

December 20, 2024

Kent Hoover
MuckRock News
DEPT MR 174464
263 Huntington Ave
Boston, MA 02115

Dear Mr. Hoover:

The enclosed material is provided pursuant to your request, which was made in accordance with the Tennessee Open Records Act. If you have any questions or concerns, please contact me via email at lori.cutrell@volstate.edu.

Thank you,



Lori Cutrell, SPHR, SHRM-SCP
Vice President for Human Resources
Volunteer State Community College



Office of Human Resources

New Hire Checklist

Name

Emily Short

Position

Vice President for Student Services

EMPLOYEE
TYPE

3 Reference Checks (mandatory for ALL except work-study)

<input type="checkbox"/>	<u>N/A</u>
<input type="checkbox"/>	<u>current employee</u>
<input type="checkbox"/>	

Required Documents in People Admin (Required/Optional)

<input type="checkbox"/>	Application (Required / Optional)
<input type="checkbox"/>	Transcript (Required / Optional)
<input type="checkbox"/>	Resume/Curriculum Vitae (Required / Optional)
<input type="checkbox"/>	Cover Letter (Required / Optional)
<input type="checkbox"/>	Teaching Philosophy (Required / Optional)
<input type="checkbox"/>	Letters of Reference - (# ___ Required / Optional)
<input type="checkbox"/>	Other Documents Required

N/A
Search
waiver

<input checked="" type="checkbox"/>	W 4	ALL
<input checked="" type="checkbox"/>	Direct Deposit w/effect	ALL
<input checked="" type="checkbox"/>	I-9 w/ documents	ALL
<input checked="" type="checkbox"/>	Paperwork to Payroll	ALL
<input checked="" type="checkbox"/>	VSGC Photo ID	ALL except CEED or unless they have a student I.d.
<input checked="" type="checkbox"/>	Reference Check	ALL except work-study
<input checked="" type="checkbox"/>	Personal Information Form	ALL
<input checked="" type="checkbox"/>	Transcript Request Form	ALL except work-study
<input checked="" type="checkbox"/>	Faculty Acad. Qualif. Checklist	FACULTY & ADJUNCTS
<input checked="" type="checkbox"/>	Certificate of Proficiency in Spoken English	FACULTY & ADJUNCTS
<input checked="" type="checkbox"/>	Social Security Card	ALL
<input checked="" type="checkbox"/>	New Hire Orientation	Regular FT & PT Employees
<input checked="" type="checkbox"/>	Benefit Packet & Sign form	Adjuncts/Temp except work study
<input checked="" type="checkbox"/>	IT Account Authorization Request Form	All except work-study

Official Transcripts

Transcripts Received (Date)	Institution Name

Other Credentials
Required:



Vol State

Certificate of Completion

presented to

Emily Short

for the successful completion of
Preventing Discrimination and Sexual
Violence: Title IX, VAWA and Clery
Act for Faculty and Staff

course was completed on

December 4, 2015



WORKPLACE ANSWERS

WORKPLACE ANSWERS



Vol State

Certificate of Completion

presented to

Emily Short

for the successful completion of
Unlawful Harassment Prevention for
Higher Education Staff

course was completed on

December 4, 2015



WORKPLACE ANSWERS

WORKPLACE ANSWERS



Vol State
**Certificate of
Completion**

presented to

Emily Short

for the successful completion of
Unlawful Harassment Prevention
Supervisor Supplement for Higher
Education Staff

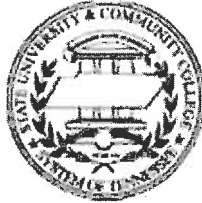
course was completed on

December 4, 2015



WORKPLACE ANSWERS

WORKPLACE ANSWERS



Certificate of Completion

This is to certify that

Emily Short
(Name)

successfully completed the following course(s)

Effective Management of Student Conduct

at: Volunteer State Community College

on 4/30/15
(Date)

Certificate of Completion

presented to

Emily Short

for

**Unlawful Harassment Prevention
Supervisor Supplement
for Higher Education Staff
on**

April 29, 2015





CERTIFICATE OF COMPLETION

Emily C. Short

has completed the

**2014 Online Ethics Training Program
for
Executive Branch Employees**

12/2/2014

Jessup, Sheila

From: SoftChalk_Report@qs3264.pair.com
Sent: Wednesday, December 03, 2014 11:07 AM
To: sectraining
Subject: [Spam?] Score: Security Awareness

Importance: Low

The following score report was sent on December 03, 2014 at 13:07:17

Submitted by: Emily C. Short

Lesson: Security Awareness, Protecting Institutional and Student Information

Total Points Possible: 10

Total Points Attempted: 10

Total Points Scored: 10

Percent Correct: 100

The Time spent on lesson: 46 minutes

Please do not reply to this email. This is an automatically generated email message and replies to it will not be delivered. If you need additional information or support related to this score report, please contact your instructor.

Jessup, Sheila

From: SoftChalk_Report@qs3264.pair.com
Sent: Wednesday, December 03, 2014 12:21 PM
To: sectraining
Subject: [Spam?] Score: Identity Theft Prevention Program

Importance: Low

The following score report was sent on December 03, 2014 at 14:21:15

Submitted by: Emily C. Short
Lesson: Identity Theft Prevention Program, Red Flag Rules
Total Points Possible: 10
Total Points Attempted: 10
Total Points Scored: 9
Percent Correct: 90
The Time spent on lesson: 48 minutes

Please do not reply to this email. This is an automatically generated email message and replies to it will not be delivered. If you need additional information or support related to this score report, please contact your instructor.



Certificate of Completion

This is to certify that

Emily C. Short

(Name)

successfully completed the following course(s)

Effective Management of Student Conduct

at: Volunteer State Community College

on May 5, 2014.
(Date)

CERTIFICATE

Emily C. Short

completed

Security Awareness

Protecting Institutional and Student Information

offered by

Volunteer State Community College

5/5/2014



CERTIFICATE OF COMPLETION

Emily C. Short

has completed the

**2014 Online Ethics Training Program
for
Executive Branch Employees**

Emily C. Short

✓

Jessup, Sheila

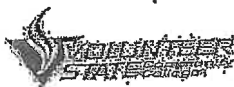
From: SoftChalk_Report@qs3264.pair.com
Sent: Monday, May 05, 2014 4:21 PM
To: sectraining
Subject: [Spam?] Score: Identity Theft Prevention Program
Importance: Low



The following score report was sent on May 05, 2014 at 17:21:23

Submitted by: Emily C. Short
Lesson: Identity Theft Prevention Program, Red Flag Rules
Total Points Possible: 10
Total Points Attempted: 10
Total Points Scored: 9
Percent Correct: 90
The Time spent on lesson: 15 minutes

Please do not reply to this email. This is an automatically generated email message and replies to it will not be delivered. If you need additional information or support related to this score report, please contact your instructor.



Office of Human Resources

New Hire Checklist -

Name

Emily Short

Position

Assistant Vice President

EMPLOYEE
TYPE

3 Reference Checks (mandatory for ALL except work-study)

	N/A

Required Documents in People Admin (Required/Optional)

	Application (Required / Optional)
	Transcript (Required / Optional)
	Resume/Curriculum Vitae (Required / Optional)
	Cover Letter (Required / Optional)
	Teaching Philosophy (Required / Optional)
	Letters of Reference - (# Required / Optional)
	Other Documents Required

W-4	ALL
Direct Deposit w/check	ALL
I-9	ALL
Paperwork to Payroll	ALL
VSCO Photo ID	ALL except CEED or unless they have a student I.D.
Adjunct Database Reference Check	ADJUNCTS ONLY
Personal Information Form	ALL except work study
Transcript Request Form	ALL
Faculty Acad. Qualif. Checklist	ALL
Certificate of Proficiency in Spoken English	ALL
Social Security Card	ALL
New Hire Orientation	ALL
Benefit Packet & Sign form	Regular FT & PT Employees
IT Account Authorization Request Form Signed	Adjuncts/Temp except work study
	All except work-study

on file

on file

College / Universities / High School Attended

Transcripts Received (Date)	Institution Name	Original Yes/No
	in file	

Other Credentials Required:

Certificate of Achievement

AWARDED TO

Emily Short

BY THE

**SOCIETY FOR HUMAN
RESOURCE MANAGEMENT**

FOR COMPLETION OF

Diversity & Inclusion Strategic Leadership

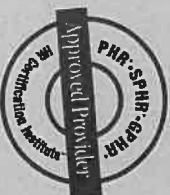
COURSE

May 21 – 22, 2013

DATE

Henry G. Jackson

HENRY G. JACKSON
PRESIDENT AND CHIEF EXECUTIVE OFFICER
SOCIETY FOR HUMAN RESOURCE MANAGEMENT



SOCIETY FOR HUMAN
RESOURCE MANAGEMENT



CERTIFICATE OF COMPLETION

Erin C. Starn

has completed the

2012 Online Ethics Training Program
for
Executive Branch Employees

Hamm, Tandy

From: do.not.reply@tbr.edu
Sent: Thursday, November 15, 2012 10:21 AM
To: Short, Emily; HR-Training.Title-VI@tbr.edu; Hamm, Tandy; Hamm, Tandy
Subject: Title VI Training Results

Dear Emily C. Short;

Thank you for participating in this Title VI Training Activity.
Your results are included in this email for your convenience.

Title VI Training Results

Name: Emily C. Short
Email Address: emily.short@volstate.edu
Institution: Volunteer State Community College
Date: 11/15/2012
Agree: has agreed
Also notified (optional): tandy.hamm@volstate.edu

Regards,

Dane White
Office of Human Resources, TBR

Hamm, Tandy

From: SoftChalk_Report@qs3264.pair.com
Sent: Thursday, November 15, 2012 11:28 AM
To: sectraining
Subject: [Spam?] Score: Identity Theft Prevention Program
Importance: Low

The following score report was sent on November 15, 2012 at 13:28:11

Submitted by: Emily C. Short
Lesson: Identity Theft Prevention Program, Red Flag Rules
Total Points Possible: 10
Total Points Attempted: 10
Total Points Scored: 9
Percent Correct: 90
The Time spent on lesson: 42 minutes

Please do not reply to this email. This is an automatically generated email message and replies to it will not be delivered. If you need additional information or support related to this score report, please contact your instructor.

Hamm, Tandy

From: SoftChalk_Report@qs3264.pair.com
Sent: Thursday, November 15, 2012 10:45 AM
To: sectraining
Subject: [Spam?] Score: Security Awareness

Importance: Low

The following score report was sent on November 15, 2012 at 12:44:31

Submitted by: Emily C. Short
Lesson: Security Awareness, Protecting Institutional and Student Information
Total Points Possible: 10
Total Points Attempted: 10
Total Points Scored: 10
Percent Correct: 100
The Time spent on lesson: 22 minutes

Please do not reply to this email. This is an automatically generated email message and replies to it will not be delivered. If you need additional information or support related to this score report, please contact your instructor.

Jessup, Sheila

From: Short, Emily
Sent: Monday, February 13, 2012 7:50 PM
To: Jessup, Sheila
Subject: Re: INFORMATION

Sheila and Lori,

I will be using the information you provide me to distribute emails which will contain a link to a survey I am using for my dissertation study. The information I gain from the survey will also be used to assist with the creation of an Employee Recruitment and Retention plan for the College. The information contained in the file will not be shared with anyone and all information obtained through the survey will be reported in aggregate form.

Thanks,
Emily

Sent from my iPad

On Feb 13, 2012, at 4:53 PM, "Jessup, Sheila" <Sheila.Jessup@volstate.edu> wrote:

Emily,

Please copy an email to Lori and myself stating the reason for your request of information. Will the requested information be provided to anyone else? Are you using it only to be able to distribute emails?

Thanks,

Sheila Jessup, PHR
Human Resources Analyst
Volunteer State Community College
1480 Nashville Pike
Gallatin, TN 37066
Office: 615-230-4834
Fax: 615-230-3314
Sheila.Jessup@volstate.edu

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you

Hamm, Tandy

From: testresults@newmedialearning.com
Sent: Monday, November 12, 2012 1:04 PM
To: Hamm, Tandy; snoland@workplaceanswers.com; pshresults@workplaceanswers.com
Subject: volstate/r - PSH Test Results

Short	Emily	Office of the Vice President of Student Services	Refresher Supervisory	100%
	11/12/2012	yes		



Certificate of Completion

This is to certify that

Emily C. Short
(Name)

successfully completed the following course(s)

Effective Management of Student Conduct

at: Volunteer State Community College

on 12/16/11
(Date)

Hamm, Tandy

From: testresults@newmedialearning.com
Sent: Tuesday, December 13, 2011 4:04 PM
To: Hamm, Tandy; pshresults@newmedialearning.com
Subject: volstate - PSH Test Results

Short	Emily	Office of the Vice President of Student Services	Refresher Supervisory	100%
	12/13/2011	yes		

Hamm, Tandy

From: do.not.reply@tbr.edu
Sent: Tuesday, December 13, 2011 4:09 PM
To: Short, Emily; HR-Training.Title-VI@tbr.edu; Hamm, Tandy
Subject: Title VI Training Results

Dear Emily C. Short;

Thank you for participating in this Title VI Training Activity.
Your results are included in this email for your convenience.

Title VI Training Results

Name: Emily C. Short
Email Address: emily.short@volstate.edu
Institution: Volunteer State Community College
Date: 12/13/2011
Agree: has agreed
Also notified (optional):

Regards,

Dane White
Office of Human Resources, TBR



Certificate of Completion

This is to certify that

Emily Short
of

Volunteer State Community College

successfully completed the mastery test for the refresher course in

Preventing Sexual Harassment

on December 13, 2011, with a score of 100%

I confirm

I have received and read VSCC's policy prohibiting harassment and
this certificate represents my test score in
Preventing Sexual Harassment

Emily Short Office of the Vice President of Student Services

Copyright 2009 New Media Learning, LLC

This program is licensed for use by faculty, staff and students of Volunteer State Community College.



Certificate of Completion

This is to certify that

Emily C. Short

Volunteer State Community College

completed the training for

Title VI Compliance

on 12/13/2011

and has agreed to operate in compliance

with this training.

**Coordinated by the Tennessee Board of Regents Offices of Human Resources and General Counsel with technical assistance by
Tennessee Board of Regents eLearning.**



CERTIFICATE OF COMPLETION

Emily C. Short

has completed the

2011 Online Ethics Training Program
for
Executive Branch Employees



Office of Human Resources

current employee
new position

New Hire Checklist

Name

Emily Short

Position

Asst. VP for Student Services and
Enrollment Mgmt.

EMPLOYEE
TYPE

3 Reference Checks (mandatory for ALL except work-study)

✓	
✓	
✓	

W-4	ALL
Direct Deposit w/check	ALL
I-9	ALL
Paperwork to Payroll	ALL
VSCC Photo ID	ALL unless they have a student I.D.
Adjunct Database	ADJUNCTS ONLY
Reference Check	ALL except work-study
Personal Information Form	ALL
Transcript Request Form	ALL except work-study
Training Memo	ALL except work-study
Faculty Acad. Qualif. Checklist	FACULTY & ADJUNCTS
Certificate of Proficiency in Spoken English	FACULTY & ADJUNCTS
Social Security Card	ALL
New Hire Orientation	Regular FT & PT Employees

} on file

current employee

N/A

OK per SJ

transcripts on file

current employee

N/A

w/ I-9

nothing changed per TH

Required Documents in People Admin (Required/Optional)

✓	Application (Required / Optional)
	Transcript (Required / Optional)
✓	Resume/Curriculum Vitae (Required / Optional)
✓	Cover Letter (Required / Optional)
	Teaching Philosophy (Required / Optional)
✓	Letters of Reference - (# Required / Optional)
	Other Documents Required

College / Universities / High School Attended

Transcripts Received (Date)	Institution Name	Original Yes/No
	transcripts on file	
	Need Western KY transcript	
	b/c it is "issued to student"	
	(per LC)	

→ Received official Western transcript 8-18-11.

Other Credentials Required:



CERTIFICATE OF ATTENDANCE

Performance Evaluation Refresher Training

May 2, 2011

Conducted by:

Tracy Lindow, PHR

The Centre Group, Inc.

I confirm that I have attended this training.

Print Name: Emily C. Short

Signature: Emily C. Short Date: 5/2/11



Office of Human Resources
VSCC Policy No: V: 01:02
TBR Policies: 5:01:00:10, 4:07:10:00

REQUEST TO INSPECT/COPY PUBLIC RECORDS

Print Name: Emily Short Telephone Number: 3477

Address: _____

Tennessee Driver's License Number: _____
(or other acceptable identification to prove citizenship in Tennessee)

Company or Business Represented, if applicable: _____

Business Telephone Number: _____

RECORDS REQUESTED FOR EXAMINATION:

	<u>File Name</u>	<u>Document Title</u>		
1.	<u>Credentials for Emily Short</u>	<u>Resume Transcripts</u>	<input checked="" type="checkbox"/> Copy	<input type="checkbox"/> Reviewed
2.	_____	_____	<input type="checkbox"/> Copy	<input type="checkbox"/> Reviewed
3.	_____	_____	<input type="checkbox"/> Copy	<input type="checkbox"/> Reviewed
4.	_____	_____	<input type="checkbox"/> Copy	<input type="checkbox"/> Reviewed
5.	_____	_____	<input type="checkbox"/> Copy	<input type="checkbox"/> Reviewed
6.	_____	_____	<input type="checkbox"/> Copy	<input type="checkbox"/> Reviewed

Attach additional sheet(s) if needed.

Requestor Signature: Emily C. Short
Office of Human Resources: Kelly Riley

Date: 12/21/10
Date: 12-21-10



CERTIFICATE OF COMPLETION

Emily E. Short

has completed the

**Ethics and Tennessee Employment
Online Training Program**

December 7, 2010





Office of Human Resources

VSCC Policy No: V: 01:02

TBR Policies: 5:01:00:10, 4:07:10:00

REQUEST TO INSPECT/COPY PUBLIC RECORDS

Print Name: Emily Short Telephone Number: _____

Address: _____

~~Tennessee Driver's License Number: _____~~
(or other acceptable identification to prove citizenship in Tennessee)

Company or Business Represented, if applicable: _____

Business Telephone Number: _____

RECORDS REQUESTED FOR EXAMINATION:

	<u>File Name</u>	<u>Document Title</u>		
1.	<u>Personnel File</u>	<u>Contract</u>	<input checked="" type="checkbox"/> Copy	<input type="checkbox"/> Reviewed
2.	_____	_____	<input type="checkbox"/> Copy	<input type="checkbox"/> Reviewed
3.	_____	_____	<input type="checkbox"/> Copy	<input type="checkbox"/> Reviewed
4.	_____	_____	<input type="checkbox"/> Copy	<input type="checkbox"/> Reviewed
5.	_____	_____	<input type="checkbox"/> Copy	<input type="checkbox"/> Reviewed
6.	_____	_____	<input type="checkbox"/> Copy	<input type="checkbox"/> Reviewed

Attach additional sheet(s) if needed.

Requestor Signature: Emily C. Short

Office of Human Resources: Shirley Gray

Date: 6/2/10

Date: 6/2/10



Certificate of Completion

This is to certify that

Emily Short

Volunteer State Community College

completed the training for

Title VI Compliance

on 12/14/2010

and has agreed to operate in compliance

with this training.

Coordinated by the Tennessee Board of Regents Offices of Human Resources and General Counsel with technical assistance by
Tennessee Board of Regents eLearning.

Hamm, Tandy

From: do.not.reply@tbr.edu
Sent: Tuesday, December 14, 2010 8:30 AM
To: Short, Emily; HR-Training.Title-VI@tbr.edu; Hamm, Tandy
Subject: Title VI Training Results

Dear Emily Short;

Thank you for participating in this Title VI Training Activity.
Your results are included in this email for your convenience.

Title VI Training Results

Name: Emily Short
Email Address: emily.short@volstate.edu
Institution: Volunteer State Community College
Date: 12/14/2010
Agree: has agreed
Also notified (optional):

Regards,

Dane White
Office of Human Resources, TBR

Hamm, Tandy

From: testresults@newmedialearning.com
Sent: Tuesday, December 07, 2010 1:38 PM
To: Hamm, Tandy; pshresults@newmedialearning.com
Subject: [Spam?] volstate - PSH Test Results

Importance: Low

Short Emily Other Refresher Supervisory 100% 12/7/2010 yes

Hamm, Tandy

From: do.not.reply@tbr.edu
Sent: Wednesday, December 09, 2009 9:11 AM
To: Short, Emily; HR-Training.Title-VI@tbr.edu; Hamm, Tandy
Subject: Title VI Training Results

Dear Emily Short;

Thank you for participating in this Title VI Training Activity.
Your results are included in this email for your convenience.

Title VI Training Results

Name: Emily Short
Email Address: emily.short@volstate.edu
Institution: Volunteer State Community College
Date: 12/9/2009
Agree: has agreed
Also notified (optional):

Regards,

Dane White
Office of Human Resources, TBR

Hamm, Tandy

From: testresults@newmedialearning.com
Sent: Wednesday, December 09, 2009 9:37 AM
To: Hamm, Tandy; pshresults@newmedialearning.com
Subject: volstate - PSH Test Results

Short Emily Other Refresher Supervisory 95% 12/9/2009 yes

Hamm, Tandy

From: testresults@newmedialearning.com
Sent: Wednesday, December 17, 2008 2:26 PM
To: PSHResults Managers; pshresults@newmedialearning.com
Subject: volstate - PSH Test Results[Scanned]

Short Emily Other Refresher Supervisory 85% 12/17/2008 yes

Evitts, Wanda

From: Anderson, Helen
Sent: Monday, April 07, 2008 9:16 AM
To: Evitts, Wanda
Subject: FW: Title VI Training Results[Scanned]

From: do.not.reply@tbr.edu[SMTP:DO.NOT.REPLY@TBR.EDU]
Sent: Monday, April 07, 2008 9:16:12 AM
To: Short, Emily; HR-Training.Title-VI@tbr.edu; Anderson, Helen
Subject: Title VI Training Results[Scanned] Auto forwarded by a Rule

Dear Emily Short;

Thank you for participating in this Title VI Training Activity.
Your results are included in this email for your convenience.

Title VI Training Results

Name: Emily Short
Email Address: emily.short@volstate.edu
Institution: Volunteer State Community College
Date: 4/7/2008
Score: 100
Also notified (optional):

Regards,

Debbie Johnson
Assistant Vice Chancellor of Human Resources

Anderson, Helen

From: testresults@newmedialearning.com
Sent: Tuesday, October 17, 2006 12:35 PM
To: PSHResults Managers
Subject: volstate - PSH Test Results[Scanned]

Short Emily Other Supervisory 93% 10/17/2006



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

Vol State at Livingston
113 Windle Community Rd
Livingston, TN 38570

Vol State at Highland Crest
150 Laureate Avenue
Springfield, TN 37172
615-433-7030
1-855-724-8722

Vol State at Cookeville
Cookeville Higher
Education Campus
1000 Neal Street
Cookeville, TN 38501
931-520-0551

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

Dear **Emily Short**:

I am pleased to announce that the Tennessee Board of Regents (TBR) approved Volunteer State Community College's submission for compensation changes during its September Board Meeting. The approved changes are effective with the October 2018 payroll and includes the following provision:

Salary Plan Funding

VSCC employees who are due to receive an adjustment under the current salary plan will receive the remainder of the designated amount. Our records indicate **you are due to receive an adjustment.**

Remainder of Salary Plan Funding	\$7,327
New Annual Salary	\$121,386

Your new annual salary is retroactive to **July 2018**. This includes the remainder of the salary plan funding adjustment. The pay for the retroactive period will be included in your October paycheck.

Any change in annual salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. If you have question regarding your salary information above, please contact the Office of Human Resources.

I deeply appreciate your service and dedication to Volunteer State Community College.

Sincerely,

Jerry L. Faulkner, Ph.D.
President

WWW.VOLSTATE.EDU

Burnett, Nilani

From: Burnett, Nilani
Sent: Monday, October 16, 2017 2:00 PM
To: Short, Emily
Subject: Compensation Letter



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

Vol State at Livingston
113 Windle Community Rd
Livingston, TN 38570

Vol State at Highland Crest
150 Laureate Avenue
Springfield, TN 37172
615-433-7030
1-855-724-8722

Vol State at Cookeville
Cookeville Higher
Education Campus
1000 Neal Street
Cookeville, TN 38501
931-520-0551

Volunteer State Community
College, a Tennessee Board of
Regents Institution is an AA/EEO
employer and does not discriminate

Dear **Emily Short**:

I am pleased to announce that the Tennessee Board of Regents (TBR) approved Volunteer State Community College's submission for compensation changes during its September Board Meeting. The approved changes are effective with the October 2017 payroll and include the following provisions:

One-Time Service Payment

All eligible regular full-time and regular part-time employees will receive a one-time service payment of \$500, of which regular part-time employees will receive a pro-rated amount. To be eligible, you must have been continuously employed by VSCC, the TBR System, the University of Tennessee or the State of Tennessee as of June 30, 2017 and in active employment status as a VS employee as of October 31, 2017. Our records indicate **you qualify for the one-time service payment.**

Salary Plan Funding

VSCC employees who are due to receive an adjustment under the current salary plan will receive 25% of the designated amount. Our records indicate **you are due to receive an adjustment.**

One-Time Service Payment	\$500
25% Salary Plan Funding	\$3,331
New Annual Salary	\$111,277

Your new annual salary is retroactive to **July 2017**. This includes the 25% salary plan funding adjustment. The pay for the retroactive period will be included in your October paycheck.

Any change in annual salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. If you have questions regarding your salary information above, please contact the Office of Human Resources.

I deeply appreciate your service and dedication to Volunteer State Community College.

Sincerely,

Jerry L. Faulkner, Ph.D.
President



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

Vol State at Livingston
113 Windle Community Rd
Livingston, TN 38570

Vol State at Highland Crest
150 Laureate Avenue
Springfield, TN 37172
615-433-7030
1-855-724-8722

Vol State at Cookeville
Cookeville Higher
Education Campus
1000 Neal Street
Cookeville, TN 38501
931-520-0551

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

Dear Emily Short:

I am pleased to announce that the Tennessee Board of Regents (TBR) approved Volunteer State Community College's submission for compensation changes during its September Board Meeting. The approved changes are effective with the October 2016 payroll and include the following provisions:

Cost of Living Adjustment (COLA)

A 1% COLA increase was approved for all eligible regular full-time and regular part-time employees continuously employed by VSCC, the TBR System, the University of Tennessee or the State of Tennessee as of June 30, 2016 and in active employment status as a VSCC employee as of October 31, 2016. Our records indicate **you are eligible for the 1% COLA increase.**

One-Time Service Payment

All eligible regular full-time and regular part-time employees will receive a one-time service payment of \$1,000, of which regular part-time employees will receive a pro-rated amount. To be eligible, you must have been continuously employed by VSCC, the TBR System, the University of Tennessee or the State of Tennessee as of June 30, 2016 and in active employment status as a VSCC employee as of October 31, 2016. Our records indicate **you qualify for the one-time service payment.**

Salary Plan Funding

VSCC employees who are due to receive an adjustment under the current salary plan will receive 20% of the designated amount. Our records indicate **you are due to receive an adjustment.**

1% COLA	\$1,025
One-Time Service Payment	\$1,000
20% Salary Plan Funding	\$2,665
New Annual Salary	\$106,142

Your new annual salary is retroactive to July 1, 2016. This includes both the 1% COLA increase as well as the 20% salary plan funding adjustment, if applicable. The pay for the retroactive period will be included in your October paycheck.

Any change in annual salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. If you have questions regarding your salary information above, please contact the Office of Human Resources.

I deeply appreciate your service and dedication to Volunteer State Community College.

Sincerely,

Jerry L. Faulkner, Ph.D.
President

WWW.VOLSTATE.EDU



For HR use only

Person Entering Data In Banner

Date

PERSONNEL ACTION FORM (PAF)

I. DEPARTMENT INFORMATION											
Division/School Student Services					Department Office of VP for Student Services						
Contact Person Dr. Jerry Faulkner					Extension 3500			Date 04/06/16			
II. EMPLOYEE / APPOINTMENT INFORMATION											
Employee Name Emily Short					Effective Date 04/16/16						
Employee ID Number [REDACTED]					Ending Date						
Job Title Vice President for Student Services					Position # V00004						
# Years Credited / Teaching					Salary \$ 102,452						
III. ACTION TYPE (Please choose all applicable)											
<input checked="" type="checkbox"/> Appointment		<input type="checkbox"/> Transfer		<input type="checkbox"/> Salary Change		Title Change (Indicate new Title)					
<input type="checkbox"/> Separation		<input type="checkbox"/> Reclassification				Rank (Indicate new Rank)					
<input type="checkbox"/> Demotion		<input type="checkbox"/> Leave of Absence (Attach Letter)									
<input checked="" type="checkbox"/> Promotion		<input type="checkbox"/> Return from Leave									
IV. EMPLOYMENT TYPE											
<input checked="" type="checkbox"/> Full Time		<input type="checkbox"/> Faculty		<input checked="" type="checkbox"/> Fiscal Year (12 Mos.)		Term Effective					
<input type="checkbox"/> Part-time		<input type="checkbox"/> Adjunct		<input type="checkbox"/> Academic Year (9 mos.)		Professional/Administrative					
<input checked="" type="checkbox"/> Regular		<input type="checkbox"/> Tenure Track		<input type="checkbox"/> Classified		Comments: end V00160 effective 4/15/16					
<input type="checkbox"/> Temporary		<input type="checkbox"/> Non-Tenure Track		<input type="checkbox"/> Modified							
V. POSITION CHANGE INFORMATION											
V-a CURRENT EMPLOYMENT STATUS					V-b PROPOSED EMPLOYMENT STATUS						
Job Title Asst. VP for Student Services % Effort 100					Job Title VP for Student Services % Effort 100						
Annual Salary \$ 80,476					Annual Salary \$ 102,452						
Dept/Division AVP for Student Services/Student Services					Dept/Division VP for Student Serv./Student Serv.						
Supervisor Patty Powell					Supervisor Dr. Jerry Faulkner						
V-c CURRENT FUNDING					V-d PROPOSED FUNDING						
Index	Fund	Org	Acct	Program	%	Index	Fund	Org	Acct	Program	%
E50020	110001	608381	61601	400	100	E60034	110001	602075	61101	450	100
Total Budget Amount \$					Total Budget Amount \$						
VI. EMPLOYEE SEPARATION											
Reason for Separation:					Non-renewal of Contract <input type="checkbox"/> Laid Off <input type="checkbox"/>						
<input type="checkbox"/> Resigned (Attach letter)					Left w/o Notice <input type="checkbox"/> Did not return from LOA <input type="checkbox"/>						
<input type="checkbox"/> Retired					If Other Please Specify --						
VII. APPROVAL SIGNATURES											
Department Head					Date						
Vice President					Date						
					Human Resources 4-8-16						
					President 4/6/16						

Kelly

- Check Banner ✓
- Check Active and Inactive Files ✓
- Check Applicant Buckets ✓
- Set up file (folders & labels) ✓
- Add New Hire paperwork packet or New Hire checklist to existing file ✓
- Print Applicant Docs ✓
- Check for missing items & email contact ✓
- Add to Employee List ✓

rev. 09/18/15

PAF CHECKLIST

Kelly

- Check Banner ✓
- Check Active and Inactive Files ✓
- Check Applicant Buckets ✓
- Set up file (folders & labels) ✓
- Add New Hire paperwork packet or New Hire checklist to existing file ✓
- Print Applicant Docs ✓
- Check for missing items & email contact ✓
- Add to Employee List ✓

rev. 09/18/15

Nilani

- Truescreen Checks (All FT/PT Reg, all Campus Police employees, some AH adjuncts)
- AH employees add to background check spreadsheet
- Work Experience Certifications (FT/PT Reg)
- Oversee Reference Checks
- Approvals in PA
- Change status in PA
- Verify salary/rate of pay
- Verify funding (NBABUD)
- Verify job description received
- TBR reporting (out of paycheck)
- Prepare contract
- Contact employee and dept.
- Review Personal Info Form/temp contracts for state agency
- PPAIDEN
- PEAEMPL
- View NBA/OBS
- NBAPOSN (FT/PT Reg)
- NBAPBUD (FT/PT Reg)
- PEAFAC (Faculty and Adjuncts)
- TN New Hire Reporting
- Signatures on PAF
- Terms: PEAEMPL continue or
- Terms: PEAFACT (Faculty and Adjuncts)
- Terms: Send email to IT ✓
- Terms: Inactivate/vacate PA ✓

Nilani

Appointment VVVVV ✓

- Truescreen Checks (All FT/PT Reg, all Campus Police employees, some AH adjuncts)
- AH employees add to background check spreadsheet
- Work Experience Certifications (FT/PT Reg)
- Oversee Reference Checks
- Approvals in PA
- Change status in PA
- Verify salary/rate of pay
- Verify funding (NBABUD)
- TBR reporting (out of paycheck)
- Prepare contract
- Contact employee and dept.
- Review Personal Info Form/temp contracts for state agency
- PPAIDEN
- PEAEMPL
- View NBA/OBS ✓
- NBAPOSN (FT/PT Reg) ✓
- NBAPBUD (FT/PT Reg) ✓
- PEAFAC (Faculty and Adjuncts)
- TN New Hire Reporting
- Signatures on PAF
- Terms: PEAEMPL
- Terms: PEAFACT (Faculty and Adjuncts)
- Terms: Send email to IT ✓
- Terms: Inactivate/vacate PA ✓

Sheila

- Schedule New Hire: Orientation
- (Full-time and Part-time Regular only)
- Schedule Exit Interview: (Full-time and Part-time Regular Separations only)
- Tuition Reimbursement

Sheila

NIA per 55

- Schedule New Hire: Orientation
- (Full-time and Part-time Regular only)
- Schedule Exit Interview: (Full-time and Part-time Regular Separations only)
- Tuition Reimbursement

Kathy

- cc PAF for Payroll (ASAP if FT hire or term) ✓
- cc PAF to Kelly and Nilani (All) ✓
- cc PAF to Sheila, Jill, Kathy (FT) ✓
- cc PAF to Patti (retirees) ✓
- cc contract to Payroll
- orig: W-4 to Payroll
- orig: Direct Deposit to Payroll
- 1-9 to Kelly
- Update Online Directory
- Enter SIANSF
- Enter PPACENL
- Enter PPACERT
- Is Sheila's orientation complete?
- Check transcript for catalog update - full time
- Check PAF checklist
- Check New Hire checklist
- Organize file

Kathy

- cc PAF for Payroll (ASAP if FT hire or term) ✓
- cc PAF to Kelly and Nilani (All) ✓
- cc PAF to Sheila, Jill, Kathy (FT) ✓
- cc PAF to Patti (retirees) ✓
- cc contract to Payroll
- orig: W-4 to Payroll
- orig: Direct Deposit to Payroll
- 1-9 to Kelly
- Update Online Directory
- Enter SIANSF
- Enter PPACENL
- Enter PPACERT
- Is Sheila's orientation complete? N/A
- Check transcript for catalog update - full time
- Check PAF checklist
- Check New Hire checklist
- Organize file

**TENNESSEE BOARD OF REGENTS OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**Volunteer State Community College
Notice of Appointment and Agreement of Employment
Executive/Administrative/Professional**

Emily Short

ID #:

Position #: V00004

This is to confirm your appointment as **Vice President for Student Services** in the **Office of Vice President for Student Services/Student Services Division** which has been approved by the Tennessee Board of Regents and Volunteer State Community College effective **April 16, 2016** at an annual salary of **\$102,452** per year subject to the terms and conditions hereinafter set forth and your acceptance thereof:

1. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as this College through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this College, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this College.
2. The above stated salary is payable at the above rate in accordance with Volunteer State Community College policies. As a condition of employment, I agree to accept compensatory time in lieu of overtime pay (TBR policy 5:02:04:10 and VSCC policy V:01:20). This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of the College.
3. A probationary period of six (6) months of observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six (6) month probationary period, this agreement may be terminated upon fourteen (14) days notice for clerical/support and thirty days notice for all other personnel. The College reserves the right to impose a probationary period any time during the term of your employment, during which time advance notice of termination would not be applicable.
4. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in Volunteer State Community College Policy V:01:05. I also agree to notify the Office of Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Employment is conditional upon successful completion of an agency background check.
5. The following special conditions shall govern this appointment: I agree to abide by the policies of the Tennessee Board of Regents and of this College regarding Intellectual Property, and hereby acknowledge my responsibilities under those policies to disclose and possibly assign (as required under VSCC policy V:01:06) Intellectual Property developed by me, either solely or jointly with others, during the term of my employment, and to otherwise assist the College as required by policy in protecting rights it may have in that Intellectual Property.
6. It is a Class A misdemeanor to misrepresent academic credentials.

You must signify your acceptance of this appointment under the terms and conditions set forth by signing this appointment and returning them to the Office of Human Resources with fifteen (15) days after the date of this notice.



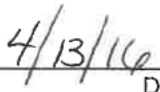
President



Appointee



Date



Date



Volunteer State Community College Work Experience Certification

List all military and work experience in chronological order beginning with most current (Include Vol State and non Vol State Employment experience).

Applicant/ Employee Name:

Emily C. Short

Employee Number:

Employer	Position Title	General Responsibilities and Duties - Indicate whether applicable to testing.	Dates of Employment Example: MM/YY From To	Indicate if Full-Time Part-Time (FT/PT)	If part-time, indicate % of time worked	Months of Relevant Work Experience to be completed by Supervisor
Volunteer State Community College	Assistant Vice President for Student Services/Enrollment Management	The Assistant Vice President for Student Services and Enrollment Management reports to the Vice President for Student Services. is a member of the Executive Council, and ex-officio for the Enrollment Management, Instructional Assessment and Institutional Effectiveness committees. As the Assistant Vice President for Student Services and Enrollment Management I am responsible for oversight management of the Directors of the following departments: Admissions, Advising & Testing, Financial Aid, Records and Registration, and Retention Support Services. I also assist the Vice President for Student Services with the daily management of the Division, in addition to developing departmental budgets, working with students and faculty concerning disruptive behavior in the classroom and administering special projects as assigned by the Vice President and the President.	08/2011 Present	FT		58
Volunteer State Community College	Director of Retention Support Services	Primarily responsible for developing and implementing retention support initiatives and programming which aid in student success and retention. Manage departmental budget accounts. Oversee the call center operations. Supervise part-time and full-time professional and classified staff. Assist Student Services department heads with institutional effectiveness plans as well as assist the Vice President for Student Services with strategic planning.	08/2005 08/2011	FT		70
Volunteer State Community College	Director of Counseling and Testing	Responsible for daily operations of the testing center. Developed and carried out counseling protocols and mental health referrals in conjunction with other counseling staff. Managed departmental budgets. Conducted academic, personal and career counseling sessions. Scheduled and trained all part-time testing staff. Supervised three professional staff positions, one clerical support staff position and thirty part-time testing personnel. Provided testing at various off-campus sites, was the GED Chief Examiner and assisted the Vice President for Student Services with the institutional effectiveness processes for the Division of Student Services. Served on various college committees.	02/2003 08/2005	FT		30
Volunteer State Community College	Director of Testing and Orientation	Managed the daily operations of the Testing Center. Scheduled and trained all part-time testing personnel for all tests administered in the Testing Center to include the GED. GED Chief Examiner for the Volunteer State GED testing site. Developed and conducted the new student orientation program. Responsible for institutional effectiveness processes of the department. Conducted personal, academic and career counseling. Served on various college committees.	06/2002 02/2003	FT		8
Volunteer State Community College	Assistant Director of Counseling and Testing	Assisted Director with daily operations of the department, budget management, strategic planning and institutional effectiveness plan development. Carried out special project assignments. Implemented a call center which required supervising two part-time employees. Conducted academic, personal and career counseling. Hired and trained approximately 20 part-time counselors for a retention calling campaign done each fall and spring semester. Served on various college committees.	08/1998 06/2002	FT		48
Volunteer State Community College	Counselor/Coord. of Orientation	Developed new student orientation curriculum and conducted orientation sessions. Trained other staff members on orientation procedures and how to deliver orientation. Conducted personal, academic and career counseling sessions with students and community members. Academically advised students and participated in other retention initiatives to include phone campaigns and deliverables workshops. Served on various college committees.	07/1995 06/1998	FT		36
Volunteer State Community College	Counselor	Contacted all new students as they applied to the College, developed orientation curriculum and conducted orientation sessions, scheduled part-time testing personnel and assisted with placement testing screening as well as administration of placement testing. Served on various college committees.	03/1992 07/1995	FT		39
						Years 24.08

Based on the information provided by the applicant, I recommend typical experience credit be given for the total months of relevant experience indicated above.

Supervisor Signature:

Date: 3/30/2016

Position Number:

V0004 Account Number: 61601

Contract Type:

Executive

Position Title:

Vice President for Student Services

12 month

Rank:

N/A

Degree:

Doctorate of Education

Effective Date of Hire:

Salary Grade:

AE-3

Years Experience:

\$78,645 - \$102,452

Salary Recommendation:

\$102,452.00

NAME - TITLE

		23,807.00	Difference in Minimum - MidPoint
		4,761.40	Difference divided by 3 or 5
Minimum	78,645		5.00
1st year		83,406	6.00
2nd year		88,168	7.00
3rd year		92,929	8.00
4th year		97,691	9.00
5th year	102,452		10.00

Admin/Professional - Divide by 5
Clerical/Support - Divide by 3

5 year on job description; so it takes 10 years to get to midpoint.

Burnett, Nilani

From: Jessup, Sheila
Sent: Wednesday, April 06, 2016 11:48 AM
To: Burnett, Nilani
Subject: FW: VSCC - VP for Student Services
Attachments: VSCC - VP for Student Services - E. Short.pdf

From: Dane V. White [mailto:Dane'.White@tbr.edu]
Sent: Wednesday, April 06, 2016 10:54 AM
To: Cutrell, Lori
Cc: Jessup, Sheila
Subject: VSCC - VP for Student Services

Good Morning,

Attached is the approval to appoint Dr. Emily Short.

Regards,

Dane'

Dané White
Tennessee Board of Regents
Office of Human Resources

1415 Murfreesboro Road | Nashville, TN 37217
Phone 615-366-4450 | Fax 615-366-3907 | www.tbr.edu



**Approval for Appointments-Positions Requiring Chancellor's Approval in
Accordance with Policy 5:01:00:00 and Guideline P-010**

TENNESSEE BOARD OF REGENTS

Approval is Recommended By	Dr. Jerry L. Faulkner, President, VSCC	Date	3/30/16	Institution	Volunteer State Community College
Dept. / Organization Unit	Student Services	Origin of Appointee Recommended (Select one)	<input checked="" type="checkbox"/> *Promotion from within without search <input type="checkbox"/> Internal Candidate in search <input type="checkbox"/> External candidate in search <input type="checkbox"/> Other (explain) _____		

Administrative Appointment						
<input type="checkbox"/> Recommend for Tenure	If tenure-track, year(s) Probationary credit:	N/A	Annual Salary	\$ 102,452	Moving Allowance	\$ N/A

Name of Recommended Appointee	Dr. Emily C. Short
Position	Vice President for Student Services
Effective Date of Appointment	04/16/2016

(Please attach curriculum vita) *NOTE: If the origin of an appointee is promotion from within without a search, the appointment must be consistent with the institution's affirmative action plan, and the vacated position (if one exists) is subject to the search requirement.

Current ratio composition of the job group for this appointment									
White	80 %	Black or African-American	20 %	Asian	0 %	American Indian	0 %	Alaska Native	0 %
Hispanic/Latino	0 %	Native Hawaiian or other Pacific Islander		0 %	Unknown	0 %	Two or More		0 %

Current gender composition of the job group	Male	20 %	Female	80 %
--	------	------	--------	------

Impact on Goals	Gender	N/A %	Minority	N/A %
------------------------	--------	-------	----------	-------

(Complete this section if you have an Affirmative Action Goal for this hire)

Total Applicants for This Position									
White	N/A	Black or African-American	N/A	Hispanic/Latino	N/A	Asian	N/A	American Indian	N/A
Alaska Native	N/A	Native Hawaiian or Pacific Islander	N/A	Unknown	N/A	2 or More	N/A	Total	N/A

Final Candidates (Candidates from which interviewees chosen)*									
White	N/A	Black or African-American	N/A	Hispanic/Latino	N/A	Asian	N/A	American Indian	N/A
Alaska Native	N/A	Native Hawaiian or Pacific Islander	N/A	Unknown	N/A	2 or More	N/A	Total	N/A

Candidates Selected for Interview*							
Name	N/A	Race	N/A	Sex	N/A	Comments	This is a promotion from within without a search.
Name		Race		Sex		Comments	
Name		Race		Sex		Comments	
Name		Race		Sex		Comments	
Name		Race		Sex		Comments	

List all web pages, publications and publication dates of all advertisements*				
This is a promotion from within without a search.				
1) N/A	2)	3)	4)	5)
6)	7)	8)	9)	10)
11)	12)	13)	14)	15)

*NOTE: Attach a copy of what was submitted in the Advertisements.

Campus Equity Officer	<i>For: A. Cabrell</i>	Date	3-30-2016
Approved by TBR	<i>Dr. Warren Nichols</i>	Date	4-4-2016

Dr. Warren Nichols - Community Colleges

Positions which require the prior approval of the President and the Chancellor include: all Vice Presidents or other executives reporting directly to the President (academic, business, student affairs, etc.) including all interim appointments; Directors and Chairs of the Center of Emphasis and Excellence; and any other positions which may be designated by the Chancellor.

Approved by TBR

(Signature)
Dr. Tristan Denley - Academic Affairs

4/5/16
Date

Distribution:

Vice Chancellor for Academic Affairs
or President

A copy of this form should be maintained in the appropriate institutional divisional offices.



REQUEST FOR SEARCH WAIVER FORM

This form must be completed and submitted by the Department/Division Head through the Office of Human Resources/Affirmative Action for the President's approval prior to appointment of a candidate.

SECTION I. DEPARTMENT INFORMATION

Division/School Student Services Department VP for Student Services
Requestor Dr. Jerry Faulkner Extension 3500 Date 3/30/2016

SECTION II. POSITION INFORMATION

Position Title Vice President for Student Services Position # V00004

Is this a replacement? ☒ Yes ☐ No

SECTION III. SEARCH WAIVER REASON

- Reason Search Waiver Reason (Circle Only One)
- 1... Position is a limited interim appointment up to 12 months
 - 2... Existing Diverse Pool - position requiring the same qualification advertised with previous 90 days
 - 3... Reclassification - Position reclassified in accordance with established HR Procedures
 - 4... Grant Appointment - Terms of the appointment requires appointment of specific employee title
 - X 5... Direct line of Promotion - Expected next level for an internal candidate. Candidate is uniquely qualified.

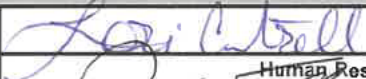

SECTION IV. EMPLOYMENT TYPE

- | | |
|---|---|
| <input type="checkbox"/> Academic Year (9 mos.) | <input type="checkbox"/> Modified |
| <input checked="" type="checkbox"/> Fiscal Year (12 Mos.) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Professional /Administrative | <input type="checkbox"/> Faculty |
| <input type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Full Time |

If other, specify _____

Comments: Please see attached.

SECTION V. SIGNATURE APPROVALS

Department Head	Date		<u>3-31-16</u>
Vice President	Date		<u>3/30/16</u>
		Human Resources	Date
		President	Date



**Office of
the President**

Main Campus

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

Vol State at Livingston

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

Vol State at Highland Crest

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

Vol State at McGavock

3150 McGavock Pike
Nashville, TN 37214-1634
615-885-8910

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

March 30, 2016

Chancellor David Gregory
Tennessee Board of Regents
1415 Murfreesboro Road, Suite 350
Nashville, TN 37217

Chancellor Gregory:

Enclosed please find the Certification of Search Pool form (TBR Form A-1) and Approval for Appointments form (TBR Form A-2) for the position of Vice President for Student Services at Volunteer State Community College.

This is a promotion from within without a search in accordance with Policy 5:01:00:00 and Guideline P-010. The promotion request is to move the Assistant Vice President for Student Services to the Vice President for Student Services position. A national search will be conducted for the Assistant Vice President for Student Services position, which would be vacated if approval is given for this direct line of promotion.

I hereby recommend for your consideration Dr. Emily C. Short for the position of Vice President in the Student Services Division. Dr. Short brings over twenty-four (24) years of related experience in student services and leadership.

Dr. Short received her Bachelor of Business Administration from Belmont College, her Master of Arts in Education from Western Kentucky University, and her Doctorate in Education/Leadership and Professional Practice from Trevecca Nazarene University.

Since 1992, Dr. Short has served as Counselor, Counselor/Coordinator of Orientation, Assistant Director of Counseling and Testing, Director of Testing and Orientation, Director of Counseling and Testing, and Director of Retention Support Services here at Volunteer State Community College. Dr. Short has served in her current role as Assistant Vice President for Student Services/Enrollment Management since June 1 2011. During the recent absence of the Vice President, Dr. Short has done an admirable job of keeping the division functioning smoothly.

With her administrative, educational, and professional experiences, I feel that Dr. Short possesses the knowledge and skills to be a valuable asset as Vice President for Student Services here at Volunteer State Community College.

Thank you for your consideration of this request.

Sincerely,

Dr. Jerry L. Faulkner, President

APPROVED:

David Gregory
Chancellor

Cc: Tristan Denley, Vice Chancellor for Academic Affairs
April Preston, Assistant Vice Chancellor for Human Resources
Bobbie R. Porter, Diversity and Equity Initiatives Director
Lori A. Cutrell, Director of Human Resources/Affirmative Action Officer

VOLUNTEER STATE COMMUNITY COLLEGE/AVIS

NEW EMPLOYEE ORIENTATION CHECKLIST

Employee Name Emily Carter Date of Hire 3-15-92
 Position Title Admin. Counselor Supervisor Don Edwards
 Six Month Probationary Period Date 9-15-92

- | | |
|---|---|
| <input checked="" type="checkbox"/> Welcome | <input checked="" type="checkbox"/> Lunch, Break Periods |
| <input checked="" type="checkbox"/> Brief History of VSCC | <input checked="" type="checkbox"/> Longevity |
| <input checked="" type="checkbox"/> Affirmative Action | <input checked="" type="checkbox"/> Staff Handbook (Support Staff) |
| <input checked="" type="checkbox"/> Inclement Weather | <input checked="" type="checkbox"/> Organization Chart |
| <input checked="" type="checkbox"/> Reporting of Injury, Workers Compensation | <input checked="" type="checkbox"/> Review of Job Description |
| <input checked="" type="checkbox"/> Map of Campus | <input checked="" type="checkbox"/> Policy on Outside Employment |
| <input checked="" type="checkbox"/> Personnel Records | <input checked="" type="checkbox"/> Political Activity |
| <input checked="" type="checkbox"/> Salary | <input checked="" type="checkbox"/> Grievance Procedures |
| <input checked="" type="checkbox"/> Pay periods, First Paycheck | <input checked="" type="checkbox"/> Jury Duty |
| <input checked="" type="checkbox"/> Performance Evaluations | <input checked="" type="checkbox"/> Fair Labor Standards Act |
| <input checked="" type="checkbox"/> 6 Month Probationary Period | <input checked="" type="checkbox"/> (Support Staff) |
| <input checked="" type="checkbox"/> Working Hours | <input checked="" type="checkbox"/> Three Letters of Reference |
| <input checked="" type="checkbox"/> Official Transcripts | <input checked="" type="checkbox"/> Spouse and Dependent Discount |
| <input checked="" type="checkbox"/> Fee Waiver | <input checked="" type="checkbox"/> Educational Asst. Programs |
| <input checked="" type="checkbox"/> Black Staff/Faculty Develop. | <input checked="" type="checkbox"/> Drug Abuse Program |
| <input checked="" type="checkbox"/> Harassment-Sexual, Racial, etc. | <input checked="" type="checkbox"/> Immigration Reform & Control Act (Available July 1, 1987) |
| <input checked="" type="checkbox"/> Exit Process (Exit Interview & Terminating Checkout Procedures) | |

BENEFITS PLANS:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Holidays | <input checked="" type="checkbox"/> Procedures for Filing Claims |
| <input checked="" type="checkbox"/> State Group Insurance-COBRA | <input checked="" type="checkbox"/> Leave Policies |
| <input checked="" type="checkbox"/> Life and AD&D | <input checked="" type="checkbox"/> Annual Leave |
| <input checked="" type="checkbox"/> PruCare | <input checked="" type="checkbox"/> Sick Leave |
| <input checked="" type="checkbox"/> VISTA | |
| <input checked="" type="checkbox"/> Other Optional Plans | <input checked="" type="checkbox"/> RETIREMENT: |
| <input checked="" type="checkbox"/> Cancer/Intensive Care | <input checked="" type="checkbox"/> TCRS |
| <input checked="" type="checkbox"/> Optional Special Accident | <input checked="" type="checkbox"/> TIAA/CREF |
| <input checked="" type="checkbox"/> Long Term Disability | <input checked="" type="checkbox"/> Optional Annuity Programs |
| <input checked="" type="checkbox"/> Term Life Insurance | <input checked="" type="checkbox"/> Payroll Deduction |
| <input checked="" type="checkbox"/> Universal Life Insurance | <input checked="" type="checkbox"/> American Express Card (Adm&Fac) |
| <input checked="" type="checkbox"/> State Dental Plan | <input checked="" type="checkbox"/> Accept <u>Yes</u> [] No [] |
| <input checked="" type="checkbox"/> TIAA Disability Ins. | <input checked="" type="checkbox"/> Check Cashing-Bookstore (\$25) |
| <input checked="" type="checkbox"/> Credit Union Information | <input checked="" type="checkbox"/> Library Use |
| <input checked="" type="checkbox"/> Dental Plan/Ed. Credit Union | <input checked="" type="checkbox"/> I.D. Card |
| <input checked="" type="checkbox"/> U.S. Savings Bond Drive | |

FORMS TO BE COMPLETED: Due Back to Personnel by 15th of Month

- | | |
|---|--|
| <input checked="" type="checkbox"/> Computer Services Authorization (if applicable, contact supervisor) | |
| <input checked="" type="checkbox"/> W-4 Form and <input checked="" type="checkbox"/> I-9 Immigration Form (immediately upon hire) | |
| <input checked="" type="checkbox"/> Application/Refusal of Insurance | |
| <input checked="" type="checkbox"/> COBRA/Family Coverage | <input checked="" type="checkbox"/> Notification of Covered Spouse |
| <input checked="" type="checkbox"/> Optional Insurance Forms | |
| <input checked="" type="checkbox"/> Report of New Hire | |
| <input checked="" type="checkbox"/> Parking Decal Form (Business Office) | |
| <input checked="" type="checkbox"/> Tennessee Consolidated Retirement System (TCRS) Membership Form, or | |
| <input checked="" type="checkbox"/> Election to Participate in TIAA/CREF | |
| <input checked="" type="checkbox"/> Computer Security Agreement | |
| <input checked="" type="checkbox"/> Employee's Sworn Statement (Insurance) | |
| <input checked="" type="checkbox"/> Designation of Beneficiary (annual leave, sick leave) | |

☒ Newsletter

NO Spouse's Name

NO Is Spouse an Employee for the State of Tennessee. If answer is yes, see page 7 of the State Group Insurance Handbook for Insurance coverage instructions.

3-16-97

DATE

ORIENTATION BY

3-16-92

DATE

EMPLOYEE SIGNATURE

VOLUNTEER STATE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND COMPLIES WITH TITLE IX AND ALL OTHER STATE AND FEDERAL REGULATIONS REGARDING EQUAL EMPLOYMENT OPPORTUNITY.

Volunteer State Community College
Office of the President
Warren Nichols

Dear Dr. Nichols,

My name is [REDACTED]. I have been a student at Volunteer State since fall 05, but after being diagnose with a tumor in my head during the spring of 06, I dealt with a lot of decision that I need to make, one was continuing my education. I knew that was an important to me. So once I got back to school I became a part of the TRJO program, I knew that the rest of my time at Volstate would be smooth sailing.

The reason I am writing you is to let you know how much your staff mean to me. Everyone in the TRJO office and Student Services stepped in when I need help. They help me get connected with the Office of Disability Services, and when I had to have surgery they help me talk to my instructors so I would not fall behind. They have encourage me in everyway so I would not drop out because every time I went in the hospital I felt as if it was not worth but they encourage me to stay in school and just pace my self and you know they were right. I did finally finish with my Associate Degree in Education. I just finish this spring.

I feel that these people deserve some kind of recognition for all that they do.

They are:

TRJO Program

Adria Boddie

Lisa Boore

Penny Tucker

Mary Malone

Office of Student Services

Dr. Monique Wright

Emily Short

Office of Disability Services

Kathy Sowell

I just appreciate all these people for everything that they have done for me and how they have supported me and encourage me to continue my education through everything I have been through. They stay by my side through the surgeries and hospital stays and encourage me all the way. I thank them for every thing, and I really need you to know this.

Will you please let them know how much I appreciate them.



I hate leaving, I will miss this family they mean so much to me!!!!!!

Cutrell, Lori

From: Powell, Patty
Sent: Monday, May 24, 2010 4:45 PM
To: Boddie, Andrea; Sowell, Kathy; Wright, Monique
Cc: Cutrell, Lori; Nichols, Warren
Subject: FW:
Attachments: Volunteer State Community College.doc

Thanks to each of you for your generous compassion and hard work. I am personally happy to be on the same team with you.

Patty

From: Nichols, Warren
Sent: Friday, May 21, 2010 8:34 AM
To: Lang, Lessie V
Cc: Powell, Patty; Boddie, Andrea
Subject: RE:

Ms. Lang,

Thank you for your kind words and I am pleased and impressed with your spirit and determination. I am passing along your praise to Vice President Patty Powell with the recommendation that she place a copy of your letter in each of our employees files.

Respectfully,

Warren Nichols
President



CERTIFICATE OF ATTENDANCE

Training Regarding Harassment and Discrimination Issues

Conducted by:

Laurence Pendleton, Assistant General Counsel

Tennessee Board of Regents

I confirm that I have attended this training.

Print Name: Emily Short

Signature: Emily C. Short Date: 5/21/10

MEMORANDUM



COPY

TO: Emily Carter Short ^{EO916}
[REDACTED] Account No: [REDACTED]
Position No: 888050

FROM: Helen Anderson
Director of Human Resources

DATE: May 11, 2005

RE: 2004-2005 Outstanding Professional Staff Award

I am happy to inform you that the selection committee has selected you as a recipient of the 2004-2005 Outstanding Professional Staff Award. The amount of award is \$2,000.00. This amount will be included in your May payroll check.

Congratulations on being selected for this award by your peers.

C: Ann Slayton

3473

Experience Verification

Employee's Full Name Emily Carter Short

Position/Job Title Assistant Director

Department Counseling and Testing

Degree Master of Arts in Education

Major Field Community Agency Counseling

Certification Qualified to administer & interpret Myers-Briggs Type Indicator and Strong Interest Inventory for Career Counseling purposes.

Year(s) of TBR Experience 9 years 100%

Year(s) of Other Higher Education 1.5 (Western) 25%
Ky

Year(s) of Prior State Experience .5 (VSCC) 50%

Year(s) of related experience (related experience outside higher education that is directly related to this position.) An example, a person hired as an accountant who had previously been an accountant for a private accountant firm. 0

Reason/Justification for related experience credit given _____

I certify that I have reviewed the files and recommend for approval 9.63

year(s) of total experience to be credited to Emily Carter Short
(Employee's Name)

Recommended by Ronald Edward Date 6/22/00
(Immediate Supervisor)

Vice President P. P. Powell Date 6-30-00

100% of experience credit given for years in current position 9

75% of experience credit given for TBR & State services

50% of experience credit given for previous positions held at VSCC $.5 \times .50 = .25$

25% of experience credit given for other Higher Education or other related experience $1.5 \times .25 = .38$

Burnett, Nilani

From: Burnett, Nilani
Sent: Tuesday, October 06, 2015 4:47 PM
To: Short, Emily
Subject: Salary Adjustment



**Office of
Human
Resources**

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

Vol State at Livingston
113 Windle Community Rd
Livingston, TN 38570

Vol State at Highland Crest
150 Laureate Avenue
Springfield, TN 37172
615-433-7030
1-855-724-8722

Vol State at McGavock
3150 McGavock Pike
Nashville, TN 372014-1634
615-885-8910

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

Dear Emily Short:

I am pleased to announce that during the September Board meeting, The Tennessee Board of Regents (TBR) approved Volunteer State Community College's request to provide a 3% salary adjustment. The increase is retroactive to July 1, 2015. To be eligible, you must have been on payroll as a regular full-time or regular part-time employee as of June 30, 2015.

Your new annual salary of **\$80,476** is retroactive to July 1, 2015. The pay for the retroactive period will be included in your October paycheck.

Any change in annual salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. If you have questions regarding your salary information above, please contact the Office of Human Resources.

I deeply appreciate your service and dedication to Volunteer State Community College.

Sincerely,

Jerry L. Faulkner, Ph.D.
President

Livingston Center
P.O. Box 629
113 Windle Community Road
Livingston, TN 38570
931-823-7065
1-800-563-8220

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



www.volstate.edu

Main Campus
1480 Nashville Pike
Gallatin, TN 37066-3188
615-452-8600
615-741-3215
1-888-335-VSCC (8722)

McGavock Center
3150 McGavock Pike
Nashville, TN 37214-1634
615-885-8910

October 3, 2014

Emily Carter Short
[REDACTED]

Dear Emily:

I am pleased to announce that during the September 2014 meeting the Tennessee Board of Regents (TBR) approved Volunteer State Community College's submission to fully fund / pay off the final phase of our Salary Plan.

After a thorough review of the current salary plan, it was determined that your compensation is already in line with the salary plan provisions, therefore no salary adjustment is due.

If you have any questions regarding your salary or any of the information above, please contact the Office of Human Resources.

I deeply appreciate your service and dedication to Volunteer State Community College.

Sincerely,

Jerry L. Faulkner, Ph.D.
President

**TENNESSEE BOARD OF REGENTS OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

Volunteer State Community College

**Notice of Renewal Appointment
Administrative/Professional**

Emily Carter Short
[Redacted]

ID#: [Redacted]

Position #: V00160

This is to notify you that your appointment as **Assistant Vice President in the Office of Assistant Vice President for Student Services/Enrollment Management/Student Services Division** at Volunteer State Community College was renewed at an annual salary of **\$78,132** for the period beginning **July 1, 2014** and ending no later than **June 30, 2015** and is subject to the terms of your previous year's contract and agreement of employment (including any amendments), and in accordance with the policies of this College and of the Tennessee Board of Regents. This renewal notice serves as an amendment to your previous employment status.

This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents, and the requirements and policies of this College. The above stated salary is contingent upon your completion of service for the full term specified above. In the event of failure to complete the specified term of the appointment, the salary will be prorated in accordance with the policies of this College.

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 full-time member of this College, and such additional duties as may be assigned to you from time to time, subject to the supervision and direction of appropriate representatives of this College.

Please signify your acceptance of this appointment under the terms and conditions set forth by signing and returning this contract to the Office of Human Resources within thirty (30) days after the date of this notice. Your failure to accept this renewal within the above stated time may constitute a rejection of this offer and non-renewal of your appointment. Every other term and provision of this initial employment agreement shall remain valid and binding.

It is a Class A misdemeanor to misrepresent academic credentials.



President

07/01/2014

Date



Appointee

7/10/14

Date





www.volstate.edu

July 1, 2014

Emily Carter Short

Dear Emily:

The 2014 – 2015 year promises to be an exciting and challenging time. We are moving rapidly toward the ground-breaking for the new humanities building. The design team, general contractor, and Vol State representatives are meeting every other Wednesday to work out the details.

This will be the inaugural year for the Sumner County Middle College High School at Volunteer State. Approximately 50 high school juniors and seniors will be on our campus as full time college students. We believe the Middle College will grow to 200 - 300 students over the next couple of years.

Also, we will be making preparation for the influx of new students as a result of the Tennessee Promise. We will be very busy fulfilling the requirements of the legislation that will bring an estimated 225 additional students to us in the Fall of 2015.

At the June 20 meeting the Board approved our operating budget for the coming year. The budget submission was based on the assumption that our enrollment would be the same or higher than last year. Our ability to fund important initiatives and to do things like funding the salary plan depend on available resources so I am challenging each of us to consider recruitment and enrollment a priority effort.

Attached you will find your contract for the 2014-2015 fiscal year. Please sign and return it to the Office of Human Resources on or before July 31, 2014. I look forward to working together in the Vol State community during the coming year.

Everyone Get One Two!

Jerry L. Faulkner, Ph.D.
President

Livingston Center

P.O. Box 629
113 Windle Community Road
Livingston, TN 38570
931-823-7065
1-800-563-8220

Main Campus

1480 Nashville Pike
Gallatin, TN 37066-3188
615-452-8600
615-741-3215
1-888-335-VSCC (8722)

McGavock Center

3150 McGavock Pike
Nashville, TN 37214-1634
615-885-8910

**TENNESSEE BOARD OF REGENTS OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**Volunteer State Community College
Notice of Appointment and Agreement of Employment
Administrative/Professional**

Emily C. Short
[Redacted]

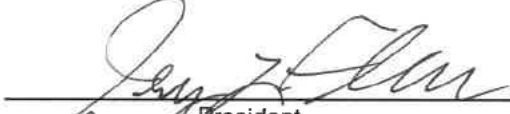
ID #: [Redacted]

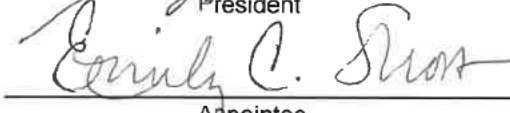
Position #: V00160

This is to confirm your appointment as **Assistant Vice President** in the **Office of Assistant Vice President for Student Services/Enrollment Management/Student Services Division** which has been approved by the Tennessee Board of Regents and Volunteer State Community College effective **March 1, 2014** at an annual salary of **\$78,132** per year subject to the terms and conditions hereinafter set forth and your acceptance thereof:

1. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as this College through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this College, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this College.
2. The above stated salary is payable at the above rate in accordance with Volunteer State Community College policies. As a condition of employment, I agree to accept compensatory time in lieu of overtime pay (TBR policy 5:02:04:10 and VSCC policy V:01:20). This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of the College.
3. A probationary period of six (6) months of observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six (6) month probationary period, this agreement may be terminated upon fourteen (14) days notice for clerical/support and thirty days notice for all other personnel. The College reserves the right to impose a probationary period any time during the term of your employment, during which time advance notice of termination would not be applicable.
4. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in Volunteer State Community College Policy V:01:05. I also agree to notify the Office of Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Employment is conditional upon successful completion of an agency background check.
5. The following special conditions shall govern this appointment: I agree to abide by the policies of the Tennessee Board of Regents and of this College regarding Intellectual Property, and hereby acknowledge my responsibilities under those policies to disclose and possibly assign (as required under VSCC policy V:01:06) Intellectual Property developed by me, either solely or jointly with others, during the term of my employment, and to otherwise assist the College as required by policy in protecting rights it may have in that Intellectual Property.
6. It is a Class A misdemeanor to misrepresent academic credentials.

You must signify your acceptance of this appointment under the terms and conditions set forth by signing this appointment and returning them to the Office of Human Resources with fifteen (15) days after the date of this notice.



President


Appointee



Date


Date



Volunteer State Community College is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, or veteran status in its programs and activities.



For HR use only

Person Entering Data In Banner

Date

PERSONNEL ACTION FORM (PAF)

I. DEPARTMENT INFORMATION

Division/School Student Services

Department Office of AVP for Student Services/Enrollment Management

Contact Person Patty Powell

Extension 3441

Date 03/14/14

II. EMPLOYEE / APPOINTMENT INFORMATION

Employee Name Emily C. Short

Effective Date 03/01/14

Employee ID Number [REDACTED]

Ending Date

Job Title AVP for Student Services/Enrollment Management

Position # V00160

Years Credited / Teaching

Salary \$ 78,132

III. ACTION TYPE
(Please choose all applicable)

<input type="checkbox"/> Appointment	<input type="checkbox"/> Transfer	<input type="checkbox"/> Salary Change
<input type="checkbox"/> Separation	<input checked="" type="checkbox"/> Reclassification	
<input type="checkbox"/> Demotion	<input type="checkbox"/> Leave of Absence (Attach Letter)	
<input type="checkbox"/> Promotion	<input type="checkbox"/> Return from Leave	

Title Change (Indicate new Title)

Rank (Indicate new Rank)

IV. EMPLOYMENT TYPE

<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Faculty	<input type="checkbox"/> Fiscal Year (12 Mos.)	<input type="checkbox"/> Term Effective
<input type="checkbox"/> Part-time	<input type="checkbox"/> Adjunct	<input type="checkbox"/> Academic Year (9 mos.)	<input checked="" type="checkbox"/> Professional/Administrative
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Tenure Track	<input type="checkbox"/> Classified	<input type="checkbox"/> Comments:
<input type="checkbox"/> Temporary	<input type="checkbox"/> Non-Tenure Track	<input type="checkbox"/> Modified	

V. POSITION CHANGE INFORMATION

V-a CURRENT EMPLOYMENT STATUS

Job Title AVP for Student Services/Enrollment Management % Effort

Annual Salary \$ 70,774

Dept/Division See above

Supervisor Patty Powell

V-c CURRENT FUNDING

Index	Fund	Org	Acct	Program	%
E50020	110001	608381	61601	400	100

Total Budget Amount \$

V-b PROPOSED EMPLOYMENT STATUS

Job Title AVP for Student Services/Enrollment Management % Effort

Annual Salary \$ 78,132

Dept/Division See above

Supervisor Patty Powell

V-d PROPOSED FUNDING

Index	Fund	Org	Acct	Program	%
E50020	110001	608381	61601	400	100

Total Budget Amount \$

VI. EMPLOYEE SEPARATION

Reason for Separation:

☐ Resigned (Attach letter)☐ Retired☐ Non-renewal of Contract☐ Left w/o Notice☐ If Other Please Specify --☐ Laid Off☐ Did not return from LOA

VII. APPROVAL SIGNATURES

P. Powell 03/14/14
Department Head Date

P. Powell 03/14/14
Vice President Date

L. C. Hall 3-14-14
Human Resources Date

J. K. [Signature] 3/10/14
President Date

PAF CHECKLIST

Kelly

- Log PAFs ✓
- Check Banner
- Check Active and inactive PAFs
- Check Applicant Buckets
- Set up the folders & tabs
- Add New Hire paperwork packets for New Hire ✓
- checklist to existing file ✓
- Add to Employee List ✓
- Check for missing terms & email contact
- Print Applicant Docs

Nilani

- Thereseen Checks (All FT/PT Reg)
- All Campus Police employees - some AH adjuncts
- All employees add to background check spreadsheet
- Work Experience Certifications (FT/PT Reg) ✓
- Oversee Reference Checks
- Approvals in PA
- Change status in PA
- Verify salary/rate of pay ✓
- Verify funding (NBAPBUD) ✓
- Verify job description received ✓
- IBR reporting (out of payroll) ✓
- Prepare contract ✓
- Contact employee and dept. ✓
- PPAIDEN ✓
- PEEMPL ✓
- View NBAJOBS ✓
- NBAPOSN (FT/PT Reg) ✓
- NBAPBUD (FT/PT Reg) ✓
- PEAFACI (Faculty and Adjuncts)
- PA New Hire Reporting
- Terms: HEEMPL
- Terms: PEAFACI (Faculty and Adjuncts)
- Terms: Send email to IT
- Terms: Inactivate PA access

Lori

Sign PAFs ✓

Stella

- Schedule New Hire: ✓
- Orientation
- (Full-time and Part-time Regular only)
- Schedule Exit Interview: ✓
- (Full-time and Part-time Regular Separations only)

Kathy

- cc PAF for Payroll (ASAP if FT hire or term) ✓
- cc PAF to Kelly and Nilani (All) ✓
- cc PAF to Stella, Jill, Kathy (FT) ✓
- cc PAF to Pratt (retirees) ✓
- cc Personal info: Form to Stella (FT, R, PT, BA) ✓
- cc: contract to Payroll ✓
- orig: M-4 to Payroll
- orig: Direct Deposit to Payroll ✓
- 1-9 to Kelly
- Update On-line Directory
- Adjunct Database
- Enter SLAINST
- Enter PRACENT
- Is Stella's orientation complete? ✓
- Update Org Chart and Catalog
- New Hire Notification via email
- to campus
- Check for Academic Qualification
- Checklist
- Check for Certificate of Proficiency in ✓
- in Spoken English
- (if missing, call Dept. Secretary)
- Check transcript for catalog ✓
- update full time
- Check PAF checklist ✓
- Check New Hire checklist ✓
- Organize file ✓

Cutrell, Lori

From: Short, Emily
Sent: Friday, January 31, 2014 3:31 PM
To: Cutrell, Lori
Subject: FW: Justification: SS Recommended Organizational Change: CORRECTED COPY
Attachments: Advising.Testing.Merger.Justification.docx

Emily C. Short, EdD
Assistant Vice President
Student Services & Enrollment Management
1480 Nashville Pike
Gallatin, TN 37066
(615) 230-3477 *Office*
(615) 230-3481 *FAX*

From: Powell, Patty
Sent: Friday, January 31, 2014 2:46 PM
To: Short, Emily
Subject: Justification: SS Recommended Organizational Change: CORRECTED COPY

CORRECTED COPY OF JUSTIFICATION

Sister,

Here is the justification for the organizational change and subsequent salary recommendations for the merging of Advising and Testing. I will be in a meeting at 3 and may not return until closing. You need to check Terry's salary. I thought that you said his salary would change to \$64,900. My math does not calculate to this amount—IMAGINE THAT!!!! LOL-- so I am not sure what you said on yesterday. Whatever we need to change just let me know or Lori can change if the justification is all right.

Maybe you will still be here when I return. If not, I will see you on Sunday afternoon. I am sure that we will probably talk before Sunday!!!

Patty T. Powell
Vice President for Student Services
Volunteer State Community College
1480 Nashville Pike
Gallatin, TN 37066
Office (615) 230-3441
Fax (615) 230-3481
patty.powell@volstate.edu

Justification for Change in the Organization Structure in Division of Student Services

With the resignation of the Director of the Testing Center effective March 1, 2014, I am recommending the following re-organizational structure within the Division of Student Services:

- That the Testing Center be merged with the Advising Center renaming that unit, Office of Advising and Testing reporting to the Assistant Vice President for Student Services and Enrollment Management
- That the position Director of Testing be reclassified to Assistant Director of Advising and Testing (ADAT) reporting to the Director of Advising

JUSTIFICATION:

In an effort to create a more seamless transition for all degree-seeking students who must have placement testing and academic advising, the merger of these two departments will allow for enhancing the efficiency of our current process. Currently, Advising Center staff assess all transfer students for placement testing and all first-time freshmen for academic advising which includes placement testing and assessment.

It has long been the thought that there is a need for an Assistant Director of Advising. That said, the creation of the position Assistant Director of Advising and Testing will provide the opportunity to combine responsibilities of two units into one—providing administrative support to the current Director of Advising in addition to management of daily operations in the Testing Center. A primary function of the ADAT position will also be to have advising load responsibilities. With the merger of these two departments there will always be daily awareness of the number of students scheduled for testing during any given period of time.

Overall responsibility of the Testing Center will be added to the duties of the Director of Advising thus reclassifying that position to Director of Advising and Testing. Finally, the Assistant Vice President for Student Services and Enrollment Management will have added responsibilities for oversight management of another unit reporting to the Office of Enrollment Management.

The following salary considerations are indicated below:

- Assistant Director of Advising and Testing: New position in lieu of filling the current position Director of Testing. With the merger of these two units, the ADAT position's salary mid-point would be \$53,979.
- Reclassify from a Level 7 to a Level 8 the current position Director of Advising to Director of Advising and Testing. This reclassification will make this position consistent with other Directors who have similar responsibilities. Salary consideration for this reclassification is \$64,900 -- previously \$61,000.

- Reclassify from a Level 8 to a Level 10 Assistant Vice President for Student Services and Enrollment Management position given that another unit, if approved, will be added to this department. Given that the previous Assistant Vice President for Student Services was at a Level 8 with oversight management of only one unit, it would seem logical that the management of five (5) units within Enrollment Management would merit and support the increase in the level of responsibility. Salary considerations for this position—\$78,000 – currently \$71,000.

These salary recommendations include: allowing for the salary of the current Director of Testing, \$58,912, to cover the midpoint salary (\$53,979) of the Assistant Director of Advising and Testing; the increase (\$3302) in the salary for the Director of Advising and Testing; and \$1,631 + an additional \$5,369** (\$7,000) to support the increase in the salary for the Assistant Vice President for Student Services and Enrollment Management.

**\$5,369 -- Not included in the current Director of Testing salary

Patty D. Powell
03/14/14

* See PAFs for exact salaries.

Volunteer State Community College

Work Experience Certification

List all military and work experience in chronological order beginning with most current (include Vol State and non Vol State Employment/Experience).

Applicant/ Employee Name:

Emily C. Short

Employee Number:

Employer	Position Title	General responsibilities and duties - Indicate whether applicable to position.	Date of Employment Example: 10/94 From To	Indicate Full-Time Part-Time (FT/PT)	If part time indicate % of time worked	Months of Relevant Work Experience (to be completed by Supervisor)
VSCC	AVP for Student Services/Enrollment Management	To assist the Vice President for Student Services with overall management of the Division and serve as the campus leader and chief enrollment planner at the College. To coordinate and provide oversight management of the Offices of Admissions, Advising & Testing, Records & Registration, Financial Aid, and Retention Support Services.	8/1/2011 Present	FT		34
VSCC	Director of Retention Support Services	Primarily responsible for developing and implementing retention support initiatives and programming which aid in student success and retention. Manage departmental budget accounts. Oversee the call center operations. Supervise part-time and full-time professional and classified staff. Assist Student Services department heads with institutional effectiveness plans as well as assist the Vice President for Student Services with strategic planning.	8/1/05 5/31/11	FT		69
VSCC	Director of Counseling and Testing	Responsible for daily operations of the testing center. Developed and carried out counseling protocols and mental health referrals in conjunction with other counseling staff. Managed departmental budgets. Conducted academic, personal and career counseling sessions. Scheduled and trained all part-time testing staff. Supervised three professional staff positions, one clerical support staff position and thirty part-time testing personnel. Provided testing at various off-campus sites, was the GED Chief Examiner and assisted the Vice President for Student Services with the institutional effectiveness processes for the Division of Student Services. Served on various college committees.	2/1/03 8/31/05	FT		30
VSCC	Director of Testing and Orientation	Managed the daily operations of the Testing Center. Scheduled and trained all part-time testing personnel for all tests administered in the Testing Center to include the GED. GED Chief Examiner for the Volunteer State GED testing site. Developed and conducted the new student orientation program. Responsible for institutional effectiveness processes of the department. Conducted personal, academic and career counseling. Served on various college committees.	6/1/02 1/31/03	FT		8
VSCC	Assistant Director of Counseling and Testing	Assisted Director with daily operations of the department, budget management, strategic planning and institutional effectiveness plan development. Carried out special project assignments, implemented a call center which required supervising two part-time employees. Conducted academic, personal and career counseling. Hired and trained approximately 20 part-time counselors for a retention calling campaign done each fall and spring semester. Served on various college committees.	6/1/1998 5/31/02	FT		48
VSCC	Counselor/Coord. of Orientation	Developed new student orientation curriculum and conducted orientation sessions. Trained other staff members on orientation procedures and how to deliver orientation. Conducted personal, academic and career counseling sessions with students and community members. Academically advised students and participated in other retention initiatives to include phone campaigns and delivering workshops. Served on various college committees.	7/1/95 6/30/98	FT		36
VSCC	Counselor	Contacted all new students as they applied to the College, developed orientation curriculum and conducted orientation sessions, scheduled part-time testing personnel and assisted with placement testing screening as well as administration of placement testing. Served on various college committees.	3/1/1992 6/30/95	FT		39
VSCC	Financial Aid Clerk	Balanced Pell accounts, responsible for the financial aid verification process and assisted students with financial aid information and processes.	8/20/1991 3/1/92	PT	25%	1.75
						7*25=1.75 mo.
						Years 22.15

Based on the information provided by the applicant, I recommend the total experience credit be given for the total months of relevant experience indicated above.

Supervisor Signature:

[Signature]

Date: 03/14/14

Position Number:

V00160

Account Number:

61601

Contract Type:

Professional/Administrative

Position Title:

Assistant Vice President for Student Services/Enrollment Management

9/10 month or 12 month

Rank:

n/a

Degree:

Doctor of Education

Effective Date of Hire:

3/1/2014

Salary Grade:

AD-10

Salary Range

\$62,505 - \$78,132 (midpoint)

Years Experience:

22

Salary Recommendation:

\$78,132.00

**TENNESSEE BOARD OF REGENTS OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

Volunteer State Community College

**Notice of Renewal Appointment
Administrative/Professional**

Emily Carter Short
[Redacted]

ID#: [Redacted]
Position #: V00160

This is to notify you that your appointment as **Assistant Vice President** in the **Office of Assistant Vice President for Student Services/Enrollment Management/Student Services Division** at Volunteer State Community College was renewed at an annual salary of **\$70,774** for the period beginning **July 1, 2013** and ending no later than **June 30, 2014** and is subject to the terms of your previous year's contract and agreement of employment (including any amendments), and in accordance with the policies of this College and of the Tennessee Board of Regents. This renewal notice serves as an amendment to your previous employment status.

This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents, and the requirements and policies of this College. The above stated salary is contingent upon your completion of service for the full term specified above. In the event of failure to complete the specified term of the appointment, the salary will be prorated in accordance with the policies of this College.

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 full-time member of this College, and such additional duties as may be assigned to you from time to time, subject to the supervision and direction of appropriate representatives of this College.

Please signify your acceptance of this appointment under the terms and conditions set forth by signing and returning this contract to the Office of Human Resources within thirty (30) days after the date of this notice. Your failure to accept this renewal within the above stated time may constitute a rejection of this offer and non-renewal of your appointment. Every other term and provision of this initial employment agreement shall remain valid and binding.

It is a Class A misdemeanor to misrepresent academic credentials.



President

07/01/2013

Date



Appointee

7/16/13

Date





RECEIVED

MAY 15 2013

OFFICE OF
HR

For HR use only

Person Entering Data in Banner

Date

PERSONNEL ACTION FORM (PAF)

I. DEPARTMENT INFORMATION											
Division/School <u>Student Services</u>					Department <u>Office of AVP for Student Services/Enrollment Mgmt</u>						
Contact Person <u>Patty Powell</u>					Extension <u>3440</u>			Date <u>05/15/13</u>			
II. EMPLOYEE / APPOINTMENT INFORMATION											
Employee Name <u>Emily Short</u>					Effective Date <u>5-4-13</u>						
Employee ID Number <u>[REDACTED]</u>					Ending Date						
Job Title <u>AVP Student Services/Enrollment Mgmt</u>					Position # <u>V00160</u>						
# Years Credited / Teaching					Salary \$ <u>69,728</u>						
III. ACTION TYPE (Please choose all applicable)											
<input type="checkbox"/> Appointment	<input type="checkbox"/> Transfer		<input checked="" type="checkbox"/> Salary Change		Title Change (Indicate new Title)						
<input type="checkbox"/> Separation	<input type="checkbox"/> Reclassification		Rank (Indicate new Rank)								
<input type="checkbox"/> Demotion	<input type="checkbox"/> Leave of Absence (Attach Letter)										
<input type="checkbox"/> Promotion	<input type="checkbox"/> Return from Leave										
IV. EMPLOYMENT TYPE											
<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Faculty		Fiscal Year (12 Mos.)		Term Effective						
<input type="checkbox"/> Part-time	<input type="checkbox"/> Adjunct		Academic Year (9 mos.)		Professional/Administrative						
<input type="checkbox"/> Regular	<input type="checkbox"/> Tenure Track		Classified		Comments: <u>Salary increase for obtaining Doctoral Degree</u>						
<input type="checkbox"/> Temporary	<input type="checkbox"/> Non-Tenure Track		Modified								
V. POSITION CHANGE INFORMATION											
V-a CURRENT EMPLOYMENT STATUS					V-b PROPOSED EMPLOYMENT STATUS						
Job Title <u>Assistant Vice President</u> % Effort					Job Title <u>Assistant Vice President</u> % Effort						
Annual Salary \$ <u>68,562</u>					Annual Salary \$ <u>69,728</u>						
Dept/Division <u>Student Services</u>					Dept/Division <u>Student Services</u>						
Supervisor <u>Patty Powell</u>					Supervisor <u>Patty Powell</u>						
V-c CURRENT FUNDING					V-d PROPOSED FUNDING						
Index	Fund	Org	Acct	Program	%	Index	Fund	Org	Acct	Program	%
<u>E50020</u>	<u>110001</u>	<u>60838</u>	<u>61601</u>	<u>400</u>	<u>100</u>	<u>E50020</u>	<u>110001</u>	<u>60838</u>	<u>61601</u>	<u>400</u>	<u>100</u>
Total Budget Amount \$					Total Budget Amount \$						
VI. EMPLOYEE SEPARATION											
Reason for Separation:					Non-renewal of Contract					<input type="checkbox"/> Laid Off	
<input type="checkbox"/> Resigned (Attach letter)					<input type="checkbox"/> Left w/o Notice					<input type="checkbox"/> Did not return from LOA	
<input type="checkbox"/> Retired					If Other Please Specify --						
VII. APPROVAL SIGNATURES											
<u>P. Powell</u> 05/15/13					<u>Lori A. Pittrell</u> 5-20-13						
Department Head					Human Resources						
<u>P. Powell</u> 05/15/13					<u>[Signature]</u> 5/21/13						
Vice President					President						

Kathy

- Log PAFs ✓
- Check for Academic Qualification Checklist and Certificate of Proficiency in Spoken English (if missing, call Dept. Secretary)
- Set up File
- New Hire paperwork packet
- Print Applicant Docs
- Check Applicant Buckets
- Update Org Chart and Catalog - cc PAF ✓
- New Hire Notification via email to campus cc PAF
- Add to Employ. Lists
- Schedule Exmt ✓
- cc PAF to Kelly ✓

Sheila

- Check People Admin
- Verify Salary/Rate of Pay
- Verify Funding Source
- Verify Job Description
- Enter PPAIDEN
- Enter PEAEEMP
- Check NBAROEN
- Check NBAROBS
- New Hire Notification to S. Coker
- Prepare Contract
- TBR Reporting (out of payroll)
- TN New Hire Reporting
- Oversee Reference Checks (FT-Reg)
- Work Certification Verifications (FT-Reg)
- TruScreen Checks (All FT-Reg, All Adjuncts)
- Term: PEAEEMP
- Term: send email to FF
- Check VSec-Reg Dist. List (FT-Reg)

Lori

- Sign PAFs Retirement

Kelly

- Update On-Line Dir.
- File PAF 1.9
- Add to adj. dts
- Enter SIAINST
- Enter PPAENL

Kathy

- Make cc for Payroll ✓
- File orig. PAF ✓
- cc PAF to Tandy (FT) ✓
- cc Personnel Info. Form to Tandy (Adj)
- cc PAF to Sheila ✓
- Check Sheila's highlights and Tandy's orientation is complete
- Return to Kelly for organization and filing ✓



Office of Human Resources

DATE: May 20, 2013

TO: Emily C. Short

FROM: Lori A. Cutrell, SPHR
Director of Human Resources/Affirmative Action Officer

SUBJECT: Salary Increase for Degree Completion

Congratulations on successfully completing your Doctor of Education degree effective May 4, 2013. According to policy V:01:24 Employee Degree Status Change, Volunteer State Community College employees who are receiving a degree may be eligible, unless otherwise stated in the employment letter or other documents, for a one (1) time salary adjustment of \$1,166.00.

We have received your official transcript to process your salary increase. Your new annual salary will be \$69,728 effective May 4, 2013.

**TENNESSEE BOARD OF REGENTS OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

Volunteer State Community College

**Notice of Renewal Appointment
Administrative/Professional**

Emily Carter Short
[Redacted]

ID#: [Redacted]

Position #: **V00160**

This is to notify you that your appointment as **Assistant Vice President** in the **Office of Assistant Vice President for Student Services/Enrollment Management/Student Services Division** at Volunteer State Community College was renewed at an annual salary of **\$68,562** for the period beginning **July 1, 2012** and ending no later than **June 30, 2013** and is subject to the terms of your previous year's contract and agreement of employment (including any amendments), and in accordance with the policies of this College and of the Tennessee Board of Regents. This renewal notice serves as an amendment to your previous employment status.

This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents, and the requirements and policies of this College. The above stated salary is contingent upon your completion of service for the full term specified above. In the event of failure to complete the specified term of the appointment, the salary will be prorated in accordance with the policies of this College.

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 full-time member of this College, and such additional duties as may be assigned to you from time to time, subject to the supervision and direction of appropriate representatives of this College.

Please signify your acceptance of this appointment under the terms and conditions set forth by signing and returning this contract to the Office of Human Resources within thirty (30) days after the date of this notice. Your failure to accept this renewal within the above stated time may constitute a rejection of this offer and non-renewal of your appointment. Every other term and provision of this initial employment agreement shall remain valid and binding.


It is a Class A misdemeanor to misrepresent academic credentials.



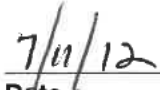
President

07/01/2012

Date



Appointee



Date





Livingston Center
P.O. Box 629
113 Windle Community Road
Livingston, TN 38570
931-823-7065
1-800-563-8220

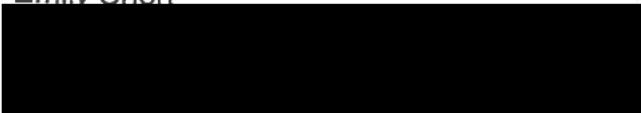
Main Campus
1480 Nashville Pike
Gallatin, TN 37066-3188
615-452-8600
615-741-3215
1-888-335-VSCC (8722)

McGavock Center
3150 McGavock Pike
Nashville, TN 37214-1634
615-885-8910

www.volstate.edu

July 1, 2012

Emily Short



Dear Emily:

The coming year promises to be an exciting year with many changes on the horizon. The transition in strategy to a funding formula based on student retention and success will no doubt create challenges in the way we have typically done business at the College. Many of these challenges may, on the surface, appear to run counter to what many may deem relevant in the world of higher education. However, I am confident that we can all agree that one more student retained and one more student graduated is a good thing for this institution and this community. And that is how we will meet our goals – one student at a time. I look forward to experiencing the challenges and the successes, together as a team. It is truly an effort worthwhile for our students and this community.

I am pleased to announce that during the June Board meeting, the Tennessee Board of Regents approved the 2012-2013 institutional budget which includes a Cost of Living Adjustment (COLA) for all regular full-time and regular part-time employees. This is for those employed as of June 30 and having satisfactory performance evaluations. The amount is 2.5% or \$750 whichever is more. The increase is effective July 1 and will be part of your July 31 pay. This amount will be reflected in your 2012 – 2013 contract. The increase applies to regular full-time employees and will be pro-rated for regular part-time employees. To be eligible, you must be on payroll as of June 30, 2012 and must not be on terminal leave status.

Attached you will find your contract for the 2012-2013 fiscal year. Please sign and return your contract to the Office of Human Resources on or before July 31, 2012. I have also attached a campus update for your review. This will provide you with information on the progress of several campus initiatives. I look forward to visiting with you at Convocation in August.

Sincerely,

Jerry L. Faulkner, Ph.D.
President

A TENNESSEE BOARD OF REGENTS INSTITUTION

An equal opportunity employer, VSCC does not discriminate on the basis of race, color, gender, age, disability, national or ethnic origin or religion.

COLLEGE COMPLETION ACADEMY

Many of our efforts to improve student enrollment, retention, and success are well under way. The College had the opportunity to participate in the College Completion Academy which was designed to assist in developing clear strategies for improving student completion rates. The launch of a new freshman experience program is a major initiative related to this planning session. This cohort-based program will offer entering freshmen the opportunity to make a better transition to college life. The College has also made the decision to purchase Degree Works to improve the performance and productivity with the institution's advising function. There are several other initiatives and projects that also apply to our strategy for better completion and success rates. Follow-up meetings will be scheduled during the fall and spring to begin implementing these strategies developed during the College Completion Academy planning session.

CAPITAL IMPROVEMENTS

The College is also undergoing a significant capital improvement process to ensure that our facilities are sufficient for improving enrollment, expanding academic programs, and encouraging private giving within our community. Over the summer, a series of improvement projects will be implemented on the Gallatin campus. Also during this time, the College will be preparing to break ground to build a Health Sciences building that will accommodate the needs of several Allied Health programs. The final project, and probably the most significant, will be the launch of the capital campaign to establish the matching funds required to begin construction on a new Humanities building. Updates on the progress of the capital projects and capital campaign will be sent out to the campus throughout the academic year.

SATELLITE CAMPUS UPDATES

Throughout our 12-county service area, our work and investment in local communities is continuing to benefit the goals set within our strategic plan. The Highland Crest campus in Springfield will begin a second year of operation. Our enrollment figures for the Springfield campus are currently outpacing the original projections, with enrollment well beyond the estimation for year three. The McGavock community has ramped up the effort to begin offering last-dollar scholarships for McGavock High School graduates to attend community college. A major fundraiser will be held in October to raise funds for the graduating class of 2014. Governor Bill Haslam is scheduled to be the keynote speaker. Livingston has also continued to make improvements with instruction and outreach.

A VISIT FROM GOVERNOR HASLAM

Governor Haslam recently visited the Vol State Campus with the desire to take a closer look at how we're responding to the Complete College of Tennessee Act. Topics discussed focused on three primary points:

- a) Addressing the state's economic and workforce development
- b) Ensuring increased degree production within the state's capacity
- c) Using the institutional mission differentiation to realize statewide efficiencies through collaboration and minimized redundancy

After engaging in a discussion with Vol State administrators and faculty, the Governor expressed a genuine interest in helping Tennesseans understand the value of education. He has a desire to boost the number of Tennesseans with college degrees, ensure educational quality and find ways to better mesh the types of graduates with the needs of employers.



Livingston Center
P.O. Box 629
113 Windle Community Road
Livingston, TN 38570
931-823-7065
1-800-563-8220

Main Campus
1480 Nashville Pike
Gallatin, TN 37066-3188
615-452-8600
615-741-3215
1-888-335-VSCC (8722)

McGavock Center
3150 McGavock Pike
Nashville, TN 37214-1634
615-885-8910

www.volstate.edu

October 3, 2011

Emily Carter Short


Dear Emily:

I am pleased to announce that the Tennessee Board of Regents (TBR) approved Volunteer State Community College's submission for additional compensation changes during its September 2011 Board Meeting. The approved changes are effective with the October 2011 payroll and include the following provisions:

One-Time Service Payment

All regular full-time and regular part-time employees who meet the criteria established by TBR will receive a one-time service payment of \$1,000.00, of which regular part-time employees will receive a pro-rated amount. To be eligible for the one-time service payment, faculty and staff must have been continuously employed in a regular full-time or regular part-time position by VSCC, the TBR System, the University of Tennessee or the State of Tennessee on or before September 30, 2009 and be in an active regular employment status as a TBR employee as of September 30, 2011. Our records indicate **you qualify for the one-time service payment of \$1,000.00.**

Salary Plan Funding

TBR allowed institutions to request up to 2% of total payroll to fund their existing salary plans. Based on that allowance, VSCC employees who are due to receive an adjustment under the current salary plan will receive 55% of the amount due. Most employees hired by VSCC in the past four years were compensated according to the new salary plan, and the majority of those employees will not receive an increase because they were hired on the new salary scale. In total, approximately 50% of employees will receive an increase in compensation. After a thorough review of the current salary plan, our records indicate your compensation is already in line with the plan provisions and no salary adjustment is due.

If you have any questions regarding your salary or any of the information above, please contact the Office of Human Resources.

I deeply appreciate your service and dedication to Volunteer State Community College.

Sincerely,

Bruce R. Scism
Interim President

A TENNESSEE BOARD OF REGENTS INSTITUTION

An equal opportunity employer, VSCC does not discriminate on the basis of race, color, gender, age, disability, national or ethnic origin or religion.



Livingston Center
P.O. Box 629
113 Windle Community Road
Livingston, TN 38570
931-823-7065
1-800-563-8220

Main Campus
1480 Nashville Pike
Gallatin, TN 37066-3188
615-452-8600
615-741-3215
1-888-335-VSCC (8722)

McGavock Center
3150 McGavock Pike
Nashville, TN 37214-1634
615-885-8910

July 1, 2011 www.volstate.edu

Emily Short
[REDACTED]

Dear Emily:

I am pleased to announce that during the June Board meeting the Tennessee Board of Regents approved the 2011-2012 institutional budget, which includes a 3% Cost of Living Allowance or \$750, whichever is greater. This increase applies to regular full-time and pro-rated for part-time employees. To be eligible, you must be on payroll as of June 30, 2011 and must not be on terminal leave status. The increase is effective July 1, 2011.

As we find ourselves preparing for the 2011-2012 fiscal year, I wanted to take this opportunity to thank you for your service. As I reflect on this past year, I continue to be impressed by the creativity and resourcefulness of our faculty and staff. We faced many challenges but with true Pioneer Spirit, we overcame each obstacle.

Even during challenging budgetary times, we must continue to plan for our future. During 2010-2011, we continued to invest in program development and initiatives that enhanced the quality and service to our students. The College witnessed the successful launch of the Criminal Justice and Animal Care Technology programs. Internationally, Vol State students continued to grow in participation by traveling across the globe. Our faculty participated in exchange program opportunities in The Netherlands. With the SACS affirmation process behind us, the College's QEP Plan on Critical Thinking is beginning to take shape across the campus. All of these initiatives are vital to the College's ability to remain a leader in higher education in our region.

Many communities are investing in higher education for its citizens and are looking toward Vol State to meet their needs. In Robertson County, the new campus will begin offering classes in the Fall of 2011. In Davidson County, the McGavock Covenant Coalition will be initiating several fundraising activities to offer last-dollar scholarships to community college-bound McGavock High School graduates, starting with the class of 2014. The communities in our service area have chosen Vol State as a key partner to building a brighter future for their citizens. Your hard work and quality service is making a difference to so many during these unfortunate economic times.

The Complete College Tennessee Act (CCTA) has called for a performance model based on outcomes such as graduation, retention, and success. This new operational model, along with other relevant details of the CCTA, is already changing many functions within the institution. In addition to the requirements of the CCTA, the College has developed a new five-year strategic plan to guide the institution through these new challenges. I encourage everyone to thoroughly review the details of both plans. Your contribution to the College's initiatives related to the CCTA and the strategic plan is crucial to upholding our mission and successfully executing our long-term strategy.

Enclosed you will find your contract for the 2011-2012 fiscal year. Please sign and return your renewal contract to The Office of Human Resources on or before July 30, 2011. I look forward to visiting with you at convocation on August 22, 2011.

Sincerely,

Warren R. Nichols

Warren R. Nichols
President

A TENNESSEE BOARD OF REGENTS INSTITUTION

An equal opportunity employer, VSCC does not discriminate on the basis of race, color, gender, age, disability, national or ethnic origin or religion.

**TENNESSEE BOARD OF REGENTS OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

Volunteer State Community College

**Notice of Renewal Appointment
Administrative/Professional**

Emily Carter Short
[Redacted]

ID#: [Redacted]
Position #: **V00160**

This is to notify you that your appointment as **Assistant Vice President** in the **Office of Assistant Vice President for Student Services and Enrollment Management/Student Services Division** at Volunteer State Community College was renewed at an annual salary of **\$66,890.00** for the period beginning **July 1, 2011** and ending no later than **June 30, 2012** and is subject to the terms of your previous year's contract and agreement of employment (including any amendments), and in accordance with the policies of this College and of the Tennessee Board of Regents. This renewal notice serves as an amendment to your previous employment status.

This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents, and the requirements and policies of this College. The above stated salary is contingent upon your completion of service for the full term specified above. In the event of failure to complete the specified term of the appointment, the salary will be prorated in accordance with the policies of this College.

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 full-time member of this College, and such additional duties as may be assigned to you from time to time, subject to the supervision and direction of appropriate representatives of this College.

Please signify your acceptance of this appointment under the terms and conditions set forth by signing and returning this contract to the Office of Human Resources within thirty (30) days after the date of this notice. Your failure to accept this renewal within the above stated time may constitute a rejection of this offer and non-renewal of your appointment. Every other term and provision of this initial employment agreement shall remain valid and binding.

It is a Class A misdemeanor to misrepresent academic credentials.

Wanda R. Nichols
President

07/01/2011
Date

Emily Carter Short
Appointee

7/13/11
Date



An Equal Opportunity/Affirmative Action Employer



For HR use only

Person Entering Data In Banner

Date

PERSONNEL ACTION FORM (PAF)

I. DEPARTMENT INFORMATION											
Division/School Student Services					Department AVP Student Services/Enrollment Mgt.						
Contact Person Patty Powell					Extension 3440			Date 07/07/11			
II. EMPLOYEE / APPOINTMENT INFORMATION											
Employee Name Emily C. Short					Effective Date 07/01/11						
Employee ID Number [REDACTED]					Ending Date						
Job Title AVP Student Services/Enrollment Mgt.					Position # V00160						
# Years Credited / Teaching					Salary \$						
III. ACTION TYPE (Please choose all applicable)											
<input type="checkbox"/> Appointment		<input type="checkbox"/> Transfer		<input type="checkbox"/> Salary Change		Title Change (Indicate new Title)					
<input type="checkbox"/> Separation		<input type="checkbox"/> Reclassification				Rank (Indicate new Rank)					
<input type="checkbox"/> Demotion		<input type="checkbox"/> Leave of Absence (Attach Letter)									
<input type="checkbox"/> Promotion		<input type="checkbox"/> Return from Leave									
IV. EMPLOYMENT TYPE											
<input type="checkbox"/> Full Time		<input type="checkbox"/> Faculty		<input type="checkbox"/> Fiscal Year (12 Mos.)		<input type="checkbox"/> Term Effective					
<input type="checkbox"/> Part-time		<input type="checkbox"/> Adjunct		<input type="checkbox"/> Academic Year (9 mos.)		<input type="checkbox"/> Professional/Administrative					
<input type="checkbox"/> Regular		<input type="checkbox"/> Tenure Track		<input type="checkbox"/> Classified		Comments: Budget funding change ONLY					
<input type="checkbox"/> Temporary		<input type="checkbox"/> Non-Tenure Track		<input type="checkbox"/> Modified							
V. POSITION CHANGE INFORMATION											
V-a CURRENT EMPLOYMENT STATUS					V-b PROPOSED EMPLOYMENT STATUS						
Job Title % Effort					Job Title % Effort						
Annual Salary \$					Annual Salary \$						
Dept/Division					Dept/Division						
Supervisor					Supervisor						
V-c CURRENT FUNDING					V-d PROPOSED FUNDING						
Index	Fund	Org	Acct	Program	%	Index	Fund	Org	Acct	Program	%
						E50020	110001	608381	61601	400	100
Total Budget Amount \$					Total Budget Amount \$						
VI. EMPLOYEE SEPARATION											
Reason for Separation:					<input type="checkbox"/> Laid Off						
<input type="checkbox"/> Resigned (Attach letter)					<input type="checkbox"/> Non-renewal of Contract						
<input type="checkbox"/> Retired					<input type="checkbox"/> Left w/o Notice						
					<input type="checkbox"/> Did not return from LOA						
					If Other Please Specify -						
VII. APPROVAL SIGNATURES											
P. Powell Department Head Date 07/11/11					Lori A. C. [Signature] Human Resources Date 7/13/11						
P. Powell Vice President Date 07/11/11					_____ President Date						

Kelly

Lori

Sign PAFs

Sheila

~~Schedule New Hire~~

(Fulltime and Part-time
Regular-only)

~~Schedule Exit Interview~~
(Full-time and

**Part-time Regular
Separations only)**

Kathy

✓cc PAF for Payroll (ASAP if FT hire or term)

- ✓ Vcc PA⁻ to Kelly (All)
- ✓ Vcc PA⁻ to Sheila (FT)

✓cc PAF to Jill (FT)

~~POPA to Ellen (retirees)~~

✓cc PAF to Kathy (f-1)

~~Contract to Payroll~~

~~Orig: Direct Deposit~~
~~Deb: What to Payroll~~

~~Aug. Direct Deposit to Payroll~~
~~Eligible Dates~~

~~Yes Personal Info Forward to Sheila (A11)~~

☒ Update Employee List(s)

[all data added to columns]

Update On-line Directory	N/A
Adjunct Database	
...	

ENTER SLAINST

Enter PPAGENT ✓

Is Sheila's orientation complete?

Update Org Chart and Catalog

New Hire Notification via email

to campus

Checklist

Check for Certificate of Proficiency

in Spoken English

(If missing, call Dept. Secretary)

Check transcript for catalog ✓

update - full time

Check PAF checklist

Organize file

rev. 4/15/13

~~Check People Admin~~ ✓
Verify Salary/Rate of Pay ✓
Verify Funding Source ✓
~~Verify Job Description Analysis~~

~~Enter PPAIDEN~~
~~Enter PEASAP~~
~~Check NBARPOSN~~

~~Check NBARLOS~~ ✓
Enter NBARBUD (Full-time only) ✓
Enter PPARACT (Faculty only)
Prepare Contract letter ✓
TBR Reporting (out of payroll)
TN New Hire Reporting
~~Oversee Reference Checks~~

Work Certification Verifications
(FT + Reg)

Tro Greenlee (All FT Reg, AH Adjuncts, All Campus Police)
~~Term: P EACMP~~
Term: send email to IT

Sign PAFs

Schedule New Hire Orientation (Fulltime and Part-time Regular-only)

Schedule Exit Interview: (Full-time and Part-time Regular Separations only)

Vcc PAF for Payroll (ASAP if FT hire or term)
Vcc PAF to Kelly (All)
Vcc PAF to Sheila (FT)
Vcc PAF to Jill (FT)
~~Vcc PAF to Ellen (freelance)~~
Vcc PAF to Kally (FT)
~~Vcc contract to Payroll~~
~~Vcc W-2 to Payroll~~
~~Vcc Direct Deposit to Payroll~~
~~Ellen PAFing~~
Vcc Personnel Info Form to Sheila (all)
Update Employee List(s) [all data added to columns]

update On-line Directory ✓
Adjust Database
Enter SIANSIST
Enter PPAGENTL ✓
Is Sheila's orientation complete? ✓
Update Org Chart and Getting New Hire Notification via email to campus
Check for Academic Qualification Checklist.
Check for Certificate of Proficiency in Spanish English (if missing - call Dept. Secretary)
Check transcript for catalog update - full time
Check PAF checklist ✓
Check New Hire checklist Organize file

**TENNESSEE BOARD OF REGENTS OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**Volunteer State Community College
Notice of Appointment and Agreement of Employment
Administrative/Professional**

Emily C. Short

ID #:

Position #:

V00160

This is to confirm your appointment as an **Assistant Vice President for Student Services & Enrollment Management** in the **Student Services Division** which has been approved by the Tennessee Board of Regents and Volunteer State Community College effective **June 1, 2011** at an annual salary of **\$64,942.00** per year subject to the terms and conditions hereinafter set forth and your acceptance thereof:

1. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as this College through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this College, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this College.
2. The above stated salary is payable at the above rate in accordance with Volunteer State Community College policies. As a condition of employment, I agree to accept compensatory time in lieu of overtime pay (TBR policy 5:02:04:10 and VSCC policy V:01:20). This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of the College.
3. A probationary period of six (6) months of observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six (6) month probationary period, this agreement may be terminated upon fourteen (14) days notice for clerical/support and thirty days notice for all other personnel. The College reserves the right to impose a probationary period any time during the term of your employment, during which time advance notice of termination would not be applicable.
4. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in Volunteer State Community College Policy V:01:05. I also agree to notify the Office of Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Employment is conditional upon successful completion of an agency background check.
5. The following special conditions shall govern this appointment: I agree to abide by the policies of the Tennessee Board of Regents and of this College regarding Intellectual Property, and hereby acknowledge my responsibilities under those policies to disclose and possibly assign (as required under VSCC policy V:01:06) Intellectual Property developed by me, either solely or jointly with others, during the term of my employment, and to otherwise assist the College as required by policy in protecting rights it may have in that Intellectual Property.
6. It is a Class A misdemeanor to misrepresent academic credentials.

You must signify your acceptance of this appointment under the terms and conditions set forth by signing this appointment and returning them to the Office of Human Resources with fifteen (15) days after the date of this notice.

Dr. Nicholas / Rogers
President

Emily C. Short
Appointee

5-27-11
Date

6/1/11
Date



An Equal Opportunity/Affirmative Action Employer



RECEIVED

MAY 25 2011

OFFICE OF
HR

For HR use only

Person Entering Data in Banner

Date

PERSONNEL ACTION FORM (PAF)

I. DEPARTMENT INFORMATION											
Division/School Student Services					Department Vice President for Student Services						
Contact Person Patty T. Powell					Extension 3214			Date 03/24/11			
II. EMPLOYEE / APPOINTMENT INFORMATION											
Employee Name Emily C. Short					Effective Date 06/01/11						
Employee ID Number [REDACTED]					Ending Date						
Job Title Director of Retention Support Services					Position # V00160 (new position number)						
# Years Credited / Teaching					Salary \$ \$64,942.00 (new salary)						
III. ACTION TYPE (Please choose all applicable)											
<input checked="" type="checkbox"/> Appointment		<input type="checkbox"/> Transfer		<input type="checkbox"/> Salary Change		Title Change (Indicate new Title)					
<input type="checkbox"/> Separation		<input type="checkbox"/> Reclassification				Asst. VP for Stud. Svcs. & Enrollment Mgmt.					
<input type="checkbox"/> Demotion		<input type="checkbox"/> Leave of Absence (Attach Letter)				Rank (Indicate new Rank)					
<input checked="" type="checkbox"/> Promotion		<input type="checkbox"/> Return from Leave									
IV. EMPLOYMENT TYPE											
<input checked="" type="checkbox"/> Full Time		<input type="checkbox"/> Faculty		<input type="checkbox"/> Fiscal Year (12 Mos.)		<input type="checkbox"/> Term Effective					
<input type="checkbox"/> Part-time		<input type="checkbox"/> Adjunct		<input type="checkbox"/> Academic Year (9 mos.)		<input type="checkbox"/> Professional/Administrative					
<input type="checkbox"/> Regular		<input type="checkbox"/> Tenure Track		<input type="checkbox"/> Classified		<input type="checkbox"/> Comments:					
<input type="checkbox"/> Temporary		<input type="checkbox"/> Non-Tenure Track		<input type="checkbox"/> Modified							
V. POSITION CHANGE INFORMATION											
V-a CURRENT EMPLOYMENT STATUS					V-b PROPOSED EMPLOYMENT STATUS						
Job Title % Effort					Job Title % Effort						
Annual Salary \$					Annual Salary \$						
Dept/Division					Dept/Division						
Supervisor					Supervisor						
V-c CURRENT FUNDING					V-d PROPOSED FUNDING						
Index	Fund	Org	Acct	Program	%	Index	Fund	Org	Acct	Program	%
E50007	110001	606080	61601	400	100	E50007	110001	606080	61601	400	100
Total Budget Amount \$					Total Budget Amount \$						
VI. EMPLOYEE SEPARATION											
Reason for Separation:					Non-renewal of Contract						
<input type="checkbox"/> Resigned (Attach letter)					<input type="checkbox"/> Laid Off						
<input type="checkbox"/> Retired					<input type="checkbox"/> Left w/o Notice						
					<input type="checkbox"/> Did not return from LOA						
					If Other Please Specify --						
VII. APPROVAL SIGNATURES											
Patty T. Powell 05/25/11					Dr. C. [Signature] 5-25-11						
Department Head Date					Human Resources Date						
P.T. Powell 05/25/11					Dr. Nichols [Signature] 5-27-11						
Vice President Date					President Date						

NEW HIRES - TERMINATIONS : PAF CHECKLIST

Kathy

- Log PAFs ✓
- Check for Academic Qualification Checklist and Certificate of Proficiency in Spoken English (if missing, call Dept. Secretary) ✓
- Setup File ✓
- New Hire paperwork packet ✓
- Print Applicant Docs ✓
- Check Applicant Buckets ✓
- Update Org Chart and Catalog - cc PAF ✓
- New Hire Notification via email to campus cc PAF ✓
- Add to Employ. Lists ✓
- Schedule Exit int ✓
- cc PAF to Kelly ✓

Sheila

- Check People Admin ✓
- Verify Salary/Rate of Pay ✓
- Verify Funding Source ✓
- Verify Job Desc./Analysis ✓
- Enter PPAIDEN ✓
- Enter PEAEMPL ✓
- Check NBAPOSN ✓ *will check one budget approved by 11/1/04.*
- Check NBAJOBS ✓
- New Hire Notification to S. Coker ✓
- Prepare Contract ✓
- ~~TBR Reporting (out of pay scale)~~ ✓
- TN New Hire Reporting ✓
- Oversee Reference Checks (FT-Reg) ✓
- Work Certification Verifications (FT-Reg) ✓
- TruScreen Checks (All FT-Reg, AH Adjuncts) ✓
- Term: PEAEMPL ✓
- Term: send email to IT ✓
- Check VSOE Reg Dist. List (FT-Reg) ✓

Lori

- Sign PAFs ✓
- Relievent ✓

Kelly

- Update On-Line Dir. ✓
- Enter/Print Reg ✓
- Add to adj. dts ✓
- Enter SHAINST ✓
- Enter PPAGENL ✓

Kathy

- Make cc for Payroll ✓
- File orig. PAF ✓
- cc PAF to Tandy (FT) ✓
- cc Personal Info. Form to Tandy (All) ✓
- cc PAF to Sheila ✓
- Check Sheila's highlights ✓
- and Tandy's orientation ✓
- is complete ✓
- Return to Kelly for organization and filing ✓

Volunteer State Community College

Work Experience Certification

List all military and work experience in chronological order beginning with most current (include Vol State and non Vol State Employment Experience).

Applicant/ Employee Name:

Emily C. Short

Employee Number:

Employer	Position Title	General responsibilities and Duties - Indicate whether applicable to position.	Dates of Employment Example: 10/06/04 to 06/02/08 From To		Indicate Full-Time Part-Time (FT or PT)	If part time Indicate % of time worked	Months of Relevant Work Experience (to be completed by Supervisor)
VSCC	Director of Retention Support Services	Primarily responsible for developing and implementing retention support initiatives and programming which aid in student success and retention. Manage departmental budget accounts. Oversees the call center operations. Supervises part-time and full-time professional and classified staff. Assist Student Services department heads with institutional effectiveness plans as well as assist the Vice President for Student Services with strategic planning.	8/1/05	Present	FT		69
VSCC	Director of Counseling and Testing	Responsible for daily operations of the testing center. Developed and carried out counseling protocols and mental health referrals in conjunction with other counseling staff. Managed departmental budgets. Conducted academic, personal and career counseling sessions. Scheduled and trained all part-time testing staff. Supervised three professional staff positions, one clerical support staff position and thirty part-time testing personnel. Provided testing at various off-campus sites, was the GED Chief Examiner and assisted the Vice President for Student Services with the institutional effectiveness processes for the Division of Student Services. Served on various college committees.	2/1/03	8/31/05	FT		30
VSCC	Director of Testing and Orientation	Managed the daily operations of the Testing Center. Scheduled and trained all part-time testing personnel for all tests administered in the Testing Center to include the GED, GED Chief Examiner for the Volunteer State GED testing site. Developed and conducted the new student orientation program. Responsible for institutional effectiveness processes of the department. Conducted personal, academic and career counseling. Served on various college committees.	6/1/02	1/31/03	FT		8
VSCC	Assistant Director of Counseling and Testing	Assisted Director with daily operations of the department, budget management, strategic planning and institutional effectiveness plan development. Carried out special project assignments, implemented a call center which required supervising two part-time employees. Conducted academic, personal and career counseling. Hired and trained approximately 20 part-time counselors for a retention calling campaign done each fall and spring semester. Served on various college committees.	6/1/1998	5/31/02	FT		48
VSCC	Counselor/Coord. of Orientation	Developed new student orientation curriculum and conducted orientation sessions. Trained other staff members on orientation procedures and how to deliver orientation. Conducted personal, academic and career counseling sessions with students and community members. Academically advised students and participated in other retention initiatives to include phone campaigns and delivering workshops. Served on various college committees.	7/1/95	6/30/98	FT		36
VSCC	Counselor	Contacted all new students as they applied to the College, developed orientation curriculum and conducted orientation sessions, scheduled part-time testing personnel and assisted with placement testing screening as well as administration of placement testing. Served on various college committees.	3/1/1992	6/30/95	FT		39
VSCC	Financial Aid Clerk	Balanced Pell accounts, responsible for the financial aid verification process and assisted students with financial aid information and processes.	8/20/1991	3/1/92	PT	25%	1.75
Years							19.31

Based on the information provided by the applicant I recommend the total experience credit be given for the total months of relevant experience indicated above.

Supervisor Signature:

Emily C. Short

Date:

05/31/11

Position Number:

V00660

Account Number:

ES0007.110001.606080.61601.400

Contract Type:

Professional/Advisative

Position Title:

Assistant Vice President for Student Services and Enrollment Management

Faculty:
circle one

Rank:
n/a

Degree:

Master of Arts - Community/Agency Counseling

Effective Date of Hire:

6/1/2011

Salary Grade:

FA-8

Salary Range

51,954 - 64,942 (midpoint)

Years Experience:

19.3

Salary Recommendation:

\$64,942.00

7-26-175 mo.

**TENNESSEE BOARD OF REGENTS OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

Volunteer State Community College

**Notice of Renewal Appointment
Modified Administrative/Professional**

Emily Carter Short
[Redacted]

ID#: [Redacted]
Position #: V00173

This is to notify you that your appointment as **Director** in the **Office of Retention Support Services/Student Services Division** at Volunteer State Community College was renewed at an annual salary of **\$48,681.00** for the period beginning **August 1, 2010** and ending no later than **May 31, 2011** and is subject to the terms of your previous year's contract and agreement of employment (including any amendments), and in accordance with the policies of this College and of the Tennessee Board of Regents. This renewal notice serves as an amendment to your previous employment status.

This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents, and the requirements and policies of this College. The above stated salary is contingent upon your completion of service for the full term specified above. In the event of failure to complete the specified term of the appointment, the salary will be prorated in accordance with the policies of this College.

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 full-time member of this College, and such additional duties as may be assigned to you from time to time, subject to the supervision and direction of appropriate representatives of this College. **Special Conditions - Modified 10 Month Schedule off June/July - 1625 hours**

Please signify your acceptance of this appointment under the terms and conditions set forth by signing and returning this contract to the Office of Human Resources within thirty (30) days after the date of this notice. Your failure to accept this renewal within the above stated time may constitute a rejection of this offer and non-renewal of your appointment. Every other term and provision of this initial employment agreement shall remain valid and binding.

It is a Class A misdemeanor to misrepresent academic credentials.

Wanda R. Nichols
President

07/01/2010
Date

Emily C. Short
Appointee

7/2/10
Date



An Equal Opportunity/Affirmative Action Employer

Jessup, Sheila

From: Jessup, Sheila
Sent: Wednesday, June 02, 2010 10:36 AM
To: Short, Emily
Cc: Slayton, Ann
Subject: Leave Report

Since your contract states until May 31, you will need to go ahead and submit your leave report as normal until May 31. We will document that June and July will be your two months off.

Sheila Jessup, PHR
Human Resources Analyst
The Office of Human Resources
Volunteer State Community College
1480 Nashville Pike
Gallatin, TN 37066-3188
Sheila.jessup@volstate.edu
615-230-3591

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you.

**TENNESSEE BOARD OF REGENTS OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

Volunteer State Community College

**Notice of Renewal Appointment
Modified Administrative/Professional**

Emily Carter Short
[Redacted]

ID #: [Redacted]

Position #: **V00173**

This is to notify you that your appointment as **Director** in the **Office of Retention/Student Services Division** at Volunteer State Community College was renewed at an annual salary of **\$48,681.00** for the period beginning **August 1, 2009** and ending no later than **May 31, 2010** and is subject to the terms of your previous year's contract and agreement of employment (including any amendments), and in accordance with the policies of this College and of the Tennessee Board of Regents. This renewal notice serves as an amendment to your previous employment status.

This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents, and the requirements and policies of this College. The above stated salary is contingent upon your completion of service for the full term specified above. In the event of failure to complete the specified term of the appointment, the salary will be prorated in accordance with the policies of this College.

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 full-time member of this College, and such additional duties as may be assigned to you from time to time, subject to the supervision and direction of appropriate representatives of this College.

Please signify your acceptance of this appointment under the terms and conditions set forth by signing and returning this contract to the Office of Human Resources within fifteen (15) days after the date of this notice. Your failure to accept this renewal within the above stated time may constitute a rejection of this offer and non-renewal of your appointment. Every other term and provision of this initial employment agreement shall remain valid and binding.

It is a Class A misdemeanor to misrepresent academic credentials.

Wanda R. Nichols
President

07/01/2009
Date

Emily Carter Short
Appointee

7/8/09
Date



An Equal Opportunity/Affirmative Action Employer

July 1, 2009

Emily C. Short


Dear Emily:

As we find ourselves preparing for the 2009-2010 fiscal year, I wanted to take this opportunity to thank you for your service during 2008-2009. As I reflect on this past year, I continue to be impressed by the creativity and resourcefulness of our faculty and staff. We faced many challenges but with true Pioneer Spirit, we overcame each obstacle.

One of our greatest challenges during this past year was the mandatory reduction to our operating budget. In Fall 2008, we reduced our budget by 3.4%. Although we are receiving funds through the American Recovery Reinvestment Act, we are beginning the 2009-2010 fiscal year with 13.567% less in state appropriations. This action forced Vol State to develop a 2 year reduction strategy that will touch all of us. With the uncertainty of the economy, we may be asked to cut even deeper. Each of us realizes that there is a business side to higher education. As our traditional financial resources continue to diminish, all of us will be asked to do more with less and still continue to provide quality education and services to our students.

Even during challenging budgetary times, we must continue to plan for our future. During 2008-2009, we continued to invest in program development and initiatives that enhanced the quality and service to our students. We received Tennessee Board of Regents approval to begin Criminal Justice and Animal Care Technology programs. Internationally, Vol State students traveled abroad to England, Guatemala, Brazil, and South America. As part of the SACS reaffirmation process, we completed the Compliance Audit and developed a Quality Enhancement Plan that begins implementation in Fall 2009.

We anticipate continued growth in enrollment during the upcoming year. Many communities are investing in higher education for its citizens and are looking toward Vol State to meet their needs. With \$250,000, Sumner County created the Educate and Grow Program that provides a last dollar scholarship to any Tennessee Scholar graduate in Sumner County. In Robertson County, the county and the city of Springfield have each pledged \$3 million toward the development of a facility for Vol State to expand course offerings and services. This year we will complete our 2005-2010 Strategic Plan. I call upon you to be actively involved in the development of the 2010-2015 Strategic Plan. It is your contribution and the difference you make each day that will ensure our future success.

Enclosed you will find your contract letter for the 2009-2010 fiscal year. Please sign and return to The Office of Human Resources your renewal contract notice on or before July 15, 2009. I look forward to visiting with you at convocation on August 24, 2009.

Sincerely,



Warren R. Nichols, President

**THE STATE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE
and
VOLUNTEER STATE COMMUNITY COLLEGE
NOTICE OF MODIFIED FISCAL YEAR APPOINTMENT
AND AGREEMENT OF EMPLOYMENT**

Ms. Emily Short

Banner Position #: V00173

Banner ID#: [REDACTED]

Dear Emily:

This is to confirm your appointment to a position approved by the Tennessee Board of Regents as **Director** in the **Retention Support/Student Services** at a salary of **\$48,681.00** per year, for a period beginning **August 1, 2008** and ending no later than **May 31, 2009** subject to terms and conditions hereinafter set forth and your acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of this institution.
2. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as the institution, through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this institution, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this institution.
3. The salary for this modified fiscal year appointment will be payable in twelve (12) equal payments beginning at the end of July 1, 2006 and ending the end of June 30, 2006. In the event that this contract is not for the full term specified above, the salary will be prorated in accordance with the policies of the institution.
4. A probationary period of six (6) months observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six-month probationary period, this agreement may be terminated upon fourteen days notice for clerical/support and 30 days notice for all other personnel by either party. The institution reserves the right to impose a probationary period at any time during the term of your employment, during which advance notice of termination would not be applicable.
5. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Human Resource Office of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.
6. The following special conditions shall govern this appointment: **This 10 month contract is modified to include June and July as non-working months with salary payback during these two months.**
7. I agree to abide by the policies of the Tennessee Board of Regents and of Volunteer State Community College regarding Intellectual Property, and hereby acknowledge my responsibilities under those policies to disclose and possibly assign (as required under policy) Intellectual Property developed by me, either solely or jointly with others, during the term of my employment, and to otherwise assist Volunteer State Community College as required by policy in protecting rights it may have in that Intellectual Property.

Please signify your acceptance of this appointment under the terms and conditions set forth by signing each copy of this notice and returning them to the Human Resources Office within fifteen days after the date of this notice. Your failure to accept this renewal within the above-stated time may constitute a rejection of this offer and non-renewal of your appointment.

Warren R. Nichols

President

June 30, 2008

Date

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

Emily Short

Appointee

7/10/08

Date

THE STATE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE
and
VOLUNTEER STATE COMMUNITY COLLEGE

NOTICE OF MODIFIED FISCAL YEAR APPOINTMENT
AND AGREEMENT OF EMPLOYMENT

TO: Emily Short

ID:

Position #:

V00173

This is to confirm your appointment to a position approved by the Tennessee Board of Regents as Director of Retention Support Services in the Retention Support Services at a salary of \$ 48,681.00 per year, for a period beginning August 1, 2007, and ending no later than May 31, 2008 subject to terms and conditions hereinafter set forth and your acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of this institution.
2. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as the institution, through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this institution, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this institution.
3. The salary for this modified fiscal year appointment will be payable in twelve (12) equal payments beginning at the end of July 1, 2007 and ending the end of June 30, 2008. In the event that this contract is not for the full term specified above, the salary will be prorated in accordance with the policies of the institution.
4. A probationary period of six (6) months observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six-month probationary period, this agreement may be terminated upon fourteen days notice for clerical/support and 30 days notice for all other personnel by either party. The institution reserves the right to impose a probationary period at any time during the term of your employment, during which advance notice of termination would not be applicable.
5. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Human Resource Office of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.
6. The following special conditions shall govern this appointment: Working months August 1, 2007 to May 31, 2008. June and July will be non-working months with salary paybacks during these months.
7. I agree to abide by the policies of the Tennessee Board of Regents and of Volunteer State Community College regarding Intellectual Property, and hereby acknowledge my responsibilities under those policies to disclose and possibly assign (as required under policy) Intellectual Property developed by me, either solely or jointly with others, during the term of my employment, and to otherwise assist Volunteer State Community College as required by policy in protecting rights it may have in that Intellectual Property.

Please signify your acceptance of this appointment under the terms and conditions set forth by signing each copy of this notice and returning them to the Human Resources Office within fifteen days after the date of this notice. Your failure to accept this renewal within the above-stated time may constitute a rejection of this offer and non-renewal of your appointment.

July 1, 2007 Warren R. Nichols
DATE PRESIDENT

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

8/1/07 Emily Carl Short
DATE APPOINTEE
An Equal Opportunity/Affirmative Action Employer



www.volstate.edu

Livingston Center
P.O. Box 629
113 Windle Community Road
Livingston, TN 38570
931-823-7065
1-800-563-8220

Main Campus
1480 Nashville Pike
Gallatin, TN 37066-3188
615-452-8600
615-741-3215
1-888-335-VSCC (8722)

McGavock Center
3150 McGavock Pike
Nashville, TN 37214-7634
615-885-8910



October 23, 2006

Dear Emily Short,

I am pleased to announce that during the September Board meeting, The Tennessee Board of Regents approved Volunteer State Community College's request to provide an additional 2% across-the-board increase in pay to all regular full and part-time employees. The increase is retroactive to July 1, 2006. To be eligible, you must have been on the payroll as of July 1, 2006 and must not be on terminal leave or in a non-pay status.

Funding has also been provided for a one-time state bonus of \$350 per employee. To be eligible for this bonus, an employee must have at least three years of creditable State service as of October 1, 2006. Creditable State service does not have to be consecutive, but has to be at least three years cumulative. Regular part-time employees will receive a percentage of the \$350 state bonus portioned to the percent of work assignment. To be eligible for the bonus, you must have been actively employed as of October 1, 2006 and must not be on terminal leave or in a non-pay status.

Your new annual salary of \$ 47,263.00 is effective October 1, 2006 and retroactive to August 1, 2006.

The additional 2% across-the-board increase in pay and the \$350 state, one-time bonus will be included on the paycheck that VSCC faculty and staff will receive on October 31, 2006.

Any change in annual salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. If you have questions regarding your salary information above, please contact the Office of Human Resources.

I deeply appreciate your fine service and dedication to Volunteer State Community College, and I am pleased that we are able to provide a tangible indicator of our commitment to you.

Sincerely,

Warren R. Nichols
President

A TENNESSEE BOARD OF REGENTS INSTITUTION

An equal opportunity employer, VSCC does not discriminate on the basis of race, color, gender, age, disability, national or ethnic origin or religion.

THE STATE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE
and
VOLUNTEER STATE COMMUNITY COLLEGE



COPY

NOTICE OF MODIFIED FISCAL YEAR APPOINTMENT
AND AGREEMENT OF EMPLOYMENT

TO: Emily Short

ID:

Position #:

V00173

This is to confirm your appointment to a position approved by the Tennessee Board of Regents as Director of Retention Support Services in the Retention Support Services at a salary of \$ 46,336.00 per year, for a period beginning August 1, 2006, and ending no later than May 31, 2007 subject to terms and conditions hereinafter set forth and your acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of this institution.
2. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as the institution, through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this institution, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this institution.
3. The salary for this modified fiscal year appointment will be payable in twelve (12) equal payments beginning at the end of July 1, 2006 and ending the end of June 30, 2006. In the event that this contract is not for the full term specified above, the salary will be prorated in accordance with the policies of the institution.
4. A probationary period of six (6) months observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six-month probationary period, this agreement may be terminated upon fourteen days notice for clerical/support and 30 days notice for all other personnel by either party. The institution reserves the right to impose a probationary period at any time during the term of your employment, during which advance notice of termination would not be applicable.
5. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Human Resource Office of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.
6. The following special conditions shall govern this appointment: Working months August 1, 2006 to May 31, 2007. June and July will be non-working months with salary paybacks during these months.
7. I agree to abide by the policies of the Tennessee Board of Regents and of Volunteer State Community College regarding Intellectual Property, and hereby acknowledge my responsibilities under those policies to disclose and possibly assign (as required under policy) Intellectual Property developed by me, either solely or jointly with others, during the term of my employment, and to otherwise assist Volunteer State Community College as required by policy in protecting rights it may have in that Intellectual Property.

Please signify your acceptance of this appointment under the terms and conditions set forth by signing each copy of this notice and returning them to the Human Resources Office within fifteen days after the date of this notice. Your failure to accept this renewal within the above-stated time may constitute a rejection of this offer and non-renewal of your appointment.

DATE

PRESIDENT

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

DATE

APPOINTEE

An Equal Opportunity/Affirmative Action Employer



VOLUNTEER STATE COMMUNITY COLLEGE

LIVINGSTON CENTER
113 Windle Community Road
Livingston, TN 38570-6129
(615) 823-7065
1-800-563-8220

MAIN CAMPUS
1480 Nashville Pike
Gallatin, TN 37066-3188
(615) 452-8600
(615) 741-3215
1-888-335-VSCC

McGAVOCK CENTER
3150 McGavock Pike
Nashville, TN 37214-3150
(615) 885-8910

November 23, 2005

 COPY

Dear Emily Short,

I am pleased that the Tennessee Board of Regents approved changes to the VSCC salary plan during the September Board meeting. The provision calls for a \$300 one-time bonus to all eligible full-time and permanent part-time (80%) faculty and staff hired on or before June 30, 2005. You must have been actively employed as of November 1, 2005, and must not be on terminal leave or in a non-pay status to be eligible for the bonus.

In addition, the Board approved a payoff of all funds that are due to eligible full and part-time (80%) faculty and staff under the current Volunteer State Community College salary plan. Payment is effective January 1, 2006, and will be included in eligible employees' paychecks received on January 31, 2006.

No salary adjustment is due to you under the provisions of the payoff provisions of the salary plan at this time.

Your November 30, 2005 paycheck will include a **\$300** bonus and will not affect your annual base salary. If you have questions regarding your salary information, please contact the Office of Human Resources.

I deeply appreciate your fine service and dedication to Volunteer State Community College, and I am pleased that we are able to provide a tangible indicator of our commitment to you.

Sincerely,



Warren R. Nichols
President

A TENNESSEE BOARD OF REGENTS INSTITUTION

An equal opportunity employer, VSCC does not discriminate on the basis of race, color, gender, age, disability, national or ethnic origin or religion.



COPY

THE STATE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE
and
VOLUNTEER STATE COMMUNITY COLLEGE

NOTICE OF MODIFIED FISCAL YEAR APPOINTMENT
AND AGREEMENT OF EMPLOYMENT

TO: Emily Short

Account Number:

Position Number:

Object Code:

005200

1101

This is to confirm your appointment to a position approved by the Tennessee Board of Regents as Director of Retention Support Services in the Retention Support Services at a salary of \$ 45,427.12 per year, for a period beginning August 1, 2005, and ending no later than May 31, 2006 subject to terms and conditions hereinafter set forth and your acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of this institution.
2. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as the institution, through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this institution, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this institution.
3. The salary for this modified fiscal year appointment will be payable in twelve (12) equal payments beginning at the end of July 1, 2005 and ending the end of June 30, 2006. In the event that this contract is not for the full term specified above, the salary will be prorated in accordance with the policies of the institution.
4. A probationary period of six (6) months observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six-month probationary period, this agreement may be terminated upon fourteen days notice for clerical/support and 30 days notice for all other personnel by either party. The institution reserves the right to impose a probationary period at any time during the term of your employment, during which advance notice of termination would not be applicable.
5. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Human Resource Office of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.
6. The following special conditions shall govern this appointment: Working months August 1, 2005 to May 31, 2006. June and July will be non-working months with salary paybacks during these months.
7. I agree to abide by the policies of the Tennessee Board of Regents and of Volunteer State Community College regarding Intellectual Property, and hereby acknowledge my responsibilities under those policies to disclose and possibly assign (as required under policy) Intellectual Property developed by me, either solely or jointly with others, during the term of my employment, and to otherwise assist Volunteer State Community College as required by policy in protecting rights it may have in that Intellectual Property.

Please signify your acceptance of this appointment under the terms and conditions set forth by signing each copy of this notice and returning them to the Human Resources Office within fifteen days after the date of this notice. Your failure to accept this renewal within the above-stated time may constitute a rejection of this offer and non-renewal of your appointment.

DATE

7-1-05

PRESIDENT

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

DATE

7/12/05

APPOINTEE

An Equal Opportunity/Affirmative Action Employer

interoffice

MEMORANDUM

to: Emily Short
cc: Tom Miller
Patty Powell
from: Suzanne Hesson
re: Modify Continuation
date: March 18, 2005

Please complete the information below. If you wish to renew your MODIFY Contract for the 2005-2006 year, complete the MODIFY Continuation Form below. Return the completed forms to the Human Resource Office by April 1, 2005.

Salary information will be provided to you upon receipt of the formal budget guidelines. Therefore, this continuation form will be used mainly to confirm your intent of remaining on the MODIFY schedule.

If you have any questions, please feel free to contact our office.

Attachment

☒ I do wish to renew my MODIFY Contract for the 2005-2006 year.

☐ I do not wish to renew my MODIFY Contract for the 2005-2006 year.

Emily C. Short
Name

3/18/05
Date

File Copy

October 15, 2004

Ms. Emily Short
[REDACTED]

Re: **Fiscal/Academic Year 2004/2005 Contract Amendment**

Dear Ms. Short:

I am pleased that the Tennessee Board of Regents approved the pay adjustments for Volunteer State Community College during their September Board meeting. Your new adjusted annual salary retroactive to July 1, 2004 is **\$44,104.00**. The October 31, 2004 payroll check will reflect your revised monthly salary of **\$3,675.33**, any retroactive adjustments due, salary plan adjustments due, the one time bonus payments and longevity payments applicable to you individually. The sources and amounts are itemized below.

	Description	Amount
1.	A bonus of \$70 per years of service (minimum \$210/maximum \$1,750). Eligibility – employed by VSCC on August 31, 2004; excludes employees on terminal leave and employees in non-pay status.	\$840.00
2.	A bonus of 1% of annual compensation (minimum \$500) Eligibility – employed by VSCC on June 30, 2004 with employment continuing through October 2004; excludes employees on terminal leave, employees in non-pay status and faculty on temporary or term contracts in spring 2004.	\$500.00
3.	Fulfillment of the "old" salary plan payoff. This plan recognized that some individuals were not given credit for experience beyond ten years.	\$399.91
4.	Relevant experience update adjustment. Eligibility – must be on payroll as of August 31, 2004 and due adjustment because of relevant experience; excludes employees on terminal leave.	\$0.00
5.	Across the board adjustment, 1% of annual compensation as of June 30, 2004. Eligibility – employed by VSCC on June 30, 2004 and continuing on payroll in October 2004; excludes employees on terminal leave and faculty on temporary or term contracts in spring 2004.	\$420.23

If there is an annual amount due to you related to items 3, 4 or 5 you will receive **\$136.67** as a retroactive adjustment for the months of July, August, and September on your October 31, 2004 payroll check.

This salary adjustment constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof.

If you have questions regarding your salary information above, please contact the Human Resources Office.

I deeply appreciate your fine service and commitment to Volunteer State Community College and am pleased that we are able to provide a tangible indicator of our commitment to you.

Sincerely,

Warren R. Nichols

Warren R. Nichols
President

COPY

THE STATE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE
and
VOLUNTEER STATE COMMUNITY COLLEGE

NOTICE OF MODIFIED FISCAL YEAR APPOINTMENT
AND AGREEMENT OF EMPLOYMENT

TO: Emily Short

Account Number:

Position Number:

Object Code:

005200

1101

This is to confirm your appointment to a position approved by the Tennessee Board of Regents as Director of Counseling and Testing in the Counseling and Testing at a salary of \$ 43,284.00 per year, for a period beginning August 1, 2004, and ending no later than May 31, 2005 subject to terms and conditions hereinafter set forth and your acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of this institution.
2. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as the institution, through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this institution, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this institution.
3. The salary for this modified fiscal year appointment will be payable in twelve (12) equal payments beginning at the end of July 1, 2004 and ending the end of June 30, 2005. In the event that this contract is not for the full term specified above, the salary will be prorated in accordance with the policies of the institution.
4. A probationary period of six (6) months observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six-month probationary period, this agreement may be terminated upon fourteen days notice for clerical/support and 30 days notice for all other personnel by either party. The institution reserves the right to impose a probationary period at any time during the term of your employment, during which advance notice of termination would not be applicable.
5. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Human Resource Office of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.
6. The following special conditions shall govern this appointment: Working months August 1, 2004 to May 31, 2005. June and July will be non-working months with salary paybacks during these months.
7. I agree to abide by the policies of the Tennessee Board of Regents and of Volunteer State Community College regarding Intellectual Property, and hereby acknowledge my responsibilities under those policies to disclose and possibly assign (as required under policy) Intellectual Property developed by me, either solely or jointly with others, during the term of my employment, and to otherwise assist Volunteer State Community College as required by policy in protecting rights it may have in that Intellectual Property.

Please signify your acceptance of this appointment under the terms and conditions set forth by signing each copy of this notice and returning them to the Human Resources Office within fifteen days after the date of this notice. Your failure to accept this renewal within the above-stated time may constitute a rejection of this offer and non-renewal of your appointment.

DATE

7-15-04

PRESIDENT

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

DATE

7/19/04

APPOINTEE

an Equal Opportunity/Affirmative Action Employer

Volunteer State Community College Work Experience Certification

H - 3/15/92

➤ List all military and work experience in chronological order beginning with most current (include Vol State and non Vol State Employment/Experience).

Employee Name: Emily Carter Short

Social Security No: [REDACTED]

Employer	Position Title	General responsibilities and Duties	Dates of Employment Example: 08/02 to 06/04 From To		Indicate FullTime PartTime (FTorPT)	If part time indicate % of time worked	Months of Relevant Work Experience (to be completed by Supervisor)
Volunteer State Comm. College	Director, Counseling & Testing	Manage the daily operations of the Counseling & Testing unit. Oversee the Testing Center which includes computer maintenance/upgrades, budget management, part-time personnel training and scheduling for approximately 25 employees, explore new tests and testing procedures as requested and as needed. Serve as Chief Examiner for GED Testing and manage the GED testing program. Train GED Alternate Examiners on testing procedures. Coordinate and manage IE development and reporting. Supervise three full-time staff members (two professional staff and one classified). Working with full-time counselors, develop and implement retention strategies for targeted populations. Manage counseling budget. Set up mid-term deficiency calling for the unit of Counseling & Testing and trained and supervised the part-time counselors on procedures. Speak with students concerning academic, personal and career counseling issues.	7/2003	6/30/04	FT		12
Volunteer State Comm. College	Director, Testing & Orientation	Manage daily operations of the Counseling & Testing unit. Oversee the Testing Center which includes computer maintenance/upgrades, budget management, part-time personnel training and scheduling for approximately 25 employees, explore new tests and testing procedures as requested and as needed. Serve as Chief Examiner for GED Testing and manage the GED testing program. Train GED Alternate Examiners on testing procedures. Coordinate and delivered Orientation. Coordinated the development of IE for the unit as well as collected and reported data. Set up mid-term deficiency calling for the unit of Counseling & Testing and trained and supervised the part-time counselors on procedures. Speak with students concerning academic, personal and career counseling issues.	12/2001	7/2003	FT		20 19
Volunteer State Comm. College	Assistant Director, Counseling & Testing	Assisted the Director with budget management. Coordinated all IE development, reporting and collection of data. Set up mid-term deficiency calling for the unit and trained and supervised the part-time counselors on procedures. Coordinated and delivered the new student orientation	7/1998	12/2001	FT		41 40

		Supervising training personnel making phone contact with students immediately following the application being entered. Speak with students concerning academic, personal and career counseling issues.					
Volunteer State Comm. College	Counselor/Coordinator of Orientation	Developed, coordinated and delivered the new student orientation program. Responsible for supervising and training personnel making phone contact with student immediately following the application being entered. Speak with students concerning academic, personal and career counseling issues.	7/1996	7/1998	FT		2524
Volunteer State Comm. College	Admissions Counselor	Supervised part-time testing personnel (approximately 15 people), set up testing schedule, coordinated and delivered the new student orientation program, responsible for making phone contact with all new students immediately following the application being entered.	3/1992	7/1996	FT		5351
Volunteer State Comm. College	Financial Aid Clerk	Responsible for speaking with students concerning financial aid package and answering general questions concerning financial aid procedures. Responsible for data entry on manual system kept on cards for balancing financial aid records for each student receiving financial aid.	8/1991	3/1992	PT	100%	81
							154 as
							159
Total Months of Relevant Experience							159

I certify that all experience listed on the Work Experience Certification form is complete and accurate to the best of my knowledge. I further understand that I will not be given an opportunity to update my previous experience declarations after this update has been completed. I understand this document will become a part of my personnel record and will be used to update and reevaluate my relevant work experience for salary plan purposes.

Employee Signature:

Erin Catlett

Date:

7/9/04

Based on the information provided by the employee, I recommend the total experience credit be given for the total months of relevant experience indicated above.

Supervisor Signature:

Shirley Ann

Date:

7/12/04

Dept Head Signature:

Patty D. Powell

Date:

7/13/04

Vice President Signature:

Patty D. Powell

Date:

7/13/04

HR Director Signature:

Patty D. Powell

Date:

7/13/04

interoffice

MEMORANDUM

to: Emily Short
cc: Dr. Tom Miller
Patty Powell
from: Suzanne Hesson
re: Modify Continuation
date: March 30, 2004

Please complete the information below. If you wish to renew your MODIFY Contract for the 2004-2005 year, complete the MODIFY Continuation Form below. Return the completed forms to the Human Resource Office by April 2, 2004.

Salary information will be provided to you upon receipt of the formal budget guidelines. Therefore, this continuation form will be used mainly to confirm your intent of remaining on the MODIFY schedule.

If you have any questions, please feel free to contact our office.

Attachment

☒ I do wish to renew my MODIFY Contract for the 2004-2005 year.

☐ I do not wish to renew my MODIFY Contract for the 2004-2005 year.

Emily C. Short
Name

3/30/04
Date

THE STATE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE
and
VOLUNTEER STATE COMMUNITY COLLEGE

NOTICE OF MODIFIED FISCAL YEAR APPOINTMENT
AND AGREEMENT OF EMPLOYMENT

TO: Emily Short

Account Number:

Position Number:

Object Code:

005200

1101

This is to confirm your appointment to a position approved by the Tennessee Board of Regents as Director of Counseling and Testing in the Counseling and Testing at a salary of \$ 42,023.00 per year, for a period beginning July 1, 2003, and ending no later than June 30, 2004 subject to terms and conditions hereinafter set forth and your acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of this institution.
2. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as the institution, through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this institution, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this institution.
3. The salary for this modified fiscal year appointment will be payable in twelve (12) equal payments beginning at the end of July 1, 2003 and ending the end of June 30, 2004. In the event that this contract is not for the full term specified above, the salary will be prorated in accordance with the policies of the institution.
4. A probationary period of six (6) months observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six-month probationary period, this agreement may be terminated upon fourteen days notice for clerical/support and 30 days notice for all other personnel by either party. The institution reserves the right to impose a probationary period at any time during the term of your employment, during which advance notice of termination would not be applicable.
5. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Human Resource Office of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.
6. The following special conditions shall govern this appointment: **Working months August 1, 2003 to May 31, 2004. June and July will be non-working months with salary paybacks during these months.**
7. I agree to abide by the policies of the Tennessee Board of Regents and of Volunteer State Community College regarding Intellectual Property, and hereby acknowledge my responsibilities under those policies to disclose and possibly assign (as required under policy) Intellectual Property developed by me, either solely or jointly with others, during the term of my employment, and to otherwise assist Volunteer State Community College as required by policy in protecting rights it may have in that Intellectual Property.

Please signify your acceptance of this appointment under the terms and conditions set forth by signing each copy of this notice and returning them to the Human Resources Office within fifteen days after the date of this notice. Your failure to accept this renewal within the above-stated time may constitute a rejection of this offer and non-renewal of your appointment.

07-15-2003

DATE

PRESIDENT

Wanda R. Nichols

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

7/15/03

DATE

APPOINTEE

Emily Short

An Equal Opportunity/Affirmative Action Employer

COPY

interoffice

MEMORANDUM

to: Emily Short
cc: Patty Powell
from: Suzanne Hesson *SH*
re: Modify Continuation
date: March 19, 2003

Please complete the information below. If you wish to renew your MODIFY Contract for the 2003-2004 year, complete the attached MODIFY Continuation Form. Return the completed forms to the Human Resource Office by March 31, 2003.

Salary information will be provided to you upon receipt of the formal budget guidelines. Therefore, this continuation form will be used mainly to confirm your intent of remaining on the MODIFY schedule.

If you have any questions, please feel free to contact our office.

Attachment

☒

I do wish to renew my MODIFY Contract for the 2003-2004 year.

☐ I do not wish to renew my MODIFY Contract for the 2003-2004 year.

Emily C. Short
Name

3/25/03
Date

FILE COPY

January 1, 2003

Emily Short
Student Services

Dear Emily:

I am pleased to announce that, with approval of the Legislature, Governor, and Chancellor, all regular state employees will receive a 2% salary increase effective January 1, 2003. Your adjusted annual salary as of January 1, 2003 is \$ 38,347.92. Any future salary increases will be figured on this new increased base. In addition, the College/State increased contributions in you behalf toward fringe benefit costs.

This salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. You will be notified if any changes occur. We hope the State economy will continue to improve and allow future increases. We are grateful to the Governor, Legislature, and Board of Regents for making this possible.

I deeply appreciate your fine service and commitment to Vol State.

Sincerely,

A handwritten signature in black ink that reads "Hal R. Ramer". The signature is fluid and cursive, with a long horizontal stroke at the end.

HAL R. RAMER
President

HRR/nrj

FILE COPY

October 1, 2002

TO: Emily Short
Student Services

We are please that the Tennessee Board of Regents approved the pay plan for Volunteer State Community College. Your new adjusted annual salary as of July 1, 2002 is \$37596.00. This amount reflects the remaining two-thirds that was still outstanding under our current salary plan with the extended years of service. The amount will be retroactively to July 1, 2002. This will fully implement our current salary plan. Any future salary increases including the 2% across the board (ATB), effective January 1, 2003, amount will be calculated on this increased base. The amount of retro pay you will receive in your October 31 payroll check will be \$86.50.

This new retroactive salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof.

We deeply appreciate your fine service and commitment to Vol State.

Kindest regards,

Nita R. Johnson
Director of Human Resources

Patty Powell
Vice-President


HAL R. RAMER
President

HRR/nj

File Copy

**THE TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM
and
VOLUNTEER STATE COMMUNITY COLLEGE
NOTICE OF RENEWAL OF APPOINTMENT
FOR FACULTY AND STAFF**

Emily Short
Student Services

This is written confirmation that your appointment at Volunteer State Community College was renewed for 2002-2003, subject to the terms of your previous year's contract and agreement of employment (including any amendments), and in accordance with the policies of this institution and of the Tennessee Board of Regents. This renewal notice serves as an amendment to your previous employment status.

Your fine service is deeply appreciated! We're hoping for and shall continue to work toward the Legislature's provisions of additional funds. We're grateful for the appropriation for this new fiscal year.

Kindest Regards,

A handwritten signature in black ink, reading "Hal R. Ramer" with a stylized flourish at the end.

HAL R. RAMER
President

**THE STATE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM
OF TENNESSEE
and
VOLUNTEER STATE COMMUNITY COLLEGE**

**NOTICE OF MODIFIED FISCAL YEAR APPOINTMENT
AND AGREEMENT OF EMPLOYMENT**

TO: Emily Short
[REDACTED]

[REDACTED]
Account Number: [REDACTED]
Position Number: 005200
Object Code: 1101

This is to confirm your appointment to a position approved by the Tennessee Board of Regents as **Director of Testing and Orientation** in the **Counseling Testing** (department/division or area of assignment) at a salary of \$ **37,250.04** per year, for a period beginning **July 1, 2002**, and ending no later than **June 30, 2003** subject to terms and conditions hereinafter set forth and your acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of this institution.
2. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as the institution, through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this institution, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this institution.
3. The salary for this modified fiscal year appointment will be payable in twelve (12) equal payments beginning at the end of July 1, 2002 and ending the end of June 30, 2003. In the event that this contract is not for the full term specified above, the salary will be prorated in accordance with the policies of the institution.
4. A probationary period of six (6) months observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six-month probationary period, this agreement may be terminated upon fourteen days notice for clerical/support and 30 days notice for all other personnel by either party. The institution reserves the right to impose a probationary period at any time during the term of your employment, during which advance notice of termination would not be applicable.
5. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Human Resource Office of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.
6. The following special conditions shall govern this appointment:
7. Pursuant to the policies of the Tennessee Board of Regents and of this College. I agree to promptly disclose to this College Center, all Intellectual Property (including inventions, copyrightable works, computer software, technical know-how and trademarks) conceived, invented, authored, or reduced to practice (A developed @) by me, either solely or jointly with others, during the term of my employment with this College. I acknowledge and agree that all Intellectual Property developed by me in the scope of my employment with this College is to be considered a work for hire, and shall be the sole and exclusive property of this College, subject to the policies of the Tennessee Board of Regents and this College. I further agree to assign all rights in Intellectual Property developed by me to this College as required under the policies of Tennessee Board of Regents and this College and to execute and deliver all necessary documents and otherwise provide proper

interoffice

MEMORANDUM

to: Emily Short
cc: Ron Edwards
Patty Powell
from: Suzanne Hesson *SH*
re: Modify Continuation
date: April 8, 2002

Please complete the information below. If you wish to renew your MODIFY Contract for the 2002-2003 year, complete the attached MODIFY Continuation Form. Return the completed forms to the Human Resource Office by May 1, 2002.

Salary information will be provided to you upon receipt of the formal budget guidelines. Therefore, this continuation form will be used mainly to confirm your intent of remaining on the MODIFY schedule.

If you have any questions, please feel free to contact our office.

Attachment

☒ I do wish to renew my MODIFY Contract for the 2002-2003 year.

☐ I do not wish to renew my MODIFY Contract for the 2002-2003 year.

Emily C. Short
Name

4/9/02
Date

APR 10 2002



VOLUNTEER STATE COMMUNITY COLLEGE

LIVINGSTON CENTER
113 Windle Community Road
Livingston, TN 38570-6129
(615) 823-7065
1-800-563-8220

MAIN CAMPUS
1480 Nashville Pike
Gallatin, TN 37066-3188
(615) 452-8600
(615) 741-3215
1-888-335-VSCC

McGAVOCK CENTER
3150 McGavock Pike
Nashville, TN 37214-3150
(615) 885-8910

January 22, 2002

TO: Emily Short
Student Services

As you know, Dr. Wayne Rockmore conducted a salary study for Volunteer State Community College (and other Regents' institutions) in an effort to establish a scale of competitive and equitable salaries and wages for faculty and staff, subject to the availability of adequate College funding.

These studies in our TBR System were focused solely on comparative positions, not on individuals or their performance or merit. Our salary study for all positions was completed, and recently, the Board of Regents approved the report as recommended by the Board's Ad Hoc Committee on Compensation. Implementation of one-third of recommended increases (for those eligible under the plan for an increase) was authorized retroactive to July 1, 2001.

Our campus colleagues were informed at the outset and during the study (as were other institutions) that not all positions would qualify at this time for an increase under comparisons to public and private markets, other institutions, and other variable conditions (experience, length of service, degrees, professional intensity of positions, etc.)

The study, as conducted and approved, indicates that your position's salary at the present time either meets or is in some excess of the study's recommended salary level for the position you hold, compared to markets and other non-personal factors. Under the plan, therefore, no adjustment can be authorized at this particular time in your position's present salary. This in no way reflects on the importance of your position nor upon your performance in the position. Any across-the-board increase in salaries authorized by the Legislature would, of course, be given.

Your loyalty, dedication, and exemplary work are of crucial value to the College and our profession, and your understanding and support at this time is respectfully requested as we strongly urge the Legislature to provide additional and adequate funding for salary improvement.

If you have any questions, please feel free to contact your appropriate Vice President.

Sincerely,

Nita R. Johnson
Director of Human Resources

Patty Powell
Vice-President of Student Services

HAL R. RAMER
President

NRJ:HRR/bg

A TENNESSEE BOARD OF REGENTS INSTITUTION

An equal opportunity employer, VSCC does not discriminate on the basis of race, color, gender, age, disability, national or ethnic origin or religion.

**THE STATE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM
OF TENNESSEE
and
VOLUNTEER STATE COMMUNITY COLLEGE**

**NOTICE OF MODIFIED FISCAL YEAR APPOINTMENT
AND AGREEMENT OF EMPLOYMENT**

TO: Emily Carter Short
[REDACTED]

Account Number: [REDACTED]
Position Number: 005200
Object Code 1101/Job Group E

This is to confirm your appointment to a position approved by the Tennessee Board of Regents as **Director of Testing and Orientation** in the **Division of Student Services** at a salary of \$ **37,250.00** per year, for a period beginning **December 15, 2001**, and ending no later than **June 30, 2002** subject to terms and conditions hereinafter set forth and your acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of this institution.
2. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as the institution, through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this institution, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this institution.
3. The salary for this modified fiscal year appointment will be payable in twelve (12) equal payments beginning at the end of July 1, 2001 and ending the end of June 30, 2002. In the event that this contract is not for the full term specified above, the salary will be prorated in accordance with the policies of the institution.
4. A probationary period of six (6) months observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six-month probationary period, this agreement may be terminated upon fourteen days notice for clerical/support and 30 days notice for all other personnel by either party. The institution reserves the right to impose a probationary period at any time during the term of your employment, during which advance notice of termination would not be applicable.
5. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Human Resource Office of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.
6. The following special conditions shall govern this appointment:



VOLUNTEER STATE COMMUNITY COLLEGE

LIVINGSTON CENTER
113 Windle Community Road
Livingston, TN 38570-6129
(615) 823-7065
1-800-563-8220

MAIN CAMPUS
1480 Nashville Pike
Gallatin, TN 37066-3188
(615) 452-8600
(615) 741-3215
1-888-335-VSCC

McGAVOCK CENTER
3150 McGavock Pike
Nashville, TN 37214-3150
(615) 885-8910

November 20, 2001

MEMORANDUM

TO: DR. HAL R. RAMER
PRESIDENT

THRU: Nita R. Johnson
Director of Human Resources/AA

FROM: Patty T. Powell
Vice President for Student Services

RE: REQUEST TO FILL VACATED POSITION

Hal R. Ramer
Approved

Nita R. Johnson
Approved

Patty T. Powell
Approved

Ron Edwards has informed me that [REDACTED] will be leaving full-time employment with the College effective December 31, 2001. [REDACTED] has decided to become a stay-at-home mom and share more in [REDACTED] development. We applaud [REDACTED] for this move while on the other hand saddened to lose a wonderful colleague. [REDACTED] indicated that she would be available to assist the counseling and testing operations on a part-time basis. We will certainly take advantage of her expertise when possible.

In reviewing possible options that will ensure continued effective management of the testing program and help the College achieve cost savings, Ron has submitted the following recommendation for consideration:

that the Coordinator of Testing/Counselor and the Coordinator of Orientation/Counselor positions become one position—Director of Testing and Orientation. Ron has recommended Emily Short, current Coordinator of Orientation/Counselor, be placed in this position. He has further recommended a salary of \$37,250, the middle range for Directors on a Modfy contract. Additionally, he has recommended that \$5,000 be placed in Account #2-54000, Object Code 1102, for additional part-time counseling and testing activity. This move will eliminate one position and save the College \$18,219.

I fully support the above recommendation and appreciate your consideration of this request.

Thank you.

cc: Ron Edwards
Associate Vice President for Student Services

James B. Hodges
Vice President for Business & Finance

Emily's effective date will be December 15, 2001
uf

File Copy

**THE TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM
AND
VOLUNTEER STATE COMMUNITY COLLEGE
NOTICE OF RENEWAL OF APPOINTMENT
FOR FACULTY AND STAFF**

**Emily Short
Student Services**

This is written confirmation that your appointment at Volunteer State Community College was renewed for 2001-2002, subject to the terms of your previous year's contract and agreement of employment (including any amendments), and in accordance with the policies of this institution and of the Tennessee Board of Regents. This renewal notice serves as an amendment to your previous employment status.

Your fine service is deeply appreciated! We're hoping for and shall work toward the coming Legislature's provisions of additional funds.

Kindest Regards,

A handwritten signature in black ink that reads "Hal R. Ramer". The signature is fluid and cursive, with a long horizontal stroke at the end.

**HAL R. RAMER
President**

COPY

August 1, 2001

Emily Short
Student Services

Dear Emily:

We are pleased to announce that, with approval of the Legislature, Governor, and Chancellor, all regular state employees will receive a 2.5% across-the-board salary increase effective July 1, 2001. Student fees in all State colleges and universities are increased to cover part of this salary improvement, because the Legislature did not appropriate sufficient funds to cover the full 2.5% increase. Your adjusted annual salary as of July 1, 2001 is \$32,036.43. If eligible and approved, this salary includes any adjustment for promotional and/or degree increases. Any future salary increases will be calculated on this increased base.

Longevity will continue at \$100 per year of service, payable after completion of the third year of service, up to a maximum of \$2500. The longevity payment will be paid on your anniversary month and in addition to the regular salary amount stated above.

This new salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. You will be notified if any changes occur. We hope the State economy will improve and allow future salary increases. We are grateful to the taxpayers, Governor, Legislature, and Board of Regents for making this possible.

We deeply appreciate your fine service and commitment to Vol State.

Kindest regards,



HAL R. RAMER
President

HRR/nj

**THE STATE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM
OF TENNESSEE
and
VOLUNTEER STATE COMMUNITY COLLEGE**

**NOTICE OF MODIFIED FISCAL YEAR APPOINTMENT
AND AGREEMENT OF EMPLOYMENT**

TO: Emily Short
[REDACTED]

Account Number: [REDACTED]
Position Number: 002200
Object Code: 1101

This is to confirm your appointment to a position approved by the Tennessee Board of Regents as Assistant Director in the Counseling Testing (department/division or area of assignment) at a salary of \$ 31,255.05 per year, for a period beginning July 1, 2001, and ending no later than June 30, 2002 subject to terms and conditions hereinafter set forth and your acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of this institution.
2. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as the institution, through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this institution, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this institution.
3. The salary for this modified fiscal year appointment will be payable in twelve (12) equal payments beginning at the end of July 1, 2001 and ending the end of June 30, 2002. In the event that this contract is not for the full term specified above, the salary will be prorated in accordance with the policies of the institution.
4. A probationary period of six (6) months observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six-month probationary period, this agreement may be terminated upon fourteen days notice for clerical/support and 30 days notice for all other personnel by either party. The institution reserves the right to impose a probationary period at any time during the term of your employment, during which advance notice of termination would not be applicable.
5. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Human Resource Office of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.
6. The following special conditions shall govern this appointment:
7. Pursuant to the policies of the Tennessee Board of Regents and of this College. I agree to promptly disclose to this College Center, all Intellectual Property (including inventions, copyrightable works, computer software, technical know-how and trademarks) conceived, invented, authored, or reduced to practice (A developed@) by me, either solely or jointly with others, during the term of my employment with this College. I acknowledge and agree that all Intellectual Property developed by me in the scope of my employment with this College is to be considered a work for hire, and shall be the sole and exclusive property of this College, subject to the policies of the Tennessee Board of Regents and this College. I further agree to assign all rights in Intellectual Property developed by me to this College as required under the policies of Tennessee Board of Regents and this College and to execute and deliver all necessary documents and otherwise provide proper



VOLUNTEER STATE COMMUNITY COLLEGE

LIVINGSTON CENTER
113 Windle Community Road
Livingston, TN 38570-6129
(615) 823-7065
1-800-563-8220

MAIN CAMPUS
1480 Nashville Pike
Gallatin, TN 37066-3188
(615) 452-8600
(615) 741-3215
1-888-335-VSCC

McGAVOCK CENTER
3150 McGavock Pike
Nashville, TN 37214-3150
(615) 885-8910

November 20, 2001

MEMORANDUM

TO: DR. HAL R. RAMER
PRESIDENT

THRU: Nita R. Johnson
Director of Human Resources/AA

FROM: Patty T. Powell
Vice President for Student Services

RE: REQUEST TO FILL VACATED POSITION

Hal R. Ramer

Approved

Nita R. Johnson

Approved

Patty T. Powell

Approved

Ron Edwards has informed me that [REDACTED] will be leaving full-time employment with the College effective December 31, 2001. [REDACTED] has decided to become a stay-at-home mom and share more in [REDACTED] development. We applaud [REDACTED] for this move while on the other hand saddened to lose a wonderful colleague. [REDACTED] indicated that she would be available to assist the counseling and testing operations on a part-time basis. We will certainly take advantage of her expertise when possible.

In reviewing possible options that will ensure continued effective management of the testing program and help the College achieve cost savings, Ron has submitted the following recommendation for consideration:

that the Coordinator of Testing/Counselor and the Coordinator of Orientation/Counselor positions become one position—Director of Testing and Orientation. Ron has recommended Emily Short, current Coordinator of Orientation/Counselor, be placed in this position. He has further recommended a salary of \$37,250, the middle range for Directors on a Modfy contract. Additionally, he has recommended that \$5,000 be placed in Account #2-54000, Object Code 1102, for additional part-time counseling and testing activity. This move will eliminate one position and save the College \$18,219.

I fully support the above recommendation and appreciate your consideration of this request.

Thank you.

cc: Ron Edwards
Associate Vice President for Student Services

James B. Hodges
Vice President for Business & Finance

Emily's effective date will be December 15, 2001

interoffic

MEMORANDUM

to: Emily Short
cc: Ron Edwards
Patty Powell
from: Suzanne Hesson *SH*
re: Modify Continuation
date: April 6, 2001

Please complete the information below. If you wish to renew your MODIFY Contract for the 2001-2002 year, complete the attached MODIFY Continuation Form. Return the completed forms to the Office of Personnel by May 31, 2001.

Salary information will be provided to you upon receipt of the formal budget guidelines. Therefore, this continuation form will be used mainly to confirm your intent of remaining on the MODIFY schedule.

If you have any questions, please feel free to contact our office.

Attachment

X I do wish to renew my MODIFY Contract for the 2001-2002 year.

 I do not wish to renew my MODIFY Contract for the 2001-2002 year.

Emily Short 4/21/01
Name Date

31,255.08
121 Deanshire TRL
Hen - 370755810

FILE COPY

July 1, 2000

Emily Short
Student Services

Dear Emily:

I am pleased to announce that, with approval of the Legislature, Governor, and Chancellor, all regular state employees will receive a 3.5% across the board salary increase effective July 1, 2000. Student fees in all State colleges and universities will have to be increased to cover part of this salary improvement, because the Legislature did not appropriate sufficient funds to cover the full 3.5% increase. Your adjusted annual salary as of July 1, 2000 is \$31,255.05. If eligible and approved, this salary includes an adjustment for promotional and/or degree increases. Any future salary increases will be calculated on this increased base. In addition, the College/State increased contributions in your behalf toward fringe benefit costs.

Longevity will continue at \$100 per year of service, payable after completion of the third year of service, up to a maximum of \$2500. The longevity payment will be paid on your anniversary month and in addition to the regular salary amount stated above.

As additional compensation, although not paid to you directly, the College/State also pays 13.84% to 17.65% of and above your base salary toward your Retirement and Social Security. In addition, paid in your behalf by the College is 80% of your hospitalization insurance premium, if applicable.

This new salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. You will be notified if any changes occur. We hope the State economy will continue to improve and allow future salary increases. We are grateful to the taxpayers, Governor, Legislature, and Board of Regents for making this possible.

I deeply appreciate your fine service and commitment to Vol State. We look forward to Vol State's 30th year of educational service.

Kindest regards,

A handwritten signature in dark ink, reading "Hal R. Ramer", with a stylized flourish at the end.

HAL R. RAMER
President

HRR/as

**THE STATE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM
OF TENNESSEE
and
VOLUNTEER STATE COMMUNITY COLLEGE**

**NOTICE OF MODIFIED FISCAL YEAR APPOINTMENT
AND AGREEMENT OF EMPLOYMENT**

TO: Emily Short
[REDACTED]

Account Number: [REDACTED]
Position Number: 002200
Object Code: 1101

This is to confirm your appointment to a position approved by the Tennessee Board of Regents as Assistant Director in the Counseling Testing (department/division or area of assignment) at a salary of \$ 31,255.05 per year, for a period beginning July 1, 2000, and ending no later than June 30, 2001 subject to terms and conditions hereinafter set forth and your acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of this institution.
2. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as the institution, through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this institution, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this institution.
3. The salary for this modified fiscal year appointment will be payable in twelve (12) equal payments beginning at the end of July 1, 2000 and ending the end of June 30, 2001. In the event that this contract is not for the full term specified above, the salary will be prorated in accordance with the policies of the institution.
4. A probationary period of six (6) months observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six-month probationary period, this agreement may be terminated upon fourteen days notice for clerical/support and 30 days notice for all other personnel by either party. The institution reserves the right to impose a probationary period at any time during the term of your employment, during which advance notice of termination would not be applicable.
5. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.

6. The following special conditions shall govern this appointment:

You must signify your acceptance of this appointment under the terms and conditions set forth by signing each copy of this notice and returning them to the Department of Personnel within fifteen days after the date of this notice.

<u>5-8-00</u>	<u>P. N. Powell</u>
DATE	VICE PRESIDENT
<u>5-8-00</u>	<u>Ronald Edwards</u>
<u>8-18-00</u>	<u>Hal R. Ramey</u>
DATE	PRESIDENT

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

<u>May 8, 2000</u>	<u>Gail C. Sturt</u>
DATE	APPOINTEE

An Equal Opportunity/Affirmative Action Employer

I wish to continue my Modified Fiscal Year Appointment for 2000-2001 (Fiscal Year)

The MODIFY contract period will be from July 1, 2000 to June 30, 2001
Month/Year Month/Year

The period of my non-work will be : July 1, 2000 thru July 31, 2000
Month/Day/Year Month/Day/Year

June 1, 2001 thru June 30, 2001
Month/Day/Year Month/Day/Year

_____ thru _____
Month/Day/Year Month/Day/Year

The period of non-work is 40* hours of the 1950 total possible working hours resulting in a salary reduction of _____ % and a base salary for 2000-2001 of \$ _____.
(Fiscal Year)

Comments: 20 days is equal to one month on an average

interoffic

MEMORANDUM

to: Emily Short
cc: Ron Edwards
Patty Powell
from: Suzanne Hesson
re: Modify Continuation
date: May 8, 2000

Please complete the information below. If you wish to renew your MODIFY Contract for the 2000-2001 year, complete the attached MODIFY Continuation Form. Return the completed forms to the Office of Personnel by May 31, 2000.

Salary information will be provided to you upon receipt of the formal budget guidelines. Therefore, this continuation form will be used mainly to confirm your intent of remaining on the MODIFY schedule.

If you have any questions, please feel free to contact our office.

Attachment

☒ I do wish to renew my MODIFY Contract for the 2000-2001 year.

☐ I do not wish to renew my MODIFY Contract for the 2000-2001 year.

Emily C. Short
Name

5/8/00
Date

**THE STATE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM
OF TENNESSEE
and
VOLUNTEER STATE COMMUNITY COLLEGE**

**NOTICE OF MODIFIED FISCAL YEAR APPOINTMENT
AND AGREEMENT OF EMPLOYMENT**

TO: Emily Short
[REDACTED]

Account Number: [REDACTED]
Position Number: 002200
Object Code: 1101

This is to confirm your appointment to a position approved by the Tennessee Board of Regents as Assistant Director in the Counseling Testing (department/division or area of assignment) at a salary of \$ 30,197.76 per year, for a period beginning July 1, 1999, and ending no later than June 30, 2000 subject to terms and conditions hereinafter set forth and your acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of this institution.
2. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as the institution, through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this institution, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this institution.
3. The salary for this modified fiscal year appointment will be payable in twelve (12) equal payments beginning at the end of July 1, 1999 and ending the end of June 30, 2000. In the event that this contract is not for the full term specified above, the salary will be prorated in accordance with the policies of the institution.
4. A probationary period of six (6) months observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six-month probationary period, this agreement may be terminated upon fourteen days notice for clerical/support and 30 days notice for all other personnel by either party. The institution reserves the right to impose a probationary period at any time during the term of your employment, during which advance notice of termination would not be applicable.
5. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.

6. The following special conditions shall govern this appointment:

You must signify your acceptance of this appointment under the terms and conditions set forth by signing each copy of this notice and returning them to the Department of Personnel within fifteen days after the date of this notice.

DATE

7-7-99
DATE

VICE-PRESIDENT

Hal R. Damer
PRESIDENT

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

June 30, 1999
DATE

Emily C. Short
APPOINTEE

I wish to continue my Modified Fiscal Year Appointment for 1999-2000 (Fiscal Year)

The MODIFY contract period will be from July 1, 1999 to June 30, 2000
Month/Year Month/Year

The period of my non-work will be : July 1, 1999 thru July 31, 1999
Month/Day/Year Month/Day/Year
June 1, 2000 thru June 30, 2000
Month/Day/Year Month/Day/Year
thru
Month/Day/Year Month/Day/Year

The period of non-work is 40* hours of the 1950 total possible working hours resulting in a salary reduction of _____ % and a base salary for 1999-2000 of \$ _____
(Fiscal Year)

Comments: 20 days is equal to one month on an average

Nita Johnson

From: Emily Short (615) 452-8600 x3477 [ESHORT@A1.VSCC.CC.TN.US]
Sent: Friday, June 04, 1999 3:24 PM
To: Nita.Johnson@vsnt2.vscs.cc.tn.us
Cc: Ron Edwards; Patty Powell
Subject: Modfy Contract

Sensitivity: Confidential

Nita,

Per our conversation this morning these are the dates that I will be out this summer. My modfy contract will begin on June 7, 1999 and will run through August 13, 1999. August 16, 1999 will be my first day back at work full-time. I will not be using any annual leave hours for the week of June 7 because I will be returning during the summer on July 14 (half-day), 15 and 17 and August 2 (half-day), 3, and 7 which will equal to that five days for the week of June 7.

Please just give me a call at home [REDACTED] when you have my contract ready for me to sign and I will be happy to come up and do that.

Thanks again for everything!
Emily Short



VOLUNTEER STATE COMMUNITY COLLEGE

LIVINGSTON CENTER
113 Windle Community Road
Livingston, TN 38570-6129
(615) 823-7065
1-800-563-8220

MAIN CAMPUS
1480 Nashville Pike
Gallatin, TN 37066-3188
(615) 452-8600
(615) 741-3215
1-888-335-VSCC

McGAVOCK CENTER
3150 McGavock Pike
Nashville, TN 37214-3150
(615) 885-8910

THE TENNESSEE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM
and
VOLUNTEER STATE COMMUNITY COLLEGE

NOTICE OF RENEWAL OF
APPOINTMENT

FOR FACULTY AND STAFF

Emily Short

This is written confirmation that your appointment at Volunteer State Community College was renewed for 1999-2000, subject to the terms of your previous year's contract and agreement of employment (including any amendments), and in accordance with the policies of this institution and of the Tennessee Board of Regents. This renewal notice serves as an amendment to your previous employment status.

The 1999-2000 salary policy also contains an adjustment for the provision for longevity payment. Longevity will remain the same rate for each year of full-time service. Employees with at least three years of full-time service will receive \$100 for each year of service up to a maximum of 25 years. As additional compensation, although not paid to you directly, the College/State also pays approximately 14.5% of and above, your base salary to cover Retirement and Social Security. In addition, paid in your behalf is 80% of your hospitalization insurance premium.

Your fine service is deeply appreciated! We're hoping for and shall work toward the coming Legislature's provisions of additional funds.

Kindest Regards,

Hal R. Ramer
President

A TENNESSEE BOARD OF REGENTS INSTITUTION

An equal opportunity employer, VSCC does not discriminate on the basis of race, color, gender, age, disability, national or ethnic origin or religion.



VOLUNTEER STATE COMMUNITY COLLEGE

LIVINGSTON CENTER
113 Windle Community Road
Livingston, TN 38570-6129
(615) 823-7065
1-800-563-8220

MAIN CAMPUS
1480 Nashville Pike
Gallatin, TN 37066-3188
(615) 452-8600
(615) 741-3215
1-888-335-VSCC

McGAVOCK CENTER
3150 McGavock Pike
Nashville, TN 37214-3150
(615) 885-8910

January 1, 1999

Emily Short

Dear Emily:

I am pleased to announce that, with approval of the Legislature, Governor, and Chancellor, all regular state employees will receive a 2% salary increase effective January 1, 1999. Your adjusted annual salary as of January 1, 1999 is \$30,198.12. Any future salary increases will be figured on this new increased base. In addition, the College/State increased contributions in your behalf toward fringe benefit costs.

This salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. You will be notified if any changes occur. We hope the State economy will continue to improve and allow future increases. We are grateful to the Governor, Legislature, and Board of Regents for making this possible.

I deeply appreciate your fine service and commitment to Vol State.

Sincerely,

HAL R. RAMER
President

HRR/nrj

A TENNESSEE BOARD OF REGENTS INSTITUTION

An equal opportunity employer, VSCC does not discriminate on the basis of race, color, gender, age, disability, national or ethnic origin or religion.

Volunteer State Community College

1480 Nashville Pike • Gallatin, Tennessee 37066-3188 • 615-452-8600 & 741-3215



**The Tennessee Board of Regents
of
The State University and Community College System
and
Volunteer State Community College**

Notice of Renewal of Appointment

For Faculty and Staff

Emily Short

Dear Emily:

This is written confirmation that your appointment at Volunteer State Community College is Renewed for 1998-99, subject to the terms of your previous year's contract and agreement of employment (including any amendments), and in accordance with the policies of this institution and of the Tennessee Board of Regents. This renewal notice serves as an amendment to your previous employment status.

The Legislature provided for 2% salary increases in January 1999 which increases the salary base. The 1998-99 salary policy also contains an adjustment for the provision for longevity payment. Longevity will remain the same rate each year of full-time service. Employees with at least three years of full-time service will receive \$100 for each year of service up to a maximum of 25 years. As additional compensation, although not paid to you directly, the College/State also pays approximately 14.5% of and above, your base salary to cover Retirement and Social Security. In addition, paid in your behalf is 80% of your hospitalization insurance premium. Also, the Legislature provided a one-time bonus of \$50 per year of service when one attains at least three years of employment.

Your fine service is deeply appreciated! We are hoping for and shall work toward the coming Legislature's provisions of additional funds.

Kindest Regards,

Hal R. Ramer
President

HRR/nj

A TENNESSEE BOARD OF REGENTS COLLEGE

VSCC is an equal opportunity College and does not discriminate on the basis of race, gender, or disability.

Volunteer State Community College

1480 Nashville Pike • Gallatin, Tennessee 37066-3188 • 615-452-8600 & 741-3215



**The Tennessee Board of Regents
of
The State University and Community College System
and
Volunteer State Community College**

Notice of Renewal of Appointment

For Faculty and Staff

Emily Short

Dear Emily:

This is written confirmation that your appointment at Volunteer State Community College is Renewed for 1998-99, subject to the terms of your previous year's contract and agreement of employment (including any amendments), and in accordance with the policies of this institution and of the Tennessee Board of Regents. This renewal notice serves as an amendment to your previous employment status.

The Legislature provided for 2% salary increases in January 1999 which increases the salary base. The 1998-99 salary policy also contains an adjustment for the provision for longevity payment. Longevity will remain the same rate each year of full-time service. Employees with at least three years of full-time service will receive \$100 for each year of service up to a maximum of 25 years. As additional compensation, although not paid to you directly, the College/State also pays approximately 14.5% of and above, your base salary to cover Retirement and Social Security. In addition, paid in your behalf is 80% of your hospitalization insurance premium. Also, the Legislature provided a one-time bonus of \$50 per year of service when one attains at least three years of employment.

Your fine service is deeply appreciated! We are hoping for and shall work toward the coming Legislature's provisions of additional funds.

Kindest Regards,

Hal R. Ramer
President

HRR/nj

A TENNESSEE BOARD OF REGENTS COLLEGE

VSCC is an equal opportunity College and does not discriminate on the basis of race, gender, or disability.

Volunteer State Community College

1480 Nashville Pike • Gallatin, Tennessee 37066-3188 • 615-452-8600 & 741-3215



TENNESSEE BOARD OF REGENTS AND VOLUNTEER STATE COMMUNITY COLLEGE

NOTICE OF NON-FACULTY AWARD OF PROMOTION/RECLASSIFICATION

F
TO: **Emily Short**

Dear Emily:

We are pleased to notify you of your promotion to the position of Assistant Director and Counselor for Student Services Office of Counseling. Your new annual salary will be \$29,605.66** effective July 1, 1998.

We congratulate you on this promotion, and hope your service will continue at the level of excellence which you have previously demonstrated.

Sincerely,

Nita Johnson
Director of Personnel/AA

Patty Powell
Vice President for Student Services

Hal R. Ramer
President

An Equal Opportunity/Affirmative Action Employer

**Salary listed above reflects a modified salary. New July salary prior to modified salary was \$34,986.60

A TENNESSEE BOARD OF REGENTS COLLEGE

VSCC is an equal opportunity College and does not discriminate on the basis of race, gender, or disability.

REQUEST TO CHANGE FROM FISCAL YEAR APPOINTMENT
TO A MODIFIED FISCAL YEAR APPOINTMENT

NAME Short Emily C. SOCIAL SECURITY NUMBER 412-23-6081
(Last) (First) (M.I.)

ACCOUNT 2-54000 POSITION NUMBER _____ PRESENT SALARY 32,586

I am requesting a Modified Fiscal Year Appointment (MODFY) for 1998-99
(Fiscal Year)

The period on non-work is to be: June 1, 1999 to July 31, 1999
Month/Day/Year Month/Day/Year

Month/Day/Year Month/Day/Year

Month/Day/Year Month/Day/Year

The MODFY contract period is to be from July 1, 1998 to June 30, 1999
Month/Year Month/Year

The period of non-work is 40 days of the 260 total possible working days,
resulting in a salary reduction of _____ percent and a base salary for
_____ of _____
Fiscal Year Dollars

COMMENTS: _____

Requested	<u>Emily C. Short</u>	<u>5/22/98</u>
Approved	<u>Ronald R. Edwards</u>	<u>5/22/98</u>
Approved	<u>P. P. Powell</u>	<u>5/25/98</u>
Approved	_____	_____

Note to file for reference for Emily Short

Emily begin her Modify contract for the fiscal year of 1998-99

Emily's period of non-work for her first year of Modify will be June 1999 and July 1999. Salary reduction reflects a reduction in salary of 15.38% of her current annual salary of 34,986.60. Upon her return to a 12 month regular contract on July of whatever year, if she works that month of July, she will be due the month salary of her modify contract deferred.

Emily 1 month
↓ 6 days
20 ÷
Total - 260 ÷
days 0.076923 ÷
work in year 0.076923 x
2 ÷
0.153846 ÷
20 Period
of non-work
July 98 Salary
Prior - 34,986.60 ÷
to modify 15.38%
5,380.939080 ÷
Reduction
amt
34,986.600000 ÷
5,380.940000 -
000
29,605.660000 ÷
New modify
Salary

100.000000 ÷
15.380000 -
000
84.620000 ÷
Check
Point
29.605.66 ÷
84.62%
34,986.598912 ÷
Salary prior
to modify

Volunteer State Community College

1480 Nashville Pike • Gallatin, Tennessee 37066-3188 • 615-452-8600 & 741-3215



January 1, 1998

Emily Short

Dear Emily:

I am pleased to announce that, with approval of the Legislature, Governor, and Chancellor, all regular state employees will receive a 2% salary increase effective January 1, 1998. Your adjusted annual salary as of January 1, 1998 is \$32,586.60. Any future salary increases will be figured on this new increased base. In addition, the College/State increased contributions in your behalf toward fringe benefit costs.

This salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. You will be notified if any changes occur. We hope the State economy will continue to improve and allow future increases. We are grateful to the Governor, Legislature, and Board of Regents for making this possible.

I deeply appreciate your fine service and commitment to Vol State.

Sincerely,

A handwritten signature in cursive script that reads 'Hal R. Ramer'.

HAL R. RAMER
President

HRR/we

A TENNESSEE BOARD OF REGENTS COLLEGE

VSCC is an equal opportunity College and does not discriminate on the basis of race, gender, or disability.

**THE STATE BOARD OF REGENTS
OF
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM
and
VOLUNTEER STATE COMMUNITY COLLEGE**

**NOTICE OF RENEWAL OF
APPOINTMENT**

FOR FACULTY AND STAFF

TO: Emily Carter Short
Advising & Testing
COUNSELOR

This is written confirmation that your appointment at Volunteer State Community College was renewed for 1997-98, subject to the terms of your previous year's contract and agreement of employment (including any amendments), and in accordance with the policies of this institution and of the Tennessee Board of Regents. This renewal notice serves as an amendment to your previous employment status.

The Legislature provided for modest salary increases in January 1998. The 1997-98 salary policy however, contains an adjustment for the provision for longevity payment. Longevity will remain the same rate for each year of full-time service. Employees with at least three years of full-time service will receive \$100 for each year of service up to a maximum of 25 years. As additional compensation, although not paid to you directly, the College/State also pays approximately 14.5% of and above, your base salary to cover Retirement and Social Security. In addition, paid in your behalf is 80% of your hospitalization insurance premium.

Your fine service is deeply appreciated! We're hoping for and shall work toward the coming Legislature's provisions of additional funds.

Kindest Regards,



Hal R. Ramer
President

HRR/sh

Volunteer State Community College

1480 Nashville Pike • Gallatin, Tennessee 37066-3188 • 615-452-8600 & 741-3215



July 1, 1996

Emily Short
Counselor

Dear Emily:

I am pleased to notify you that an annual salary of \$30,647.65 has been approved for you effective July 1, 1996. This salary has been approved by the Tennessee Board of Regents and is subject to budget approval by the State Department of Finance and Administration.

As additional compensation, although not paid to you directly, the College/State also pays approximately 14.5% of and above your base salary toward your Retirement and Social Security. In addition, paid in your behalf by the College/State is 80% of your hospitalization insurance premium, if applicable.

This new salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. You will be notified if any changes occur. We are grateful to the taxpayers, Governor, Legislature, and Board of Regents for making this possible.

I deeply appreciate your fine service and commitment to Vol State.

Kindest regards,

Nita Johnson
Personnel Director

Patty Powell
Vice President of Student Services

Hal R. Ramer
President

HRR/nrj

cc: Patty Powell
Vice President of Student Services

Volunteer State Community College

Nashville Pike • Gallatin, Tennessee 37066 • 615-452-8600 & 741-3215



TENNESSEE BOARD OF REGENTS

OF

THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM
OF TENNESSEE
VOLUNTEER STATE COMMUNITY COLLEGE

NOTICE OF RENEWAL OF
APPOINTMENT

FOR FACULTY AND STAFF

TO: Mary E. Carter
Counselor

This is written confirmation that your appointment at Volunteer State Community College was renewed for 1995-96, subject to the terms of your previous year's contract and agreement of employment (including any amendments), and in accordance with the policies of this institution and of the Tennessee Board of Regents. This renewal notice serves as an amendment to your previous employment status.

Regretfully, as you are aware, the Legislature did not provide for salary increases because of the State's economic exigencies. The 1995-96 salary policy however, contains an adjustment for the provision for longevity payment. Longevity will remain the same rate for each year of full-time service. Employees with at least three years of full-time service will receive \$100 for each year of service up to a maximum of 25 years. As additional compensation, although not paid to you directly, the College/State also pays approximately 14.5% of and above, your base salary to cover Retirement and Social Security. In addition, paid in your behalf is 80% of your hospitalization insurance premium.

Your fine service is deeply appreciated! We're hoping for and shall work toward the coming Legislature's provisions of additional funds.

Kindest Regards,

Hal R. Ramer
President

HRR/ef

Volunteer State Community College

Nashville Pike • Gallatin, Tennessee 37066 • 615-452-8600 & 741-3215



November 1, 1994

Mary E. Carter
Counselor

Dear Emily:

I am pleased to notify you that an annual salary of \$29,755.44 has been approved for you effective October 1, 1994. This salary has been approved by the Tennessee Board of Regents and is subject to budget approval by the State Department of Finance and Administration.

As additional compensation, although not paid to you directly, the College/State also pays approximately 14.5% of and above your base salary toward your Retirement and Social Security. In addition, paid in your behalf by the College/State is 80% of your hospitalization insurance premium, if applicable.

This new salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. You will be notified if any changes occur. We are grateful to the taxpayers, Governor, Legislature, and Board of Regents for making this possible.

I deeply appreciate your fine service and commitment to Vol State.

Kindest regards,

A handwritten signature in dark ink, appearing to read 'Hal R. Ramer', with a stylized flourish at the end.

HAL R. RAMER
President

HRR/nrj

Volunteer State Community College

Nashville Pike • Gallatin, Tennessee 37066 • 615-452-8600 & 741-3215



July 31, 1994

Mary E. Carter
Counselor

Dear Emily:

I am pleased to notify you that an annual salary of \$29,172.00 has been approved for you effective July 1, 1994. This salary has been approved by the Tennessee Board of Regents and is subject to budget approval by the State Department of Finance and Administration.

The 1994-95 salary guidelines contain an adjustment for provision for longevity payment. The legislature approved an increase in the maximum number of years for longevity payments. Longevity will continue at \$100 per year, payable after completion of the third year of service, up to a maximum of 25 years effective July 1, 1994. This payment of longevity will be paid in addition to the regular salary amount stated above on your anniversary date. Previously, the maximum number of years for which longevity payments were made was 24 years.

As additional compensation, although not paid to you directly, the College/State also pays approximately 14.5% of and above your base salary toward your Retirement and Social Security. In addition, paid in your behalf by the College/State is 80% of your hospitalization insurance premium, if applicable.

This new salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. You will be notified if any changes occur. We hope the State economy will continue to improve and allow future salary increases this year (perhaps 2% more). We are grateful to the taxpayers, Governor, Legislature, and Board of Regents for making this possible.

I deeply appreciate your fine service and commitment to Vol State. We look forward to Vol State's 24th year of educational service.

Kindest regards,

A handwritten signature in dark ink, which appears to read 'Hal R. Ramer', is written over a horizontal line.

HAL R. RAMER
President

HRR/nrj

Volunteer State Community College

Nashville Pike • Gallatin, Tennessee 37066 • 615-452-8600 & 741-3215



January 31, 1994

Mary E. Carter
Counselor

Dear Emily:

I am pleased to announce that all regular state employees will receive a 4% salary increase effective January 1, 1994. However, employees who have less than 12 months service as of January 1, 1994 will receive the increase on their anniversary date. Your annual salary as of January 1, 1994 is \$28,600.00.* Any future salary increase will be figured on this new increased base. In addition, the College/State increased contributions in your behalf toward fringe benefit costs.

This salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. You will be notified if any changes occur. We hope the State economy will continue to improve and allow future increases. We are grateful to the Governor, Legislature, and Board of Regents for making this possible.

I deeply appreciate your fine service and commitment to Vol State.

Sincerely,

A handwritten signature in cursive script that reads 'Hal R. Ramer'.

HAL R. RAMER
President

HRR/bjg

*Effective December 1, 1993, your annual salary was increased to \$27,500.00. Your December adjustment is included in your January salary. Your January salary was calculated using the December annual salary plus 4%.

Volunteer State Community College

Nashville Pike • Gallatin, Tennessee 37066 • 615-452-8600 & 741-3215



July 1, 1993

Mary E. Carter
Counselor

Dear Emily:

We are pleased to notify you that an annual salary of \$25,769.63 per year has been approved for you effective July 1993. This salary has been approved by the Tennessee Board of Regents and is subject to budget approval by the State Department of Finance and Administration.

The 93-94 salary guidelines contain an adjustment for provision for longevity payment. Longevity will remain the same rate per year for each year of full-time services. Employees with at least three years of full-time service will receive \$100 for each year of service up to a maximum of 24 years. You will also receive a once-a-year longevity payment, if eligible, in a separate check for the monthly period which includes your anniversary date of service. This payment of longevity will be paid in addition to the regular salary amount stated above for that month. As additional compensation, although not paid to you directly, the College/State also pays approximately 14.5% of and above, your base salary toward Retirement and Social Security. In addition, paid in your behalf is 80% of your hospitalization insurance premium.

This salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. You will be notified if any changes occur.

We deeply appreciate your fine service.

Kindest regards,

Nita R. Johnson
Director of Personnel/AA

Patty T. Powell
Vice President and Dean, Student Service

Hal R. Ramer
President

Volunteer State Community College

Nashville Pike • Gallatin, Tennessee 37066 • 615-452-8600 & 741-3215



June 30, 1993

Mary E. Carter
Counselor

Dear Emily:

I am pleased to notify you that an annual salary of \$25,264.34 per year has been approved for you effective June 1, 1993. Any future salary increase will be figured on this new increased base.

This salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. You will be notified if any changes occur.

We deeply appreciate your fine service.

Kindest regards,

A handwritten signature in dark ink, appearing to read 'Hal R. Ramer', with a stylized flourish at the end.

Hal R. Ramer
President

HRR/nrj

Volunteer State Community College

Nashville Pike • Gallatin, Tennessee 37066 • 615-452-8600 & 741-3215



January 31, 1993

Mary E. Carter
Counselor

Dear Emily:

I am pleased to notify you that an annual salary of \$24,772.80 per year has been approved for you effective January 1, 1993. This represents a 4% increase in your base salary. This is the maximum amount, with money provided, authorized by the State Legislature, Governor, and Board of Regents. Any future salary increase will be figured on this new increased base. In addition, the College/State increased contributions in your behalf toward fringe benefit costs.

This salary constitutes an amendment of your previous appointment and agreement of employment and is subject to the terms and conditions thereof. You will be notified if any changes occur. We hope the State economy will continue to improve and allow future increases.

We deeply appreciate your fine service.

Kindest regards,

A handwritten signature in dark ink, appearing to read 'Hal R. Ramer', with a stylized flourish at the end.

Hal R. Ramer
President

HRR/nrj

Volunteer State Community College

Nashville Pike • Gallatin, Tennessee 37066 • 615-452-8600 & 741-3215



TENNESSEE BOARD OF REGENTS

OF

THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM
OF TENNESSEE

VOLUNTEER STATE COMMUNITY COLLEGE

NOTICE OF RENEWAL OF
APPOINTMENT
FOR FACULTY AND STAFF

TO: Ms. Mary Emily Carter
Counselor
Orientation, Testing, and Educational Planning

This is written confirmation that your appointment at Volunteer State Community College was renewed for 1992-93, subject to the terms of your previous year's contract and agreement of employment (including any amendments), and in accordance with the policies of this institution and of the Tennessee Board of Regents. This renewal notice serves as an amendment to your previous employment status.

Regretfully, as you are aware, the Legislature did not provide for salary increases because of the State's economic exigencies. The 1992-93 salary policy however, contains an adjustment for the the provision for longevity payment. Longevity will remain the same rate per year for each year of full-time service. Employees with at least three years of full-time service will receive \$100 for each year of service up to a maximum of 22 years. As additional compensation, although not paid to you directly, the College/State also pays approximately 14.5% of and above, your base salary to cover Retirement and Social Security. In addition, paid in your behalf is 80% of your hospitalization insurance premium.

Your fine service is deeply appreciated! We're hoping for and shall work toward the coming Legislature's provisions of additional funds.

Kindest regards,

A handwritten signature in dark ink, appearing to read 'Hal', is written above the printed name.

HAL R. RAMER
President

HRR/nj

1
\$ 23,820.00

1
TENNESSEE BOARD OF REGENTS
of
THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM
OF TENNESSEE
and
VOLUNTEER STATE COMMUNITY COLLEGE
Notice of Appointment and Agreement of Employment
Clerical and Professional Staff



TO: Mary Emily Carter



This is to confirm your appointment to a position approved by the Tennessee Board of Regents as Administrative Director at a salary of \$ 23,820.00 per year, subject to the terms and conditions hereinafter set forth and your acceptance thereof:

1. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as this institution/area school, through its representatives, may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this institution/area school, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this institution/area school.
2. The above stated salary is payable at the above rate in accordance with institution/area school policies.
3. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of this institution/area school.
4. A probationary period of six (6) months is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six-month probationary period, this agreement may be terminated upon 30 days notice by either party. This institution/area school reserves the right to impose a probationary period at any time during the term of your employment, during which advance notice of termination would not be applicable.
5. The following special conditions shall govern this appointment:

You must signify your acceptance of this appointment under the terms and conditions set forth by signing each copy of this notice and returning them to the office of the president/area school director within (15) days after the date of this notice.

DEAN

W. Lee Nichols

March 12, 1992
Date

[Signature]
President/Director

I accept the appointment described above under the conditions outlined herein.

March 12, 1992
Date

[Signature]
Appointee

NAME Mary Emily Carter

SOCIAL SECURITY NUMBER [REDACTED]

DATE OF BIRTH [REDACTED]

SEX Female

RACE Caucasian

HIGHEST DEGREE AND CERTIFICATION M.A.

MAJOR FIELD Education/Counseling

JOB RELATED EXPERIENCE:

Total -0

Local -0-

APPOINTMENT PERIOD Fiscal

EFFECTIVE DATE March 15, 1992

DEPARTMENT/DIVISION Student Services

New Position XX

Replacement

BASIS OF APPOINTMENT Regular/Full-time

Part-Time

Percentage

JOB GROUP ACCOUNT NUMBER 2-54005

% OF SALARY 100

POSITION # 002500

OBJECT # 1101

JOB GROUP ACCOUNT NUMBER

% OF SALARY

POSITION #

OBJECT #

COMMENTS:

Date Printed: Dec 22, 2010

Name: Mrs. Emily Carter Short

Program/Degree/Curriculum: Doctor of Education/Doctor of Education/Leadership
and Professional Practice
None/None/None

Previous Institution: Western Kentucky University, MA

Id: [REDACTED]

Degree/Date Granted:

Honors:

Cumulative GPA: 4.000

Course Id	Title	Grd	Crds	QPnts
Fall 1994				
PSY 5250	COUNS DIVERSE POPLTN	A	3.00	12.00
	Attempt	Earned	Total	GPACrd
Term	3.00	3.00	3.00	3.00
Cum	3.00	3.00	3.00	3.00
	QPnts	GPA		
Term	12.00	4.000		
Cum	12.00	4.000		
Spring 1995				
PSY 5220	LIFESPAN DEVELOPMENT	A	3.00	12.00
PSY 5351	FAMILY COUNSELING	A	3.00	12.00
	Attempt	Earned	Total	GPACrd
Term	6.00	6.00	6.00	6.00
Cum	9.00	9.00	9.00	9.00
	QPnts	GPA		
Term	24.00	4.000		
Cum	36.00	4.000		
Summer 2010				
EDU 7051	INTRAPERSNL EFFCTV	A	5.00	20.00
EDU 7151	TECH LERNG/INSTR	A	2.00	8.00
EDU 7201	DISSERTATION	S	1.00	0.00
	Attempt	Earned	Total	GPACrd
Term	7.00	8.00	8.00	7.00
Cum	16.00	17.00	17.00	16.00
	QPnts	GPA		
Term	28.00	4.000		
Cum	64.00	4.000		
Fall 2010				
EDU 7002	SCI PRACTIC:RESRCH I	A	4.00	16.00
EDU 7008	LIT REVW SPECLZTN	A	3.00	12.00
EDU 7202	DISSERTATION	S	1.00	0.00
	Attempt	Earned	Total	GPACrd
Term	7.00	8.00	8.00	7.00
Cum	23.00	25.00	25.00	23.00
	QPnts	GPA		
Term	28.00	4.000		
Cum	92.00	4.000		
Test Scores				
GRE Analytical Oct 1, 1989 Score: 460.00				
GRE Quantitati Oct 1, 1989 Score: 440.00				
GRE Verbal Oct 1, 1989 Score: 380.00				
End of Transcript				

Course Id	Title	Grd	Crds	QPnts
RECEIVED				
JAN 06 2011				
OFFICE OF HR				
Issued to Student				

Rebecca D. Niece, Registrar

This officially sealed and signed transcript is printed on burgundy SCRIP-SAFE® security paper with the name of the institution printed in white type across the face of the document. A raised seal is not required. When photocopied the word COPY appears. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

(615) 248-1268

Date Printed: May 7, 2013

Page 1 of 2

Name: Mrs. Emily Carter Short

Id: [REDACTED]

Program/Degree/Curriculum: Doctor of Education/Doctor of Education/Leadership and Professional Practice

Degree/Date Granted: EDD May 4, 2013

Previous Institution: Western Kentucky University, MA

Honors:

Cumulative GPA: 4.000

Course Id	Title	Grd	Crds	QPnts	Course Id	Title	Grd	Crds	QPnts
Summer 2010					Fall 2011				
EDU 7051	INTRAPERSNL EFFCTV	A	4.00	16.00	EDU 7205	DISSERTATION	S	2.00	0.00
EDU 7151	TECH I:LRNG/INSTR	A	2.00	8.00					
EDU 7201	DISSERTATION	S	1.00	0.00					
	Attempt	Earned	Total	GPACrd	QPnts	GPA			
Term	6.00	7.00	7.00	6.00	24.00	4.000			
Cum	6.00	7.00	7.00	6.00	24.00	4.000			
Fall 2010					Spring 2012				
EDU 7002	SCI PRACTIC:RESRCH I	A	4.00	16.00	EDU 7006	CULTURAL INFLUENCES	A	3.00	12.00
EDU 7008	LIT REVW SPECPLZTN	A	3.00	12.00	EDU 7152	TECH II:TECH-BS STAT	A	4.00	16.00
EDU 7202	DISSERTATION	S	1.00	0.00	EDU 7206	DISSERTATION	S	2.00	0.00
	Attempt	Earned	Total	GPACrd	QPnts	GPA			
Term	7.00	8.00	8.00	7.00	28.00	4.000			
Cum	13.00	15.00	15.00	13.00	52.00	4.000			
Spring 2011					Summer 2012				
EDU 7004	SCI BASED RESRCH II	A	4.00	16.00	EDU 7053	CREATING EFFECTV ORG	A	4.00	16.00
EDU 7203	DISSERTATION	S	1.00	0.00	EDU 7207	DISSERTATION	S	1.00	0.00
	Attempt	Earned	Total	GPACrd	QPnts	GPA			
Term	4.00	5.00	5.00	4.00	16.00	4.000			
Cum	17.00	20.00	20.00	17.00	68.00	4.000			
Summer 2011					Fall 2012				
EDU 7010	PROF PRACT/RESRCH	A	3.00	12.00	EDU 7003	STRATEGIC POL/PLANNG	A	3.00	12.00
EDU 7052	COLL TEAMWK/TEAM DEV	A	4.00	16.00	EDU 7208	DISSERTATION	S	1.00	0.00
EDU 7204	DISSERTATION	S	1.00	0.00					
	Attempt	Earned	Total	GPACrd	QPnts	GPA			
Term	7.00	8.00	8.00	7.00	28.00	4.000			
Cum	24.00	28.00	28.00	24.00	96.00	4.000			
Fall 2011					Spring 2013				
EDU 7005	TRANSFRMATNL LRNG	A	3.00	12.00	EDU 7001	THRY,STRCT/SYSTMS	A	4.00	16.00

*** CONTINUED ON NEXT PAGE ***

Rebecca D. Niece, Registrar

This officially sealed and signed transcript is printed on burgundy SCRIP-SAFE® security paper with the name of the institute printed in white type across the face of the document. A raised seal is not required. When photocopied the word COPY appears. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

(615) 248-1268

SCRIP-SAFE® Security Products, Inc., Cincinnati, OH

Date Printed: May 7, 2013

Name: Mrs. Emily Carter Short

Program/Degree/Curriculum: Doctor of Education/Doctor of Education/Leadership
and Professional Practice

Previous Institution: Western Kentucky University, MA

Id: [REDACTED]

Degree/Date Granted: EDD May 4, 2013

Honors:

Cumulative GPA: 4.000

Course Id	Title	Grd	Crds	QPnts
Spring 2013				
EDU 7209	DISSERTATION	S	2.00	0.00

	Attempt	Earned	Total	GPACrd	QPnts	GPA
Term	4.00	6.00	6.00	4.00	16.00	4.000
Cum	45.00	57.00	57.00	45.00	180.00	4.000

Test Scores

GRE Analytical Oct 1, 1989 Score: 460.00

GRE Quantitati Oct 1, 1989 Score: 440.00

GRE Verbal Oct 1, 1989 Score: 380.00

End of Transcript

Course Id	Title	Grd	Crds	QPnts
-----------	-------	-----	------	-------



RECEIVED

MAY 09 2013

OFFICE OF
HUMAN RESOURCES

Rebecca D. Niece, Registrar

This officially sealed and signed transcript is printed on burgundy SCRIP-SAFE® security paper with the name of the institute printed in white type across the face of the document. A raised seal is not required. When photocopied the word COPY appears. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

SCRIP-SAFE[®] Security Products, Inc. Cincinnati, OH

MISS CARTER MARY EMILY

SOC. SEC. NO. [REDACTED]

ENTRANCE W K U 8-89

HIGH SCHOOL -

GRADING SYSTEM:		P	Pass	Course Numbering System:		Note: In compliance with the Family Educational Rights and Privacy Act of 1974, this transcript has been released at the request of the student and may not be released to any other party without the prior written consent of the student.
A Excellent	4 Points Per Hour	X	Incomplete	0-49	CEU-Non Degree	
B Good	3 Points Per Hour	W	Withdrew	50-99	Special purpose	
C Fair	2 Points Per Hour	WP	Withdrew-Passing	100-299	Freshman & Sophomore level	
D Poor	1 Point Per Hour	WF	Withdrew-Failing	300-499	Junior & Senior level	
F Failure	0 Points Per Hour	AU	Audit	400G-499G	Graduate level	
		NR	No Report	500 & above	Graduate level	
		NG	No Grade			

Western Kentucky University is accredited by the Southern Association of Colleges and Schools.

Department	Course No.	Course Title	Grade	Sem.Hours Attempted	Sem. Hours Earned	Quality Points	Grade Point Average
------------	------------	--------------	-------	---------------------	-------------------	----------------	---------------------

CARTER MARY EMILY

FALL 1989							
ED FND	500	RESEARCH METHODS	A	3.0	3.0	12.0	
PSY	440G	ABNDRMAL	A	3.0	3.0	12.0	
SEMESTER TOTAL AND AVERAGE				6.0	6.0	24.0	4.0000
CUMULATIVE TOTALS AND AVERAGE				6.0	6.0	24.0	4.0000

CARTER MARY EMILY

SPRING 1990							
CNS ED	550	INTRO GUID	A	3.0	3.0	12.0	
HE FL	598B	SEX THERAPY	B	3.0	3.0	9.0	
PSY	540	BEH PROBLEMS	B	3.0	3.0	9.0	
SEMESTER TOTAL AND AVERAGE				9.0	9.0	30.0	3.3333
CUMULATIVE TOTALS AND AVERAGE				15.0	15.0	54.0	3.6000

Freida K. Eggleston
REGISTRAR

AUG 16 2011



WESTERN KENTUCKY UNIVERSITY

Record of: Mary Emily Carter
Issued To: VOLUNTEER STATE COMM COLLEGE
OFFICE OF HUMAN RESOURCES
1480 NASHVILLE PIKE
Gallatin, TN 37066

SSN: [REDACTED] WKU ID: [REDACTED]

Date Issued: 16-AUG-2011

Page: 1

Course Level: Graduate

Program of Study

Major : Community Agency Counseling

** Degree Awarded ** Master of Arts in Education 30-DEC-1991

Major : Community Agency Counseling

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
----------	--------------	----------	-------

PRE-SYSTEM INSTITUTION SUMMARY HOURS:

Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 54.00 GPA: 3.60

INSTITUTION CREDIT:

Fall 1990

CNS 554	GROUP GUIDANCE	3.00 A	12.00
CNS 558	COUNSELING THEORY/FAC	3.00 A	12.00
CNS 650	UTILIZ COMM RESOURCES	3.00 A	12.00
CNS 669	SP TOPICS CH ABUSE CNS	3.00 A	12.00
Term:	Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 48.00 GPA: 4.00		

Spring 1991

CNS 559	TECHNIQUES/COUNSELING	3.00 A	12.00
Term:	Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 12.00 GPA: 4.00		

Summer 1991

CNS 552	INDIVID/GROUP ANALYSIS	3.00 A	12.00
PSY 590	READING/RESEARCH/PSYCH	3.00 A	12.00
Term:	Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 24.00 GPA: 4.00		

Fall 1991

CNS 575	PRACTICUM	3.00 A	12.00
Term:	Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 12.00 GPA: 4.00		

***** TRANSCRIPT TOTALS *****

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	39.00	39.00	150.00	3.84
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	39.00	39.00	150.00	3.84

***** END OF TRANSCRIPT *****

This transcript has been released by the Office of the Registrar in accordance with the Family Educational Rights and Privacy Act of 1974 and may not be released to others without the consent of the student.

Freida K. Eggleton, Registrar

This officially sealed and signed transcript is printed on red SCRIP-SAFE® security paper with the name of the university printed in small white type across the face of the document. A raised seal is not required. When photocopied, a security statement containing the institution name will appear. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED!

TRANSCRIPT KEY

Office of the Registrar
Western Kentucky University
1906 College Heights Blvd 11017
Bowling Green, KY 42101-1017
Phone: (270) 745-3351
FAX: (270) 745-4830

VOLUNTEER STATE COMM COLLEGE
OFFICE OF HUMAN RESOURCES
1480 NASHVILLE PIKE
Gallatin, TN 37066

ACCREDITATION

Western Kentucky University is accredited by the Southern Association of Colleges and Schools. Certain programs of the University are accredited by various associations in their respective fields.

ACADEMIC CALENDAR

WKU operates under a 16-week semester calendar, a 3-week winter term and a 13-week summer term. The semester hour is the unit of credit.

COURSE NUMBERING SYSTEM

- * 050-099 Developmental, non-degree level
- 100-499 Undergraduate level
- 400G-499G Graduate level
- 500 & above Graduate level
- * Grades earned in developmental courses do not count toward gpa.

GRADING SYSTEM

A	Excellent	4 points per hour
B	Good	3 points per hour
C	Fair	2 points per hour
D	Poor	1 point per hour
F	Failure	0 points per hour
FN	Failure (non attendance)	0 points per hour

The following designations are not included in grade point average calculations:

P	Pass	NR	No Report
X	Incomplete	NG	No Grade
W	Withdrew	IP	In Progress
AU	Audit	ER	Error in Reporting

Academic Renewal permits qualified students to void coursework taken in a previous term(s). The voided courses are excluded from earned hours, GPA hours, and quality points; however, the transcript will still show the enrolled courses for the term(s).

TRANSCRIPT FORMAT

WKU adopted an electronic record system in summer, 1990. A student who earned credit both prior to and following August, 1990, will be issued a transcript in two formats: one will be a photocopy of the permanent record card on file in the Office of the Registrar, and the other will be a computer-generated transcript. If the statement "Separate Record of Prior Work Attached" appears at the top of a transcript, both the previous and current transcript format must be attached to be complete.

REPEAT ENROLLMENT

An undergraduate student may repeat a course(s) without having the first grade computed in the grade point average. If the course(s) is repeated a second time, both the second and third grades are used in computing the grade point average. Repeated courses are designated under the R column.

A graduate student may repeat a course in which a grade of D or F has been received; however, both grades are used in computing the grade point average.

REPEAT INDICATOR

E	Repeated Course (grade not calculated in GPA)
A	Repeated Course (grade calculated in GPA, but hours excluded from earned hours)

TRANSFER POLICY

All transfer credit accepted in accordance with university policy is recorded and is calculated in the Total Transfer and Overall grade point average.

EXPLANATION OF CURRENT AND CUMULATIVE TOTALS

- EHRS – Earned Hours
- GPA HRS – Hours used in calculation of GPA
- PTS – The numerical value assigned to a letter grade
- GPA – Calculated by dividing GPA HRS into PTS
- Total Institution – WKU course work
- Total Transfer – Credit accepted from other institutions
- Overall – Entire academic career statistics, including transfer work

TO TEST FOR AUTHENTICITY: The face of this transcript has a red background and the name of the institution appears in white type. Apply fresh liquid bleach to the sample background printed below. If authentic, the paper will turn brown.

WESTERN KENTUCKY UNIVERSITY • WESTERN KENTUCKY UNIVERSITY • WESTERN KENTUCKY UNIVERSITY • WESTERN KENTUCKY UNIVERSITY • WESTERN KENTUCKY UNIVERSITY • WESTERN KENTUCKY UNIVERSITY • WESTERN KENTUCKY UNIVERSITY • WESTERN KENTUCKY UNIVERSITY • WESTERN KENTUCKY UNIVERSITY • WESTERN KENTUCKY UNIVERSITY

ADDITIONAL TEST: When photocopied, the name of the institution and the words COPY COPY COPY appear prominently across the face of the entire document. ALTERATION OR FORGERY OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE! A black and white document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office at (270) 745-3351.

10155610

SCRIP-SAFE® Security Products, Inc. Cincinnati, OH • U.S. Patent 5,171,040

COURSE NUMBER	COURSE TITLE	GRADE	CREDIT HOURS	QUALITY POINTS
GRADUATE ACADEMIC RECORD				
DEGREES AWARDED FROM WESTERN KENTUCKY UNIVERSITY:				
MASTER OF ARTS IN EDUCATION		DEC 1991		
GRADUATE COLLEGE				
MAJOR/PROGRAM: COMMUNITY AGENCY COUNSELING				
HI ED GPA: 3.846				
DEGREES AWARDED FROM OTHER INSTITUTIONS:				
BACHELOR OF SCIENCE		DEC 1987		
BELMONT COLLEGE				
ENROLLED PROGRAM:				
GRADUATE COLLEGE				
MASTER OF ARTS IN EDUCATION				
MAJOR/PROGRAM: COMMUNITY AGENCY COUNSELING				
----- 1990 FALL -----				
ENROLLED PROGRAM:				
GRADUATE COLLEGE				
MASTER OF ARTS IN EDUCATION				
MAJOR/PROGRAM: COMMUNITY AGENCY COUNSELING				
----- 1990 FALL -----				
CNS -669	SP TOPICS CH ABUSE CNS	A	3.00	12.00
CNS -554	GROUP GUIDANCE	A	3.00	12.00
CNS -650	UTILIZ COMM RESOURCES	A	3.00	12.00
CNS -558	COUNSELING THEORY/PRAC	A	3.00	12.00

CNS -559	TECHNIQUES/COUNSELING	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00
PSY -590	READING/RESEARCH/PSYCH	A	3.00	12.00

CNS -575	PRACTICUM	A	3.00	12.00

CNS -552	INDIVID/GROUP ANALYSIS	A	3.00	12.00

WESTERN KENTUCKY UNIVERSITY

Office of the Registrar
Bowling Green, KY 42101
(502) 745-3351

ACCREDITATION

Western Kentucky University is accredited by the Southern Association of Colleges and Schools. Certain programs of the University are accredited by various associations in their respective fields.

ACADEMIC CALENDAR

Western Kentucky University operates under a semester calendar. During the summer term, sessions vary in length.

COURSE NUMBERING SYSTEM

050-099	Non-degree credit
100-299	Freshman & Sophomore level
300-499	Junior & Senior level
400G-499G	Graduate level
500 & above	Graduate level

GRADING SYSTEM

A	Excellent	4 Quality Points Per Hour
B	Good	3 Quality Points Per Hour
C	Fair	2 Quality Points Per Hour
D	Poor	1 Quality Points Per Hour
F	Failure	0 Quality Points Per Hour
P	Pass	0 Quality Points Per Hour
X	Incomplete	0 Quality Points Per Hour
W	Withdrew	0 Quality Points Per Hour
AU	Audit	0 Quality Points Per Hour
NR	No Report	0 Quality Points Per Hour
NG	No Grade	0 Quality Points Per Hour

EXPLANATION OF CURRENT AND CUMULATIVE TOTALS

AHRS - Attempted hours - All hours attempted without regard to grade type.
EHRS - Earned Hours - Actual passed hours, including transfer hours on cumulative line.
QHRS - Quality hours - Attempted hours used in calculation of GPA.
QPTS - Quality Points - The numerical value assigned to a letter grade.
GPA - Grade point average - Calculated by dividing quality hours into quality points.
WKU CUM - Western Kentucky University Cumulative - Computation based upon courses taken only at WKU.
HI ED CUM - Higher Education Cumulative - Computation based upon entire academic career, including transfer work.

TRANSCRIPTS

In August 1990, Western Kentucky University began issuing computer-generated transcripts. A student who has earned credit both prior to and following August, 1990, will be issued two transcripts; one will be a photocopy of the permanent record on file in the Office of the Registrar and the other will be a computer-generated transcript. If the statement "SEPARATE RECORD OF PRIOR WORK ATTACHED" appears at the top of a transcript, both the previous and current transcript format must be attached to be complete.

TRANSCRIPT GUIDE

All official transcripts bear an embossed University seal and the signature of the University Registrar.

RELEASE INFORMATION

This transcript cannot be copied or released to a third party without the written consent of the individual. This policy is in accordance with the Family Educational Rights and Privacy Act of 1974.

REPEAT ENROLLMENT

An undergraduate student may repeat a course in which a grade of D or F has been earned without having the first grade computed in the grade point average. If the course is repeated a second time, both the second and third grades are used in computing the grade point average.

A graduate student may repeat a course in which a grade of D or F has been received; however, both grades are used in computing grade point average.

TRANSFER POLICY

Course credits accepted in transfer from other institutions are listed under the appropriate headings. All grades, credits and quality points are transferred and are calculated in the higher education cumulative grade point average.

COMMUNITY COLLEGE of WESTERN KENTUCKY UNIVERSITY

Credit earned through the Community College of Western Kentucky University is designated by a C suffix on the course number. Such courses numbered 100 or above are acceptable for undergraduate degree credit.

Transcript Not Valid Without Seal and Signature
Office of the Registrar
WESTERN KENTUCKY UNIVERSITY
Bowling Green, Ky.
(502) 745-3351

M.A.E. Degree
Dec. 1991

412-23-6081

MISS CARTER MARY EMILY

SOC. 920.10.

ENTRANCE W K U 8-89

HIGH SCHOOL -

GRADING SYSTEM:

A Excellent	4 Points Per Hour	P Pass
B Good	3 Points Per Hour	X Incomplete
C Fair	2 Points Per Hour	W Withdrew
D Poor	1 Point Per Hour	WP Withdrew-Passing
F Failure	0 Points Per Hour	WF Withdrew-Failing
		AU Audit
		NR No Report
		NG No Grade

Course Numbering System:

0-49	CEU-Non Degree
50-99	Special purpose
100-299	Freshmen & Sophomore level
300-499	Junior & Senior level
400G-499G	Graduate level
500 & above	Graduate level

Note: In compliance with the Family Educational Rights and Privacy Act of 1974, this transcript has been released at the request of the student and may not be released to any other party without the prior written consent of the student.

Western Kentucky University is accredited by the Southern Association of Colleges and Schools.

Department	Course No.	Course Title	Grade	Sem. Hours Attempted	Sem. Hours Earned	Quality Points	Grade Point Average
------------	------------	--------------	-------	----------------------	-------------------	----------------	---------------------

CARTER MARY EMILY

ED FND	500	FALL 1989					
PSY	440G	RESEARCH METHODS	A	3.0	3.0	12.0	
		ABNORMAL	A	3.0	3.0	12.0	
		SEMESTER TOTAL AND AVERAGE		6.0	6.0	24.0	4.0000
		CUMULATIVE TOTALS AND AVERAGE		6.0	6.0	24.0	4.0000

CARTER MARY EMILY

CNS ED	550	SPRING 1990					
HE FL	598B	INTRO GUID	A	3.0	3.0	12.0	
PSY	540	SEX THERAPY	B	3.0	3.0	9.0	
		BEH PROBLEMS	B	3.0	3.0	9.0	
		SEMESTER TOTAL AND AVERAGE		9.0	9.0	30.0	3.3333
		CUMULATIVE TOTALS AND AVERAGE		15.0	15.0	54.0	3.6000

BELMONT COLLEGE

NASHVILLE, TENNESSEE 37203-5707

NAME Carter, Mary Emily

BIRTHDATE

SEX Female

SECONDARY SCHOOL Westmoreland High School

SEC. SCHOOL ADDRESS Westmoreland,

DATE OF GRADUATION 1984

TRANSFER WORK WILL APPEAR ON THE REVERSE SIDE OF THIS TRANSCRIPT, WHEN APPLICABLE.

HONORS:
DEGREE: Bachelor of Business Administration

DATE CONFERRED: December 18, 1987

MAJOR(S): Marketing

MINOR(S): Business Administration

Belmont College is fully accredited by the Southern Association of Schools and Colleges.

Belmont College employs a 4.0 quality point scale using the semester hour as the unit of credit.

Grades used in calculating the grade point average are defined as follows:

A = 4.0, Superior; B = 3.0, Above Average; C = 2.0, Average; D = 1.0, Inferior; F = 0.0, Failure; I = 0.0, Incomplete; WF = 0.0, Withdrawal Failing.

Grades of P (passing), WP (withdrawal passing), W (withdrawal), and AU (audit) are not calculated in computing the grade point average. An "R" designates a repeated course. All attempted and completed work appears on this record.

The student is considered in good standing by the college unless otherwise stated on this record.

This transcript is not official unless it bears the raised seal of Belmont College.

It is not permissible to release any information from this transcript to a third party as required by the Family Educational Rights and Privacy Act of 1974, as Amended.

DEPT.	COURSE NO.	COURSE TITLE	CR.	GR.	DEPT.	COURSE NO.	COURSE TITLE	CR.	GR.
Carter Mary E.									
	BAD 341	Business Law I	3.00						
	HIS 101	Western Civilization	3.00						
	MTH 213	Business Statistics	3.00						
	REL 111	Old Testament His	3.00						
	SPE 110	Fund. of Speech Comm.	3.00						
Carter Mary E.									
	BAD 312	Business Communication	3.00						
	FIN 321	Business Finance	3.00						
	MGT 311	Prin. of Management	3.00						
	MKT 321	Prin. of Marketing	3.00						
	MTH 214	Quantitative Methods	3.00						
	REL 112	New Testament Hist.	3.00						
Carter Mary E.									
	FIN 321	Business Finance	3.00						
	MGT 427	Personal Mgt.	3.00						
	MKT 331	Prin. of Advertising	3.00						
	MKT 431	International Bus.	3.00						
	PEN 200	Golf	1.00						
	PSO 221	American Government	3.00						
Carter Mary E.									
	MKT 322	Personal Selling	3.00						
	MKT 323	Services Marketing	3.00						
	MKT 432	Retailing	3.00						
	MKT 444	Marketing Research	3.00						
	MKT 475	Marketing Mgt.	3.00						
	PBC 400	Pol Sci Internship	3.00						
Carter Mary E.									
	MGT 496	Business Policy	3.00						
	MKT 401	Consumer Behavior	3.00						
	MKT 431	International Mkt.	3.00						
	PED 150	Lifetime Fitness	1.00						
	PED 200	Square Dance	1.00						
	REL 241	Christian Doctrine	3.00						

DEPT. OF EDUCATION
MAR 26 1992

Handwritten signature and date: 3/26/92

BELMONT COURSE WORK CONTINUED:

TRANSFER WORK:

DEPT.	COURSE NO.	COURSE TITLE	CR.	CR.	DEPT.	COURSE NO.	COURSE TITLE	CR.	CR.	DEPT.	COURSE NO.	COURSE TITLE	CR.	CR.
					VOLUNTEER STATE COMMUNITY COLLEGE 1983-85									
					ACC2210	PRINCIPLES ACCOUNTING I	C	2.00						
					ACC2220	PRINCIPLES ACCOUNTING II	B	2.00						
					ACC2230	PRINCIPLES ACCOUNTING III	B	2.00						
					BAD1010	INTRODUCTION TO BUSINESS	B	2.00						
					BAD1517	BUSINESS MATH I	B	2.00						
					BIO1010	BIOLOGICAL SCIENCE I	C	2.67						
					BIO1020	BIOLOGICAL SCIENCE II	D	2.67						
					ECO2010	PRINCIPLES ECONOMICS I	C	2.00						
					ECO2020	PRINCIPLES ECONOMICS II	C	2.00						
					ECO2030	PRINCIPLES ECONOMICS III	C	2.00						
					ENG1010	ENGLISH COMPOSITION I	B	2.00						
					ENG1020	ENGLISH COMPOSITION II	B	2.00						
					ENG1030	ENGLISH COMPOSITION III	B	2.00						
					ENG2020	LITERATURE-RENAIS/ROMANTIC	B	2.00						
					ENG2040	LITERATURE-SHORT STORY	C	2.00						
					ENG2050	LITERATURE-DRAMA	B	2.00						
					HEA1010	PERSONAL HEALTH	B	2.00						
					IST1050	INTRODUCTION COMPUTER/EDP	D	2.00						
					MCO1001	INTRO TO MEDIA RESPONSE	C	.67						
					MKT1110	PRINCIPLES OF MARKETING	A	2.00						
					MTH1110	COLLEGE ALGEBRA	A	3.33						
					PED1052	BOWLING	A	.67						
					PHI1010	INTRODUCTION TO PHILOSOPHY	C	2.00						
					PSY1010	GENERAL PSYCHOLOGY I	B	2.00						
					SOC2010	INTRODUCTION TO SOCIOLOGY	B	2.00						

[Close Window](#)

Volunteer State Community College Employment Application

Posting Number: 0600352	Position Title: Assistant Vice President for Student Services & En
-----------------------------------	--

Personal Information

First Name: Emily	Middle Name: Carter	Last Name: Short	Other names used:						
Address: [REDACTED]	City: [REDACTED]	State enter NA if a non US address: [REDACTED]	Zip Code: [REDACTED]						
Primary Contact Number >format xxx-xxx-xxxx: [REDACTED]	Alternate Contact Number >format xxx-xxx-xxxx: [REDACTED]	Email Address: [REDACTED]	Are you 18 years of age or older?: Yes						
Are you presently legally authorized to work in the United States? >You will be required to provide proof of your identity and employment eligibility if you are hired: Yes	If, not, will you now or in the future require visa sponsorship for employment with VSCC?: No Response	What type of employment are you willing to accept? >Check all that apply: <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Full-time</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Part-time</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Temporary</td> </tr> </table>	<input checked="" type="checkbox"/>	Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>	Temporary	Have you ever worked for this organization?: Yes
<input checked="" type="checkbox"/>	Full-time								
<input type="checkbox"/>	Part-time								
<input type="checkbox"/>	Temporary								
If yes, indicate dates of employment and departments: March 1992 to present. SOTEP (Student Orientation Testing & Educational Planning), Counseling & Testing, Retention Support Services	Do you have any relatives working at this organization?: No	If yes, indicate names and departments:							

Criminal History

Have you ever been convicted of a crime other than a minor traffic violation? (A conviction will not necessarily bar you from employment. Each conviction is reviewed with respect to time, circumstances, and the relationship between the offense and the position for which you are applying.): No	If yes, please describe the dates, nature, and circumstances of the crime:
---	--

Educational Institutions

Name of School: Westmoreland High School	City: Westmoreland	State: TN	Major if applicable:
Did you graduate?: Yes	Type of Degree if applicable: High School/GED	If no degree received, number of years completed:	Last Date Attended leave blank if still attending: 05-1983

Name of School: Volunteer State Community	City: Gallatin	State: TN	Major if applicable: Business and Commerce
---	--------------------------	---------------------	--

College			
Did you graduate?: No	Type of Degree if applicable: No Response	If no degree received, number of years completed: 2	Last Date Attended leave blank if still attending: 05-1985

Name of School: Belmont College	City: Nashville	State: TN	Major if applicable: BBA/Marketing
Did you graduate?: Yes	Type of Degree if applicable: Bachelor's	If no degree received, number of years completed:	Last Date Attended leave blank if still attending: 12-1987

Name of School: Western Kentucky University	City: Bowling Green	State: KY	Major if applicable: Community/Agency Counseling
Did you graduate?: Yes	Type of Degree if applicable: Master's	If no degree received, number of years completed:	Last Date Attended leave blank if still attending: 12-1991

Employment Experience

Employer Name: Volunteer State Community College	City: Gallatin	State enter NA if a non US address: TN	Begin Date: 07-1991
End Date leave blank if still employed: 03-1992	Full-time or Part-time?: Part-time	Job Title: Financial Aid Clerk	Work Performed: Balanced Pell accounts, responsible for the financial aid verification process and assisted students with financial aid information and processes.
Supervisor Name: Sue Pedigo	Supervisor Title: Director, Financial Aid	Reason for Leaving: Gained full-time employment with Volunteer State.	May we contact this employer?: Yes
Supervisor Contact Information : 230-3551			

Employer Name: Volunteer State Community College	City: Gallatin	State enter NA if a non US address: TN	Begin Date: 03-1992
End Date leave blank if still employed: 07-1995	Full-time or Part-time?: Full-time	Job Title: Counselor	Work Performed: Contacted all new students as they applied to the College, developed orientation curriculum and conducted orientation sessions, scheduled part-time testing personnel and assisted with placement testing screening as well as administration of placement testing.
Most Recent Ending Salary:			

		Served on various college committees.	
Supervisor Name: Ron Edwards	Supervisor Title: Director of SOTEP (Student Orientation Testing and Educational Planning)	Reason for Leaving: Still employed with the College.	May we contact this employer?: Yes
Supervisor Contact Information : Will provide contact information if needed.			

Employer Name: Volunteer State Community College	City: Gallatin	State enter NA if a non US address: TN	Begin Date: 07-1995
End Date leave blank if still employed: 06-1998	Full-time or Part-time?: Full-Time	Job Title: Counselor/Coordinator of Orientation	Work Performed: Developed new student orientation curriculum and conducted orientation sessions. Trained other staff members on orientation procedures and how to deliver orientation. Conducted personal, academic and career counseling sessions with students and community members. Academically advised students and participated in other retention initiatives to include phone campaigns and delivering workshops. Served on various college committees.
Supervisor Name: Ron Edwards		Supervisor Title: Director, Counseling and Testing	Reason for Leaving: Still employed with the College
		May we contact this employer?: Yes	
Supervisor Contact Information : Will provide contact information if needed.			

Employer Name: Volunteer State Community College	City: Gallatin	State enter NA if a non US address: TN	Begin Date: 06-1998
End Date leave blank if still employed: 06-2002	Full-time or Part-time?: Full-Time	Job Title: Assistant Director of Counseling and Testing	Work Performed: Assisted Director with daily operations of the department, budget management, strategic planning and institutional effectiveness plan development. Carried out special project assignments, implemented a call center which required supervising two part-time employees. Conducted academic, personal and career
		Most Recent Ending Salary:	

			counseling. Hired and trained approximately 20 part-time counselors for a retention calling campaign done each fall and spring semester. Served on various college committees.
Supervisor Name: Ron Edwards	Supervisor Title: Director, Counseling and Testing/Associate Vice President for Student Services	Reason for Leaving: Still employed with the College.	May we contact this employer?: Yes
Supervisor Contact Information : Will provide contact information if needed.			

Employer Name: Volunteer State Community College	City: Gallatin	State enter NA if a non US address: TN	Begin Date: 06-2002
End Date leave blank if still employed: 02-2003	Full-time or Part-time?: Full-Time	Job Title: Director of Testing and Orientation	Work Performed: Managed the daily operations of the Testing Center. Scheduled and trained all part-time testing personnel for all tests administered in the Testing Center to include the GED. GED Chief Examiner for the Volunteer State GED testing site. Developed and conducted the new student orientation program. Responsible for institutional effectiveness processes of the department. Conducted personal, academic and career counseling. Served on various college committees.
Supervisor Name: Ron Edwards		Supervisor Title: Director, Counseling and Testing/Associate Vice President for Student Services	Reason for Leaving: Still employed with the College.
		May we contact this employer?: Yes	
Supervisor Contact Information : Will provide contact information if needed.			

Employer Name: Volunteer State Community College	City: Gallatin	State enter NA if a non US address: TN	Begin Date: 02-2003
End Date leave blank if still employed: 08-2005	Full-time or Part-time?: Full-Time	Job Title: Director of Counseling and Testing	Work Performed: Responsible for daily operations of the Testing Center.
		Most Recent Ending Salary:	

		Developed and carried out counseling protocols and mental health referrals in conjunction with other counseling staff. Managed departmental budgets. Conducted academic, personal and career counseling sessions. Scheduled and trained all part-time testing staff. Supervised three professional staff positions, one clerical support staff position and thirty part-time testing personnel. Provided testing at various off-campus sites, was the GED Chief Examiner and assisted the Vice President for Student Services with the institutional effectiveness processes for the Division of Student Services. Served on various college committees.	
Supervisor Name: Patty Powell	Supervisor Title: Vice President for Student Services	Reason for Leaving: Still employed with the College.	May we contact this employer?: Yes
Supervisor Contact Information : 230-3440			

Employer Name: Volunteer State Community College	City: Gallatin	State enter NA if a non US address: TN	Begin Date: 08-2005
End Date leave blank if still employed:	Full-time or Part-time?: Full-Time	Job Title: Director of Retention Support Services	Work Performed: Primarily responsible for developing and implementing retention support initiatives and programming which aid in student success and retention. Manage departmental budget accounts. Oversee the call center operations. Supervise part-time and full-time professional and classified staff. Assist Student Services department heads with institutional effectiveness plans as well as assist the Vice
		Most Recent Ending Salary:	

		President for Student Services with strategic planning.	
Supervisor Name: Patty Powell	Supervisor Title: Vice President for Student Services	Reason for Leaving: Still employed with the College.	May we contact this employer?: Yes
Supervisor Contact Information : 230-3440			

References

Name of Reference: Dr. Shanna Jackson	Phone Number >format xxx-xxx-xxxx: [REDACTED]	Email Address:	How do you know this reference?:
---	--	----------------	----------------------------------

Name of Reference: Ms. Jane McGuire	Phone Number >format xxx-xxx-xxxx: [REDACTED]	Email Address:	How do you know this reference?:
---	--	----------------	----------------------------------

Name of Reference: Ms. Phyllis Foley	Phone Number >format xxx-xxx-xxxx: [REDACTED]	Email Address:	How do you know this reference?:
--	--	----------------	----------------------------------

Professional Licensure or Certification

Are you licensed to practice in any profession?: No	If so, please list professions, license numbers, issuing agencies, expiration dates:	Has your professional license ever been revoked or suspended?: No Response	Please list any Honors, Publications, Memberships in Professional Organizations:
---	--	--	--

Military Experience

Branch of Service:	Date Entered:	Date Discharged:	Final Rank:
--------------------	---------------	------------------	-------------

Skills

Please list any additional related skills, ie computer, machinery, equipment, software for which you have training or experience: Possess strong computer skills. Proficient with Microsoft Word, Excel, PowerPoint and Publisher. Have experience with Banner system.
--

Supplemental Questions

Please identify how you learned of this position: VSCC Employee
If other, specify source:
Do you have a Master's degree in Education, Higher Education, Student Affairs, Student Personnel Services, or Counseling? YES

Agreement

Once employed by Volunteer State Community College, all application materials become public record and are therefore subject to inspection upon request by any citizen of the State of Tennessee.

Any employee of Volunteer State Community College who is not a U.S. Citizen must be authorized to work in the United States and will provide the required documentation to complete an Eligibility Verification Form I-9 on the first day of employment.

I hereby authorize Volunteer State Community College to conduct a thorough investigation of my background, including past employment, and agree to cooperate in such investigation. I hereby release from liability all persons, companies, and institutions or corporations supplying information requested pursuant to the application.

I understand that any false answer or statement made by me on this application or any supplement thereto, or in connection with the above mentioned investigations, will be sufficient grounds for rejection of my application or immediate dismissal if I am employed.

It is a Class A misdemeanor to misrepresent academic credentials.

I certify that all information listed on my application is complete and accurate to the best of my knowledge. I further understand that I will not be given an opportunity to update my previous experience declarations after I have been employed with Volunteer State Community College.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Emily Carter Short

Applicant's Name

Applicant's Signature

Date

Emily Carter Short

6/1/11

Voluntary Demographic Data

Gender:	Date of Birth:	Veteran Status:	Hispanic or Latino?
Female			No
Optional Race Category:			
<input type="checkbox"/>	Alaska Native		
<input type="checkbox"/>	American Indian		
<input type="checkbox"/>	Asian or Pacific Islander		
<input type="checkbox"/>	Black or African American		
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander		
<input checked="" type="checkbox"/>	White		

[Close Window](#)

NAME AND LOCATION		DATES		DEGREE	DATE OF DEGREE	(1) MAJOR (2) MINOR	SEMESTER/ QTR HRS.
		FROM	TO				
HIGH SCHOOL	Westmoreland High School	8/80	5/83	High School Diploma	5/83		
COLLEGE	Volunteer State Community Coll.	8/83	5/85	None		Business	
							75 hrs.
	Belmont College	8/85	12/87	BBA	12/87	Marketing	128 hrs.
OTHER	Western Kentucky University	8/89	12/91	M.A. in Ed.	12/91	Counseling	39 hrs.

IV. PROFESSIONAL (TEACHING) EXPERIENCE UNDER CONTRACT - GRADES K - 12
AND/OR COLLEGE: PLEASE INCLUDE TEACHING, COUNSELING, LIBRARIANSHIP,
ADMINISTRATION, RESEARCH, ETC.

A. LIST MOST RECENT FIRST:

FULL- PART- TIME	POSITION	GRADES OR SUBJECTS TAUGHT	NAME & LOCATION OF INSTITUTION	IMMEDIATE SUPERVISOR	DATES FROM TO	NO. OF YEARS
X	Counselor	Counselor for on campus study	Volunteer St. Community Coll.	Phyllis Foley	1/92	
		Skills classes				

B. OTHER WORK EXPERIENCE (INCLUDING MILITARY SERVICE):

FULL- PART- TIME	NAME AND LOCATION OF FIRM OR EMPLOYER	PRINCIPAL RESPONSIBILITY	DATES FROM TO	NO. OF MONTHS
X	Volunteer State Community College	See Attached	8/91	5
	Work Western Kentucky University	See Attached	5/91	3
X	Westmoreland Drug Store	See Attached	2/89	8
X	First American Nat'l. Bank	See Attached	6/85	Approx. 4 yrs.

C. HAVE YOU ANY OBJECTION TO INQUIRY BEING MADE OF YOUR PRESENT EMPLOYER REGARDING

YOUR CHARACTER OR QUALIFICATIONS? No

IF SO, WHY?

D. HAVE YOU EVER BEEN DISMISSED FROM EMPLOYMENT FOR CAUSE? No

IF SO, DESCRIBE:

E. YOUR PRESENT SALARY IS \$ PER YEAR, OR \$ PER MONTH BASED

ON MONTHS OF EMPLOYMENT PER YEAR \$5.50/Hr. (Financial Aid) \$10/Hr. (Developmental Studies)

F. YOUR SALARY EXPECTATION IS \$ 25,000 PER YEAR, OR \$ PER MONTH
BASED ON 12 MONTHS OF EMPLOYMENT PER YEAR (10 OR 12)

G. CAN YOU COME FOR AN INTERVIEW, IF REQUESTED? Yes
(IF YOU ARE CONTACTED FOR AN INTERVIEW, IT WILL BE AT YOUR OWN EXPENSE)

H. PLEASE LIST ANY HONORS, PUBLICATIONS, MEMBERSHIPS IN PROFESSIONAL OR SOCIAL
ORGANIZATIONS, IF APPLICABLE:

AACD (American Association of Counseling & Development),

Committee Member for Healthy Children for Gallatin YMCA

V. APPLICANTS ARE ENCOURAGED, BUT NOT REQUIRED, TO SUPPLY THE FOLLOWING INFORMATION SO THAT NECESSARY AFFIRMATIVE ACTION AND INSTITUTIONAL REPORTING CAN BE CARRIED OUT:

NAME: Carter Mary Emily (LAST) (FIRST) (MIDDLE)	
SOCIAL SECURITY NUMBER: [REDACTED]	RACE: White SEX: Female CITIZENSHIP: US
MARITAL STATUS: Single	PHYSICAL LIMITATIONS: None
DATE OF BIRTH: [REDACTED]	PLACE OF BIRTH: Gallatin, TN DO YOU HAVE A RELATIVE WORKING FOR VOLUNTEER STATE COMMUNITY COLLEGE? IF SO, WHO? No
HAVE YOU EVER BEEN EMPLOYED WITH THE STATE OF TENNESSEE? Yes	

DO YOU HAVE ANY OUTSTANDING FINANCIAL OBLIGATIONS (SUCH AS A NATIONAL DIRECT STUDENT LOAN) TO ANY AGENCIES OR INSTITUTIONS OF THE STATE OF TENNESSEE? Yes

MILITARY HISTORY:					
BRANCH	SIGNIFICANT SCHOOLS ATTENDED	DATE IN	DATE OUT	FINAL RANK	DISCHARGE
	N/A				
	N/A				

CURRENT FEDERAL LAW REQUIRES IDENTIFICATION AND ELIGIBILITY VERIFICATION PRIOR TO EMPLOYMENT. DOCUMENTS, ONE OR MORE OF WHICH MUST BE REVIEWED PRIOR TO ISSUANCE OF EMPLOYMENT CONTRACT, ARE:

EMPLOYMENT AUTHORIZATION

SOCIAL SECURITY CARD
CERTIFICATE OF U.S. BIRTH
U.S. PASSPORT OR OTHER APPROVED
U.S. GOVERNMENT DOCUMENTS

IDENTIFICATION

STATE DRIVERS LICENSE
U.S. PASSPORT OR OTHER APPROVED
U.S. GOVERNMENT DOCUMENTS

VI. REFERENCES

LIST BELOW AT LEAST FOUR REFERENCES, ESPECIALLY PREVIOUS SUPERVISORS OR INSTRUCTORS, WHO HAVE FIRSTHAND KNOWLEDGE OF YOUR CHARACTER, PERSONALITY, SCHOLARSHIP, AND TEACHING ABILITY. (IF PLACEMENT PAPERS ARE ON FILE IN A COLLEGE PLACEMENT OFFICE AND ARE UP-TO-DATE, INCLUDING YOUR PRESENT EMPLOYER, REQUEST THEY BE SENT TO THE PERSONNEL OFFICE, AND IN THE SPACE BELOW INDICATE THAT PLACEMENT OFFICE ONLY.)

NAME	OFFICIAL POSITION	ADDRESS	PHONE NUMBER
Ed Mayberry	President - 1st Indep. Bank	710 Nashville Pike Gallatin, TN 37066	[REDACTED]
Steve Coates	President - Coates Const.	c/o Coates Const. Westmoreland, TN	[REDACTED]
Ricky Troutt	Merchant	[REDACTED]	[REDACTED]
Marilyn Clark	Director of Fin. Aid - WKU	Financial Aid - WKU Bowling Green, KY	[REDACTED]

VII. PLEASE ATTACH A HANDWRITTEN STATEMENT CONCERNING YOUR BACKGROUND, INCLUDING A SUMMARY OF YOUR PERSONAL PHILOSOPHY AND WHY YOU DESIRE TO TEACH OR WORK IN A COMMUNITY COLLEGE.

VIII. CERTIFICATION

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I UNDERSTAND THAT FALSE OR MISLEADING STATEMENTS OR CONSEQUENTIAL OMISSIONS OF ANY KIND ARE SUFFICIENT CAUSE FOR DISMISSAL, IF EMPLOYED.

I ALSO UNDERSTAND THAT I AM RESPONSIBLE FOR HAVING OFFICIAL TRANSCRIPTS OF ALL COLLEGE WORK AND LETTERS OF REFERENCE SUBMITTED TO VOLUNTEER STATE COMMUNITY COLLEGE PRIOR TO MY EMPLOYMENT.

Maureen G. Galt
(SIGNATURE)

February 17, 1992
(DATE)

ANY UNSIGNED APPLICATION WILL NOT BE PROCESSED.

PLEASE ADDRESS ALL CORRESPONDENCE CONCERNING EMPLOYMENT TO:

PERSONNEL OFFICE
VOLUNTEER STATE COMMUNITY COLLEGE
NASHVILLE PIKE
GALLATIN, TN 37066
615-452-8600, ext. 242, FROM GALLATIN
615-741-3215, ext. 242, FROM NASHVILLE

VOLUNTEER STATE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND COMPLIES WITH TITLE IX AND ALL OTHER STATE AND FEDERAL REGULATIONS REGARDING EQUAL EMPLOYMENT OPPORTUNITY.

March 16, 2011

Search Committee for Assistant Vice President for Student Services & Enrollment Management
Volunteer State Community College
1480 Nashville Pike
Gallatin, TN 37066

Dear Members of the Search Committee:

This letter is in response to the Assistant Vice President for Student Services and Enrollment Management position which is posted on the Volunteer State Community College website. My many years of experience in the community college, leadership abilities, broad knowledge of the Volunteer State Division of Student Services, and familiarity with enrollment management fit well with this position. Attached is my resume for your consideration. Below is an overview of my qualifications as they relate to this position.

With approximately twenty years of related experience in supervision, leadership, student support services and my thorough knowledge of Volunteer State Community College policies, its service region and students, I would provide strong strategic leadership as the Assistant Vice President for Student Services and Enrollment Management. My knowledge of the strategic enrollment management areas of the College actually began in the Office of Financial Aid at Volunteer State. Since that time I have been promoted several times and served the College at various levels of professional administration as outlined in my resume.

Since 2005 I have served as the Director of Retention Support Services and recently began working toward completion of a Doctorate in Education in Leadership and Professional Practice through Trevecca Nazarene University. I began my employment on a part-time basis with Volunteer State while finishing my Masters of Art in Education with a concentration in Community/Agency Counseling. While working part-time in the Office of Financial Aid, I was also a practicum student in the Volunteer State Developmental Counseling Department. Since beginning full-time employment with the College in March 1992, I have expanded my knowledge of the institution and strengthened my commitment to the college mission. I have gained practical job related knowledge through my experiences with various committees, special projects and the SACS compliance audit process. I have taken advantage of some extraordinary opportunities to broaden my understanding of the College mission and operations.

My tenure at Volunteer State Community College has been in the Division of Student Services assisting students and working with professionals who exhibit the highest level of expertise in serving students in their respective areas. I firmly believe in the community college philosophy and feel that providing higher education and workforce development which is high quality, affordable and convenient is a great benefit to the people in the Volunteer State service region. As a part of the higher education process, it is important to socially and academically integrate students into the college community not only through education in the classroom but also through engaging students using sound student personnel principles. It is extremely important to set an example for students and I strongly feel that one way to do that is to lead by example. I have taken an interest in leadership principles through my doctoral work at Trevecca and will be incorporating leadership theory into my dissertation. I have also shown through my progression

at Volunteer State over the years from a Counselor to a Director that I am a very capable leader and manager. I have a sensible yet strategic approach to fiscal management and strongly believe in respecting the people I manage by ensuring they know I trust them and their level of professionalism and expertise.

I have experience in the area of enrollment management through the various positions I have held at Volunteer State. My experience with new student orientation, advising, financial aid and retention has given me opportunities to grow in each area and to be a part of various groups and teams who have developed some great programs. I have honed my organizational and interpersonal communication skills over the course of my career and they are some of my strongest assets as a leader, a manager and a team player. Utilizing those interpersonal skills would be paramount in working with not only the academic community but the college community, on campus and off, to coordinate enrollment efforts. I have done so through developing retention support initiatives such as the Volunteer State President's Picnic. This is an event that includes the majority of offices on main campus and is used to familiarize and make comfortable new students and their support network.

Also, in my experience concerning enrollment management I have had the privilege of working with the Volunteer State Office of Public Relations, the Office of Admissions, the Advising Center and Records and Registration to develop a student communication pipeline. By plotting the intake process for new students this group has been able to combine the aspects of print media and various methods of personal contact. This began in approximately 2006 and is currently being revised to include those same aspects while adding social media concepts. Recently, I led a team of people to create an event for the student's support network of parents, spouses and significant others. This included working with the Office of Public Relations to develop various media which would market the College to external constituents.

Through my work with institutional effectiveness and strategic planning, I have been a part of several teams over the years. Being a part of this teamwork has allowed me to assist in setting enrollment targets and implementing growth strategies for college programs. In my current position as Director of Retention Support Services one of my job responsibilities is to coordinate the institutional effectiveness processes for the Division of Student Services. I am very familiar with the institutional effectiveness and strategic planning processes of the College and have also served on the Volunteer State Executive Council for the past several years.

Recently, I have worked with the Office of Financial Aid and the Business Office to provide leadership in the Office of Veterans' Affairs. This responsibility has given me a new appreciation for the special populations the College serves and heightened my respect for others and the jobs they do to serve all of our students. Through providing leadership in this area, I have been able to increase my working knowledge of SunGardHE's Banner system. This team, with the assistance of the Director of Records and Registration/College Registrar is working to develop automated processes to better serve the Veteran student population. Also, by working in the Banner system on a daily basis to process refunds for Veterans, I have increased my practical skills with the system. Additionally, I have always felt there is a wealth of data to be mined from the Banner system which would assist in managing enrollment, setting enrollment targets and developing programs to meet those targets. My computer skills are strong in other areas as well

and I am excited about the possibility of developing new skills in SPSS (originally Statistical Package for the Social Sciences) while working on my dissertation. Developing these new skills will certainly increase my research abilities and can assist with data driven enrollment management principles and decisions.

During this past year, the Vice President for Student Services delegated to me the responsibility for investigating student conduct issues. With this new responsibility, I work closely with faculty, Division Deans and Campus Police to ensure that student misconduct in the classroom is addressed according to policy and is done so expeditiously. As part of this new responsibility, I also work closely with the Office of Human Resources to investigate claims that students may make concerning sexual harassment and/or discrimination. Conducting investigations with these various groups has increased my awareness of the importance of respecting others and fair treatment of individuals. This has also assisted me with thinking strategically as I learn the legal aspects of student misconduct, and cases of harassment and/or discrimination. These responsibilities have given me insight into the complexity of the position of Vice President for Student Services, how broad the position is and the type of assistance needed for that person to be successful in managing the Division of Student Services.

I have a widespread understanding of the Volunteer State Community College mission, the challenges facing the institution and how the Division of Student Services and enrollment management play a role in each. I would bring to the position of Assistant Vice President for Student Services and Enrollment Management my twenty years of experience at Volunteer State and a willingness to work hard to ensure that students receive the greatest benefit from what the institution has to offer. Being a product of the community that Volunteer State serves gives me a unique historical perspective along with a deep commitment and connection to the people in the service region. It is my goal to see Volunteer State continue to grow and flourish and to have a great economic impact in the twelve counties it serves. I would appreciate an opportunity to further discuss my qualifications with the search committee for this position. I am confident I have the ability, leadership skills and enthusiasm to effectively serve as the Assistant Vice President for Student Services and Enrollment Management at Volunteer State Community College.

Sincerely,

A handwritten signature in cursive script that reads "Emily Carter Short". The signature is written in dark ink and is positioned above the printed name.

Emily Carter Short

I have lived in this area of Sumner County all my life. I grew up in Westmoreland, Tennessee which is a small rural town approximately twenty-five miles north of Gallatin. After graduating from Westmoreland High School in May of 1983, I applied for admission to Volunteer State Community College. I was accepted and attended Vol State for two years before transferring to Belmont College in Nashville. I graduated from Belmont College in December of 1987 with a Bachelor of Business Administration Degree with a major in Marketing. After graduation I was employed for approximately eighteen months by First American National Bank. During this time I made the decision to return to college and pursue a graduate degree. In December of 1991 I completed a Master of Arts in Education with a major in Community/Agency Counseling from Western Kentucky University. While working on my degree, I was required to secure a practicum position with some agency or school and I chose Volunteer State Community College.

Through my practicum experience at Vol State I further developed my counseling skills as well as my personal philosophy. By holding a part-time job within the Student Services division in conjunction with

my practicum position in Developmental Studies, I saw the importance of serving the student. I feel that making a student feel welcome on campus and also making the student feel that I would do whatever I could to help him/her are two of the most crucial aspects of Student Services. It is my personal philosophy that people in general should be made to feel comfortable and at ease whenever they come in contact with me. By striving for and achieving this goal I feel that is what makes me a good counselor as well as a good employee in a service-oriented organization.

During the time I have worked at Vol State I have formed several strong professional as well as personal relationships. I enjoy working in a community college due to the size of the student body and also the number of employees. I feel that I could be an asset to Volunteer State Community College based on the fact that I grew up and presently live in this area. Because I am a product of Volunteer State Community College and because I have had the opportunity to work with students who are currently enrolled at the college, I believe that I could provide the kind of sensitivity that any potential or new student would require from an Admissions Counselor.

Emily Carter Short



PROFESSIONAL EXPERIENCE

Volunteer State Community College (Gallatin, TN)

Director, Retention Support Services (August 2005 – present)

The Director of Retention Support Services reports to the Vice President for Student Services and is a member of the Executive Council, ex-officio on the Admissions & Retention Committee and serves on the Institutional Effectiveness Committee. As the Director of Retention Support Services I am primarily responsible for development and implementation of retention initiatives and programming which assists with student success and retention. I also manage the departmental budget accounts and oversee the Call Center. I supervise professional counseling staff (part-time and full-time), as well as classified support and part-time temporary staff. Other responsibilities include but are not limited to assisting Student Services department heads with institutional effectiveness plans and assisting the Vice President for Student Services with strategic planning.

Major Accomplishments

- Researched, developed, and implemented the Call Center which employs two part-time staff members. Call Center personnel contact new students to welcome them to the College and also contact currently enrolled students each fall and spring semester. The Call Center was established in early 2006 and has attempted approximately 30,000 personal telephone contacts and made approximately 100,000 pre-recorded contacts.
- Developed and conducted the President's Picnic in conjunction with the majority of offices across campus. The President's Picnic is an activity which familiarizes new students and their support network with Volunteer State and its main campus. In August 2010 the Third Annual President's Picnic was conducted with 758 attending. This represents an approximate 380% increase over the number attending the First Annual President's Picnic.
- Researched and authored various Student Services policies to include conduct and discipline and student complaint policies. Completed in conjunction with the SACS Compliance process.
- Revamped the VSCC Student Handbook to include the VSCC Student Safety Handbook. Done in conjunction with the Office of the Vice President for Student Services, the Office of Student Life & Diversity Initiatives, the Office of Records and Registration, the Office of Disability Services and Campus Police. This also included Student Rules Revisions.
- Led a team comprised of Student Services professionals and faculty to develop an orientation course to be utilized in the VSCC First Year Experience program.

- Co-authored the VSCC Alcohol & Drug Prevention Plan in conjunction with Campus Police and CADCAT (Community Anti-Drug Coalitions Across Tennessee).
- Served on the SACS Compliance Audit Team which was responsible for writing and editing SACS narratives to prepare for the SACS Accreditation visit.
- Earned through a professional development course a qualification which allowed me to administer and interpret the StrengthsFinder.
- Assisted in the development of the VSCC Enrollment Management Plan.
- Co-authored the VSCC Retention Plan in conjunction with the Office of Institutional Research.
- Secured a retention consultant to conduct a retention assessment for the entire campus.

Director of Counseling and Testing (February 2003- August 2005)

As the Director of Counseling and Testing I was responsible for the daily operations of the Testing Center and overseeing counseling protocols and mental health referral procedures in cooperation with counseling staff. I conducted personal, academic and career counseling sessions with students and community members on an as needed basis. The management of the departmental budget accounts was also a primary responsibility as well as supervising three professional staff positions, one full-time clerical support staff, and thirty part-time temporary testing staff. I developed and conducted all training for part-time temporary testing staff. I worked with Information Technology, Off-Campus Services and part-time testing staff to ensure testing services were provided at the Livingston and McGavock Degree Centers as well as other off-campus sites. Additionally, I was the GED Chief Examiner for the GED Testing program. I also assisted the Vice President for Student Services with the institutional effectiveness processes for the Division of Student Services and served on the Volunteer State Executive Council.

Major Accomplishments

- Expanded the number of computers to approximately fifty and acquired new testing software for the Testing Center in reading placement, Test of Adult Basic Education (TABE) and various other tests through working with Information Technology Services.
- Assisted in the transition of utilizing new placement instruments for remedial/developmental courses.
- Assisted in the transition of utilizing computerized CLEP testing.

Director of Testing and Orientation (June 2002- February 2003)

As the Director of Testing and Orientation I managed the daily operations of the Testing Center through scheduling and training all part-time testing staff and organizing and cataloging testing materials. I was also the Chief Examiner for the GED Testing program. Additionally, I developed and conducted the College's orientation program in cooperation with academic divisions as well as other offices across campus. I also assisted the Associate Vice President for Student Services with budget management and the institutional effectiveness processes as well as

conducted personal, academic and career counseling sessions with students and community members. I also served on various college standing committees.

Major Accomplishments

- Expanded testing operations through the use of laptop computers at various off-campus sites.
- Led the transition to the latest version of the GED Math test which encompassed training of GED staff and securing testing materials and resources.

Assistant Director of Counseling and Testing (June 1998- June 2002)

As the Assistant Director of Counseling and Testing I assisted the Director with the daily operations of the department. I also assisted with departmental budget management and the strategic planning process along with the development of institutional effectiveness plans. Additionally, I was responsible for reporting on the institutional effectiveness plans for the department. I carried out special project assignments given by the Director and implemented a Call Center responsible for contacting all new students in which I supervised two part-time staff members. During my tenure as Assistant Director of Counseling and Testing I trained, supervised and scheduled twenty part-time professional counselors who conducted the student retention calling campaign aimed at student success and retention. I also conducted personal, academic and career counseling with students and community members and served on various college standing committees.

Major Accomplishments

- Approximate 10% difference in the retention rate of those students contacted in the retention calling campaign versus those students who were not contacted.
- Developed and implemented the Call Center responsible for contacting all new students.

Counselor/Coordinator of Orientation (July 1995- June 1998)

As the Counselor/Coordinator of Orientation I was responsible for developing the orientation curriculum and conducting orientation for new students. I worked with other Counselor/Coordinator positions to train and schedule them to conduct orientation sessions for new students. I performed academic, career and personal counseling duties on a regular basis and participated in other retention initiatives through personal and telephone contact with currently enrolled students. Also, I conducted academic advising sessions with new and currently enrolled students.

Major Accomplishments

- Began hosting the Volunteer State Annual Counselors' Luncheon for high school guidance counselors in the Volunteer State service region.
- Earned through a professional development course a qualification which allowed me to administer and interpret the Myers-Briggs Type Indicator and the Strong Interest Inventory.
- Developed and implemented *The Trailblazer* which was a series of mailings sent to new students each fall and spring semester to inform them of college procedures, study skills,

stress management techniques and other general information which assisted students with the transition to college and college success overall.

Counselor (March 1992- July 1995)

As a Counselor I was primarily responsible for contacting all new students as they applied to the College to inform them of advising, orientation and registration procedures and to answer any questions they may have concerning attending Volunteer State. To carry out the job responsibilities I had to have a firm working knowledge of College policies and procedures. I developed and conducted orientation for new students and scheduled part-time testing staff. Additionally, I assisted the Director of SOTEP (Student Orientation, Testing and Educational Planning) with placement testing issues and official registration testing services as well as screened new students for placement testing needs.

Major Accomplishments

- Revamped the orientation curriculum as well as how the program was delivered. Worked in conjunction with academic divisions as well as other support services to carry out the orientation program.
- Developed the process and procedures by which all new students were contacted.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Masters of Arts in Education: Emphasis in Community/Agency Counseling, Western Kentucky University, Bowling Green, KY
(December, 1991)

Bachelors of Business Administration: Emphasis in Marketing, Belmont College, Nashville, TN
(December, 1987)

Myers-Briggs Type Indicator and Strong Interest Inventory Qualification
(1997)

StrengthsFinder Qualification
(2008)

PROFESSIONAL PRESENTATIONS

"Student Conduct & Disciplinary Issues" – August 2010, New Faculty Orientation, Volunteer State Community College, Gallatin, TN

"Community/College Anti-Drug Strategic Plan" – March 2010, CADCAT Annual Board Meeting, Nashville, TN

"President's Picnic, Registration Rocks and Other New Student Initiatives" – February 2010, SACRAO, Chattanooga, TN

COLLEGE COMMITTEES

Admissions & Retention Committee (Ex-Officio)
Advising Task Force

Division of Student Services Budget Team
Executive Council
Institutional Effectiveness Committee (Chair)
Online Orientation Task Force

AWARDS

Volunteer State Community College Professional Staff Award (2004-2005)

Emily Carter



OBJECTIVE: A counseling position in higher education that will enable me to further develop my counseling skills and also to implement my marketing background.

EDUCATION: Volunteer State Community College
August 1983 - May 1985

Belmont College
Bachelor of Business Administration
Major: Marketing
December, 1987

Western Kentucky University
Master of Arts in Education
Major: Community/Agency Counseling
December, 1991

EXPERIENCE: 1/92 - pres. Volunteer State Community College
Developmental Studies Division
Counselor -- Counseled approximately
forty-five students. Developed
strategies to assist the students
when they experienced academic,
career and personal problems.

8/91 - pres. Volunteer State Community College
Student Financial Assistance --
Balanced large sums of Pell Grant
funds and also maintained records
of students who received all types
of financial assistance (i.e. Pell
Grant, scholarships, student loans).

5/91 - 8/91 Western Kentucky University
Student Financial Assistance
Verification Specialist -- Verified
federal income tax returns against
income information submitted on
federal financial aid forms.

12/89 - 8/90 Westmoreland Drug Store
Sales and Pharmacy Clerk -- Assisted
pharmacist in filling perscriptions,
kept drug records of customers and
also sold various types of merchandise.

- 1/87 - 4/87 Tennessee State Senate
Senate Page -- Carried out a research project for a particular senator. Pulled and filed bills and also exchanged bills between Senate and House of Representatives.
- 6/85 - 8/89 First American National Bank
Teller -- Balanced and maintained large sums of money and also sold various financial products.
*Note: From 6/85 to 8/87 worked full time only during summer months while attending college.
- 8/80 - 5/85 Carter True Value Hardware
Sales and Inventory Clerk -- Took annual inventory of merchandise and also sold all types of merchandise carried in different product lines.

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

I. Employee and Spouse/Dependent Information:

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Matthew E. Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: Tennessee Technological University

Banner Index #: E60046

Employee V# [REDACTED]
Employee's Dept. Student Services
Student ID # [REDACTED]
Age of Dependent 20
Quarter/Semester Spring '21

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature – Employee/Retiree/Spouse/Dependent of Deceased Employee

12/1/2020
Date

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 3/15/1992
Date of Retirement/Death n/a

Percent Full-Time 100

DocuSigned by:

Sheila Jessup
Approval Signature – Human Resources Representative

12/2/2020
Date

B. BUSINESS OFFICE

Fee Receipt _____
Date _____

Amount _____
Initials _____

Banner Account -110001 310090 62702-

200 ___ Instruction
300 ___ Public Service
350 ___ Academic Support
400 ___ Student Services
450 X Institutional Support
500 ___ Physical Plant

Jessup, Sheila

From: Jessup, Sheila
Sent: Wednesday, December 2, 2020 2:17 PM
To: Short, Emily
Subject: Spring 2021 Fee Discount
Attachments: Summary.pdf; Fee_Discount_Emily_Short.pdf

Please see attached summary that shows TTU viewed.



Sheila Jessup, MBA, PHR, SHRM-CP
Administrator of Human Resources
Office of Human Resources

Volunteer State Community College
1480 Nashville Pike | Gallatin, TN 37066
(615) 230-3591 | www.volstate.edu
sheila.jessup@volstate.edu



For the most up to date information regarding your benefits please click the following link:
<http://www.volstate.edu/HR/Benefits.php>
<http://www.tn.gov/partnersforhealth.html>

CONFIDENTIALITY NOTICE: *This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you*

Electronic Record and Signature Disclosure



Certificate Of Completion

Envelope Id: 44D6F62D8684441E9BE71D88C4CD43D3

Status: Completed

Subject: Dependent Discount Form Matthew Short

Source Envelope:

Document Pages: 1

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Judy McFadden

AutoNav: Enabled

1480 Nashville Pike

Envelope Stamping: Enabled

Gallatin, TN 37066

Time Zone: (UTC-06:00) Central Time (US & Canada)

Judith.McFadden@volstate.edu

IP Address: 50.220.43.210

Record Tracking

Status: Original

Holder: Judy McFadden

Location: DocuSign

12/1/2020 10:13:43 AM

Judith.McFadden@volstate.edu

Signer Events

Sheila Jessup

Sheila.jessup@volstate.edu

Volunteer State Community College

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:


70C274E38A5847F...

Signature Adoption: Pre-selected Style

Using IP Address: 50.220.43.210

Timestamp

Sent: 12/1/2020 10:19:29 AM

Viewed: 12/2/2020 12:13:53 PM

Signed: 12/2/2020 12:14:46 PM

Electronic Record and Signature Disclosure:

Accepted: 4/1/2020 2:43:38 PM

ID: 229cd054-3e81-4d8e-b426-f010a41bc4a3

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Tennessee Technological University

financialaid@ntech.edu

Security Level: Email, Account Authentication
(None)



Using IP Address: 149.149.167.178

Sent: 12/2/2020 12:14:47 PM

Viewed: 12/2/2020 1:23:01 PM

Electronic Record and Signature Disclosure:

Accepted: 5/5/2020 4:02:44 PM

ID: d2c142af-4442-4ce9-a472-f63392c2e241

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

12/1/2020 10:19:29 AM

Certified Delivered

Security Checked

12/2/2020 1:23:01 PM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	12/2/2020 12:14:46 PM
Completed	Security Checked	12/2/2020 1:23:02 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

I. Employee and Spouse/Dependent Information:

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Matthew E. Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: Tennessee Technological University

Banner Index #: E60046

S.S. [REDACTED]
Employee's Dept. Student Services
S. [REDACTED]
Age of Dependent 19
Quarter/Semester Summer 2020

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature - Employee/Retiree/Spouse/Dependent of Deceased Employee

4/16/2020
Date

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 3/15/1992
Date of Retirement/Death _____

Percent Full-Time 100

Sheila Jessup
Approval Signature - Human Resources Representative

4/16/2020
Date

B. BUSINESS OFFICE

Fee Receipt _____
Date _____

Amount _____
Initials _____

Banner Account - 110001 310090 62702-

200 ___ Instruction
300 ___ Public Service
350 ___ Academic Support

400 ___ Student Services
450 ☒ Institutional Support
500 ___ Physical Plant

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

I. Employee and Spouse/Dependent Information:

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Matthew E. Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: Tennessee Technological University

Banner Index #: E60046

S.S. [REDACTED]
Student Services
Employee's Dept. [REDACTED]
S.S. [REDACTED]
Age of Dependent 19
Quarter/Semester Summer 2020

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature - Employee/Retiree/Spouse/Dependent of Deceased Employee

4/16/2020
Date

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 3/15/1992
Date of Retirement/Death _____

Percent Full-Time 100

Sheila Jessup
Approval Signature - Human Resources Representative

4/16/2020
Date

B. BUSINESS OFFICE

Fee Receipt _____
Date _____

Amount _____
Initials _____

Banner Account -110001 310090 62702-

200 ___ Instruction	400 ___ Student Services
300 ___ Public Service	450 <input checked="" type="checkbox"/> Institutional Support
350 ___ Academic Support	500 ___ Physical Plant

Jessup, Sheila

From: Financial Aid <FinancialAid@tnitech.edu>
Sent: Thursday, April 16, 2020 3:06 PM
To: Jessup, Sheila
Cc: Morris, Tabatha
Subject: Fw: Fee Discount for Matthew Short
Attachments: Matthew Short Fee Waiver Summer 2020_Redacted.pdf

CAUTION: This email originated from outside of Vol State. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Sheila,
I have received and submitted Matthews discount form.
Have a great day!

Carmelita Avalos
Office of Financial Aid
Tennessee Tech University
Fax Documents to: 931 372-6309
Please include student name and student Id# on the forms

From: Jessup, Sheila <Sheila.Jessup@volstate.edu>
Sent: Thursday, April 16, 2020 2:57 PM
To: Financial Aid <FinancialAid@tnitech.edu>
Cc: Short, Emily <Emily.Short@volstate.edu>
Subject: Fee Discount for Matthew Short

External Email Warning

This email originated from outside the university. Please use caution when opening attachments, clicking links, or responding to requests.

Please see the attached Fee Discount for Matthew Short (TN Tech ID#T00305655). Please confirm that you have received and processed.

Thanks,



Sheila Jessup, MBA, PHR, SHRM-CP
Administrator of Human Resources
Office of Human Resources

Volunteer State Community College
1480 Nashville Pike | Gallatin, TN 37066
(615) 230-3591 | www.volstate.edu
sheila.jessup@volstate.edu



For the most up to date information regarding your benefits please click the following link:
<http://www.volstate.edu/HR/Benefits.php>
<http://www.tn.gov/partnersforhealth.html>

Jessup, Sheila

From: Jessup, Sheila
Sent: Thursday, April 16, 2020 2:58 PM
To: financialaid@tntech.edu
Cc: Short, Emily
Subject: Fee Discount for Matthew Short
Attachments: Matthew Short Fee Waiver Summer 2020_Redacted.pdf

Please see the attached Fee Discount for Matthew Short (TN Tech ID [REDACTED]). Please confirm that you have received and processed.
Thanks,



Sheila Jessup, MBA, PHR, SHRM-CP
Administrator of Human Resources
Office of Human Resources

Volunteer State Community College
1480 Nashville Pike | Gallatin, TN 37066
(615) 230-3591 | www.volstate.edu
sheila.jessup@volstate.edu



For the most up to date information regarding your benefits please click the following link:
<http://www.volstate.edu/HR/Benefits.php>
<http://www.tn.gov/partnersforhealth.html>

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

Banner Index #: E60046

I. Employee and Spouse/Dependent Information:

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Matthew E. Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: Tennessee Technological University

Employee V# [REDACTED]
Employee's Dept. Student Services
Student ID # [REDACTED]
Age of Dependent 19
Quarter/Semester Fall 2020

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature – Employee/Retiree/Spouse/Dependent of Deceased Employee

7/21/2020
Date

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 3/15/92 Percent Full-Time 100
Date of Retirement/Death _____
DocuSigned by: Sheila Jessup 7/23/2020
Approval Signature – Human Resources Representative _____ Date

B. BUSINESS OFFICE

Fee Receipt _____ Amount _____
Date _____ Initials _____

Banner Account -110001 310090 62702-

200 ___ Instruction 400 ___ Student Services
300 ___ Public Service 450 X Institutional Support
350 ___ Academic Support 500 ___ Physical Plant

Electronic Record and Signature Disclosure



Certificate Of Completion

Envelope Id: 17FCC0D5017F4604B7094242D6A2795D

Status: Completed

Subject: Fee Discount: M. Short for fall 2020

Source Envelope:

Document Pages: 1

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Aimee Birdwell

AutoNav: Enabled

1480 Nashville Pike

Envelopeld Stamping: Enabled

Gallatin, TN 37066

Time Zone: (UTC-06:00) Central Time (US & Canada)

aimee.birdwell@volstate.edu

IP Address: 50.220.43.210

Record Tracking

Status: Original

Holder: Aimee Birdwell

Location: DocuSign

7/23/2020 9:06:57 AM

aimee.birdwell@volstate.edu

Signer Events

Sheila Jessup

Sheila.jessup@volstate.edu

Volunteer State Community College

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:


70C274E38A5847F...

Signature Adoption: Pre-selected Style

Using IP Address: 50.220.43.210

Timestamp

Sent: 7/23/2020 9:08:36 AM

Viewed: 7/23/2020 9:30:53 AM

Signed: 7/23/2020 9:32:29 AM

Electronic Record and Signature Disclosure:

Accepted: 4/1/2020 2:43:38 PM

ID: 229cd054-3e81-4d8e-b426-f010a41bc4a3

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

TTU

financialaid@ntech.edu

Security Level: Email, Account Authentication
(None)

VIEWED

Using IP Address: 149.149.167.181

Sent: 7/23/2020 9:32:30 AM

Viewed: 7/23/2020 10:07:00 AM

Electronic Record and Signature Disclosure:

Accepted: 5/5/2020 4:02:44 PM

ID: d2c142af-4442-4ce9-a472-f63392c2e241

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

7/23/2020 9:32:30 AM

Certified Delivered

Security Checked

7/23/2020 10:07:01 AM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	7/23/2020 10:07:01 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

Jessup, Sheila

From: Short, Emily
Sent: Monday, July 20, 2020 6:52 PM
To: Jessup, Sheila
Subject: Matthew Short Fee Waiver - TTU
Attachments: Matthew Short Fee Waiver Fall 2020.pdf

Sheila,

Attached is Matthew's fee waiver for Fall 2020 at Tennessee Tech. Let me know if you need anything else.

Thanks,



Emily C. Short, EdD
Vice President
Division of Student Services

Volunteer State Community College
1480 Nashville Pike | Gallatin, TN 37066
(615) 230-3440 | www.volstate.edu
emily.short@volstate.edu



**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

I. Employee and Spouse/Dependent Information:

Banner Index #: EL00044

Employee Name Emily C. Short

S.S. _____

Employee's Institution Volunteer State Community College

Employee's Dept. Student Services

Spouse/Dependent Name Matthew Short

S.S. _____

Relationship ☐ Spouse ☒ Dependent

Age of Dependent 19

Institution to be attended: Tennessee Technological University

Quarter/Semester Spring '20

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short

Signature - Employee/Retiree/Spouse/Dependent of Deceased Employee

Date 12/9/19

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 03/15/92

Percent Full-Time 100%

Date of Retirement/Death _____

Shirley Jessup
Approval Signature - Human Resources Representative

12/10/19

Date

B. BUSINESS OFFICE

Fee Receipt _____

Amount _____

Date _____

Initials _____

Banner Account -110001 310090 62702-

200 ___ Instruction
300 ___ Public Service
350 ___ Academic Support

400 ___ Student Services
450 ☒ Institutional Support
500 ___ Physical Plant

Jessup, Sheila

From: Jessup, Sheila
Sent: Tuesday, December 10, 2019 9:19 AM
To: financialaid@tnitech.edu
Cc: Short, Emily
Subject: Spring 2020 Fee Discount - Matthew Short
Attachments: 20191210085256088.pdf

Please see the attached approved Spring 2020 Fee Discount form for Matthew Short (REDACTED).

Thank you,

Sheila Jessup, MBA, PHR, SHRM-CP
Administrator of Human Resources
Office of Human Resources

Volunteer State Community College
1480 Nashville Pike | Gallatin, TN 37066
(615) 230-3591 | www.volstate.edu
sheila.jessup@volstate.edu

For the most up to date information regarding your benefits please click the following link:

<http://www.volstate.edu/HR/Benefits.php>

<http://www.tn.gov/partnersforhealth.html>

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you

Jessup, Sheila

From: Financial Aid <FinancialAid@tnitech.edu>
Sent: Tuesday, December 10, 2019 10:14 AM
To: Jessup, Sheila
Subject: RE: Spring 2020 Fee Discount - Matthew Short

Thanks Emily,
Matthews discount form has been submitted, and will be posted in order received.
Have a great day!

Carmelita Avalos
Office of Financial Aid
805 Quadrangle
Jere Whitson Building Room 301
Cookeville TN 38505
Phone: 931.372.3073
Fax: 931.372.6309

-----Original Message-----

From: Jessup, Sheila <Sheila.Jessup@volstate.edu>
Sent: Tuesday, December 10, 2019 9:19 AM
To: Financial Aid <FinancialAid@tnitech.edu>
Cc: Short, Emily <Emily.Short@volstate.edu>
Subject: Spring 2020 Fee Discount - Matthew Short

External Email Warning

This email originated from outside the university. Please use caution when opening attachments, clicking links, or responding to requests.

Please see the attached approved Spring 2020 Fee Discount form for Matthew Short (T00305655).

Thank you,

Sheila Jessup, MBA, PHR, SHRM-CP
Administrator of Human Resources
Office of Human Resources

Volunteer State Community College
1480 Nashville Pike | Gallatin, TN 37066
(615) 230-3591 | www.volstate.edu
sheila.jessup@volstate.edu

For the most up to date information regarding your benefits please click the following link:
<http://www.volstate.edu/HR/Benefits.php>

•
<http://www.tn.gov/partnersforhealth.html>

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you

RECEIVED
JUL 15 2019
OFFICE OF HUMAN RESOURCES

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

I. Employee and Spouse/Dependent Information:

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Matthew Evan Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: Tennessee Technological University

Banner Index #: EL60046

S.S. [REDACTED]
Employee's Dept. Student Services
S.S. [REDACTED]
Age of Dependent 19
Quarter/Semester Fall 2019

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature – Employee/Retiree/Spouse/Dependent of Deceased Employee

7/10/19
Date

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 3/15/92

Percent Full-Time 100%

Date of Retirement/Death _____

Sheila [Signature]
Approval Signature – Human Resources Representative

7/17/19
Date

B. BUSINESS OFFICE

Fee Receipt _____

Amount _____

Date _____

Initials _____

Banner Account -110001 310090 62702-

200 ___ Instruction
300 ___ Public Service
350 ___ Academic Support

400 ☒ Student Services
450 ___ Institutional Support
500 ___ Physical Plant

* * * Communication Result Report (Jul. 17. 2019 10:35AM) * * *

1)
2)

Date/Time: Jul. 17. 2019 10:28AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1471	Memory TX	ttu	P. 2	OK	

Reason for error

E. 1) Hang up or line fail
 E. 3) No answer
 E. 5) Exceeded max. E-mail size

E. 2) Busy
 E. 4) No facsimile connection
 E. 6) Destination does not support IP-Fax



Office of Human Resources

1480 Nashville Pike
 Gallatin, TN 37056-3188
 Phone: 615-230-3532
 Fax: 615-230-3314

Fax

To:	Tennessee Tech University	From:	Shella Jessup
Fax:	931-372-6309 - Financial Aid	Pages:	2
Phone:		Date:	7/17/2019
Re:	2019 Fall Fee Discount - Matthew Evan Short	cc:	
<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> For Review <input type="checkbox"/> Please Comment <input type="checkbox"/> Please Reply <input type="checkbox"/> Please Recycle <input type="checkbox"/> Per Your REQUEST			

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that you should not disseminate, copy, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this electronic message.



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To: Tennessee Tech University

From: Sheila Jessup

Fax: 931-372-6309 – Financial Aid

Pages: 2
(including cover sheet)

Phone:

Date: 7/17/2019

Re: 2019 Fall Fee Discount –
Matthew Evan Short

cc:

☐ Urgent

☒ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

☐ Per Your REQUEST

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this erroneous receipt.

RECEIVED
NOV 29 7/11/18
OFFICE OF HUMAN RESOURCES

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

Banner Index #: EL60046

I. Employee and Spouse/Dependent Information:

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Michaela Elayne Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: University of TN - Martin

S.S. [REDACTED]
Employee's Dept. Student Services
S.S. [REDACTED]
Age of Dependent 22
Quarter/Semester Spring 2019

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature – Employee/Retiree/Spouse/Dependent of Deceased Employee

11/28/18
Date

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 3/15/92
Date of Retirement/Death _____
Michaela Jessup
Approval Signature – Human Resources Representative

Percent Full-Time 100%
11/29/18
Date

B. BUSINESS OFFICE

Fee Receipt _____
Date _____

Amount _____
Initials _____

Banner Account -110001 310090 62702-

200 _____ Instruction
300 _____ Public Service
350 _____ Academic Support

400 _____ Student Services
450 ☒ Institutional Support
500 _____ Physical Plant

* * * Communication Result Report (Nov. 29. 2018 3:07PM) * * *

1)
2)

Date/Time: Nov. 29. 2018 2:53PM

File	No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1252 Memory TX			ut martin	P. 2	OK	

Reason for error

E. 1) Hang up or line fail
 E. 3) No answer
 E. 5) Exceeded max. E-mail size

E. 2) Busy
 E. 4) No facsimile connection
 E. 6) Destination does not support IP-Fax



Office of Human Resources

1480 Nashville Pike
 Gallatin, TN 37066-3188
 Phone: 615-230-3592
 Fax: 615-230-3314

Fax

To:	UT @ Martin	From:	Sheila Joseap
	Marsha Mitchell Business Affairs		
Fax:	731-884-7913	Pages:	2
		(including cover sheet)	
Phone:		Date:	11/29/2018
Fax:	Spring 2019 Fee Discount -	cc:	
	Michaela Elaine Short		
<input type="checkbox"/> Urgent	<input checked="" type="checkbox"/> For Review	<input type="checkbox"/> Please Comment	
<input type="checkbox"/> Please Reply	<input type="checkbox"/> Please Recycle	<input type="checkbox"/> Per Your REQUEST	

This transmission, regardless of medium, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or are not authorized to receive this information, you are hereby notified that you, and not the sender, are responsible for any disclosure, copying or distribution, in part or in whole, of this information. Please notify the sender immediately and delete this transmission from your system.



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To:

UT @ Martin

From:

Sheila Jessup

Marsha Mitchell/ Business Affairs

Fax:

731-881-7813

Pages:

(including
cover sheet)

2

Phone:

Date:

11/29/2018

Re:

Spring 2019 Fee Discount –

cc:

Michaela Elayne Short

☐ Urgent

☒ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

☐ Per Your REQUEST

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this erroneous receipt.

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

RECEIVED

JUL 23 2018

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

Banner Index #: E60046

I. Employee and Spouse/Dependent Information:

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Michaela Elayne Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: University of Tennessee at Martin

S.S. [REDACTED]
Employee's Dept. Student Services
S.S. [REDACTED]
Age of Dependent 22
Quarter/Semester Fall 2018

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature - Employee/Retiree/Spouse/Dependent of Deceased Employee

7/23/18
Date

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 3/15/92
Date of Retirement/Death _____
Michaela Elayne Short
Approval Signature - Human Resources Representative

Percent Full-Time 100%
7/23/18
Date

B. BUSINESS OFFICE

Fee Receipt _____
Date _____

Amount _____
Initials _____

Banner Account -110001 310090 62702-

200 _____ Instruction
300 _____ Public Service
350 _____ Academic Support

400 ☒ Student Services
450 ☒ Institutional Support
500 _____ Physical Plant

* * * Communication Result Report (Jul. 23. 2018 3:20PM) * * *

1)
2)

Date/Time: Jul. 23. 2018 3:18PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1132	Memory TX	ut martin	P. 2	OK	

Reason for error

E. 1) Hang up or line fail
 E. 3) No answer
 E. 5) Exceeded max. E-mail size

E. 2) Busy
 E. 4) No facsimile connection
 E. 6) Destination does not support IP-Fax



Office of Human Resources

1480 Nashville Pike
 Gallatin, TN 37066-3188
 Phone: 615-230-3592
 Fax: 615-230-3314

Fax

To:	UT @ Martin	From:	Sheila Jessup
	Marsha Mitchell/ Business Affairs		
Fax:	731-581-7813	Pages:	2
		(including cover sheet)	
Phone:		Date:	7/23/18
Re:	Fall 2018 Fee Discount -	cc:	
	Michelle Elsyna Short		
<input checked="" type="checkbox"/> Urgent <input type="checkbox"/> For Review <input type="checkbox"/> Please Comment			
<input type="checkbox"/> Please Reply <input type="checkbox"/> Please Recycle <input type="checkbox"/> Per Your REQUEST			

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, review, or distribution is prohibited. Please destroy any and all copies immediately and notify the sender of this electronic message.



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To:

UT @ Martin

From:

Sheila Jessup

Marsha Mitchell/ Business Affairs

Fax:

731-881-7813

Pages:

(including
cover sheet)

2

Phone:

Date:

7/23/18

Re:

Fall 2018 Fee Discount –

cc:

Michaela Elayne Short

☒ Urgent

☐ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

☐ Per Your REQUEST

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this erroneous receipt.

VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF
REQUEST FOR FEE DISCOUNT FOR SPOUSE

This is to request approval for a fee discount for undergraduate course in accordance with the Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information for the fee discount is to be provided. (Employee refers to current employee, retiree, or former employee). This form to the Office of Human Resources for processing prior to registration. The original and one copy of this form must be presented by the spouse or dependent child at the campus where enrolled.

I. Employee and Spouse/Dependent Information:

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Michaela E. Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: University of Tennessee - Martin

Age of Dependent 21
Quarter/Semester Summer 2017

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature - Employee/Retiree/Spouse/Dependent of Deceased Employee

4/18/17
Date

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 3/15/92
Date of Retirement/Death _____
Michaela E. Short
Approval Signature - Human Resources Representative

Percent Full-Time 100%
4/20/17
Date

B. BUSINESS OFFICE

Fee Receipt _____
Date _____

Amount _____
Initials _____

Banner Account -110001 310090 62702-

200 ___ Instruction
300 ___ Public Service
350 ___ Academic Support

400 ☒ Student Services
450 ___ Institutional Support
500 ___ Physical Plant

* * * Communication Result Report (Apr. 20. 2017 2:27PM) * * *

1)
2)

Date/Time: Apr. 20. 2017 2:24PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
0585 Memory TX	ut martin	P. 2	OK	

Reason for error

E. 1) Hang up or line fail
E. 3) No answer
E. 5) Exceeded max. E-mail size

E. 2) Busy
E. 4) No facsimile connection
E. 6) Destination does not support IP-Fax



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To:	UT @ Martin	From:	Sheila Jessup
	Marsha Mitchell Business Affairs		
Fax:	731-681-7813	Pages (including cover sheet)	2
Phone:		Date:	4/20/17
Re:	Summer 2017 Fee Discount— Michaela E. Short	cc:	
<input checked="" type="checkbox"/> Urgent	<input type="checkbox"/> For Review	<input type="checkbox"/> Please Comment	
<input type="checkbox"/> Please Reply	<input type="checkbox"/> Please Recycle	<input type="checkbox"/> For Your REQUEST	

This document, regardless of media, may contain confidential information and may be subject to protection under the law. If you receive the intended recipient or an authorized agent for the intended recipient you are hereby notified that any use or disclosure to third parties, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this document.



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To:	UT @ Martin	From:	Sheila Jessup
	Marsha Mitchell/ Business Affairs		
Fax:	731-881-7813	Pages:	2
		(including cover sheet)	
Phone:		Date:	4/20/17
Re:	Summer 2017 Fee Discount –	cc:	
	Michaela E. Short		

☒ Urgent

☐ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

☐ Per Your REQUEST

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this erroneous receipt.

RECEIVED

DEC 06 2016

OFFICE OF HUMAN RESOURCES

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

Banner Index #: E50052**I. Employee and Spouse/Dependent Information:**

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Michaela Elayne Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: University of Tennessee - Martin

S.S. [REDACTED]
Employee's Dept. Student Services
S.S. [REDACTED]
Age of Dependent 20
Quarter/Semester Spring 2017

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature - Employee/Retiree/Spouse/Dependent of Deceased Employee

12/6/16
Date

III. Institution/School/Central Office Information:**A. HUMAN RESOURCES OFFICE**

Date of Regular Employment 3/15/92
Date of Retirement/Death _____

Percent Full-Time 100%

Sheila Jessup
Approval Signature - Human Resources Representative

12/6/16
Date

B. BUSINESS OFFICE

Fee Receipt _____
Date _____

Amount _____
Initials _____

Banner Account -110001 310090 62702-

200 ___ Instruction
300 ___ Public Service
350 ___ Academic Support

400 ☒ Student Services
450 ___ Institutional Support
500 ___ Physical Plant

* * * Communication Result Report (Dec. 7, 2016 11:25AM) * * *

1)
2)

Date/Time: Dec. 7, 2016 11:22AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
0463	Memory TX	ut martin	P. 2	OK	

Reason for error

E. 1) Hang up or line fail
E. 3) No answer
E. 5) Exceeded max. E-mail size

E. 2) Busy
E. 4) No facsimile connection
E. 6) Destination does not support IP-Fax



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3892
Fax: 615-230-3314

Fax

To:	UT @ Martin	From:	Sheila Jessup
	Maisha Mitchell Business Affairs		
Fax:	731-881-7813	Pages:	2
		(including cover sheet)	
Phone:		Date:	12/7/16
Re:	Spring 2017 Fee Discount -	cc:	
	Michaela E. Short		
<input checked="" type="checkbox"/> Urgent <input type="checkbox"/> For Review <input type="checkbox"/> Please Comment			
<input type="checkbox"/> Please Reply <input type="checkbox"/> Please Recycle <input type="checkbox"/> Per Your REQUEST			

This transmission, regardless of whether it contains confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that any review, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this document in writing.



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To:

UT @ Martin

From:

Sheila Jessup

Marsha Mitchell/ Business Affairs

Fax:

731-881-7813

Pages:
(including
cover sheet)

2

Phone:

Date:

12/7/16

Re:

Spring 2017 Fee Discount –

cc:

Michaela E. Short

☒ Urgent

☐ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

☐ Per Your REQUEST

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this erroneous receipt.



**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signer. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

Banner Index #: ES 0052

I. Employee and Spouse/Dependent Information:

Employee Name Emily C. Short

S.S. [REDACTED]

Employee's Institution Volunteer State Community College

Employee's Dept. Student Services

Spouse/Dependent Name Michaela E Short

S.S. [REDACTED]

Relationship ☐ Spouse ☒ Dependent

Age of Dependent 19

Institution to be attended: UT- Martin

Quarter/Semester Spring 2016

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature - Employee/Retiree/Spouse/Dependent of Deceased Employee

12/11/15
Date

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 3/15/92

Percent Full-Time 100%

Date of Retirement/Death _____

Debra Prange
Approval Signature - Human Resources Representative

12/11/15
Date

B. BUSINESS OFFICE

Fee Receipt _____

Amount _____

Date _____

Initials _____

Banner Account -110001 310090 62702-

200 _____ Instruction
300 _____ Public Service
350 _____ Academic Support

400 ☒ Student Services
450 _____ Institutional Support
500 _____ Physical Plant

* * * Communication Result Report (Dec. 11. 2015 3:53PM) * * *

1)
2)

Date/Time: Dec. 11. 2015 3:50PM

File	No. Mode	Destination	Pg(s)	Result	Page Not Sent
0062	Memory TX	ut martin	P. 2	OK	

Reason for error

E. 1) Hang up or line fail
E. 3) No answer
E. 5) Exceeded max. E-mail size

E. 2) Busy
E. 4) No facsimile connection
E. 6) Destination does not support IP-Fax



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3692
Fax: 615-230-3314

Fax

To:	UT @ Martin	From:	Sheila Jessup
	Marsha Mitchell/ Business Affairs		
Fax:	731-881-7813	Pages:	2
		(including cover sheet)	
Phone:		Date:	12/11/15
Re:	Spring 2016 Fee Discount---	cc:	
	Michaela E. Short		
<input checked="" type="checkbox"/> Urgent <input type="checkbox"/> For Review <input type="checkbox"/> Please Comment			
<input type="checkbox"/> Please Reply <input type="checkbox"/> Please Recycle <input type="checkbox"/> Per Your REQUEST			

This transmission, regardless of its content, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that any review, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this transmittal receipt.



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To:

UT @ Martin

From:

Sheila Jessup

Marsha Mitchell/ Business Affairs

Fax:

731-881-7813

Pages:
(including
cover sheet)

2

Phone:

Date:

12/11/15

Re:

Spring 2016 Fee Discount –

cc:

Michaela E. Short

☒ Urgent

☐ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

☐ Per Your REQUEST

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this erroneous receipt.

RECEIVED

APR 13 2016

OFFICE OF HUMAN RESOURCES

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

Banner Index #: E50053**I. Employee and Spouse/Dependent Information:**

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Michaela Elayne Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: Volunteer State Community College

S.S. [REDACTED]
Employee's Dept. Student Services
S.S. [REDACTED]
Age of Dependent 20
Quarter/Semester Summer 2016

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature – Employee/Retiree/Spouse/Dependent of Deceased Employee

4/13/16
Date

III. Institution/School/Central Office Information:**A. HUMAN RESOURCES OFFICE**Date of Regular Employment 3/15/92Percent Full-Time 100%

Date of Retirement/Death _____

Michaela Elayne Short
Approval Signature – Human Resources Representative

4/14/16
Date

B. BUSINESS OFFICE

Fee Receipt _____

Amount _____

Date _____

Initials _____

Banner Account -110001 310090 62702-

200 ___ Instruction
300 ___ Public Service
350 ___ Academic Support

400 ☒ Student Services
450 ___ Institutional Support
500 ___ Physical Plant

* * * Communication Result Report (Apr. 14, 2016 10:20AM) * * *

1)
2)

Date/Time: Apr. 14, 2016 10:19AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
0175 Memory TX	financial aid	P. 2	OK	

Reason for error
 E. 1) Hang up or line fail
 E. 3) No answer
 E. 5) Exceeded max. E-mail size

E. 2) Busy
 E. 4) No facsimile connection
 E. 6) Destination does not support IP-Fax

**Office of Human Resources**

1480 Nashville Pike
 Gallatin, TN 37066-3188
 Phone: 615-230-3592
 Fax: 615-230-3314

Fax

To:	VSCC Financial Aid	From:	Sheila Jeenup
Fax:	230-3487	Pages:	2
Phone:		Date:	
Re:	Summer 2016 Fee Discont- Michaela Elayne Short	cc:	
<input type="checkbox"/> Urgent	<input checked="" type="checkbox"/> For Review	<input type="checkbox"/> Please Comment	
<input type="checkbox"/> Please Reply	<input type="checkbox"/> Please Recycle	<input type="checkbox"/> Put Your REQUEST	

This transmission, regardless of whether it contains confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, disclosure or distribution of this message is prohibited. Please destroy any use of this message immediately and notify the sender of this message receipt.



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To: VSCC Financial Aid

From: Sheila Jessup

Fax: 230-3487

Pages: 2
(including cover sheet)

Phone:

Date:

Re: Summer 2016 Fee Discount-

cc:

Michaela Elayne Short

☐ Urgent

☒ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

☐ Per Your REQUEST

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this erroneous receipt.

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

I. Employee and Spouse/Dependent Information:

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Michaela Elayne Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: UT-Martin

Banner Index #: E5005
S.S. [REDACTED]
Employee's Dept. Student Services
S.S. [REDACTED]
Age of Dependent 20
Quarter/Semester Fall 2016

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature - Employee/Retiree/Spouse/Dependent of Deceased Employee

7/25/16
Date

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 3/15/92
Date of Retirement/Death _____
Sheila J. [REDACTED]
Approval Signature - Human Resources Representative

Percent Full-Time 100%
7/25/16
Date

B. BUSINESS OFFICE

Fee Receipt _____
Date _____

Amount _____
Initials _____

Banner Account -110001 310090 62702-

200 ___ Instruction
300 ___ Public Service
350 ___ Academic Support

400 ☒ Student Services
450 ___ Institutional Support
500 ___ Physical Plant

* * * Communication Result Report (Jul. 25. 2016 5:44PM) * * *

1)
2)

Date/Time: Jul. 25. 2016 5:43PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
0321	Memory TX	ut martin	P. 2	OK	

Reason for error

E. 1) Hang up or line fail
 E. 3) No answer
 E. 5) Exceeded max. E-mail size

E. 2) Busy
 E. 4) No facsimile connection
 E. 6) Destination does not support IP-Fax



Office of Human Resources

1480 Nashville Pike
 Gallatin, TN 37066-3188
 Phone: 615-230-3592
 Fax: 615-230-3314

Fax

To:	UT @ Martin	From:	Sheila Jessup
	Marsha Mitchell/ Business Affairs		
Fax:	734-881-7813	Pages:	2
		(including cover sheet)	
Phone:		Date:	7/25/16
Re:	Fall 2016 Fee Discount--	cc:	
	Michaela E. Short		
<input checked="" type="checkbox"/> Urgent <input type="checkbox"/> For Review <input type="checkbox"/> Please Comment			
<input type="checkbox"/> Please Reply <input type="checkbox"/> Please Recycle <input type="checkbox"/> Per Your REQUEST			

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited. Please destroy any and all copies immediately and notify the sender of this transmittal receipt.



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To:

UT @ Martin

From:

Sheila Jessup

Marsha Mitchell/ Business Affairs

Fax:

731-881-7813

Pages:

(including
cover sheet)

2

Phone:

Date:

7/25/16

Re:

Fall 2016 Fee Discount –

cc:

Michaela E. Short

☒ Urgent

☐ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

☐ Per Your REQUEST

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this erroneous receipt.

RECEIVED

JUL 24 2015

OFFICE OF HUMAN RESOURCES

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

Banner Index #: ES0052**I. Employee and Spouse/Dependent Information:**

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Michaela E. Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: UT-Martin

S.S. [REDACTED]
Employee's Dept. Student Services
S.S. [REDACTED]
Age of Dependent 19
Quarter/Semester Fall 2015

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature – Employee/Retiree/Spouse/Dependent of Deceased Employee

7/24/15
Date

III. Institution/School/Central Office Information:**A. HUMAN RESOURCES OFFICE**Date of Regular Employment 3/15/92Percent Full-Time 100%

Date of Retirement/Death _____

[Signature]
Approval Signature – Human Resources Representative

7/28/15
Date

B. BUSINESS OFFICE

Fee Receipt _____

Amount _____

Date _____

Initials _____

Banner Account -110001 310090 62702-

200 ___ Instruction
300 ___ Public Service
350 ___ Academic Support

400 ☒ Student Services
450 ___ Institutional Support
500 ___ Physical Plant

* * * Communication Result Report (Jul. 28. 2015 12:41PM) * * *

1}

Date/Time: Jul. 28. 2015 12:39PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1176	Memory TX	ut martin	P. 2	OK	

Reason for error

E. 1) Hang up or line fail
 E. 3) No answer
 E. 5) Exceeded max. E-mail size

E. 2) Busy
 E. 4) No facsimile connection
 E. 6) Destination does not support IP-Fax



Office of Human Resources

1480 Nashville Pike
 Gallatin, TN 37066-3188
 Phone: 615-230-3592
 Fax: 615-230-3314

Fax

To:	UT @ Martin Marsha Mitchell/ Business Affairs	From:	Shelia Jessup
Fax:	731-881-7813	Pages: (including coversheet)	2
Phone:		Date:	7/28/15
Re:	Fall 2015 Fee Discount-- Michaela E. Short	cc:	

<input checked="" type="checkbox"/> Urgent	<input type="checkbox"/> For Review	<input type="checkbox"/> Please Comment
<input type="checkbox"/> Please Reply	<input type="checkbox"/> Please Recycle	<input type="checkbox"/> Per Your REQUEST

This transmission, regardless of modality, may contain confidential information and may be subject to penalties under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that any use, such as but not limited to disclosure, copying or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this electronic receipt.



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To:

UT @ Martin

From:

Sheila Jessup

Marsha Mitchell/ Business Affairs

Fax:

731-881-7813

Pages:

(including
cover sheet)

2

Phone:

Date:

7/28/15

Re:

Fall 2015 Fee Discount –

cc:

Michaela E. Short

☒ Urgent

☐ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

☐ Per Your REQUEST

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this erroneous receipt.

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

Banner Index #: ES 0052

I. Employee and Spouse/Dependent Information:

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Michaela E. Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: Volunteer State Community College

S.S. [REDACTED]
Student Services
Employee's Dept. [REDACTED]
S.S. [REDACTED]
Age of Dependent 19
Quarter/Semester Summer '15

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature – Employee/Retiree/Spouse/Dependent of Deceased Employee

4/14/15
Date

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 3/15/92
Date of Retirement/Death _____
Sheila Jessup
Approval Signature – Human Resources Representative

Percent Full-Time 100%
4/14/15
Date

B. BUSINESS OFFICE

Fee Receipt _____
Date _____

Amount _____
Initials _____

Banner Account -110001 310090 62702-

200 ___ Instruction
300 ___ Public Service
350 ___ Academic Support
400 ☒ Student Services
450 ___ Institutional Support
500 ___ Physical Plant



* * * Communication Result Report (Apr. 14. 2015 10:04AM) * * *

1}
2}

Date/Time: Apr. 14. 2015 10:03AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1020 Memory TX	financial aid	P. 2	OK	

Reason for error

E. 1) Hang up or line fail
E. 3) No answer
E. 5) Exceeded max. E-mail size

E. 2) Busy
E. 4) No facsimile connection
E. 6) Destination does not support IP-Fax



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To:	VSCC Financial Aid	From:	Shella Jessup
Fax:	230-3487	Pages (including cover sheet):	2
Phone:		Date:	4/14/15
Re:	Summer 2015 Fee Discount-- Michaela F. Short	cc:	
<input type="checkbox"/> Urgent	<input checked="" type="checkbox"/> For Review	<input type="checkbox"/> Please Comment	
<input type="checkbox"/> Please Reply	<input type="checkbox"/> Please Recycle	<input type="checkbox"/> Per Your REQUEST	

This transmission, regardless of whether it contains confidential information and may be subject to protection under the law. If you are not the intended recipient, or have received this in the interest of originality, you are hereby notified that you are not authorized to disclose, copy, or disseminate, as prohibited. Please destroy any and all copies immediately and notify the sender of this e-mailed message.



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To: VSCC Financial Aid

From: Sheila Jessup

Fax: 230-3487

Pages: 2
(including cover sheet)

Phone:

Date: 4/14/15

Re: Summer 2015 Fee Discount –
Michaela E. Short

cc:

☐ Urgent

☒ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

☐ Per Your REQUEST

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this erroneous receipt.

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

Banner Index #: ES0052

I. Employee and Spouse/Dependent Information:

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Michaela Elayne Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: University of Tennessee - Martin

S.S. [REDACTED]
Employee's Dept Student Services
S.S. [REDACTED]
Age of Dependent 18
Quarter/Semester Spring 2015

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature - Employee/Retiree/Spouse/Dependent of Deceased Employee

11/10/14
Date

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 3/15/92
Date of Retirement/Death _____
Shirley Jessup
Approval Signature Human Resources Representative

Percent Full-Time 100%
11/13/14
Date

B. BUSINESS OFFICE

Fee Receipt _____
Date _____

Amount _____
Initials _____

Banner Account -110001 310090 62702-

200 ___ Instruction
300 ___ Public Service
350 ___ Academic Support

400 ☒ Student Services
450 ___ Institutional Support
500 ___ Physical Plant

The purpose of this policy is to establish the provisions for such fee discounts up to 50% of the undergraduate fee for spouse and dependent children of regular full-time and regular part-time employees and to encourage such qualified students to attend the area vocational-technical schools, TBR, and UT Institutions.

A. ELIGIBILITY: The following groups will be eligible under this program:

1. Regular full-time employees are eligible for a student fee discount for their spouse and dependent children who have been admitted to any of the institutions in the TBR or UT system as undergraduate students through standard admission procedures. Spouse and dependent children of regular part-time employees who have one or more years of continuous service within either system working a minimum of fifty percent (50%) time shall receive a pro rata discount based on the percent of effort currently worked by the employee.
2. Spouse of employees having 10 or more years of continuous full-time service within the TBR system immediately preceding retirement or death are eligible for the fee discount for 5 years from the date of death or retirement of the employee whichever shall occur first. Dependent children of such employees are eligible for the fee discount through age 26.
3. Spouse and dependent children of employees having less than 10 years of full-time continuous service within the TBR system immediately preceding retirement or death are eligible for the fee discount for 2 years from the date of death or retirement of the employee whichever shall occur first.
4. Spouse and dependent children of employees who had 10 or more years of regular continuous part-time service immediately preceding retirement or death are eligible for the fee discount on a pro rata basis for 2 years from the date of death or retirement of the employee. The pro rata discount will be based on the percent of effort worked by the employee at the time of retirement or death.
5. However, in accordance with TCA § 8-50-115, dependents under age 24 at the end of the two-year period become eligible for a 25% discount if the parent: (1) died while employed full-time (effective May 31, 1997), or (2) was killed on the job or in the line of duty while a full-time employee.
6. Spouse and dependent children must be admitted in the TBR or UT Institution or TBR Technology Center through standard admission procedures.
7. For the purpose of this policy, dependent children shall be defined as:
 - a. Employee's natural children 26 years of age or under
 - b. Employee's stepchildren, provided such children are 26 years of age or under and living with the employee in a parent/child relationship
 - c. Employee's legally adopted children who are 26 years of age or under; or
 - d. Any other individuals who are 26 years of age or under and living in a parent/child relationship with the employee, such as children of deceased parents who are being raised by a grandparent who is a TBR system employee.
8. The status of the employee on the first day of classes for each term shall be used to determine eligibility and the amount of the student fee discount for spouse and/or dependent children. A change in employee status after the first day of classes shall not affect eligibility for the fee discount for that term.
9. For employees who meet eligibility requirements after the first day of classes, the discount shall be available at the beginning of subsequent term.
10. Each institution/school/Central Office shall be responsible for certifying employee eligibility for fee discount under this policy.
11. Employees who are on leave of absences with pay will retain eligibility under this policy; the employee's percent of effort immediately prior to the leave of absence shall determine the amount of the student fee discount.
12. Employees who are on leave of absence without pay are not eligible under this policy unless the leave of absence (a) is due to an on-the-job injury, (b) complies with the provisions of the Family and Medical Leave Act of 1993, or (c) is approved by the institution/school/Central Office to permit the employee to engage in teaching or other job-related activities intended to increase their efficiency as employees.
13. If a regular employee qualifies under this policy as an employee's spouse or dependent child, the fee waiver and staff development provisions for employees shall take precedence.
14. Employees are responsible for notifying the Office of Human Resources of any changes in eligibility.

B. FEE PAID/TYPER COURSE PAID/NUMBER OF HOURS

1. This program is applicable to undergraduate courses at TBR and UT Institutions up to and including full-time study.
2. Correspondence or non-credit courses are not eligible, except at the Area Vocational-Technical Schools. If the spouse or dependent child is receiving Title IV Financial Aid, the employee must notify the Financial Aid Office.
3. Auditing a course is allowed if the course is a credit course.

C. PAYBACK PROVISIONS: Payback provisions do not exist.

D. WHEN THE PARTICIPANT MAY ATTEND: Does not apply.

E. ACCOUNTING/BUDGETING PROVISIONS

1. Discounts of 50% of the undergraduate maintenance fee are available for dependents of full-time employees; discounts for dependent children and spouse of eligible part-time employees are prorated based on percentage of time worked.
2. Discount shall not be applicable to other fees, i.e. application for admission, lab fees, special course fees, etc. The amount of the discount shall be rounded to the nearest whole dollar.
3. The request needs to be submitted two weeks prior to enrollment on TBR Request for Fee Discount for Spouse and/or Dependent form.
4. The Institution/school/Central Office where the person is an employee shall account for the chargeback as an employee benefit to indicate the employer (Institution/school/Central Office) is paying the cost for the benefit of the employee. The charged Institution/school/Central Office shall remit the tuition fee to the Institution providing instruction as maintenance income.

F. WHERE THE PARTICIPANT MAY ATTEND

1. Spouse and dependent children may enroll in undergraduate courses in either the TBR or the UT System.



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To:

UT @ Martin

From:

Sheila Jessup

Marsha Mitchell/ Business Affairs

Fax:

731-881-7813

Pages:

3

(including
cover sheet)

Phone:

Date:

11/13/14

Re:

Spring 2015 Fee Discount –

cc:

Michaela Elayne Short

☒ Urgent

☐ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

☐ Per Your REQUEST

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this erroneous receipt.

* * * Communication Result Report (Nov. 13. 2014 4:06PM) * * *

1}

Date/Time: Nov. 13. 2014 4:04PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
0858 Memory TX	ut martin	P. 3	OK	

Reason for error

E. 1) Hang up or line fail
E. 3) No answer
E. 5) Exceeded max. E-mail size

E. 2) Busy
E. 4) No facsimile connection
E. 6) Destination does not support IP-Fax



Office of Human Resources

1400 Nashville Pike
Gallatin, TN 37066-3168
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To:	UT @ Martin	From:	Shells Jessup
	Marsha Mitchell/ Business Affairs		
Fax:	731-581-7613	Pages:	3
		(including cover sheet)	
Phone:		Date:	11/13/14
Re:	Spring 2016 Fee Discount -	cc:	
	Michelle Elaine Short		
<input checked="" type="checkbox"/> Urgent <input type="checkbox"/> For Review <input type="checkbox"/> Please Comment			
<input type="checkbox"/> Please Reply <input type="checkbox"/> Please Recycle <input type="checkbox"/> Per Your REQUEST			

This transmission, regardless of whether it contains confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, disclosure, or distribution is prohibited. Please destroy any and all copies immediately and notify the sender of this electronic message.

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signee. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

I. Employee and Spouse/Dependent Information:

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Michaela Elayne Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: University of Tennessee-Martin

Banner Index #: ES0052
S.S. [REDACTED]
Employee's Dept Student Services
S.S. [REDACTED]
Age of Dependent 18
Quarter/Semester Fall 2014

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature – Employee/Retiree/Spouse/Dependent of Deceased Employee

5/22/14
Date

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 3/15/92
Date of Retirement/Death _____
Heidi J. [Signature]
Approval Signature – Human Resources Representative

Percent Full-Time 100%
5/28/14
Date

B. BUSINESS OFFICE

Fee Receipt _____
Date _____

Amount _____
Initials _____

Banner Account -110001 310090 62702-

200 ___ Instruction
300 ___ Public Service
350 ___ Academic Support

400 ☒ Student Services
450 ___ Institutional Support
500 ___ Physical Plant





Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To:

UT @ Martin

From:

Sheila Jessup

Marsha Mitchell/ Business Affairs

Fax:

731-881-7813

Pages:

2

(including
cover sheet)

Phone:

Date:

5/28/14

Re:

Fee Discount –Michaela Elayne

cc:

Short

☒ Urgent

☐ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

☐ Per Your REQUEST

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this erroneous receipt.

* * * Communication Result Report (May. 28. 2014 10:42AM) * * *

13
23

Date/Time: May. 28. 2014 10:41AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
0634 Memory TX	ur martin	P. 2	OK	

Reason for error

M. 1) Hang up or line fail
M. 3) No answer
M. 5) Exceeded max. E-mail size

E. 2) Busy
E. 4) No facsimile connection
E. 6) Destination does not support IP-Fax



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37065-3188
Phone: 615-230-3582
Fax: 615-230-3314

Fax

To:	UT @ Martin Martha Mitchell Business Affairs	From:	Sheila Jettup
Fax:	731-881-7813	Pages: (including cover sheet)	2
Phone:		Date:	5/28/14
Re:	Fee Discount-Michasla Elayne	cc:	
Short			
<input checked="" type="checkbox"/> Urgent	<input type="checkbox"/> For Review	<input type="checkbox"/> Please Comment	
<input type="checkbox"/> Please Reply	<input type="checkbox"/> Please Recycle	<input type="checkbox"/> Per Your REQUEST	

This transmission, regardless of medium, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that any, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this destruction.

**VOLUNTEER STATE COMMUNITY COLLEGE
TENNESSEE BOARD OF REGENTS
REQUEST FOR FEE DISCOUNT FOR SPOUSE AND/OR DEPENDENT**

This is to request approval for a fee discount for undergraduate course in accordance with Tennessee Board of Regents Guideline P-131, Educational Assistance for Spouse and Dependent Children of Employees.

Instructions: Please complete Sections I & II below which provide information concerning the employee and spouse/dependent for whom the fee discount is to be provided. (Employee refers to current employee, retiree, or deceased employee/retiree.) Upon completion, forward this form to the Office of Human Resources for processing prior to registration. If approved, the original and one copy will be returned to the signer. The original and one copy of this form must be presented by the spouse or dependent to the fees cashier upon registration at the campus where enrolled.

Banner Index #: E50052

I. Employee and Spouse/Dependent Information:

Employee Name Emily C. Short
Employee's Institution Volunteer State Community College
Spouse/Dependent Name Michaela E. Short
Relationship ☐ Spouse ☒ Dependent
Institution to be attended: Volunteer State Community College

S.S. [REDACTED]
Employee's Dept. Student Services
S.S. [REDACTED]
Age of Dependent 18
Quarter/Semester Summer 2014

II. Eligibility Certification and Financial Aid Statement:

I hereby certify that the above information is correct. I also certify that I and my spouse or dependent meets the eligibility requirements for a fee discount in accordance with TBR Guidelines P-131. Fee Discounts for Spouse and Dependent Children of Employees. I understand that it is my responsibility to notify the Office of Human Resources of any changes in my eligibility for this benefit.

I will notify the Financial Aid Office of any Title IV financial aid received, as this benefit may require an adjustment of financial aid received. I understand that Title IV Aid includes national direct student loan, college workstudy, supplemental educational opportunity grants, Pell grants, and other student aid programs administered by TBR or U.T.

Emily C. Short
Signature - Employee/Retiree/Spouse/Dependent of Deceased Employee

4/23/14
Date

III. Institution/School/Central Office Information:

A. HUMAN RESOURCES OFFICE

Date of Regular Employment 3/15/92

Percent Full-Time 100%

Date of Retirement/Death _____

Deirda [Signature]
Approval Signature - Human Resources Representative

4/24/14
Date

B. BUSINESS OFFICE

Fee Receipt _____

Amount _____

Date _____

Initials _____

Banner Account -110001 310090 62702-

200 _____ Instruction
300 _____ Public Service
350 _____ Academic Support

400 ☒ Student Services
450 _____ Institutional Support
500 _____ Physical Plant



The purpose of this policy is to establish the provisions for such fee discounts up to 50% of the undergraduate fee for spouse and dependent children of regular full-time and regular part-time employees and to encourage such qualified students to attend the area vocational-technical schools, TBR, and UT Institutions.

A. ELIGIBILITY: The following groups will be eligible under this program:

1. Regular full-time employees are eligible for a student fee discount for their spouse and dependent children who have been admitted to any of the institutions in the TBR or UT system as undergraduate students through standard admission procedures. Spouse and dependent children of regular part-time employees who have one or more years of continuous service within either system working a minimum of fifty percent (50%) time shall receive a pro rata discount based on the percent of effort currently worked by the employee.
2. Spouse of employees having 10 or more years of continuous full-time service within the TBR system immediately preceding retirement or death are eligible for the fee discount for 5 years from the date of death or retirement of the employee whichever shall occur first. Dependent children of such employees are eligible for the fee discount through age 26.
3. Spouse and dependent children of employees having less than 10 years of full-time continuous service within the TBR system immediately preceding retirement or death are eligible for the fee discount for 2 years from the date of death or retirement of the employee whichever shall occur first.
4. Spouse and dependent children of employees who had 10 or more years of regular continuous part-time service immediately preceding retirement or death are eligible for the fee discount on a pro rata basis for 2 years from the date of death or retirement of the employee. The pro rata discount will be based on the percent of effort worked by the employee at the time of retirement or death.
5. However, in accordance with TCA § 8-50-115, dependents under age 24 at the end of the two-year period become eligible for a 25% discount if the parent: (1) died while employed full-time (effective May 31, 1997), or (2) was killed on the job or in the line of duty while a full-time employee.
6. Spouse and dependent children must be admitted in the TBR or UT Institution or TBR Technology Center through standard admission procedures.
7. For the purpose of this policy, dependent children shall be defined as:
 - a. Employee's natural children 26 years of age or under
 - b. Employee's stepchildren, provided such children are 26 years of age or under and living with the employee in a parent/child relationship
 - c. Employee's legally adopted children who are 26 years of age or under; or
 - d. Any other individuals who are 26 years of age or under and living in a parent/child relationship with the employee, such as children of deceased parents who are being raised by a grandparent who is a TBR system employee.
8. The status of the employee on the first day of classes for each term shall be used to determine eligibility and the amount of the student fee discount for spouse and/or dependent children. A change in employee status after the first day of classes shall not affect eligibility for the fee discount for that term.
9. For employees who meet eligibility requirements after the first day of classes, the discount shall be available at the beginning of subsequent term.
10. Each institution/school/Central Office shall be responsible for certifying employee eligibility for fee discount under this policy.
11. Employees who are on leave of absences with pay will retain eligibility under this policy; the employee's percent of effort immediately prior to the leave of absence shall determine the amount of the student fee discount.
12. Employees who are on leave of absence without pay are not eligible under this policy unless the leave of absence (a) is due to an on-the-job injury, (b) complies with the provisions of the Family and Medical Leave Act of 1993, or (c) is approved by the institution/school/Central Office to permit the employee to engage in teaching or other job-related activities intended to increase their efficiency as employees.
13. If a regular employee qualifies under this policy as an employee's spouse or dependent child, the fee waiver and staff development provisions for employees shall take precedence.
14. Employees are responsible for notifying the Office of Human Resources of any changes in eligibility.

B. FEE PAID/TYPE COURSE PAID/NUMBER OF HOURS

1. This program is applicable to undergraduate courses at TBR and UT Institutions up to and including full-time study.
2. Correspondence or non-credit courses are not eligible, except at the Area Vocational-Technical Schools. If the spouse or dependent child is receiving Title IV Financial Aid, the employee must notify the Financial Aid Office.
3. Auditing a course is allowed if the course is a credit course.

C. PAYBACK PROVISIONS: Payback provisions do not exist.

D. WHEN THE PARTICIPANT MAY ATTEND: Does not apply.

E. ACCOUNTING/BUDGETING PROVISIONS

1. Discounts of 50% of the undergraduate maintenance fee are available for dependents of full-time employees; discounts for dependent children and spouse of eligible part-time employees are prorated based on percentage of time worked.
2. Discount shall not be applicable to other fees, i.e. application for admission, lab fees, special course fees, etc. The amount of the discount shall be rounded to the nearest whole dollar.
3. The request needs to be submitted two weeks prior to enrollment on TBR Request for Fee Discount for Spouse and/or Dependent form.
4. The Institution/school/Central Office where the person is an employee shall account for the chargeback as an employee benefit to indicate the employer (Institution/school/Central Office) is paying the cost for the benefit of the employee. The charged Institution/school/Central Office shall remit the tuition fee to the Institution providing instruction as maintenance income.

F. WHERE THE PARTICIPANT MAY ATTEND

1. Spouse and dependent children may enroll in undergraduate courses in either the TBR or the UT System.

* * * Communication Result Report (Apr. 24. 2014 2:13PM) * * *

1}

Date/Time: Apr. 24. 2014 2:12PM

File No.	Mode	Destination	Pg (s)	Result	Page Not Sent
0582	Memory TX	financial aid	P. 3	OK	

Reason for error

M. 1) Hang up or line fail
 M. 3) No answer
 E. 5) Exceeded max. E-mail size

E. 2) Busy
 E. 4) No facsimile connection
 E. 6) Destination does not support IP-Fax



Office of Human Resources

1480 Nashville Pike
 Gallatin, TN 37066-3188
 Phone: 615-230-3582
 Fax: 615-230-3314

Fax

To:	VSCC Financial Aid	From:	Shelia Jessup
Fax:	230-3487	Pages:	3
Phone:		Date:	4/24/14
Re:	Fee Discount—Michael E. Short	cc:	
<input checked="" type="checkbox"/> Urgent <input type="checkbox"/> For Review <input type="checkbox"/> Please Comment <input type="checkbox"/> Please Reply <input type="checkbox"/> Please Recycle <input type="checkbox"/> Per Your REQUEST			

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or are uncertain as to the intended recipient, you are hereby notified that use, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this document's receipt.

Jessup, Sheila

From: Short, Emily
Sent: Thursday, May 22, 2014 2:18 PM
To: Jessup, Sheila
Subject: Discount Form for Michaela Short - Summer 2014

Importance: High

Sheila,

A few weeks ago I submitted a fee discount form for Michaela to attend a class here at VSCC during the Summer 2014 term. She has now decided not to attend that class and I have subsequently withdrawn her from it. Is there anything I need to in relation to the discount that was approved and applied for that class?

Thanks,

Emily C. Short, EdD
Assistant Vice President
Student Services & Enrollment Management
1480 Nashville Pike
Gallatin, TN 37066
(615) 230-3477 *Office*
(615) 230-3481 *FAX*

* * * Communication Result Report (May. 28. 2014 10:32AM) * * *

1)
2)

Date/Time: May. 28. 2014 10:30AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
0633 Memory TX	financial aid	P. 4	OK	

Reason for error

M. 1) Hang up or line fail
 M. 3) No answer
 M. 5) Exceeded max. E-mail size

E. 2) Busy
 E. 4) No facsimile connection
 E. 6) Destination does not support IP-Fax



Office of Human Resources

1480 Nashville Pike
 Gallatin, TN 37066-3188
 Phone: 615-230-3592
 Fax: 615-230-3314

Fax

To:	VSCC Financial Aid	From:	Shelia Joestup
Fax:	230-3487	Pages:	3
Phone:		Date:	5/28/14
Re:	Fee Discount - Michanta E. Short	cc:	

☒ Urgent
 ☐ For Review
 ☐ Please Comment
☐ Please Reply
 ☐ Please Recycle
 ☐ For Your REQUEST

Please cancel this Fee Discount.

This transmission, regardless of whether it may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that any review, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this message receipt.



Office of Human Resources

1480 Nashville Pike
Gallatin, TN 37066-3188
Phone: 615-230-3592
Fax: 615-230-3314

Fax

To: VSCC Financial Aid

From: Sheila Jessup

Fax: 230-3487

Pages: 3
(including cover sheet)

Phone:

Date: ~~4/24/14~~ 5/28/14

Re: Fee Discount – Michaela E. Short cc:

☒ Urgent

☐ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

☐ Per Your REQUEST

Please cancel this Fee Discount.

This transmission, regardless of modality, may contain confidential information and may be subject to protection under the law. If you are not the intended recipient, or an authorized agent for the intended recipient, you are hereby notified that use, such as but not limited to disclosure, copying, or distribution, is prohibited. Please destroy any and all copies immediately and notify the sender of this erroneous receipt.

VOLUNTEER STATE COMMUNITY COLLEGE
Check Request

Date 4/30/213 Vendor Number _____

Payee/Vendor Emily Short

Address _____

City/State _____ Zip _____

Date check needed ASAP

Amount \$3378

Purpose Reimbursement for Spring 2013 Courses for employee, paid through payroll. Reimbursed at the highest TBR rate.

Account Code Information

FOAP → **Fund** 110001 **Organization** 310100 **Account** 62701 **Program** 450
or
Index → **Index** _____ **Account** _____

IMPORTANT NOTE: SUBMISSION FOR PROCESSING OF THIS CHECK REQUEST IS ACKNOWLEDGEMENT THAT THE GOODS AND/OR SERVICES FOR WHICH THIS DOCUMENT HAS BEEN COMPLETED HAVE BEEN RECEIVED BY THE INSTITUTION.

Check Disposition (Mark only one option)

Option 1 ☐ **Mail to address shown above**

or

Option 2 ☒ **Call for pickup** Name paid through payroll Ext _____

Requested by *Sherrita Jessup* Date 4/30/13

Dean/Dept. Head *Lori Cottrell* Date 4-30-13

Vice President, Division _____ Date _____

VP, Business and Finance _____ Date _____

President _____ Date _____

Attach copies of invoices, sales slips, requisition on prepaid expenses or meal reimbursement request form if applicable.

Welcome (ecshort)

Cart

Help

Log Out

Catalog

Search

PowerCAMPUS SELF-SERVICE

Home Register Classes Finances Grades Search My Profile

Balance Statement

Options

Period

2013/Spring

View

☒ Detail by
Charges/Credits☐ Detail by Summary
Type☐ Balance Summary

Change

Balance

Here is your Account History for the selected Period.

2013/Spring

Charges

Date	Period	Type	Description	Amount
4/3/2013	2013/Spring/	Charge	Graduation Fee	\$200.00
1/29/2013	2013/Spring/	Charge	Refund via eREFUND	\$3,283.00
1/18/2013	2013/Spring	Charge	EDU 7001 - EdD Instrl Materials	\$175.00
1/2/2013	2013/Spring	Charge	Tuition Ed D	\$2,958.00
1/2/2013	2013/Spring	Charge	EDU 7209 - MISC Dissertation Fe	\$200.00
1/2/2013	2013/Spring	Charge	Technology Fee	\$150.00

Total Charges: \$6,966.00

Credits

Date	Period	Type	Description	Amount
4/10/2013	2013/Spring/	Cash Receipt	Payment Check	\$200.00
1/24/2013	2013/Spring	Financial Aid	Federal Direct Unsubsidized Loan	\$6,766.00

Total Credits: \$6,966.00

Summary Total: \$0.00
Balance from other periods: \$0.00
Balance Due: \$0.00

Grade Report for 2013/Spring - Emily Short**Transcript Sequence 001**

Session	Course	Name	Credits	Quality Points	Midterm Grade	Final Grade
DOCT EDUCATION	EDU 7001 Lecture 01	THEORIES, STRUCTURES AND SYSTEMS	4.00	16.00		A
DOCT EDUCATION	EDU 7209 Lecture 01	DISSERTATION	2.00	0.00		S

Credits		GPA		Awards	
Attempted:	4.00	Term:	4.000	Term:	
Earned:	6.00	Overall:	4.000	Overall:	

UNIVERSITY OF TENNESSEE
SCHEDULE OF MAINTENANCE, TUITION AND FEES
 Effective Fall 2012 Semester

GRADUATE HOURLY RATE

In-state students \$501.00
 Out-of-state students \$1,512.00

Hours	Maintenance Fee	Programs & Services Fee	Health Fee	Library Fee	Technology Fee	In-State Facilities Fee	Transportation Fee	In-State Total	Out-of-State Facilities Fee	Out-of-State Tuition	Out-of-State Total*
1	501.00	29.00		1.00	12.00	18.00	2.00	563.00	35.00	1011.00	1591.00
2	1002.00	58.00		2.00	24.00	36.00	4.00	1126.00	70.00	2022.00	3182.00
3	1503.00	87.00		3.00	36.00	54.00	6.00	1689.00	105.00	3033.00	4773.00
4	2004.00	116.00		4.00	48.00	72.00	8.00	2252.00	140.00	4044.00	6364.00
5	2505.00	145.00		5.00	60.00	90.00	10.00	2815.00	175.00	5055.00	7955.00
6	3006.00	174.00		6.00	72.00	108.00	12.00	3378.00	210.00	6066.00	9546.00
7	3507.00	203.00		7.00	84.00	126.00	14.00	3941.00	245.00	7077.00	11137.00
8	4008.00	232.00		8.00	96.00	144.00	16.00	4504.00	280.00	8088.00	12728.00
9+	4500.00	255.00	89.00	10.00	100.00	160.00	26.00	5140.00	310.00	9094.00	14384.00

**Out-of-State Total is calculated by adding the following fees: Maintenance, Programs & Services, Health, Library, Technology, Transportation, Out-of-State Facilities and Out-of-State Tuition.*

An additional charge of \$54 per semester hour will be assessed for all Engineering courses.

An additional charge of \$46 per credit hour will be assessed to Distance Education students

Some departments charge a Special Course Fee. Examples: Engineering, Chemistry, Physical Education, Music, Art, Nursing, College of Business, School of Social Work, School of Architecture, etc.

Please check with the department for the specific course fee.

All fees are subject to any changes approved by the Board of Trustees prior to the beginning of a term.

If you are a part-time student, you will pay tuition and/or maintenance fee at the semester hour rate, the total not to exceed the maximum amount indicated above.

The minimum charge is equivalent to one hour at the semester hour rate.

If you are enrolled for fewer than 9 semester hours with a minimum of 3 hours, you may elect to add the \$89.00 Student Health Fee. If you are taking 6, 7, or 8 hours, you may elect to pay the full Program and Services Fee of \$344.00, which includes the \$89.00 Health Fee. This amount is not optional if you are enrolled for 9 or more hours. Fees for audited courses are the same as those taken for credit.

Total Reimbursement Requested:

Approved TBR Rate for current year _____:

- Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per term. Employees will normally be eligible for one course per term, with a maximum of 4 terms per year. An employee may enroll in more than one course during the summer as long as the summer terms in which the classes are to be taken do not overlap.

4. In requesting support for tuition or maintenance fees reimbursement, do you agree with the stipulations listed in a-d (below)?

☒ Yes ☐ No a. The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by Volunteer State Community College for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty or Administrative/Professional Staff Tuition Reimbursement Program.

☒ Yes ☐ No b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Volunteer State Community College may provide reimbursement at the time fees are due.

☒ Yes ☐ No c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless annual leave or flextime, based on the needs of the institution, have been approved.

☒ Yes ☐ No d. It is recommended that complete materials supporting the individuals' requests be maintained on campus. It is further recommended that each recipient be required to provide the president with affirmed grade reports for the course(s) taken.

5. If the recipient should receive a student scholarship, he/she will notify the Human Resources Office immediately.

Signature Emily C. Smith Date 12/13/12

Approval Recommendation

Immediate Supervisor: P. M. Powell Date 12/13/12

Vice-President: P. M. Powell Date 12/13/12

Director of Human Resources: For Hall Date 12-14-12

President: [Signature] Date 12/14/12

Employment Certification

Date of full-time employment: 3/16/1992

VOLUNTEER STATE COMMUNITY COLLEGE
Check Request

Date 12/12/12 Vendor Number _____

Payee/Vendor Emily Short

Address _____

City/State _____ Zip _____

Date check needed ASAP

Amount \$563.00

Purpose Reimbursement for Fall 2012 Courses for employee, paid through payroll. Reimbursed at the highest TBR rate

Account Code Information

FOAP → **Fund** 110001 **Organization** 310100 **Account** 62701 **Program** 450
or
Index → **Index** _____ **Account** _____

IMPORTANT NOTE: SUBMISSION FOR PROCESSING OF THIS CHECK REQUEST IS ACKNOWLEDGEMENT THAT THE GOODS AND/OR SERVICES FOR WHICH THIS DOCUMENT HAS BEEN COMPLETED HAVE BEEN RECEIVED BY THE INSTITUTION.

Check Disposition (Mark only one option)

Option 1 ☐ **Mail to address shown above**

or

Option 2 ☐ **Call for pickup** Name paid through payroll Ext _____

Requested by Jenny L. Han Date 12/12/12

Dean/Dept. Head _____ Date _____

Vice President, Division _____ Date _____

VP, Business and Finance _____ Date _____

President _____ Date _____

Attach copies of invoices, sales slips, requisition on prepaid expenses or meal reimbursement request form if applicable.



**Volunteer State Community College
Tennessee Board of Regents
Faculty/Administrative/Professional Staff
Tuition or Maintenance Fee
Reimbursement Program
Recommendation/Contract Form**

This program is designed to provide maintenance or tuition-related fees only for an individual who takes credit courses on a part-time basis – either at his or her own or at another institution – while continuing work responsibilities at Volunteer State Community College.

To Be Completed By the Employee

Employee Name: Emily C. Short

Employee ID: [REDACTED]

Department/Division: Student Services Account # 1E50053

Current Degree Status: Masters of Art in Edu.
(Degree and Area) (Additional hours beyond degree)

To be completed by the Supervisor:

1. Is the employee a regular full-time or part-time faculty or administrative/professional staff member who has been employed at Volunteer State Community College six months?

☒ Yes ☐ No Date of Hire 3/16/92

2. Will the proposed study for which support is recommended enhance the employee's value to Volunteer State Community College as defined below: (Check appropriate purposes)?

- ☒ Support for person working toward the doctorate or other terminal degree.
☐ Support for person pursuing a degree below the doctorate in a technical or professional description.
☐ Support for personnel training or retraining to enhance expertise needed by Volunteer State Community College.
☐ Other (Explain). _____

To be completed by the Employee:

3. Intent for use of tuition or maintenance fee reimbursement:

a) Location of proposed study Trevecca Nazarene University

b) Term of proposed study Fall 2012

c) Course(s) Name	Course #	Credit Hrs	Maintenance Fee/ Tuition
Strategic Policy	EDU 7003	3.0	1689.00 paid 12/3/12
Dissertation	EDU 7208	1.0	563.00 paid 12/12/12
Total Reimbursement Requested:			2252.00

Approved TBR Rate for current year 2012 :

highest TBR rate

Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per term. Employees will normally be eligible for one course per term, with a maximum of 4 terms per year. An employee may enroll in more than one course during the summer as long as the summer terms in which the classes are to be taken do not overlap.

4. In requesting support for tuition or maintenance fees reimbursement, do you agree with the stipulations listed in a-d (below)?

☒ Yes ☐ No a. The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by Volunteer State Community College for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty or Administrative/Professional Staff Tuition Reimbursement Program.

☒ Yes ☐ No b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Volunteer State Community College may provide reimbursement at the time fees are due.

☒ Yes ☐ No c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless annual leave or flextime, based on the needs of the institution, have been approved.

☒ Yes ☐ No d. It is recommended that complete materials supporting the individuals' requests be maintained on campus. It is further recommended that each recipient be required to provide the president with affirmed grade reports for the course(s) taken.

5. If the recipient should receive a student scholarship, he/she will notify the Human Resources Office immediately.

Signature

Emily C. Hunt

Date

5/24/12

Approval Recommendation

Immediate Supervisor:

P.D. Powell

Date

05/24/12

Vice-President:

P.D. Powell

Date

05/24/12

Director of Human Resources:

Bi. Auttoll

Date

5-25-12

President:

Greg L. M.

Date

5/29/12

Employment Certification

Date of full-time employment:

3/15/92

Welcome (ecshort)

Cart

Help

Log Out

Catalog

Search

PowerCAMPUS SELF-SERVICE

[Home](#)
[Register](#)
[Classes](#)
[Finances](#)
[Grades](#)
[Search](#)
[My Profile](#)
[Balance](#)
[Statement](#)

Options

Period

2012/Fall

View

☐ Detail by
Charges/Credits

☒ Detail by Summary
Type

☐ Balance Summary

Change

Balance

Here is your Account History for the selected Period.

2012/Fall

Summary Type: Tuition

Total: \$3,944.00

Date	Period	Type	Description	Amount
8/15/2012	2012/Fall	Charge	Tuition Ed D	\$3,944.00

Summary Type: Miscellaneous Fees

Total: \$600.00

Date	Period	Type	Description	Amount
8/15/2012	2012/Fall	Charge	EDU 7001 - EdD Instrl Materials	\$175.00
8/15/2012	2012/Fall	Charge	EDU 7003 - EdD Instrl Materials	\$175.00
8/15/2012	2012/Fall	Charge	EDU 7208 - MISC Dissertation Fe	\$100.00
8/15/2012	2012/Fall	Charge	Technology Fee	\$150.00

Summary Type: Cash Receipts

Total: (\$1,530.12)

Date	Period	Type	Description	Amount
8/31/2012	2012/Fall/	Cash Receipt	Payment Check	\$1,530.12

Summary Total: \$3,013.88
 Balance from other periods: (\$3,013.88)
 Balance Due: \$0.00

Grade Report for 2012/Fall - Emily Short**Transcript Sequence 001**

Session	Course	Name	Credits	Quality Points	Midterm Grade	Final Grade
DOCT EDUCATION	EDU 7001 Lecture 01	THEORIES, STRUCTURES AND SYSTEMS	4.00	0.00		
DOCT EDUCATION	EDU 7003 Lecture 01	STRATEGIC POLICY AND PLANNING	3.00	12.00		A
DOCT EDUCATION	EDU 7208 Lecture 01	DISSERTATION	1.00	0.00		
			Credits	GPA	Awards	
Attempted:			3.00	Term:	Term:	
Earned:			3.00	Overall:	Overall:	
				4.000		
				4.000		

UNIVERSITY OF TENNESSEE
SCHEDULE OF MAINTENANCE, TUITION AND FEES
Effective Fall 2012 Semester

GRADUATE HOURLY RATE

In-state students	\$501.00
Out-of-state students	\$1,512.00

Hours	Maintenance Fee	Programs & Services Fee	Health Fee	Library Fee	Technology Fee	In-State Facilities Fee	Transportation Fee	In-State Total	Out-of-State Facilities Fee	Out-of-State Tuition	Out-of-State Total*
1	501.00	29.00		1.00	12.00	18.00	2.00	563.00	35.00	1011.00	1591.00
2	1002.00	58.00		2.00	24.00	36.00	4.00	1126.00	70.00	2022.00	3182.00
3	1503.00	87.00		3.00	36.00	54.00	6.00	1689.00	105.00	3033.00	4773.00
4	2004.00	116.00		4.00	48.00	72.00	8.00	2252.00	140.00	4044.00	6364.00
5	2505.00	145.00		5.00	60.00	90.00	10.00	2815.00	175.00	5055.00	7955.00
6	3006.00	174.00		6.00	72.00	108.00	12.00	3378.00	210.00	6066.00	9546.00
7	3507.00	203.00		7.00	84.00	126.00	14.00	3941.00	245.00	7077.00	11137.00
8	4008.00	232.00		8.00	96.00	144.00	16.00	4504.00	280.00	8088.00	12728.00
9+	4500.00	255.00	89.00	10.00	100.00	160.00	26.00	5140.00	310.00	9094.00	14384.00

*Out-of-State Total is calculated by adding the following fees: Maintenance, Programs & Services, Health, Library, Technology, Transportation, Out-of-State Facilities and Out-of-State Tuition.

An additional charge of \$54 per semester hour will be assessed for all Engineering courses.

An additional charge of \$46 per credit hour will be assessed to Distance Education students

Some departments charge a Special Course Fee. Examples: Engineering, Chemistry, Physical Education, Music, Art, Nursing, College of Business, School of Social Work, School of Architecture, etc.

Please check with the department for the specific course fee.

All fees are subject to any changes approved by the Board of Trustees prior to the beginning of a term.

If you are a part-time student, you will pay tuition and/or maintenance fee at the semester hour rate, the total not to exceed the maximum amount indicated above.
The minimum charge is equivalent to one hour at the semester hour rate.

If you are enrolled for fewer than 9 semester hours with a minimum of 3 hours, you may elect to add the \$89.00 Student Health Fee. If you are taking 6, 7, or 8 hours, you may elect to pay the full Program and Services Fee of \$344.00, which includes the \$89.00 Health Fee. This amount is not optional if you are enrolled for 9 or more hours. Fees for audited courses are the same as those taken for credit.

Hamm, Tandy

From: Short, Emily
Sent: Wednesday, December 12, 2012 10:50 AM
To: Hamm, Tandy
Subject: FW: Dissertation Grade - Fall 2012

This is the email that my advisor sent saying that I completed dissertation satisfactorily.

Emily C. Short
Assistant Vice President
Student Services & Enrollment Management
1480 Nashville Pike
Gallatin, TN 37066
(615) 230-3477 Office
(615) 230-3481 FAX

-----Original Message-----

From: Agee, James [mailto:JAgee@trevecca.edu]
Sent: Saturday, December 08, 2012 8:28 PM
To: Patterson, Alice
Cc: Short, Emily; Seigworth, Shanna; Davis, Katie
Subject: Re: Dissertation Grade - Fall 2012

Thanks

Sent from my iPad

On Dec 8, 2012, at 4:17 PM, "Patterson, Alice" <APatterson@trevecca.edu> wrote:

> I'm good to go with an "S" if grades open by Tuesday.

>

> aep

>

> -----Original Message-----

> From: Agee, James

> Sent: Saturday, December 08, 2012 4:10 PM

> To: Patterson, Alice

> Cc: Short, Emily; Seigworth, Shanna ; Davis, Katie

> Subject: Re: Dissertation Grade - Fall 2012

>

> She has completed everything on my end satisfactorily. Thanks

>

> Sent from my iPad

>

> On Dec 8, 2012, at 3:09 PM, "Patterson, Alice"

> <APatterson@trevecca.edu>

> wrote:

>

>> Emily,

>>

>> I'm not even sure grades are open yet. I'm copying the Shanna

>> Seigworth in Academic Records to see if she can help us with this.

>>
>> -----Original Message-----
>> From: Short, Emily [<mailto:Emily.Short@volstate.edu>]
>> Sent: Saturday, December 08, 2012 10:03 AM
>> To: Patterson, Alice
>> Subject: Dissertation Grade - Fall 2012
>>
>> Dr. Patterson,
>>
>> I contacted Dr. Agee about my dissertation grade this morning and he
>> said I needed to talk with you. In order for me to get my
>> reimbursement for my Fall 2012 classes I am required to have my
>> grades
>
>> in to HR by December 11. Would it be possible for you to post my
>> grade so that I may go ahead and do that? Dr. Agee said that if you
>> were to do it by that date and needed his "okay" that you could just
>> contact him. Any consideration that you would give to posting the
>> grade by December 11 would be greatly appreciated.
>>
>> Thanks,
>> Emily Short
>>
>> Sent from my iPad

Hamm, Tandy

From: Short, Emily
Sent: Wednesday, December 12, 2012 10:53 AM
To: Hamm, Tandy
Subject: RE: Dissertation Grade - Fall 2012

You're fine. I just sent you those strings of emails about my grade. Let me know if you need anything else. Do I need to supply you with the official grade report for your files once it is posted properly?

Thanks,

Emily C. Short
Assistant Vice President
Student Services & Enrollment Management
1480 Nashville Pike
Gallatin, TN 37066
(615) 230-3477 Office
(615) 230-3481 FAX

-----Original Message-----

From: Hamm, Tandy
Sent: Wednesday, December 12, 2012 10:52 AM
To: Short, Emily
Subject: RE: Dissertation Grade - Fall 2012

On the phone call you right back

Thank you,

Tandy L. Hamm, M. P. S.
Coordinator
Office of Human Resources
Volunteer State Community College
Gallatin, TN 37066
615-230-3593
615-230-3314
tandy.hamm@volstate.edu

For the most up to date information regarding your benefits please click the following link:
<http://www.volstate.edu/HR/Benefits.php>
<http://www.partnersforhealthtn.gov/>

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you.

-----Original Message-----

From: Short, Emily
Sent: Wednesday, December 12, 2012 10:51 AM
To: Hamm, Tandy
Subject: FW: Dissertation Grade - Fall 2012

This is the string of emails about them having trouble posting my grade.

Emily C. Short
Assistant Vice President
Student Services & Enrollment Management
1480 Nashville Pike
Gallatin, TN 37066
(615) 230-3477 Office
(615) 230-3481 FAX

-----Original Message-----

From: Patterson, Alice [mailto:APatterson@trevecca.edu]
Sent: Tuesday, December 11, 2012 1:50 PM
To: Seigworth, Shanna
Cc: Short, Emily
Subject: RE: Dissertation Grade - Fall 2012

Yes ma'am. Now, this is very strange. She is in section 1 if you need to know that.
aep

-----Original Message-----

From: Seigworth, Shanna
Sent: Tuesday, December 11, 2012 1:26 PM
To: Patterson, Alice
Subject: RE: Dissertation Grade - Fall 2012

Nope. I can enter it from my office. I just want to verify that it is for EDU 7208 - FALL 2012 that just ended 12/08/2012 and the final grade should be an "S". Correct?

Shanna M. Seigworth
Office of Academic Records
Trevecca Nazarene University
333 Murfreesboro Road
Nashville, TN 37210-2877
615-248-1564 (phone)
615-248-7799 (fax)
sseigworth@trevecca.edu

-----Original Message-----

From: Patterson, Alice
Sent: Tuesday, December 11, 2012 1:16 PM
To: Seigworth, Shanna
Subject: RE: Dissertation Grade - Fall 2012

I just opened it again and hit submit final once more. It churned away then came back the regular screen. Do you see it now?

Alice

-----Original Message-----

From: Seigworth, Shanna
Sent: Tuesday, December 11, 2012 1:02 PM
To: Patterson, Alice
Subject: RE: Dissertation Grade - Fall 2012

Hi Alice,

I am not seeing it on my end. Did you click the "SUBMIT" button after the "SAVE" button?

Shanna M. Seigworth
Office of Academic Records
Trevecca Nazarene University
333 Murfreesboro Road
Nashville, TN 37210-2877
615-248-1564 (phone)
615-248-7799 (fax)
sseigworth@trevecca.edu

-----Original Message-----

From: Patterson, Alice
Sent: Tuesday, December 11, 2012 12:43 PM
To: 'Short, Emily'
Cc: Seigworth, Shanna
Subject: RE: Dissertation Grade - Fall 2012

I am seeing it on my end. I'm copying Shanna to see what she can do to facilitate the process.

-----Original Message-----

From: Short, Emily [mailto:Emily.Short@volstate.edu]
Sent: Tuesday, December 11, 2012 9:19 AM
To: Patterson, Alice
Subject: RE: Dissertation Grade - Fall 2012

Dr. Patterson,

I hate to bother you about this, but I just pulled up my grade report for Fall 2012 and there is no dissertation grade in the system.

Thanks,

Emily C. Short
Assistant Vice President
Student Services & Enrollment Management
1480 Nashville Pike
Gallatin, TN 37066
(615) 230-3477 Office
(615) 230-3481 FAX

-----Original Message-----

From: Patterson, Alice [mailto:APatterson@trevecca.edu]

Sent: Monday, December 10, 2012 4:40 PM
To: Short, Emily
Subject: Re: Dissertation Grade - Fall 2012

You are quite welcome!

Merry Christmas to you and yours.

Alice E. Patterson
Sent from Alice's iPhone

On Dec 10, 2012, at 4:01 PM, "Short, Emily" <Emily.Short@volstate.edu> wrote:

> All of you are wonderful! Thank you so very much!
>
> Merry Christmas,
> Emily
>
> Sent from my Verizon Wireless 4GLTE smartphone
>
> ----- Reply message -----
> From: "Patterson, Alice" <APatterson@trevecca.edu>
> To: "Seigworth, Shanna" <SSeigworth@trevecca.edu>, "Agee, James"
> <JAgee@trevecca.edu>
> Cc: "Short, Emily" <Emily.Short@volstate.edu>, "Davis, Katie"
> <KDavis@trevecca.edu>
> Subject: Dissertation Grade - Fall 2012
> Date: Mon, Dec 10, 2012 2:57 pm
>
>
>
> Shanna,
>
> You are truly the most wonderful person I know. I've submitted
> Emily's grade. I will need for you to reopen on Monday so I can send
> the remaining grades.
>
> Alice
>
> -----Original Message-----
> From: Seigworth, Shanna
> Sent: Monday, December 10, 2012 2:01 PM
> To: Agee, James; Patterson, Alice
> Cc: Short, Emily; Davis, Katie
> Subject: RE: Dissertation Grade - Fall 2012
>
> Hi Alice,
>
> The session is now open for you to submit Emily's grade. If you could
> let me know once you are finished as I will need to close it.
>
> Blessings,
>
> Shanna M. Seigworth
> Office of Academic Records

> Trevecca Nazarene University
 > 333 Murfreesboro Road
 > Nashville, TN 37210-2877
 > 615-248-1564 (phone)
 > 615-248-7799 (fax)
 > sseigworth@trevecca.edu
 >
 >
 >
 >
 > -----Original Message-----
 > From: Agee, James
 > Sent: Saturday, December 08, 2012 8:28 PM
 > To: Patterson, Alice
 > Cc: Short, Emily; Seigworth, Shanna ; Davis, Katie
 > Subject: Re: Dissertation Grade - Fall 2012
 >
 > Thanks
 >
 > Sent from my iPad
 >
 > On Dec 8, 2012, at 4:17 PM, "Patterson, Alice"
 > <APatterson@trevecca.edu>
 > wrote:
 >
 >> I'm good to go with an "S" if grades open by Tuesday.
 >>
 >> aep
 >>
 >> -----Original Message-----
 >> From: Agee, James
 >> Sent: Saturday, December 08, 2012 4:10 PM
 >> To: Patterson, Alice
 >> Cc: Short, Emily; Seigworth, Shanna ; Davis, Katie
 >> Subject: Re: Dissertation Grade - Fall 2012
 >>
 >> She has completed everything on my end satisfactorily. Thanks
 >>
 >> Sent from my iPad
 >>
 >> On Dec 8, 2012, at 3:09 PM, "Patterson, Alice"
 >> <APatterson@trevecca.edu>
 >> wrote:
 >>
 >>> Emily,
 >>>
 >>> I'm not even sure grades are open yet. I'm copying the Shanna
 >>> Seigworth in Academic Records to see if she can help us with this.
 >>>
 >>> -----Original Message-----
 >>> From: Short, Emily [mailto:Emily.Short@volstate.edu]
 >>> Sent: Saturday, December 08, 2012 10:03 AM
 >>> To: Patterson, Alice
 >>> Subject: Dissertation Grade - Fall 2012
 >>>
 >>> Dr. Patterson,

>>>

>>> I contacted Dr. Agee about my dissertation grade this morning and he
>>> said I needed to talk with you. In order for me to get my
>>> reimbursement for my Fall 2012 classes I am required to have my
>>> grades

>>

>>> in to HR by December 11. Would it be possible for you to post my
>>> grade so that I may go ahead and do that? Dr. Agee said that if you
>>> were to do it by that date and needed his "okay" that you could just
>>> contact him. Any consideration that you would give to posting the
>>> grade by December 11 would be greatly appreciated.

>>>

>>> Thanks,

>>> Emily Short

>>>

>>> Sent from my iPad

>

>

Grade Report for 2012/Fall - Emily Short**Transcript Sequence 001**

Session	Course	Name	Credits	Quality Points	Midterm Grade	Final Grade
DOCT EDUCATION	EDU 7001 Lecture 01	THEORIES, STRUCTURES AND SYSTEMS	4.00	0.00		
DOCT EDUCATION	EDU 7003 Lecture 01	STRATEGIC POLICY AND PLANNING	3.00	12.00		A
DOCT EDUCATION	EDU 7208 Lecture 01	DISSERTATION	1.00	0.00		S
Credits			GPA		Awards	
Attempted:	3.00	Term:	4.000	Term:		
Earned:	4.00	Overall:	4.000	Overall:		

VOLUNTEER STATE COMMUNITY COLLEGE
Check Request

Date 12/3/2012 Vendor Number _____

Payee/Vendor Emily C. Short

Address _____

City/State _____ Zip _____

Date check needed ASAP

Amount 1689.00

Purpose Reimbursement for Fall 2012 Courses for employee, paid through payroll. Reimbursed at the highest TBR rate

Account Code Information

FOAP → **Fund** 110001 **Organization** 310100 **Account** 62701 **Program** 450
or
Index → **Index** _____ **Account** _____

IMPORTANT NOTE: SUBMISSION FOR PROCESSING OF THIS CHECK REQUEST IS ACKNOWLEDGEMENT THAT THE GOODS AND/OR SERVICES FOR WHICH THIS DOCUMENT HAS BEEN COMPLETED HAVE BEEN RECEIVED BY THE INSTITUTION.

Check Disposition (Mark only one option)

Option 1 ☐ **Mail to address shown above**

or

Option 2 ☐ **Call for pickup** Name paid through payroll Ext _____

Requested by Sandra L. Hays Date 12/3/12

Dean/Dept. Head Spri Cottrell Date 12-4-12

Vice President, Division _____ Date _____

VP, Business and Finance _____ Date _____

President _____ Date _____

Attach copies of invoices, sales slips, requisition on prepaid expenses or meal reimbursement request form if applicable.



**Volunteer State Community College
Tennessee Board of Regents
Faculty/Administrative/Professional Staff
Tuition or Maintenance Fee
Reimbursement Program
Recommendation/Contract Form**

This program is designed to provide maintenance or tuition-related fees only for an individual who takes credit courses on a part-time basis – either at his or her own or at another institution – while continuing work responsibilities at Volunteer State Community College.

To Be Completed By the Employee

Employee Name: Emily C. Short

Employee ID: [REDACTED]

Department/Division: Student Services Account # 1E50053

Current Degree Status: Masters of Art in Edu.
(Degree and Area) (Additional hours beyond degree)

To be completed by the Supervisor:

1. Is the employee a regular full-time or part-time faculty or administrative/professional staff member who has been employed at Volunteer State Community College six months?

☒ Yes ☐ No Date of Hire 3/16/92

2. Will the proposed study for which support is recommended enhance the employee's value to Volunteer State Community College as defined below: (Check appropriate purposes)?

- ☒ Support for person working toward the doctorate or other terminal degree.
☐ Support for person pursuing a degree below the doctorate in a technical or professional description.
☐ Support for personnel training or retraining to enhance expertise needed by Volunteer State Community College.
☐ Other (Explain). _____

To be completed by the Employee:

3. Intent for use of tuition or maintenance fee reimbursement:

a) Location of proposed study Trevecca Nazarene University

b) Term of proposed study Fall 2012

c) Course(s) Name	Course #	Credit Hrs	Maintenance Fee/ Tuition
Strategic Policy	EDU 7003	3.0	1689.00
Dissertation	EDU 7208	1.0	563.00

Total Reimbursement Requested:

2252.00

Approved TBR Rate for current year 2012 :

highest TBR rate

Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per term. Employees will normally be eligible for one course per term, with a maximum of 4 terms per year. An employee may enroll in more than one course during the summer as long as the summer terms in which the classes are to be taken do not overlap.

4. In requesting support for tuition or maintenance fees reimbursement, do you agree with the stipulations listed in a-d (below)?

☒ Yes ☐ No a. The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by Volunteer State Community College for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty or Administrative/Professional Staff Tuition Reimbursement Program.

☒ Yes ☐ No b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Volunteer State Community College may provide reimbursement at the time fees are due.

☒ Yes ☐ No c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless annual leave or flextime, based on the needs of the institution, have been approved.

☒ Yes ☐ No d. It is recommended that complete materials supporting the individuals' requests be maintained on campus. It is further recommended that each recipient be required to provide the president with affirmed grade reports for the course(s) taken.

5. If the recipient should receive a student scholarship, he/she will notify the Human Resources Office immediately.

Signature Emily C. Short Date 5/24/12

Approval Recommendation

Immediate Supervisor: P.D. Powell Date 05/24/12

Vice-President: P.D. Powell Date 05/24/12

Director of Human Resources: Dr. Autrell Date 5-25-12

President: Greg L. Smith Date 5/29/12

Employment Certification

Date of full-time employment: 3/15/92

Welcome (ecshort)

Cart

Help

Log Out

Catalog

Search

PowerCAMPUS SELF-SERVICE

Home Register Classes Finances Grades Search My Profile

Balance Statement

Options

Period

2012/Fall

View

- ☐ Detail by Charges/Credits
- ☒ Detail by Summary Type
- ☐ Balance Summary

Change

Balance

Here is your Account History for the selected Period.

2012/Fall

Summary Type: Tuition

Total: \$3,944.00

Date	Period	Type	Description	Amount
8/15/2012	2012/Fall	Charge	Tuition Ed D	\$3,944.00

Summary Type: Miscellaneous Fees

Total: \$600.00

Date	Period	Type	Description	Amount
8/15/2012	2012/Fall	Charge	EDU 7001 - EdD Instrl Materials	\$175.00
8/15/2012	2012/Fall	Charge	EDU 7003 - EdD Instrl Materials	\$175.00
8/15/2012	2012/Fall	Charge	EDU 7208 - MISC Dissertation Fe	\$100.00
8/15/2012	2012/Fall	Charge	Technology Fee	\$150.00

Summary Type: Cash Receipts

Total: (\$1,530.12)

Date	Period	Type	Description	Amount
8/31/2012	2012/Fall/	Cash Receipt	Payment Check	\$1,530.12

Summary Total: \$3,013.88
 Balance from other periods: (\$3,013.88)
 Balance Due: \$0.00

Grade Report for 2012/Fall - Emily Short**Transcript Sequence 001**

Session	Course	Name	Credits	Quality Points	Midterm Grade	Final Grade
DOCT EDUCATION	EDU 7001 Lecture 01	THEORIES, STRUCTURES AND SYSTEMS	4.00	0.00		
DOCT EDUCATION	EDU 7003 Lecture 01	STRATEGIC POLICY AND PLANNING	3.00	12.00		A
DOCT EDUCATION	EDU 7208 Lecture 01	DISSERTATION	1.00	0.00		
			Credits	GPA	Awards	
Attempted:			3.00	Term:	4.000	
Earned:			3.00	Overall:	4.000	
				Term:		
				Overall:		

UNIVERSITY OF TENNESSEE
SCHEDULE OF MAINTENANCE, TUITION AND FEES
Effective Fall 2012 Semester

GRADUATE HOURLY RATE

In-state students \$501.00

Out-of-state students \$1,512.00

Hours	Maintenance Fee	Programs & Services Fee	Health Fee	Library Fee	Technology Fee	In-State Facilities Fee	Transportation Fee	In-State Total	Out-of-State Facilities Fee	Out-of-State Tuition	Out-of-State Total*
1	501.00	29.00		1.00	12.00	18.00	2.00	563.00	35.00	1011.00	1591.00
2	1002.00	58.00		2.00	24.00	36.00	4.00	1126.00	70.00	2022.00	3182.00
3	1503.00	87.00		3.00	36.00	54.00	6.00	1689.00	105.00	3033.00	4773.00
4	2004.00	116.00		4.00	48.00	72.00	8.00	2252.00	140.00	4044.00	6384.00
5	2505.00	145.00		5.00	60.00	90.00	10.00	2815.00	175.00	5055.00	7955.00
6	3006.00	174.00		6.00	72.00	108.00	12.00	3378.00	210.00	6066.00	9546.00
7	3507.00	203.00		7.00	84.00	126.00	14.00	3941.00	245.00	7077.00	11137.00
8	4008.00	232.00	89.00	8.00	96.00	144.00	16.00	4504.00	280.00	8088.00	12728.00
9+	4500.00	255.00		10.00	100.00	160.00	26.00	5140.00	310.00	9094.00	14384.00

* Out-of-State Total is calculated by adding the following fees: Maintenance, Programs & Services, Health, Library, Technology, Transportation, Out-of-State Facilities and Out-of-State Tuition.

An additional charge of \$54 per semester hour will be assessed for all Engineering courses.

An additional charge of \$46 per credit hour will be assessed to Distance Education students

Some departments charge a Special Course Fee. Examples: Engineering, Chemistry, Physical Education, Music, Art, Nursing, College of Business, School of Social Work, School of Architecture, etc.

Please check with the department for the specific course fee.

All fees are subject to any changes approved by the Board of Trustees prior to the beginning of a term.

If you are a part-time student, you will pay tuition and/or maintenance fee at the semester hour rate, the total not to exceed the maximum amount indicated above.

The minimum charge is equivalent to one hour at the semester hour rate.

If you are enrolled for fewer than 9 semester hours with a minimum of 3 hours, you may elect to add the \$89.00 Student Health Fee. If you are taking 6, 7, or 8 hours, you may elect to pay the full Program and Services Fee of \$344.00, which includes the \$89.00 Health Fee. This amount is not optional if you are enrolled for 9 or more hours. Fees for audited courses are the same as those taken for credit.

VOLUNTEER STATE COMMUNITY COLLEGE
Check Request

Date 8/14/2012 Vendor Number _____

Payee/Vendor Emily Short

Address _____

City/State _____ Zip _____

Date check needed ASAP

Amount 2847.00 *per yvonne* 3796.00

Purpose Reimbursement for Summer 2012 Courses for employee, paid through payroll. Ms. Short had one course that began in the Spring 2012 semester and was completed in the Summer 2012 semester. Her grade report indicates she received an "I" in the Spring (see attached) and then it was retro back to an "A" (see attached). The course was not completed in the Spring it was completed in the Summer.

Account Code Information

FOAP → **Fund** 110001 **Organization** 310100 **Account** 62701 **Program** 450
or
Index → **Index** _____ **Account** _____

IMPORTANT NOTE: SUBMISSION FOR PROCESSING OF THIS CHECK REQUEST IS ACKNOWLEDGEMENT THAT THE GOODS AND/OR SERVICES FOR WHICH THIS DOCUMENT HAS BEEN COMPLETED HAVE BEEN RECEIVED BY THE INSTITUTION.

Check Disposition (Mark only one option)

Option 1 ☐ **Mail to address shown above**

or

Option 2 ☐ **Call for pickup** Name paid through payroll Ext _____

Requested by Sandy L. Ha **Date** 8/14/12

Dean/Dept. Head _____ **Date** _____

Vice President, Division _____ **Date** _____

VP, Business and Finance _____ **Date** _____

President _____ **Date** _____

Attach copies of invoices, sales slips, requisition on prepaid expenses or meal reimbursement request form if applicable.



Volunteer State Community College
Tennessee Board of Regents
Faculty/Administrative/Professional Staff
Tuition or Maintenance Fee
Reimbursement Program
Recommendation/Contract Form

This program is designed to provide maintenance or tuition-related fees only for an individual who takes credit courses on a part-time basis – either at his or her own or at another institution – while continuing work responsibilities at Volunteer State Community College.

To Be Completed By the Employee

Employee Name: Emily C. Short
Employee ID: [REDACTED]
Department/Division: Student Services Account # E50053
Current Degree Status: Masters of Art in Ed.
(Degree and Area) (Additional hours beyond degree)

To be completed by the Supervisor:

1. Is the employee a regular full-time or part-time faculty or administrative/professional staff member who has been employed at Volunteer State Community College six months?
☒ Yes ☐ No Date of Hire 3/16/92
2. Will the proposed study for which support is recommended enhance the employee's value to Volunteer State Community College as defined below: (Check appropriate purposes)?
- ☒ Support for person working toward the doctorate or other terminal degree.
 - ☐ Support for person pursuing a degree below the doctorate in a technical or professional description.
 - ☐ Support for personnel training or retraining to enhance expertise needed by Volunteer State Community College.
 - ☐ Other (Explain). _____

To be completed by the Employee:

3. Intent for use of tuition or maintenance fee reimbursement:

a) Location of proposed study Trevecca Nazarene University

b) Term of proposed study Summer 2012

c) Course(s) Name	Course #	Credit Hrs	Maintenance Fee/ Tuition
Effective Org.	EDU 7053	4.0	1898.00
Tech. Based Stats	EDU 7152	2.0 4.0	949.00 1898.00
Total Reimbursement Requested:			\$ 2847.00 372.00 highest TBR rate

Approved TBR Rate for current year 2012:

highest TBR rate

Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per term. Employees will normally be eligible for one course per term, with a maximum of 4 terms per year. An employee may enroll in more than one course during the summer as long as the summer terms in which the classes are to be taken do not overlap.

4. In requesting support for tuition or maintenance fees reimbursement, do you agree with the stipulations listed in a-d (below)?

☒ Yes ☐ No a. The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by Volunteer State Community College for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty or Administrative/Professional Staff Tuition Reimbursement Program.

☒ Yes ☐ No b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Volunteer State Community College may provide reimbursement at the time fees are due.

☒ Yes ☐ No c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless annual leave or flextime, based on the needs of the institution, have been approved.

☒ Yes ☐ No d. It is recommended that complete materials supporting the individuals' requests be maintained on campus. It is further recommended that each recipient be required to provide the president with affirmed grade reports for the course(s) taken.

5. If the recipient should receive a student scholarship, he/she will notify the Human Resources Office immediately.

Signature Emily C. Shott Date 5/25/12

Approval Recommendation

Immediate Supervisor: P. D. Powell Date 05/25/12

Vice-President: P. D. Powell Date 05/25/12

Director of Human Resources: Leigh C. Strell Date 5-25-12

President: Jim L. Falk Date 5-29-12

Employment Certification

Date of full-time employment: 3/15/92

Self-Service - Balance

Welcome (ecshort)

Cart Help Log Out Catalog

Search

PowerCAMPUS SELF-SERVICE

Home Register Classes Finances Grades Search My Profile

Balance Statement

Options

Period

2012/Summer

View

☒ Detail by
Charges/Credits☐ Detail by Summary
Type☐ Balance Summary

Change

Balance

Here is your Account History for the selected Period.

2012/Summer

Charges

Date	Period	Type	Description	Amount
7/28/2012	2012/Summer	Charge	Printer Copier Fee	\$0.32
8/28/2012	2012/Summer	Charge	Printer Copier Fee	\$0.80
8/18/2012	2012/Summer	Charge	EdD Summer Double Room	\$750.00
5/7/2012	2012/Summer	Charge	Tuition Ed D	\$2,465.00
5/7/2012	2012/Summer	Charge	EDU 7053 - EdD Instrl Materials	\$175.00
5/7/2012	2012/Summer	Charge	EDU 7207 - MISC Dissertation Fe	\$100.00
5/7/2012	2012/Summer	Charge	Technology Fee	\$150.00

Total Charges: \$3,641.12

Credits

Date	Period	Type	Description	Amount
6/15/2012	2012/Summer	Financial Aid	Federal Direct Subsidized Loan	\$773.00
6/15/2012	2012/Summer	Financial Aid	Federal Direct Unsubsidized Loan	\$6,027.00

Total Credits: \$6,800.00

Summary Total: (\$3,158.88)
 Balance from other periods: \$145.00
 Balance Due: (\$3,013.88)

Grade Report for 2012/Summer - Emily Short

Transcript Sequence 001

Session	Course	Name	Credits	Quality Points	Midterm Grade	Final Grade
DOCT EDUCATION	EDU 7053 Lecture 01	CREATING EFFECTIVE ORGANIZATIONS	4.00	16.00		A
DOCT EDUCATION	EDU 7207 Lecture 01	DISSERTATION	1.00	0.00		S

Credits		GPA		Awards	
Attempted:	4.00	Term:	4.000	Term:	
Earned:	5.00	Overall:	4.000	Overall:	

Self-Service - Grade Report - Emily Short

Grade Report for 2012/Spring - Emily Short**Transcript Sequence 001**

Session	Course	Name	Credits	Quality Points	Midterm Grade	Final Grade
DOCT EDUCATION	EDU 7006 Lecture 01	CULTURAL INFLUENCES	3.00	12.00		A
DOCT EDUCATION	EDU 7152 Lecture 01	TECHNOLOGY II: TECHNOLOGY- BASED STATISTIC	4.00	16.00		A
DOCT EDUCATION	EDU 7206 Lecture 01	DISSERTATION	2.00	0.00		S

Credits		GPA		Awards	
Attempted:	7.00	Term:	4.000	Term:	
Earned:	9.00	Overall:	4.000	Overall:	

Grade Report for 2012/Spring - Emily Short**Transcript Sequence 001**

Session	Course	Name	Credits	Quality Points	Midterm Grade	Final Grade
DOCT EDUCATION	EDU 7006 Lecture 01	CULTURAL INFLUENCES	3.00	12.00		A
DOCT EDUCATION	EDU 7152 Lecture 01	TECHNOLOGY II:TECHNOLOGY- BASED STATISTIC	4.00	0.00		I
DOCT EDUCATION	EDU 7206 Lecture 01	DISSERTATION	2.00	0.00		S

Credits		GPA		Awards	
Attempted:	3.00	Term:	4.000	Term:	
Earned:	5.00	Overall:	4.000	Overall:	

**THE UNIVERSITY OF
MEMPHIS.**

**FEE SCHEDULE FOR GRADUATE IN-STATE STUDENTS
SUMMER 2012**

Graduate IN-STATE								
*On-Campus and Online xxx				**RODP (Rxx)			***U of M Online Courses (Uxx and/or Mxx)	
Hrs	Maintenance Fee	Program Service Fee	Total	Maintenance Fee	Online Fee	Total	Maintenance Fee	U of M Online Fee
1	402.00	72.50	474.50	402.00	102.00	504.00	402.00	100.00
2	804.00	145.00	949.00	804.00	204.00	1,008.00	804.00	200.00
3	1,206.00	217.50	1,423.50	1,206.00	306.00	1,512.00	1,206.00	300.00
4	1,608.00	290.00	1,898.00	1,608.00	408.00	2,016.00	1,608.00	400.00
5	2,010.00	362.50	2,372.50	2,010.00	510.00	2,520.00	2,010.00	500.00
6	2,412.00	435.00	2,847.00	2,412.00	612.00	3,024.00	2,412.00	600.00
7	2,814.00	507.50	3,321.50	2,814.00	714.00	3,528.00	2,814.00	700.00
8	3,216.00	580.00	3,796.00	3,216.00	816.00	4,032.00	3,216.00	800.00
9	3,618.00	652.50	4,270.50	3,618.00	918.00	4,536.00	3,618.00	900.00
10	4,020.00	725.00	4,745.00	4,020.00	1,020.00	5,040.00	4,020.00	1,000.00
11	4,422.00	797.50	5,219.50	4,422.00	1,122.00	5,544.00	4,422.00	1,100.00
12	4,824.00	870.00	5,694.00	4,824.00	1,224.00	6,048.00	4,824.00	1,200.00
13	5,226.00	942.50	6,168.50	5,226.00	1,326.00	6,552.00	5,226.00	1,300.00
14	5,628.00	1,015.00	6,643.00	5,628.00	1,428.00	7,056.00	5,628.00	1,400.00
15	6,030.00	1,087.50	7,117.50	6,030.00	1,530.00	7,560.00	6,030.00	1,500.00
16	6,432.00	1,160.00	7,592.00	6,432.00	1,632.00	8,064.00	6,432.00	1,600.00
17	6,834.00	1,232.50	8,066.50	6,834.00	1,734.00	8,568.00	6,834.00	1,700.00
18	7,236.00	1,305.00	8,541.00	7,236.00	1,836.00	9,072.00	7,236.00	1,800.00

Please Note: Summer fees will be charges at a per hour rate with no Maximum. To calculate fees above 18 hours please go to the Tuition Estimator located:
<http://bf.memphis.edu/finance/bursar/tuition.php>

Fine Art Course Fees:

ARCH Course Fee: an additional \$20 per credit/audit hour will be charged for all ARCH and IDES courses , with no maximum.

Art Course Fee: an additional \$20 per credit/audit hour will be charged for all ART (except ART 1030) and ARTH courses , with no maximum.

Broadcast and Film/Video Course Fee: an additional \$30 per credit/audit hour will be charged for COMM 6822, 6824, 6825, 6841, 6842, 6891, 7892, 7993*, 7994* and 7995, with no maximum. (* when Applicable)

Business Course Fee: an additional \$30 per credit/audit hour will be charged for all Business Courses beginning with a 3 or above, with no maximum.

Developmental Studies Program (DSP) courses are assessed maintenance fees at the 2-year institutional rate, at \$129 per credit/audit hour.

Engineering Course Fee: an additional \$25 per credit/audit hour will be charged for all ENGR courses, with no maximum.

Nursing Course Fee: an additional \$25 per credit/audit hour will be charged for all Nursing upper division and graduate courses, with no maximum.

***On-Campus fees** are charged to all courses with a completely numeric section number, no matter the instructional method. Courses with an instructional method of web and completely numeric section numbers are assessed as On-Campus.

****Regents Online Degree Program (Rxx)** fees are in addition to the cost of On-Campus fees, with no maximum.

*****U of M Online (Uxx and/or Mxx only)** fees are in addition to the cost of On-Campus fees, with no maximum.

Date 5/25/12 Vendor Number _____

Payee/Vendor Emily Short

Address _____

City/State _____ Zip _____

Amount ~~\$3,038.00~~ \$2382.50

of reimburse for 5 hr

FOAP → **Fund** 110001 **Organization** 310010 **Account** 62701 **Program** 400
or
Index → **Index** _____ **Account** _____

Ext _____

President _____ Date _____

Created 11-01-2005, Revised 10-09-2017



**Volunteer State Community College
Tennessee Board of Regents
Faculty/Administrative/Professional Staff
Tuition or Maintenance Fee
Reimbursement Program
Recommendation/Contract Form**



This program is designed to provide maintenance or tuition-related fees only for an individual who takes credit courses on a part-time basis – either at his or her own or at another institution – while continuing work responsibilities at Volunteer State Community College.

To Be Completed By the Employee

Employee Name: Emily C. Short

Employee ID: [REDACTED]

Department/Division: Student Services Account # E50025

Current Degree Status: Masters of Art in Education 29
(Degree and Area) (Additional hours beyond degree)

To be completed by the Supervisor:

1. Is the employee a regular full-time or part-time faculty or administrative/professional staff member who has been employed at Volunteer State Community College six months?

☒ Yes

☐ No

Date of Hire 3/16/92

2. Will the proposed study for which support is recommended enhance the employee's value to Volunteer State Community College as defined below: (Check appropriate purposes)?

☒ Support for person working toward the doctorate or other terminal degree.

☐ Support for person pursuing a degree below the doctorate in a technical or professional description.

☐ Support for personnel training or retraining to enhance expertise needed by Volunteer State Community College.

☐ Other (Explain). _____

To be completed by the Employee:

3. Intent for use of tuition or maintenance fee reimbursement:

a) Location of proposed study Trevecca Nazarene University

b) Term of proposed study Spring 2012

c) Course(s) Name	Course #	Credit Hrs	Maintenance Fee/ Tuition
Cultural Influences	EDU 7006	3	
Dissertation	EDU 7206	2	
Tech. Based Stats	EDU 7152	2	

*reimburse on
two classes.*

Total Reimbursement Requested: _____

Approved TBR Rate for current year 2012:

highest TBR rate

Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per term. Employees will normally be eligible for one course per term, with a maximum of 4 terms per year. An employee may enroll in more than one course during the summer as long as the summer terms in which the classes are to be taken do not overlap.

4. In requesting support for tuition or maintenance fees reimbursement, do you agree with the stipulations listed in a-d (below)?

☒ Yes ☐ No a. The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by Volunteer State Community College for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty or Administrative/Professional Staff Tuition Reimbursement Program.

☒ Yes ☐ No b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Volunteer State Community College may provide reimbursement at the time fees are due.

☒ Yes ☐ No c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless annual leave or flextime, based on the needs of the institution, have been approved.

☒ Yes ☐ No d. It is recommended that complete materials supporting the individuals' requests be maintained on campus. It is further recommended that each recipient be required to provide the president with affirmed grade reports for the course(s) taken.

5. If the recipient should receive a student scholarship, he/she will notify the Human Resources Office immediately.

Signature

Emily C. Short

Date

12/5/11

Approval Recommendation

Immediate Supervisor:

P. D. Powell

Date

12/05/11

Vice-President:

P. D. Powell

Date

12/05/11

Director of Human Resources:

B. Little

Date

12-6-11

President:

B. Short

Date

12/9/11

Employment Certification

Date of full-time employment:

March 15, 1992

THE UNIVERSITY OF MEMPHIS

FEE SCHEDULE FOR GRADUATE IN-STATE STUDENTS FALL 2011/SPRING 2012

Graduate IN-STATE									
*On-Campus and Online (ex. 410)				**RODP (Rxx)			***U of M Online Courses (Uxx and/or Mxx)		
Hrs	Maintenance Fee	Program Service Fee	Total	Maintenance Fee	Online Fee	Total	Maintenance Fee	U of M Online Fee	Total
1	402.00	74.50	476.50	402.00	102.00	504.00	402.00	100.00	502.00
2	804.00	149.00	953.00	804.00	204.00	1,008.00	804.00	200.00	1,004.00
3	1,206.00	223.50	1,429.50	1,206.00	306.00	1,512.00	1,206.00	300.00	1,506.00
4	1,608.00	298.00	1,906.00	1,608.00	408.00	2,016.00	1,608.00	400.00	2,008.00
5	2,010.00	372.50	2,382.50	2,010.00	510.00	2,520.00	2,010.00	500.00	2,510.00
6	2,412.00	626.00	3,038.00	2,412.00	612.00	3,024.00	2,412.00	600.00	3,012.00
7	2,814.00	626.00	3,440.00	2,814.00	714.00	3,528.00	2,814.00	700.00	3,514.00
8	3,216.00	626.00	3,842.00	3,216.00	816.00	4,032.00	3,216.00	800.00	4,016.00
9	3,618.00	626.00	4,244.00	3,618.00	918.00	4,536.00	3,618.00	900.00	4,518.00
10	4,020.00	626.00	4,646.00	4,020.00	1,020.00	5,040.00	4,020.00	1,000.00	5,020.00
11	4,100.00	626.00	4,726.00	4,422.00	1,122.00	5,544.00	4,422.00	1,100.00	5,522.00
12	4,180.00	626.00	4,806.00	4,824.00	1,224.00	6,048.00	4,824.00	1,200.00	6,024.00
13	4,260.00	626.00	4,886.00	5,226.00	1,326.00	6,552.00	5,226.00	1,300.00	6,526.00
14	4,340.00	626.00	4,966.00	5,628.00	1,428.00	7,056.00	5,628.00	1,400.00	7,028.00
15	4,420.00	626.00	5,046.00	6,030.00	1,530.00	7,560.00	6,030.00	1,500.00	7,530.00
16	4,500.00	626.00	5,126.00	6,432.00	1,632.00	8,064.00	6,432.00	1,600.00	8,032.00
17	4,580.00	626.00	5,206.00	6,834.00	1,734.00	8,568.00	6,834.00	1,700.00	8,534.00
18	4,660.00	626.00	5,286.00	7,236.00	1,836.00	9,072.00	7,236.00	1,800.00	9,036.00

Please Note: To calculate fees above 18 hours please go to the Tuition Estimator located:

<http://bf.memphis.edu/finance/bursar/tuition.php>

Fine Art Course Fees:

ARCH Course Fee: an additional \$20 per credit/audit hour will be charged for all ARCH and IDES courses, with no maximum.

Art Course Fee: an additional \$20 per credit/audit hour will be charged for all ART (except ART 1030) and ARTH courses, with no maximum.

Broadcast and Film/Video Course Fee: an additional \$30 per credit/audit hour will be charged for COMM 6822, 6824, 6825, 6841, 6842, 6891, 7892, 7993*, 7994* and 7995, with no maximum. (* when Applicable)

Business Course Fee: an additional \$30 per credit/audit hour will be charged for all Business Courses beginning with a 3 or above, with no maximum.

Developmental Studies Program (DSP) courses are assessed maintenance fees at the 2-year institutional rate, at \$129 per credit/audit hour.

Engineering Course Fee: an additional \$25 per credit/audit hour will be charged for all ENGR courses, with no maximum.

Nursing Course Fee: an additional \$25 per credit/audit hour will be charged for all Nursing upper division and graduate courses, with no maximum.

***On-Campus fees** are charged to all courses with a completely numeric section number, no matter the instructional method. Courses with an instructional method of web and completely numeric section numbers are assessed as On-Campus.

****Regents Online Degree Program (Rxx)** fees are in addition to the cost of On-Campus fees, with no maximum.

*****U of M Online (Uxx and/or Mxx only)** fees are in addition to the cost of On-Campus fees, with no maximum.



Attn: Accounting
333 Murfreesboro Road
Nashville, TN 37210

PAYMENT SUMMARY

Statement Date:	05/02/2012
Student ID:	
Previous Balance:	\$0.00
Current Balance:	\$145.00
Due Date:	05/02/2012
TOTAL AMOUNT DUE:	\$145.00

Emily Carter Short

If you are mailing a payment, include the top portion. Keep the lower portion for your records.

IMPORTANT INFORMATION

This is your current balance for Spring 2012. An additional eStatement for Summer 2012 charges will be sent out next week. ATTENTION GRADUATES: Your account must be PAID IN FULL before your diploma or transcript will be issued. Payment options: Mail check to TNU, Attn: Accounting Office, 333 Murfreesboro Rd, Nashville, TN 37210. Bring cash or check to the cashier's office on campus, Martin Building, top floor. AFTER your network account is active, you may pay online via the Self-Service site - ss.trevacca.edu. THANK YOU!

DATE	STATEMENT ACTIVITY	CHARGE	CREDIT
01/10/2012	Spring 2012 - Tuition Ed D	\$3,451.00	
01/10/2012	Spring 2012 - EDU 7006 - MISC Lab Course Fee	\$60.00	
01/10/2012	Spring 2012 - EDU 7006 - EdD Instrl Materials	\$175.00	
01/10/2012	Spring 2012 - EDU 7206 - MISC Dissertation Fe	\$200.00	
01/10/2012	Spring 2012 - EDU 7206 - MISC Lab Course Fee	\$60.00	
01/10/2012	Spring 2012 - EDU 7152 - EdD Instrl Materials	\$175.00	
01/10/2012	Spring 2012 - Technology Fee	\$150.00	
01/24/2012	Spring 2012 - Refund via eREFUND	\$1,000.00	
05/02/2012	Spring 2012 - Tuition Ed D	\$986.00	
01/18/2012	Spring 2012 - Federal Direct Unsubsidized Loan		\$6,112.00

TOTAL AMOUNT DUE:

\$145.00

Grade Report for 2012/Spring - Emily Short**Transcript Sequence 001**

Session	Course	Name	Credits	Quality Points	Midterm Grade	Final Grade
DOCT EDUCATION	EDU 7006 Lecture 01	CULTURAL INFLUENCES	3.00	12.00		A
DOCT EDUCATION	EDU 7152 Lecture 01	TECHNOLOGY II:TECHNOLOGY- BASED STATISTIC	4.00	0.00		I
DOCT EDUCATION	EDU 7206 Lecture 01	DISSERTATION	2.00	0.00		S

Credits		GPA		Awards	
Attempted:	3.00	Term:	4.000	Term:	
Earned:	5.00	Overall:	4.000	Overall:	

VOLUNTEER STATE COMMUNITY COLLEGE
Check Request

Date 08/12/2011 Vendor Number _____

Payee/Vendor Emily Short [REDACTED]

Address _____

City/State _____ Zip _____

Date check needed ASAP

Amount \$2601.00

Purpose Reimbursement for Summer 2011 Course

Account Code Information

FOAP 11001 Fund 310100 Organization 62701 Account 400 Program
or
Index Index Account

IMPORTANT NOTE: SUBMISSION FOR PROCESSING OF THIS CHECK REQUEST IS ACKNOWLEDGEMENT THAT THE GOODS AND/OR SERVICES FOR WHICH THIS DOCUMENT HAS BEEN COMPLETED HAVE BEEN RECEIVED BY THE INSTITUTION.

Check Disposition (Mark only one option)

Option 1 ☐ Mail to address shown above

or

Option 2 ☒ Call for pickup Name Emily Short Ext 3477

Requested by Sandy Hain Date 8/12/11

Dean/Dept. Head [Signature] Date 8-12-11

Vice President, Division _____ Date _____

VP, Business and Finance _____ Date _____

President _____ Date _____

Attach copies of invoices, sales slips, requisition on prepaid expenses or meal reimbursement request form if applicable.



**FEE SCHEDULE FOR GRADUATE IN-STATE STUDENTS
SUMMER 2011**

Graduate IN-STATE								
*On-Campus and Online 4xx and 5xx				**RODP (Rxx)			***U of M Online Courses (Uxx and/or Mxx)	
Hrs	Maintenance Fee	Program Service Fee	Total	Maintenance Fee	Online Fee	Total	Maintenance Fee	U of M Online Fee
1	365.00	68.50	433.50	365.00	93.00	458.00	365.00	100.00
2	730.00	137.00	867.00	730.00	186.00	916.00	730.00	200.00
3	1,095.00	205.50	1,300.50	1,095.00	279.00	1,374.00	1,095.00	300.00
4	1,460.00	274.00	1,734.00	1,460.00	372.00	1,832.00	1,460.00	400.00
5	1,825.00	342.50	2,167.50	1,825.00	465.00	2,290.00	1,825.00	500.00
6	2,190.00	411.00	2,601.00	2,190.00	558.00	2,748.00	2,190.00	600.00
7	2,555.00	479.50	3,034.50	2,555.00	651.00	3,206.00	2,555.00	700.00
8	2,920.00	548.00	3,468.00	2,920.00	744.00	3,664.00	2,920.00	800.00
9	3,285.00	616.50	3,901.50	3,285.00	837.00	4,122.00	3,285.00	900.00
10	3,650.00	685.00	4,335.00	3,650.00	930.00	4,580.00	3,650.00	1,000.00
11	4,015.00	753.50	4,768.50	4,015.00	1,023.00	5,038.00	4,015.00	1,100.00
12	4,380.00	822.00	5,202.00	4,380.00	1,116.00	5,496.00	4,380.00	1,200.00
13	4,745.00	890.50	5,635.50	4,745.00	1,209.00	5,954.00	4,745.00	1,300.00
14	5,110.00	959.00	6,069.00	5,110.00	1,302.00	6,412.00	5,110.00	1,400.00
15	5,475.00	1,027.50	6,502.50	5,475.00	1,395.00	6,870.00	5,475.00	1,500.00
16	5,840.00	1,096.00	6,936.00	5,840.00	1,488.00	7,328.00	5,840.00	1,600.00
17	6,205.00	1,164.50	7,369.50	6,205.00	1,581.00	7,786.00	6,205.00	1,700.00
18	6,570.00	1,233.00	7,803.00	6,570.00	1,674.00	8,244.00	6,570.00	1,800.00

Please Note: Summer fees will be charges at a per hour rate with no Maximum. To calculate fees above 18 hours please go to the Tuition Estimator located:
<http://bf.memphis.edu/finance/bursar/tuition.php>

Fine Art Course Fees:

ARCH Course Fee: an additional \$20 per credit/audit hour will be charged for all ARCH and IDES courses , with no maximum.

Art Course Fee: an additional \$20 per credit/audit hour will be charged for all ART (except ART 1030) and ARTH courses , with no maximum.

Broadcast and Film/Video Course Fee: an additional \$30 per credit/audit hour will be charged for COMM 6822, 6824, 6825, 6841, 6842, 6891, 7892, 7993*, 7994* and 7995, with no maximum. (* when Applicable)

Business Course Fee: an additional \$30 per credit/audit hour will be charged for all Business Courses beginning with a 3 or above, with no maximum.

Developmental Studies Program (DSP) courses are assessed maintenance fees at the 2-year institutional rate, at \$118 per credit/audit hour.

Engineering Course Fee: an additional \$25 per credit/audit hour will be charged for all ENGR courses, with no maximum.

Nursing Course Fee: an additional \$25 per credit/audit hour will be charged for all Nursing upper division and graduate courses, with no maximum.

***On-Campus fees** are assessed to all courses with a completely numeric section number, no matter the instructional method. Courses with an instructional method of web and completely numeric section numbers are assessed as On-Campus.

****Regents Online Degree Program (Rxx)** fees are in addition to the cost of On-Campus fees, with no maximum.

*****U of M Online (Uxx and/or Mxx only)** fees are in addition to the cost of On-Campus fees, with no maximum.



Volunteer State Community College
Tennessee Board of Regents
Faculty/Administrative/Professional Staff
Tuition or Maintenance Fee
Reimbursement Program
Recommendation/Contract Form



Print Form

This program is designed to provide maintenance or tuition-related fees only for an individual who takes credit courses on a part-time basis – either at his or her own or at another institution – while continuing work responsibilities at Volunteer State Community College.

To Be Completed By the Employee

Employee Name: Emily C. Short

Employee ID: [REDACTED]

Department/Division: Student Services Account # E50025

Current Degree Status: Masters of Arts in Ed. (Community Agency Counseling)
(Degree and Area) (Additional hours beyond degree)

To be completed by the Supervisor:

1. Is the employee a regular full-time or part-time faculty or administrative/professional staff member who has been employed at Volunteer State Community College six months?

☒ Yes

☐ No

Date of Hire March 16, 1992

2. Will the proposed study for which support is recommended enhance the employee's value to Volunteer State Community College as defined below: (Check appropriate purposes)?

- ☒ Support for person working toward the doctorate or other terminal degree.
☐ Support for person pursuing a degree below the doctorate in a technical or professional description.
☐ Support for personnel training or retraining to enhance expertise needed by Volunteer State Community College.
☐ Other (Explain). _____

To be completed by the Employee:

3. Intent for use of tuition or maintenance fee reimbursement:

a) Location of proposed study Trevecca Nazarene University

b) Term of proposed study Summer 2011

c) Course(s) Name	Course #	Credit Hrs	Maintenance Fee/ Tuition
Leadership for Group	EDU7052	4	
Professional Spec.	EDU7008	3	
Dissertation	EDU7204	1	

Total Reimbursement Requested: _____

Approved TBR Rate for current year 2011 : not to exceed highest TBR rate.

Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per term. Employees will normally be eligible for one course per term, with a maximum of 4 terms per year. An employee may enroll in more than one course during the summer as long as the summer terms in which the classes are to be taken do not overlap.

4. In requesting support for tuition or maintenance fees reimbursement, do you agree with the stipulations listed in a-d (below)?

- ☒ Yes ☐ No a. The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by Volunteer State Community College for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty or Administrative/Professional Staff Tuition Reimbursement Program.
- ☒ Yes ☐ No b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Volunteer State Community College may provide reimbursement at the time fees are due.
- ☒ Yes ☐ No c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless annual leave or flextime, based on the needs of the institution, have been approved.
- ☒ Yes ☐ No d. It is recommended that complete materials supporting the individuals' requests be maintained on campus. It is further recommended that each recipient be required to provide the president with affirmed grade reports for the course(s) taken.

5. If the recipient should receive a student scholarship, he/she will notify the Human Resources Office immediately.

Signature Emily C. Furr Date 6/7/11

Approval Recommendation

Immediate Supervisor: P. D. Powell Date 06/07/11

Vice-President: P. D. Powell Date 06/07/11

Director of Human Resources: Lori A. Cottrell Date 6/10/11

President: W. W. [Signature] Date 6-10-11

Employment Certification

Date of full-time employment: August 2001

Call 615-248-1240 with questions.

Statement Number: 545491

Jun 23, 201

Page 1 of

Mrs. Emily Carter Short

Id: [REDACTED]

Year/Term (Term/All Sessions + Cumulative) Balance Statement - 2011/Summer

Previous Balance:			\$0.00
Charges:			
May 20, 2011	2011/Summer	Tuition Ed D	\$3,736.00
May 20, 2011	2011/Summer	EDU 7052 - EdD Instrl Materials	\$175.00
May 20, 2011	2011/Summer	EDU 7010 - MISC Lab Course Fee	\$60.00
May 20, 2011	2011/Summer	EDU 7204 - MISC Lab Course Fee	\$60.00
May 20, 2011	2011/Summer	EDU 7204 - MISC Dissertation Fe	\$100.00
May 20, 2011	2011/Summer	EDU 7010 - EdD Instrl Materials	\$175.00
May 20, 2011	2011/Summer	Technology Fee	\$100.00
May 31, 2011	2011/Summer	EdD Summer Double Room	\$750.00
Total Charges:			\$5,156.00
Credits:			
Jun 23, 2011	2011/Summer	Federal Direct Unsubsidized Loan	\$6,111.00
Total Credits:			\$6,111.00
Current Balance:			\$-955.00
Payment Due:			\$-955.00

Attention Borrower:

We are in receipt of your loan check/s for this semester. Federal regulations grant parents/students the right to cancel PLUS/Stafford Loans within thirty (30) days after disbursement. If you wish to do so, please notify the Financial Aid Office immediately at (615)248-1242.

Please detach and remit with payment.

Id:	Statement:	Due Date:	Current Balance:	Less Anticipated Credits:	Payment Due:	Amount Enclosed:
[REDACTED]	545491	Jun 30, 2011	\$-955.00	\$0.00	\$-955.00	

Call 615-248-1240 with questions.

For: Mrs. Emily Carter Short

Credit Card Type: ☐ Discover ☐ MasterCard ☐ Visa

Credit Card Number: _____ Exp Date: _____

Signature: _____

000038914 -000955000 SHORTEC

Mrs. Emily Carter Short

Trevecca Nazarene University

333 Murfreesboro Rd
Nashville, TN 37210

Grade Report for 2011/Summer - Emily Short**Transcript Sequence 001**

Session	Course	Name	Credits	Quality Points	Midterm Grade	Final Grade
DOCT EDUCATION	EDU 7010 Lecture 01	PROFESSIONAL PRACTICE & RESEARCH	3.00	12.00		A
DOCT EDUCATION	EDU 7052 Lecture 01	COLLABORATIVE TEAM WORK & TEAM DEVELOP	4.00	16.00		A
DOCT EDUCATION	EDU 7204 Lecture 01	DISSERTATION	1.00	0.00		S

Credits		GPA		Awards	
Attempted:	7.00	Term:	4.000	Term:	
Earned:	8.00	Overall:	4.000	Overall:	

Hamm, Tandy

From: Slayton, Ann
Sent: Tuesday, February 14, 2012 12:11 PM
To: Short, Emily
Cc: Hamm, Tandy
Subject: FW: Educational Reimbursements

Emily.

It has been brought to my attention that you had educational expense reimbursement in excess of \$5,250 during calendar year 2011. Once I confirm with the business office the dates of payments, etc were in 2011, I will be sending you a corrected W-2. I just wanted to give you a heads up so you will know it is forthcoming. From the information I received from Tandy, it appears the amount will be \$1,911.

I'm sorry for any inconvenience this late notification may cause.

Thanks,
Ann



Ann Slayton

Payroll Manager
1480 Nashville Pike, Gallatin, TN 37066
Phone: (615) 230-3568
Fax: (615) 230-3515
email: ann.slayton@volstate.edu

CONFIDENTIALITY NOTICE: This email (including any attachments) is for the sole use of the intended recipient(s) and may contain information that is confidential, privileged, or otherwise exempt from disclosure under applicable law. If you are not the intended recipient(s), the dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please contact the sender immediately and destroy all copies of the original message and any attachments. Receipt by anyone other than the named recipient(s) does not constitute a waiver of any applicable privilege.

From: Hamm, Tandy
Sent: Tuesday, February 14, 2012 8:16 AM
To: Slayton, Ann
Subject: RE: Educational Reimbursements

Ann,
I'm showing two people
Emily Short \$7161.00
Let me know if you need anything else.
Thanks,
Tandy

Tandy L. Hamm, M. P. S.
Coordinator
Office of Human Resources

- Volunteer State Community College
Gallatin, TN 37066
615-230-3593
615-230-3314
tandy.hamm@volstate.edu

For the most up to date information regarding your benefits please click the following link:

<http://www.volstate.edu/HR/Benefits.php>

<http://www.partnersforhealthtn.gov/>

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you.

From: Slayton, Ann
Sent: Tuesday, February 14, 2012 8:00 AM
To: Hamm, Tandy
Subject: RE: Educational Reimbursements

I need names and their amounts.

Thanks,
Ann



Ann Slayton

Payroll Manager
1480 Nashville Pike, Gallatin, TN 37066
Phone: (615) 230-3568
Fax: (615) 230-3515
email: ann.slayton@volstate.edu

CONFIDENTIALITY NOTICE: This email (including any attachments) is for the sole use of the intended recipient(s) and may contain information that is confidential, privileged, or otherwise exempt from disclosure under applicable law. If you are not the intended recipient(s), the dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please contact the sender immediately and destroy all copies of the original message and any attachments. Receipt by anyone other than the named recipient(s) does not constitute a waiver of any applicable privilege.

From: Hamm, Tandy
Sent: Monday, February 13, 2012 4:31 PM
To: Slayton, Ann
Subject: RE: Educational Reimbursements

One reimbursement or in total? I can have it for you tomorrow.

Tandy L. Hamm, M. P. S.
Coordinator
Office of Human Resources
Volunteer State Community College

• Gallatin, TN 37066

615-230-3593

615-230-3314

tandy.hamm@volstate.edu

For the most up to date information regarding your benefits please click the following link:

<http://www.volstate.edu/HR/Benefits.php>

<http://www.Partnersforhealthtn.gov/>

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you.

From: Slayton, Ann

Sent: Monday, February 13, 2012 4:29 PM

To: Hamm, Tandy

Subject: RE: Educational Reimbursements

Great! Can you tell me who if anyone had reimbursements that exceeded \$5,250 for Calendar year 2011? I also need to know how much the reimbursements exceeded \$5,250. I may need more details as I get into it. I'll let you know.

Thanks,

Ann

From: Hamm, Tandy

Sent: Monday, February 13, 2012 4:25 PM

To: Slayton, Ann; HRU - Human Resource

Subject: RE: Educational Reimbursements

I do

Tandy L. Hamm, M. P. S.

Coordinator

Office of Human Resources

Volunteer State Community College

Gallatin, TN 37066

615-230-3593

615-230-3314

tandy.hamm@volstate.edu

For the most up to date information regarding your benefits please click the following link:

<http://www.volstate.edu/HR/Benefits.php>

<http://www.partnersforhealthtn.gov/>

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you.

From: Slayton, Ann

Sent: Monday, February 13, 2012 4:25 PM

To: HRU - Human Resource
Subject: Educational Reimbursements

Who keeps up with the educational reimbursements to our employees and submits them to the Business Office?



Ann Slayton

Payroll Manager

1480 Nashville Pike, Gallatin, TN 37066

Phone: (615) 230-3568

Fax: (615) 230-3515

email: ann.slayton@volstate.edu

CONFIDENTIALITY NOTICE: This email (including any attachments) is for the sole use of the intended recipient(s) and may contain information that is confidential, privileged, or otherwise exempt from disclosure under applicable law. If you are not the intended recipient(s), the dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please contact the sender immediately and destroy all copies of the original message and any attachments. Receipt by anyone other than the named recipient(s) does not constitute a waiver of any applicable privilege.

Hamm, Tandy

From: Hamm, Tandy
Sent: Monday, December 19, 2011 2:23 PM
To: Helms, Gerri
Cc: Short, Emily
Subject: Tuition Reimbursement for Emily Short

Gerri,

I submitted a tuition reimbursement for Emily Short today. Her original form stated she was taking a total of five hours and would be reimbursed for \$2382.50. Emily informed me today that one of her courses has been reduced down from two credit hours to one credit hour. Her reimbursement needs to be adjusted to match this amount. Instead of \$2382.50, she should be reimbursed \$1906.00. This will meet the highest TBR rate for four credit hours. Please let me know if you have any questions.

Thank you,

Tandy L. Hamm, M. P. S.
Coordinator
Office of Human Resources
Volunteer State Community College
Gallatin, TN 37066
615-230-3593
615-230-3314
tandy.hamm@volstate.edu

For the most up to date information regarding your benefits please click the following link:

<http://www.volstate.edu/HR/Benefits.php>

<http://www.partnersforhealthtn.gov/>

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you.

VOLUNTEER STATE COMMUNITY COLLEGE
Check Request

Date 12/19/2011 Vendor Number _____

Payee/Vendor Emily Short

Address _____

City/State _____ Zip _____

Date check needed ASAP

Amount 3038.00 1382.50 att

Purpose Reimbursement for Fall 2011 Courses

Account Code Information

FOAP → Fund 11001 Organization 310100 Account 62701 Program 400
or
Index → Index _____ Account _____

IMPORTANT NOTE: SUBMISSION FOR PROCESSING OF THIS CHECK REQUEST IS ACKNOWLEDGEMENT THAT THE GOODS AND/OR SERVICES FOR WHICH THIS DOCUMENT HAS BEEN COMPLETED HAVE BEEN RECEIVED BY THE INSTITUTION.

Check Disposition (Mark only one option)

Option 1 ☒ Mail to address shown above

or

Option 2 ☐ Call for pickup Name _____ Ext _____

Requested by Jandry Little Date 12/19/11

Dean/Dept. Head Lori A. Carter Date 12/19/11

Vice President, Division _____ Date _____

VP, Business and Finance _____ Date _____

President _____ Date _____

Attach copies of invoices, sales slips, requisition on prepaid expenses or meal reimbursement request form if applicable.



**FEE SCHEDULE FOR GRADUATE IN-STATE STUDENTS
FALL 2011/SPRING 2012**

Graduate IN-STATE									
*On-Campus and Online (ex. 410)				**RODP (Rxx)			***U of M Online Courses (Uxx and/or Mxx)		
Hrs	Maintenance Fee	Program Service Fee	Total	Maintenance Fee	Online Fee	Total	Maintenance Fee	U of M Online Fee	Total
1	402.00	74.50	476.50	402.00	102.00	504.00	402.00	100.00	502.00
2	804.00	149.00	953.00	804.00	204.00	1,008.00	804.00	200.00	1,004.00
3	1,206.00	223.50	1,429.50	1,206.00	306.00	1,512.00	1,206.00	300.00	1,506.00
4	1,608.00	298.00	1,906.00	1,608.00	408.00	2,016.00	1,608.00	400.00	2,008.00
5	2,010.00	372.50	2,382.50	2,010.00	510.00	2,520.00	2,010.00	500.00	2,510.00
6	2,412.00	626.00	3,038.00	2,412.00	612.00	3,024.00	2,412.00	600.00	3,012.00
7	2,814.00	626.00	3,440.00	2,814.00	714.00	3,528.00	2,814.00	700.00	3,514.00
8	3,216.00	626.00	3,842.00	3,216.00	816.00	4,032.00	3,216.00	800.00	4,016.00
9	3,618.00	626.00	4,244.00	3,618.00	918.00	4,536.00	3,618.00	900.00	4,518.00
10	4,020.00	626.00	4,646.00	4,020.00	1,020.00	5,040.00	4,020.00	1,000.00	5,020.00
11	4,100.00	626.00	4,726.00	4,422.00	1,122.00	5,544.00	4,422.00	1,100.00	5,522.00
12	4,180.00	626.00	4,806.00	4,824.00	1,224.00	6,048.00	4,824.00	1,200.00	6,024.00
13	4,260.00	626.00	4,886.00	5,226.00	1,326.00	6,552.00	5,226.00	1,300.00	6,526.00
14	4,340.00	626.00	4,966.00	5,628.00	1,428.00	7,056.00	5,628.00	1,400.00	7,028.00
15	4,420.00	626.00	5,046.00	6,030.00	1,530.00	7,560.00	6,030.00	1,500.00	7,530.00
16	4,500.00	626.00	5,126.00	6,432.00	1,632.00	8,064.00	6,432.00	1,600.00	8,032.00
17	4,580.00	626.00	5,206.00	6,834.00	1,734.00	8,568.00	6,834.00	1,700.00	8,534.00
18	4,660.00	626.00	5,286.00	7,236.00	1,836.00	9,072.00	7,236.00	1,800.00	9,036.00

Please Note: To calculate fees above 18 hours please go to the *Tuition Estimator* located:

<http://bf.memphis.edu/finance/bursar/tuition.php>

Fine Art Course Fees:

ARCH Course Fee: an additional \$20 per credit/audit hour will be charged for all ARCH and IDES courses , with no maximum.

Art Course Fee: an additional \$20 per credit/audit hour will be charged for all ART (except ART 1030) and ARTH courses , with no maximum.

Broadcast and Film/Video Course Fee: an additional \$30 per credit/audit hour will be charged for COMM 6822, 6824, 6825, 6841, 6842, 6891, 7892, 7993*, 7994* and 7995, with no maximum. (* when Applicable)

Business Course Fee: an additional \$30 per credit/audit hour will be charged for all Business Courses beginning with a 3 or above, with no maximum.

Developmental Studies Program (DSP) courses are assessed maintenance fees at the 2-year institutional rate, at \$129 per credit/audit hour.

Engineering Course Fee: an additional \$25 per credit/audit hour will be charged for all ENGR courses, with no maximum.

Nursing Course Fee: an additional \$25 per credit/audit hour will be charged for all Nursing upper division and graduate courses, with no maximum.

***On-Campus** fees are charged to all courses with a completely numeric section number, no matter the instructional method. Courses with an instructional method of web and completely numeric section numbers are assessed as On-Campus.

****Regents Online Degree Program (Rxx)** fees are in addition to the cost of On-Campus fees, with no maximum.

*****U of M Online (Uxx and/or Mxx only)** fees are in addition to the cost of On-Campus fees, with no maximum.

Mrs. Emily Carter Short

Id: [REDACTED]

Year/Term (Term/All Sessions + Cumulative) Balance Statement - 2011/Fall

Previous Balance:			\$-418.00
Charges:			
Sep 5, 2011	2011/Fall	Tuition Ed D	\$1,972.00
Sep 5, 2011	2011/Fall	EDU 7205 - MISC Dissertation Fe	\$100.00
Sep 5, 2011	2011/Fall	EDU 7205 - MISC Lab Course Fee	\$60.00
Sep 5, 2011	2011/Fall	EDU 7005 - EdD Instrl Materials	\$175.00
Sep 5, 2011	2011/Fall	Technology Fee	\$150.00
Total Charges:			\$2,457.00
Credits:			
Sep 22, 2011	2011/Fall	Federal Direct Unsubsidized Loan	\$6,111.00
Total Credits:			\$6,111.00
Current Balance:			\$-4,072.00
Payment Due:			\$-4,072.00

Attention Borrower:

We are in receipt of your loan check/s for this semester. Federal regulations grant parents/students the right to cancel PLUS/Stafford Loans within thirty (30) days after disbursement. If you wish to do so, please notify the Financial Aid Office immediately at (615)248-1242.

Please detach and remit with payment.

Id:	Statement:	Due Date:	Current Balance:	Less Anticipated Credits:	Payment Due:	Amount Enclosed:
[REDACTED]	559965	Sep 1, 2011	\$-4,072.00	\$0.00	\$-4,072.00	

Call 615-248-1240 with questions.

Credit Card Type: ☐ Discover ☐ MasterCard ☐ Visa

For: Mrs. Emily Carter Short

Credit Card Number: _____ Exp Date: _____

Signature: _____

000038914 -004072000 SHORTEC

Mrs. Emily Carter Short
[REDACTED]

Trevecca Nazarene University

333 Murfreesboro Rd
Nashville, TN 37210

Grade Report for 2011/Fall - Emily Short**Transcript Sequence 001**

Session	Course	Name	Credits	Quality Points	Midterm Grade	Final Grade
DOCT EDUCATION	EDU 7005 Lecture 06	TRANSFORMATIONAL LEARNING	3.00	12.00		A
DOCT EDUCATION	EDU 7205 Lecture 01	DISSERTATION	1.00	0.00		S

Credits		GPA		Awards	
Attempted:	3.00	Term:	4.000	Term:	
Earned:	4.00	Overall:	4.000	Overall:	



**Volunteer State Community College
Tennessee Board of Regents
Faculty/Administrative/Professional Staff
Tuition or Maintenance Fee
Reimbursement Program
Recommendation/Contract Form**

This program is designed to provide maintenance or tuition-related fees only for an individual who takes credit courses on a part-time basis – either at his or her own or at another institution – while continuing work responsibilities at Volunteer State Community College.

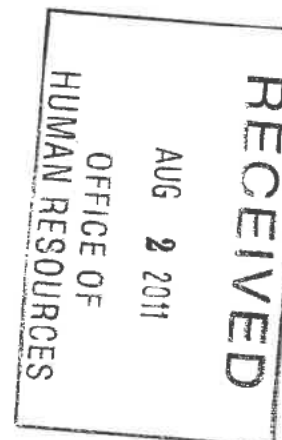
To Be Completed By the Employee

Employee Name: Emily C. Short

Employee ID: [REDACTED]

Department/Division: Student Services Account # ES0025

Current Degree Status: Masters of Art. in Ed.
(Degree and Area) (Additional hours beyond degree)



To be completed by the Supervisor:

1. Is the employee a regular full-time or part-time faculty or administrative/professional staff member who has been employed at Volunteer State Community College six months?

☒ Yes

☐ No

Date of Hire 3/16/92

2. Will the proposed study for which support is recommended enhance the employee's value to Volunteer State Community College as defined below: (Check appropriate purposes)?

- ☒ Support for person working toward the doctorate or other terminal degree.
☐ Support for person pursuing a degree below the doctorate in a technical or professional description.
☐ Support for personnel training or retraining to enhance expertise needed by Volunteer State Community College.
☐ Other (Explain). _____

To be completed by the Employee:

3. Intent for use of tuition or maintenance fee reimbursement:

- a) Location of proposed study Trevecca Nazarene University
b) Term of proposed study Fall 2011

c) Course(s) Name	Course #	Credit Hrs	Maintenance Fee/ Tuition
<u>Transformational Learning</u>	<u>EDU7005</u>	<u>3</u>	_____
<u>Dissertation</u>	<u>EDU7205</u>	<u>2</u>	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Reimbursement Requested: _____

Approved TBR Rate for current year 2011 :

highest TBR rate

Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per term. Employees will normally be eligible for one course per term, with a maximum of 4 terms per year. An employee may enroll in more than one course during the summer as long as the summer terms in which the classes are to be taken do not overlap.

4. In requesting support for tuition or maintenance fees reimbursement, do you agree with the stipulations listed in a-d (below)?

☒ Yes ☐ No a. The recipient, unless retired, shall be required, after completion of the course or courses, to be employed by Volunteer State Community College for not less than one (1) month of full-time employment for each month of the term of participation in the Faculty or Administrative/Professional Staff Tuition Reimbursement Program.

☒ Yes ☐ No b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for additional assistance. Volunteer State Community College may provide reimbursement at the time fees are due.

☒ Yes ☐ No c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work assignments unless annual leave or flextime, based on the needs of the institution, have been approved.

☒ Yes ☐ No d. It is recommended that complete materials supporting the individuals' requests be maintained on campus. It is further recommended that each recipient be required to provide the president with affirmed grade reports for the course(s) taken.

5. If the recipient should receive a student scholarship, he/she will notify the Human Resources Office immediately.

Signature Emily C. Short Date 8/2/11

Approval Recommendation

Immediate Supervisor: Patricia D. Powell Date 08/02/11

Vice-President: P. D. Powell Date 08/02/11

Director of Human Resources: Lois C. Bell Date 8-2-11

President: [Signature] Date 8-3-11

Employment Certification

Date of full-time employment: March 15, 92

VOLUNTEER STATE COMMUNITY COLLEGE
Check Request

Date 06/10/2011 Vendor Number _____

Payee/Vendor Emily C. Short

Address _____

City/State _____ Zip _____

Date check needed ASAP

Amount 2177.50

Purpose Reimbursement for Spring 2011 course.

Account Code Information

FOAP → Fund 11001 Organization 310100 Account 62701 Program 400
or
Index → Index _____ Account _____

IMPORTANT NOTE: SUBMISSION FOR PROCESSING OF THIS CHECK REQUEST IS ACKNOWLEDGEMENT THAT THE GOODS AND/OR SERVICES FOR WHICH THIS DOCUMENT HAS BEEN COMPLETED HAVE BEEN RECEIVED BY THE INSTITUTION.

Check Disposition (Mark only one option)

Option 1 ☐ Mail to address shown above

or
Option 2 ☒ Call for pickup Name Emily Short Ext 3477

Requested by Jandry H Date 6/10/11

Dean/Dept. Head Lori A. Cutrell Date 6/10/11

Vice President, Division _____ Date _____

VP, Business and Finance _____ Date _____

President W. N. Date 6-10-11

Attach copies of invoices, sales slips, requisition on prepaid expenses or meal reimbursement request form if applicable.



Volunteer State Community College
Tennessee Board of Regents
Faculty/Administrative/Professional Staff
Tuition or Maintenance Fee
Reimbursement Program
Recommendation/Contract Form



This program is designed to provide maintenance or tuition-related fees only for an individual who takes credit courses on a part-time basis – either at his or her own or at another institution – while continuing work responsibilities at Volunteer State Community College.

To Be Completed By the Employee

Employee Name: Emily C. Short

Employee ID: [REDACTED]

Department/Division: Student Services Account # E50025

Current Degree Status: Masters of Art in Education – Community Agency Counseling
(Degree and Area) (Additional hours beyond degree)

To be completed by the Supervisor:

1. Is the employee a regular full-time or part-time faculty or administrative/professional staff member who has been employed at Volunteer State Community College six months?

☒ Yes

☐ No

Date of Hire 3/16/92

2. Will the proposed study for which support is recommended enhance the employee's value to Volunteer State Community College as defined below: (Check appropriate purposes)?

☒

Support for person working toward the doctorate or other terminal degree.

☐

Support for person pursuing a degree below the doctorate in a technical or professional description.

☐

Support for personnel training or retraining to enhance expertise needed by Volunteer State Community College.

☐

Other (Explain). _____

To be completed by the Employee:

3. Intent for use of tuition or maintenance fee reimbursement:

a) Location of proposed study Trevecca Nazarene University

b) Term of proposed study Spring 2011

c) Course(s) Name	Course #	Credit Hrs	Maintenance Fee/ Tuition
<u>Scientific Based Research II</u>	<u>EDU 7004</u>	<u>4</u>	<u>1342.50</u>
<u>Dissertation</u>	<u>EDU 7203</u>	<u>1</u>	<u>1327.50</u>
_____	_____	_____	_____
_____	_____	_____	_____

Total Reimbursement Requested:

2670.00

**THE UNIVERSITY OF
MEMPHIS**

**FEE SCHEDULE FOR GRADUATE IN-STATE STUDENTS
SPRING 2011**

Graduate IN-STATE									
*On-Campus and Online 4xx and 5xx				**RODP (Rxx)			***U of M Online Courses (Uxx and/or Mxx)		
Hrs	Maintenance Fee	Program Service Fee	Total	Maintenance Fee	Online Fee	Total	Maintenance Fee	U of M Online Fee	Total
1	365.00	70.50	435.50	365.00	93.00	458.00	365.00	100.00	465.00
2	730.00	141.00	871.00	730.00	186.00	916.00	730.00	200.00	930.00
3	1,095.00	211.50	1,306.50	1,095.00	279.00	1,374.00	1,095.00	300.00	1,395.00
4	1,460.00	282.00	1,742.00	1,460.00	372.00	1,832.00	1,460.00	400.00	1,860.00
5	1,825.00	352.50	2,177.50	1,825.00	465.00	2,290.00	1,825.00	500.00	2,325.00
6	2,190.00	609.00	2,799.00	2,190.00	558.00	2,748.00	2,190.00	600.00	2,790.00
7	2,555.00	609.00	3,164.00	2,555.00	651.00	3,206.00	2,555.00	700.00	3,255.00
8	2,920.00	609.00	3,529.00	2,920.00	744.00	3,664.00	2,920.00	800.00	3,720.00
9	3,285.00	609.00	3,894.00	3,285.00	837.00	4,122.00	3,285.00	900.00	4,185.00
10	3,650.00	609.00	4,259.00	3,650.00	930.00	4,580.00	3,650.00	1,000.00	4,650.00
11	3,705.00	609.00	4,314.00	4,015.00	1,023.00	5,038.00	4,015.00	1,100.00	5,115.00
12	3,760.00	609.00	4,369.00	4,380.00	1,116.00	5,496.00	4,380.00	1,200.00	5,580.00
13	3,815.00	609.00	4,424.00	4,745.00	1,209.00	5,954.00	4,745.00	1,300.00	6,045.00
14	3,870.00	609.00	4,479.00	5,110.00	1,302.00	6,412.00	5,110.00	1,400.00	6,510.00
15	3,925.00	609.00	4,534.00	5,475.00	1,395.00	6,870.00	5,475.00	1,500.00	6,975.00
16	3,980.00	609.00	4,589.00	5,840.00	1,488.00	7,328.00	5,840.00	1,600.00	7,440.00
17	4,035.00	609.00	4,644.00	6,205.00	1,581.00	7,786.00	6,205.00	1,700.00	7,905.00
18	4,090.00	609.00	4,699.00	6,570.00	1,674.00	8,244.00	6,570.00	1,800.00	8,370.00

Please Note: To calculate fees above 18 hours please go to the Tuition Estimator located:

<http://bf.memphis.edu/finance/bursar/tuition.php>

Fine Art Course Fees:

ARCH Course Fee: an additional \$20 per credit/audit hour will be charged for all ARCH and IDES courses, with no maximum.

Art Course Fee: an additional \$20 per credit/audit hour will be charged for all ART (except ART 1030) and ARTH courses, with no maximum.

Broadcast and Film/Video Course Fee: an additional \$30 per credit/audit hour will be charged for COMM 6822, 6824, 6825, 6841, 6842, 6891, 7892, 7993*, 7994* and 7995, with no maximum. (* when Applicable)

Business Course Fee: an additional \$30 per credit/audit hour will be charged for all Business Courses beginning with a 3 or above, with no maximum.

Developmental Studies Program (DSP) courses are assessed maintenance fees at the 2-year institutional rate, at \$118 per credit/audit hour.

Engineering Course Fee: an additional \$25 per credit/audit hour will be charged for all ENGR courses, with no maximum.

Nursing Course Fee: an additional \$25 per credit/audit hour will be charged for all Nursing upper division and graduate courses, with no maximum.

***On-Campus** fees are charged to all courses with a completely numeric section number, no matter the instructional method. 4xx and/or 5xx courses with an instructional method of web are charged as On-Campus.

****Regents Online Degree Program (Rxx)** fees are in addition to the cost of On-Campus fees, with no maximum.

*****U of M Online (Uxx and/or Mxx only)** fees are in addition to the cost of On-Campus fees, with no maximum.

Grade Report for 2011/Spring - Emily Short**Transcript Sequence 001**

Session	Course	Name	Credits	Quality Points	Midterm Grade	Final Grade
DOCT EDUCATION	EDU 7004 Lecture 01	SCIENTIFICALLY BASED RESEARCH II	4.00	16.00		A
DOCT EDUCATION	EDU 7203 Lecture 01	DISSERTATION	1.00	0.00		S

Credits		GPA		Awards	
Attempted:	4.00	Term:	4.000	Term:	
Earned:	5.00	Overall:	4.000	Overall:	



Mrs. Emily Carter Short

Id: [REDACTED]

Year/Term (Term/All Sessions + Cumulative) Balance Statement - 2011/Spring

Previous Balance:			\$0.00
Charges:			
Jan 10, 2011	2011/Spring	Tuition Ed D	\$2,335.00
Jan 10, 2011	2011/Spring	EDU 7203 - MISC Dissertation Fe	\$100.00
Jan 10, 2011	2011/Spring	EDU 7203 - MISC Lab Course Fee	\$60.00
Jan 10, 2011	2011/Spring	EDU 7004 - EdD Instrl Materials	\$175.00
Jan 10, 2011	2011/Spring	Technology Fee	\$100.00
Total Charges:			\$2,770.00
Credits:			
Jan 19, 2011	2011/Spring	Federal Direct Unsubsidized Loan	\$5,288.00
Total Credits:			\$5,288.00
Current Balance:			\$-2,518.00
Payment Due:			\$-2,518.00

Attention Borrower:

We are in receipt of your loan check/s for this semester. Federal regulations grant parents/students the right to cancel PLUS/Stafford Loans within thirty (30) days after disbursement. If you wish to do so, please notify the Financial Aid Office immediately at (615)248-1242.

**Please detach and remit with payment.**

Id:	Statement:	Due Date:	Current Balance:	Less Anticipated Credits:	Payment Due:	Amount Enclosed:
[REDACTED]	518998	Jan 19, 2011	\$-2,518.00	\$0.00	\$-2,518.00	

Call 615-248-1240 with questions.

For: Mrs. Emily Carter Short

Credit Card Type: ☐ Discover ☐ MasterCard ☐ Visa

Credit Card Number: _____ Exp Date: _____

Signature: _____

000038914 -002518006 SHORTEC

Mrs. Emily Carter Short

Trevecca Nazarene University

333 Murfreesboro Rd
Nashville, TN 37210

VOLUNTEER STATE COMMUNITY COLLEGE
Check Request

Date 01/03/11 Vendor Number _____

Payee/Vendor Emily Short

Address _____

City/State _____ Zip _____

Date check needed ASAP

Amount 1769.00

Purpose Difference in original reimbursement for Fall 2010 semester course. Emily was only reimbursed for a portion of her tuition due to a typo.

Account Code Information

FOAP → **Fund** 11001 **Organization** 310100 **Account** 62701 **Program** 400
or
Index → **Index** _____ **Account** _____

IMPORTANT NOTE: SUBMISSION FOR PROCESSING OF THIS CHECK REQUEST IS ACKNOWLEDGEMENT THAT THE GOODS AND/OR SERVICES FOR WHICH THIS DOCUMENT HAS BEEN COMPLETED HAVE BEEN RECEIVED BY THE INSTITUTION.

Check Disposition (Mark only one option)

Option 1 ☐ Mail to address shown above

or

Option 2 ☒ Call for pickup Name Emily Short Ext 3477

Requested by Sandy Han Date 1/3/11

Dean/Dept. Head [Signature] Date 1-3-11

Vice President, Division _____ Date _____

VP, Business and Finance _____ Date _____

President [Signature] Date 6-10-11

Attach copies of invoices, sales slips, requisition on prepaid expenses or meal reimbursement request form if applicable.

VOLUNTEER STATE COMMUNITY COLLEGE

Check Request

FILE COPY

Date 12/21/10

Vendor Number

Payee/Vendor Emily Short

Address

City/State

Zip

Date check needed ASAP

Amount \$406.00

Purpose Reimbursement for Fall 2010 Course

Account Code Information

FOAP → Fund 110001 Organization 310100 Account 62701 Program 400
or
Index → Index Account

IMPORTANT NOTE: SUBMISSION FOR PROCESSING OF THIS CHECK REQUEST IS ACKNOWLEDGEMENT THAT THE GOODS AND/OR SERVICES FOR WHICH THIS DOCUMENT HAS BEEN COMPLETED HAVE BEEN RECEIVED BY THE INSTITUTION.

Check Disposition (Mark only one option)

Option 1 ☐ Mail to address shown above

or

Option 2 ☒ Call for pickup Name Emily Short

Ext 3477

Requested by

Date 12/21/10

Dean/Dept. Head

Date 12-21-10

Vice President, Division

Date

VP, Business and Finance

Date

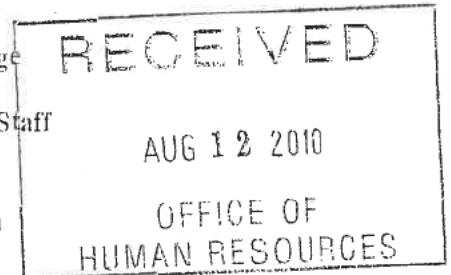
President

Date

Attach copies of invoices, sales slips, requisition on prepaid expenses or meal reimbursement request form if applicable.



Volunteer State Community College
Tennessee Board of Regents
Faculty/Administrative/Professional Staff
Tuition or Maintenance Fee
Reimbursement Program
Recommendation/Contract Form



This program is designed to provide maintenance or tuition-related fees only for an individual who takes credit courses on a part-time basis - either at his or her own or at another institution - while continuing work responsibilities at Volunteer State Community College.

To Be Completed By the Employee

Employee Name: Emily C. Short

Employee ID: [REDACTED]

Department/Division: Student Services Account # ES0025

Current Degree Status: Masters of Art in Education (Community/Agency Counseling)
(Degree and Area) (Additional hours beyond degree)

To be completed by the Supervisor:

1. Is the employee a regular full-time or part-time faculty or administrative/professional staff member who has been employed at Volunteer State Community College six months?

☒ Yes ☐ No Date of Hire 3/16/92

2. Will the proposed study for which support is recommended enhance the employee's value to Volunteer State Community College as defined below: (Check appropriate purposes)?

- ☒ Support for person working toward the doctorate or other terminal degree.
☐ Support for person pursuing a degree below the doctorate in a technical or professional description.
☐ Support for personnel training or retraining to enhance expertise needed by Volunteer State Community College.
☐ Other (Explain): _____

To be completed by the Employee:

3. Intent for use of tuition or maintenance fee reimbursement:

- a) Location of proposed study Trevecca Nazarene University
b) Term of proposed study Fall 2010

c) Course(s) Name	Course #	Credit Hrs	Maintenance Fee/ Tuition
<u>Scientifically Based Research I</u>	<u>EDU 7002</u>	<u>4</u>	
<u>Literature Review</u>	<u>EDU 7007</u>	<u>3</u>	

Total Reimbursement Requested:

\$ 2175.00 highest TBR rate
within

Mrs. Emily Carter Short

Id: [REDACTED]

Year/Term (Term/All Sessions + Cumulative) Balance Statement - 2010/Fall

Previous Balance:			\$0.00
Charges:			
Aug 16, 2010	2010/Fall	Tuition Ed D	\$1,401.00
Aug 16, 2010	2010/Fall	Technology Fee	\$100.00
Sep 9, 2010	2010/Fall	Tuition Ed D	\$2,335.00
Sep 9, 2010	2010/Fall	EDU 7202 - MISC Dissertation Fe	\$100.00
Sep 9, 2010	2010/Fall	EDU 7002 - EdD Instrl Materials	\$175.00
Sep 9, 2010	2010/Fall	EDU 7202 - MISC Lab Course Fee	\$60.00
Sep 9, 2010	2010/Fall	EDU 7002 - MISC Lab Course Fee	\$60.00
Sep 10, 2010	2010/Fall	EDU 7008 - EdD Instrl Materials	\$175.00
Sep 10, 2010	2010/Fall	EDU 7008 - MISC Lab Course Fee	\$60.00
Total Charges:			\$4,466.00
Credits:			
Sep 23, 2010	2010/Fall	Federal Direct Unsubsidized Loan	\$5,288.00
Total Credits:			\$5,288.00
Current Balance:			\$-822.00
Payment Due:			\$-822.00

Attention Borrower:

We are in receipt of your loan check/s for this semester. Federal regulations grant parents/students the right to cancel PLUS/Stafford Loans within thirty (30) days after disbursement. If you wish to do so, please notify the Financial Aid Office immediately at (615)248-1242.

Please detach and remit with payment.

Id:	Statement:	Due Date:	Current Balance:	Less Anticipated Credits:	Payment Due:	Amount Enclosed:
[REDACTED]	503910	Sep 23, 2010	\$-822.00	\$0.00	\$-822.00	

Call 615-248-1240 with questions.

Credit Card Type: ☐ Discover ☐ MasterCard ☐ Visa

For: Mrs. Emily Carter Short

Credit Card Number: _____ Exp Date: _____

Signature: _____

000038914 -000822001 SHORTEC

Mrs. Emily Carter Short
121 Devonshire Trail
Hendersonville, TN 37075

Trevecca Nazarene University
333 Murfreesboro Rd
Nashville, TN 37210

Grade Report for 2010/Fall - Emily Short**Transcript Sequence 001**

Session	Course	Name	Credits	Quality Points	Midterm Grade	Final Grade
DOCT EDUCATION	EDU 7002 Lecture 01	SCIENTIFICLY BASED PRACTICE:RESRCH I	4.00	16.00		A
DOCT EDUCATION	EDU 7008 Lecture 01	LITERATURE REVIEW OF SPECIALIZATION	3.00	12.00		A
DOCT EDUCATION	EDU 7202 Lecture 01	DISSERTATION	1.00	0.00		S

Credits		GPA		Awards	
Attempted:	7.00	Term:	4.00	Term:	
Earned:	8.00	Overall:	4.00	Overall:	

VOLUNTEER STATE COMMUNITY COLLEGE
Check Request

Date 8/20/10 Vendor Number _____

Payee/Vendor Emily Short

Address _____

City/State _____ Zip _____

Date check needed ASAP

Amount 2175.00

Purpose Reimbursement for Summer 2010 courses at Trevecca Nazarene University

Account Code Information

FOAP → **Fund** 11001 **Organization** 310100 **Account** 62701 **Program** 400
or
Index → **Index** _____ **Account** _____

IMPORTANT NOTE: SUBMISSION FOR PROCESSING OF THIS CHECK REQUEST IS ACKNOWLEDGEMENT THAT THE GOODS AND/OR SERVICES FOR WHICH THIS DOCUMENT HAS BEEN COMPLETED HAVE BEEN RECEIVED BY THE INSTITUTION.

Check Disposition (Mark only one option)

Option 1 ☐ Mail to address shown above

or

Option 2 ☒ Call for pickup Name Emily Short Ext 3477

Requested by Sandy Her Date 8/20/10

Dean/Dept. Head _____ Date _____

Vice President, Division _____ Date _____

VP, Business and Finance _____ Date _____

President _____ Date _____

Attach copies of invoices, sales slips, requisition on prepaid expenses or meal reimbursement request form if applicable.

RECEIVED

JUN 4 2010

ution — while continuing to

Employee Name: Emily C. Short

Employee ID: [REDACTED]

Department/Division: Student Services Account # _____

Current Degree Status: Ed.D. Leadership & Professional Practice
(Degree and Area) (Additional hours beyond degree)

1. Is the employee a regular full-time or part-time faculty or administrative/professional staff member who has been employed at Volunteer State Community College six months?

☒ Yes ☐ No Date of Hire 3/16/92

2. Will the proposed study for which support is recommended enhance the employee's value to Volunteer State Community College as defined below: (Check appropriate purposes)?

- ☒ Support for person working toward the doctorate or other terminal degree.
- ☐ Support for person pursuing a degree below the doctorate in a technical or professional description.
- ☐ Support for personnel training or retraining to enhance expertise needed by Volunteer State Community College.
- ☐ Other (Explain). _____

3. Intent for use of tuition or maintenance fee reimbursement:

- a) Location of proposed study Trevecca Nazarene Univ.
b) Term of proposed study Summer 2010

c) Course(s) Name	Course #	Credit Hrs	Maintenance Fee/ Tuition
<u>Interpersonal Effectiveness</u>	<u>EDU7051</u>	<u>3</u>	
<u>Technology</u>	<u>EDU7052</u>	<u>2</u>	
<u>Dissertation</u>		<u>1</u>	

Total Reimbursement Requested:

84589.00

Mary Short

Id: [REDACTED]

Year/Term (Term/All Sessions + Cumulative) Balance Statement - 2010/Summer

Previous Balance: \$0.00

Charges:

May 13, 2010	2010/Summer	Tuition Ed D	\$3,344.00
May 13, 2010	2010/Summer	EDU 7151 - EdD Instrl Materials	\$160.00
May 13, 2010	2010/Summer	EDU 7201 - EdD Instrl Materials	\$75.00
May 13, 2010	2010/Summer	EDU 7051 - EdD Instrl Materials	\$160.00
May 13, 2010	2010/Summer	Technology Fee	\$100.00
Jun 1, 2010	2010/Summer	Ed D Summer Single Room	\$750.00
Total Charges:			\$4,589.00

Credits:

Jun 23, 2010	2010/Summer	Federal Unsubsidized Stafford Loan	\$5,288.42
Total Credits:			\$5,288.42
Current Balance:			\$-699.42

Payment Due: \$-699.42

Attention Borrower:

We are in receipt of your loan check/s for this semester. Federal regulations grant parents/students the right to cancel PLUS/Stafford Loans within thirty (30) days after disbursement. If you wish to do so, please notify the Financial Aid Office immediately at (615)248-1242.

Please detach and remit with payment.

Id:	Statement:	Due Date:	Current Balance:	Less Anticipated Credits:	Payment Due:	Amount Enclosed:
[REDACTED]	489860	Jun 30, 2010	\$-699.42	\$0.00	\$-699.42	

Call 615-248-1240 with questions.

For: Mary Short

Credit Card Type: ☐ Discover ☐ MasterCard ☐ Visa

Credit Card Number: _____ Exp Date: _____

Signature: _____

000038914 -000699421 SHORTMO

Mary Short

Trevecca Nazarene University

333 Murfreesboro Rd
Nashville, TN 37210

Grade Report for 2010/Summer - Emily Short**Transcript Sequence 001**

Session	Course	Name	Credits	Quality Points	Midterm Grade	Final Grade
DOCT EDUCATION	EDU 7051 Lecture 01	INTRAPERSONAL EFFECTIVENESS	5.00	20.00		A
DOCT EDUCATION	EDU 7151 Lecture 01	TECHNOLOGY I:LEARNING/INSTRUCTNL TECH	2.00	8.00		A
DOCT EDUCATION	EDU 7201 Lecture 01	DISSERTATION	1.00	0.00		S

Credits		GPA		Awards	
Attempted:	7.00	Term:	4.00	Term:	
Earned:	8.00	Overall:	4.00	Overall:	

**Volunteer State Community College
Tennessee Board of Regents
Application For Fee Waiver (PC 191 Form)**



COP

I. To Be Completed By The Employee

Employee Name: Emily Carter Short

Social Security Number: [REDACTED]

Institution Employed: Volunteer State Comm. College

Department/Division: Student Services Account # E50025

I request approval to enroll in a course during the ²⁰⁰⁶ Summer term at VSCC

(institution/school). The course in which I wish to enroll is AHC 115 - Med. Terminolo

(title and number), which carries 3 hours of credit and meets from Web-Based cours to

o'clock on (days of week) from May 30, '06 to Aug. 8, '06 (dates).

This course is for: Credit ☒ Audit ☐ Graduate ☐ Undergraduate ☒

I understand the conditions affecting my enrollment in this course.

Signature Emily C. Short

Date 4/3/06

II. Approval Recommendation

Immediate Supervisor: P. J. H. H.

Date 4/14/06

Vice-President: P. M. Powell

Date 04/04/06

III. Employment Certification

Date of full-time employment: 3-15-92 now

Signature: Helen P. Anderson

Date 4/18/06

Director of Human Resources

Note to accepting institutions: This employee has been approved to participate in the PC-191 Program on a fee waiver basis only. The accepting institution/school will not be liable for any fees due as a result of the above employee's enrollment in the referenced class.

81510 ☐ Instruction
81511 ☐ Academic Support
81512 ☐ Student Services

81513 ☐ Institutional Support
81514 ☐ O & M
81515 ☐ Bookstore