



## **AUDIT & BUSINESS COMMITTEE**

**June 25, 2026**

**Roaden University Center, Room 282**

### **AGENDA**

- I. Call to Order
- II. Approval of Minutes
- III. FY2025-26 Estimated and FY2026-27 Proposed Budget
- IV. Capital Budget FY2027-28
- V. Tuition and Mandatory Fees
- VI. President Emeritus Contract
- VII. TTU Policy 511.1 (Fee Charges, Refunds, and Fee Adjustments)
- VIII. TTU Policy 570 (Methods and Processes of Procurement, Contracts, and Agreements)
- IX. TTU Policy 650 (Disciplinary Action)
- X. Faculty Promotions
- XI. Tenure Recommendations
- XII. Adjournment of Open Session and Call to Order of Non-Public Executive Session to Discuss Audits, Investigations, Litigation, and Matters Deemed Not Subject to Public Inspection Pursuant to T.C.A. § 4-35-108(b)(1)-(3)
- XIII. Adjournment



## **AUDIT & BUSINESS COMMITTEE**

**March 12, 2026**

**Roaden University Center, Room 282**

### **MINUTES**

Meeting was streamed live via link found on this web page:

<https://www.tntech.edu/board/meetings/>

#### **AGENDA ITEM 1 – Call to Order**

The Tennessee Tech Board of Trustees Audit & Business Committee met on March 12, 2026, in Roaden University Center Room 282. Chair Thomas Jones was absent; therefore, Board Chair Rhedona Rose acted as Chair of the Audit & Business Committee for this meeting as allowed per Policy 005, Board Committees and called the meeting to order at 10:14 a.m.

Chair Rose asked Mr. Lee Wray, Secretary, to call the roll. The following members were present:

- Rhedona Rose
- Thomas Lynn
- Barry Wilmore

Other board members also in attendance were Fred Lowery, Trudy Harper, Michael Allen, Teresa Chasteen-Dunn, Allen Foster, Garry McNabb, Camron Rudd, and Braxton Westbrook. A quorum was physically present. Tennessee Tech faculty, staff, and members of the public were also in attendance.

#### **AGENDA ITEM 2 – Approval of Minutes**

Chair Rose asked for approval of the minutes of the December 4, 2025, Audit & Business Committee meeting. Chair Rose asked if there were questions or comments regarding the minutes. There being none, Mr. Wilmore moved to recommend approval of the December 4, 2025, Audit & Business Committee minutes. Mr. Lynn seconded the motion. Mr. Wray called a roll call vote. The motion carried unanimously.

**AGENDA ITEM 3 – Update on Governor’s Budget**

Dr. Stinson advised the capital outlay portion did not include funding for the requested Life Science Building or Social Science Building. The maintenance portion of the Governor’s recommendation included funding for utility infrastructure upgrades phase one and multiple buildings’ elevator upgrades phase two.

State appropriations have been readjusted according to outcomes. This year, LGIs lost a significant amount of money to the University of Tennessee due to their outcome points.

The operating budget recommendations included funding for salary pool and group health insurance. The budget also included non-recurring funding for Governor’s Academies for Next-Gen Nuclear & Cybersecurity Education.

This was an informational item therefore no action was required.

**AGENDA ITEM 4 – Tuition & Mandatory Fees**

Dr. Stinson provided examples of tuition increase estimates that ranged from 2.5%-6.5% to illustrate the estimated revenues generated and cost to students per semester including mandatory fee increase.

This was an informational item therefore no action was required.

**AGENDA ITEM 5 – Compensation Plan**

Dr. Stinson provided information on the proposed compensation plan. The proposed compensation plan included:

1.5% to 2% pool for recurring salary increases effective September 1, 2026, pending approval of Governor’s FY2026-27 budget.

- Employees with satisfactory or better evaluation are eligible for raise.
- Employees who are on or were on a Performance Improvement Plan (clerical & staff) or Performance Enhancement Plan (faculty) for FY2026 are ineligible.
- Employees hired on or before 03/01/2026 and still employed on 9/1/2026 are eligible.
- Minimum award of 1% to maximum award of 5%

Mr. Lynn moved to approve the compensation plan as presented above and place it on the Board’s regular agenda. Mr. Wilmore seconded the motion. Mr. Wray took a roll call vote. The motion carried unanimously.

**AGENDA ITEM 6 – FY2025 State Audit**

Dr. Stinson advised for fiscal year ending June 30, 2025, the university financial statements received an unmodified opinion. The report did not contain any findings.

This was an informational item therefore no action was required.

**AGENDA ITEM 7 – Talon Demonstration**

Dr. Stinson provided the Board with a demonstration of the Talon Enterprise Resource Planning (ERP) system. A video was presented to show an overview of the project’s current state and planned future state. The video showed how the system will support the organization’s strategic and operational objectives.

This was an informational item therefore no action was required.

**AGENDA ITEM 8 – Notice of Responsibilities for Preventing, Detecting, and Reporting Fraud, Waste, and Abuse**

Amy Wilegus advised that state law requires the Audit Committee to formally reiterate on a regular basis to the Board, Management and Staff their responsibilities for preventing, detecting, and reporting fraud, waste, and abuse. Accordingly, a Notice of Responsibilities was provided in Diligent for the trustees to review.

No action required on this item.

**AGENDA ITEM 9 – Internal Audit Plan Review**

Amy Wilegus advised State law requires a quarterly update of Internal Audit work. The report is updated throughout the year in response to emerging and changing risks. The report was provided in Diligent.

This was an informational item therefore no action was required.

**AGENDA ITEM 10 – Enterprise Risk Management**

Amy Wilegus presented the proposed transition of Enterprise Risk Management responsibilities to the Office of Internal Audit.

Mr. Wilmore moved to approve the proposed transition of Enterprise Risk Management responsibilities. Mr. Lynn seconded the motion. Mr. Wray took a roll call vote. The motion carried unanimously. This item did not require full board approval.

**AGENDA ITEM 12 – Adjournment of Open Session & Call to Order on Non-Public Executive Session**

There being no further business, the meeting adjourned at 11:15 a.m. After a short break, the Non-Public Executive Session began at 11:25 a.m. Trustees and Administration were present for the meeting.

**AGENDA ITEM 13 – Adjournment**

There being no further business, the Non-Public Executive Session adjourned at 11:51 p.m.

Approved,

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Lee Wray, Secretary



## Agenda Item Summary

**Date:** June 25, 2026

**Agenda Item:** FY2025-26 Estimated & FY2026-27 Proposed Budget

Review

Action

No action required

**PRESENTER(S):** Claire Stinson, Sr. Vice President Planning & Finance

**PURPOSE & KEY POINTS:** Review recommendation and approval of Tennessee Tech’s FY2025-26 Estimated and FY2026-27 Proposed Budgets and university organizational chart.

Estimated Budget is the final budget for fiscal year 2025-26. This budget is an estimate of how resources will be collected and expended for the year and will closely compare to our financial statements prepared at end-of-year. The Proposed Budget for fiscal year 2026-27 is our operating plan to begin the new fiscal year. The Proposed Budget is revised in October of each year (Revised Budget) to reflect fall semester enrollments and changes in revenue resulting from the Board of Trustee approval of tuition and fee rate effective in FY27 and other changes that may have occurred. The Revised Budget is approved by the Board of Trustees at their December meeting.

Both the Estimated Budget and the Proposed Budget include budget line items for Educational & General (E&G) revenues and expenses for the University’s major operations, and Auxiliary Enterprise revenues and expenses. These budgets also include mandatory transfers which are resources set aside to service debt for the fiscal year. Non-mandatory transfers included in the budget are resources transferred to reserves and plant funds at the University’s discretion.

## TTU Budget Summary and Budget Analysis Documents

The complete Budget Summary and Budget Analysis documents can be viewed on the Budgeting, Planning, Reporting and Analysis website at:

Direct Link to document – **Summary:**

[https://www.tntech.edu/businessoffice/pdf/budget/Budget\\_Summary\\_July\\_FY2026-27.pdf](https://www.tntech.edu/businessoffice/pdf/budget/Budget_Summary_July_FY2026-27.pdf)

Direct Link to document – **Analysis:**

[chromeextension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.tntech.edu/businessoffice/pdf/budget/Budget\\_Analysis\\_Forms\\_July\\_FY2026-27.pdf](chromeextension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.tntech.edu/businessoffice/pdf/budget/Budget_Analysis_Forms_July_FY2026-27.pdf)

**Historical Budget documents (FY2011 through FY2026):**

Budget **Summary:** <https://www.tntech.edu/businessoffice/bpra/budgetary-info.php>

Budget **Analysis:** <https://www.tntech.edu/businessoffice/bpra/budgetary-info.php>



**Tennessee Tech University**  
**Summary of Unrestricted Current Funds Available and Applied**  
**Budget FY 2026-27**

	Final Actual FY 2024-25	Revised Budget FY 2025-26	Estimated Budget FY 2025-26	% Change Over Actual	Proposed Budget FY 2026-27	% Change Over Actual
<b>Unrestricted Current Fund Balances at Beginning of Period</b>						
Special Allocations	36,512,591	42,923,074	42,923,074	-	6,994,629	-1
Allocation for Encumbrances	674,521	536,106	536,106	-	-	-1
Allocation for Working Capital	4,101,897	4,969,272	4,969,272	-	4,969,272	-
Unallocated Balance	-1,703,851	-2,935,490	-2,935,490	1	-	-1
<b>Total Unrestricted Current Fund Balances</b>	<b>\$39,585,158</b>	<b>\$45,492,962</b>	<b>\$45,492,962</b>	0.1	<b>\$11,963,901</b>	<b>-0.7</b>
<b>Revenues</b>						
<b>Education and General</b>						
Student Tuition and Fees - B51000	116,004,067	120,787,866	125,221,119	0.1	125,221,119	0.1
Federal Grants and Contracts - C53000	3,479,418	2,702,836	2,702,836	-0.2	3,314,436	-
State Grants and Contracts - C54000	542,698	319,400	319,400	-0.4	360,000	-0.3
Local Grants and Contracts - C55000	31,911	200	200	-1.0	40,000	0.3
Private Grants and Contracts - C56000	108,997	42,000	42,000	-0.6	50,000	-0.5
Private Gifts - C57010	25,775	-	-	-1.0	-	-1.0
Sales and Services of Educational Activities - C58100	1,749,719	1,191,876	1,209,940	-0.3	1,191,360	-0.3
Sales and Services of Other Activities - C58860	10,976,636	9,458,819	9,713,993	-0.1	9,097,332	-0.2
Auxiliary Enterprises - B59000	3,674	-	-	-1.0	-	-1.0
Other Sources - C59810	176,477	83,700	83,700	-0.5	30,000	-0.8
State Appropriations - C52000	88,595,000	89,970,600	89,970,600	-	95,762,600	0.1
Investment Income - C58800	10,911,678	1,036,000	1,036,000	-0.9	1,036,000	-0.9
Other Nonoperating Revenue - C58850	290,873	177,750	174,733	-0.4	174,733	-0.4
<b>Total Education and General</b>	<b>\$232,896,924</b>	<b>\$225,771,047</b>	<b>\$230,474,521</b>	-	<b>\$236,277,580</b>	-
<b>Sales and Services of Aux Enterprises</b>						
Sales and Services of Other Activities - C58860	2,377	-	-	-1.0	-	-1.0
Auxiliary Enterprises - B59000	24,041,366	22,357,424	22,431,307	-0.1	22,431,307	-0.1
Other Sources - C59810	-	46,750	46,750	-	46,750	-
Investment Income - C58800	11,515	-	-	-1.0	-	-1.0
<b>Total Revenues</b>	<b>\$256,952,182</b>	<b>\$248,175,221</b>	<b>\$252,952,578</b>	<b>-2.1</b>	<b>\$258,755,637</b>	<b>-2.1</b>
<b>Expenditures and Transfers</b>						
<b>Education and General</b>						
Instruction - B20	82,355,119	100,881,868	98,360,296	0.2	94,200,126	0.1
Research - B25	4,332,820	11,036,700	12,440,585	1.9	7,669,963	0.8
Public Service - B30	2,759,660	4,042,497	3,923,460	0.4	3,399,826	0.2
Academic Support - B35	18,128,921	21,724,118	21,953,462	0.2	20,044,372	0.1



**Tennessee Tech University**  
**Summary of Unrestricted Current Funds Available and Applied**  
**Budget FY 2026-27**

	Final Actual FY 2024-25	Revised Budget FY 2025-26	Estimated Budget FY 2025-26	% Change Over Actual	Proposed Budget FY 2026-27	% Change Over Actual
Institutional Support - B45	19,597,256	22,651,866	23,036,399	0.2	22,492,710	0.1
Operations and Maintenance - B50	18,187,971	23,793,367	23,660,974	0.3	21,986,704	0.2
Student Services - B52	27,617,191	34,034,333	35,289,461	0.3	28,624,781	-
Scholarships and Fellowships - B55	24,216,093	27,017,910	27,384,899	0.1	26,249,522	0.1
<b>Total Education and General</b>	<b>\$197,195,033</b>	<b>\$245,182,659</b>	<b>\$246,049,536</b>	<b>0.2</b>	<b>\$224,668,004</b>	<b>0.1</b>
<b>Mandatory Transfers for:</b>						
Transfers to Retirement of Indebtedness - E81100	3,575,451	3,676,682	3,676,682	-	3,676,682	-
<b>Total Mandatory Transfers</b>	<b>\$3,575,451</b>	<b>\$3,676,682</b>	<b>\$3,676,682</b>	<b>-</b>	<b>\$3,676,682</b>	<b>-</b>
<b>Non-Mandatory Transfers for:</b>						
Transfers to Unexpended Plant - E82100	11,623,426	5,094,202	6,699,696	-0.4	4,633,517	-0.6
Transfers to Renew and Replace - E82200	12,629,223	7,165,934	8,579,413	-0.3	2,272,430	-0.8
Transfers to Other Funds - E82300	962,453	845,250	1,568,805	0.6	940,491	-
Transfers from Unexpended Plant - E82400	-	-	-	-	-	-
<b>Total Non-Mandatory Transfers</b>	<b>\$25,215,102</b>	<b>\$13,105,386</b>	<b>\$16,847,914</b>	<b>-0.3</b>	<b>\$7,846,438</b>	<b>-0.7</b>
<b>Total Education and General</b>	<b>\$225,985,585</b>	<b>\$261,964,727</b>	<b>\$266,574,132</b>	<b>0.2</b>	<b>\$236,191,124</b>	<b>-</b>
<b>Auxiliary Enterprises Expenditures</b>						
Auxiliary Enterprises - B86	10,985,476	11,499,254	11,317,056	-	11,137,441	-
<b>Total Auxiliary Expenditures</b>	<b>\$10,985,476</b>	<b>\$11,499,254</b>	<b>\$11,317,056</b>	<b>-</b>	<b>\$11,137,441</b>	<b>-</b>
<b>Mandatory Transfers for:</b>						
Transfers to Retirement of Indebtedness - E81100	6,492,320	7,032,159	7,032,159	0.1	7,032,159	0.1
<b>Total Mandatory Transfers</b>	<b>\$6,492,320</b>	<b>\$7,032,159</b>	<b>\$7,032,159</b>	<b>0.1</b>	<b>\$7,032,159</b>	<b>0.1</b>
<b>Non-Mandatory Transfers for:</b>						
Transfers to Unexpended Plant - E82100	50,188	-	-	-1.0	-	-1.0
Transfers to Renew and Replace - E82200	6,500,303	1,292,683	1,545,070	-0.8	4,308,637	-0.3
Transfers from Unexpended Plant - E82400	(2,941)	-	-	-1.0	-	-1.0
<b>Total Non-Mandatory Transfers</b>	<b>\$6,547,550</b>	<b>\$1,292,683</b>	<b>\$1,545,070</b>	<b>-0.8</b>	<b>\$4,308,637</b>	<b>-0.3</b>
<b>Total Auxiliary Enterprises</b>	<b>\$24,025,346</b>	<b>\$19,824,096</b>	<b>\$19,894,285</b>	<b>-0.2</b>	<b>\$22,478,237</b>	<b>-0.1</b>
<b>Total Expenditures and Transfers</b>	<b>\$250,010,931</b>	<b>\$281,788,823</b>	<b>\$286,468,417</b>	<b>0.1</b>	<b>\$258,669,361</b>	<b>-</b>

Other



**Tennessee Tech University**  
**Summary of Unrestricted Current Funds Available and Applied**  
**Budget FY 2026-27**

	Final Actual FY 2024-25	Revised Budget FY 2025-26	Estimated Budget FY 2025-26	% Change Over Actual	Proposed Budget FY 2026-27	% Change Over Actual
<b>Unrestricted Current Fund Balances at End of Period</b>						
Special Allocations	42,923,074	6,910,088	7,007,851	-1	7,081,085	-1
Allocation for Encumbrances	536,105	-	-	-1	-	-1
Allocation for Working Capital	4,969,272	4,969,272	4,969,272	-	4,969,272	-
Unallocated Balance	-2,935,490	-	-	-1	-	-1
<b>Total Unrestricted Current Fund Balances</b>	<b>\$45,492,961</b>	<b>\$11,879,360</b>	<b>\$11,977,123</b>	<b>-0.7</b>	<b>\$12,050,357</b>	<b>-0.7</b>

**E&G Revenues - Current Estimate FY2025-26 and Proposed Budget FY2026-27**

	Current Estimate FY2025-26		Proposed Budget FY2026-27		% Change Over Current Estimate
Tuition and Fees	\$	125,221,119	\$	125,221,119	0.00%
State Appropriations	\$	89,970,600	\$	95,762,600	6.44%
Contracts and IDC	\$	3,064,436	\$	3,764,436	22.84%
Sales and Services	\$	1,209,940	\$	1,191,360	-1.54%
Other Activities	\$	3,874,305	\$	3,761,944	-2.90%
Athletics (incl. student fee)	\$	7,134,121	\$	6,576,121	-7.82%
<b>Total Revenues</b>	<b>\$</b>	<b>230,474,521</b>	<b>\$</b>	<b>236,277,580</b>	<b>2.52%</b>

**E&G Expenses by Budget Category - Current Estimate FY2025-26 and Proposed Budget FY2026-27**

	Current Estimate FY2025-26		Proposed Budget FY2026-27		% Change Over Current Estimate
Instruction	\$	98,360,296	\$	94,200,126	-4.23%
Research	\$	12,440,585	\$	7,669,963	-38.35%
Public Service	\$	3,923,460	\$	3,399,826	-13.35%
Academic Support	\$	21,953,462	\$	20,044,372	-8.70%
Student Services	\$	35,289,461	\$	28,624,781	-18.89%
Institutional Support	\$	23,036,399	\$	22,492,710	-2.36%
Oper. & Maint. of Plant	\$	23,660,974	\$	21,986,704	-7.08%
Scholarships & Fellowships	\$	27,384,899	\$	26,249,522	-4.15%
<b>Total Expenses</b>	<b>\$</b>	<b>246,049,536</b>	<b>\$</b>	<b>224,668,004</b>	<b>-8.69%</b>

**E&G Expenses by Natural Classification - Current Estimate FY2025-26 and Proposed Budget FY2026-27**

	Current Estimate FY2025-26		Proposed Budget FY2026-27		% Change Over Current Estimate
Salaries and Wages	\$	107,596,770	\$	107,916,217	0.30%
Fringe Benefits	\$	41,140,634	\$	43,051,602	4.64%
Travel	\$	3,306,361	\$	2,286,070	-30.86%
Operating & Utilities	\$	66,144,417	\$	44,928,093	-32.08%
Scholarships & Fellowships	\$	27,469,456	\$	26,249,522	-4.44%
Capital	\$	391,898	\$	236,500	-39.65%
<b>Total Expenses</b>	<b>\$</b>	<b>246,049,536</b>	<b>\$</b>	<b>224,668,004</b>	<b>-8.69%</b>

**E&G Unrestricted Budget Summary - Current Estimate FY2025-26 and Proposed Budget FY2026-27**

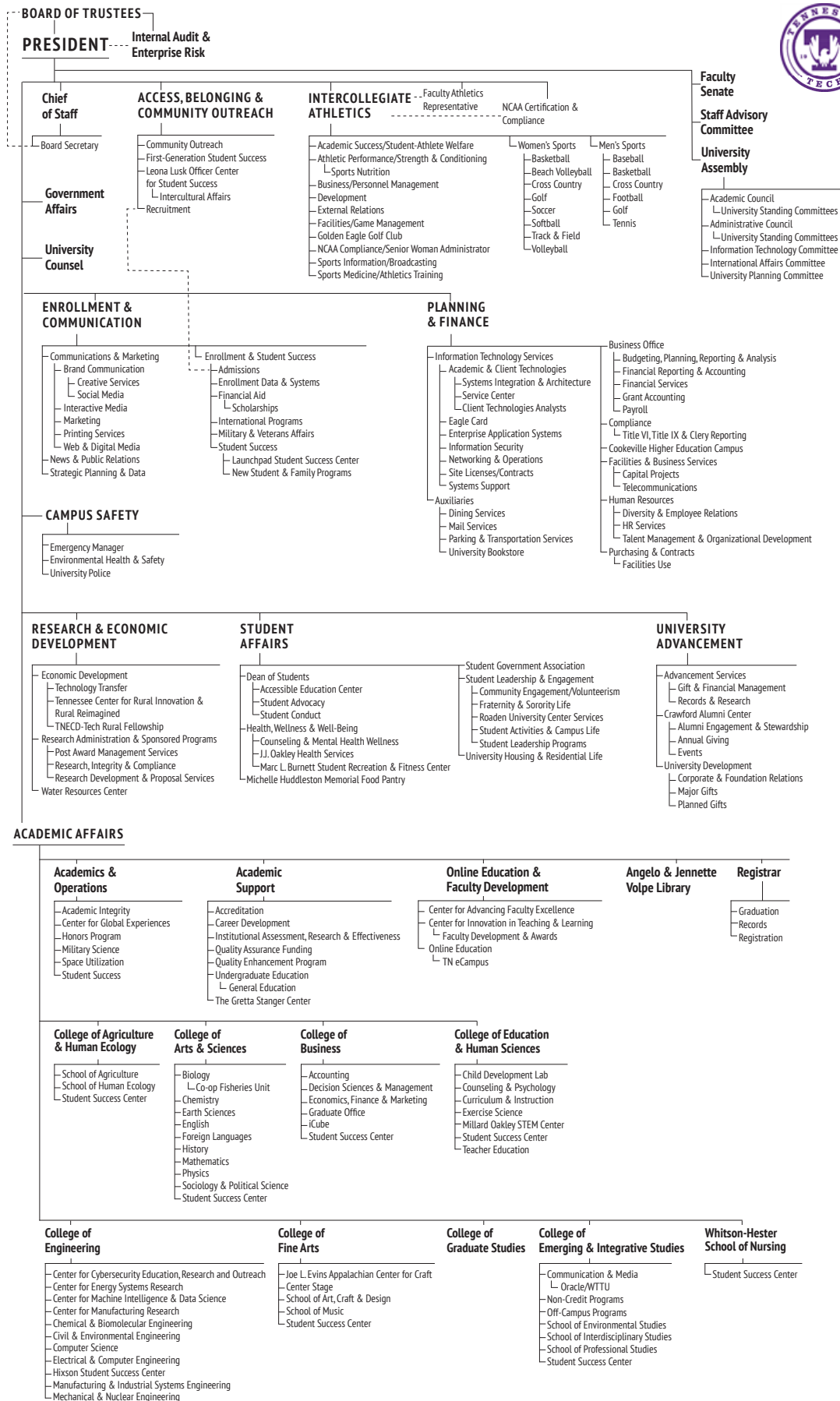
	Current Estimate FY2025-26		Proposed Budget FY2026-27		% Change Over Current Estimate
Beginning Fund Balance	\$	44,314,016	\$	8,201,181	-81.49%
E&G Revenues	\$	220,104,200	\$	220,766,400	0.30%
E&G Expenses	\$	226,665,800	\$	206,830,800	-8.75%
Mandatory Transfers	\$	3,676,700	\$	3,676,700	0.00%
Non-mandatory Transfers	\$	20,106,000	\$	10,249,600	-49.02%
<b>Ending Fund Balance</b>	<b>\$</b>	<b>13,969,716</b>	<b>\$</b>	<b>8,210,481</b>	<b>-41.23%</b>

**Auxiliary Budget Summary - Current Estimate FY2025-26 and Proposed Budget FY2026-27**

	Current Estimate FY2025-26		Proposed Budget FY2026-27		% Change Over Current Estimate
Beginning Fund Balance	\$	1,179,045	\$	3,762,817	219.14%
Aux Revenues	\$	22,039,900	\$	22,039,900	0.00%
Aux Expenses	\$	11,857,300	\$	11,243,600	-5.18%
Mandatory Transfers	\$	7,032,200	\$	7,032,200	0.00%
Non-mandatory Transfers	\$	1,546,500	\$	3,724,500	140.83%
<b>Ending Fund Balance</b>	<b>\$</b>	<b>2,782,945</b>	<b>\$</b>	<b>3,802,417</b>	<b>36.63%</b>

**TOTAL Budget Summary - Current Estimate FY2025-26 and Proposed Budget FY2026-27**

	Current Estimate FY2025-26		Proposed Budget FY2026-27		% Change Over Current Estimate
Beginning Fund Balance	\$	45,493,061	\$	11,963,998	-73.70%
Total Revenues	\$	242,144,100	\$	242,806,300	0.27%
Total Expenses	\$	238,523,100	\$	218,074,400	-8.57%
Mandatory Transfers	\$	10,708,900	\$	10,708,900	0.00%
Non-mandatory Transfers	\$	21,652,500	\$	13,974,100	-35.46%
<b>Ending Fund Balance</b>	<b>\$</b>	<b>16,752,661</b>	<b>\$</b>	<b>12,012,898</b>	<b>-28.29%</b>





## Office of the President

**TENNESSEE TECH**

May 21, 2026

Submitting on behalf of Tennessee Tech University (TTU) a crosswalk of organizational changes/updates with a proposed implementation date of July 1, 2026, as follows:

### Academic Affairs

- College of Engineering:
  - Remove General & Industrial Engineering
  - Rename the name of Manufacturing & Engineering Technology to Manufacturing & Industrial Systems Engineering
  - Rename the name of Chemical Engineering to Chemical & Biomolecular Engineering

### Access, Belonging & Community Outreach

- Add First Generation Student Success
- Add Leona Lusk Officer Center for Student Success
- Add Intercultural Affairs under Leona Lusk Officer Center for Student Success
- Remove Student, Faculty & Staff Recruitment & Retention
- Remove Training & Campus Climate Assessment
- Rename Recruitment Specialist to Recruitment

### Athletics:

- Separate out External Relations/Facilities/Game Management to two areas External Relations and Facilities/Game Management

### Campus Safety:

- Add Environmental Health & Safety
- Add University Police
- Add Emergency Manager

### Internal Audit:

- Rename to Internal Audit and Enterprise Risk

### Planning & Finance:

- Remove Campus Safety and Emergency Management
- Remove Environmental Health & Safety
- Add Eagle Card under Information Technology Services

Student Affairs:

- Remove First Generation Student Success
- Remove Intercultural Affairs and Leona Lusk Officer Black Cultural Center
- Remove Community Engagement/Volunteerism from Center for Leadership & Service and make report to Student Leadership & Engagement
- Remove Off-Campus & Commuter Student Services
- Remove University Police
- Remove Eagle Card
- Remove Assessment, Marketing and Technology from Dean of Students
- Remove Violence Prevention Education from Dean of Students
- Rename Strategic Initiatives & Dean of Students to Dean of Students
- Rename Center for Leadership & Service to Student Leadership Programs



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Dr. Philip B. Oldham, President



## Agenda Item Summary

**Date:** June 25, 2026

**Agenda Item:** Capital Budget FY2027-28

Review

Action

No action required

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**PRESENTER(S):** Claire Stinson, Sr. Vice President Planning & Finance

**PURPOSE & KEY POINTS:** Review and approval for the FY2027-28 capital budget requests.

Requests for FY2027-28 State funding for capital maintenance projects are due to THEC by August 1, 2026. THEC's funding target for capital maintenance projects for FY2027-28 is \$358,000,000. TTU's portion of these dollars is \$18,030,000.

Requests for FY2027-28 State funding for capital outlay projects are due to THEC by August 14, 2026. Projects submitted for inclusion in THEC's request for State funding must be classified in one of the following categories:

- A. Workforce development needs and goals.
- B. Institutional research needs and goals.
- C. Institutional priorities for consideration due to time sensitivity or other extenuating circumstances.
- D. Facility renovation or optimization needs.

Included in the Board of Trustees materials are two new construction projects and a major renovation ranked according to the campus's priorities for the Board's consideration. The construction projects are classified as meeting workforce needs and goals. The major renovation project is classified as facility renovation or optimization needs. These are included in the campus master plan.

<b>CAPITAL OUTLAY REQUEST</b>												
<b>FY 2027-28 thru 2031-32</b>												
							A	B	C = B / A	D = A - B		
FY	Priority	Institution	Project Name	Project Description**	Project Type	New Square Footage	Reno. Or Replaced SF	Project Cost	Committed External Funds	Percent Match*	State Funds Request	
2027-28	1	TTU	Life Sciences Building	Construct a new facility for the Life Sciences programs, a satellite chiller plant to satisfy the cooling load of the new facility, and all related work.	New Construction	140,419		\$224,070,000	\$17,925,600	8%	\$206,144,400	
2027-28	2	TTU	Social Sciences Building	Construct a new building that will provide classrooms, faculty offices and support spaces for the College of Emerging and Integrative Studies, College of Arts and Sciences, and College of Education and Human Sciences. Provide additional flexible academic space to address campus-wide space shortages for classrooms and faculty offices. Demolish Matthews, Daniel and Crawford Halls to clear the site for the new building.	New Construction	99,800	43,555	\$123,850,000	\$9,908,000	8%	\$113,942,000	
2027-28	3	TTU	Infrastructure Upgrades	New or replacement of central plant utility generation, distribution systems and equipment serving E & G buildings. Boiler replacements in the steam plant, chiller replacements in the chilled water plant, rerouting of distribution lines, replacement and repair of utilities campus-wide including, but not limited to, underground steam, steam condensate, chilled water, domestic water, irrigation, backflow preventers, sanitary sewer, storm sewer, Telecom/ITS fiber optic and copper, gas, electric, manholes and valve pits, and all related	Major Renovation	NA	NA	\$20,000,000	\$800,000	4%	\$19,200,000	
<b>Out-Years</b>												
FY	Priority	Institution	Project Name	Project Description	Project Type	New Square Footage	Reno. Or Replaced SF	Project Cost	Committed External Funds	Percent Match	State Funds Request	
2028-29	1	TTU	Derryberry Hall Renovation	Complete renovation of Derryberry Hall including, but not limited to, building systems, equipment, finishes, furnishings. The auditorium is excluded from the scope of work.	Major Renovation		48,918	\$40,730,000	\$1,629,200	4%	\$39,100,800	
2028-29	2	TTU	Renovate Prescott and Brown Halls	Complete renovation of Prescott and Brown Halls including, but not limited to, building systems, equipment, finishes, furnishings.	Major Renovation		166,956	\$163,490,000	\$6,539,580	4%	\$156,950,420	
2029-30	1	TTU	Foundation Hall Renovation	Complete renovation of Foundation Hall including, but not limited to, building systems, equipment, finishes, furnishings. The project will include the demolition of the existing gymnasiums.	Major Renovation		134,228	\$89,580,000	\$3,583,200	4%	\$85,996,800	

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2029-30	2	TTU	Computational Sciences Building	Construct a building to combine the computational sciences programs. The project will include the demolition of the existing Southwest Hall on the building site as well as the relocation of the university's Child Development Lab.	New Construction	100,000	23,500	\$149,400,000	\$11,952,000	8%	\$137,448,000
2030-31	1	TTU	Pennebaker Hall Renovation	Renovate Pennebaker Hall to include building systems, equipment, finishes, furnishings, and all related work.	Major Renovation		59,679	\$69,100,000	\$2,764,000	4%	\$66,336,000
2030-31	2	TTU	Academic Wellness Center Renovation	Renovate Academic Wellness Center to include building systems, equipment, finishes, furnishings, and all related work.	Major Renovation		66,895	\$68,980,000	\$2,759,200	4%	\$66,220,800
2031-32	1	TTU	Memorial Gym Renovation	Renovate Memorial Gym to include building systems, equipment, finishes, furnishings, and all related work.	Major Renovation		87,181	\$97,780,000	\$3,911,200	4%	\$93,868,800
2031-32	2	TTU	Bell Hall Expansion	Construct an addition to Bell Hall to provide additional academic space for the expansion of the Nursing program with the addition of post graduate programs.	New Construction	27,635		\$49,030,000	\$3,922,400	8%	\$45,107,600

Capital Maintenance Request: FY2027-28					
<b>Governing Board:</b>	Tennessee Tech				
<b>2027-28 Maint. Allocation:</b>	\$18,030,000	Total costs must fall within allocation.			
Fiscal Year	Priority*	Inst.	Project	Project Cost	Project Description
2027-28	1	TTU	Utility Infrastructure Upgrades Phase 2.1	\$2,500,000	Rerouting of distribution lines, replacement and repair of utilities campus-wide including, but not limited to, underground steam, steam condensate, chilled water, domestic water, irrigation, backflow preventers, sanitary sewer, storm sewer, Telecom/ITS fiber optic and copper, gas, electric, manholes and valve pits, and all related work. This is the first phase of a multi-phase project.
2027-28	2	TTU	Craft Center Exterior Improvements	\$3,130,000	Replace the cedar siding, windows, doors and other related components of the exterior building envelope, and all related work.
2027-28	3	TTU	Bryan Fine Arts Building Exterior Repairs	\$1,770,000	Clean, tuckpoint, caulk, repair, and waterproof brick walls, stone coping, brick patios, window sills, stone caps, retaining walls, concrete expansion joints, seating areas, and all related work. Remove and replace brick and stone as required.
2027-28	4	TTU	Utility Infrastructure Upgrades Phase 2.2	\$4,000,000	Rerouting of distribution lines, replacement and repair of utilities campus-wide including, but not limited to, underground steam, steam condensate, chilled water, domestic water, irrigation, backflow preventers, sanitary sewer, storm sewer, Telecom/ITS fiber optic and copper, gas, electric, manholes and valve pits, and all related work. This is the first phase of a multi-phase project.
2027-28	5	TTU	Steam Plant Boiler Replacement	\$3,500,000	Replace boiler at the steam plant and build an addition to the building to accommodate the new boiler.
2027-28	6	TTU	Electrical Transclosure Replacement	\$3,130,000	Replace electrical transclosures with pad mounted transformers at Johnson, Pennebaker, Prescott, Clement, and Brown Halls, and at East Stadium.

			<b>Total Project Cost</b>	<b>\$18,030,000</b>	
<b>Capital Maintenance Out-Years: FY 27-28 through 2030-31</b>					
<b>Fiscal Year</b>	<b>Priority</b>	<b>Inst.</b>	<b>Project</b>	<b>Project Cost</b>	<b>Project Description</b>
2027-28	1	TTU	University Services Building Mechanical Upgrades	\$1,710,000	Replace the air handling unit, VAV boxes, piping and all related equipment.
2028-29	2	TTU	Memorial Gym Pool Dehumidification	\$1,040,000	Install a dehumidification system in the pool area, and all related work.
2028-29	3	TTU	Military Science Building MPE Systems Replacement	\$1,120,000	Replace MPE systems in the building, and all related work.
2028-29	4	TTU	Utility Infrastructure Upgrades Phase 3	\$5,400,000	Rerouting of distribution lines, replacement and repair of utilities campus-wide including, but not limited to, underground steam, steam condensate, chilled water, domestic water, irrigation, backflow preventers, sanitary sewer, storm sewer, Telecom/ITS fiber optic and copper, gas, electric, manholes and valve pits, and all related work. This is the second phase of a multi-phase project.
2028-29	5	TTU	Multiple Buildings Elevator Upgrades Phase 3	\$2,900,000	Upgrades or replacement of several elevators on campus. Thirty one elevators are included in the scope of work. This is the third phase of a multi-phase project.
2028-29	6	TTU	Utility Infrastructure Upgrades 4	\$5,570,000	Rerouting of distribution lines, replacement and repair of utilities campus-wide including, but not limited to, underground steam, steam condensate, chilled water, domestic water, irrigation, backflow preventers, sanitary sewer, storm sewer, Telecom/ITS fiber optic and copper, gas, electric, manholes and valve pits, and all related work. This is the third phase of a multi-phase project.
2028-29	7	TTU	Campus-Wide Building Controls Upgrades PH 3	\$2,050,000	Upgrade pneumatic controls to digital controls on several buildings, including replacement of devices and equipment required to complete digital control of the HVAC systems. Project includes all related work.
			<b>Total Project Cost</b>	<b>\$19,790,000</b>	

2029-30	1	TTU	Campus-Wide Building Envelope Repairs	\$3,360,000	Building envelope repairs to include repair/replacement of building envelope components. Exterior repairs will include stairs, handrails, railings, seating, doors, windows, columns and all other exterior building components.
2029-30	2	TTU	University Services Building Exterior Updates	\$1,860,000	Clean, repair, replace masonry. Replace windows and doors. Repair/replace stairs and related components. Repair/replace metal mansard.
2029-30	3	TTU	Stormwater System Upgrades	\$1,410,000	Repair/replace underground stormwater piping on the main campus in Cookeville.
2029-30	4	TTU	Hyder-Burks Arena Upgrades	\$1,820,000	Install air conditioning and replace the sound system in the Hyder Burks Ag. Pavilion arena.
2029-30	5	TTU	Roof Replacements	\$750,000	Replace the roofs on the Maintenance Shop Building and the Maintenance Warehouse, and all related work.
2029-30	6	TTU	Utility Infrastructure Upgrades 5	\$3,070,000	Rerouting of distribution lines, replacement and repair of utilities campus-wide including, but not limited to, underground steam, steam condensate, chilled water, domestic water, irrigation, backflow preventers, sanitary sewer, storm sewer, Telecom/ITS fiber optic and copper, gas, electric, manholes and valve pits, and all related work. This is the first phase of a multi-phase project.
2029-30	7	TTU	Steam Plant Improvements	\$2,160,000	Provide upgrades to steam plant equipment, remove obsolete coal and ash handling equipment, reconfigure and re-route ductwork feeding abandoned baghouse.
2029-30	8	TTU	Roof Replacements	\$1,690,000	Replace the roofs on Henderson Hall and the Roaden University Center, and all related work.
2029-30	9	TTU	Campus-Wide Building Envelope Repairs	\$3,200,000	Building envelope repairs to include repair/replacement of building envelope components. Exterior repairs will include stairs, handrails, railings, seating, doors, windows, columns and all other exterior building components.
			<b>Total Project Cost</b>	<b>\$19,320,000</b>	

2030-31		TTU	Combination of capital maintenance requests	\$20,000,000	To Be Determined
			<b>Total Project Cost</b>	<b>\$20,000,000</b>	
2031-32		TTU	Combination of capital maintenance requests	\$20,000,000	To Be Determined
			<b>Total Project Cost</b>	<b>\$20,000,000</b>	



## Agenda Item Summary

**Date:** June 25, 2026

**Agenda Item:** Tuition and Mandatory Fees

Review

Action

No action required

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**PRESENTER(S):** Claire Stinson, Sr. VP for Planning and Finance

**PURPOSE & KEY POINTS:** THEC met on May 14, 2026, and voted to approve a binding range for maintenance (tuition) and mandatory fees of 0% to 4.5% for FY 2026-27. Under THEC's process for institutions to request an exception to the binding rate, Tennessee Tech personnel presented a request for exception to allow the university to establish a \$100 per semester transportation and parking fee to be paid by all students. This request was approved by the THEC commission establishing a 5.62% binding rate for tuition and mandatory fees for Tennessee Tech for FY2026-27.

TTU is proposing a 4.3% increase for tuition. The 4.3% tuition increase will be used to provide the required match for the 1.5% salary pool, costs for faculty promotions, software contract escalations, increases in utility costs, and increased costs associated with state mandated fee waivers.

Mandatory fee of \$100 per semester will be used to support transportation infrastructure and build a parking garage. This fee will replace the non-mandatory parking permit fee of \$130 per semester students currently pay for parking. The additional \$10 increase in mandatory fees will provide an increase in the SGA SOLO fee to help support growth of student campus events.

# Tennessee Tech University



# Mandatory Fee Proposal 2026-2027

**TENNESSEE TECH UNIVERSITY**  
**PROPOSED FEE CHANGES**  
**2026-27**

Description	Rates				Annual Revenue Impact of Fee Change	Prior Fee Increases	Justification
	Current 2025-26	Proposed 2026-27	Increase \$/sem	%			
<b>MANDATORY FEES:</b>							
<b>Program Service Fee - Transportation Component</b> <i>(To be included as a component of the Program Service Fee, charged hourly and reaching a maximum at 6 hours)</i>	N/A	\$100 max/sem	\$100.00	100.00%	\$1,693,968	N/A	*Construction of parking garage. * Campus transportation infrastructure.
		Part-time per hour fee to be included with Program Service Fee per hour rate					
<b>Program Service Fee - SGA SOLO Component</b> <i>(To be included as a component of the Program Service Fee, charged hourly and reaching a maximum at 6 hours)</i>	\$30.00 max/sem	\$40.00 max/sem	\$10.00	33.33%	\$169,397	2010-11 \$20 per sem/ initial 2018-19 \$30 per sem/ 50%	* Support on-campus student activities
		Part-time per hour fee to be included with Program Service Fee per hour rate					

**Tennessee Tech University  
Proposed Program Service Fee Breakdown  
Fall 26, Spring 27, and Summer 27**

<u>Program Service Fee Components</u>	<u>Description</u>	<u>Current Amount Per Semester</u>	<u>Proposed Amount Per Semester</u>	<u>Proposed Incremental Increase</u>
	<b>Student Activity Fee</b>			
	Fitness Center	\$ 68.00	\$ 68.00	\$ -
	Athletics Fee	\$ 248.00	\$ 248.00	\$ -
	<b>Mental Health Wellness</b>	\$ 5.00	\$ 5.00	\$ -
	<b>Technology Access Fee</b>	\$ 130.00	\$ 130.00	\$ -
	<b>Debt Service Fee</b>	\$ 29.00	\$ 29.00	\$ -
	<b>Debt Service Fitness</b>	\$ 100.00	\$ 100.00	\$ -
	<b>Facilities Fee</b>	\$ 118.00	\$ 118.00	\$ -
	<b>Solo Fee</b>	\$ 4.50	\$ 4.50	\$ -
	<b>Superfund</b>	\$ 25.50	\$ 35.50	\$ 10.00
	<b>Transportation Fee</b>	\$ -	\$ 100.00	\$ 100.00
		<b>\$ 728.00</b>	<b>\$ 838.00</b>	<b>\$ 110.00</b>



# State of Tennessee

## PUBLIC CHAPTER NO. 614

### SENATE BILL NO. 1665

By Dickerson, Gresham, Yarbro

Substituted for: House Bill No. 1684

By Smith, Ragan, Daniel, Moody, Hardaway, Terry, Towns

AN ACT to amend Tennessee Code Annotated, Title 49, Chapter 11; Title 49, Chapter 7; Title 49, Chapter 8 and Title 49, Chapter 9, relative to higher education.

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

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 7, is amended by adding the following language as a new part:

#### **49-7-1601.**

This part shall be known and may be cited as the "Tuition Transparency and Accountability Act."

#### **49-7-1602.**

As used in this part:

(1) "Board" means the trustees of the University of Tennessee or a state university board, as applicable;

(2) "Cost of attendance" means the combined cost of tuition, mandatory fees, room and board, books, and other educational expenses as determined by the financial aid office of the postsecondary institution;

(3) "Predictive cost estimate" means a non-binding estimated cost of attending an undergraduate program at the postsecondary institution based on a student's chosen field of study over a four-year period. A predictive cost estimate may include, but is not limited to, potential tuition and mandatory fee increases, projected increases in tuition based on a student's chosen field of study, and historical trend data; and

(4) "Tuition and mandatory fees" means the charges imposed to attend the relevant institution of higher education as an in-state undergraduate student and all fees required as a condition of enrollment as determined by the board. "Tuition and mandatory fees" does not include fees charged to out-of-state students by institutions of higher education, room and board, or other non-mandatory fees and charges.

#### **49-7-1603.**

(a) At least fifteen (15) days prior to holding a meeting to adopt an increase in tuition and mandatory fees, a board shall give public notice of the proposed tuition and mandatory fee increase as an action item on the board's meeting agenda. Individuals shall be permitted to provide comments during the fifteen-day period. The public notice of the proposed tuition and mandatory fee increase shall, at a minimum, include:

(1) An explanation for the proposed tuition and mandatory fee increase;

(2) A statement specifying the purposes for which revenue derived from the tuition and mandatory fee increase will be used; and

SB 1665

(3) A description of the efforts to mitigate the effect of the tuition and mandatory fee increase on students.

(b)(1) By January 1, 2019, each board shall develop a list of factors that shall be considered when developing recommendations to increase tuition and mandatory fees. The factors shall include, at a minimum, the level of state support; total cost of attendance; and efforts to mitigate the financial effect on students.

(2) Each state university and each campus in the University of Tennessee system shall post on its website a summary of the recommendations pursuant to subdivision (b)(1).

**49-7-1604.**

By February 1 of each year, each governing board shall provide a report to the office of legislative budget analysis, for distribution to the general assembly, with information regarding expenditures of revenues derived from any tuition and fees increase in the previous full academic year. The report shall include how revenues were used, the effect on student financial aid, and the effect on the average total cost of attendance per student.

**49-7-1605.**

Beginning August 1, 2019, each state university and each campus in the University of Tennessee system shall provide, with a student's letter of acceptance, a predictive cost estimate for students applying for undergraduate degree programs for the 2020-2021 academic year and for academic years thereafter.

SECTION 2. This act shall take effect July 1, 2018, the public welfare requiring it.

SENATE BILL NO. 1665

PASSED: March 19, 2018

  
RANDY McNALLY  
SPEAKER OF THE SENATE

  
BETH HARWELL, SPEAKER  
HOUSE OF REPRESENTATIVES

APPROVED this 2<sup>nd</sup> day of April 2018

  
BILL HASLAM, GOVERNOR

State of Tennessee  
2018 Public Acts, Chapter 614

**T.C.A. § 49-7-1603(b)**

(1) By January 1, 2019, each board shall develop a list of factors that shall be considered when developing recommendations to increase tuition and mandatory fees. The factors shall include at a minimum, the level of state support, total cost of attendance, and efforts to mitigate the financial effect on students.

(2) Each state university and each campus in the University of Tennessee system shall post on its website a summary of the recommendations pursuant to subdivision (b)(1)

Mandatory factors:

1. Level of state support
2. Total cost of attendance
3. Efforts to mitigate the financial effect on students

Additional factors to consider:

1. THEC mandatory tuition and fee ranges
2. Comparison to peer institutions, competitor institutions, other LGIs
3. Higher Education Price Index

## **Tennessee Tech University**

### **Comments Received Pursuant to Tennessee Code Annotated § 49-7-1603**

On May 29, 2026, Tennessee Tech University published on its Board of Trustees' website a Notice of Proposed Tuition and Mandatory Fee Increase, along with a mechanism for collecting comments regarding the proposed fee increase. On May 30, 2026, Tennessee Tech University also published a notice of the upcoming June board meeting in the Herald-Citizen newspaper, along with a solicitation for comments relating to the proposed increase in maintenance and mandatory fees. The comment period was closed on June 17, 2026, in accordance with Tennessee Code Annotated § 49-7-1603. Below is a summary of the comments received:

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**No public comments were received.**



## Agenda Item Summary

**Date:** June 25, 2026

**Agenda Item:** President Emeritus Contract

**Review**

**Action**

**No action required**

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**PRESENTER(S):** Claire Stinson, Sr. Vice President Planning & Finance


**PURPOSE & KEY POINTS:** Review and approve the President Emeritus contract for Dr. Robert Bell for 2026-27 pursuant to the laws of the State of Tennessee and Tennessee Tech policies.

**President Emeritus Report  
2025-2026**

During this fiscal year, I performed the following functions (attached) for Tennessee Technological University.

(typed report attached to this work sheet)

I spent at least 308 hours performing the work but less than 120 days.

  
\_\_\_\_\_  
President Emeritus, Dr. Robert R. Bell

4-28-26  
\_\_\_\_\_  
Date

I have reviewed the work of Dr. Robert R. Bell for 2025-2026, and I am satisfied that it was well performed.

  
\_\_\_\_\_  
President, Dr. Philip B. Oldham

5/4/2026  
\_\_\_\_\_  
Date

**Report of President Emeritus Robert R. Bell  
Tennessee Technological University  
Functions Performed for 2025-26**

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**Summary of Activities**

1. TTU: Teaching, Scholarship, Advocacy
  - a. Presented leadership lectures/seminars
  - b. Worked with deans, directors, and development officers for prospect analysis, fundraising for football operations center, stadium, HEC, NURS, and Johnson Hall renovation.
  - c. Served on the Board of Directors and the Planning committee for the 2026 International Conference of the Society for Advancement of Management
  - d. Finalized draft on a textbook manuscript tentatively titled "Lessons in Leadership."
  - e. Served as member of the College of Business Board of Trustees, School of Nursing Development Council and advisor to Dean Payne
  - f. Worked with planning committee on TTU Merit Badge University and served as Counselor/Instructor for Eagle-Required Badge, "Citizenship in the Nation."
  - g. Paper Reviewer/editor for Society for Advancement of Management Annual Meetings
  - h. Presented papers and panels at the International Conference of the Society for the Advancement of Management at New England Institute of Technology.
  
2. Regional Development/TECH-REDI/Rural Reimagined, External Relations:
  - a. Chairman, Industrial Development Board, City of Cookeville.
  - b. Chairman, County Mayor's Advisory Committee on Non-profit Allocations, Putnam County
  - c. Member, Putnam County Audit Committee
  - d. Worked with city and chamber leaders on development plans for "Old Fairground Property".
  
3. Service to the University in other roles as requested.
  - a. Conducted Campus Tours/Orientation new business/community leaders and 1 student
  - b. Attended Development Council sessions with School of Nursing and College of Business.
  - c. Meetings/Lunches, as requested, with Campus Leaders, Alumni, Foundation Members, and Trustees, including Garry McNabb, Ashraf Islam, Brad Dozier, Kevin Braswell, John Smith and other development officers
  - d. I was recognized this year by the Middle Tennessee Council, Scouting USA, as an 'Eagle Honoree.'

Other Activities (not included in Emeritus work); a: Rotary Club of Cookeville; b. Chair, Church Council, First United Methodist Church; c. Board of Directors, First National Bank; d. Boy Scouts of America Friends of Scouting Steering Committee

<b>Work Report, 2025-26</b>		
<b>July 2025</b>	<b>Total Hours</b>	<b>17 hrs.</b>
Meetings, Dean Hanna, Dr Anderson, Tiff Rector re: Yates Endowment		2 hrs.
Manuscript Writing: "Keys to Effective Leadership"		4 hrs.
Regional Development/External Relations: Cookeville Chamber Meetings: Amy New, Kent Moore		3 hrs.
CRMC Foundation Planning: Grants,		2 hrs.
Economic Development/Industrial Development Board: meetings: city manager, Mayor Porter, Board, chamber staff		2 hrs.
Reviewed proposed papers for SAM International Business Conference		2 hrs.
Board Meeting, Society for Advancement of Management, virtual		2 hrs.
<b>August 2025</b>	<b>Total Hours</b>	<b>27 hrs.</b>
IDB Quarterly Meetings with city/county officials (8-19 20, 21): Fairgrounds, Perdue, prep + meet with Amy New at Chamber and IDB attorney Kent Moore; 2 Telecons with Prospect Reps.		6 hrs.
Manuscript Writing... final draft. Consultation with editors at Thompson Publishing		12 hrs.
TTU Archives: Congressional Testimony; Oakley Farm;		2 hrs.
Developed and delivered final \$50,000 endowment proposal to Mr. Leo Yates re School of Nursing, Human Ecology/Family Life endowment, after consultation with Dean Hanna, Dr. Anderson, Tiff Rector.		4 hrs.
Met with Gainesboro IDB, City officials/chamber re IDB and economic development		1 hr.
Society for Advancement of Management Strategic Planning Committee, Virtual		2 hrs.
<b>September 2025</b>	<b>Total Hours</b>	<b>25 hrs.</b>
College of Business Interview, Dr. Natarajan		2 hrs.
2 Meetings with Endowment prospective donor Leo Yates at his home		3 hrs.
Industrial Dev. Board, staff meetings, fairgrounds, Monterey Industrial Park/Perdue,		4 hrs.
Program Planning Group, International Business Conference (telecon)		1 hr.
Meetings, Bobby Taylor, Dean Payne re donor prospects/naming possibilities		2 hrs.
Manuscript Writing, "Leadership" text		5 hrs.
TTU Merit Badge University Team Planning Meeting		1 hr.

College of Business Awards dinner 9-9	2 hrs.
Attended Evening of Excellence	3 hrs.
Whitson -Hester School of Nursing, Scholarship Awards 9-18	2 hrs.
<b>October 2025</b>	<b>Total Hours</b>
	<b>29 hrs.</b>
OCISO—Cybersecurity Training	1 hr.
Meeting, Tiff Rector, Leo Yates	3 hrs.
Manuscript Development, Leadership	7 hrs.
TTU Athletics/Chamber Business Before Hours	1 hr.
Industrial Development Board:	2 hrs.
Board Meeting, Society for Adv. Of Mgt., Teams	2 hrs.
Ribbon Cutting, Engineering	3 hrs.
School of Nursing Development Council Meeting	2 hrs.
Led Continuing Education Leadership Class, FUMC Adult Learning Series	6 hrs.
Sponsor, Crafts Center Bacchanal Fundraiser	2 hrs.

<b>November 2025</b>	<b>Total Hours</b>
	<b>26 hrs.</b>
TTU Homecoming, Donor/Alumni Relations—Butch Wilmore, Deanna Wilmore Celebration, Alumni Awards	4 hrs.
Attended Women’s Basketball Alumni Dinner	2 hrs.
Industrial Development Board/ staff meetings, Project Willow Tree, meetings w/ Mayors, City Manager. Tom Trent, other attorneys; Edited enabling documents for “pass through” ED grants.	3 hrs.
Collaboration w/ Dean Payne re faculty participation in SAM meetings and SAM Student Club Competition	1 hr.
Manuscript writing	12 hrs.
Led Continuing Education Leadership Seminar	4 hrs.
<b>December 2025</b>	<b>Total Hours</b>
	<b>22 hrs.</b>
TTU: Donor/Alumni Cultivation: Lunch with Judy Davis, Jacksonville, FL	2 hrs.
Zoom meeting, SAM Board and planning for annual meeting	2 hrs.
Manuscript Research/Writing	18 hrs.

<b>January 2026</b>	<b>Total Hours</b>	<b>41 hrs.</b>
Meet with potential endowment donor Roy B., later Tiff Rector re estate gift for School of Nursing		3 hrs.
Regional Development: Chamber/Highlands/IDB: Fairgrounds, Highlands Business Pk., Monterey Park		4 hrs.
Office Work/presidential archives		2 hrs.
TTU: Manuscript development: "Attributes of Healthy Boards in Health Care Organizations", SAM		6 hrs.
TTU: collaboration on SAM President's Panel w/ Dr. Susan Elkins, USC, Dr. Henry Johnson, New England Tech		2 hrs.
TTU: Merit Badge University: senior counselor for Citizenship in the Nation Badge (steering committee planning meetings + preparation for leading CN merit badge)		6 hrs.
Manuscript/Proposal Reviews, Society for Advancement of Management editorial board,		3 hrs.
Finalized manuscript, Key Leadership Challenges		15 hrs.
<b>February 2026</b>	<b>Total Hours</b>	<b>27 hrs.</b>
Meeting with Mayor Porter re Audit Committee/State Review		1 hr.
Planning Session with Chancellor Susan Elkins for Panel at International Business Conference-Rhode Island, virtual		1 hr.
Refined and submitted paper/presentation on "attributes of healthy boards in health care organizations" for upcoming SAM Annual Meeting		6 hrs.
Chaired Annual Meeting, Cookeville/Putnam Industrial Development Board: Regional Development: /Annual PILOT Compliance Reviews, Randy Porter Kent Moore, Amy New + IDB members. Re-elected chairman of the board.		5 hrs.
TTU Merit Badge University Debriefing/2026 planning (MBU was cancelled in 2026 due to weather)		2 hrs.
Final Drafts, submitted draft of <b>Key Challenges in Leadership</b> to publisher		10 hrs.
Met with Sarah Ramey, College of Business, re legacy honor for former Dean Bill Arthur		1 hr.
Toured Johnson Hall Renovation site with Associate Dean, faculty, facilities team		1 hr.
<b>March 2026</b>	<b>Total Hours</b>	<b>38 Hrs.</b>
Helped coordinate, with Tiff Rector, major gift agreement for School of Nursing (RB, Charitable Remainder Estate donation, currently estimated beyond one million)		2 hrs.
Meetings, IDB, re Estoppel Release, Retirement Homes, Hollingsworth Building (Matt Billings, Adam Poe)		2 hrs.
Final editing, SAM papers and presentations		5 hrs.
Led Adult Lifelong Learning Class titled "The Leadership Journey" (class time + preparation)		8 hrs.
Hosted student prospect tour, College of Education, with Dean Zagumny, Dr. Marcum,		2 hrs.
Attended Putnam County Schools PEP luncheon		1 hr.
Attended SAM International Business Conference, New England Institute of Technology, March 21-23' presented papers; served on president's panel, board meetings. Chaired sessions Mentored TTU SAM club student members at annual meeting.		18 hrs.

<b>April 2026</b>	<b>Total Hours</b>	<b>16 hrs.</b>
Met with Interim VP/Advancement John Smith to discuss donor prospects and strategies		2 hrs.
School of Nursing: Met with Tiff Rector, Roy B, Dean Hanna re: major estate gift to Nursing		2 hrs.
Attended College of Business Annual Meeting/Banquet		1 hr.
IDB conferences: Ex-Officio member appointments; Project Golf Cart, Academy estoppel documents		4 hrs.
Completed draft of President Emeritus Report		2 hrs.
Assorted Chamber Meetings		3 hrs.
Mentored B-School Alum, Kristie S. about Career Counseling, Leadership opportunities		2 hrs.
<b>May 2026 (Estimated)</b>	<b>Total Hours</b>	<b>22 hrs.</b>
After-action debriefing, "The Leadership Journey," instructor reviews		2 hrs.
Industrial Development Board Meetings		3 hrs.
Putnam County Commission/County Mayor Advisory Committee on Nonprofits		4 hrs.
Putnam County Audit Committee		2 hrs.
Dean Hanna, Tiff Rector, Roy B. re: possible estate gift to Nursing		3 hrs.
SON Development Council		2 hrs.
Society for Advancement of Management, board of directors		2 hrs.
Alumni Cultivation/Development Activity		4 hrs.
<b>June 2026 (Estimated)</b>	<b>Total Hours</b>	<b>18 hrs.</b>
Office work with TTU Archivist Megan Atkinson		4 hrs.
Regional Development: DB/Chamber/Highlands		4 hrs.
TTU Foundation: Donor Cultivation		2 hrs.
SAM Board of Directors meeting		2 hrs.
Putnam County Commission/Mayor's Advisory Committee on Nonprofits		4 hrs.
Manuscript Writing		2 hrs.

<b>Work Report Summary for President Emeritus Dr. Robert R. Bell Tennessee Technological University</b>	
Total for 2025-26 fiscal year July 1, 2025, through April 30, 2026	268 hrs.
Projected emeriti activities for the remainder of academic and fiscal year, May – June, 2026	40 hrs.
<b>Grand total for 2025-26</b>	<b>308 hrs.</b>

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

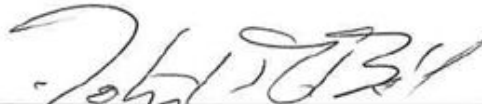
TO: Dr. Robert R. Bell

This is to confirm your part-time appointment to a position approved by the Tennessee Tech Board of Trustees as President Emeritus of Tennessee Technological University for a period beginning July 1, 2026, at a monthly salary of \$4,114.84 subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Tech Board of Trustees and the requirements and policies of Tennessee Tech University.
2. The term of this agreement is July 1, 2026, to June 30, 2027. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Tennessee Tech Board of Trustees.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of Tennessee Tech University.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of Tennessee Tech University. These duties include:
  - ❖ Fund raising for Tennessee Technological University (TTU);
  - ❖ Institution-community relations and activities for TTU; including teaching a class, regional development related activities, and working with the Cookeville Regional Medical Center Board;
  - ❖ Consultation for Tennessee Technological University, as requested;
  - ❖ Provide support in inter-institutional, governmental, legislative, and community relations;
  - ❖ Assist as needed with the completion of selected capital projects;
  - ❖ As requested, represent the President and the University at selected functions and professional meetings;
  - ❖ Recruit students and provide advice to prospective students and their parents;
  - ❖ Promote higher education, the Tennessee Tech University Board of Trustees, and Tennessee Tech University on a continuous basis.

5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.
8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify TTU-Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
9. You are required to notify the President should you become employed at another state agency/institution.
10. The following special condition shall govern this appointment:  
  
The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 247 hours.

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

  
\_\_\_\_\_  
APPOINTEE

4. 28. 26  
DATE

**An Equal Opportunity/Affirmative Action Employer**

  
\_\_\_\_\_  
PRESIDENT

5/4/2026  
DATE

**8-36-714. Requirements to be compensated as president emeritus Continued eligibility requirements Filing of agreement.**

(a) The board of trustees of the University of Tennessee may grant to any former president of the University of Tennessee the title president emeritus. The board of regents of the state university and community college system may also grant to any former president of any college or university governed by the board of regents a similar emeritus title. No former president shall receive any compensation or remuneration for holding the emeritus title, unless the following conditions are met:

(1) The remuneration is for time actually spent by the former president in performing services for the University or board of regents;

(2) An agreement is executed between the respective board and the former president which sets forth the duties to be performed by the former president;

(3) The agreement cannot exceed a term of one-year. The board of trustees of the University of Tennessee or the board of regents may enter into additional one-year agreements with the former president. No renewal agreement shall be entered into until the respective board reviews and is satisfied with the emeritus work performed by the former president. Any such renewal must be approved by an affirmative vote of a majority of the respective board;

(4) The former president must reside in the state of Tennessee at the time of the initial appointment and at the time of any subsequent appointment; and

(5) The former president shall not accrue any additional retirement credit as a result of such appointment.

(b) Notwithstanding any other law to the contrary, any former president receiving compensation or remuneration for holding the emeritus title pursuant to this section shall be eligible to continue drawing such person's retirement allowance; provided, that the former president does not work and is not compensated for more than one hundred twenty (120) days or the equivalent of one hundred twenty (120) days during the one-year appointment, or, if working as a teacher, for more than twenty-four (24) quarter credit hours or eighteen (18) semester credit hours during the one-year appointment. If the period exceeds that specified in this subsection (b), the former president's monthly retirement allowance shall be reduced in direct proportion thereto. The retirement system is authorized to obtain reimbursement for any retirement benefits overpaid as a result of any compensation being paid to a former president in excess of that permitted by this section. Such reimbursement may be made by deductions from the former president's monthly benefit.

(c) For each emeritus appointment for which compensation or remuneration will be paid, the board of trustees of the University of Tennessee and the board of regents shall be responsible for filing the agreement with the retirement division which sets forth the name of the person holding the title, and the beginning and ending date of the appointment. The agreement shall be accompanied with documentation showing the amount of compensation to be paid to the person and the number of hours to be worked. The agreement and documentation shall be filed annually, if applicable, and signed by the former president acknowledging the conditions of the appointment. The board of trustees of the University of Tennessee and the board of regents shall further send written notice to the speaker of the senate, the speaker of the house of representatives, the chairs of the senate standing committees on education and on finance, ways, and means, and the chairs of the house standing committees on education and finance, ways, and means of each emeritus appointment for which compensation or remuneration will be paid.



## Agenda Item Summary

**Date:** June 25, 2026

**Agenda Item:** TTU Policy 511.1 (Fee Charges, Refunds and Fee Adjustments)

**Review**

**Action**

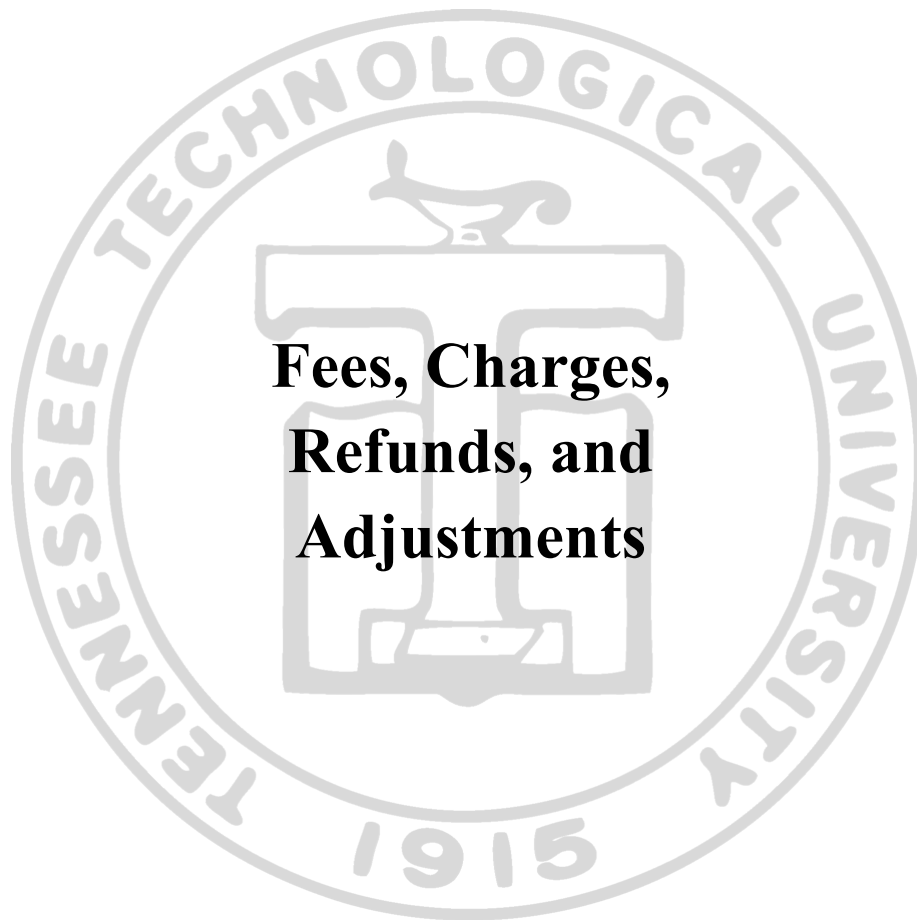
**No action required**

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**PRESENTER(S):** Claire Stinson, Sr. Vice President Planning & Finance

**PURPOSE & KEY POINTS:** Proposed update to existing policy to ensure compliance with recent state legislation (HB 1833/SB 2079) governing the university's use of out-of-state undergraduate tuition and fee revenues.

**Tennessee Technological University  
Policy No. 511.1**



**Fees, Charges,  
Refunds, and  
Adjustments**

**Original Effective Date:** July 1, 2017

**Revised Dates:** July 1, 2020; April 8, 2022; October 19, 2022; July 1, 2025,

July 1, 2026

**Reviewed with No Changes:** January 24, 2025; December 16, 2025

**Policy No:** 511.1

**Policy Name:** Fees, Charges, Refunds, and Adjustments

**I. Purpose**

The purpose of the following policy is to outline significant provisions for consistent administration of fees, charges, and refunds at Tennessee Tech. These policies largely represent a consolidation of existing statements and practices. They are intended to serve as a reference document for institutional staff responsible for implementing and communicating fee-related matters. The policy contents include general and specific provisions for: Maintenance Fees, out-of-state tuition, debt service fees, student activity, miscellaneous and incidental fees, deposits, residence hall fees, and refunds.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Director of Financial Services in consultation with the Associate Vice President for Business and Fiscal Affairs and the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council, University Assembly, and the Board of Trustees.

**III. Definitions**

- A. Maintenance Fees: a charge to students enrolled in credit courses calculated based on the number of student credit hours, also known as in-state tuition
- B. Mandatory Fees: fees consistently applied to all students regardless of major or class selection
- C. Withdrawal: the formal process whereby a student informs Tennessee Tech of the decision to cease attendance in all classes for the term
- D. LGIs: Locally Governed Institutions is the term used to refer to the six universities previously under the Tennessee Board of Regents that now have local governing boards after passage of the FOCUS Act including Austin Peay State University, East Tennessee State University, Middle Tennessee State University, Tennessee State University, University of Memphis, and Tennessee Tech
- E. Save Your Seat: the program whereby students who have not sufficiently paid their fees can retain their schedule by acknowledging during pre-registration that they will attend the current semester
- F. Domestic Student: any non-resident student as defined by Tennessee Tech Policy 253, Residency Classification, who is a United States citizen
- G. International Student: any non-resident student as defined by Tennessee Tech Policy 253, Residency Classification, who is not a United States citizen

- H. Military-affiliated: active-duty military personnel, reservists, members of the national guard, and reserve officer training corps program cadets.

#### **IV. Policy/Procedure**

##### **A. Establishment of fees and charges**

1. The Tennessee Tech Board of Trustees must approve all institutional fees and charges unless specific exceptions are provided.
2. The Tennessee Higher Education Commission (THEC) Pursuant to T.C.A § 49-7-202(n) provides binding Maintenance Fee ranges for Tennessee Tech each year during the budgeting process. The binding ranges apply to resident, undergraduate students on the Maintenance Fee rate, as well as the sum total maintenance and Mandatory Fee changes. Rates locally approved must abide by these ranges. THEC will not issue binding recommendations on graduate, out-of-state tuition, or other fee rates.
3. The Tennessee Tech President is responsible for the enforcement and collection of all fees and charges. Fees and charges that specifically do not require Board of Trustee approval must receive formal approval by the President or his/her designee.
4. Tennessee Tech will attempt to follow a general format in publishing information on fees and charges, including, but not limited to, the following:
  - a. All statements which include the fee amount should be complete and specific enough to prevent misunderstanding by readers.
  - b. When a fee is quoted, the refund procedures should be clearly stated including all qualifying conditions. If there is no refund, it should be labeled as non-refundable.
  - c. Whenever possible, specific dates related to the payment of fees and refund procedures should be stated.
  - d. It should be made clear that all fees are subject to change at any time.

##### **B. Approval of exceptions**

1. In accordance with these guidelines, the President or his/her designee has the authority to determine the applicability of certain fees, fines, charges, and refunds and to approve exceptions in instances of unusual circumstances or for special groups.

2. All such actions should be properly documented for auditing purposes.

**C. Appeals process**

1. The appeals process is detailed in TTU Policy 511.2 (Student Fee Adjustments, Refunds, and Appeals).
2. Separate appeals processes may exist for different types of fees, charges, and refunds.
3. The final appeal may be directed to the Vice President for Planning and Finance.

**D. Payment of student fees**

1. As provided in the TTU Policy 511 (Payment of Student Fees and Enrollment):
  - a. An applicant for admission to Tennessee Tech is considered and counted as a student when all assessed fees have been paid, when the initial minimum payment due under the deferred payment plan has been paid, or when an acceptable commitment from an agency or organization approved by Tennessee Tech has been received.
  - b. An applicant shall possess an acceptable commitment when he/she has submitted a timely application(s) for financial aid with the reasonable probability of receiving such.
2. Pursuant to the above conditions, students who do not (1) prepay all fees, (2) have an approved financial aid deferment, or (3) participate in Save Your Seat will forfeit pre-registration privileges and have their schedule deleted prior to the start of classes for the semester. Students may then re-enroll under the normal registration process.

**E. Maintenance Fees**

1. Fees are established by the Tennessee Tech Board of Trustees.
2. The same fee is applicable to courses for which the student is enrolled on an audit basis.
3. Rates are established by the Tennessee Tech Board of Trustees and incorporated in a fee schedule by student level (undergraduate and graduate).
  - a. Undergraduate Students

- 1) Undergraduate students admitted to Tennessee Tech will be assessed an hourly rate for hours 1-11 or charged a flat rate once enrolled in at least 12 hours unless stated otherwise elsewhere in this policy
- b. Graduate Students**
- 1) The hourly rate will be discounted when graduate students enroll in more than 10 hours unless stated otherwise elsewhere in this policy.
4. For summer sessions, Maintenance Fees and tuition are assessed using the current hourly rate for both undergraduate and graduate students with no maximum amount for total credit hours enrolled.
  5. Maintenance Fees may not be waived; however, specific exceptions are provided in the following instances:
    - a. Pursuant to T.C.A. § 49-7-113, exceptions exist for certain disabled and elderly students, as well as state service retirees.
      - 1) For audit courses, no fee is required for persons with a permanent, total disability, persons 60 years of age or older and domiciled in Tennessee, and persons who have retired from state service with 30 or more years of service, regardless of age.
      - 2) For credit, a fee of \$70 per semester may be charged to persons with a permanent, total disability, and persons who will become 65 years of age or older during the academic semester in which they begin classes and who are domiciled in Tennessee. This fee includes all Mandatory Fees; it does not include course-specific fees such as all miscellaneous course fees, materials fees, application fee, online course fees, and parking fees. This only applies to enrollment on a space available basis, which permits registration no earlier than four (4) weeks prior to the first day of classes.
    - b. Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. If a student invokes these provisions, the correct applicable law should be determined by the Business Office and Military and Veteran Affairs.
    - c. Military reserve and national guard personnel who are mobilized to active military service within six months of attendance at Tennessee Tech and whose mobilization lasts more than six months shall be charged upon re-enrollment at such institution the tuition, Maintenance Fees, student

activity fees, and required registration or matriculation fees that were in effect when such student was enrolled prior to mobilization.

- 1) After re-enrollment, no increase in tuition, Maintenance Fees, student activity fees, or required registration or matriculation fees shall be assessed to such student until a period of time equal to one year plus the combined length of all military mobilizations has elapsed.
  - 2) In no event, however, shall a student's tuition and fees be frozen after re-enrollment for more than four years.
  - 3) To be eligible for the tuition and fee freeze, the student shall have completed military service under honorable conditions and shall re-enroll at Tennessee Tech within six months of release from active duty.
  - 4) A student eligible for the tuition and fee freeze may transfer from one state institution of higher education to another state institution of higher education one time with such student's tuition and fees calculated at the institution to which the student transfers as if the student had been in attendance at that institution before the mobilization that resulted in the student's tuition and fee freeze at the initial institution.
- d. Pursuant to T.C. A§ 49-7-1303 and 49-7-1304 Tennessee Tech University may classify a veteran or military-affiliated individual as a Tennessee resident who is not required to pay out-of-state tuition or an out-of-state fee if the veteran or military-affiliated individual is:
- 1) Enrolled at Tennessee Tech University
  - 2) Resides outside the state of Tennessee
- e. Dual Enrollment Maintenance Fee is available to high school students meeting the qualifications specified in T.C.A. § 49-4-930.
- 1) Dual Enrollment Maintenance Fee will be set to a rate equal to the maximum grant amount stipulated by the Tennessee Student Assistance Corporation (TSAC) each year.

**F. Accounting treatment and relations to other state schools**

1. A revenue account for Maintenance Fees is used to record both the revenue assessed and refunds made.
2. As provided in the Governmental Accounting Standards Board (GASB) Statements 34 and 35, summer school revenues and expenditures must be accrued at fiscal year-end. Summer school activity will not be allocated to only one fiscal year.

3. In some cases, full fees are not assessed to students. These occur when statutes establish separate rates for such groups as the disabled, elderly, and military dependents. The difference between normal fees and special fees is not assessed. Fees not assessed in these cases do not represent revenue.
  4. Agreements/contracts may be executed with a third party (federal agency, corporation, institution, etc.), but not with the individual student, to deliver routine courses at a fixed rate or for the actual cost of delivering the course and may provide for fees not to be charged to individual students. Individual student fees will be assessed as usual and charged to the functional category Scholarships and Fellowships. The amount charged to or paid by the third party is credited to the appropriate Grants and Contracts revenue account.
  5. In some cases, a non-credit course provides an option to grant regular credit. If a separate or additional fee is collected because of the credit, that amount is reported as Maintenance Fee revenue.
  6. Full-time employees of the Tennessee Board of Regents (TBR), the University of Tennessee systems (UT), and LGIs may enroll in one course per term at any public postsecondary institution, with fees waived for the employee.
  7. No tuition-paying student shall be denied enrollment in a course because of enrollment of TBR, UT, and LGI employees.
  8. Spouses and dependents of employees of the TBR system and other LGIs may be eligible for a student fee discount for undergraduate courses at TBR institutions, the University of Tennessee, and other LGIs.
  9. Tennessee Board of Regents institutions and the LGIs may exchange funds for tuition fees of employees' spouses and dependents who participate in a TBR and LGIs' educational assistance programs.
  10. To the extent they are not reimbursed by the State, fee waivers for full-time State employees and fee discounts to children of certified public school teachers shall be accounted for as a scholarship.
- G. Out-of-state tuition is an additional fee charged to students classified as non-residents as defined by Tennessee Tech Policy 253, Residency Classification, who are enrolled for credit courses, including audit courses. This fee is in addition to the Maintenance Fee.
1. Out-of-state tuition fee rates are established by the Tennessee Tech Board of Trustees and are incorporated in the annual fee schedule by student level

**a.** A separate hourly rate and/or flat rate for out-of-state tuition will be set for undergraduate and graduate students.

**b.** Domestic Students

**1)** Undergraduate students will be assessed an hourly rate for hours 1-11 or charged a flat rate once enrolled in at least 12 hours.

**2)** Graduate students will be assessed an hourly rate for hours 1-9 or charged a flat rate once enrolled in at least 10 hours

**c.** International Students

**1)** The hourly rate will be discounted when undergraduate students enroll in more than 12 hours.

**2)** The hourly rate will be discounted when graduate students enroll in more than 10 hours.

**3)** For summer sessions, out-of-state tuition fees are assessed using the current hourly rate with no maximum amount for total credit hours enrolled.

**d.** Application of Revenues

**1)** Revenue generated from out-of-state tuition is allocated to support instructional delivery, academic programs, and student success initiatives.

**2.** Applicability of out-of-state tuition is determined pursuant to Tennessee Tech Policy 253, Residency Classification, governing a student's in-state and out-of-state classification for admission purposes. The business office will collect fees based upon student classification as determined by the appropriate authority within the institution.

**3.** Accounting treatment

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

**b.** Other accounting is the same for out-of-state tuition as that outlined under Maintenance Fees except that separate out-of-state accounts are used.

- c. In the case of fees not collected from students under grants and contracts, the same expense account under Scholarships and Fellowships may be used.

## H. Program Service Fee

### 1. Debt service fees

- a. The amount of debt service fees will be approved by the Tennessee Tech Board of Trustees.
- b. For simplicity of administration and communication, Tennessee Tech may combine debt service with Mandatory Fees in quoting fee rates, in fee billings and charges, and in making refunds.
- c. Revenue from debt service fees will be recorded in the unrestricted current fund and then transferred to the retirement of indebtedness fund as either a mandatory transfer or a non-mandatory transfer. The portion of debt service fee revenue used for current-year debt service will be reported as a mandatory transfer. Any additional debt service fee revenue will be transferred to the retirement of indebtedness fund as a non-mandatory transfer.
- d. At the conclusion of the debt retirement for a given project, the debt service fee attributed to the project will cease. Any new project requires the approval of a new debt service fee on its own merits without the reallocation of any existing fee. Any continuation of fees necessary for renewal and replacement of a project for which the debt is totally retired must be approved for that purpose by the Tennessee Tech Board of Trustees.

### 2. Student Activity Fees

- a. A student government activity fee may be established pursuant to T.C.A. § 49-8-109. Any increase in this fee shall be subject to a referendum for student body approval or rejection. These fees will be restricted current funds additions. These fees are refundable on the same basis as Maintenance Fees or as established by Tennessee Tech Board of Trustees.
- b. Student activity fees (other than student government activity fees) will be approved by the Tennessee Tech Board of Trustees. Such fees may be recommended based on services to be provided which are related to the activity fee. These fees will be unrestricted current funds revenues. These fees are refundable on the same basis as Maintenance Fees or as established by the Tennessee Tech Board of Trustees.

**3. Technology Access Fees (TAF)**

- a. A fee shall be levied by Tennessee Tech for the purpose of providing student access to computing and similar technologies.
- b. TAF is refundable on the same basis as Maintenance Fees.
- c. Tennessee Tech shall establish expenditure accounts and designated revenue accounts for purposes of recording technology access fees and expenditures.
- d. The TAF should be used by Tennessee Tech for direct student benefit, for items such as new and improved high technology laboratories and classrooms, appropriate network and software, computer and other equipment, and technological improvements that enhance instruction. Examples of TAF use include the following items:
  - 1) Computers and other technical laboratory supplies, equipment, and software and maintenance.
  - 2) Network costs (WWW internet, interactive video, etc.)
  - 3) "Smart" or multimedia classroom equipment and classroom modifications.
  - 4) Lab and course staffing - student and staff assistance for lab and classroom uses.
  - 5) Renewal and replacement reserves as necessary.
  - 6) New machines for faculty use when faculty are actively engaged in developing and conducting on-line courses.
  - 7) Faculty and staff development directly related to the introduction or application of new technology that impacts students. These guidelines should have the flexibility to place instructional technology in a faculty lab where course materials are being prepared. For example, TAF funds can be used to create faculty labs to include the purchase of computers and to conduct faculty training and course development. (Travel costs for faculty and staff are excluded; however, consultants may be hired as needed for training.)
  - 8) Infrastructure (wiring, network, servers, etc.) necessary to provide students maximum computing capability. A ceiling is

established of 50% of the total project costs from which TAF can be used.

- 9) Expand technology resources in library, i.e., video piped anywhere on campus, interactive video room for distance education, network for web video courses.

#### 4. Facilities Fee

This fee will be used to improve facilities and fund expenditures such as replacing carpets in student lounges, remodeling classrooms, etc. The fee will not be used for routine maintenance, but will be used to make improvements to areas that have an impact on students. The intended projects will be disclosed during the normal budget cycles. The fee is refundable on the same basis as Maintenance Fees.

#### I. Specialized academic fees

1. Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Tennessee Tech Board of Trustees approval.
2. To receive approval for a specialized academic fee, a program will be required to meet criteria a., High Cost of Instruction, as defined below. Additionally, the program should document meeting criteria b - g., as applicable.
  - a. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by Tennessee Tech. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.
  - b. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
  - c. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.
  - d. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The

accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.

- e. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program must demonstrate that it has achieved exceptional recognition in its particular enterprise.
  - f. High Value to Tennessee. The program must demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the institution to aid graduates in finding appropriate employment in Tennessee.
  - g. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program must demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.
3. Tennessee Tech's Colleges and Schools must submit documentation of the above applicable criteria when requesting approval of a specialized academic fee. Specialized academic course fee revenues are limited to funding related costs accumulated in the instruction function.
- J. All miscellaneous fees must be approved by the Tennessee Tech Board of Trustees. Fees for courses requiring special off-campus facilities or services do not require Board approval but should reflect the cost of the facilities or services.
- K. Incidental fees and charges are subject to approval by the Tennessee Tech Board of Trustees including:
- 1. Application fees: undergraduate \$25.00, graduate \$30.00, international \$40.00.
  - 2. Returned check fees: Tennessee Tech will charge a nonrefundable returned check fee that is the maximum set by state law. This fee will apply to all returned checks received by the institution, whether from students, faculty, staff, or other parties. The university will review state statutes each spring to determine any changes.
  - 3. Parking: A nonrefundable fee may be levied per academic year, per fiscal year and/or per academic term for motor vehicle registration, and such fee shall be applicable to each student, faculty and staff member.

**4. Traffic fines:** These nonrefundable fines apply to all employees and students.

**5. Applied music fees:** These fees are charged for private music lessons or small group training sessions and are refundable on the same basis as Maintenance Fees.

**6. Late registration fee:** Up to \$100 will be charged during the entire period of late registration.

**L.** The following fees and charges may be approved by the Vice President for Planning & Finance and the President and established and administered by Tennessee Tech. No specific approval or notification to the Tennessee Tech Board of Trustees will be required unless subject to other Board or State requirements.

- 1.** Sales of goods and services of a commercial nature, including bookstores, food services, vending, laundry, and similar activities.
- 2.** Rental of non-student housing and facilities.
- 3.** Admissions fees to athletic and other events open to the public, including special events sponsored by campus organizations and activities.
- 4.** Sales and services of educational activities such as clinical services, publications, etc.
- 5.** Registration for conferences, institutes, and non-credit activities.
- 6.** Fees for use of campus facilities for recreational purposes.
- 7.** Parking permits and parking meters for use by guests and visitors.
- 8.** Nonrefundable library fines, which will apply to students, faculty, staff, and other library users.
- 9.** Nonrefundable thesis and dissertation fees determined based upon cost to the institution.
- 10.** Child care fees for kindergarten, preschool, early childhood, day care, or similarly defined activities. The refund policy will be established by Tennessee Tech.
- 11.** Nonrefundable special exam fee determined based upon cost to Tennessee Tech.

12. Nonrefundable standardized test fees determined based upon the cost for administering the tests.
13. Nonrefundable identification card replacement. There will be no charge for the original identification card. A fee may be set by Tennessee Tech to offset the cost of replacing the card. This fee applies only to student ID cards and not to faculty and staff ID's.
14. Replacement of damaged or lost Tennessee Tech property and equipment. Fee must be based on reasonable cost to replace.

**M. Deposits**

1. Breakage deposits may be recommended by Tennessee Tech for Board approval for courses in which it can be shown that there is a reasonable chance of loss or damage to items issued to students. The amount of the deposit should be related to the materials issued and subject to a 100% refund.
2. A deposit may be established by Tennessee Tech for rent or lease of buildings and facilities or for the issuance of other institutional property or equipment. Deposits should be subject to a 100% refund if no damage or loss occurs. The amount of such deposits should be related to the value of the facilities or equipment subject to loss and the general ability of the institution to secure reimbursement should loss or damage occur.
3. Tennessee Tech is authorized to require a security deposit for residence hall facilities which may be forfeited by the student for failure to enter into a residence agreement or non-compliance with applicable agreement terms.

**N. Student residence hall and apartments**

1. All regular and special rental rates for student dormitories and student apartments will be approved by the Tennessee Tech Board of Trustees upon the recommendation by the President. Special rates for non-student groups during summer periods may be approved by the Vice President for Planning and Finance and the President.
2. Rental for student dormitory or residence hall units shall be payable in full in advance of the beginning of a term. However, Tennessee Tech shall offer an optional payment plan under which a prorated amount of the rental shall be payable monthly in advance during the term. A monthly service charge and a late payment charge may be assessed. Residence Hall students can participate in the deferred payment plan (TTU Policy 511.3 Deferred Payment Plan).

- O.** Tennessee Tech may submit for Board of Trustee approval of fees and charges not specifically covered by this policy.
- P.** Fees may be established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities.
- Q.** When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds, and conditions must be clearly stated.
- R.** Fees for auxiliary services must take into consideration that Auxiliary Enterprises should be at least a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget guidelines.
- S.** Fees established for non-credit courses and activities shall be sufficient to cover the total costs incurred in providing the program, including any indirect costs, plus a minimum of 25% of the annual instructional salary costs including contractual salary costs or personal services contracts.
- T.** Students enrolled for six or more hours are eligible for full-time privileges, i.e., access to social, athletic, and cultural functions, pursuant to T.C.A. § 49-8-109.
- U.** Refunds and fee adjustments
  - 1.** Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.
  - 2.** Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a 100% adjustment or credit of Mandatory Fees. Housing and meal ticket charges may be prorated based on usage.
  - 3.** Maintenance Fee refunds and adjustments
    - a.** Refunds are 100% for courses canceled by Tennessee Tech.
    - b.** Changes in courses involving the adding and dropping of equal numbers of SCH's for the same term at the same time require no refund or assessment of additional Maintenance Fees, unless the dropping and adding involves TN eCampus courses.
    - c.** The fee adjustment for Withdrawals or drops during regular terms (fall and spring) is 75% from the first day of classes through the fourteenth calendar day of classes and then reduced to 25% for a period of time which extends 25% of the length of the term. When the first day of the academic term falls on a Saturday, the 100% refund period is extended

through the weekend until the following Monday morning (12:01 am). There is no fee adjustment after the 25% period ends. Dropping or withdrawing from classes during either the 75% or the 25% fee adjustment period will result in a fee adjustment of assessed Maintenance Fees based on the total credit hours of the final student enrollment.

- d.** For summer sessions and other short terms, the 75% fee adjustment period and the 25% fee adjustment period will extend a length of time which is the same proportion of the term as the 75% and 25% periods are of the regular terms.
- e.** All fee adjustment periods will be rounded to whole days and the date on which each fee adjustment period ends will be included in publications. In calculating the 75% period for other than the fall and spring and in calculating the 25% length of term in all cases, the number of calendar days during the term will be considered. When the calculation produces a fractional day, rounding will be up or down to the nearest whole day.
- f.** A full refund (100%) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.
- g.** A 100% refund will be provided for students who enroll under an advance registration system but who drop a course or courses prior to the beginning of the first day of class.
- h.** A 100% refund will be provided to students who are compelled by Tennessee Tech to withdraw when it is determined that through Tennessee Tech error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.
- i.** When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the 75%/25% fee adjustment periods will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.
- j.** The fee adjustment is calculated as the difference between (1) the per credit hour cost of originally enrolled hours and (2) the per credit hour cost of the courses at final enrollment after adjustments have been applied for all courses dropped. Adjustments are calculated at the full

per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled). Not all drops/Withdrawals will result in fee adjustments.

- 4.** The fee adjustment provision for out-of-state tuition is the same as that for Maintenance Fees. The 75% fee adjustment period and the 25% fee adjustment period will follow the same dates as the fee adjustment periods for Maintenance Fees. When 100% of Maintenance Fees are refunded, 100% of out-of-state tuition also is refunded. Calculation procedures are the same as those specified for Maintenance Fees.
- 5.** Program Service Fee will be subject to the same refund policy as Maintenance Fees.
- 6.** Refund of residence hall rent after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence hall:
  - a.** Because of personal medical reasons confirmed in writing by a licensed physician, or
  - b.** Full refund will be made in the case of the death of the student.
  - c.** Withdrawals for other reasons will be subject to the same 75%/25% amounts and time periods as Maintenance Fees.
  - d.** No refund will be made other than under the above conditions.
- 7.** Residence hall reservations and any deposits will be refunded in full if:
  - a.** Tennessee Tech is notified by a specific date which it establishes, but which may not be later than fourteen (14) calendar days prior to the first official day of registration,
  - b.** The student is prevented from entering Tennessee Tech because of medical reasons confirmed in writing by a licensed physician, or
  - c.** Residence hall space is not available.
  - d.** Full refund will be made in the case of the death of the student.
- 8.** The Tennessee Tech meal plan refund policy is described in Policy 511.2 (Student Fee Adjustments, Refunds, and Appeals).

## V. Interpretation

The Vice President for Planning and Finance or his/her designee has the final authority to interpret the terms of this policy.

## VI. Citation for Authority for Policy

T.C.A. § 49-8-113; T.C.A. § 49-8-201(f)(8)(C); TBR Guideline B-060; TBR Rule 0240-1-2.01 et seq.; T.C.A § 49-7-2301; T.C.A § 49-7-2302; T.C.A §49-7-1303; T.C.A. § 49-7-1304

### Approved by:

Administrative Council: February 22, 2017

University Assembly: April 19, 2017

Board of Trustees: March 23, 2017; September 29, 2020; October 6, 2022;  
June 26, 2025

President on September 3, 2020, September 21, 2020, ~~and~~ August 22, 2022, to be retroactive to April 8, 2022, June 10, 2025, and May 7, 2026, pursuant to Policy 101, Section VII.A.

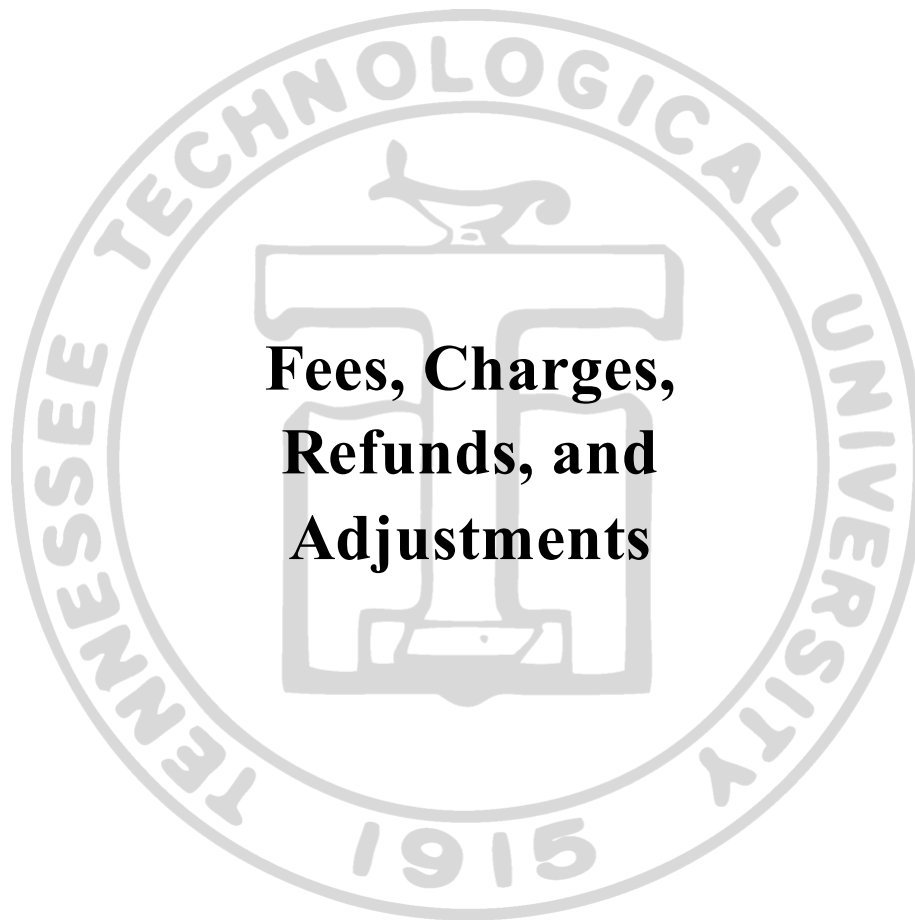
### Received by:

Administrative Council: September 30, 2020; January 25, 2023; August 27, 2025

University Assembly: November 18, 2020; April 19, 2023; November 19, 2025

President on May 28, 2026, pursuant to Policy 101, Section VII

**Tennessee Technological University  
Policy No. 511.1**



**Fees, Charges,  
Refunds, and  
Adjustments**

**Original Effective Date:** July 1, 2017

**Revised Dates:** July 1, 2020; April 8, 2022; October 19, 2022; July 1, 2025,  
July 1, 2026

**Reviewed with No Changes:** January 24, 2025; December 16, 2025

**Policy No:** 511.1

**Policy Name:** Fees, Charges, Refunds, and Adjustments

**I. Purpose**

The purpose of the following policy is to outline significant provisions for consistent administration of fees, charges, and refunds at Tennessee Tech. These policies largely represent a consolidation of existing statements and practices. They are intended to serve as a reference document for institutional staff responsible for implementing and communicating fee-related matters. The policy contents include general and specific provisions for: Maintenance Fees, out-of-state tuition, debt service fees, student activity, miscellaneous and incidental fees, deposits, residence hall fees, and refunds.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Director of Financial Services in consultation with the Associate Vice President for Business and Fiscal Affairs and the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council, University Assembly, and the Board of Trustees.

**III. Definitions**

- A. Maintenance Fees:** a charge to students enrolled in credit courses calculated based on the number of student credit hours, also known as in-state tuition
- B. Mandatory Fees:** fees consistently applied to all students regardless of major or class selection
- C. Withdrawal:** the formal process whereby a student informs Tennessee Tech of the decision to cease attendance in all classes for the term
- D. LGIs:** Locally Governed Institutions is the term used to refer to the six universities previously under the Tennessee Board of Regents that now have local governing boards after passage of the FOCUS Act including Austin Peay State University, East Tennessee State University, Middle Tennessee State University, Tennessee State University, University of Memphis, and Tennessee Tech
- E. Save Your Seat:** the program whereby students who have not sufficiently paid their fees can retain their schedule by acknowledging during pre-registration that they will attend the current semester
- F. Domestic Student:** any non-resident student as defined by Tennessee Tech Policy 253, Residency Classification, who is a United States citizen
- G. International Student:** any non-resident student as defined by Tennessee Tech Policy 253, Residency Classification, who is not a United States citizen

- H. Military-affiliated: active-duty military personnel, reservists, members of the national guard, and reserve officer training corps program cadets.

#### **IV. Policy/Procedure**

##### **A. Establishment of fees and charges**

1. The Tennessee Tech Board of Trustees must approve all institutional fees and charges unless specific exceptions are provided.
2. The Tennessee Higher Education Commission (THEC) Pursuant to T.C.A § 49-7-202(n) provides binding Maintenance Fee ranges for Tennessee Tech each year during the budgeting process. The binding ranges apply to resident, undergraduate students on the Maintenance Fee rate, as well as the sum total maintenance and Mandatory Fee changes. Rates locally approved must abide by these ranges. THEC will not issue binding recommendations on graduate, out-of-state tuition, or other fee rates.
3. The Tennessee Tech President is responsible for the enforcement and collection of all fees and charges. Fees and charges that specifically do not require Board of Trustee approval must receive formal approval by the President or his/her designee.
4. Tennessee Tech will attempt to follow a general format in publishing information on fees and charges, including, but not limited to, the following:
  - a. All statements which include the fee amount should be complete and specific enough to prevent misunderstanding by readers.
  - b. When a fee is quoted, the refund procedures should be clearly stated including all qualifying conditions. If there is no refund, it should be labeled as non-refundable.
  - c. Whenever possible, specific dates related to the payment of fees and refund procedures should be stated.
  - d. It should be made clear that all fees are subject to change at any time.

##### **B. Approval of exceptions**

1. In accordance with these guidelines, the President or his/her designee has the authority to determine the applicability of certain fees, fines, charges, and refunds and to approve exceptions in instances of unusual circumstances or for special groups.

2. All such actions should be properly documented for auditing purposes.

**C. Appeals process**

1. The appeals process is detailed in TTU Policy 511.2 (Student Fee Adjustments, Refunds, and Appeals).
2. Separate appeals processes may exist for different types of fees, charges, and refunds.
3. The final appeal may be directed to the Vice President for Planning and Finance.

**D. Payment of student fees**

1. As provided in the TTU Policy 511 (Payment of Student Fees and Enrollment):
  - a. An applicant for admission to Tennessee Tech is considered and counted as a student when all assessed fees have been paid, when the initial minimum payment due under the deferred payment plan has been paid, or when an acceptable commitment from an agency or organization approved by Tennessee Tech has been received.
  - b. An applicant shall possess an acceptable commitment when he/she has submitted a timely application(s) for financial aid with the reasonable probability of receiving such.
2. Pursuant to the above conditions, students who do not (1) prepay all fees, (2) have an approved financial aid deferment, or (3) participate in Save Your Seat will forfeit pre-registration privileges and have their schedule deleted prior to the start of classes for the semester. Students may then re-enroll under the normal registration process.

**E. Maintenance Fees**

1. Fees are established by the Tennessee Tech Board of Trustees.
2. The same fee is applicable to courses for which the student is enrolled on an audit basis.
3. Rates are established by the Tennessee Tech Board of Trustees and incorporated in a fee schedule by student level (undergraduate and graduate).
  - a. Undergraduate Students

- 1) Undergraduate students admitted to Tennessee Tech will be assessed an hourly rate for hours 1-11 or charged a flat rate once enrolled in at least 12 hours unless stated otherwise elsewhere in this policy

**b. Graduate Students**

- 1) The hourly rate will be discounted when graduate students enroll in more than 10 hours unless stated otherwise elsewhere in this policy.
4. For summer sessions, Maintenance Fees and tuition are assessed using the current hourly rate for both undergraduate and graduate students with no maximum amount for total credit hours enrolled.
  5. Maintenance Fees may not be waived; however, specific exceptions are provided in the following instances:
    - a. Pursuant to T.C.A. § 49-7-113, exceptions exist for certain disabled and elderly students, as well as state service retirees.
      - 1) For audit courses, no fee is required for persons with a permanent, total disability, persons 60 years of age or older and domiciled in Tennessee, and persons who have retired from state service with 30 or more years of service, regardless of age.
      - 2) For credit, a fee of \$70 per semester may be charged to persons with a permanent, total disability, and persons who will become 65 years of age or older during the academic semester in which they begin classes and who are domiciled in Tennessee. This fee includes all Mandatory Fees; it does not include course-specific fees such as all miscellaneous course fees, materials fees, application fee, online course fees, and parking fees. This only applies to enrollment on a space available basis, which permits registration no earlier than four (4) weeks prior to the first day of classes.
    - b. Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. If a student invokes these provisions, the correct applicable law should be determined by the Business Office and Military and Veteran Affairs.
    - c. Military reserve and national guard personnel who are mobilized to active military service within six months of attendance at Tennessee Tech and whose mobilization lasts more than six months shall be charged upon re-enrollment at such institution the tuition, Maintenance Fees, student

activity fees, and required registration or matriculation fees that were in effect when such student was enrolled prior to mobilization.

- 1) After re-enrollment, no increase in tuition, Maintenance Fees, student activity fees, or required registration or matriculation fees shall be assessed to such student until a period of time equal to one year plus the combined length of all military mobilizations has elapsed.
  - 2) In no event, however, shall a student's tuition and fees be frozen after re-enrollment for more than four years.
  - 3) To be eligible for the tuition and fee freeze, the student shall have completed military service under honorable conditions and shall re-enroll at Tennessee Tech within six months of release from active duty.
  - 4) A student eligible for the tuition and fee freeze may transfer from one state institution of higher education to another state institution of higher education one time with such student's tuition and fees calculated at the institution to which the student transfers as if the student had been in attendance at that institution before the mobilization that resulted in the student's tuition and fee freeze at the initial institution.
- d. Pursuant to T.C. A§ 49-7-1303 and 49-7-1304 Tennessee Tech University may classify a veteran or military-affiliated individual as a Tennessee resident who is not required to pay out-of-state tuition or an out-of-state fee if the veteran or military-affiliated individual is:
- 1) Enrolled at Tennessee Tech University
  - 2) Resides outside the state of Tennessee
- e. Dual Enrollment Maintenance Fee is available to high school students meeting the qualifications specified in T.C.A. § 49-4-930.
- 1) Dual Enrollment Maintenance Fee will be set to a rate equal to the maximum grant amount stipulated by the Tennessee Student Assistance Corporation (TSAC) each year.

**F. Accounting treatment and relations to other state schools**

1. A revenue account for Maintenance Fees is used to record both the revenue assessed and refunds made.
2. As provided in the Governmental Accounting Standards Board (GASB) Statements 34 and 35, summer school revenues and expenditures must be accrued at fiscal year-end. Summer school activity will not be allocated to only one fiscal year.

3. In some cases, full fees are not assessed to students. These occur when statutes establish separate rates for such groups as the disabled, elderly, and military dependents. The difference between normal fees and special fees is not assessed. Fees not assessed in these cases do not represent revenue.
  4. Agreements/contracts may be executed with a third party (federal agency, corporation, institution, etc.), but not with the individual student, to deliver routine courses at a fixed rate or for the actual cost of delivering the course and may provide for fees not to be charged to individual students. Individual student fees will be assessed as usual and charged to the functional category Scholarships and Fellowships. The amount charged to or paid by the third party is credited to the appropriate Grants and Contracts revenue account.
  5. In some cases, a non-credit course provides an option to grant regular credit. If a separate or additional fee is collected because of the credit, that amount is reported as Maintenance Fee revenue.
  6. Full-time employees of the Tennessee Board of Regents (TBR), the University of Tennessee systems (UT), and LGIs may enroll in one course per term at any public postsecondary institution, with fees waived for the employee.
  7. No tuition-paying student shall be denied enrollment in a course because of enrollment of TBR, UT, and LGI employees.
  8. Spouses and dependents of employees of the TBR system and other LGIs may be eligible for a student fee discount for undergraduate courses at TBR institutions, the University of Tennessee, and other LGIs.
  9. Tennessee Board of Regents institutions and the LGIs may exchange funds for tuition fees of employees' spouses and dependents who participate in a TBR and LGIs' educational assistance programs.
  10. To the extent they are not reimbursed by the State, fee waivers for full-time State employees and fee discounts to children of certified public school teachers shall be accounted for as a scholarship.
- G.** Out-of-state tuition is an additional fee charged to students classified as non-residents as defined by Tennessee Tech Policy 253, Residency Classification, who are enrolled for credit courses, including audit courses. This fee is in addition to the Maintenance Fee.
1. Out-of-state tuition fee rates are established by the Tennessee Tech Board of Trustees and are incorporated in the annual fee schedule by student level



- c. In the case of fees not collected from students under grants and contracts, the same expense account under Scholarships and Fellowships may be used.

## H. Program Service Fee

### 1. Debt service fees

- a. The amount of debt service fees will be approved by the Tennessee Tech Board of Trustees.
- b. For simplicity of administration and communication, Tennessee Tech may combine debt service with Mandatory Fees in quoting fee rates, in fee billings and charges, and in making refunds.
- c. Revenue from debt service fees will be recorded in the unrestricted current fund and then transferred to the retirement of indebtedness fund as either a mandatory transfer or a non-mandatory transfer. The portion of debt service fee revenue used for current-year debt service will be reported as a mandatory transfer. Any additional debt service fee revenue will be transferred to the retirement of indebtedness fund as a non-mandatory transfer.
- d. At the conclusion of the debt retirement for a given project, the debt service fee attributed to the project will cease. Any new project requires the approval of a new debt service fee on its own merits without the reallocation of any existing fee. Any continuation of fees necessary for renewal and replacement of a project for which the debt is totally retired must be approved for that purpose by the Tennessee Tech Board of Trustees.

### 2. Student Activity Fees

- a. A student government activity fee may be established pursuant to T.C.A. § 49-8-109. Any increase in this fee shall be subject to a referendum for student body approval or rejection. These fees will be restricted current funds additions. These fees are refundable on the same basis as Maintenance Fees or as established by Tennessee Tech Board of Trustees.
- b. Student activity fees (other than student government activity fees) will be approved by the Tennessee Tech Board of Trustees. Such fees may be recommended based on services to be provided which are related to the activity fee. These fees will be unrestricted current funds revenues. These fees are refundable on the same basis as Maintenance Fees or as established by the Tennessee Tech Board of Trustees.

**3. Technology Access Fees (TAF)**

- a. A fee shall be levied by Tennessee Tech for the purpose of providing student access to computing and similar technologies.
- b. TAF is refundable on the same basis as Maintenance Fees.
- c. Tennessee Tech shall establish expenditure accounts and designated revenue accounts for purposes of recording technology access fees and expenditures.
- d. The TAF should be used by Tennessee Tech for direct student benefit, for items such as new and improved high technology laboratories and classrooms, appropriate network and software, computer and other equipment, and technological improvements that enhance instruction. Examples of TAF use include the following items:
  - 1) Computers and other technical laboratory supplies, equipment, and software and maintenance.
  - 2) Network costs (WWW internet, interactive video, etc.)
  - 3) "Smart" or multimedia classroom equipment and classroom modifications.
  - 4) Lab and course staffing - student and staff assistance for lab and classroom uses.
  - 5) Renewal and replacement reserves as necessary.
  - 6) New machines for faculty use when faculty are actively engaged in developing and conducting on-line courses.
  - 7) Faculty and staff development directly related to the introduction or application of new technology that impacts students. These guidelines should have the flexibility to place instructional technology in a faculty lab where course materials are being prepared. For example, TAF funds can be used to create faculty labs to include the purchase of computers and to conduct faculty training and course development. (Travel costs for faculty and staff are excluded; however, consultants may be hired as needed for training.)
  - 8) Infrastructure (wiring, network, servers, etc.) necessary to provide students maximum computing capability. A ceiling is

established of 50% of the total project costs from which TAF can be used.

- 9) Expand technology resources in library, i.e., video piped anywhere on campus, interactive video room for distance education, network for web video courses.

#### 4. Facilities Fee

This fee will be used to improve facilities and fund expenditures such as replacing carpets in student lounges, remodeling classrooms, etc. The fee will not be used for routine maintenance, but will be used to make improvements to areas that have an impact on students. The intended projects will be disclosed during the normal budget cycles. The fee is refundable on the same basis as Maintenance Fees.

#### I. Specialized academic fees

1. Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Tennessee Tech Board of Trustees approval.
2. To receive approval for a specialized academic fee, a program will be required to meet criteria a., High Cost of Instruction, as defined below. Additionally, the program should document meeting criteria b - g., as applicable.
  - a. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by Tennessee Tech. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.
  - b. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
  - c. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.
  - d. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The

accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.

- e. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program must demonstrate that it has achieved exceptional recognition in its particular enterprise.
  - f. High Value to Tennessee. The program must demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the institution to aid graduates in finding appropriate employment in Tennessee.
  - g. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program must demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.
3. Tennessee Tech's Colleges and Schools must submit documentation of the above applicable criteria when requesting approval of a specialized academic fee. Specialized academic course fee revenues are limited to funding related costs accumulated in the instruction function.
- J. All miscellaneous fees must be approved by the Tennessee Tech Board of Trustees. Fees for courses requiring special off-campus facilities or services do not require Board approval but should reflect the cost of the facilities or services.
- K. Incidental fees and charges are subject to approval by the Tennessee Tech Board of Trustees including:
- 1. Application fees: undergraduate \$25.00, graduate \$30.00, international \$40.00.
  - 2. Returned check fees: Tennessee Tech will charge a nonrefundable returned check fee that is the maximum set by state law. This fee will apply to all returned checks received by the institution, whether from students, faculty, staff, or other parties. The university will review state statutes each spring to determine any changes.
  - 3. Parking: A nonrefundable fee may be levied per academic year, per fiscal year and/or per academic term for motor vehicle registration, and such fee shall be applicable to each student, faculty and staff member.

**4. Traffic fines:** These nonrefundable fines apply to all employees and students.

**5. Applied music fees:** These fees are charged for private music lessons or small group training sessions and are refundable on the same basis as Maintenance Fees.

**6. Late registration fee:** Up to \$100 will be charged during the entire period of late registration.

**L.** The following fees and charges may be approved by the Vice President for Planning & Finance and the President and established and administered by Tennessee Tech. No specific approval or notification to the Tennessee Tech Board of Trustees will be required unless subject to other Board or State requirements.

- 1.** Sales of goods and services of a commercial nature, including bookstores, food services, vending, laundry, and similar activities.
- 2.** Rental of non-student housing and facilities.
- 3.** Admissions fees to athletic and other events open to the public, including special events sponsored by campus organizations and activities.
- 4.** Sales and services of educational activities such as clinical services, publications, etc.
- 5.** Registration for conferences, institutes, and non-credit activities.
- 6.** Fees for use of campus facilities for recreational purposes.
- 7.** Parking permits and parking meters for use by guests and visitors.
- 8.** Nonrefundable library fines, which will apply to students, faculty, staff, and other library users.
- 9.** Nonrefundable thesis and dissertation fees determined based upon cost to the institution.
- 10.** Child care fees for kindergarten, preschool, early childhood, day care, or similarly defined activities. The refund policy will be established by Tennessee Tech.
- 11.** Nonrefundable special exam fee determined based upon cost to Tennessee Tech.

12. Nonrefundable standardized test fees determined based upon the cost for administering the tests.
13. Nonrefundable identification card replacement. There will be no charge for the original identification card. A fee may be set by Tennessee Tech to offset the cost of replacing the card. This fee applies only to student ID cards and not to faculty and staff ID's.
14. Replacement of damaged or lost Tennessee Tech property and equipment. Fee must be based on reasonable cost to replace.

**M. Deposits**

1. Breakage deposits may be recommended by Tennessee Tech for Board approval for courses in which it can be shown that there is a reasonable chance of loss or damage to items issued to students. The amount of the deposit should be related to the materials issued and subject to a 100% refund.
2. A deposit may be established by Tennessee Tech for rent or lease of buildings and facilities or for the issuance of other institutional property or equipment. Deposits should be subject to a 100% refund if no damage or loss occurs. The amount of such deposits should be related to the value of the facilities or equipment subject to loss and the general ability of the institution to secure reimbursement should loss or damage occur.
3. Tennessee Tech is authorized to require a security deposit for residence hall facilities which may be forfeited by the student for failure to enter into a residence agreement or non-compliance with applicable agreement terms.

**N. Student residence hall and apartments**

1. All regular and special rental rates for student dormitories and student apartments will be approved by the Tennessee Tech Board of Trustees upon the recommendation by the President. Special rates for non-student groups during summer periods may be approved by the Vice President for Planning and Finance and the President.
2. Rental for student dormitory or residence hall units shall be payable in full in advance of the beginning of a term. However, Tennessee Tech shall offer an optional payment plan under which a prorated amount of the rental shall be payable monthly in advance during the term. A monthly service charge and a late payment charge may be assessed. Residence Hall students can participate in the deferred payment plan (TTU Policy 511.3 Deferred Payment Plan).

- O.** Tennessee Tech may submit for Board of Trustee approval of fees and charges not specifically covered by this policy.
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- S.** Fees established for non-credit courses and activities shall be sufficient to cover the total costs incurred in providing the program, including any indirect costs, plus a minimum of 25% of the annual instructional salary costs including contractual salary costs or personal services contracts.
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- U.** Refunds and fee adjustments
  - 1.** Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.
  - 2.** Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a 100% adjustment or credit of Mandatory Fees. Housing and meal ticket charges may be prorated based on usage.
  - 3.** Maintenance Fee refunds and adjustments
    - a.** Refunds are 100% for courses canceled by Tennessee Tech.
    - b.** Changes in courses involving the adding and dropping of equal numbers of SCH's for the same term at the same time require no refund or assessment of additional Maintenance Fees, unless the dropping and adding involves TN eCampus courses.
    - c.** The fee adjustment for Withdrawals or drops during regular terms (fall and spring) is 75% from the first day of classes through the fourteenth calendar day of classes and then reduced to 25% for a period of time which extends 25% of the length of the term. When the first day of the academic term falls on a Saturday, the 100% refund period is extended

through the weekend until the following Monday morning (12:01 am). There is no fee adjustment after the 25% period ends. Dropping or withdrawing from classes during either the 75% or the 25% fee adjustment period will result in a fee adjustment of assessed Maintenance Fees based on the total credit hours of the final student enrollment.

- d.** For summer sessions and other short terms, the 75% fee adjustment period and the 25% fee adjustment period will extend a length of time which is the same proportion of the term as the 75% and 25% periods are of the regular terms.
- e.** All fee adjustment periods will be rounded to whole days and the date on which each fee adjustment period ends will be included in publications. In calculating the 75% period for other than the fall and spring and in calculating the 25% length of term in all cases, the number of calendar days during the term will be considered. When the calculation produces a fractional day, rounding will be up or down to the nearest whole day.
- f.** A full refund (100%) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.
- g.** A 100% refund will be provided for students who enroll under an advance registration system but who drop a course or courses prior to the beginning of the first day of class.
- h.** A 100% refund will be provided to students who are compelled by Tennessee Tech to withdraw when it is determined that through Tennessee Tech error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.
- i.** When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the 75%/25% fee adjustment periods will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.
- j.** The fee adjustment is calculated as the difference between (1) the per credit hour cost of originally enrolled hours and (2) the per credit hour cost of the courses at final enrollment after adjustments have been applied for all courses dropped. Adjustments are calculated at the full

per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled). Not all drops/Withdrawals will result in fee adjustments.

- 4.** The fee adjustment provision for out-of-state tuition is the same as that for Maintenance Fees. The 75% fee adjustment period and the 25% fee adjustment period will follow the same dates as the fee adjustment periods for Maintenance Fees. When 100% of Maintenance Fees are refunded, 100% of out-of-state tuition also is refunded. Calculation procedures are the same as those specified for Maintenance Fees.
- 5.** Program Service Fee will be subject to the same refund policy as Maintenance Fees.
- 6.** Refund of residence hall rent after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence hall:

  - a.** Because of personal medical reasons confirmed in writing by a licensed physician, or
  - b.** Full refund will be made in the case of the death of the student.
  - c.** Withdrawals for other reasons will be subject to the same 75%/25% amounts and time periods as Maintenance Fees.
  - d.** No refund will be made other than under the above conditions.
- 7.** Residence hall reservations and any deposits will be refunded in full if:

  - a.** Tennessee Tech is notified by a specific date which it establishes, but which may not be later than fourteen (14) calendar days prior to the first official day of registration,
  - b.** The student is prevented from entering Tennessee Tech because of medical reasons confirmed in writing by a licensed physician, or
  - c.** Residence hall space is not available.
  - d.** Full refund will be made in the case of the death of the student.
- 8.** The Tennessee Tech meal plan refund policy is described in Policy 511.2 (Student Fee Adjustments, Refunds, and Appeals).

**V. Interpretation**

The Vice President for Planning and Finance or his/her designee has the final authority to interpret the terms of this policy.

**VI. Citation for Authority for Policy**

T.C.A. § 49-8-113; T.C.A. § 49-8-201(f)(8)(C); TBR Guideline B-060; TBR Rule 0240-1-2.01 et seq.; T.C.A § 49-7-2301; T.C.A § 49-7-2302; T.C.A §49-7-1303; T.C.A. § 49-7-1304

**Approved by:**

Administrative Council: February 22, 2017

University Assembly: April 19, 2017

Board of Trustees: March 23, 2017; September 29, 2020; October 6, 2022;  
June 26, 2025

President on September 3, 2020, September 21, 2020, August 22, 2022, to be retroactive to April 8, 2022, June 10, 2025, and May 7, 2026, pursuant to Policy 101, Section VII.A.

**Received by:**

Administrative Council: September 30, 2020; January 25, 2023; August 27, 2025

University Assembly: November 18, 2020; April 19, 2023; November 19, 2025

President on May 28, 2026, pursuant to Policy 101, Section VII



## Agenda Item Summary

**Date:** June 25, 2026

**Agenda Item:** TTU Policy 570 (Methods and Processes of Procurement, Contracts, and Agreements)

Review

Action

No action required

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**PRESENTER(S):** Claire Stinson, Sr. Vice President Planning & Finance

**PURPOSE & KEY POINTS:** Proposed update to fully incorporate Policy 571 into Policy 570 to streamline procurement and contract guidance into a single policy. The lease approval thresholds and capital project thresholds have been revised.

**Tennessee Technological University  
Policy No. 570**



**Methods and  
Contracts and  
Processes of  
Agreements,  
Procurement,  
Contracts, and  
Agreements**

**Original Effective Date: December 1, 2017**

**Revised Date: July 1, 2026**

**Policy No.:** 570

**Policy Name:** Methods and Processes of Procurement, Contracts, and Agreements

## **I. Purpose**

This policy establishes the methods, processes, and rules pertaining to procurement of goods and/or services through requisitions or contracts and agreements.

## **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Director of Purchasing and Contracts in consultation with the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council, University Assembly and the Board of Trustees.

## **III. Policy**

Tennessee Tech employees must follow all requirements related to the procurement of goods and/or services as stated in the Tennessee Tech Procurement Manual, which can be found under "Related Documents."

- A.** Contracts and agreements may be approved by the President or designee, except for the following, which require review and/or approval(s) by the Board of Trustees, Tennessee Higher Education Commission (THEC), Fiscal Review Committee, State Building Commission (SBC), or other state official(s), as appropriate:
  1. Acquisition or sale of Tennessee Tech real property requires prior approval of the President, Board of Trustees, and the State Building Commission.
  2. Leases of real property or facilities for more than five years or for more than ~~\$150~~\$250,000 per year require prior approval of the President, Board of Trustees, Tennessee Higher Education Commission (THEC), and the State Building Commission.
  3. Agreements related to the legal authority and operating control of Tennessee Tech with respect to the Tennessee Tech Foundation requires prior approval of the President and the Board of Trustees.
  4. Revenue agreements of \$250,000 or more annually require prior approval of the President, with a periodic report to the Board of Trustees~~;~~.
  5. Expenditure contracts totaling \$250,000 or more annually require prior approval of the President, with a periodic report to the Board of Trustees~~;~~.
  6. Contracts for services that require Fiscal Review Committee review require prior approval of the President, with a periodic report to the Board of Trustees, and review by the Fiscal Review Committee~~;~~.
  7. Purchases of liability insurance for State employees require prior approval of the President and the Department of Commerce and Insurance, with a periodic report to the Board of Trustees~~;~~~~or~~.

8. Capital projects where the estimated cost is greater than \$100,000 or more for new buildings or structures, or ~~\$500~~\$1,000,000 or more for repair or renovation, from any fund source whatsoever, require prior approval of the President, Board of Trustees, Tennessee Higher Education Commission, and the State Building Commission. See Policy 580, Capital Projects Management or Policy 581, In-House Construction/Maintenance Projects including Gift-In-Place Projects for detailed processes related to Capital Projects.

- B. In any instance where the Board has delegated authority to the President to approve contracts, s/he may delegate such approval authority to a designee or designees.

#### **IV. Interpretation**

The Director of Purchasing and Contracts or his/her designee has the final authority to interpret the terms of this policy.

#### **V. Citation of Authority for Policy**

T.C.A. §§ 49-8-203(a)(1)(C) & (E)

#### **Approved by:**

Administrative Council: November 15, 2017; March 4, 2026

University Assembly: November 29, 2017; April 15, 2026

Board of Trustees: December 11, 2017

the President on October 27, 2017, pursuant to TTU Policy 101, Section VII.A.

**Tennessee Technological University  
Policy No. 570**



**Methods and  
Processes of  
Procurement,  
Contracts, and  
Agreements**

**Original Effective Date:** December 1, 2017

**Revised Date:** July 1, 2026

**Policy No.:** 570

**Policy Name:** Methods and Processes of Procurement, Contracts, and Agreements

### **I. Purpose**

This policy establishes the methods, processes, and rules pertaining to procurement of goods and/or services through requisitions or contracts and agreements.

### **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Director of Purchasing and Contracts in consultation with the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council, University Assembly and the Board of Trustees.

### **III. Policy**

Tennessee Tech employees must follow all requirements related to the procurement of goods and/or services as stated in the Tennessee Tech Procurement Manual, which can be found under “Related Documents.”

- A.** Contracts and agreements may be approved by the President or designee except for the following, which require review and/or approval(s) by the Board of Trustees, Tennessee Higher Education Commission (THEC), Fiscal Review Committee, State Building Commission (SBC), or other state official(s), as appropriate:
  - 1.** Acquisition or sale of Tennessee Tech real property requires prior approval of the President, Board of Trustees, and the State Building Commission.
  - 2.** Leases of real property or facilities for more than five years or for more than \$250,000 per year require prior approval of the President, Board of Trustees, Tennessee Higher Education Commission (THEC), and the State Building Commission.
  - 3.** Agreements related to the legal authority and operating control of Tennessee Tech with respect to the Tennessee Tech Foundation requires prior approval of the President and the Board of Trustees.
  - 4.** Revenue agreements of \$250,000 or more annually require prior approval of the President, with a periodic report to the Board of Trustees.
  - 5.** Expenditure contracts totaling \$250,000 or more annually require prior approval of the President, with a periodic report to the Board of Trustees.
  - 6.** Contracts for services that require Fiscal Review Committee review require prior approval of the President, with a periodic report to the Board of Trustees, and review by the Fiscal Review Committee.
  - 7.** Purchases of liability insurance for State employees require prior approval of the President and the Department of Commerce and Insurance, with a periodic report to the Board of Trustees.

8. Capital projects where the estimated cost is greater than \$100,000 or more for new buildings or structures, or \$1,000,000 or more for repair or renovation, from any fund source whatsoever, require prior approval of the President, Board of Trustees, Tennessee Higher Education Commission, and the State Building Commission. See Policy 580, Capital Projects Management or Policy 581, In-House Construction/Maintenance Projects including Gift-In-Place Projects for detailed processes related to Capital Projects.

- B. In any instance where the Board has delegated authority to the President to approve contracts, s/he may delegate such approval authority to a designee or designees.

#### **IV. Interpretation**

The Director of Purchasing and Contracts or his/her designee has the final authority to interpret the terms of this policy.

#### **V. Citation of Authority for Policy**

T.C.A. §§ 49-8-203(a)(1)(C) & (E)

#### **Approved by:**

Administrative Council: November 15, 2017; March 4, 2026

University Assembly: November 29, 2017; April 15, 2026

Board of Trustees: December 11, 2017

the President on October 27, 2017, pursuant to TTU Policy 101, Section VII.A.



## Agenda Item Summary

**Date:** June 25, 2026

**Agenda Item:** TTU Policy 650 (Disciplinary Action)

Review

Action

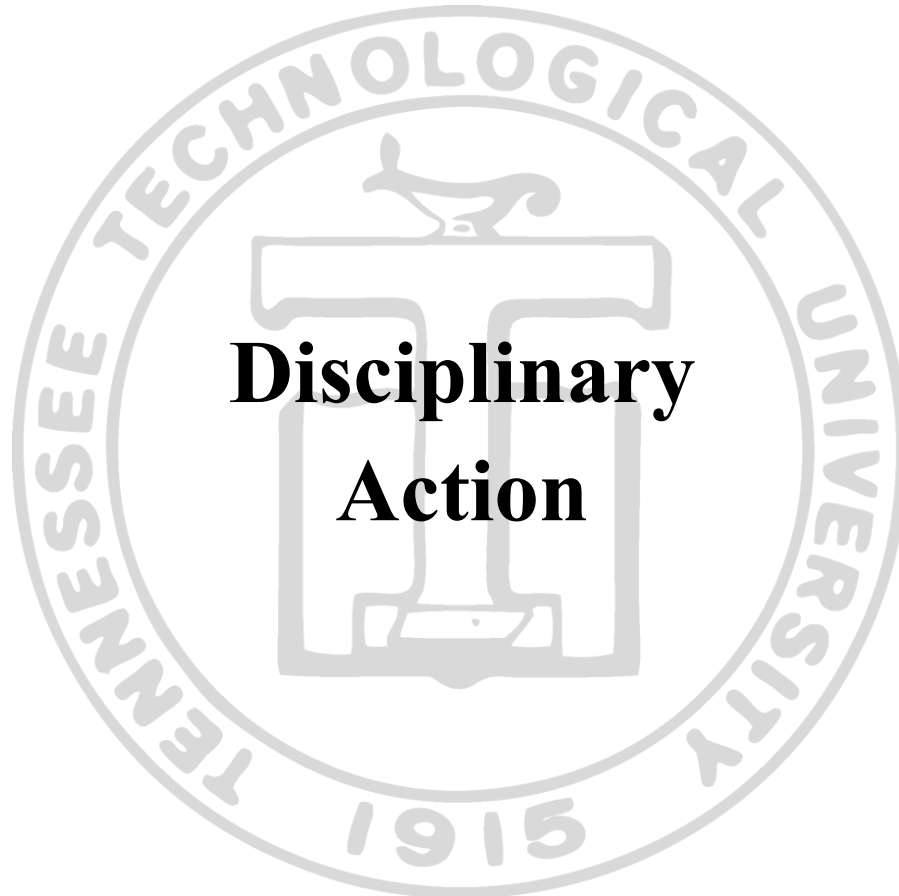
No action required

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**PRESENTER(S):** Claire Stinson, Sr. Vice President Planning & Finance

**PURPOSE & KEY POINTS:** Proposed update to existing policy to ensure compliance with recent state legislation (T.C.A. 49-8-301) requiring all higher education institutions to create new tenure and disciplinary policies in accordance with the law.

**Tennessee Technological University  
Policy No. 650**



Effective Date: July 1, 2017

Revised Date: July 1, 2026

**Policy No.:** 650

**Policy Name:** Disciplinary Action

## **I. Purpose**

This policy establishes the criteria and process for disciplinary action within the scope of this policy.

## **II. Review**

This policy will be reviewed every four years, or whenever circumstances require review, whichever is earlier, by the Associate Vice President (AVP) for Human Resources in consultation with the Provost and the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council and University Assembly.

## **III. Scope**

These procedures apply to all regular full-time and part-time employees (including faculty).

## **IV. Policy**

**A. At-Will Employment.** All regular employees serve on an at-will basis, whereby either the university or the employee may end the employment relationship at any time, with or without cause, and with or without notice, unless the university and employee have a written contract or the university has granted tenure to the employee. Nothing in this policy alters or affects the at-will status of any employee. Tennessee Tech employees are expected to follow all established departmental policies and procedures, Tennessee Tech's policies and procedures, and state and federal laws.

**B. Standards of Conduct.**

~~B.~~

1. Tennessee Tech employees are expected to follow all established departmental policies and procedures, Tennessee Tech's policies and procedures, and state and federal laws.
2. Employees are expected to achieve and maintain standards of conduct, behavior, attendance, and job performance consistent with the requirements of their position.

~~2.~~

**C. Disciplinary Action**

1. Tennessee Tech seeks to promote a positive, professional, and orderly workplace. If employee work performance is deficient or work-related behavior is unacceptable, the university may use disciplinary action up to and including suspension or termination. Unacceptable work performance is the failure to perform job responsibilities in an acceptable manner ("unacceptable work performance"). Unacceptable work-related behavior is behavior that disrupts the workplace, compromises the orderly,

professional, and satisfactory completion of an employee's job responsibilities, or otherwise violates Tennessee Tech policy, including Policy 600, Code of Conduct ("misconduct"). Misconduct includes employee failure or persistent neglect to comply with university policies, procedures, rules, or other regulations, including but not limited to violation of the University's policies against discrimination and harassment.

2. Faculty Work Performance. Work performance of faculty is frequently distinctive in kind, character, and function within the university. Therefore, work performance of faculty, as defined in Policy 207, shall be addressed under Policy 207. Notwithstanding the foregoing, the behaviors underlying unacceptable work performance of faculty (as defined in Policy 207) may otherwise constitute misconduct hereunder, including but not limited to, ongoing work neglect, insubordination, and continuing unacceptable work performance.
3. In its discretion, the university may use corrective action, including progressive discipline, whenever it determines the offense(s) merit such other sanctions. Possible disciplinary actions include, but are not limited to, verbal or written warning, performance improvement plan, suspension without pay, suspension with pay, demotion, disciplinary probation, or termination. Disciplinary action of any kind should be taken with attention to fairness and consistency. When disciplining an employee, supervisors and human resource personnel should consider the nature of the unacceptable work performance or misconduct, the past record of the employee, reasonable expectations of employee, and the appropriate action necessary to correct the issue. All disciplinary actions should be presented to the employee, describe the unacceptable performance or work-related behavior, articulate the university's expectations, and describe the necessary action(s) necessary for the employee to take (for corrective action) or the determination of the university (for suspension or termination).

#### D. Disciplinary Process.

1. Supervisors bear the primary responsibility for management of employee performance and conduct at the university.
2. To ensure fairness and consistency across the various departments and units within the university, supervisors must act in consultation with Human Resources. In consultation with such HR personnel, the supervisor should take into consideration the severity of the unacceptable work performance or misconduct, past performance reviews, previous disciplinary actions, or previous performance improvement plans.

3. Prior to taking any disciplinary action against an employee for unacceptable work performance or misconduct, a supervisor must receive permission for such action from the AVP for Human Resources (or designee) and the appropriate vice president (or equivalent), except as noted in Subsection D.4, hereinbelow.
4. In circumstances where an employee's misconduct occurs outside of job-related responsibilities, or as the AVP for Human Resources may otherwise determine is in the best interest of the university, Human Resources may independently (without supervisor or departmental participation) pursue and administer disciplinary actions for such misconduct in consultation with Office of General Counsel.

#### E. Faculty Suspension or Termination

1. Pursuant to T.C.A. § 49-8-302(a)(3), the processes for faculty tenure and faculty discipline for cause are "distinct in purpose and effect and must remain separate." Therefore, faculty discipline for misconduct shall occur pursuant to this policy. Faculty tenure determinations, including the granting, retention, and revocation of tenure, will be determined under Policies 205 and 207, which shall not be used for disciplinary actions.

2. Misconduct. Any faculty misconduct that, in the opinion of the AVP for Human Resources or of department supervisory personnel, respectively, may reasonably result in either suspension or termination shall promptly be referred to the Provost (or designee). The Provost shall establish appropriate due process procedures, consistent with the severity of allegations and any known information, in consultation with the Office of General Counsel. In establishing such procedures, the university should consider the significance of suspension or termination, the risk of an erroneous negative employment action, and the university's interests in efficient administration, including the burden of inessential processes.

At minimum, the offending faculty member shall be entitled to written notice of the charges against the faculty member, an explanation of the university's basis (and substantiating evidence, if applicable) for considering discipline for misconduct, and an opportunity to present a defense.

At the conclusion of any investigation and in consultation with the Office of the General Counsel, the Provost shall assess the alleged misconduct, evidence against the faculty member, and the faculty member's defense, then issue a decision, and the same shall be relayed to the faculty member

3. Appeal. If the decision includes suspension without pay or termination of the faculty member, the faculty member may appeal the decision to the President within five (5) days of the issuance of the decision. To initiate an appeal, the faculty member must notify the President in writing of the

desire to appeal the Provost's decision and provide all bases for the requested appeal. The President's decision will be final. Further appeals will be post-termination or suspension and shall be made in accordance with Policy 112.

F. Miscellaneous.

1. Documentation placed in the employee's official personnel file regarding disciplinary procedures remains a permanent part of the file, absent extraordinary circumstances.
2. A manager's or employee's request to remove documentation from an official personnel file shall be made to the Associate Vice President for Human Resources for review and consultation with Office of General Counsel.
3. In the case of violent or threatening behavior, Tennessee Tech will follow TTU Policy 603 (Workplace Violence Prevention).

~~C. —~~

~~D. — While Tennessee Tech may decide to use corrective action, it reserves the right in cases where the offense merits termination or other sanctions to impose such sanction(s) in the first instance without following a course of corrective action.~~

- ~~1. Discipline will be commensurate with the severity of the infraction. Possible disciplinary actions include, but are not limited to, verbal or written warning, performance improvement plan, suspension without pay, suspension with pay, demotion, disciplinary probation, or termination.~~
- ~~2. In determining appropriate discipline, the supervisor, after consultation with the Associate Vice President for Human Resources, may take into consideration past performance reviews, previous disciplinary actions, or previous performance improvement plans.~~

~~E. In the case of violent or threatening behavior, Tennessee Tech will follow TTU Policy 603 (Workplace Violence Prevention).~~

~~— A supervisor must request and receive permission from the Associate Vice President for Human Resources and the appropriate vice president or equivalent prior to taking any disciplinary action against an employee.~~

~~F. —~~

~~G. Documentation placed in the employee's official personnel file regarding disciplinary procedures remains a permanent part of the file, absent extraordinary circumstances.~~

~~H. A manager's or employee's request to remove documentation from an official personnel file shall be made to the Associate Vice President for Human Resources for review and consultation with University Counsel.~~

~~I. Discipline for tenured faculty will be consistent with policies related to tenured faculty.~~

**V. Interpretation**

The Vice President for Planning and Finance or his/her designee has the final authority to interpret the terms of this policy.

**VI. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(E); T.C.A. § 49-8-302

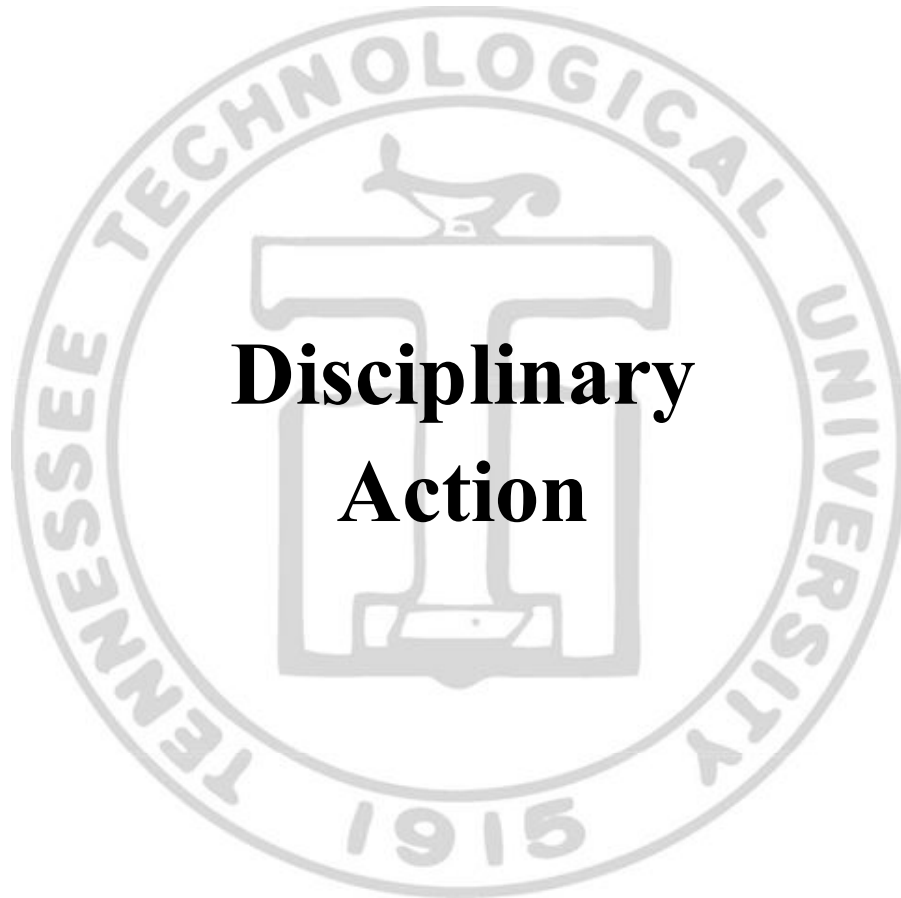
**Approved by:**

Administrative Council: January 25, 2017

University Assembly: April 19, 2017

President on May 29, 2026, pursuant to Policy 101, Section VII

**Tennessee Technological University  
Policy No. 650**



**Disciplinary  
Action**

Effective Date: July 1, 2017  
Revised Date: July 1, 2026

**Policy No.:** 650

**Policy Name:** Disciplinary Action

### **I. Purpose**

This policy establishes the criteria and process for disciplinary action within the scope of this policy.

### **II. Review**

This policy will be reviewed every four years, or whenever circumstances require review, whichever is earlier, by the Associate Vice President (AVP) for Human Resources in consultation with the Provost and the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council and University Assembly.

### **III. Scope**

These procedures apply to all regular full-time and part-time employees (including faculty).

### **IV. Policy**

**A. At-Will Employment.** All regular employees serve on an at-will basis, whereby either the university or the employee may end the employment relationship at any time, with or without cause, and with or without notice, unless the university and employee have a written contract or the university has granted tenure to the employee. Nothing in this policy alters or affects the at-will status of any employee.

**B. Standards of Conduct.**

1. Tennessee Tech employees are expected to follow all established departmental policies and procedures, Tennessee Tech's policies and procedures, and state and federal laws.
2. Employees are expected to achieve and maintain standards of conduct, behavior, attendance, and job performance consistent with the requirements of their position.

**C. Disciplinary Action**

1. Tennessee Tech seeks to promote a positive, professional, and orderly workplace. If employee work performance is deficient or work-related behavior is unacceptable, the university may use disciplinary action up to and including suspension or termination. Unacceptable work performance is the failure to perform job responsibilities in an acceptable manner ("unacceptable work performance"). Unacceptable work-related behavior is behavior that disrupts the workplace, compromises the orderly, professional, and satisfactory completion of an employee's job responsibilities, or otherwise violates Tennessee Tech policy, including

Policy 600, Code of Conduct (“misconduct”). Misconduct includes employee failure or persistent neglect to comply with university policies, procedures, rules, or other regulations, including but not limited to violation of the University’s policies against discrimination and harassment.

2. Faculty Work Performance. Work performance of faculty is frequently distinctive in kind, character, and function within the university. Therefore, work performance of faculty, as defined in Policy 207, shall be addressed under Policy 207. Notwithstanding the foregoing, the behaviors underlying unacceptable work performance of faculty (as defined in Policy 207) may otherwise constitute misconduct hereunder, including but not limited to, ongoing work neglect, insubordination, and continuing unacceptable work performance.
3. In its discretion, the university may use corrective action, including progressive discipline, whenever it determines the offense(s) merit such other sanctions. Possible disciplinary actions include, but are not limited to, verbal or written warning, performance improvement plan, suspension without pay, suspension with pay, demotion, disciplinary probation, or termination. Disciplinary action of any kind should be taken with attention to fairness and consistency. When disciplining an employee, supervisors and human resource personnel should consider the nature of the unacceptable work performance or misconduct, the past record of the employee, reasonable expectations of employee, and the appropriate action necessary to correct the issue. All disciplinary actions should be presented to the employee, describe the unacceptable performance or work-related behavior, articulate the university’s expectations, and describe the necessary action(s) necessary for the employee to take (for corrective action) or the determination of the university (for suspension or termination).

**D. Disciplinary Process.**

1. Supervisors bear the primary responsibility for management of employee performance and conduct at the university.
2. To ensure fairness and consistency across the various departments and units within the university, supervisors must act in consultation with Human Resources. In consultation with such HR personnel, the supervisor should take into consideration the severity of the unacceptable work performance or misconduct, past performance reviews, previous disciplinary actions, or previous performance improvement plans.
3. Prior to taking any disciplinary action against an employee for unacceptable work performance or misconduct, a supervisor must receive permission for such action from the AVP for Human Resources (or

designee) and the appropriate vice president (or equivalent), except as noted in Subsection D.4, hereinbelow.

4. In circumstances where an employee's misconduct occurs outside of job-related responsibilities, or as the AVP for Human Resources may otherwise determine is in the best interest of the university, Human Resources may independently (without supervisor or departmental participation) pursue and administer disciplinary actions for such misconduct in consultation with Office of General Counsel.

#### E. Faculty Suspension or Termination

1. Pursuant to T.C.A. § 49-8-302(a)(3), the processes for faculty tenure and faculty discipline for cause are "distinct in purpose and effect and must remain separate." Therefore, faculty discipline for misconduct shall occur pursuant to this policy. Faculty tenure determinations, including the granting, retention, and revocation of tenure, will be determined under Policies 205 and 207, which shall not be used for disciplinary actions.
2. **Misconduct.** Any faculty misconduct that, in the opinion of the AVP for Human Resources or of department supervisory personnel, respectively, may reasonably result in either suspension or termination shall promptly be referred to the Provost (or designee). The Provost shall establish appropriate due process procedures, consistent with the severity of allegations and any known information, in consultation with the Office of General Counsel. In establishing such procedures, the university should consider the significance of suspension or termination, the risk of an erroneous negative employment action, and the university's interests in efficient administration, including the burden of inessential processes.

At minimum, the offending faculty member shall be entitled to written notice of the charges against the faculty member, an explanation of the university's basis (and substantiating evidence, if applicable) for considering discipline for misconduct, and an opportunity to present a defense.

At the conclusion of any investigation and in consultation with the Office of the General Counsel, the Provost shall assess the alleged misconduct, evidence against the faculty member, and the faculty member's defense, then issue a decision, and the same shall be relayed to the faculty member

3. **Appeal.** If the decision includes suspension without pay or termination of the faculty member, the faculty member may appeal the decision to the President within five (5) days of the issuance of the decision. To initiate an appeal, the faculty member must notify the President in writing of the desire to appeal the Provost's decision and provide all bases for the requested appeal. The President's decision will be final. Further appeals

will be post-termination or suspension and shall be made in accordance with Policy 112.

**F. Miscellaneous.**

1. Documentation placed in the employee's official personnel file regarding disciplinary procedures remains a permanent part of the file, absent extraordinary circumstances.
2. A manager's or employee's request to remove documentation from an official personnel file shall be made to the Associate Vice President for Human Resources for review and consultation with Office of General Counsel.
3. In the case of violent or threatening behavior, Tennessee Tech will follow TTU Policy 603 (Workplace Violence Prevention).

**V. Interpretation**

The Vice President for Planning and Finance or his/her designee has the final authority to interpret the terms of this policy.

**VI. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(E); T.C.A. § 49-8-302

**Approved by:**

Administrative Council: January 25, 2017

University Assembly: April 19, 2017

President on May 29, 2026, pursuant to Policy 101, Section VII



## Agenda Item Summary

**Date:** June 25, 2026

**Agenda Item:** Faculty Promotions

**Review**

**Action**

**No action required**

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**PRESENTER(S):** Dr. John Liu, Interim Provost

**PURPOSE & KEY POINTS:** Decisions and supporting documentation for granting promotions to eligible faculty members.

**Tennessee Tech University**

**Board of Trustees**



**FACULTY PROMOTION CERTIFICATION STATEMENT**

Thirty-one faculty members have been awarded promotion effective August 2026, including:

- 0 From Instructor to Senior Instructor
- 0 From Senior Instructor to Master Instructor
- 5 From Lecturer to Senior Lecturer
- 4 From Senior Lecturer to Master Lecturer
- 9 From Assistant to Associate Professor
- 12 From Associate to Professor

The percentage of total faculty receiving promotions is 5%.

Based on these promotions, the distribution of faculty positions by rank is the following:

<b>Rank</b>	<b>Previous Year Aug 15, 2025</b>	<b>Current Year Aug 15, 2026*</b>	<b>Previous Faculty Rank Distribution Aug 15, 2025</b>	<b>Current Faculty Rank Distribution Aug 15, 2026</b>
<b>Instructor</b>	20	20	4%	4%
<b>Senior Instructor</b>	7	11	2%	2%
<b>Master Instructor</b>	7	2	2%	0%
<b>Lecturer</b>	66	70	14%	15%
<b>Senior Lecturer</b>	29	26	6%	6%
<b>Master Lecturer</b>	6	10	1%	2%
<b>Assistant Professor</b>	100	110	21%	24%
<b>Associate Professor</b>	101	91	21%	20%
<b>Professor</b>	139	124	29%	27%
<b>Total</b>	475	464	100%	100%

\*Anticipated faculty numbers including vacancies; final numbers may vary slightly depending on the outcomes of ongoing national searches.

DATE: May 11, 2026

**Tennessee Tech University  
Board of Trustees**

**FACULTY PROMOTIONS EFFECTIVE AUGUST 1, 2026**

	<b>Name</b>	<b>College</b>	<b>Department/School</b>	<b>Current Rank</b>	<b>New Rank</b>
1	Anton, Steven	Engineering	Mechanical Engineering	Associate Professor	Professor
2	Baidoo, Edwin	Business	Decision Sciences and Management	Assistant Professor	Associate Professor
3	Brookshear, Will	Engineering	Mechanical Engineering	Lecturer	Senior Lecturer
4	Browning, Stacey	Whitson-Hester School of Nursing	Whitson-Hester School of Nursing	Assistant Professor	Associate Professor
5	Butler, Keisha	Whitson-Hester School of Nursing	Whitson Hester School of Nursing	Lecturer	Senior Lecturer
6	Cook-Mucci, Wendy	Arts & Sciences	Sociology & Political Science	Lecturer	Senior Lecturer
7	Coutinho, Allison	Agriculture & Human Ecology	Human Ecology	Lecturer	Senior Lecturer
8	Guo, Terry	Engineering	Center for Manufacturing Research	Research Assistant Professor	Research Associate Professor
9	Hall, Joshua	Arts & Sciences	Biology	Assistant Professor	Associate Professor
10	Hunt, Helen	Arts & Sciences	English	Associate Professor	Professor
11	Johnson, Perry	Fine Arts	School of Art, Craft & Design	Associate Professor	Professor
12	Kazanas, Stephanie	Education & Human Sciences	Counseling and Psychology	Associate Professor	Professor
13	Languri, Ethan	Engineering	Mechanical Engineering	Associate Professor	Professor
14	Lee, Emily	Whitson-Hester School of Nursing	Nursing	Associate Professor	Professor
15	Lee, Joohun (Justin)	Business	Department of Economics, Finance, and Marketing	Assistant Professor	Associate Professor
16	Luna, Jeannette	Arts & Sciences	Earth Sciences	Associate Professor	Professor
17	Meadows, Jennifer	Education & Human Sciences	Curriculum & Instruction	Associate Professor	Professor
18	Mestayer, Colleen	Emerging and Integrative Studies	Communication and Media	Senior Lecturer	Master Lecturer
19	Muhammad, Muhammad Ismail	Engineering	Computer Science	Associate Professor	Professor
20	Nattrass, Michael	Agriculture & Human Ecology	School of Agriculture	Assistant Professor	Associate Professor
21	Potter, Darek	Education & Human Sciences	Exercise Science	Assistant Professor	Associate Professor
22	Sanders, Jonathan (Robby)	Engineering	Department of Chemical Engineering	Associate Professor	Professor
23	Schoen, Jeremy Bowers	Business	Decision Sciences and Management	Assistant Professor	Associate Professor
24	Seabold, Nicole	Arts & Sciences	Sociology & Political Science	Lecturer	Senior Lecturer
25	Sharp, Steven	Emerging and Integrative Studies	School of Environmental Studies	Senior Lecturer	Master Lecturer
26	Spears, Amber	Education & Human Sciences	Curriculum & Instruction	Associate Professor	Professor
27	Swallows, Jerry	Arts & Sciences	Biology	Senior Lecturer	Master Lecturer
28	Thurmond, Paul	Fine Arts	School of Music	Senior Lecturer	Master Lecturer
29	Toth, Allison	Business	Decision Sciences & Management	Assistant Professor	Associate Professor
30	VandenBerge, Daniel	Engineering	Civil and Environmental Engineering	Associate Professor	Professor



## Agenda Item Summary

**Date:** June 25, 2026

**Agenda Item:** Tenure Recommendations

**Review**

**Action**

**No action required**

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**PRESENTER(S):** Dr. John Liu, Interim Provost

**PURPOSE & KEY POINTS:** Recommendations and supporting documentation for granting tenure to eligible faculty members.

**Tennessee Tech University**

**Board of Trustees**



**FACULTY TENURE CERTIFICATION STATEMENT**

Ten faculty members are hereby recommended for tenure beginning August 2026.

If these recommendations are approved, the percentage of tenured faculty members at Tennessee Tech University in Fall 2026 will be 53%, which includes new tenure-track positions anticipated for 2026-2027.

Below is a table showing the percentage of faculty members at Tennessee Tech University holding tenure for each of the past five years and the projected percentage for Fall 2026.

Year	Proportion of Full-Time Faculty Holding Tenure
2021	59%
2022	59%
2023	54%
2024	55%
2025	54%
2026	53%

Across all university types, the national average proportion of full-time faculty holding tenure is **45.4%**. Across all universities with Carnegie Classification of “R2: Doctoral University”, the national average proportion of full-time faculty holding tenure is **45.4%.\***

\* Source: IPEDS Human Resources survey component 2024-25 **provisional release**. Last Updated by AAUP on January 13, 2026

DATE: May 11, 2026

**Tennessee Tech University  
Board of Trustees**

FACULTY TENURE RECOMMENDATIONS FOR 2026-2027. *Recommended personnel are listed alphabetically by last name.*

	<b>Name</b>	<b>Department/School</b>	<b>College</b>	<b>Current Rank</b>
1	Baidoo, Edwin	Business	Decision Sciences and Management	Assistant Professor*
2	Schoen, Jeremy Bowers	Business	Decision Sciences and Management	Assistant Professor*
3	Browning, Stacey	Whitson-Hester School of Nursing	Whitson-Hester School of Nursing	Assistant Professor*
4	Elfouly, Tarek	Engineering	Electrical and Computer Engineering	Associate Professor
5	Hall, Joshua	Arts & Sciences	Biology	Assistant Professor*
6	Hussein Mazen	Engineering	General & Industrial Engineering	Associate Professor
7	Lee Joohun (Justin)	Business	Department of Economics, Finance, and Marketing	Assistant Professor*
8	Natrass Michael	Agriculture & Human Ecology	School of Agriculture	Assistant Professor*
9	Potter Darek	Education & Human Sciences	Exercise Science	Assistant Professor*
10	Toth Allison	Business	Decision Sciences & Management	Assistant Professor*

\* *Individuals also being promoted and included in total number of faculty promotions.*