

See Tennessee Board of Regents [Policy 4:01:07:02](#) Foundations and Tennessee Board of Regents [Policy 4:01:04:00](#) Solicitation and Acceptance of Gifts.

The Pellissippi State Community College Foundation is a not-for-profit, tax-exempt 501 (c)(3) corporation chartered in Tennessee, which exists solely to support and advance the objectives of the College.

I. Mission, Vision and Values of the Foundation

A. Mission

The Pellissippi State Community College Foundation enriches the economic and workforce development and quality of life of our diverse community through sound financial stewardship and by providing philanthropic resources to increase access and enhance quality education and training opportunities.

To further this mission, the Foundation provides support that contributes to the College's outstanding and evolving learning environment in its quest to advance student success and achievement through: (a) expansion of instructional programs, diversification of delivery options and modes of instruction and development of new programs for targeted populations in connection with the private sector to address workforce needs; (b) focus on the student experience by supporting students to program completion, redesigning academic engagement and marketing success strategies to student populations; (c) identification of new revenue streams and increased funds to support programs and services; (d) investment in quality teaching and support through professional development and technology infusions; (e) redesign and restructuring of institutional processes; (f) expansion of outreach through connections and partnerships with the private and public sectors.

B. Vision

The Pellissippi State Community College Foundation strives to be the premier educational foundation in the region and to be recognized nationally as a leader among community college foundations.

C. Values:

- We believe in and are committed to our obligation to fulfill the intention of the donor and discover new financial resources for students in need of additional support.
- We are reliable and responsible in ways that earn the trust of our donors, students and community.
- We are committed to assuming leadership roles in our greater community, as well as on our campus, while accepting the responsibilities and accountability expected of leaders.
- We properly invest and safeguard the funds entrusted to us, reflecting the intentions of our donors and meeting the needs of the students and the College.
- We value our staff's skills and actively support their continued growth and development as they advance the Foundation and adapt to future needs.

- We consistently seek creative and innovative ways to advance the Mission and Vision of Pellissippi State and the Foundation.
- We seek to be inclusive and embrace diversity in all its forms.
- We envision a community where, through availability and excellence in education resources, individuals and families will achieve their potential, have income stability and live happy, productive lives.

II. Organization of the Foundation

- A. The Foundation is governed by a volunteer Board of Trustees. A current list of Board Members is maintained in the Foundation office on the Hardin Valley Campus of the College and on the Foundation's website at <http://www.pstcc.edu/foundation>.
- B. As a separate legal entity, the Foundation maintains an identity separate from the College. The Foundation's Restated Charter, Restated Bylaws, and the Policies and Procedures of the Foundation's Board of Trustees are available in the Foundation Office and on the Foundation's website
- C. The relationship between the College and the Foundation is clearly defined in the 2016 Agreement and approved by the president of the College, the Tennessee Board of Regents (TBR) and the Foundation Board Chair. This agreement clearly defines the legal authority and operating control of the College with respect to the Foundation and describes the relationship of the Foundation to the College and the extent of any liability arising out of that relationship and demonstrates that the fund-raising activities of the Foundation further the mission of the institution.
- D. To ensure an appropriate level of college participation in foundation governance, the College president holds a voting membership on the Foundation's board.
- E. All Foundation board policies are subject to the requirements of the Uniform Prudent Management of Institutional Funds Act, T.C.A. Title 35, Chapter 10, Part 2.
- F. In accordance with T.C.A. 49-7-107 (c), the Board established and adopted a code of ethics that applies to and governs the conduct of all members of the Foundation Board of Trustees.

III. Objectives of the Foundation

- A. To provide for student financial assistance through scholarships and emergency loans.
- B. To fund grants in support of teaching and to fund grants for educational programs.
- C. To support academic, technical, or other programs that benefit Pellissippi State.
- D. To establish and support recognition programs for students and employees, including faculty, and to support professional development activities for faculty, staff, and administrators.
- E. To participate in public relations and fundraising projects and events that benefit Pellissippi State.
- F. To finance capital projects, improvements, and purchases of equipment.
- G. To support programs and events at the College that provide opportunities for life enrichment and cultural advancement for members of the community.
- H. To organize and support an Alumni Association.
- I. To cooperate with and aid any corporation, society, or association organized for the benefit of the College.
- J. To accomplish any other purpose not inconsistent with the Charter or the aforementioned objectives.

IV. Allocation of Foundation Funds

Gifts to the Pellissippi State Foundation fall into two broad categories: 1) restricted and 2) non-restricted (or “area of greatest need”). All restricted monies are distributed according to the donor's intent and guidelines. Gifts to the “Greatest Need Fund” for unrestricted monies help the College respond to its most pressing needs at any given time. Examples of funds and how they are used include, but are not limited to, the following:

A. Scholarship Funds

Private scholarships are available. The criteria, guidelines, and awarding/selection processes for these scholarships vary. Copies of guidelines and procedures for the various private scholarships are available in the Foundation Office and on the Foundation’s website.

B. Student Emergency Loans

A very limited amount of money is available to students who face emergency situations that would force them to drop out of college. Emergency loans must be paid back within the semester and are processed in the Financial Aid office.

C. Faculty/Staff Awards

Awards are made to faculty and staff each spring using criteria from the Employee Recognition Committee. The Foundation Board of Trustees chooses the recipients of three of the awards—the Gene Joyce Visionary Award, the Innovations Award, and The Excellence in Teaching Award—from finalists selected by faculty and staff.

D. Areas of Greatest Need

Unrestricted funds are allocated by the Foundation Board and the college president to meet the greatest needs of the College.

E. No institutional funds, including contributions to the institution, may be transferred directly or indirectly to the Foundation. Advance approval of the TBR chancellor is required if payments are made to or for the benefit of the president if the value exceeds one thousand dollars (\$1,000). This provision excludes reimbursement of business expenses.

V. Contributions and Fundraising Activities

A. Cash contributions are solicited through various campaigns. Both internal and external donors are targeted. All funds are deposited in the appropriate accounts and in accordance with the policies and procedures of the College's Business and Finance office and with TBR Policy 4:01:01:10 Deposit and Investment of Funds.

B. Non-cash gifts of equipment and supplies, services, and other in-kind gifts are accepted in accordance with the TBR regulations. Such gifts must be approved for acceptance by the executive director of the Foundation. Forms may be found at <http://www.pstcc.edu/foundation/forms.php>.

Prospective donors and college employees from the department designated to receive a gift must complete and sign an In-Kind Gift Report, which is available in the Foundation office or on the Foundation’s Website. Neither the Foundation office nor the College places a value on the equipment. It is the responsibility of the donor to establish a value for donated equipment and/or services. The acceptance of all gifts is subject to confirmation by the president.

C. All gifts requiring institutional support (such as staff, financial assistance, storage, etc.) shall be approved either by the president or by the chancellor, as applicable according to TBR policy.

D. It is the responsibility of the Executive Committee of the Board of Trustees of the Foundation, in consultation with the executive director of the Foundation, to coordinate all foundation fundraising programs and solicitations of funds to support the College.

Faculty, staff, and sponsors of student organizations who intend to solicit funds or undertake fundraising activities must submit a written request to the executive director of the Foundation

prior to conducting these activities. This procedure maximizes the College's efforts in soliciting and securing donations.

The executive director of the Foundation shall be notified in advance by the appropriate college department or division of the submission to corporations or other foundations of all proposals that would involve the Foundation.

E. Evaluation of the Foundation and Fundraising

Evaluation of the Foundation is conducted by various means, including, but not limited to, the following:

1. Performance Review of personnel
2. Strategic Plan goal attainment
3. Performance Funding goal attainment
4. Surveys of donors, scholarship recipients, alumni, and Foundation Board members
5. The annual Report Card compiled by the TBR, which includes a comparison of fundraising at TBR colleges.

For further information on policies and donations, and for the forms mentioned above, please call the Foundation office at 865-694-6528 or see the [Pellissippi State Foundation Website](#).

Approved: Executive Council, March 4, 1991

Approved: Executive Council, June 8, 1992

Reviewed/Recommended: President's Council, April 10, 1995

Approved: President Allen G. Edwards, April 10, 1995

Approved: President Allen G. Edwards, October 10, 2001

Approved: President Allen G. Edwards, December 3, 2001

Approved: President Allen G. Edwards, July 26, 2004

Editorial Changes, April 30, 2009, July 1, 2009

Reviewed/Recommended: President's Council, September 26, 2016

Approved: President L. Anthony Wise, Jr., September 26, 2016