES**

The specific purposes and duties of the Commission shall be as outlined in the Act and its amendments.

IV MEMBERS

The Commission shall consist of ~~fifteen (15)~~~~nine~~ members. ~~to be appointed by the Governor.~~ The Governor shall appoint six (6) voting members, the Speaker of the Senate shall appoint one (1) voting member, the Speaker of the House of Representatives shall appoint one (1) voting member, and the speakers shall jointly appoint one (1) voting member.

In addition, the Governor shall appoint two (2) student members. One (1) student member shall be a voting member, and one (1) student member shall be a nonvoting member. The voting student membership shall be rotated between the student representing the University of Tennessee system and the student representing institutions that are not in the University of Tennessee system, it being the legislative intent that a student member serve one (1) year as a nonvoting member before becoming a voting member.

The Comptroller of the Treasury, the Secretary of State, and the State Treasurer shall serve as ex officio, voting members of the Commission. The Executive Director of the State Board of Education shall serve as an ex officio, nonvoting member of the Commission.

Except for ex officio members and student members, membership shall be for a six-year term. Members shall be eligible for reappointment.

As the appointing authorities appoint voting members, other than the student members, they shall appoint them so that the three (3) grand divisions of the state are represented equally. When the nine (9) voting members, other than the student member, have been appointed so that the three (3) grand divisions are represented equally, the appointing authorities, in filling vacancies, shall subsequently appoint a person from the grand division in which the member who previously filled the position resided. The appointing authorities shall strive to appoint members to the Commission in a manner that is representative of the diversity of the citizens of the state. ~~Membership shall be for a six-year term. The Comptroller of the Treasury, the Secretary of State and the State Treasurer shall serve as ex officio, voting members of the Commission. The Executive Director of the State Board of~~

~~Education shall serve as an ex-officio, non-voting member of the Commission. In addition, the Governor shall appoint two (2) student members. One (1) student member shall be a voting member and one (1) student shall be an ex-officio, non-voting member. The voting student membership shall be rotated between the student representing the University of Tennessee system and the student representing the Board of Regents system, it being the legislative intent that a student member serve one (1) year as a non-voting, ex-officio member before becoming a voting member.~~

~~Each congressional district in the state be represented by at least one member of the Commission. On April 26, 1988, the term shall be for six (6) years and as each current term expires, the successor appointee shall be appointed for a six-year term. In making appointments to the Commission, the Governor shall strive to ensure that at least one (1) person appointed to the Commission is sixty (60) years of age or older and that at least one (1) person appointed to the Commission is a member of a racial minority. Appointments made after January 1, 1995, shall alternate such that every other appointment of a new member to the Commission shall be a female until the membership of the Commission reflects the percentage of females in the population generally, after which the provisions of this sentence shall cease to be effective. Members shall be eligible for reappointment. At least one-third of the appointive members shall be members of the principal minority political party in the state.~~

~~Any Commission vacancy shall be filled by the appointment of the Governor. Any vacancy on the Commission shall be filled by appointment of the authority who originally made the appointment. Vacancies, except for expiration of term, shall be filled for the unexpired term only. The place of any Commission member shall be vacated at such time as the member ~~he~~ may cease to reside in the ~~congressional district~~ grand division in which he ~~or she~~ resided at the time of ~~his~~ the appointment. No Commission member shall be an elected or appointed official of the public institution of higher ~~learning~~ education in Tennessee while a Commission member. Members shall receive no compensation for their services.~~

V OFFICERS

The Commission officers shall consist of a chair, two vice-chairs, and a secretary, each elected by the Commission members from among their own number. The office of secretary may be combined with that of vice-chair. Officers shall be

elected at the summer Commission meeting, and the term of office of all officers shall be one year or until their successors are elected; and their duties shall be those ordinarily performed by such officers.

No member shall serve as chair in excess of three successive one-year terms, excluding the service of partial terms as chair due to vacancy or delay in the election of a successor.

Each ~~of the~~ vice-chair shall reside in one of the grand divisions of the state in which the chair and other vice chair do not reside.

VI EXECUTIVE COMMITTEE

The Executive Committee of the Commission shall consist of its officers. The Executive Committee shall have such powers as given through action of the Commission. In addition to the powers that have or may be granted to the Executive Committee through the action of the Commission, it is hereby specifically charged with the responsibility to review personnel matters; to review the policies, rules and regulations of the Commission; and to review and monitor the goals and objectives in the Commission's strategic plan (master plan).

VII EXECUTIVE DIRECTOR AND STAFF

The ~~Commission~~ Governor is empowered to employ an executive director, define the duties, and, within budgetary limitations, fix the compensation. The executive director shall serve at the pleasure of the ~~Commission members~~ Governor and must have such educational preparation and experience as will qualify the executive director, in the ~~Governor's~~ members' judgment, to understand and evaluate the problems and needs of the state's institutions of higher learning and to direct the studies of the Commission. The Executive Director shall be empowered to act for the Commission in the interims when the Commission is not in session. Within budgetary limitations and subject to the approval of the Commissioner of Human Resources ~~Personnel~~, the ~~Commission~~ executive director is empowered to employ such other professional and staff employees as may be appropriate for the efficient discharge of the Commission's ~~its~~ duties. ~~The executive director and other staff members may attend the Commission meetings, unless excluded upon motion.~~

VIII MEETINGS

The Commission shall hold regular meetings at least four times each year. It shall also meet at the call of the chairman, or the secretary, if said secretary receives the request in writing of at least three members of the Commission to call such meeting, on at least three days' written notice setting forth the time, place, and purpose of the meeting. An agenda for each regular meeting of the Commission will be prepared by the executive director with the approval of the chair setting forth, in outline, each matter of business to be conducted at the meeting. Such agenda shall be ~~mailed~~delivered to the members at least ten days before each meeting. Matters not on the agenda can be considered at the meeting only by vote of six members. Any meeting at which a quorum is not present may be adjourned from time to time until a quorum is present. Members shall be entitled to reimbursement for expenses incurred in attending meetings of the Commission of its committees, in conformity with regulations governing travel expenses of state officials.

IX MINUTES

Minutes shall be kept of all meetings of the Commission by or under the direction of the ~~secretary~~executive director, who will ~~mail~~deliver copies of the minutes of each meeting to all members promptly after such meeting is held, and shall be read (unless such reading is waived on motion) and approved~~ed~~ at the next succeeding meeting as the first order of business.

X QUORUM

A quorum of the Commission shall consist of seven members. All action shall be by vote of a majority of the members present and voting at a meeting at which a quorum is present. No proxies or mail or other absentee voting shall be permitted.

XI ADVISORY COMMITTEES

In addition to the Executive Committee authorized in Section VI of these Rules, Advisory Committees of the Commission may be appointed by the chair from among its members with the concurrence of the Commission members. Such committees shall make recommendations, but shall have no power to act ~~upon the~~ behalf of the Commission.

~~In addition to the Executive Committee authorized in Section VI of these Rules, there is authorized by the Commission three (3) additional standing committees of the Commission. They are:~~

- ~~(1) The Committee on Academic Affairs which shall be primarily responsible for recommending policy regarding the review of and creation of new programs; recommend policy regarding program termination recommendations to the governing boards; and to oversee the Academic Inventory Study;~~
- ~~(2) The Committee on Fiscal Affairs which shall be primarily responsible for recommending policy regarding formulae for funding the operational and capital needs of higher education; recommending policies regarding financial accountability measures; and overseeing the Cost Study and matters directly related to that study;~~
- ~~(3) The Committee on Outcomes and Performance which shall review performance funding; review and monitor the Challenge 2000 program; monitor the Commission's desegregation activities; and coordinate outcomes and performance activities with the Committees on Academic Affairs and Fiscal Affairs.~~

XII AMENDMENTS

These rules of procedure may be amended by motion made at any meeting of the Commission at which a quorum is present. An amended rule of procedure shall be effective and acted upon at the next succeeding meeting at which a quorum is present not less than two days thereafter; provided, however, that when a proposals to amend these rules of procedure in writing are submitted in writing to all members at least ten days before a regular meeting and such proposal is duly adopted by the Commission at that meeting, and may be acted upon the amended rules of procedure shall be effective at that regular meeting.

Approved: September 11, 1969
Revised: August 28, 1978
September 4, 1981
January 8, 1987
February 15, 1995
May 19, 1995
July 25, 1997
November 17, 2005
[July 27, 2017](#)

DATE: July 27, 2017

SUBJECT: Off-Campus Instruction at Community Colleges and Universities

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION

Pursuant to Tenn. Code Ann. § 49-7-202(q)(3) the Tennessee Higher Education Commission is to review and approve or disapprove all proposals for off-campus locations at public institutions. The purpose for establishing off-campus sites and centers is to expand access to higher education for Tennesseans. Recent legislative actions, including the Focus on College and University Success (FOCUS) Act of 2016, and changes in practice have necessitated revisions of the Off-Campus Instruction Policy.

PROPOSED POLICY REVISIONS

The Off-Campus Instruction policy is recommended to be split into two policies: Off-Campus Instruction at Community Colleges and Universities and Off-Campus Instruction at the Tennessee Colleges of Applied Technology (TCAT). In cases where a TCAT is considered a part of a Community College, as is the case with TCAT Chattanooga and Chattanooga State Community College, the joint institution will be considered under the Community Colleges and Universities Policy.

THEC plans to review the off-campus location inventory every three years. It may be recommended that locations with low enrollments be inactivated.

A1.4A Off-Campus Instruction at Community Colleges and Universities

The Off-Campus Instruction policy is recommended to be renamed Off-Campus Instruction at Community Colleges and Universities. The policy was last revised in July 2007 and outlines the Commission’s authority and requirements for review and approval of off-campus locations.

The proposed policy returns off-campus center approval to the Commission. The policy maintains delegated authority of off-campus site approval to the Executive Director. The proposed revisions exclude certain course offerings and locations from the policy; outline the review process for off-campus location requests (including an update to the early notification process for

off-campus centers); articulate expected communication and collaboration among institutions; and update THEC's monitoring processes for current locations.

RECOMMENDATION

Proposed revisions to the Off-Campus Instruction policies have been reviewed by academic affairs staff, the Office of the General Counsel, and applicable stakeholders, including institutions and governing boards. The policies are recommended for approval and adoption. Proposed changes will provide needed clarity on policy expectations and will improve data collection on off-campus offerings.

Section Title: Academic Policies
Policy Title: Off-Campus Instruction – Community Colleges and Universities
Policy Number: A 1.4A

1.4A.1A **Scope and Purpose.** Pursuant to T.C.A. §49-7-202(q)(3), the Tennessee Higher Education Commission (THEC) is to review and approve or disapprove all proposals for off-campus locations at public institutions, including the community colleges and universities.

The Commission will take action on proposed off-campus centers quarterly at Commission meetings. The Commission delegates the authority for review and approval of off-campus sites to the Executive Director. The Executive Director maintains the discretion to refer an off-campus site to the Commission for approval.

This policy fulfills the Commission's charge to develop policies and procedures for the purpose of reviewing and approving off-campus locations at community colleges and universities. In cases where a Tennessee College of Applied Technology (TCAT) is considered a part of a community college, as is the case with TCAT Chattanooga and Chattanooga State Community College, the joint institution will be considered under this policy.

1.4A.2A **Definitions.**

Off-Campus Center – An off-campus center is a location that is geographically apart from the main campus where students can enroll and complete academic programs. There must be a continuing administrative presence, evidenced by at least one full-time or part-time administrator housed on-site.

Off-Campus Site – An off-campus site is a physical space that is used to offer credit enrollment. Some examples of typical offerings at off-campus sites include: dual enrollment or dual credit offerings; workforce development opportunities; and short-term, specific instructional needs. An off-campus site does not offer all courses necessary to complete an academic program.

Academic Program – An academic program is one that culminates in a certificate (academic, technical, and/or graduate); associate's degree; bachelor's degree; and/or graduate degree (master's, professional, and/or doctorate). This is specific to programs and coursework offered where the students and instructor meet synchronously in the same place.

1.4A.3A Exclusions to the Off-Campus Instruction Policy. The following offerings and/or locations are excluded from this off-campus location policy:

- non-credit coursework;
- continuing education coursework;
- on-line offerings;
- study abroad coursework;
- clinical, practice, and student teaching locations; and
- correctional facilities.

1.4A.4A1 Locations Subject to Approval. Proposals for off-campus centers and off-campus sites will be subject to review and approval under this policy. Proposal formats appropriate to the requested action are available on the THEC website:

- Establish an Off-Campus Center.
- Establish an Off-Campus Site.

1.4A.4A2 Letter of Notification. A Letter of Notification (LON) informing THEC of a proposal to establish a new off-campus center is required at least 90 days in advance of any facilities acquisition, including lease execution and/or presentation to the State Building Commission or State Architect. In extenuating circumstances, the Executive Director maintains the discretion to review a LON within a shorter time period.

The LON must include signatures and approvals from the President of the institution and a system representative (where applicable). The establishment of off-campus centers must be consistent with and reference the most recently approved campus master plan and institutional mission profile approved by THEC. Upon review and approval by the Executive Director, the institution and system can move forward with the proposed off-campus center request.

1.4A.4A3 Criteria for Review of Off-Campus Centers. THEC considers the following criteria in order to maximize state resources in evaluating the establishment of off-campus center locations:

- **Needs Assessment** – supporting documentation of need for the new off-campus center that justifies institutional allocation/reallocation of state resources. The proposal must document community or industry support, describe the target population, and explain how this proposed center contributes to the state’s higher education completion agenda.

- **Sustainable Demand** – projected headcount and full-time equivalent enrollment in the location’s initial year and over the following four academic years.
- **Operational Costs and Revenues** – supporting documentation detailing program costs and revenues associated with the proposed location. Projected costs include but are not limited to items such as leasing agreements, square footage and renovated space, equipment, utilities, instructional resources, administrative and faculty salaries, and all other items deemed necessary by the Commission. Revenues include but are not limited to items such as tuition and fees, state appropriations, and sales and services.
- **Facilities** – Facilities planned or in place for the off-campus location should be appropriate for the enrollment and type of academic programs offered. In particular, facilities should meet the standards of SACSCOC, and other applicable accrediting and regulating agencies. Whenever the establishment or upgrading of a location requires substantially new facilities, which may or may not include a land purchase, the community should be willing to provide the site, access to all necessary utilities, highways, and access roads, and make a substantial contribution towards the initial planning and construction of the location. The leasing or acquisition of space or land is subject to approval by THEC and the State Building Commission; and must comply with current State laws set forth in Tennessee Code Annotated §§12-1-106, -107 or §§12-2-114, -115, State Building Commission policy, and THEC policy numbers F4.1 - Master Plans and F4.2 - Lease Space Funding and License Agreements.
- **Administration** – Plans for administration of the off-campus center should be appropriate for the enrollment and character of the academic programming offered.

1.4A.4A4

Commission Action. Proposed off-campus centers approved by the institution’s governing board and recommended by THEC staff will be presented to the Commission for action at the earliest possible scheduled meeting.

In keeping with SACSCOC principles and federal requirements for truth in-advertising, students may not enroll in any new off-campus center nor may any off-campus center be advertised by any public institution prior to approval by the Commission to implement.

1.4A.4A5

Criteria for Review of Off-Campus Sites. An off-campus site is a physical space that is used to offer credit enrollment. Some examples of typical offerings at off-campus sites include: dual

enrollment or dual credit offerings; workforce development opportunities; and short-term, specific instructional needs. The Commission considers the following criteria in order to maximize state resources in evaluating the creation and operation of off-campus sites:

- **Need** – supporting documentation of need for the new off-campus site that justifies institutional allocation/reallocation of state resources.
- **Demand** – projected headcount and full-time equivalent enrollment in the first semester and first year.
- **Operational Costs and External Support** – supporting documentation detailing operational costs associated with the proposed location, as well as a short narrative around any expenses and resources, including any cost sharing agreements with business or school systems.

1.4A.4A5 **Executive Director Review.** The Commission delegates the authority for review and approval of off-campus sites to the Executive Director. The Executive Director maintains discretion to refer an off-campus site request to the Commission for approval.

1.4A.5A1 **Major Changes to Off-Campus Centers.** Institutions must notify THEC of any major changes to the academic program offerings at an off-campus center, including:

- Adding new academic programs (see THEC Policy A1.5 – Academic Actions Notification)
- Extending existing academic programs (see THEC Policy A1.2 – Extension of Existing Academic Programs)
- Inactivating and/or terminating academic programs (see THEC Policy A1.5 – Academic Actions Notification)

1.4A.5A2 **Review of Off-Campus Locations.** THEC will monitor off-campus location enrollments every three years to determine that enrollments are continuous and to identify any potentially low-enrollment locations.

During this review, THEC will request all institutions operating off-campus locations to provide updates in the event of any major change in offerings (e.g., shifting the purpose of a center or site from training teachers to dual enrollment) or increases and/or decreases in enrollment of twenty-five percent or more. THEC reserves the right to have an institution submit a new request for an off-campus location code in the event of a major change in offerings.

1.4A.5A3 **Phase-Out and Closing of Off-Campus Locations.** THEC may recommend that an institution and/or governing board phase out and close off-campus locations that experience low enrollment over time. Institutions and/or governing boards will have an opportunity to provide a justification for the lack of enrollment and request that the location remain active until the next review period.

Institutions and/or governing boards should notify THEC of off-campus locations requiring inactivation every three years.

1.4A.6A **No Unnecessary Duplication and Service Area.** THEC will not approve the establishment of an off-campus location if the proposed delivery of instructional services could reasonably occur through existing institutions or other off-campus centers.

It is expected that the Tennessee Board of Regents and the University of Tennessee will resolve any service area conflicts between the institutions in their respective systems prior to submission of the off-campus location request to THEC.

An institution contemplating the creation of any new off-campus offering, specifically dual enrollment, within the region of another institution's main campus or off-campus center shall communicate its proposal to the impacted institution(s) in writing prior to the submission of the proposal to THEC. Impacted institutions will have 10 calendar days to review and provide feedback to the requesting institution. Requesting institutions shall document any communications and agreements with impacted institutions in the off-campus request to THEC. Impacted institutions should also submit any unresolved objections to the proposed off-campus offering to the Executive Director.

The THEC Academic Program Inventory provides the initial indication of duplication or undue proliferation of programs in the state.

1.4A.7A Policy will be reviewed every three years unless changes in off-campus location requirements are warranted.

Sources: THEC Meetings: April 22, 1988; November 14, 2002; July 26, 2007; and July 27, 2017.

DATE: July 27, 2017

SUBJECT: Off-Campus Instruction at Tennessee Colleges of Applied Technology

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION

Pursuant to Tenn. Code Ann. § 49-7-202(q)(3) the Tennessee Higher Education Commission is to review and approve or disapprove all proposals for off-campus locations at public institutions. The purpose for establishing off-campus sites and centers is to expand access to higher education for Tennesseans. Recent legislative actions, including the Focus on College and University Success (FOCUS) Act of 2016, and changes in practice have necessitated revisions of the Off-Campus Instruction Policy.

PROPOSED POLICY REVISIONS

The Off-Campus Instruction policy is recommended to be split into two policies: Off-Campus Instruction at Community Colleges and Universities and Off-Campus Instruction at the Tennessee Colleges of Applied Technology (TCAT). In cases where a TCAT is considered a part of a Community College, as is the case with TCAT Chattanooga and Chattanooga State Community College, the joint institution will be considered under the Community Colleges and Universities Policy.

THEC plans to review the off-campus location inventory every three years. It may be recommended that locations with low enrollments be inactivated.

A1.4B Off-Campus Instruction at Tennessee Colleges of Applied Technology

The creation of a TCAT-specific policy will allow for the unique off-campus functions at TCATs to be recognized and will align more closely with the designations used by Council on Occupational Education, the accrediting body for twenty-six of the TCATs. There are four possible off-campus designations for TCATs: instructional service center, extension campus, branch campus, and site. This policy is specific to off-campus locations offering coursework for credit towards a diploma.

Need for the proposed location, demand, operational costs/revenues, and facilities plans will be considered as part of the review process for the instructional service center, extension campus, and branch campus locations. A modified version of this review is in place for sites. It is expected that Tennessee Board of Regents will resolve any intra-institutional conflicts prior to submission to the Commission.

RECOMMENDATION

Proposed revisions to the Off-Campus Instruction policies have been reviewed by academic affairs staff, the Office of the General Counsel, and applicable stakeholders, including institutions and governing boards. The policies are recommended for approval and adoption. Proposed changes will provide needed clarity on policy expectations and will improve data collection on off-campus offerings.

Section Title: Academic Policies
Policy Title: Off-Campus Instruction – Tennessee Colleges of Applied Technology
Policy Number: A 1.4B

1.4B.1A **Scope and Purpose.** Pursuant to T.C.A. §49-7-202(q)(3), the Tennessee Higher Education Commission (THEC) is to review and approve or disapprove all proposals for off-campus locations at public institutions, including the Tennessee Colleges of Applied Technology (TCATs). The Commission grants the authority for review and approval to the Executive Director. The Executive Director maintains the discretion to refer an off-campus location to the Commission for approval.

This policy fulfills the Commission’s charge to develop policies and procedures for the purpose of reviewing and approving off-campus locations at the TCATs. This policy is specific to locations offering diploma credit. The policy will adhere to the Council on Occupational Education (COE) definitions as it relates to off-campus instruction. The COE is the accrediting body for the TCATs. In cases where a TCAT is considered a part of a Community College, as is the case with TCAT Chattanooga and Chattanooga State Community College, the joint institution will be considered under the Off-Campus Instruction - Community Colleges and Universities Policy (A 1.4A).

1.4B.2A **Definitions.**

Diploma Credit – This policy is only applicable to off-campus locations that are offering coursework for credit towards a diploma.

Instructional Service Center, as defined by COE, “is a temporary or permanent training location that serves employers and the public for the delivery of programs or portions of programs to meet a critical or sustained need. The occupational program at an instructional service center must be under the direct control of the main campus and located within the geographic service area designated by the governing board of the institution. Appropriate student services must be available on-site, and the full range of services will be made accessible to participating students at the main campus”.

Extension Campus, as defined by COE, “is a subordinate site, not a main campus, and is located within a fifty-mile radius of the main campus. Direct supervision and control are provided from the main

campus, and the staff is limited primarily to instructors and support staff. All programs of an extension must meet the educational requirements of the main campus and comply with its operational policies”.

Branch Campus, as defined by COE, “is a subordinate site, not a main campus, operating under the supervision of a full-time, on-site, local administrator who reports to the chief administrative officer at the main campus. The branch must meet all educational requirements and comply with the operational policies of the main campus”.

Sites – An off-campus site is a physical space that is generally used to offer credit enrollment. Some examples of typical offerings at off-campus sites include: dual enrollment or dual credit offerings; workforce development opportunities; and short-term, specific instructional needs.

1.4B.3A1

Locations Subject to Approval. Proposals for instructional service centers, extension campuses, branch campuses, and off-campus sites will be subject to review and approval under this policy. Proposal formats appropriate to the requested action are available on the THEC website:

- Establish an Off-Campus Instructional Service Center, Extension Campus, and/or Branch Campus.
- Establish an Off-Campus site.

1.4B.3A2

Criteria for Review of Instructional Service Center, Extension Campus, and Branch Campus. THEC considers the following criteria, in order to maximize state resources, in evaluating the establishment of an off-campus Instructional Service Center, Extension Campus and/or Branch Campus locations at TCATs:

- **Needs Assessment** – supporting documentation of need for the new off-campus location that justifies institutional allocation/reallocation of state resources.
- **Sustainable Demand** – supporting documentation of anticipated enrollment in the location’s initial year and over the following four academic years.
- **Operational Costs and Revenues** – supporting documentation detailing program costs and revenues associated with the proposed location. Projected costs include but are not limited to items such as leasing agreements, square footage and

renovated space, equipment, utilities, instructional resources, faculty salaries, and all other items deemed necessary by the Commission. Revenues include but are not limited to items such as tuition and fees, state appropriations, and sales and services.

- **Facilities** – Facilities planned or in place for the off-campus location should be appropriate for the enrollment and character of programs offered. In particular, facilities should meet the standards of the Council on Occupational Education, and other applicable accrediting and regulating agencies. Whenever the establishment or upgrading of a location requires substantially new facilities, which may or may not include a land purchase, the community should be willing to provide the site, the access to all necessary utilities, highways, and access roads, and make a substantial contribution towards the initial planning and construction of the location. The leasing or acquisition of space or land is subject to approval by THEC and the State Building Commission; and must comply with current State laws set forth in Tenn. Code Ann. §§ 12-1-106, -107 or 12-2-114, -115, State Building Commission policy, and THEC policy numbers F4.1 - Master Plans and F4.2 - Lease Space Funding and License Agreements.

1.4B.3A3

Criteria for Review of Off-Campus Sites. An off-campus site is a physical space that is generally used to offer credit enrollment. Some examples of typical offerings at off-campus sites include: dual enrollment or dual credit offerings; workforce development opportunities; and short-term, specific instructional needs. The Commission considers the following criteria in order to maximize state resources in evaluating the creation and operation of off-campus sites:

- **Need** – supporting documentation of need for the new off-campus site that justifies institutional allocation/reallocation of state resources.
- **Demand** – supporting documentation of anticipated enrollment at the location.
- **Operational Costs and External Support** – supporting documentation detailing program costs associated with the proposed location, as well as a short narrative around any shared expenses and resources.

1.4B.4A1

Review of Off-Campus Locations. THEC will monitor off-campus location enrollments every three years to determine that enrollments are continuous and to identify any potentially low-

enrollment locations.

- 1.4B.4A2** **Phase-Out and Closing of Off-Campus Locations.** THEC may recommend to the Tennessee Board of Regents (TBR) the phase out and closure of off-campus locations that experience low enrollment over time. TBR and TCATs will have an opportunity to provide a justification for the lack of enrollment and request that the location remain active until the next review period. TBR and TCATs should notify THEC of off-campus locations requiring inactivation every three years.
- 1.4B.5A1** **No Unnecessary Duplication.** THEC will not approve the establishment of an off-campus location or site if the proposed delivery of instructional services could reasonably occur through existing TCATs or other off-campus locations.
- 1.4B.5A2** **Service Area.** If a proposed off-campus location is in the service area of another institution, it is expected that TCATs will communicate with relevant institutions to coordinate off-campus offerings. TBR will resolve any service area conflicts between TCATs and community colleges prior to submission of the off-campus location request to the Commission.
- 1.4B.6A** Policy will be reviewed every three years unless changes in off-campus location requirements are warranted.

Sources: THEC Meetings: July 27, 2017.

DATE: July 27, 2017

SUBJECT: Tennessee Reconnect Update

ACTION RECOMMENDED: Information

On May 24, 2017, Governor Bill Haslam signed the Tennessee Reconnect Act into law. Through the Tennessee Reconnect Act, adults in Tennessee will be eligible to attend community college tuition-free beginning in Fall 2018. THEC/TSAC have been collaborating with the Governor's Office, the Tennessee Board of Regents, the Tennessee Reconnect Communities, and other partners to develop an implementation plan.

Staff will provide an update on the plans made to-date regarding implementation of the Tennessee Reconnect Act.

DATE: July 27, 2017

SUBJECT: Higher Education/THEC Salary Survey

ACTION RECOMMENDED: Information

Review of THEC/TSAC salary survey as it relates to comparable compensation at higher education systems and other state agencies.