



11-23-1998

Memo: CFB Task Force Recommendations for 1990 and 1994

Commission for Blacks

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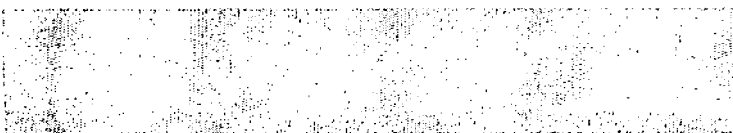
Diversity Resources & Educational Services (DRES)
Commission for Blacks
2110 Terrace Avenue
Knoxville, TN 37996-3560
(423) 974-2498
Fax: (423) 974-0943

Memorandum

To: Commission for Blacks
Black Recruitment Advisory Committee
From: Robert Benson
Marva Rudolph
Date: 11/24/98
Re: CFB Task Force Recommendations

Per your request, enclosed please find the CFB Task Force Recommendations for 1990 and 1994. Please review for discussion at the meeting scheduled for December 16, 1998.

Further information regarding location will follow.



Revised 4/23/90

**COMMISSION FOR BLACKS
STUDENT COMMITTEE**

**Shanette M. Harris
Linda Painter
W. Timothy Rogers, Chair
Xaviery Story
Mary T. White**

April 9, 1990

Recommendations Evaluated

- #1:** The Task Force urges the adoption of a specific student infractions provision forbidding the use of racial slurs, epithets and related activities. We further propose that said policy be printed in the Standards of Conduct which appear in Hilltopics. Analogist provisions should be listed as part of the Personnel Policies. Said provisions should be published in the University Work Rules.

Finding:

The University of Tennessee Board of Trustees revised Standard of Conduct #14 at its Fall meeting in 1988 to prohibit "disorderly conduct or lewd, indecent or obscene conduct on University-owned or controlled property or at University-sponsored or supervised functions. Specifically prohibited are both actions and language which tend to incite an immediate breach of the peace by making reference to another's race or ethnic origin." This provision was later stricken by the State Attorney General. The Standard of Conduct presently in place at The University of Tennessee, Knoxville, contains only the first sentence of that which was submitted to the Attorney General for approval.

Committee Recommendation:

The Chancellor should appoint a small committee of faculty, staff, and students to pursue the redrafting of a constitutionally acceptable Standard of Conduct which prohibits racial harassment. Appropriate legal counsel should be made available to this committee.

- #2:** We recommend structured, broad-based programs aimed at sensitizing all students to the despicability of racism. We further remind the University that old patterns will be sustained and perpetuated if our students are not sensitized.

Finding:

A cultural and racial diversity program has been incorporated into the Undergraduate Orientation program. . Additionally, cultural and racial diversity has been stressed at the Graduate Teaching Assistants Seminar and the Graduate Student Orientation, both of which are held each year preceding Fall registration. The Department of Residence Halls has also incorporated a racial and cultural diversity program into its staff training.

Additional programs such as the "Celebrate the Differences Program" have been initiated through efforts of the Minority Student Affairs Office, Student Activities Office and the Office of International Education.

Committee Recommendation:

Racial and cultural diversity programs should continue within Graduate and Undergraduate Student Orientation and the Graduate Teaching Assistants Seminars. Similarly, racial and cultural diversity programs should continue within the training offered by the Department of Residence Halls. The Committee feels racial and cultural diversity programs should be developed and made available to all faculty and administrative staff. More specifically, the Committee recommends that these programs be presented at the Deans' Retreat, department head meetings and new faculty orientation. Additionally, existing programming efforts in this area should continue.

- #3: The Task Force recommends that the University step up its efforts to effectively and completely integrate the Athletics Department and associated programs including cheering squads and bands.

Finding:

Since this recommendation was issued, the Athletics Department has increased both the percentage and numbers of Black staff. Presently there are four Black coaches. Three of these coaches are assistant coaches and one a head coach.

In an attempt to increase the number of Black candidates for cheering squads, the Office of Minority Student Affairs and the Dean of Students Office co-sponsored a cheerleading clinic. Every currently enrolled Black student with sixty-five (65) hours or less was notified of the clinic and encouraged either to participate or recommend others for participation. While several Black candidates enrolled in this clinic and later participated in some of the general clinics required of all cheerleading candidates, only two Black students filed for men's varsity cheerleading tryouts. One of these students was injured on the day prior to the tryouts and withdrew her candidacy. The second Black student was appointed to the 1990-91 men's varsity cheerleading squad.

A member of this Committee interviewed Dr. Jay Julian concerning Black participation in the UT band program. Dr. Julian provided documentation which outlines Black membership in the band program. During the 1989-90 academic year, twelve (12) Black students were

members of the two hundred and eighty-five (285) member Marching Band. Blacks, therefore, represent four percent of the band membership. Total minority participation in the Marching Band was six percent (See Appendix I). Dr. Julian explained that it was very difficult to recruit Black students for participation in the Marching Band because he was in competition with other institutions that offered better scholarship programs and very heavily recruited minorities. While the Band Director and his staff participated in sixty-two rehearsals statewide, Dr. Julian stated a desire to participate in recruitment trips and admission fairs sponsored by the University that were not restricted to a particular discipline.

According to Dr. Suzanne Kurth, Ombudsperson, the office has essentially received no complaints on racism related to cheering squads, bands or athletics. (One complaint was registered by a minority student concerning the band. However, the same complaint had been made by several white students, and thus did not appear to be racially based.)

Committee Recommendation:

The Committee applauds the efforts of the Athletics Department to recruit and hire more Black coaches. The Committee recommends the Athletics Department utilize the same vigor to staff the administrative unit of the Athletic Director's Office.

The Committee also recommends that the cheerleading clinic co-sponsored by the Dean of Students Office and Minority Student Affairs Office be continued, utilizing the Black Cultural Center as the focal point. Written correspondence encouraging Black students to participate in these clinics and the varsity tryouts should also be continued.

Efforts to improve scholarships for minority members of the Marching Band should be considered. Additionally, members of the Band Director's Office should participate in all general recruiting trips sponsored by the University.

The Office of the Ombudsperson should continue to monitor complaints on racism relative to the Athletics Department, Marching Band, and cheering squads, and notify the central administration if areas of concern emerge.

- #6: The Task Force urges that the University widely publicize among students the procedures for students filing complaints with the University Ombudsperson. Furthermore, the functions of that office must be clearly and publicly articulated.

Finding:

According to Dr. Suzanne Kurth, Ombudsperson, there were two primary outcomes to this Task Force Recommendation. The first was to create a brochure.

Special monies were provided to prepare a brochure which gave the procedure for registering a complaint and indicated a desire by the Office of the Ombudsperson to work more closely with Black students (See Appendix II). The second was to place ads in the The Daily Beacon. The ads were designed to inform students of the procedure for addressing a complaint and informing Black students of the desire of the Office to work more closely with minority students (See appendix III). In an attempt to more clearly and publicly articulate the functions of that office, the Ombudsperson Office took the following measures:

- (a) Forwarded brochures and posters to the Learning Research Center for posting and inclusion in the GTA Seminar packets.
- (b) Forwarded brochures to the Graduate Admissions and Records Office for inclusion in the Graduate School Orientation packets.
- (c) Forwarded brochures and posters to the Orientation Office for use at Undergraduate Orientation.
- (d) Provided posters to the Department of Residence Halls for posting (see appendix IV).
- (e) Forwarded posters to academic department offices for posting.
- (f) Published procedures for filing grievances in Hilltopics, The Undergraduate Catalog and The Graduate Catalog.

Committee Recommendation:

The Office of Ombudsperson should continue the distribution of brochures and posters, and the placement of ads in The Daily Beacon which inform students of procedures for registering a complaint and the desire of the Ombudsperson Office to work closely with minority students.

#7: The Task Force recommends that the University bring together under the leadership of a high level University administrator all special programs related to minority student interests. The Task Force proposes that UT immediately move to hire a Vice-Chancellor for Minority Affairs.

Finding:

This recommendation has not been implemented.

Committee Recommendation:

The Committee feels that this issue is best addressed by the full Commission.

- #9: The Task Force urges that the Orientation Program for all students include a strong component which emphasizes cultural diversity and individual student obligation to obey the laws of the country, the State and the University with respect to racial equality. Further, the Task Force urges that this same emphasis be a part of the Orientation which the University offers for parents.

Finding:

A racial and cultural diversity component has been introduced into both the Student and Parent Orientation Program. In addition, racial and cultural diversity is addressed in all Graduate Teaching Assistants Seminars and Graduate Student Orientation Programs.

Committee Recommendation:

This Committee recommends that the racial and cultural diversity programs offered within both the undergraduate and graduate experience be assessed regularly to ensure that they reflect quality and genuine commitment.

- #10: The Task Force recommends that the administration take immediate steps to address the issue of faculty attitudes toward Black students, and to provide a forum through which faculty can confront and forge solutions to this problem.

Finding:

According to Dr. Thomas Hood, Chair of the Faculty Senate, this recommendation was approved unanimously by the Senate at the October 16, 1989 meeting. The vote on this recommendation is reflected in the minutes of the Chancellor's report. Dr. Hood reported, "it may be possible to run selected workshops, targeting those faculty members interested in cultural diversity. However, I can't speak for the University as a whole."

Committee Recommendation:

This Committee recommends that an assessment be conducted to obtain specific information from minority students and faculty in order to develop workshops and other formal and informal ways of facilitating rapport. These workshops should focus upon the information reported and attendance encouraged by department heads. In addition, faculty members should be recognized by departmental chairpersons for efforts to establish rapport with minority students (e.g., advising, research, discussion groups).

- #11: UTK should aggressively seek funding for competitive undergraduate, graduate and professional minority scholarships. These scholarships should include a financial commitment for the duration of the respective degree programs.

Finding:

A list of minority scholarships was compiled from existing records in the Financial Aids Office in November of 1989. Dr. Shanette Harris met with Ms. Sara DeYoung on January 25, 1990 to obtain an updated list. Both documents are attached (See Appendix V a & b).

The following items represent a summary of findings relative to minority student scholarships at UTK:

- a. Most of the scholarships are determined by the individual college (e.g., Law, Engineering).
- b. Few of the awards are renewable.
- c. Of the twenty-three scholarships, eleven include "academic merit" as one of the criteria. Six specify financial need as a criterion, and four include "academic merit and/or need" in the list of criteria.
- d. Thirteen of the twenty-three scholarships are specifically for undergraduate students.
- e. Three of the twenty-three scholarships are for students in the College of Law. The remaining seven are not designated for undergraduates or graduates.
- f. Six of the undergraduate scholarships are offered by the College of Business Administration; four are offered by the College of Engineering; one for students who plan to teach; one for Afro-American Studies; one for the College of Communication, Human Ecology, Liberal Arts or University Studies; and, one for a Communications' major. The remaining rewards are offered by organizations and/or companies that do not specify a particular academic focus.
- g. The most recent rewards are offered by a program in the Department of Education referred to as "Project Enable". As of Spring Semester, ten students were accepted into the program. Nine of these students registered. The stipend is \$800.00 per student.
- h. According to Ms. Sarah DeYoung, Director of Financial Aid, most of the awards are offered by individual departments and/or colleges at UTK.
- i. In order to assess the degree of effort put forth to obtain funds for Black students, Dr. Shanette Harris met with Ms. Linda Davidson, Assistant Vice-President for Development, on

February 1, 1990. Ms. Davidson explained that fundraising occurs in one of two ways, either campus wide or at the college level. According to Ms. Davidson, most of the campus wide efforts have been devoted to the Library campaign. She claims that the most successful scholarship campaigns have been at the college level. Ms. Davidson also reported that some colleges divert and redesignate funds to scholarships.

The following colleges have designated specific individuals to seek funding for scholarships: Business Law, Engineering, Communication, Education, and Human Ecology. Ms. Davidson felt that Engineering was the most effective in obtaining awards for students.

- j. The Development Office has sought scholarship funds for four year merit awards but they are not directed towards minorities, although they can compete. These awards are to be used as student recruitment tools. The focus is generally on abilities.
- k. During the period 1980-1990, the UT, Knoxville Graduate School has received \$1,859,105 in support of fellowships for Black graduate students. Of the total, \$941,250 has been received from the Department of Education through the Patricia Roberts Harris/Graduate and Professional Opportunities Fellowship Program. Since 1984, the state has provided \$891,000 for 107 Black Graduate Fellowships to in-state graduate students entering programs where Blacks are underrepresented. Central administration has provided \$223,555 for Graduate Assistantships and an additional \$135,560 for fellowships to supplement these Graduate Assistantships awarded to the fellows following their entry year as indicated in Appendix VI.

Committee Recommendation:

The approach employed by individual colleges at UTK should be reviewed and adopted for obtaining funds at the University level. The strategies employed by the College of Engineering should be carefully considered for adoption by other college, given their degree of effectiveness.

The Financial Aids Office and Development Office should maintain an annual accounting of all minority undergraduate scholarships including the names and addresses of student recipients. This list should include the scholarships offered by individual colleges.

The University should finance a position in the Development Office and/or assign this responsibility to a specific employee. This individual should also be responsible for actively pursuing minority undergraduate funds via UTK alumni, federal grants, and private funds with the same vigor used to seek Library funding.

A needs assessment should be conducted to determine the mean grade point average of UTK minority undergraduates who complete each of the four years at UTK, with this average serving as the standard for determining scholarships of "academic merit".

The current support for graduate scholarships, fellowships and assistantships for minority students should continue as a high priority of the administration.

- #16: The Office of Academic Affairs should develop a program by which all students are to select either one elective that emphasizes Afro-American history or a cultural studies course that deals with multi-ethnic and multi-racial experiences. In addition, the Provost and appropriate officers of the University should charge the respective deans with the responsibility of urging their faculty to develop all University courses in such a way to reflect the multi-racial and multi-cultural character of American society.

Finding:

According to Dr. Marian Moffett, "a nucleus of thirty-five concerned professors will run a Faculty Seminar in the Spring." This program may continue into the Fall. The goal of the Seminar is to encourage University members to think about 'cultural diversity'. She expects that the core of thirty-five will influence less involved faculty. These thirty-five will serve as discussion leaders, each working with a group of ten faculty members.

She feels that difficulties may arise with modifying some courses but that it will be easier with others. For example, a possible goal is to change freshman English. The reading assignments and essays could focus on race, ethnicity, and gender.

Her anticipated goal is 'climate change over the next five years'.

Committee Recommendation:

This Committee recommends that the Chancellor initiate steps to ensure implementation of each component of this recommendation in an expeditious fashion.

- #18: The Task Force recommends the establishment of a Race Relations Institute. The Institute would engage in interdisciplinary, scholarly inquiry into matters of race and cultural in American society. The Institute scholars would consist of present University faculty members, visiting scholars, and as resources permit, full-time distinguished fellows.

Finding:

This recommendation has not been implemented.

Committee Recommendation:

The Committee feels that this issue should be addressed by the full Commission.

- #21: The Task Force urges the administration to give special care and attention to all University awards, both honorary and achievement-based, in order to assure that they reflect the presence and participation of Blacks.

Finding:

A review of both honorary and achievement-based awards indicates that Blacks have been well represented during the past two years. Black faculty, staff, and/or students have been recognized by the Chancellor's Office through Torchbearer Awards and Chancellor's Citations. In addition, the Department of Residence Halls and the Department of Food Services have recognized many of their Black staff via departmental employee award programs.

Chancellor Quinn has confirmed his support of such endeavors and stated his commitment to continuing such recognition.

Committee Recommendation:

This Committee recommends that the Chancellor continue to publicly demonstrate his support for the inclusion of Blacks in both honorary and achievement-based awards.

Additionally, it is the recommendation of this Committee that recognition of Black faculty, staff and students extend through the college and departmental levels where any forum for such recognition exists.

- #22: The Task Force proposes that a University Civil Rights Commission be established which has as its objective consideration of matters of race, gender or handicap.

Finding:

This recommendation has not been implemented.

Committee Recommendation:

It is the recommendation of this Committee that this issue be addressed by the full Commission.

ANCILLARY RECOMMENDATION:

Finally, it is the recommendation of the Student Committee that funding for the Black Cultural Center be increased. More specifically, it is the recommendation of this Committee that funding for capital renovation projects and new program initiatives be identified. The Black Cultural Center is presently in need of major maintenance and lacks adequate office equipment and furnishings.

An assessment of structural needs and office equipment and furnishings should be undertaken at the earliest possible time. Equipment, capital and program needs should be prioritized and a funding strategy confirmed. This strategy should include a specific timetable for addressing the needs as prioritized.

MINIORITYS IN U.T. BAND PROGRAM

BLACK STUDENTS

Darren Johnson, Hollandale, MS, Graduate Assistant (1989)

LeTanya Gillis, Knoxville, TN -Scholarship (1987)

Gerald Richardson, Knoxville, TN (1987)

Michelle Foster, Knoxville, TN (1985)

Adrianae Bourne, Louisville, TN (1989)

Jocelyn Ingram, Memphis, TN (1989)

Ken Vincent, Memphis, TN (1986)

Patrice Williamson, Memphis, TN-Scholarship (1985)

Marty Johnson, Memphis, TN (1989)

Maria Kittrell, Memphis, TN-Scholarship (1986)

Derrick Washington, Memphis, TN (1988)

Cheri Gandy, Huntsville, AL-Scholarship (1988)

AMERICAN STUDENTS

Bo Lakshmanan, Memphis, TN-Scholarship (1989)

Joyce Garcia, Norfolk, VA (1988)

Tom Takayama, Memphis, TN-Scholarship (1987)

Rex Martin, Elizabethton, TN (1989)

285 total members in Band Program

6% minority: 4% black, 1% other

38% of minority students in Band Program have scholarships

106 total band scholarships

100 non-minority, 6 minority

37% of total band members have a scholarship

6% of band scholarship holders are minority

Appendix II

If you have a problem, contact:

**The Ombudsman Office
346 University Center
974-4311
8:00 a.m.-5:00 p.m.
Monday-Friday**

NO APPOINTMENT NECESSARY!

**HAVE A
PROBLEM
WITH THE
UNIVERSITY?**



The University of Tennessee, Knoxville does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in provision of educational opportunities or employment opportunities and benefits.

UTK does not discriminate on the basis of sex or handicap in education programs or activities which it operates, pursuant to requirements of Title IX of the Educational Amendments of 1972, Public Law 92-318; and Section 504 of the Rehabilitation Act of 1973, Public Law 93-112; respectively. This policy extends both to employment by and admissions to the University.

Inquiries concerning Title IX and Section 504 should be directed to the Office of the Affirmative Action Director; 403-C Andy Holt Tower; The University of Tennessee, Knoxville; Knoxville, Tennessee 37996-0144; (615) 974-2498. Charges of violation of the above policy should be directed to the Office of the Affirmative Action Director.

**CALL THE
OMSBUDSMAN OFFICE**

What is the Ombudsman Office?

Sometime you may have a problem with an aspect of university life—admission, grades, or financial aid, just to name some of the most frequent problems—but you may not know where you can get help. The Chancellor created the Ombudsman Office to help students deal with difficult problems, whatever they might be, that affect their performance at UT Knoxville.

How can the Ombudsman Office help me?

The Ombudsman Office personnel listen to all problems in complete confidence. They have contacts within the University as well as access to University records so that they can be accurate in assessing and solving problems. Sometimes they can solve your problem simply by supplying you with information about, or referrals to, special services or outside agencies. At other times, when you can't get results through existing channels, they serve as intermediaries between you and University offices.



What else can the Ombudsman Office do for me?

In the spring of 1988, on recommendation of the Task Force on Race Relations, the Chancellor charged the Ombudsman Office to work more closely with black students who feel they are victims of racial discrimination. Because of the confidentiality and independence of this office, black students may be sure that their complaints will be handled with discretion, so they need not fear reprisal.

Examples of problems you may want to discuss with us:

- Admission and readmission
- Questions about test grades or final grades
- Getting into a program or course
- Financial problems
- University facilities or services
- Student judicial processes
- Sex or race discrimination



HAVE A PROBLEM WITH THE UNIVERSITY?



The Chancellor created the Ombudsman Office to help students deal with difficult problems, whatever they might be, that affect their performance at UT Knoxville. On recommendation of the Task Force on Race Relations, the Chancellor also has charged the Ombudsman Office to work closely with black students who feel they are victims of racial discrimination. The Ombudsman Office deals with all problems in complete confidence.

If you have a problem, contact:

THE OMBUDSMAN OFFICE

346 UNIVERSITY CENTER
974-4311

8:00 A.M.-5:00 P.M.
MONDAY-FRIDAY

NO APPOINTMENT NECESSARY!

Examples of problems you may want to discuss with us:

- * Admission and readmission
- * Questions about test grades or final grades
- * Getting into a program or course
- * Financial problems and fee complaints
- * Auto use and traffic tickets

DO YOU HAVE A PROBLEM WITH THE UNIVERSITY?

The Chancellor created the OMBUDSMAN OFFICE to help students deal with difficult problems involving the University. IF YOU HAVE A PROBLEM and can't seem to get results from existing channels or if you just don't know where to find answers or information, come by the OMBUDSMAN OFFICE, 346 University Center, 8:00 AM-5:00 PM, Monday through Friday or call 974-4311.

We'll help you deal effectively with the system. Here are some examples of problem types you may want to discuss with us:

9-12-89

Appendix Va

FUNDS FOR MINORITY SCHOLARSHIPS
1989-90

NAME: Accounting Excellence
(funds designated from several accounts)
AMOUNT AVAILABLE: \$15,000
AVERAGE STIPEND: \$1000
SOURCE: Various general business accounts
CRITERIA: Undergraduate, Merit, Business

NAME: Alcoa Foundation Minority
R01140197/B01999941/BA197
AMOUNT AVAILABLE: \$7000
AVERAGE STIPEND: \$1000
SOURCE: Alcoa Foundation gift
CRITERIA: Undergraduate, Merit, Business

NAME: Allied Scholars Program
R01130150/B01999155/EA150
AMOUNT AVAILABLE: \$5,000
AVERAGE STIPEND: \$2,500
SOURCE: Designated portion of gift from Allied
CRITERIA: Undergraduate, merit, Chemical Engineering

NAME: J. Clayton Arnold
(funds were designated from this general fund for Minority students 89-9)
AMOUNT AVAILABLE: \$7,000
- AVERAGE STIPEND: \$1,000
SOURCE: Endowed account
CRITERIA: Undergraduate, Merit, black students who plan to teach

NAME: Black Faculty/Staff Association Scholarship
R01900246/B01996848/UA246
AMOUNT AVAILABLE: \$550
AVERAGE STIPEND: \$275
SOURCE: Gift
CRITERIA: Not limited to undergraduate, general academic merit, selected by
committee in Afro-American Studies

NAME: Bonham Scholarship (designated for Memphis Minority)
R01900193/B01990892/UA193
AMOUNT AVAILABLE: \$7,200
AVERAGE STIPEND: \$600
SOURCE: Endowed gift
CRITERIA: Merit, offered to top black first year students from Memphis

NAME: Frederick T. Bonham
R01900193/B01990892/UA193
AMOUNT AVAILABLE: \$12,000
AVERAGE STIPEND: Variable
SOURCE: Designated portion of endowed account
CRITERIA: Law, merit or need

Financial Aid Office
9-12-89

NAME: Council on Legal Education Opportunity (CLEO)
R01161117/B01999719/WU117
AMOUNT AVAILABLE: Unavailable yet
AVERAGE STIPEND: \$2,000
SOURCE: CLEO
CRITERIA: Law, not restricted to black students

NAME: Carl Cowan Scholarship
R01901055/B01992682/UA055
AMOUNT AVAILABLE: \$728
AVERAGE STIPEND: \$241
SOURCE: Endowed account
CRITERIA: Undergraduate, merit and/or need, 2.5 GPA, TN Resident,
African or Afro-American descent, selected by scholarship
scholarship committee in American Studies

NAME: John M. Cranor, III Scholarship
R01140198/B01999950/BA198
AMOUNT AVAILABLE: \$3,500
AVERAGE STIPEND: \$1,000
SOURCE: Gift
CRITERIA: Undergraduate, College of Business

NAME: Knoxville Community Housing Resource Board Minority Scholarship
R01142529/B01994983/BU529
AMOUNT AVAILABLE: \$800
AVERAGE STIPEND: Variable
SOURCE: Endowed account
CRITERIA: Undergraduate, College of Business, academic merit.

NAME: Law Affirmative Action
E01900107/WN107
AMOUNT AVAILABLE: \$184,000
AVERAGE STIPEND: \$5,100
SOURCE: University
CRITERIA: Law, need, not restricted to black students

NAME: Minority Accounting Scholarship
R01140549/B01995141/BB549
AMOUNT AVAILABLE: \$23,500
AVERAGE STIPEND: \$1,000
SOURCE: Gift
CRITERIA: College of Business, academic merit, extracurricular activities

Financial Aid Office
9-12-89

NAME: Minority Engineering Scholarship
R01900106/B01993376/EU106

AMOUNT AVAILABLE: \$106,000

AVERAGE STIPEND: \$1,100

SOURCE: Gift

CRITERIA: Undergraduate, academic merit, Minority Engineering students
in Minority program, selected by committee in College of
Engineering

NAME: Minority Students Special Support
R01021201/B01997976/GU201

AMOUNT AVAILABLE:

AVERAGE STIPEND: Not available

SOURCE: Gift

CRITERIA: Need, awarded by Director, Minority Student Affairs

NAME: Minority Undergraduate Scholarship
E01900108/UA108

AMOUNT AVAILABLE: \$195,000

AVERAGE STIPEND: \$1,100

SOURCE: Tennessee Higher Education Commission

CRITERIA: Undergraduate, merit top black students, TN residents, based
on GPA, ACT or SAT for freshmen, GPA for transfers & upperclass

NAME: National Action Council for Minority in Engineering
R01130129/B01997137/EB129

*AMOUNT AVAILABLE: \$18,000

*AVERAGE STIPEND: \$580

SOURCE: NACME

CRITERIA: Merit and/or financial need. Black Engineering students
selected by committee in Minority Engineering Program

*these figures are from 1988-89 / 1989-90 not yet available

NAME: Proctor & Gamble General Minority Scholarship
R01900346/B01995338/XN346

AMOUNT AVAILABLE: \$3,000

AVERAGE STIPEND: \$1,500

SOURCE: Gift

CRITERIA: Undergraduate, min. 2.5 GPA, in-state, U. S. Citizen, leadership
potential. Colleges of Communications, Human Ecology, Liberal
Arts, or University Studies.

NAME: Proctor & Gamble Minority Scholarship
R01140232/B01995139/BN232

AMOUNT AVAILABLE: \$3,000

AVERAGE STIPEND: \$1,000

SOURCE: Gift

CRITERIA: Variable

Financial Aid Office
9-12-89

NAME: Proctor & Gamble Sales Minority Student Scholarship
R01140210/B01994429/BU210
AMOUNT AVAILABLE: \$2,000
AVERAGE STIPEND: \$1,000
SOURCE: Gift
CRITERIA: Undergraduate, academic merit, College of Business

NAME: Proctor & Gamble Minority Chemical Engineering Scholarship
R01132120/B01997772/EB120
AMOUNT AVAILABLE: \$52,000
AVERAGE STIPEND: \$867
SOURCE: Endowed account funded by Proctor & Gamble
CRITERIA: Undergraduate, academic merit, Minority students in Chemical
Engineering selected by committee in College of Engineering

NAME: UTK Black Alumni Association Scholarship
R01900295/B0199347/UB295
AMOUNT AVAILABLE: \$1,735
AVERAGE STIPEND: Not available at this time
SOURCE: Gift endowment
CRITERIA: Need and academic merit, leadership, service to black community

NAME: Whittle Communications Minority Scholarship
R01290109/B01995206/CB109
AMOUNT AVAILABLE: Variable to cover awards
AVERAGE STIPEND: Full tuition, fees, room, board, books, supplies, +
SOURCE: Gift endowment
CRITERIA: Communications major, graduate of TN high school

TABLE 3

**MAJOR UNIVERSITY-WIDE UNDERGRADUATE MERIT SCHOLARSHIP PROGRAMS AT
UT, KNOXVILLE IN ADDITION TO THE TENNESSEE SCHOLARS PROGRAM**

<u>NAME</u>	<u>NUMBER</u>	<u>STIPEND</u>	<u>1988-89 BUDGET</u>
Bonham	16	\$2,000	\$ 32,000
Neyland	16	2,000	32,000
Roddy Merit	20	2,000	40,000
Reeder-Siler	4	2,000	8,000
Roddy	117	1,000	117,000
Minority Undergrad	159	1,000 - 1,600	174,000
National Alumni Association	250	1,100 - 2,400	404,000
Tennessee Scholars	75	2,000	150,000
TOTAL	657		\$957,000

Appendix VI

**Black Graduate Fellowship Program
University of Tennessee, Knoxville
1984-1990
October 1989**

1. Total number of Black Graduate Fellowships to date: 107
2. Number of fellows and funding by year:

1984-85	10 fellows	\$ 65,000
1985-86	8 fellows	65,000
1986-87	19 fellows	170,000
1987-88	21 fellows	193,000
1988-89	29 fellows	193,000
1989-90	20 fellows	205,000
3. Total funding for Black Graduate Fellowships: \$ 891,000
4. Number of departmental Graduate Assistantships provided former Black Graduate Fellows: 20
5. Number of Assistantships supported by UTK Central Administration for former Black Graduate Fellows: 38
Funding for these Assistantships: \$ 223,555
6. Supplemental Fellowships provided former Black Graduate fellows by UTK: \$ 135,560
7. Grand Total of Funding, 1984-90: \$ 1,250,115

**FUNDING FOR MINORITY GRADUATE STUDENTS
1980-1990**

October, 1989

During the period 1980-1990, the UTK Graduate School has received the following funding for minority graduate student support:

PERIOD	PRH/GPOP	UTK BLACK GRADUATE FELLOWSHIPS			TOTAL
			GEM	P&G	
1979-80	-----	-----	-----	-----	-----
1980-81	\$ 25,200	-----	-----	-----	\$ 25,200
1981-82	75,600	-----	-----	-----	75,600
1982-83	134,400	-----	-----	-----	134,400
1983-84	156,800	-----	-----	-----	156,800
1984-85	137,200	\$ 65,000	-----	-----	202,200
1985-86	121,800	65,000	\$ 5,647	-----	192,447
1986-87	87,000	170,000	5,829	\$9,500	272,329
1987-88	75,250	193,000	5,879	-----	274,129
1988-89	64,000	193,000	-----	-----	257,000
1989-90*	64,000	205,000	-----	-----	269,000
TOTAL	\$941,250	\$891,000	\$17,355	\$9,500	\$1,859,105

*To date.

TABLE 11**1988-89 Graduate Fellowships at UT, Knoxville**

	<u>Number of Fellows</u>	<u>Average Stipend and Tuition and Fee Remission</u>	<u>Total</u>
1. Hilton A. Smith Fellowship	21	\$ 7,809	\$164,000
Black Graduate Fellowship (State-supported; special desegregation)	26	8,934	232,284
Minority Fellowship Supplements	16	2,698	43,165
Women's Graduate Re-Entry Fellowship	10	5 00	5,000
2. National Alumni Association	10	2,400	24,000
3. International			
LASAPU (Latin American Scholarship Program of American Universities)	4	5,078	20,313
AFGRAD (African Graduate Fellowship Program of the African- American Institute)	4	1,693	6,771
International Linkage Agreements	7	2,371	16,600
TOTAL	98	\$ 5,226	\$512,133

COMMISSION FOR BLACKS

Task Force Report on Race Relations University of Tennessee, Knoxville Campus

Subcommittee Report on the Community

Recommendation #4

The Task Force recommends that the University develop a minority vendor program which will increase minority business relationships with the University.

Findings

The Subcommittee interview Mr. Morris Wilson, Assistant Director, Small and Minority Owned Business Enterprises Program, Office of Business Services, the Purchasing Department, and reviewed a number of documents provided by that office.

- the Purchasing Department is in the process of visiting each department on campus to promote the University's Small and Minority owned Business Enterprises (see attachments.)

- Mr. Wilson provided a copy of the December 1989 compilations of Purchasing Department transactions with minority vendors. The report, which is a monthly compilation by buyer of bids requested, bids received, and bids awarded to minorities and women at the University of Tennessee for the month of December 1989 revealed that 20 minority vendors were awarded bids totaling \$179,739 out of 45 bids for purchases received. In addition, the

Subcommittee on the Community

report indicated that the total dollar amount of awards made to minorities and women was \$1,341,499 for the six-month period ending December 31, 1989. Although the total dollar amount exceeds the University's projected goal for minority and women purchasing, it is 47% (\$1,186,535) below the total for last year (see Appendix C.)

- the Purchasing Department works with the Urban League and the Office of Minority Business Enterprises and the East Tennessee Minority Suppliers Development Purchasing Council.

- a Directory of Minority Vendors shall be published March 1, 1990.

- the University has an unofficial policy to set aside \$25,000 for minority vendors in 1989-90.

- as of July 1, 1990, the state will adopt a 10% of total state expenditures set aside for minority vendors.

- Wilson feels that University department heads should be responsible for identifying small, minority, and women vendors.

- there is a need to educate minority vendors in the methods used to complete the bidding process. This is reflected by the small percentage of returned bids by minorities.

- the University of Tennessee made 180 million dollars in purchase in 1988-89; 24 million was spent with small businesses; 3.2 million was spent with minority and women businesses. The 1990 goal for minority and women purchasing is 7.7 million.

Subcommittee on the Community

Recommendation #5

The Chancellor of the University, in cooperation with the President of the University, shall call a series of meetings with the City of Knoxville's top leaders (business, political, religious, education, social) to discuss the urgent importance of making Knoxville a community in which minority opportunity is a reality.

Findings

The subcommittee has identified twenty-five leaders from the African-American community in Knoxville who are to provide feedback in regard to their perception of the extent to which the University of Tennessee has used its influence to improve the minority community's involvement in University matters and in the Knoxville Metropolitan area (see list.) The community leaders will be interviewed using a brief questionnaire format developed by the committee (see Questions.)

Subcommittee recommendation

Although the formal interview process has yet to be completed, informal conversations with community leaders have provided a few recommendations:

- the University should offer the use of its venture capital office to help encourage and identify one or more minority business persons to initiate an entrepreneurial ventures by African-americans in high visibility areas of the county (Cumberland Ave. Strip, Westtown Mall, Easttown Mall.)

Subcommittee on the Community

Subcommittee Recommendations:

1. The disparity between the number of bid requests and bids awarded, in addition to comments made by Mr. Morris Wilson suggest that minority vendors are in need of additional education regarding University bid procedures.
2. The University's Office of Public Relations and the Conference Department should be directed to assist the Small and Minority Owned Business Enterprises Program in the effort to both publicize and educate potential and existing minority vendors regarding the current and 1990 set-aside initiatives.
3. The University should provide information about the sub-contractors working on the Parking Garage. This state contract and subsequent others (Computer Science Engineering Building, Law School) should be bound by minority set-aside provisions.

SMALL BUSINESS PROGRAM**DESCRIPTION AND PURPOSE**

1. The University Small Business Program is designed to give small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals full access and opportunity to participate in the University's procurement activities. The University has established the goal of purchasing at least 10% (excluding utilities) of its total annual requirements from small business concerns and small business concerns owned and controlled by socially disadvantaged individuals.
2. Federal regulations specifically require recipient institutions of grant and contract funds to have a small business program which will enable small business enterprises to be considered fairly as sub-contractors and suppliers.
3. As used in this contract, the term "small business concern" shall mean a small business as defined pursuant to section 3 of Small Business Act (15 U.S.C. 632) and relevant regulations promulgated pursuant thereto, including Subpart 1-1.701 of the Federal Procurement Regulations. The term "small business concern owned and controlled by socially and economically disadvantaged individuals" shall mean a small business concern.
 - (1) which is at least 51 per centum owned by one or more socially and economically disadvantaged individuals; or in the case of any publicly-owned business, at least 51 per centum of the stock of which is owned by one or more socially and economically disadvantaged individuals; and
 - (2) whose management and daily business operations are controlled by one or more of such individuals. The contractor shall presume that socially and economically disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans and other specified minorities, or any other individual found to be disadvantaged by the Small Business Administration pursuant to section 8 (a) of the Small Business Act.
4. The implementation and coordination of the Small Business Program will devolve upon the Department of Business Services principal investigators and departmental administrators.

PURCHASING DEPARTMENT RESPONSIBILITIES

- 1. The Assistant Director of Business Services (Morris Wilson) will act as the University's Small Business Coordinator.**
- 2. The Small Business Coordinator is responsible for day-to-day implementation of the relevant Small Business purchasing procedures by the Purchasing Department buying staff.**
- 3. The Small Business Coordinator also works with Small Business representatives and their organizations to describe and explain the University's Small Business Program purchasing procedures. He or she will also work to identify Small Businesses and to initiate contact with them to insure awareness of the Small Business Program.**
- 4. All bidder applications for registration require written representation as to their status as Small Business firms.**
- 5. Bidders List vendor identification codes indicate the status of Small Business; for computerized selection of bidders, reporting, etc. This program involves re-registration of existing bidders to determine Small Business Status, and complete implementation will require at least one year of effort. Source List of Small Business Firms have been developed and are utilized by Buying personnel until computerization is completed.**
- 6. All Request for Quotations (\$500.00 and over) require a check for Small Business bidders, with a reason if none is shown.**
- 7. Purchases less than \$500.00, where competitive bidding is not required, are made from Small Business firms whenever possible, in accordance with the University of Tennessee's Small Business Program.**
- 8. Purchases (subcontracts) of construction projects amounting to \$1,000,000 or more, and other purchases \$500,000.00 or more from one contractor will require that firm to maintain a similar Small Business Plan.**
- 9. Monthly Procurement Summary Reports are issued by the UTK Purchasing Department, and reflect Small Business purchases. These summaries and/or other records are available to authorized agencies upon request. Purchasing also submits reports and cooperates in special studies or surveys as requested by Governmental agencies or the Small Business Administration.**

10. The Small Business Coordinator works with individuals at the division and department level to make them aware of the program and of the Purchasing Department's role in bringing small business vendors into the University's purchasing activities. He or she will recommend small business firms to departments for their consideration in selecting a supplier.

11. The Small Business Coordinator is responsible for maintaining, updating and distributing the Small Business Supplier Reference List to the buying staff and University departments.

SMALL BUSINESS REFERENCE LIST

1. The Small Business Supplier Reference List contains the name, address, commodity code type, discount terms, person to be contacted, and other pertinent information for all known small businesses.

2. When processing a purchase request, a buyer should check the Reference List to determine if a small business supplies the commodity/service requested.

If a department has already specified a vendor, the buyer should contact the department to obtain approval to consider a small business vendor(s) which offer the commodity/service requested.

If no vendor is specified, a buyer should exercise his or her discretion in bringing a small business into the purchasing process (either through bid or in directing the purchase request to the small business if no bids are required).

DEPARTMENTAL RESPONSIBILITIES, GENERAL

1. Each department has the responsibility for supporting and cooperating with Purchasing in implementing the University Small Business Program.

2. Each department will receive a small business reference list which categorizes small business by commodity and service type. The list covers all known small business vendors. If a department knows of a small business which is not on the list, it should contact the Small Business Coordinator in the Purchasing Department so that the firm may be added to the reference list.

3. In submitting a purchase request, a department should consult the reference list. If there appears to be a small business which offers the desired product(s) or service(s), the name of the vendor should be indicated in

the "Suggested Vendor" box on the purchase request. A department may also indicate other small businesses and/or majority firms which could provide the desired product or service.

4. A buyer will research the firm(s) suggested and will contact the originator to determine which vendor should be used. This determination will be made on the basis of quoted price(s), past performance, procurement requirements, products or service specifications, and other pertinent considerations.

5. In a required bidding situation, relevant, qualified small businesses will be invited to submit bids. Upon receipt of the bids, a buyer will contact the originator to determine which vendor should be used.

6. If a department wishes more extensive information about a small business or would be interested in meeting with representatives of small business firms or related organizations, the Small Business Coordinator should be contacted.

THE UNIVERSITY OF TENNESSEE
KNOXVILLE

August 8, 1989



TO Purchasing Directors

FROM Morris Wilson *Morris Wilson*

SUBJECT Definition of Small Business

Office of
Business Services

Purchasing

A "small business" is defined as a business which is independently owned and operated and is not dominant in its field of operation and which meets the following criteria.

Type of Business	Business	
	Has Gross Dollar Volume of Not More Than	Business has Fewer Employees Than
Construction	\$1,500,000	19
Wholesale	1,000,000	19
Retail	500,000	9
Service	500,000	9
Manufacturing	1,000,000	99
Agriculture, Fishing, & Forestry	500,000	9
Mining	1,000,000	49

This definition of a small business corresponds to that adopted by the State of Tennessee.

If you have any questions or comments, please do not hesitate to call.

mmj

Morris - this memo sent to:

D. B. Crawley - Martin
Wilma Kane - UTSI
Robert Mayes - UTC
James Mays - UT Memphis