

Salary Focus Committee Meeting
May 15, 2019 4:00 PM
Central Services Board Room

1. Call to Order - Mr. Tony Brock
2. Moment of Silence / Pledge of Allegiance - Mr. Tony Brock
3. Approval of Committee Minutes
4. Organizational Chart for Contract Days
5. Professional Scale - Discussion
6. Benefits (excluding insurance) for 260, 240, and 220 days
7. Other Discussion
8. Adjournment

Salary Focus Committee Meeting

April 24, 2019 4:30 PM

Central Services Board Room

The Salary Focus Committee met on Wednesday, April 24, 2019, in the Central Services Board Room where Mrs. Boston called the meeting to order at the approximate hour of 4:30 p.m. She welcomed everyone to the meeting.

PRESENT:

Josh Stone, District 4

Tom Netherton, District 6

Janet Graham, Director of School

Scott Maddox, Principal SMHS

Robert Safdie, District 2

Tony Brock, District 5

Teresa Boston, District 8

Kim Bray, Human Resources

Christie VanWinkle, Principal Martin Elementary

Shirley Parris, District 3

1. **Call to Order** – Mrs. Teresa Boston
2. **Moment of Silence / Pledge of Allegiance** – Mrs. Teresa Boston
3. **Nomination of a Committee Chairman**
Netherton nominated Mr. Tony Brock.

VOICE VOTE: Netherton (mover-yes)
Stone (seconder-yes)
All Ayes

MOTION: Carried unanimously

Brock asked Boston to continue leading the meeting as she had set the agenda. Boston agreed and stated “Our first initial meeting is simply going to be a discussion. These are the points the points of interest in which I believe, and they certainly can be adjusted, added to or withdrawn. But each of these of the points of focus that I think that this group needs to look at and needs to review. If there are...salaries are all over the board and that needs to be looked at. There are things that we need to look at prior to, possibly getting into the salaries and looking at those and seeing what we can do with those. The first one is a salary focus. What I would like to do is put these in order of how we want to take them. Then that way we know what documents to provide and we don’t overwhelm everyone with documents.”

4. Salary Focus

Boston stated, “ We have salary focus which I think should include: administration, certified, non-certified, bus drivers.. everybody, we just take a look at them.”

5. Job Descriptions

Boston stated, “We have some job descriptions that simply need to be cleaned up and we need to review them.

6. Contract Days

Boston stated, On contract days we’ve got 260, 240, 220, 200, 190, 192, 180, and 207. We have fifteen different areas of contract days. That needs to be visited. Do we really need that many? Who needs to fall inside those contract days, etc.”

7. Professional (Executive) Scale

Boston stated, “I know the board as a whole has discussed establishing a Professional Executive scale. Who would go on that small group, who would be involved, what those salaries would be, what benefits would be? I would like to visit that.”

8. Benefits Excluding Insurance

Boston advised, "We have several different groups of benefits. If you work a 240-day contract you get these benefits. If you work a 220-day contract you get these benefits. I think we need to revisit that and see if we can conform to a set benefit package for each party."

9. Pay Scales

Obviously, for Administrators, Supervisors, Certified, Non Certified.

10. Structural Plan

I'm not sure about this one. What is this Structural Plan Mrs. Graham? Graham responded, "Looking back on my notes, you just said structural plan for admin. and supervisors and the structure of contracts and our organizational chart. Lets call it Organizational Chart. That needs to be revisited. Stone made the comment, "That really is the responsibility of the director." Boston agreed it is, unless we decide to change the job descriptions or some of the contracts. These are all subjects that are available to be visited. It doesn't mean we have to change anything. I am open for discussion at this point.

Stone suggested, "Looking at this list, it seems there is some ease of groupings things. For example salary focus and pay scale seem to go hand in hand with me. I don't think we can update the job descriptions without the contract data. If we are going to add different pay scales, I agree they need to be put in a different sequence in order to keep from putting the cart before the horse. I know we are not going in this sequence, but I definitely think we need to put them in order by priority. That is important. Boston said that is primarily why we are here today. Lets say for instance we decide to do contract days first. Then those are the documents we would provide for the next meeting. Let you review them. Some of those contract days may be associated with job descriptions. Then we would have to pull in job descriptions for a specified number. That's what I'm looking at. I think they are all associated and they all tie together at the end of the day. There is no way without getting very confused, that we can hand out all that material and figure it out." Graham stated, "The group of people on contract days, if that is going to be what you tackle first. We will see that we have 210 day custodians and we have 260 day custodians and the rationale for that. We have principals that get 220, high schools at 240 and central office at 260 of which high school principals really at 240 but they are 260's and they get 20 days off. Boston agreed and continued, "But why say they are 260 and they get 20 days off. I think we should create benefits for that area. Whether we want to do principals, assistant principals, supervisors or what ever the case may be. If everybody ends up as a 260 and you get these benefits, then we don't have to create the benefits. Who said you get 20 days off?" Brock stated, "I will tell you something that absolutely confused me and it took a lot of work. I was so happy when I finally figured the math out. I took the supervisors here and the days they work and their degree level, it was the most confusing system. I don't know who developed it, I don't think it had anything to do with anyone in this room and I would hate to try to research who did, because I would want to blame them for coming up with something that is so convoluted and confusing. I absolutely believe we need to come up with a better system and a clear plan, in particular, there is one where supervisors are being paid for supervising. It is something like \$30.00 per person they supervisor and works out to \$2400.00 a year. Who in the world came up with that? Graham responded, "We pretty much eliminated that a year or year and a half ago, because when we got down to asking the question who do you supervise, it came down to they didn't. We actually for the most part have eliminated that except for primary principal evaluations." Bray stated, "The only person who is on that scale is on the certified staff. There is no one on non-certified staff. Graham stated, "The principals get a supplement for the number of people that they supervise. All of our principals get that supplement." Bray said the number is capped at 40. The committee discussed this supplement. Brock stated, "At some point I would like to see that eliminated and if we wanted to pay our principals a little more. I assume all of our principals are supervising. I think that is nonsense." VanWinkle said correct me if I'm wrong, but we only have one certified that is a 260-day employee and that is you (Graham)." Graham stated, "My contract says 240 and I get 4 weeks of vacation like 240 does. VanWinkle continued, "The high school principals are 240 and the rest of the principals are 220. Then it goes down to 200 and that is where it stops." Bray said she has looked at every contract on the entire chart. . She stated, "What I have seen is what I want to call the happy medium side of this chart is

the 240 day contract. Then on the high side is the 260. I don't know how we got to that. Brock said, "That is one of the big things, that if we can sort through that particularly ... Boston stated, "Through the months we gathered information and I have gone through it preliminary and that is very, very, very confusing." VanWinkle asked, "So what is our goal?" Boston replied, "Our goal is to take it from being so complex and confusing to where Scott can walk in and look at this and say: You are a 240 employee, this is your benefits package, and how many years, 12, so this is what you will be making. With these degrees! Because when you come in right now, you can't get that with what we've got. We have too many scales, step raises to look at. I would like for us to put it all out there. We may change or not change. It is certainly worthy of discussing" Stone said, "I guess the thing that concerns me, and hearing this, I would love to have this thing balanced out and perfect. We have had the same discussion when talking about equalizing the steps, it all comes back to if you are going to change things one of two things are going to happen. Either someone is going to get ahead or someone is going to get behind. I mean by that you can't change things without hindering someone or benefiting them. We have to be mindful of that. When there are changes, there are consequences. I don't know anyone would want to go backwards, meaning they would lose pay or work more for the same pay. We have to be mindful of the budget impact of some of these decisions to where we don't get ourselves in a pickle monetarily." Boston said, "I know I have already had that consideration. No one wants anybody to go backwards. A contract that says 240, I have no idea. I was discussing this situation with another person. They said you only have one 260 day contract employee. I said "Who's that? They replied, "That would be your Director of Schools." Boston said she replied that we have two pages of employees on the 260 day contract and her name is not on it. No one wants anybody to lose benefits. We cannot review something like this and make some changes like this without taking that risk. I think this is something that has to be reviewed. Brock stated, "Mrs. Graham has a contract and she knows what she is going to she make. She knows her expectations. Graham responded, "Whether I work 240 or 260 the job has to get done." Brock said, "And thank goodness you do it. We hired her for that job and I have an idea of what you were talking about somebody being an academic. I think of principals as academic because you are in the building and that is your building. I think if the central office in a different category. I think they should be dealt with in a different way. A good portion of the central office should be, at least consider this, on a contract similar to Mrs. Graham. You are going to make this much money, this is the position, this is what you are going to get paid and this is the benefit package. We do away with all the convoluted percentages and steps and all that other stuff. If you apply for the job and want the job this is what it's going to pay and it is clear. Just like your (Graham's) contract is clear. This is where I would add the input from the principal's side. That is where the question is, are you happy with the number of days that your contract is for? Would you be happier with fewer days and more time? Do you need more days because the job requires it? That is the kind of stuff that I would personally like your input on." Maddox responded, "If I'm clear, I now work a 240 day contract, If you told me I had to go to a 260 day contract, I'm going, how much more can I work?" Graham clarified, The way you have to look at it is you are paid a annual salary. You can take 20 days off. So essentially you are a 260 day employee with 20 days off. If you are a salary person you have 20 days off but if you are an hourly employee you have to look at it totally differently. Our supervisory people are not hourly people. We could say all our supervisory people and our high school principals are 260 day employees with 20 days off. The salary wouldn't change at all. Boston asked, "You work 240 and you take 20 days of unpaid vacation. Are you paid holidays? Graham and Bray said, "Yes!" Boston asked, "Does that make a difference? Kim (Bray) is non-certified, works a 260 day contract, and gets paid the 10 holidays and gets off 20 days? Bray responded, "Eventually!" Graham replied, "It depends on where she starts on that scale. The non-certified people when they first start they get seven days. Then the after so many years they get 10 days and builds to 20 days. Boston said, "According to the position that you are working in, that's why we need to look at it. The benefit package where you get vacation days for how many years you work. That is what I'm saying needs to be revisited and revamped. So everybody knows if you are a 260 or a 240 this is what you are making." Brock stated, "I think we also need to look at certified/non-certified, because that causes all kinds of issues. There are positions where you absolutely need to be certified, you need an education background, you need the administrative, principal, teacher experience,

but Kim (Bray H.R Supervisor) it doesn't matter if she has been a school teacher or not. The positions in the central office, we have to do away with the whole concept of certified and get that out of there. The person being qualified for the job, if you have the experience, training and you do not need to have been in a classroom. I'm just saying that there are some positions we need to do away with this whole thing and we easily quickly get away from the whole idea of scales and steps and all that other stuff. We just say we have a position that pays this much money and put it out there, see how many people apply and be done with it." Maddox asked, "Where are we going to start? What exactly do we want to look at? Are we going to start with central office, the Director of Schools, the supervisors because supervisors can be certified or non-certified, our K-8 Supervisor, our 9-12 Supervisors, then we look at our Technology Supervisor, our Transportation Supervisor and the Maintenance Supervisor? That is the central office, but we still have custodians we here. Then you look at the schools, you have the administration, certified staff and custodial staff, which is non-certified. I don't know if you can get away with not separating certified and non-certified. That is part of the beast. So, we have to start somewhere. Where would you like to start? Do you want to start with central, with schools, with certified, or noncertified? Safdie commented he related an interesting comment made to him by a previous Director of Schools. He asked why we can't do what you (Brock) suggested. The response was, "Well you see if we get all the certified people in these administrative positions in central office, we can increase their salaries. That is the route to make their salaries go higher. I just wanted to make that comment. If you ask the question how did it get like that? There is a clear trail of moving people into the central office in certified positions when certification wasn't needed in education, just so they could have that salary boost. Graham stated, "But we also have to address the position and the job, what kind of degree and background that person has. That is the case we won't penalize those, because we want the best Chief Financial Officer, we want the best Human Resource person that we can get. We have to look at what levels those are within our office. Stone stated, "I think that has been discussed quite a bit. We have several job descriptions that say certified or non-certified that shouldn't say certified or non-certified. The teaching certification does not benefit that position therefore that person should not be paid more solely because they have it. That is where it has brought it in the past some discussion of the different executive or professional scale. It's kind of like you said where they are not certified or at least not teaching certified, they may have other certifications, in H.R. or CPA. But I think by having a separate scale over there based on education or real life experience, I still think that having a separate scale for those types of positions benefits us, versus us having the non-certified and certified knowing that at some point we are going to have to make a decision in a public board meeting to offer more money to a non-certified person for them to be willing to take that position. What has happened in the past: we say in a public meeting we authorize the director to pay up to \$60,000.00. That is not good negotiating skills when you put in the paper what you are willing to pay for a position. If I was coming in that's the salary I'm going to demand. Boston agreed with Stone and said "If you authorized \$60,000.00 then that is what I am asking." Stone said, "If you have a scale it's the same thing, I get that, but at least then it is similar to all the positions we have out there." Boston stated, "That way the Director of Schools does not have to come before the board for approval." Graham said, "It is just like the bid process, you sealed bids because you want it to be competitive. It's not competitive when you publish you will pay up to this amount of money." Stone stated, "If it is on a public scale of certified or non-certified, at least there is no discretion at the point. Boston said, "I totally agree. Let's brainstorm a little, where would all of this information that we have round table discussed. Where would you suggest we start? Stone replied, "I think we have to get the contract days done first, before we can really move on to anything else. Graham stated, "When we do that we have to adjust job descriptions. Graham and Stone discussed the process of adjusting the contract days and looking at how many people we have. The contract days are based on need. Everybody will not always be able to fit a 210 day contract. Your attendance clerks and bookkeepers have different contract days for a reason. What we will have to do is list all of those individuals and what their contract is and be able to share the rationale is for that. Boston suggested, "Why don't we start with contract days? Does that sound reasonable to everyone? As we discuss the contract days, that will go into those particular job descriptions." Maddox asked where we start, do we start with the DOS and go down from there? Boston responded, "Yes! We are going to

throw all the contract days out there, what is the rationale behind it, what is needed and what is not needed. We can even attach the contract days to particular job descriptions. That way the next board of education or director of schools can look at the job description and see that this is a 240 day position. Then there is no question. Stone said, “I think something that would be good to see is essentially a work chart that has some of that information on it. We all think different, but to me that would make some sense to see that. Boston said we already have that. Stone said, “Take our organizational chart and add the number of contract days. I would be able to picture it better that way. Sometimes there are acronyms and positions that I’m not 100 percent sure of. Especially some of the system wide supervisors, I know the folks in this building, but some of the others I don’t know. I just want to make sure I’m not missing anybody when I’m looking at the whole picture. Graham said we could even develop a school level chart starting with the principal, underneath the principal would be your non-certified staff. We could do that down the chart for each school. The committee discussed this chart. Brock said, “That is what we need to see.” Stone said, “Being able to look at these organizational charts and there would probably be two or three of those. Then have discussion if anything jumps out as odd or if Mrs. Graham or a principal of a high school sees that it doesn’t make sense. I think when it is all in front of us we can begin to understand. Maddox said it is hard to keep up with even at the high school level. If you asked me what my attendance clerks work, I couldn’t tell you. I have a chart in my office. VanWinkle said her attendance clerk and secretary are on 190 day contracts. The bookkeepers are on different schedules. Graham said bookkeeping at the elementary will end, but bookkeeping at the high school doesn’t. The committee discussed the how the elementary charts should be the same and the high schools charts should be the same. Stone said we have all this discussion but we have to figure out how to manage it. Boston said, “I’m not saying this is going to be an easy task, but I am saying it is a necessary task.” Stone concurred, “It’s a mess!” Boston said, “This is why we are all here and graciously donating our time to tackle this mess.” Netherton asked, “For my benefit I would like to see the organizational chart and add the number of contract days, I can pull the job descriptions. Boston said, “All the job descriptions are on the website.” The committee discussed the how confusing the whole system is (everyone talking at once). Boston asked, “What if we hired someone in technology like Rachel Flowers?” Graham replied, “They way we are set up right now, unless we change that job description, because everyone we hire in that has a teaching license, we have paid them on a certified scale. That would be where you would have to take the job description and say the technology person would be non-certified employee unless you say certified or non. Boston asked, “If she came in right now?” Bray responded, “She would be paid like a teacher.” Boston asked, “So, according to the years of service she has worked, include her degree, (masters). She could be making more than Elbert (Farley). Graham agreed that is correct. If she no longer wanted to be an instructional coach and unless that job description said it was a non-certified position. Several people talking at once! Maddox said, “This is going to be a lot of work.” The committee discussed how we will work through this information to make it work for everyone. Stone said, “We do not want to cut anyone’s pay.” Graham stated, “We may have to grandfather in some of the positions now and when we hire someone in the future for the position this is what it will pay.” The committee discussed by tackling this job and hopefully making it less confusing, it will be better for folks down the road. Boston suggested, “Why don’t we do organizational scale, contract days and then we will look at the job descriptions necessary. We can pull them up here and look at them. Graham said we can have one set to write on. Boston asked, “Is it ok to start right there?” Brock responded, “Absolutely, so we will end up with essentially three; central office, high school and elementary. Boston said, “When we get to this point and have the organizational scales developed, if we then want to look at the professional scale? The committee agreed to this. Stone said, “I think this is a good place to start.” Boston asked, “What day is a good day for everyone to meet?” The committee discussed the meeting dates and times. They settled on Wednesday May 15th at 4:00.

11. Adjournment

VOICE VOTE: Boston (mover-yes)
Brock (seconder-yes)
All Ayes

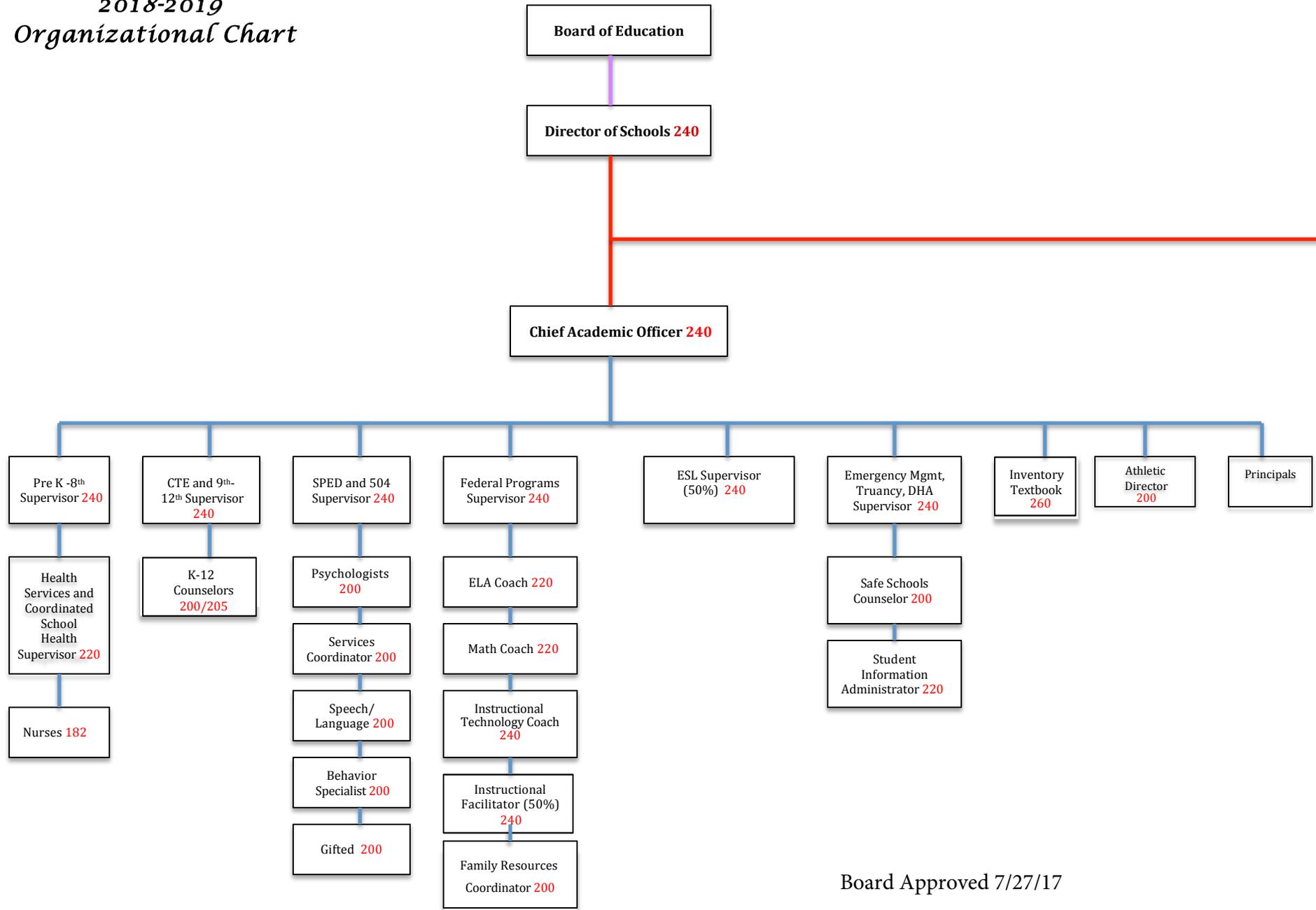
MOTION: Carried unanimously

Mrs. Janet Graham
Director of Schools

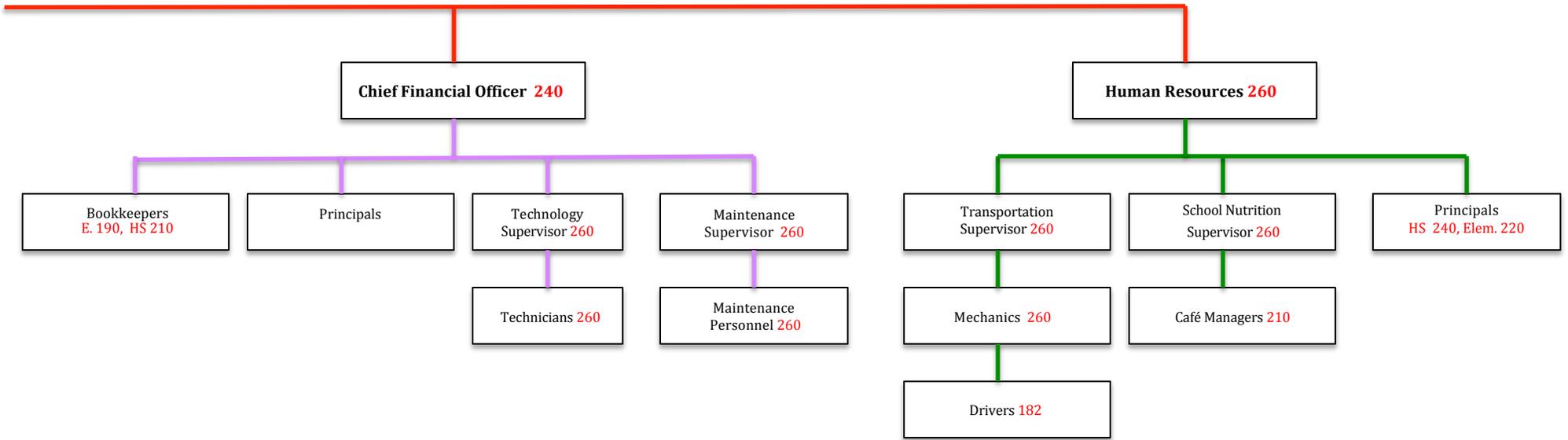
Mr. Jim Inman
Chairman of Building and Grounds Committee

Jane Franklin
Executive Assistant for the Director of Schools and BOE

Cumberland County Schools
2018-2019
Organizational Chart



Board Approved 7/27/17



Board Approved 7/27/17

High School
Organizational
Chart
Non Certified
Staff

Principal 240 days
Role
Assistant Principals (3) 210 days
Asst Principal Secretary 182 days 8 hours
Special Ed Assistants (4) 182 days 7 hours
Guidance Secretary 210 days 8 hours
Administrative Secretary 260 days 8 hours
Bookkeeper 210 days 8 hours
Library Teacher Assist 182 days 7 hours
ISS 182 days 7 hours
Attendance Clerks (2) 190 days 8 hours
Nurse 182 Days 8 hours
Maintance Custodian (3) 260 days 8 hours
Custodian (7) 207 days 8 hours

Elementary
Organizational
Chart
Non Certified
Staff



**Schedule of Benefits
Non -Certified
FY 18-19**

Position	Sick	Personal	Vacation	Paid Holiday	Paid Lunch	Hours Paid per Day/Week	Snow Days	Carryover	Min/Max % Off
Part time/CCQCP/ Tutors	0	0	n/a	n/a	Yes	Time Sheets	0	n/a	n/a
182 Day Bus Driver	5	0	n/a	n/a	No	Paid by the Day	Do not Report Paid up to 13	No Carryover. Paid for unused days annually	n/a
182 Day Teaching Assistants & Central Services Sped. Secretary (182+18= 200)	5	5	n/a	n/a	Yes-included in 7 hr	7/35	Do not Report Paid up to 13	All Sick Days and maximum of 5 personal days carryover	5.5% 12.6%
182 Day Nurses/ School Secretaries	5	5	n/a	n/a	Yes - included in 8 hr	8/40	Do not Report Paid up to 13	All Sick Days and maximum of 5 personal days carryover	5.5% 12.6%
190 Day Bookkeeper/Attendance Clerks	5	5	n/a	n/a	Yes - included in 8 hr	8/40	Do not Report Paid up to 13	All Sick Days and maximum of 5 personal days carryover	5.3% 12.1%
207 Day Custodians	5	11*	n/a	n/a	No: Schedule 8.5 Paid 8 hrs. 30 minute duty free lunch	8/40	Report	All Sick Days and maximum of 5 personal days carryover	6.2% 6.2%
210 Day HS Bookkeepers	5	5	n/a	n/a	Yes - included in 8 hr	8/40	Do not Report Paid up to 13	All Sick Days and maximum of 5 personal days carryover	4.8% 11%
260 Day Custodians	6	n/a	Paid Vacation Yr 1: 7 days Yr 2-3: 12 Days YR 4-6: 17 Days Yr 7 +: 20 days	10 Total : 4th of July, Labor Day, Thanksgiving Day-T/Friday, Christmas Eve/Day, New Year Eve/Day, Good Friday, Memorial Day	No: Schedule 8.5 Paid 8 hrs. 30 minute duty free lunch	8/40	Report	All Sick Day and a maximum of 5 vacation days carry over	8.8% 13.8%
260 Day Central Office, Maintenance & Transportation Supervisor, Mechanics, HS Secretaries	12	n/a	Paid Vacation Yr 1: 7 days Yr 2-3: 12 Days YR 4-6: 17 Days Yr 7 +: 20 days	10 Total : 4th of July, Labor Day, Thanksgiving Day-T/Friday, Christmas Eve/Day, New Year Eve/Day, Good Friday, Memorial Day	No: Schedule 8.5 Paid 8 hrs. 30 minute duty free lunch	8/40	Report	All Sick Day and a maximum of 5 vacation days carry over	11.2% 16.2%

Non Certified Pay Cycle: Less than 260 Day Positions: August 1 - July 31 Non certified 260 Day positions: July 1 - June 30th

Insurance Benefits: Terminate at the end of the month if an employee resigns before the end of the year. Benefits end on August 31st, if they completed the school year for their contracted days. The employee's portion of July and August premiums will be deducted from the July 15th payroll. OR By June 15th the employee may also write a check for the August share of premium if they do not want it deducted from July pay. They must notify Finance in writing to cancel their insurance for August. Both Options must be in writing by June 15th.

Full Time Non Certified Fringe Benefits: Board paid single subscriber health insurance, single subscriber dental insurance, \$12,000 Life/AD&D Policy

**Schedule of Benefits
Certified
FY 18-19**

Position	Contract Days	Sick	Personal	Vacation	Paid Days: Fall and Spring Break	Supervisor Stipend	Evaluation Stipend	Snow Days	Carryover
Contracted Less than Full Time	Per Individual contract. 120 days or less	0	0	0	0	no	no	0	Paid off of time sheets. 120 days = 900 hours. 1 Day = 7.5 hrs 100 days = 800 hours, etc.
Par Time Teachers (200 days, at .5 day)	200	5	1	0	10 prorated	no		Up to 13 (prorated)	n/a
Full Time Teachers & Elementary Counselors	200	10	2	0	10	no		Up to 13 (Prorated)	All sick days carry over and unused personal days convert to sick at the end of year .
1/2 Asst. Principals and High School Counselors	205	10	2	0	10	no		UP to 13 Snow Days	
Assistant Elementary Principals	210	10	2	0	10	Yes	no	UP to 13 Snow Days	
Federal Program System Wide Coaches	220	10	2	0	10	no		UP to 13 Snow Days	
Elementary Principals	220	10	2	0	10	Yes	Yes	UP to 13 Snow Days	
High School Principals	240 Day /12 month	12	2	20 Unpaid Vacation Days	10 Paid Holidays : 4th of July, Labor Day, Thanksgiving Day-T/Friday, Christmas Eve/Day, New Year Eve/Day, Good Friday, Memorial Day	Yes	Yes	Report	All sick days carry over and unused personal days convert to sick at the end of the year. You may only carry over a maximum of 5 vacation days
Central Office Certified Administrators	240 Day /12 month	12	2	20 Unpaid Vacation Days	10 Paid Holidays : 4th of July, Labor Day, Thanksgiving Day-T/Friday, Christmas Eve/Day, New Year Eve/Day, Good Friday, Memorial Day	Yes - ONLY IF SUPERVISING	Yes- ONLY IF SUPERVISING	Report	
AG HIGH SCHOOL TEACHERS	240 DAYS	10	2	N/A	FOLLOWS TEACHER CALENDAR PLUS 40				PAID AT STATE RATE FOR 40 ADDITIONAL DAYS. 15 IN JULY, 10 DURING THE YEAR AND 15 IN JUNE

Teachers Pay Cycle August 1 to July 31
Certified Pay Cycle: Less than 240 Day Positions: August 1 - July 31 , 240 and 260 day are July 1 to June 30th.

Insurance Benefits: Terminate at the end of the month if an employee resigns before the end of the year. Benefits end on August 31st, if they completed the school year for their contracted days. The employee's portion of July and August premiums will be deducted from the July 15th payroll. OR By June 15th the employee may also write a check for the August share of premium if they do not want it deducted from July pay. They must notify Finance in writing to cancel their insurance for August. Both Options must be in writing by June 15th.

Full Time Certified Fringe Benefits: Board paid single subscriber health insurance and dependents, single subscriber dental insurance, and dependents. Spouse coverage is separate. Board paid \$25,000 Life/AD&D Policy
 Must work 100 days to advance to the next step on the pay scale
 To advancements based on Education occur in August and in January for degree advancements. Official Transcripts required to be submitted via TN Compass and Central Office.