



Board of Trustees Materials

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**Tennessee State University
Board of Trustees**



Call to Order

**Tennessee State University
Board of Trustees**



**Roll Call/Declaration
of a Quorum**

**TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES
REGULAR MEETING
AGENDA**

1:30pm CST
Thursday, November 16, 2017

Tennessee State University
Main Campus – Hankal Hall
3500 John A. Merritt Blvd.
Nashville, TN

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Action Items:
 - A. Approval of minutes of the August 17, 2017, Board meeting
 - B. Audit Committee Report
 - i. Approval of August 17, 2017, Audit Committee meeting minutes
 - ii. Selection of the Director of Internal Audit
 - iii. Review of Completed External and Internal Audits
 - iv. Approval of the Revised FY 2017-18 Audit Plan
 - v. Report on Institutional Risk Assessment
 - vi. Executive Session – Discussion of Litigation, Items Deemed Confidential under State Law, and ongoing Audits
 - C. Finance and Budget Committee Report
 - i. Approval of August 17, 2017, Finance and Budget Committee meeting minutes
 - ii. Approval of the Institutional Revised Budget
 - iii. Discussion of THEC Funding Formula
 - iv. Authorization to Execute Notice of Intent to Sever from Tennessee Board of Regents on Procurement
 - v. Report on External Funding
 - D. Academic Affairs and Student Affairs Committee Report
 - i. Approval of August 17, 2017, Academic Affairs and Student Affairs Committee meeting minutes
 - ii. Report on SACSCOC Substantive Change in Governance Campus Visit and Review
 - iii. Report on SACSCOC Ten Year Reaffirmation Review
 - iv. Update on Implementation of Strategic Plan
 - v. Report on New Student Housing and the Health Sciences Building
 - vi. Student Affairs Report
 - E. Executive Committee Report
 - i. Approval of August 17, 2017, Executive Committee meeting minutes
 - ii. Adoption of Board Executive Committee Procedures governing the President’s Annual Performance Review
 - iii. Discussion of Presidential Compensation Review
- IV. President’s Report
- V. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of
August 17, 2017,
Board of Trustees
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 16, 2017

ITEM: Approval of Minutes of the August 17, 2017,
Board Meeting

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees Joseph Walker

The document reflecting the minutes from the August 17, 2017, Board meeting is included in the November 16, 2017, Board materials.

MOTION: To approve the minutes from the Board of Trustees August 17, 2017, meeting, in their entirety, as reflected in the Board materials for the Board's November 16, 2017, meeting.

**Tennessee State University Board of Trustees
Regular Meeting - August 17, 2017
Tennessee State University – Main Campus – Hankal Hall - 3500 John A. Merritt
Blvd., Nashville, Tennessee**

MINUTES

Board Members Present: Dr. Deborah Cole, Mr. Stephen Corbeil, Dr. Richard Lewis, Mr. William Freeman, Dr. Edith Peterson Mitchell, Mr. Obie McKenzie, Dr. Joseph W. Walker, III, Dr. Ali Sekmen, and Ms. Sydnie Davis.

University Staff Present: President Glenda Glover, and University Counsel and Board Secretary, Laurence Pendleton.

Guests: Members of the President’s Cabinet, Members of the Deans’ Council, and President of the Student Government Association – Milton Woods.

I. CALL TO ORDER

Chairman Walker called the meeting to order at 1:30 p.m. Chairman Walker welcomed the Trustees and audience members to the meeting. He then called Dean of Students, Frank Stevenson, to give the invocation. After the invocation, Chairman Walker proceeded to the second item on the agenda.

II. ROLL CALL/DECLARATION OF A QUORUM

Chairman Walker asked the Board Secretary, Mr. Laurence Pendleton, to call the roll. The following Trustees were present: Dr. Deborah Cole; Mr. Stephen Corbeil; Mr. William Freeman; Dr. Richard Lewis; Mr. Obie McKenzie; Dr. Edith Peterson Mitchell; Dr. Ali Sekmen; Dr. Joseph Walker, III; and Ms. Sydnie Davis.

Secretary Pendleton announced the presence of a quorum.

III. ACTION ITEMS

A. APPROVAL OF MINUTES OF THE JUNE 15, 2017 BOARD MEETING

Chairman Walker introduced the first action item —the approval of the June 15, 2017, Board meeting minutes. Trustee Cole moved to approve the June 15, 2017, meeting minutes. Trustee Mitchell seconded the motion. With there being no discussion, Chairman Walker called for a vote. The motion carried unanimously (8 Ayes/ 0 Nays).

B. APPROVAL OF AUDIT COMMITTEE MEMBERS AND CHAIR

Chairman Walker introduced the second action item — the approval of the Audit Committee members and chair. Chairman Walker noted that he selected the following Board members to serve

on the Audit Committee: Trustee Cole, Trustee McKenzie, and Trustee Mitchell, with Trustee Cole serving as Chair. Chairman Walker opened the floor for a motion to approve the Audit Committee members and chair.

Trustee Freeman moved to approve the Audit Committee members and chair. Trustee Lewis seconded the motion. With there being no discussion, Chairman Walker called for a vote. The motion carried unanimously (8 Ayes/ 0 Nays).

C. AUDIT COMMITTEE REPORT

Chairman Walker yielded the floor to Audit Committee Chair, Trustee Cole, to give her report:

Trustee Cole announced that the Audit Committee met earlier that day to select a Vice Chair for the Audit Committee, and discuss and vote on specific Committee agenda items. Trustee Cole informed the Board that the Audit Committee voted to select Trustee McKenzie to serve as Vice Chair of the Audit Committee. Trustee Cole also stated that the Audit Committee voted to recommend to the full Board the approval of two items: (1) the approval of the Audit Committee Charter and (2) the approval of the fiscal year 2017-2018 Audit Committee Plan. Trustee Cole noted that the Audit Committee voted to amend the Audit Committee Charter to replace the words “external audit” in Section IV.B. with the words “Tennessee Comptroller Auditors.”

Trustee Cole stated that President Glover, Vice President of Business and Finance, Cynthia Brooks, and other University faculty and staff discussed the audit process related to the internal and external audits.

Trustee Cole then provided an overview of the Audit Committee’s recommendation for approval of the Audit Committee Charter. She stated that pursuant to T.C.A. 4-35-103, the Audit Committee is to operate under an Audit Committee Charter. The Charter must set forth the purpose, mission, and authority of the Audit Committee. Trustee Cole further stated that the Charter must detail the Audit Committee’s responsibilities, including those related to the State Comptroller office, the TSU Office of Internal Audit, must establish the Director of Internal Audit’s role and reporting relationship with respect to the Audit Committee and the President, and set forth the Committee’s role involving fraud, waste, and abuse. Trustee Cole also noted that the Charter must address the membership and meetings of the Audit Committee.

Trustee Cole announced that based on the Audit Committee’s review and discussion of the Audit Committee Charter, the Committee voted to recommend for approval, by the full Board, the Audit Committee Charter, as amended and provided to the Board prior to the August 17, 2017, meeting.

On behalf of the Audit Committee, Trustee Cole moved to approve the amended Audit Committee Charter as reflected in the materials provided to the Board prior to the August 17, 2017, meeting. Trustee McKenzie seconded the motion. With no discussion, Chairman Walker called for a vote. The motion carried unanimously (8 Ayes/ 0 Nays).

Trustee Cole then shared that the Audit Committee Charter requires the approval of annual audit plans by the Internal Audit Office. She noted that the proposed plan for fiscal year 2017-2018 is included in the Board materials for the August 17, 2017, Board meeting.

Trustee Cole then moved to approve the fiscal year 2017-2018 Audit Committee Plan, as reflected in the Board materials. Trustee Mitchell seconded the motion. With no discussion, Chairman Walker called for a vote. The motion carried unanimously (8 Ayes/ 0 Nays).

D. FINANCE AND BUDGET COMMITTEE REPORT

Chairman Walker yielded the floor to Finance and Budget Committee Chair, Trustee Corbeil, to discuss the action and information items from the August 17, 2017, Finance and Budget Committee meeting.

Trustee Corbeil announced that in addition to the approval of the June 15, 2017, meeting minutes, the Finance and Budget Committee had three items for discussion: (1) a capital funding request, (2) information on the institutional budget, and (3) an overview of the state external audit process.

Trustee Corbeil then moved to approve the June 15, 2017, Finance and Budget Committee meeting minutes. Trustee Cole seconded the motion. With no discussion, Chairman Walker called for a vote. The motion carried (8 Ayes/ 0 Nays).

Trustee Corbeil also announced that if the capital funding requests are approved by the Board, the requests will be presented to the Tennessee Higher Education Commission on September 15, 2017.

Following his announcement, Trustee Corbeil moved to approve the capital funding requests as reflected in the Board materials. Trustee Cole seconded the motion. With there being no discussion, Chairman Walker asked Secretary Pendleton to call the roll. Secretary Pendleton called the roll and the motion carried unanimously (8 Ayes/ 0 Nays).

Chairman Walker thanked Trustee Corbeil for his service on the Finance and Budget Committee and proceeded with the next agenda item.

E. ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE REPORT

Chairman Walker yielded the floor to Academic Affairs and Student Affairs Committee Vice-Chair, Trustee Lewis, to provide the action and information items from the Committee's August 17, 2017, meeting. Trustee Lewis announced that the Committee reviewed the following items: the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) visit to the campus on September 19-21, 2017, the June 15, 2017, Board meeting minutes, and a report on the Strategic Plan priorities from President Glover and other TSU staff.

Trustee Lewis moved to approve the minutes of the June 15, 2017, Academic Affairs and Student Affairs Committee meeting, as reflected in the Board materials. Trustee Corbeil seconded the motion. With there being no discussion, Chairman Walker called for a vote. The motion carried unanimously (8 Ayes/ 0 Nays).

F. EXECUTIVE COMMITTEE REPORT

Chairman Walker reported the following action and information items from the Executive Committee's August 17, 2017, meeting. Chairman Walker announced that the Executive

Committee voted to recommend to the full Board the approval of Board Policy 004 – Selection, Evaluation, and Retention of the President. Chairman Walker stated that the Executive Committee believes the policy comports with statutory obligations and the Board’s bylaws. Chairman Walker also stated that the Committee believes the Policy provides the Board with specific guidelines for evaluating and retaining the current president and selecting, evaluating, and retaining future presidents.

Chairman Walker moved to approve Board Policy 004 – Selection, Evaluation, and Retention of the President. Trustee Mitchell seconded the motion. With there being no discussion, Chairman Walker called for a vote. The motion carried unanimously (8 Ayes/ 0 Nays).

Chairman Walker stated that President Glover engaged Mr. Kevin Williams, former CEO of GM Canada, to assist in the development of the Strategic Plan, which will guide the University over the next five years.

Chairman Walker then informed the Board that the Strategic Plan was shared with the area divisions at the University and incorporated input from those divisions into the Plan. He also stated that the priorities of the Strategic Plan were shared with the campus community during the Faculty and Staff Institute on August 15, 2016. Chairman Walker further noted that the Plan was also shared with various constituent groups – the faculty senate, staff senate, student groups, alumni, community groups, and the President’s administrative council.

Chairman Walker announced that President Glover finalized the plan after meeting with the Strategic Planning Committee. Chairman Walker stated that the Executive Committee reviewed and solicited information from President Glover and Vice President Hardy on the Plan and the process.

Chairman Walker moved to approve the Strategic Plan as reflected in the Board materials. Trustee Cole seconded the motion. With there being no discussion, Chairman Walker called for a vote. The motion carried unanimously (8 Ayes/ 0 Nays).

IV. INSTITUTIONAL REPORT

A. ENROLLMENT UPDATE

Chairman Walker yielded the floor to President Glover to give a report on enrollment matters.

President Glover provided an overview of the Freshman Enrollment and Total Enrollment of the University as of August 9, 2017. With respect to Freshman Enrollment, President Glover provided the following information:

- Freshman enrollment of the University for Fall 2016 was 1,292 students
- Freshman enrollment of the University for Fall 2017 was 1,454 students
- There has been a 12.6% increase in freshman enrollment

As to Total Enrollment, President Glover provided the following information:

- On August 9, 2016, total enrollment of the University was 6,950 students
- On August 9, 2017, total enrollment of the University was 7,161 students
- There has been a 3% increase in total enrollment at the time of this report
- Today, August 17, 2017, total enrollment of the University is 7,761 students
- The University generally receives about 1,000 more students through late registration, so the University is at about the same level as last year

Then, President Glover provided the following 5-Year Enrollment Trends Report outlining the total enrollment of the University:

- 8,775 students in 2012
- 8,816 students in 2013
- 9,027 students in 2014
- 9,167 students in 2015
- 8,753 students in 2016

President Glover announced that a poll showed that 80% of the reason why students do not return to the University is because they lack funds. President Glover stated that TSU lost out to community colleges with these students.

Then, President Glover provided the following 5-Year Report outlining the graduation rates of the University:

- 36.60% graduation rate in 2012
- 38.40% graduation rate in 2013
- 39.80% graduation rate in 2014
- 39.60% graduation rate in 2015
- 40.00% graduation rate in 2016

V. PRESIDENT'S REPORT

Chairman Walker yielded the floor again to President Glover to give her report. President Glover announced that a "Statement of Accomplishments" newsletter was sent out to each Board member, TSU alum, and TSU faculty and staff members highlighting the activities of the year for TSU.

President Glover then provided an overview of Accreditation, Enrollment Management, Funding Formula and Completion Initiatives, the TSU Police Department, Institutional Advancement, Student Affairs, Sports Activities, Emergency Management and Preparedness, Legislative Agenda, Public Relations, Communication and Outreach, and the Challenges for 2017-2018.

In the area of Accreditation, President Glover offered the following information regarding Accreditation:

- The FOCUS Act constituted a change in governance
- To determine if TSU is in compliance with the SACSCOC's continued governance standards, SACSCOC representatives will be visiting TSU from September 19-21, 2017

- A peer review team will assess TSU's compliance including meeting with faculty, staff, Board members, and students
- The Aeronautical Industrial Technology, Occupational Therapy, Nursing, and Social Work departments were all reaffirmed last year. The Education and Music departments will have a final report issued in 2018
- The Art and Design and Social Work departments will be reviewed in the Spring

In the area of Enrollment Management, President Glover offered the following information regarding TSU's efforts to increase student enrollment by 5% by 2020:

- Strategic Plan offered new strategies for enrollment management
- Dr. Curtis Johnson to chair Enrollment Management Committee
- Trustee Sekmen met with Dr. John Cade, Vice President for Enrollment Management and Student Success, to discuss strategies that will be beneficial for TSU
- Goal to increase enrollment by at least 5% by 2020
- By streamlining TSU's recruitment process with greater focus on magnet schools and high achieving students
- By targeting specific student populations, including community colleges and nontraditional students
- By developing partnerships with School Superintendents in major cities, including Birmingham, Memphis, Nashville, and Chicago
- By continuing to seek new scholarship opportunities for students matriculating at TSU (including scholarships for athletes)
- By redesigning the graduate school admissions process
- By increasing TSU's social media marketing and branding
- By realigning TSU's recruitment personnel

President Glover informed the Board on the following Enrollment Management strategies that the University has continued to employ through the 2017-2018 school year:

- The new tuition discount rate for out of state students who live within a 250-mile radius of Nashville
- The Scholar Rate Plus, and Scholar Rate
- The Summer Completion Academy
- The Parental Engagement Initiative
- The Presidential Scholar's Reception

With respect to the Funding Formula and Completion Initiatives, President Glover offered the following information:

- It is an outcomes-based funding formula model included in The Complete College Tennessee Act of 2010
- The Formula Review Committee (FRC) reviews the model and recommends changes
- TSU is a member of the FRC
- The Funding Formula (based on weights) provides incentives to institutions for completion and workforce preparation

- TSU's weighted outcomes on par or above average for credit hour accumulation
- Areas of improvement for TSU is in students obtaining Bachelor and Associate Degrees and the six-year graduation rate
- TSU's weighted outcome for research and service funding is more than double the average outcome among other universities

President Glover offered the following achievements of TSU's Police Department:

- Continued to reduce the overall crime on campus
- Crime is down overall on campus
- Received approval from the state for \$1.9 million in funding for safety initiatives
- Continued to increase police visibility by hiring more police and security guards
- Continued to control access to the campus, and to use the swipe system with ID cards
- Implemented recommendations from LEMAO audit (Loaned Executive Management Assistance Program) of TSUPD
- Reintroduced the Bike Patrol, with an emphasis on community-oriented policing
- Proceeded with Tennessee Association of Chiefs of Police accreditation with completion anticipated by 2019
- Facilitated a system for the digital recording of Incident Reports, which allowed the department to easily transmit copies of the reports directly to the University's offices that require them, or who have a need to know
- Participated in Advance Active Shooter Training for sworn officers
- Updated use of body cameras

In the area of Institutional Advancement, President Glover noted the following:

- TSU received a \$2 million grant from UNCF Career Pathways Initiative (CPI) to implement a comprehensive employment program
- Contributions for the year were over \$3 million from almost 3,300 donors. This was an increase of 20% over the last year
- More than \$2 million in scholarships were provided to students during the 2016-2017 academic year
- TSU continued to seek financial support from both alumni and corporations
- TSU initiated text and online giving platforms
- TSU continued its partnership with the Tennessee Titans who served as the title sponsor of the 2016 Scholarship Gala with a check presentation of \$150,000
- TSU achieved a record Vintager Reunion attendance and \$302,757 in gifts, including a record gift of \$125,983 from the Class of 1967
- TSU developed and executed the course of action required to change the Alumni Giving to encourage chapters to use the TSU Foundation as its primary vehicle to receive funding

With respect to Student Affairs, President Glover noted the following achievements:

- Continued to provide robust services to the students

- Strengthened the Career Development Center through campus wide engagement including Open House, Career and Job Fairs, Graduate School Showcase, Professional Fitness, and Senior Career Week
- Continued to improve residential life and housing on the campus
- Developed the Student Court Justices in an effort to provide peer leadership and input as it relates to minor conduct issues
- Recorded the highest number of students from any other university in Davidson County to participate in the Mayor's Office Opportunity NOW program
- Implemented initiatives pertaining to safe sex, healthy lifestyles, and bullying
- Implemented crime prevention and safety tips, including domestic violence
- Developed a campus wellness initiative that included group exercise classes, individual workout plans, and health and fitness seminars
- All 9 National Panhellenic organizations are active this year

With respect to Sports Activities, President Glover noted the following achievements:

- The overall student-athlete GPA was 3.10 which tied with TSU's best record
- 132 student-athletes achieved academic honors and 31 student-athletes made the OVC Honor Roll
- All teams met the NCAA Academic Progress Rate mandate of a 930 score and received the national award for APR advancement
- Softball student-athlete, Elisabeth Stansberry, graduated Spring 2017 with the highest GPA in class
- TSU qualified for a one-time NCAA distribution of \$393,800 for student-athlete development.
- Amber Hughes: Indoor Track/Field Athlete of the Year; Outdoor Track/Field Athlete of the Year; NCAA All-American; USA Track & Field Outdoor Champion; Ohio Valley Female Athlete of the Year

With respect to Emergency Management and Preparedness, President Glover noted the following:

- TSU regularly conducts Emergency Management and Preparedness training
- Over 100 TSU Faculty and Staff were trained in emergency preparedness
- TSU established the Campus Emergency Response Team (CERT) to improve campus readiness for emergencies
- TSU continued to hold Department of Homeland Security training sessions.

With respect to the Legislative Agenda, President Glover noted the following:

- Capital Match – TSU sought a reduction in the capital match funding formula from 25% to 10%. THEC will require a range of 5% to 15% for FY 2017-2018
- Land Grant Match – TSU now receives a 1:1 USDA federal funds match. TSU will be seeking legislation to receive a funding ratio no less than 3:1 (UT currently receives this minimum)
- Security Initiatives – TSU is currently seeking \$4 million to help fund its Security Plan

- Public-private Partnerships – TSU has sought and will continue to seek consideration of alternative financing and operations models to provide more flexibility in financing new construction
- Cumberland River Development Project – TSU is currently seeking \$10 million in seed money for the Cumberland Shores at TSU Initiative.

With respect to Public Relations, Communications and Outreach, President Glover noted the following:

- There should be a continued focus on expanding the TSU brand by marketing and promoting the University through a variety of platforms including news articles and features, and paid advertising
- Marketing with two major theater houses through Sept. 1
- Implemented a local and regional marketing initiative with media outlets for targeted recruitment of community college students across the state
- Created three 15 second videos and animations to market the university on various digital platforms for the EMBA program and general recruitment, including Facebook, and search engines like Bing and Yahoo
- TSU Day at the Capitol was the largest presence of all the state institutions
- Night with the Nashville Sounds was the largest collegiate night of all invited institutions.

With respect to the Challenges for 2017-2018, President Glover identified the following:

- Funding for student scholarships and other student needs
- Funding for faculty research and development
- Housing to meet student demand
- Aging infrastructure
- Preparing students for success on national and state examinations, such as NCLEX, CPA exams, etc.
- Making TSU the university of choice for academically talented and highly motivated students.

VI. ADJOURNMENT

Chairman Walker called for a motion for adjournment. Trustee Freeman moved that the meeting be adjourned, noting there is no further business. Trustee Cole seconded the motion.

With there being no discussion, Chairman Walker called for a vote. The motion carried unanimously (8 Ayes / 0 Nays). Chairman Walker adjourned the meeting at 2:17 p.m.

**Tennessee State University
Board of Trustees**



**Audit Committee
Report**

**TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES
AUDIT COMMITTEE MEETING AGENDA**

8:00 a.m. CST
Thursday, November 16, 2017

Tennessee State University – Main Campus –
McWherter Administration Building, President’s
Conference Room - 3500 John A. Merritt Blvd. –
Nashville, TN

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of August 17, 2017, Audit Committee meeting minutes
- IV. Selection of the Director of Internal Audit
- V. Review of Completed External and Internal Audits
- VI. Approval of the Revised FY 2017-18 Audit Plan
- VII. Report on Institutional Risk Assessment
- VIII. Executive Session – Discussion of Litigation, Items Deemed Confidential under State Law, and ongoing Audits
- IX. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of
August 17, 2017,
Audit Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: November 16, 2017

ITEM: Audit Committee Report - Approval of the August 17, 2017,
Audit Committee meeting minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The document reflecting the minutes from the August 17, 2017, Audit Committee meeting is included in the November 16, 2017, Board materials.

MOTION: To approve the August 17, 2017, Audit Committee meeting minutes, as contained in the November 16, 2017, Board materials.

Meeting of the Tennessee State University Board of Trustees
Audit Committee – August 17, 2017
Tennessee State University – Main Campus – McWherter Administration Building,
President’s Conference Room
3500 John A. Merritt Blvd., Nashville, Tennessee
MINUTES

Committee Members Present: Deborah Cole, Obie McKenzie, and Edith Peterson Mitchell

Other Board Members Present: Joseph W. Walker, III., William Freeman, Stephen Corbeil, Richard Lewis, and Ali Sekmen

University Staff Present: President Glenda Glover; Mr. Laurence Pendleton, University Counsel and Board Secretary; Ms. Cynthia Brooks, Vice President for Business and Finance; Dr. Curtis Johnson, Chief of Staff and Associate Vice President of Administration, Nebert (Ray) Trobaugh, Assistant Director.

I. CALL TO ORDER

Audit Committee Trustee Cole called the meeting to order at 8:00 a.m.

II. ROLL CALL/DECLARATION OF AQUORUM

Trustee Cole asked Board Secretary Pendleton to call the roll. Secretary Pendleton called the roll, which reflected that Committee members McKenzie and Mitchell were present. Secretary Pendleton then announced the presence of a quorum.

III. SELECTION OF THE AUDIT COMMITTEE VICE CHAIR

Trustee Cole announced the next item on the agenda, which was the Committee’s selection of a vice chair. She stated, pursuant to the Board’s Committees of the Board policy, the Board Chair may designate each standing committee’s chair and vice chair, or may authorize the committee to select its committee chair and vice chair.

Chair Walker appointed Trustee Cole to serve as chair of the Audit Committee, and asked her to work with the Committee to select a vice chair.

Trustee Cole opened the floor for nominations to serve as vice chair of the Audit Committee, and also nominated Trustee McKenzie to serve as vice chair.

There being no other nominations, the vote was called - those in favor of Trustee McKenzie to serve as vice chair of the Audit Committee, responded by saying “aye,” and those opposed by “nay.” There were no abstentions; the vote carried unanimously.

Trustee Cole congratulated Trustee McKenzie, on his selection as vice chair of the Audit Committee.

IV. APPROVAL OF AUDIT COMMITTEE CHARTER

Trustee Cole moved to the next item on the agenda – approval of Audit Committee Charter. Trustee Cole then recognized President Glover to discuss this agenda item. President Glover asked Ms. Brooks to provide background information on the agenda item.

Ms. Brooks stated that the Charter provides the details of the Audit Committee’s responsibilities, including its responsibilities related to the State Comptroller office, the TSU Office of Internal Audit, the Director of Internal Audit’s role and reporting relationship with respect to the Audit Committee and the President, and its role involving fraud, waste and abuse. The Charter also addresses the membership and meetings of the Audit Committee.

The committee reviewed the Charter and requested for a revision in Section B in order to reflect clearly the external auditors, which is the State Comptroller.

There being no further discussion, Trustee Cole moved to amend the Charter to reflect the language change in Section B from “external auditor” to “State Comptroller.” Trustee McKenize seconded the motion. The motion carried unanimously.

Trustee Cole then moved to recommend to the full Board, the amended Audit Committee Charter. Trustee Mitchell second and the motion carried.

V. DISCUSSION OF AUDIT PROCESS – INTERNAL AUDITS AND EXTERNAL STATE AUDITS

Trustee Cole moved to the next item on the agenda - Discussion of Audit Process – Internal Audits and External State Audits. Trustee Cole recognized President Glover who yielded the floor to Ms. Brooks and Mr. Ray Trobaugh, Assistant Director of Internal Audit.

Mr. Trobaugh provided a brief overview of the Audit process. He stated that an internal audit may be the result of finding fraud during a routine audit or it can be from someone (employee, outside contractor, and/or vendor, etc.) reporting fraud, waste, abuse, etc. The department of Audit provides a link with guidance for reporting fraud, waste, and abuse. The website also provides the department’s phone number, email address (reportfraud@tnstate.edu). It also includes information for contacting the Comptroller’s hotline. General Consultation is made at the request of university personnel and it is a service that is advisory in nature.

The Board discussed the staffing needs of the Audit Department and the need to ensure adequate resources are available. President Glover advised that Dr. Ruthie Reynolds is available to assist with Audit department if needed. The Board noted that a risk assessment is desired since the department is understaffed and inquired about the possibility of conflict of interest with respect to understaffing, and working in crisis mode with limited resources. Mr. Trobaugh noted, at the present time, he was able to carry out the demands of the office. He also expressed the need for a software program, *MKinsight*, which is an Internal Audit Management System.

President Glover requested that the Board delay addressing the need for resources, as well as any other

concerns until the Director of Audit is hired. The Board asked if there were any outstanding issues the committee needed to address. President Glover and Mr. Trobaugh advised the committee, at the present time, there were none.

VI. APPROVAL OF FY 2017-18 AUDIT PLAN

Trustee Cole moved to the next item on the agenda – approval of FY 2017-18 Audit Plan. Trustee Cole recognized President Glover again, President Glover asked Ms. Brooks to provide an overview.

Ms. Brooks advised that the external audit was completed and TSU had to turn in its response as to the findings to the State Audit within two weeks of receipt. TSU submitted its response on August 16, 2017. Mr. Troubaugh provided a brief overview of the Audit Plan.

- NCAA Student Assistance Fund for FY 2017: Required audit by the OVC. This is an audit of financial benefits made available to student athletes in meeting special financial needs that arise in conjunction with participation in intercollegiate athletics.
- State Audit follow-up for FY 2016: This is a required audit by the state. This is an reexamination audit of any finding/deficiency in the Comptroller’s last audit of the university and determines if management has implemented corrective actions to resolve the deficiency.
- President’s Expense for FY 2017: This audit is required by the state. This audit looks at expenditures made by the President of the university and state/policy/guidelines.
- Risk Assessment: This audit is required by the state. This audit will review the university’s most recent risk assessment. The university is in the process of conducting an annual risk assessment, which will assesses the overall risk for fraud, waste, and abuse. The last risk assessment performed covered the areas of Financial Management and Auxiliary Enterprises.
- External Audits: An external audit is performed each fiscal year by the Comptroller of the Treasury, Division of State Audit. They do a financial and compliance audit of the university’s records. They specifically audit the university’s financial statements and express an opinion on the “fair presentation” of the university financial position. This audit also looks at the internal controls over reporting. They may also audit come of the Communication and Information Technology program. If there are any findings in CIT, they are normally treated as Limited Official Use and not distributed to the public.

Mr. Troubaugh also advised the committee that they have had external audits conducted by the U.S. Department of Agriculture and the U.S. Department of Education.

The Committee reviewed the Audit Plan and stated that the recommended best practice will need to become TSU’s procedures. Trustee Cole advised, as noted in the Audit Report, that it is important to follow the committee’s Charter as outlined.

There being no further discussion, Trustee Cole then moved to recommend to the full Board, the approval of the FY 2017-18 Audit Plan, as contained in the Board Materials for the August 17, 2017, Board meeting. Trustee McKenzie seconded the motion. Trustee Cole called for a vote and the motion carried unanimously.

VII. ADJOURNMENT

There being no further business, Trustee Cole moved to adjourn. Trustee Mitchell seconded the motion. Trustee Cole called for a vote and the motion carried unanimously.

The Board of Trustees Audit Committee meeting adjourned at 9:09 a.m.

**Tennessee State University
Board of Trustees**



**Selection of the
Director of Internal Audit**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: November 16, 2017

ITEM: Audit Committee Report – Selection of the Director of Internal Audit

RECOMMENDED ACTION: Vote

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

With the departure of Mike Batson as Director of Internal Audit, President Glover commenced a search for the new Director of Internal Audit. President Glover appointed a search committee to assist her in the review and evaluation of candidates for the position. After conducting an extensive and thorough search process, President Glover identified Ms. Adrian Davis as the top candidate for the position. After conferring with Audit Committee Chair Cole, President Glover offered Ms. Davis the Director of Internal Audit position, and she accepted.

Ms. Davis is a Certified Public Accountant. She attended Alabama Agricultural and Mechanical University (AAMU), an HBCU, and earned her Bachelor of Science Degree in Accounting. She later earned her Master of Business Administration, with a concentration in Accounting, from Tennessee Technological University. Ms. Davis comes to TSU with extensive auditing experience. She started her career as a Legislative Auditor in the Tennessee Office of the Comptroller of the Treasury in the Division of State Audit. She has been at the Comptroller's Office for eleven years, progressing to a supervisory position in overseeing daily audit activities and supervising audit teams.

Under the Audit Committee Charter, the Director of Internal Audit reports directly to the Audit Committee, has direct access to the Chair of the Audit Committee, and reports internally to the President. The Audit Committee Charter also requires the Audit Committee's approval of the appointment of the Director of Internal Audit. President Glover requests that the Audit Committee approve her selection of Ms. Davis to serve as Director of Internal Audit.

MOTION: To approve the selection of Ms. Adrian Davis to serve as Director of Internal Audit at Tennessee State University.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 16, 2017

ITEM: Audit Committee Report - Review of Completed External and Internal Audits

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The Office of the Comptroller of the Treasury, Division of State Audit, conducted simultaneous audits of the financial statements and accompanying notes to the financial statements of Tennessee State University and the TSU Foundation Endowment for Educational Excellence. Both audits covered the fiscal year ending June 30, 2016. An unmodified opinion was expressed in each report. The details of the findings noted in each report will be discussed.

The Director of Internal Audit will also review any completed internal audits.

**Tennessee State University
Board of Trustees**



**Approval of the
Revised FY 2017-18
Audit Plan**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: November 16, 2017

ITEM: Audit Committee Report – Approval of the Revised
FY 2017-18 Audit Plan

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The Audit Committee recommended approval of, and the full Board approved, the Department of Internal Audit's Audit Plan for FY 2017-18, at their respective meetings on August 17, 2017. The revised Audit Plan reflects the Director and the Assistant Director's workloads. The revised Audit Plan includes risk-based audits recommended by the Institute of Internal Auditors. The revised Audit Plan covers the annual audit period ending June 30, 2018.

MOTION: To approve the revised FY2017-2018 Audit Plan, as contained in the, November 16, 2017, Board materials.

**Tennessee State University Internal
Audit Plan
Fiscal Year Ended June 30, 2018**

Rank	Typ	Area	Audit	Budget (Hours)	Estimated Start Date	Estimated Completion Date
Required	R	AT	NCAA Student Assistance Fund 2017	150	August 2017	August 2017
Investigation	I	SS	Student Refund (18-001)	75	October 2017	November 2017
Required	R	FM	President's Expenses for FY 2017	125	October 2017	November 2017
Consultation	C	SS	Student Financial Aid	50	November 2017	December 2017
Required	R	FM	State Audit Follow-up for FY 2016	150	October 2017	December 2017
Required	M	FM	Review Management's Risk Assessments	50	December 2017	December 2017
Required	R	IS	Collection & Review of Conflict of Interest Forms	115	December 2017	February 2017
Investigation	I	IS	Unscheduled Audits/Projects/Investigations	300	TBD	
Consultation	C	IS	Unscheduled General Consultations	125	TBD	
Risk-Based	A	IT	Technology Access Fee	200	January 2017	February 2017
Risk-Based	A	FM	Review of Travel Claims	175	February 2017	March 2017
Required	R	IS	Quality Assessment Review	150	March 2017	May 2017
Risk-Based	A	IA	Purchasing - Vendor List Review	100	March 2017	April 2017
Required	A	RS	Research and Sponsored Programs	225	April 2017	June 2017
Required	R	FM	Cash Counts	15	June 2017	June 2017
			Total	2005		

Estimate-Hours Available For Audits = 2005 (2 audit staff)

Audit Types:	Functional Areas:
R - Required	AD - Advancement
A - Risk-Based (Assessed)	AT - Athletics
S - Special Request	AX - Auxiliary
I - Investigation	FM - Financial Management
M - Management's Risk Assessment	IA - Instruction & Academic Support
C - Consultation	IS - Institutional Support
F - Follow-up Review	IT - Information Technology
	PP - Physical Plant
	RS - Research
	SS - Student Services

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 16, 2017

ITEM: Audit Committee Report – Report on Institutional Risk Assessment

RECOMMENDED ACTION: Information

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The Financial Integrity Act of 2010 (Act) requires each agency of state government and institution of higher education to establish and maintain internal controls that provide reasonable assurance that:

- (1) Obligations and costs are in compliance with applicable law;
- (2) Funds, property and other assets are safeguarded against waste, loss, unauthorized use or misappropriation; and
- (3) Revenues and expenditures applicable to agency operations are properly recorded and accounted for to permit the preparation of accurate and reliable financial and statistical reports and to maintain accountability over the assets.

To document compliance, Tennessee State University must annually perform a management assessment of risk, incorporating the above-referenced internal controls into that assessment. The objectives of the annual risk assessment are to provide reasonable assurance of the following:

- (1) Accountability for meeting program objectives;
- (2) Promoting operational efficiency and effectiveness;
- (3) Improving reliability of financial statements;
- (4) Strengthening compliance with laws, regulations, rules, and contracts and grant agreements;
and
- (5) Reducing the risk of financial or other asset losses due to fraud, waste and abuse.

TSU will be undertaking its annual risk assessment and will be reporting the results of the assessment to the Audit Committee and the Tennessee Comptroller as part of the institution's responsibilities under the Act.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 16, 2017

ITEM: Audit Committee Report - Executive Session – Discussion of Litigation, Items Deemed Confidential under State Law, and ongoing Audits

RECOMMENDED ACTION: Discussion

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The Audit Committee will go into Executive Session for the reasons set forth above, as authorized under the Audit Committee Charter and State Law.

**Tennessee State University
Board of Trustees**



**Finance and Budget
Committee Report**

**TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES
FINANCE AND BUDGET COMMITTEE MEETING AGENDA**

9:00 a.m. CST
Thursday, November 16, 2017

Tennessee State University – Main Campus
McWherter Administration Building,
President’s Conference Room
3500 John A. Merritt Blvd. – Nashville, TN

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of August 17, 2017, Finance and Budget Committee meeting minutes
- IV. Approval of Institutional Revised Budget
- V. Discussion of THEC Funding Formula
- VI. Authorization to Execute Notice of Intent to Sever from Tennessee Board of Regents on Procurement
- VII. Report on External Funding
- VIII. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of
August 17, 2017,
Finance and Budget
Committee Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 16, 2017

ITEM: Finance and Budget Committee Report – Approval of the August 17, 2017, Finance and Budget Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance and Budget Committee,
Trustee Stephen Corbeil

The document reflecting the minutes from the August 17, 2017, Finance and Budget Committee meeting is included in the materials for the November 16, 2017, Board meeting.

MOTION: To approve the August 17, 2017, Finance and Budget Committee Meeting Minutes, as contained in the November 16, 2017, Board materials.

**Meeting of the Tennessee State University Board of Trustees
Finance and Budget Committee - August 17, 2017
Tennessee State University – Main Campus – McWherter Administration Building, President’s
Conference Room
3500 John A. Merritt Blvd., Nashville, Tennessee**

MINUTES

Committee Members Present: Stephen Corbeil, Richard Lewis, and William Freeman.

Other Board Members Present: Joseph W. Walker, III., Deborah Cole, Edith Peterson Mitchell, Obie McKenzie, and Ali Sekmen.

University Staff Present: President Glenda Glover; Mr. Laurence Pendleton, University Counsel and Board Secretary; Ms. Cynthia Brooks, Vice President for Business and Finance; Dr. Curtis Johnson, Chief of Staff and Associate Vice President of Administration; Mr. Viron Lynch, Assistant Vice President of Facilities Management; and Dr. Lesia Crumpton-Young, Vice President of Research and Sponsored Programs.

I. CALL TO ORDER

Finance and Budget Committee Chair, Trustee Corbeil, called the meeting to order at 9:18 a.m.

II. ROLL CALL/DECLARATION OF AQUORUM

Trustee Corbeil asked Board Secretary Pendleton to call the roll. Secretary Pendleton called the roll, which reflected that Committee members Corbeil, Lewis, and Freeman were present. Secretary Pendleton then announced the presence of a quorum.

III APPROVAL OF AUGUST 17, 2017, COMMITTEE MEETING MINUTES

Trustee Corbeil announced the next item on the agenda, which was the approval of the August 17, 2017, Finance and Budget Committee meeting minutes. Trustee Corbeil stated that the Committee meeting minutes were included in the August 17, 2017, Board materials for review. Trustee Corbeil then opened the floor for a motion for the Committee to recommend to the full Board the approval of the August 17, 2017, Finance and Budget Committee meeting minutes. Trustee Lewis moved for approval. Trustee Freeman seconded the motion. With no further discussion, Trustee Corbeil called for a vote and the motion carried unanimously.

IV. APPROVAL OF CAPTIAL FUNDING REQUEST

Trustee Corbeil introduced the next item on the agenda – the approval of the Capital Outlay, Maintenance, and Disclosure funding requests which, if approved, will be presented to the Tennessee Higher Education Commission (THEC) on September 15, 2017. He also stated that the agenda items were included in the materials for the August 17, 2017, Board meeting. Trustee Corbeil recognized President Glover to provide pertinent information related to the agenda item. President Glover introduced Ms. Cynthia Brooks, Vice President for Business and Finance and Mr. Viron Lynch,

Assistant Vice President of Facilities Management, as they would provide some background information.

Capital Outlay

Ms. Brooks stated that THEC has a new process under which the university can present its Capital Outlay Requests. In the future, the Board will need to submit project proposals to THEC by July of each year. She noted that the Commission's recommendations are based upon a prioritization process that incorporates five criteria:

1. Capital projects will need to be linked to state goals and the Drive to 55
2. Capital projects should enhance campus mission and distinction, and should be envisioned in the institution's current Master Plan & Strategic Plan
3. THEC Space Guideline & Facility Assessment
4. Program & Business Plan
5. External funding

Ms. Brooks noted that the first request is the Engineering Building, which is in line with the Strategic Plan. Mr. Lynch stated that the Engineering building will be approximately 70,000 square feet; the old building will be removed and the new building will be placed in its footprint. Trustee Sekman stated that the old building's (Torrence Hall) infrastructure was poor and may lead to health issues; thus, emphasizing the need for the new building.

Ms. Brooks noted the entire budget for the construction of the new facility is set at a cost of \$48,000,000. The university will cover the majority of the cost with state appropriation of 95%, which will be \$45,600,000. President Glover stated that the state appropriation will require a 5% minimum match; Title III award will leverage state funding. The remaining will need to come from gifts/and or student fees. The construction cost is estimated at \$26,250,000.00 for the 70,000 square feet.

Trustee McKenzie had a discussion about the need for more minority participation as it relates to the architectural design list and construction bids. Additional questions was posed regarding the timeline for the new building construction, the engineering building plans, and the final approval process, which will go to THEC for approval at their meeting.

Trustee Lewis inquired how the Board can assist the university in its pursuit of capital outlay funds. Trustee Freeman also inquired about when TSU can get involved. TSU's responsibility will be between 5-15%. Ms. Brooks advised that the Trustees may contact her to obtain additional information regarding their involvement.

Capital Maintenance

Ms. Brooks provides an overview of the capital maintenance. She noted that a detail list of all the Capital Maintenance requests for FY 2018-19 was in the Board materials (page 50). The 2018-19 total project cost is \$6,200,000. The Trustees reviewed the list and discussed some of the projects noted. The trustees' main interest centered on how the projects on the list are categorized and prioritized. Chief of Staff Dr. Curtis Johnson noted that the Master Plan is considered in determining which projects are high priority, and the age of buildings, roofs, equipment, and safety concerns are also considered when listing the

maintenance needs. Trustee McKenzie discussed and noted energy savings that TSU could be utilizing such as HVAC and LED lighting. Trustee Walker advised that the broader community should know about what TSU is doing in terms of building maintenance. He further emphasized the importance of connectivity within community. He also noted the importance of keeping the community, as well as the Trustees, abreast of the maintenance objectives. Trustee Sekman asked about faculty involvement in the process. Ms. Brooks noted that there is faculty involvement in the capital outlay process. The faculty can present a list of maintenance needs (in broad terms) to the President for review, i.e., roofs and elevators.

Disclosure Projects

Ms. Brooks and Mr. Lynch walked the Committee through the Disclosure list, which showed all of the anticipated capital projects to be funded and the sources other than state appropriations, i.e., institutional funds, auxiliary funds, reallocation of existing capital funds, Tennessee State School Bond Authority funds, or gift funds, for FY2018-19. The Board discussed some of the items listed on the Disclosure List including Gateway, the modernization of Hale Hall, two new student halls, Research Administration, and parking.

Trustee Corbeil inquired about whether the items listed were part of the Master Plan. Ms. Brooks indicated that they were. President Glover stated that the University will need to think outside of the box as it reviews the various goals. She also mentioned that due to the housing issues, the cost of off-campus housing is extremely expensive, and students cannot afford to live off-campus. Ms. Brooks noted that TSU's property is not actually owned by the University; the property is actually owned by the State of Tennessee; therefore, some opportunities that require property collateral cannot be pursued.

Vice President Crumpton-Young provided a brief presentation of Cumberland Project.

Trustee Corbeil opened the floor for a motion for the Committee to recommend to the full Board the approval of the Capital Funding Requests, as contained in the Board's August 17, 2017, meeting materials. Trustee Freeman moved for approval. Trustee Lewis seconded the motion. Trustee Corbeil called for a vote and the motion carried unanimously.

V. UPDATE ON INSTITUTIONAL BUDGETS

Trustee Corbeil moved to the next item on the agenda – update on the institutional budgets.

Ms. Brooks walked the Committee through the Board materials. She noted that a special allocation from the state - special capital maintenance of \$1.950M and \$85.560K for safety and security - was approved. Trustee Sekman inquired about the Childcare-Excellence in Learning Center's budget line that seemed to be reduced. Ms. Brooks advised that no decrease occurred in their budget.

VI. REPORT ON OVERVIEW OF STATE EXTERNAL AUDIT PROCESS

Trustee Corbeil moved to the next item on the agenda – report on overview of state external audit process. Trustee Corbeil then recognized again President Glover to discuss this agenda item. President Glover asked Ms. Brooks to provide background information on the agenda item. Ms. Brooks provided an overview of the state external audit process.

Trustee Freeman inquired about the institution's bond rates at the June, 15, 2017, Finance and Budget Committee meeting. As part of the follow-up, Ms. Brooks provided the requested information to the Finance and Budget Committee members as it relates to bond rate comparisons, turnovers, indirect costs, and other follow up items per the request of the Trustees. With there being no further discussion, Trustee Corbeil moved to the next agenda item.

VII. ADJOURNMENT

Trustee Corbeil opened the floor for a motion to adjourn the meeting. Trustee Lewis moved for adjournment. Trustee Freeman seconded the motion. Trustee Corbeil called for a vote and the motion carried unanimously.

The Board of Trustees Finance and Budget Committee meeting adjourned at 10:09 a.m.

**Tennessee State University
Board of Trustees**



**Approval of
Institutional Revised Budget**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 16, 2017

ITEM: Finance and Budget Committee Report – Approval of Institutional Revised Budget

RECOMMENDED ACTION: Roll Call Vote Approval

PRESENTED BY: Chair of Finance and Budget Committee,
Trustee Stephen Corbeil

Under the FOCUS Act, all Tennessee Board of Regents (TBR) policies are deemed to be TSU's policies, except as modified. Former TBR Policy 4:01:00:00 (*Budget Control*) recognizes budgeting as the process whereby the plans of the University are translated into an itemized, authorized, and systematic plan of operation, expressed in dollars, for a given period. This policy also recognizes that a budget is a plan and that circumstances may necessitate revisions or changes to the original plan from time to time. In view of this, the University submits detailed budgets for approval three times for each fiscal year.

Under the Budgeting Control policy, the original budget for each fiscal year is known as the *Proposed Budget* and is prepared in the spring of each year. This budget is based on the level of state funds recommended in the Governor's proposed budget as well as early estimates of factors such as enrollment growth, research activities, and availability of federal funds. The *Proposed Budget* has been typically submitted for governing board approval at the Summer Board meeting. The *October Revised Budget* is prepared in the fall of each year and is normally submitted to the governing board for approval at the Winter Board meeting.

The final budget submitted for each fiscal year is the *Estimated Budget*. It includes final adjustments to the current year budget and is the budget against which final year-end actual amounts are compared. It is prepared, submitted, and considered by the Board at the same time as the *Proposed Budget* for the upcoming fiscal year.

The purpose of this agenda item is to consider for approval the *October Revised Budget* for Fiscal Year for Fiscal Year 2017-18. The Budget materials are contained in the November 16, 2017, Board materials.

MOTION: To approve the Institutional Revised Budget, as contained in the November 16, 2017, Board materials.

TENNESSEE STATE UNIVERSITY

SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

	Actual 2016-17	July 1 Budget 2017-18	October 31 Budget 2017-18	Percent Change Over Actual
Unrestricted Current Fund Balances at Beginning of Period:				
0505 Allocation for Encumbrances	4,326,680	4,210,000	5,076,800	17.34%
0510 Allocation for Working Capital	5,560,888	5,310,000	2,910,000	-47.67%
0515 Special Allocations	6,037,679	8,889,400	6,168,300	2.16%
0520 Unallocated Balance	6,489,711	-	(1,737,200)	-126.77%
Total Balances	22,414,958	18,409,400	12,417,900	-44.60%
Revenues				
A. Educational and General				
1005 Tuition and Fees	82,560,029	88,675,900	88,505,900	7.20%
1015 State Appropriations	32,966,900	35,126,200	35,731,200	8.39%
1025 Federal Grants and Contracts	2,660,757	2,500,000	2,500,000	-6.04%
1030 State Grants and Contracts	13,550	33,000	33,000	143.54%
1035 Local Gifts, Grants and Contracts	-	-	-	0.00%
1040 Private Gifts, Grants and Contracts	83,987	47,000	47,000	-44.04%
1045 Foundation Gifts	25,000	-	-	
1050 Sales & Services of Educ. Depts.	134,221	114,300	114,300	-14.84%
1055 Sales & Services of Other Activities	5,088,665	5,513,400	5,533,400	
1060 Other Sources	378,343	730,000	730,000	
Total Educ. & General	123,911,452	132,739,800	133,194,800	7.49%
B. Sales/Svs Aux Enterprises				
1505 B. Sales/Svs Aux Enterprises	24,375,678	24,338,300	26,438,300	8.46%
Total Revenues	148,287,130	157,078,100	159,633,100	7.65%

TENNESSEE STATE UNIVERSITY

SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

	Actual 2016-17	July 1 Budget 2017-18	October 31 Budget 2017-18	Percent Change Over Actual
Expenditures				
A. Education & General Expenditures				
2000 Instruction	57,825,102	60,618,200	60,738,400	5.04%
2500 Research	2,211,649	2,925,500	2,912,500	31.69%
3000 Public Service	1,100,692	1,515,300	1,532,500	39.23%
3500 Academic Support	9,547,964	10,871,000	10,805,200	13.17%
4000 Student Services	19,228,159	20,167,000	20,233,900	5.23%
4500 Institutional Support	18,519,516	12,617,000	12,509,100	-32.45%
5000 Operation & Maint. of Plant	16,244,129	16,665,500	16,281,400	0.23%
5500 Scholarships & Fellowships	6,702,419	6,732,300	6,732,300	0.45%
Educ. & Gen. Expenditures	131,379,630	132,111,800	131,745,300	0.28%
Mandatory Transfers				
6005 Principal & Interest	2,538,824	1,580,900	1,580,900	-37.73%
Total Mandatory Transfers	2,538,824	1,580,900	1,580,900	-37.73%
Non-Mandatory Transfers for:				
6505 Transfers to Unexpended Plant Fund	-	-	-	0.00%
6507 Transfers to Renewal and Replacement	110,000	-	-	-100.00%
6510 Other Transfers	(119,996)	-	-	-100.00%
Total Non-Mandatory Transfers	(9,996)	-	-	-100.00%
Total Education and General	133,908,458	133,692,700	133,326,200	-0.43%

TENNESSEE STATE UNIVERSITY

SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

	Actual 2016-17	July 1 Budget 2017-18	October 31 Budget 2017-18	Percent Change Over Actual
B. Auxiliary Enterprises Expenditures				
7005 Auxiliary Enterprises Expenditures	18,126,640	21,427,300	23,527,300	29.79%
Mandatory Transfers for:				
7505 Principal and Interest	1,945,293	1,873,900	1,873,900	-3.67%
Total Mandatory Transfers	<u>1,945,293</u>	<u>1,873,900</u>	<u>1,873,900</u>	-3.67%
Non-Mandatory Transfers for:				
8005 Transfers to Unexpended Plant Fund	3,044,645	180,200	82,700	-97.28%
8007 Transfers to Renewal and Replacement	1,259,100	856,900	954,400	-24.20%
Total Non-Mandatory Transfers	<u>4,303,745</u>	<u>1,037,100</u>	<u>1,037,100</u>	-75.90%
Total Auxiliary Enterprises	<u>24,375,678</u>	<u>24,338,300</u>	<u>26,438,300</u>	8.46%
Total Expenditures & Transfers	<u>158,284,136</u>	<u>158,031,000</u>	<u>159,764,500</u>	0.94%
Unrestricted Current Fund Balances at End of Period:				
8505 Allocation for Encumbrances	5,076,808	4,374,100	4,457,300	-12.20%
8510 Allocation for Working Capital	2,910,011	5,524,100	2,243,400	-22.91%
8515 Special Allocations	6,168,289	7,558,300	5,585,800	-9.44%
8520 Unallocated Balance	<u>(1,737,156)</u>	<u>-</u>	<u>-</u>	-100.00%
Total Balances	<u>12,417,952</u>	<u>17,456,500</u>	<u>12,286,500</u>	-1.06%

SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

	Actual 2016-17	July Budget 2017-18	October Budget 2017-18
Unrestricted Current Fund Balances at Beginning of Period:			
0505 Allocation for Encumbrances	49,925	49,700	68,800
0510 Allocation for Working Capital	40,000	40,000	40,000
0515 Special Allocations	23,032	23,800	17,800
0520 Unallocated Balance	763,913	-	605,900
Total Balances	876,870	113,500	732,500
Revenues			
A. Educational and General			
1015 State Appropriations	594,500	605,600	608,200
Total Revenues	594,500	605,600	608,200
Expenditures			
A. Education & General Expenditures			
2500 Research	738,875	605,000	1,213,300
Educ. & Gen. Expenditures	738,875	605,000	1,213,300
Mandatory Transfers			
6005 Principal & Interest	-	-	-
Total Mandatory Transfers	-	-	-
Non-Mandatory Transfers for:			
6505 Transfers to Unexpended Plant Fund	-	-	-
6507 Transfers to Renewal and Replacement	-	-	-
6510 Other Transfers	-	-	-
6511 Transfers from Unexpended Plant Fund	-	-	-
6512 Transfers from Renewal and Replacement	-	-	-
6515 Transfers from Other Funds	-	-	-
Total Non-Mandatory Transfers	-	-	-
Total Education and General	738,875	605,000	1,213,300
Total Expenditures & Transfers	738,875	605,000	1,213,300
8405 Prior Period Adjustments	-	-	-
Unrestricted Current Fund Balances at End of Period:			
8505 Allocation for Encumbrances	68,807	49,900	69,200
8510 Allocation for Working Capital	40,000	40,000	40,000
8515 Special Allocations	17,835	24,200	18,200
8520 Unallocated Balance	605,853	-	-
Total Balances	732,495	114,100	127,400

INSTITUTE OF AGRICULTURAL AND ENVIRONMENTAL RESEARCH
SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

	Actual 2016-17	July Budget 2017-18	October Budget 2017-18
Unrestricted Current Fund Balances at Beginning of Period:			
0505 Allocation for Encumbrances	324,199	324,500	314,000
0510 Allocation for Working Capital	100,000	100,000	100,000
0515 Special Allocations	93,644	103,700	103,700
0520 Unallocated Balance	1,326,060	-	1,891,100
Total Balances	<u>1,843,903</u>	<u>528,200</u>	<u>2,408,800</u>
Revenues			
A. Educational and General			
1015 State Appropriations	3,456,800	3,509,700	3,541,700
Total Revenues	<u>3,456,800</u>	<u>3,509,700</u>	<u>3,541,700</u>
Expenditures			
A. Education & General Expenditures			
2500 Research	2,891,820	3,506,600	5,427,000
Educ. & Gen. Expenditures	<u>2,891,820</u>	<u>3,506,600</u>	<u>5,427,000</u>
Mandatory Transfers			
6005 Principal & Interest	-	-	-
6010 Renewals & Replacements	-	-	-
Total Mandatory Transfers	<u>-</u>	<u>-</u>	<u>-</u>
Non-Mandatory Transfers for:			
6505 Transfers to Unexpended Plant Fund	-	-	-
6507 Transfers to Renewal and Replacement	-	-	-
6510 Other Transfers	-	-	-
6511 Transfers from Unexpended Plant Fund	-	-	-
Total Non-Mandatory Transfers	<u>-</u>	<u>-</u>	<u>-</u>
Total Education and General	<u>2,891,820</u>	<u>3,506,600</u>	<u>5,427,000</u>
Total Expenditures & Transfers	<u>2,891,820</u>	<u>3,506,600</u>	<u>5,427,000</u>
8405 Prior Period Adjustments	-	-	-
Unrestricted Current Fund Balances at End of Period:			
8505 Allocation for Encumbrances	314,043	326,000	317,300
8510 Allocation for Working Capital	100,000	100,000	100,000
8515 Special Allocations	103,704	105,300	106,300
8520 Unallocated Balance	1,891,136	-	-
Total Balances	<u>2,408,883</u>	<u>531,300</u>	<u>523,600</u>

SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

	Actual 2016-17	July Budget 2017-18	October Budget 2017-18
Unrestricted Current Fund Balances at Beginning of Period:			
0505 Allocation for Encumbrances	350,150	356,300	305,400
0510 Allocation for Working Capital	150,000	150,000	150,000
0515 Special Allocations	128,430	816,800	99,600
0520 Unallocated Balance	3,541,310	-	3,416,500
Total Balances	4,169,890	1,323,100	3,971,500
Revenues			
A. Educational and General			
1015 State Appropriations	3,320,300	3,428,000	3,510,100
Total Revenues	3,320,300	3,428,000	3,510,100
Expenditures			
A. Education & General Expenditures			
3000 Public Service	3,518,620	4,116,200	6,919,100
Educ. & Gen. Expenditures	3,518,620	4,116,200	6,919,100
Mandatory Transfers			
6005 Principal & Interest	-	-	-
6010 Renewals & Replacements	-	-	-
Total Mandatory Transfers	-	-	-
Non-Mandatory Transfers for:			
6505 Transfers to Unexpended Plant Fund	-	-	-
6507 Transfers to Renewal and Replacement	-	-	-
6510 Other Transfers	-	-	-
6511 Transfers from Unexpended Plant Fund	-	-	-
Total Non-Mandatory Transfers	-	-	-
Total Education and General	3,518,620	4,116,200	6,919,100
Total Expenditures & Transfers	3,518,620	4,116,200	6,919,100
8405 Prior Period Adjustments	-	-	-
Unrestricted Current Fund Balances at End of Period:			
8505 Allocation for Encumbrances	305,440	351,200	307,300
8510 Allocation for Working Capital	150,000	150,000	150,000
8515 Special Allocations	99,609	133,700	105,300
8520 Unallocated Balance	3,416,521	-	-
Total Balances	3,971,570	634,900	562,600

TENNESSEE STATE UNIVERSITY FORESTRY

SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

	Actual 2016-17	July Budget 2017-18	October Budget 2017-18
Unrestricted Current Fund Balances at Beginning of Period:			
0505 Allocation for Encumbrances	6,500	6,300	8,200
0515 Special Allocations	7,300	7,600	5,700
0520 Unallocated Balance	624,700	-	660,400
Total Balances	638,500	13,900	674,300
Revenues			
A. Educational and General			
1015 State Appropriations	189,400	193,300	193,300
Total Revenues	189,400	193,300	193,300
Expenditures			
A. Education & General Expenditures			
2500 Research	153,669	193,000	853,500
Educ. & Gen. Expenditures	153,669	193,000	853,500
Total Education and General	153,669	193,000	853,500
Total Expenditures & Transfers	153,669	193,000	853,500
8405 Prior Period Adjustments	-	-	-
Unrestricted Current Fund Balances at End of Period:			
8505 Allocation for Encumbrances	8,174	6,500	8,300
8515 Special Allocations	5,682	7,700	5,800
8520 Unallocated Balance	660,375	-	-
Total Balances	674,231	14,200	14,100

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 16, 2017

ITEM: Finance and Budget Committee Report – Discussion of
THEC Funding Formula

RECOMMENDED ACTION: Information

PRESENTED BY: Chair of Finance and Budget Committee,
Trustee Stephen Corbeil

The Complete College Tennessee Act (2010) requires Tennessee public community colleges and universities to be funded on outcomes such as student progression and completion (hereinafter referred to as the “THEC Funding Formula” or “FF”). The metrics used in the FF reflect institutional priorities and mission. Funding is based on a three-year average on achieving the metrics and outcomes.

The Board has been provided information on the FF in prior written materials, including materials associated with the April 13, 2017, Board orientation session. This information item is intended to provide additional information on the THEC outcomes-based funding formula.



Outcomes-Based Funding Formula

The Complete College Tennessee Act (2010) requires Tennessee public community colleges and universities to be funded on outcomes like student progression and completion. The Tennessee Higher Education Commission and Formula Review Committee developed a formula that funds institutions through outcome metrics that reflect institutional priorities and mission. THEC uses a **three-year average** of the outcomes listed below to limit potential volatility in the formula year over year.

Outcomes

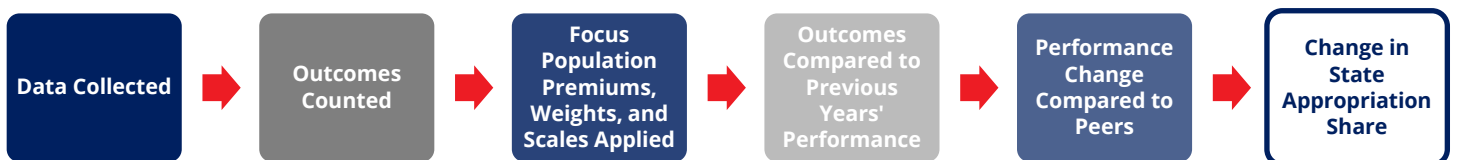
<u>Community Colleges</u>	<u>Universities</u>
Students Accumulating 12 hrs.	Students Accumulating 30 hrs.
Students Accumulating 24 hrs.	Students Accumulating 60 hrs.
Students Accumulating 36 hrs.	Students Accumulating 90 hrs.
Dual Enrollment	Bachelor's and Associate Degrees
Associate Degrees	Masters/Ed. Specialist Degrees
Long-Term Certificates	Doctoral/Law Degrees
Short-Term Certificates	Research, Service, and Sponsored Programs
Job Placements	Six-year Graduation Rate
Transfers out with 12 hrs.	Degrees per 100 FTE
Workforce Training/Contact Hours	
Awards per 100 FTE	

Outcomes are **weighted** to align with institutional priorities and mission, totaling 100 percent for each institution. At the recommendation of the Tennessee Board of Regents, the 2015-2020 model uses a common weight structure for progression and awards at community colleges. The formula also includes premiums for **focus populations** for student progression and undergraduate awards to encourage completion at public institutions.

Focus Populations

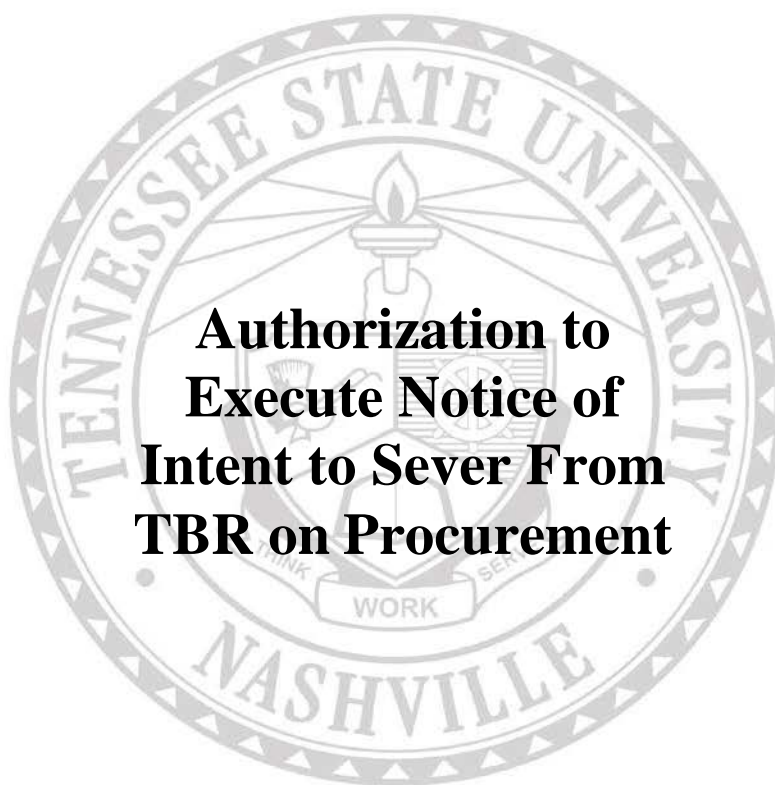
<u>Community Colleges</u>	<u>Universities</u>	<u>Premiums</u>
Adult	Adult	1 Focus Population = 80% = 1.8 Outcomes
Low-Income	Low-Income	2 Focus Populations = 100% = 2 Outcomes
Academically Underprepared		3 Focus Populations = 120% = 2.2 Outcomes

How It Works: Universities and community colleges compete for a **share** of available state appropriations each year. They do this through improvement in their outcomes relative to peers. Data are counted and **scaled** and compared to previous outcome levels. An institution's increase or decrease in outcome production is assessed compared to peer increases or decreases in outcome production. That movement influences that institution's share of state appropriations. For example, if all institutions experienced net improvement in outcomes, institutions that experienced the *greatest* improvements would increase their share of total funding, compared to institutions that lagged in performance, who could receive reduced funding.



The funding formula also includes an assessment of institutional quality and programmatic support via the **Quality Assurance** (QA) score. Institutions may earn up to an additional 5.45% of funding based upon metrics such as licensure pass rates, accreditation, and success with underrepresented populations. The formula also includes values for institutional **fixed costs** (e.g., rent, utilities, maintenance and operation), intended to ensure institutions receive adequate funds to maintain the operation of their infrastructure.

**Tennessee State University
Board of Trustees**



**Authorization to
Execute Notice of
Intent to Sever From
TBR on Procurement**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 16, 2017

ITEM: Finance and Budget Committee Report - Authorization to Execute Notice of Intent to Sever from Tennessee Board of Regents on Procurement

RECOMMENDED ACTION: Authorization

PRESENTED BY: Chair of Finance and Budget Committee,
Trustee Stephen Corbeil

Under the FOCUS Act, effective April 13, 2017, Tennessee State University severed from the Tennessee Board of Regents as to all areas and operations, except three specific areas: 1) procurement; 2) capital project planning and management; and 3) data systems.

With respect to the aforementioned functions, TSU, as well as the other locally governed former TBR universities, must apply to, and receive approval from, the Tennessee Higher Education Commission (THEC) in order to assume the performance of the above-referenced functions.

THEC has issued guidance to the institutions to inform them about the conditions and requirements to sever from the TBR in the three respective functional areas. On September 11, 2017, the THEC provided an overview of the general conditions necessary for independence on procurement, including understanding all reporting requirements, mandated interactions with Fiscal Review, and continued participation in current master contracts.

Per the FOCUS Act and THEC guidance, TSU may sever from the TBR for the purpose of procurement beginning on December 1, 2017, or any time thereafter, pending THEC's approval.

Tennessee State University is required to inform THEC in writing six months prior its intent to sever from the TBR. The "Intent to Sever" form must be signed by the Chairman of the Board, or the President, with proper Board authorization. The university wishes to notify THEC immediately of its plan to sever from TBR procurement, effective July 1, 2018.

At this time, TSU anticipates that it will be seek the Board's approval at the March 15, 2018, to sever from the TBR on the capital project planning and management function, and, possibly, the data systems function, effective January 1, 2019.

MOTION: To authorize the President to Execute Notice of Intent to Sever from Tennessee Board of Regents, effective July 1, 2018, on the Procurement function, as contained in the November 16, 2017, Board materials.

Intent to Sever

The FOCUS Act (amending TCA §49-8-101) authorizes THEC to "solicit and receive requests from state university boards to assume the performance of [data systems, capital project planning and management, and procurement]." The signature of the Chairman of the Board (or President with proper Board authorization) below indicates that the Locally Governed Institution understands the reporting, compliance, and existing contract requirements associated with procurement severance and that the indicated Locally Governed Institution intends to sever on July 1, 2018 for the purposes of procurement. The board of the Locally Governed Institution understands and agrees that it shall not be permitted to assume the performance of the procurement functions until such time as severance is granted.

Name: _____

Title: _____

Institution: _____

Signature: _____

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 16, 2017

ITEM: Finance and Budget Committee Report – Report on External Funding

RECOMMENDED ACTION: Information

PRESENTED BY: Chair of Finance and Budget Committee,
Trustee Stephen Corbeil

TSU is funded, in part, by state appropriations, student tuition and fees, and fee for services. TSU also obtains funding to support its mission and operations from external sources: 1) Research and Sponsored programs funding; and 2) Donor support, including donations from individual alums, alumni organizations, corporations/businesses, estates/trusts, faculty and staff, supporters, students, foundations, and other organizations.

For FY 2016-17, TSU was awarded \$43,009, 697.00 in research funding, and \$3,569,327 in private donations. A breakdown of the external funding figures is enclosed in your materials for the November 16, 2017, Board meeting.

Tennessee State University • Research and Institutional Advancement Dashboard

Tennessee State University • Research and Institutional Advancement Dashboard						
External Funding Source	FY2016YTD		FY2017YTD		FY2018 YTD	
	(July 1, 2015 - June 30, 2016)		(July 1, 2016 - June 30, 2017)		(July 1, 2017 - October 31, 2017)	
Research and Sponsored Programs	# of Awards	FY16 Dollars	# of Awards	FY17 Dollars	# of Awards	FY18 YTD Dollars
Total New Awards Received	200	\$54,471,179.00	205	\$43,009,697.00	81	\$29,868,755
Giving Comparison by Donor Category	# of Donors	FY16 Giving	# of Donors	FY17 Giving	# of Donors	FY18 YTD Giving
Alumni (Degree and Non Degree)	1,854	\$1,247,458.13	2381	\$1,512,357.72	985	\$363,340.04
Alumni Estate	1	\$39,896.09	3	\$95,793.21	0	\$0.00
Alumni Organizations	24	\$102,103.24	25	\$75,700.50	16	\$22,715.00
Corporations/Businesses	139	\$595,895.88	137	\$993,287.62	89	\$307,980.89
Estates/Trusts	1	\$5,000.00	1	\$50.00	0	\$0.00
Faculty and Staff (Non-Alumni)	141	\$66,709.84	161	\$57,236.39	103	\$17,467.95
Foundations	17	\$188,803.22	15	\$265,737.32	6	\$43,822.74
Friends	361	\$394,158.98	523	\$408,478.39	185	\$53,929.21
Other Organizations	61	\$142,546.75	52	\$134,413.93	23	\$51,068.29
Parents	20	\$7,618.53	17	\$10,422.70	10	\$785.00
Religious Organizations	14	\$7,630.00	22	\$11,825.00	11	\$5,400.00
Students	350	\$6,805.50	205	\$4,025.00	44	\$455.00
Total Giving	2,983	\$2,804,626.16	3,542	\$3,569,327.78	1,472	\$866,964.12
Gand Total External Funding		\$57,275,805.00		\$46,579,024.00		\$30,735,719.12

**Tennessee State University
Board of Trustees**



**Academic Affairs and
Student Affairs Committee
Report**

**TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES
ACADEMIC AFFAIRS AND STUDENT AFFAIRS
COMMITTEE MEETING AGENDA**

10:00 a.m. CST
Thursday, November 16, 2017

Tennessee State University – Main Campus
McWherter Administration Building,
President’s Conference Room
3500 John A. Merritt Blvd. – Nashville, TN

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of August 17, 2017, Academic Affairs and Student Affairs Committee meeting minutes
- IV. Report on SACSCOC Substantive Change in Governance Campus Visit and Review
- V. Report on SACSCOC Ten Year Reaffirmation Review
- VI. Update on Implementation of Strategic Plan
- VII. Report on New Student Housing and Health Sciences Building
- VIII. Student Affairs Report
- IX. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of
August 17, 2017,
Academic Affairs and
Student Affairs
Committee Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 16, 2017

ITEM: Academic Affairs and Student Affairs Committee Report –
Approval of August 17, 2017, Academic Affairs and
Student Affairs Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,
Trustee Pamela Martin

The document reflecting the minutes from the August 17, 2017, Academic Affairs and Student Affairs Committee meeting is included in the November 16, 2017, Board materials.

MOTION: To approve the August 17, 2017, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the Board's November 16, 2017, meeting.

**Meeting of the Tennessee State University Board of Trustees
Academic Affairs and Student Affairs Committee –
August 17, 2017
Tennessee State University – Main Campus – McWherter Administration Building,
President’s Conference Room
3500 John A. Merritt Blvd., Nashville, Tennessee**

MINUTES

Committee Members Present: Trustees Richard Lewis and Ali Sekmen

Other Board Members Present: Trustees Deborah Cole, Edith Peterson Mitchell, Obie McKenize, Stephen Corbeil, William Freeman, and Joseph W. Walker, III

University Staff Present: President Glenda Glover; Mr. Laurence Pendleton, University Counsel and Board Secretary; Dr. Mark Hardy, Vice President for Academic Affairs; Dr. Alisa Mosley, Associate Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dr. Tracey Ford, Vice President of Student Affairs

I. CALL TO ORDER

Academic Affairs and Student Affairs Committee Vice Chair Lewis called the meeting to order at 10:21 a.m.

II. ROLL CALL/DECLARATION OF AQUORUM

Trustee Lewis, who led the meeting in Trustee Martin’s absence, asked Board Secretary Pendleton to call the roll. Secretary Pendleton called the roll, which reflected that Committee members Lewis and Sekmen were present. Secretary Pendleton then announced the presence of a quorum.

III. APPROVAL OF JUNE 15, 2017, ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE MEETING MINUTES

Trustee Lewis announced the next item on the agenda, which was the approval of the August 17, 2017, Academic Affairs and Student Affairs Committee meeting minutes. Trustee Lewis stated that the Committee meeting minutes were included in the August 17, 2017, Board materials for review. Trustee Lewis moved to recommend to the full Board the approval of the August 17, 2017, Academic Affairs and Student Affairs Committee meeting minutes. Trustee Sekmen seconded the motion. With no further discussion, Trustee Lewis called for a vote and the motion carried unanimously.

IV. UPDATE ON SACSCOC SUBSTANTIVE CHANGE IN GOVERNANCE CAMPUS VISIT ON SEPTEMBER 19-21, 2017

Trustee Lewis turned to the next item on the agenda – the update on SACSCOC Substantive Change in Governance Campus Visit on September 19-21, 2017. Trustee Lewis recognized President Glover to provide pertinent information related to this agenda item. President Glover introduced Drs. Mark Hardy, Vice President of Academic Affairs, Elisa Mosely, Associate Vice President of Academic Affairs and Tracey Ford, Vice President of Academic Affairs. Dr. Mosley referenced the Board materials and noted

that the organization is sending a team of reviewers to TSU in connection with the Substantive Change in Governance review process. She explained that the institution was undergoing this review due to the recent change in TSU's governance structure.

Dr. Mosley indicated that the visit will take place on September 19-21, 2017. She also noted that there would be a Peer Review team consisting of approximately three people. The team will focus on three areas: 1) Core Requirements; 2) Comprehensive Standard; and 3) Federal Requirements. Dr. Mosley also indicated that the review is being conducted to ensure TSU has met the established standards.

V. REPORT ON STRATEGIC PLAN PRIORITIES

Trustee Lewis moved to the next item on the agenda – report on Strategic Plan Priorities. Trustee Lewis then recognized President Glover to discuss this agenda item. President Glover indicated that there are five Strategic Plan Priorities: 1) Increase 4-year graduation rates; 2) Campus Health and Safety; 3) Improve Customer Service; 4) Diversify Revenue Streams; and 5) Improve Campus Infrastructure. Dr. Glover also noted the goals are to increase the transfer student rate from 6% to 15% by 2020 and increase the number of students taking the required number of hours to graduate on time. She also stated the importance of providing incentives (for graduation) to students with 90+ credit hours.

Trustee Lewis inquired about whether advisors meet with students to provide advisement. Dr. Mosley explained the requirements as it relates to advising students. TSU sets aside the first 60 hours, which requires the student to meet with their respective Advisor. Dr. Mosley also noted that there is much more connectivity in some departments than others. She also noted that TSU has Degree Works, which is a 24/7 module where the students can monitor their progress. In addition, there are various other mechanisms available to assist students such as the Success Center, Advisors for each department, Tiger Alert, Career Advancement, and much more. Trustee Lewis stated that to increase graduate rates, students need to be advised until they graduate.

Trustee McKenzie inquired about students with 4.0 GPAs and no internships, and the need for students to have real-world workday experiences in order to be ready for employment. Dr. Mosley stated that degrees with internship requirements and internships during the sophomore year are the new objectives. Trustee McKenzie also indicated the need to use technology, such as “Skype,” to connect students with professionals in the field in which they are interested in pursuing.

Dr. Ford provided additional information on the Career Center Services and the mentoring program they have established. Dr. Ford emphasized that the Career Center assists students in obtaining the soft skills they need through seminars and training sessions (dress, etiquette, and interviewing skills). Trustee Mitchell expressed the need for professional discipline (graduate school) internships, mainly in the health sciences. She also suggested the healthcare internship opportunities should be a formal process and publicized to students. The Trustees continued the discussion on internships and concluded their discussion by stating the importance for connectivity to occur early with students starting in their freshman year.

President Glover noted the priorities for the University, some of which were the following:

- TSU received \$1.9 million for safety initiatives
- Enhance our comprehensive customer service training program for faculty and staff
- Establish a campus wide set of customer service best practices to ensure a positive perception of the university
- Diversify revenue streams – Corporation streams (corporate giving)
- Enhance the overall appearance of the campus

- Enhance technology – students mainly use their cell phones to access information. We will need to ensure we are meeting their needs.
- Increase the number of students admitted with ACT scores of 21 and above, and from 18% to 25% by 2020.
- Increase the number of transfer students from neighboring community colleges from 6% to 15% by 2020

Trustee Sekmen inquired about the current graduation rate. President Glover stated that it was approximately 20% in 4 years and 40% in 6 years. Trustee Sekmen asked what TSU believes is the main reason for the low graduation rate. President Glover responded that a variety of factors play a role, some of which are financial (outstanding balances) and academic. President Glover reiterated that TSU is increasing the ACT score admission standard (current average is approximately 18.8). Trustee Sekmen discussed the need to have targeted recruitment and the need to work with the Community Colleges (Pathway 2+2 initiative). President Glover also noted that TSU is actively engaging the Community Colleges through various initiatives including the Pathway 2+2 initiative. She advised the Committee of TSU's Priority #1: Implement dual enrollment courses in magnet and high-performing high schools, and increase the strategic flow of recruitment communications, both of which are geared to increasing the graduation rates.

VI. ADJOURNMENT

There being no further discussion, Trustee Lewis moved for adjournment. Trustee Sekmen seconded the motion. Trustee Lewis called for a vote and the motion carried unanimously.

The Board of Trustees Academic Affairs and Student Affairs Committee meeting adjourned at 11:02 a.m.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 16, 2017

ITEM: Academic Affairs and Student Affairs Committee Report –
Report on SACSCOC Substantive Change in Governance
Campus Visit and Review

RECOMMENDED ACTION: Information

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,
Trustee Pamela Martin

At the August 17, 2017, Board meeting, President Glover reported that TSU's accrediting body – the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) - was undertaking a substantive change in governance review of TSU in light of TSU's recent change in governance from the Tennessee Board of Regents to the Tennessee State University Board of Trustees. The SACSCOC review team visited campus September 19-21, 2017, as part of its Substantive Change in Governance review process.

During the SACSCOC peer review site team visit, the Team reviewed governance related documents (Board Bylaws, policies, meeting minutes and materials) and met with numerous groups and individuals, including the President, the Senior Leadership team, Deans, Faculty Senate, and students. The SACSCOC team also met with some members of the Board of Trustees.

After an extensive review related to the new board structure, fiscal stability, university operations, and federal regulations, the SACSCOC team determined that TSU's new governance structure is in full compliance with SACSCOC governance accreditation standards.

The SACSCOC Site Team submitted its report to SACSCOC, and the report will be reviewed by the SACSCOC Board of Trustees at its December 2017 meeting. Final approval of the governance change is expected to take place at that meeting.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 16, 2017

ITEM: Academic Affairs and Student Affairs Committee Report –
Report on SACSCOC Ten Year Reaffirmation Review

RECOMMENDED ACTION: Information

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,
Trustee Pamela Martin

Tennessee State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). As part of SACSCOC's accreditation standards, institutions of higher education, including TSU, must undergo an accreditation reaffirmation process every ten years. The University commenced its last reaffirmation process in 2010 and was approved for reaffirmation in 2012. The University is in the Reaffirmation Class of 2020. The next reaffirmation report for SACSCOC is due September 2019, with a site committee visit in 2020.

As part of the reaffirmation of accreditation process, TSU will submit: 1) a Compliance Certification demonstrating compliance with requirements, standards, and federal regulations; 2) an Institutional Summary Form prepared for Commission review; and 3) a Quality Enhancement Plan (QEP) that addresses a focused topic or issue related to enhancing student learning. An Off-Site Reaffirmation Committee, which consists of faculty and staff members from other SACSCOC accredited institutions, will review the TSU report Compliance Certification in fall 2017. Additional documentation may be required after the Off-Site Committee's review.

The On-Site Reaffirmation Committee will visit TSU in spring 2018. The On-Site Reaffirmation Committee evaluates and determines the acceptability of the QEP, reviews areas of non-compliance noted by the Off-Site Committee, reviews standards and requirements related to the criteria established by the U.S. Department of Education, and investigates any additional areas of interest. The On-Site Reaffirmation Committee will then draft and issue a report to SACSCOC.

The Orientation for the Reaffirmation Class of 2020 will be held in Atlanta on Friday, January 26, 2018.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 16, 2017

ITEM: Academic Affairs and Student Affairs Committee Report –
Update on Implementation of Strategic Plan

RECOMMENDED ACTION: Information

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,
Trustee Pamela Martin

At the August 17, 2017, Board meeting, the Board approved Tennessee State University's Strategic Plan, consisting of the strategic priorities and objectives. Below is an update on the implementation measures the University has undertaken with respect to the Strategic Plan. The Strategic Plan, including a strategic plan worksheet, has been disseminated to the College Deans and Department Chairs so that each administrator will develop a corresponding college- wide and departmental plan. Preliminary plans from each college have been developed.

The approved plan was reviewed with the President's Administrative Council. Each council member was charged with reviewing the plan to assess which of the priorities and corresponding objectives impact their specific unit.

The VP for Academic Affairs presented the strategic plan worksheet with the Chair of the Department Chairs' Council to review the five priorities and corresponding objectives. The Strategic Plan worksheet was updated to correspond with the strategic priorities and objectives that were approved by the Board in August 2017.

The latest version of the worksheet was sent to the Strategic Planning Team leaders to begin assessing which milestones have been achieved since the plan was approved. The University anticipated presenting the assessment to the Board at its next Board meeting.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 16, 2017

ITEM: Academic Affairs and Student Affairs Committee Report -
Report on New Student Housing and Health Sciences Building

RECOMMENDED ACTION: Information

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,
Trustee Pamela Martin

New Student Housing

Tennessee State University (TSU) is experiencing significant demand for on-campus housing from undergraduate and graduate students, as well as from faculty and staff. The Nashville housing market has proven to be financially challenging for some members of the TSU community. Housing is only available to undergraduate students, which leaves graduate students, married students, and students with families ineligible for on-campus housing.

Additionally, a robust Housing and Residence Life operation is integral for student engagement, development and success. On-campus living has proven to be an effective tool for universities to attract, enroll and retain talented undergraduate and graduate students.

Currently, TSU has 2,960 beds for approximately 30 % of the student population. This ratio meets the national best practices standards for University housing and residence life. On the first day of class for the fall 2017 semester, the University had a need for housing at 107% capacity.

TSU has been developing short term and long-term measures to address the on-going demand for on-campus housing.

The State has approved the construction of two new residence halls, which are expected to open fall 2020. This construction is estimated to be a \$76 million dollar project, and will add 350 beds each to the on-campus housing inventory.

To address the increased fall 2017 demand, the University implemented short term measures, including converting non-residential spaces to living spaces. The University also secured temporary off-campus housing, for the benefit of students. Even with this effort, there was not enough beds to accommodate student demand for on-campus housing. Consequently, some students had to secure housing located far from campus and some decided not to return because the cost of off-campus housing was cost prohibitive.

TSU continues to explore other options to address its housing needs, including discussions with local apartments to assist with the overflow. TSU is also seeking to ensure that all on-campus living spaces are repaired, updated and available for student occupancy.

The University also established a Housing Improvement Committee to review current housing application, placement and payment processes and make recommendations for improvements. The University is also exploring and pursuing the purchase of facilities near the campus for conversion to campus housing.

Health Sciences Building

Tennessee State University's health science academic areas have been identified as a major producer of graduates with market ready skills for Nashville's significant health care industry. After the University conducted a rigorous assessment, the University determined that its health sciences facilities and academic resources were deficient to meet the current needs of students and the industry.

The University launched a drive to construct a facility to better accommodate these areas. The funds were identified utilizing funding from various sources. After the University completed a rigorous process outlined by the state of Tennessee, Tennessee Board of Regents, and THEC, the University was approved to construct a 38 million dollar, 92,250 gross square feet facility.

This new facility will be flexible and adaptive to changing academic program needs, to accommodate advancement in health science practices and technology. The flow and organization of the building should replicate the operation of a hospital environment.

The new Health Sciences building will house the departments of occupational therapy, physical therapy, cardio respiratory, health management programs and nursing. The new facility will include all industry standard laboratories, model medical facilities, and IT infrastructures needed to prepare students for their respective professional environments.

The project is now in the design phase, with construction estimated to start one year from now and completed two years from now. This building is expected to be a model for the campus facilities for the next fifty years.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 16, 2017

ITEM: Academic Affairs and Student Affairs Committee Report -
Student Affairs Report

RECOMMENDED ACTION: Information

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,
Trustee Pamela Martin

The Division of Student Affairs encompasses many areas affecting the development, success, matriculation, and status of students at Tennessee State University. These areas include student activities, including the Student Government Association, housing, judicial affairs, and counseling and health services. The report today will focus on counseling and health services.

Counseling and Health Services

Tennessee State University offers counseling and health services to TSU students. These key services support TSU students' retention, persistence, and graduation. Nationally, students from all racial and socioeconomic backgrounds are in need of access to quality mental and physical health services to address a myriad of issues that adversely impact their academic success.

Rising costs of healthcare continues to be a barrier for students seeking treatment. Consequently, the national trend shows that universities are developing cost effective measures to meet the demand for counseling and other health related services. TSU is moving in the same direction by improving both counseling and health services, using a variety of best practices, including partnering with community health agencies, gaining accreditations, and expanding services and hours of availability.

**Tennessee State University
Board of Trustees**



**Executive Committee
Report**

**TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
AGENDA**

11:00 a.m. CST
Thursday, November 16, 2017

Tennessee State University – Main Campus
McWherter Administration Building,
President’s Conference Room
3500 John A. Merritt Blvd. – Nashville, TN

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of August 17, 2017, Executive Committee meeting minutes
- IV. Adoption of Board Executive Committee Procedures governing the President’s Annual Performance Review
- V. Discussion of Presidential Compensation Review Plan
- VI. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of
August 17, 2017, Executive
Committee Meeting
Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 16, 2017

ITEM: Executive Committee Report – Approval of
August 17, 2017, Executive Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees Joseph Walker

The document reflecting the minutes from the August 17, 2017, Executive Committee meeting is included in the November 16, 2017, Board materials.

MOTION: To approve August 17, 2017, Executive Committee meeting minutes, as contained in the Board materials for the Board’s November 16, 2017, meeting.

**Meeting of the Tennessee State University Board of Trustees
Executive Committee - August 17, 2017
Tennessee State University – Main Campus – McWherter Administration Building,
President’s Conference Room
3500 John A. Merritt Blvd., Nashville, Tennessee**

MINUTES

Executive Committee Members Present: Dr. Joseph W. Walker, III, and Dr. Deborah Cole

University Staff Present: President Glenda Glover, and University Counsel and Board Secretary, Mr. Laurence Pendleton

I. CALL TO ORDER

Chairman Walker called the meeting to order at 11:00 a.m. He then proceeded to the second item on the agenda.

II. ROLL CALL/DECLARATION OF A QUORUM

Chairman Walker asked the Board Secretary, Mr. Laurence Pendleton, to call the roll. The following Trustees were noted as present: Dr. Joseph W. Walker, III, and Dr. Deborah Cole.

Secretary Pendleton announced the presence of a quorum.

III. APPROVAL OF BOARD POLICY 004 – SELECTION, EVALUATION, AND RETENTION OF THE PRESIDENT

Chairman Walker introduced the first order of business — the approval of Board Policy 004 – Selection, Evaluation, and Retention of the President. Chairman Walker noted that Board Policy 004 was included in the materials for the August 17, 2017, Board meeting. He further stated that Policy 004 is necessitated by the FOCUS Act, the Board’s bylaws, and the accrediting body for TSU.

Chairman Walker welcomed President Glover to provide any comments she may have on the proposed policy. President Glover noted that proposed Policy No. 004 was based on language utilized by other former Tennessee Board of Regents institutions in adopting similar policies governing the selection, evaluation, and retention of the President. Secretary Pendleton commented on the collaboration among the institutions on Board related policies.

Chairman Walker took note of the discussion and then moved to recommend to the full Board the approval of Board Policy 004 – Selection, Evaluation, and Retention of the President, as reflected in the August 17, 2017 Board meeting materials. Trustee Cole seconded the motion. With there being no discussion, Chairman Walker called for a vote. The motion was approved unanimously.

IV. EXECUTIVE COMMITTEE REPORT ON BOARD PROCEDURES GOVERNING THE PRESIDENT'S ANNUAL PERFORMANCE REVIEW

Chairman Walker introduced the second order of business—the Board Procedures/Process governing the President's Annual Performance Review. He noted that the draft procedures were included in the Board materials for the August 17, 2017, Board meeting.

Chairman Walker shared that pursuant to Board Policy No. 004, the Board shall evaluate the President's job performance on an annual basis. He stated that under Policy No. 004, the Board has delegated to the Executive Committee the authority to organize and conduct an annual performance review of the President, in accordance with procedures adopted by the Executive Committee.

Chairman Walker further stated that in accordance with Board Policy No. 004, he anticipated seeking the Executive Committee's adoption of these or similar procedures at a future meeting.

Chairman Walker welcomed President Glover to provide any comments she may have on the proposed policy.

President Glover commented that the proposed procedures follow procedures adopted by at least one other former TBR institution, Tennessee Tech. Under the proposed procedures, the Board is authorized to obtain input during the performance evaluation process, and treat the President's performance review in the same confidential manner afforded to all other TSU and higher education employees, including the Presidents of the other institutions of higher education in the state.

Chairman Walker thanked President Glover and proceeded to the next agenda item.

V. APPROVAL OF TENNESSEE STATE UNIVERSITY'S STRATEGIC PLAN

Chairman Walker yielded the floor to President Glover to provide pertinent information related to the approval of TSU's Strategic Plan. Chairman Walker also noted that he would recognize Committee and other Board members for the purpose of asking questions pertaining to the information presented.

President Glover noted that the Strategic Plan was developed by the President's Strategic Planning Committee, with the assistance of Mr. Kevin Williams, a TSU Foundation Board member and former CEO of GM Canada, and the input of the campus community.

Following a brief discussion, Chairman Walker thanked President Glover for her presentation. Chairman Walker then opened the floor for a motion to recommend to the full Board the approval of Tennessee State University's Strategic Plan, as contained in the Board materials for the August 17, 2017, Board meeting.

Trustee Cole moved for the Executive Committee to recommend to the full Board the approval of Tennessee State University's Strategic Plan, as contained in the Board materials for the August 17, 2017, Board meeting. Trustee Walker seconded the motion.

With there being no discussion, Chairman Walker called for a vote and the motion was approved unanimously.

VI. ADJOURNMENT

Chairman Walker opened the floor for any additional business. After seeing none, Chairman Walker moved for adjournment. Trustee Cole seconded the motion.

With there being no discussion, Chairman Walker called for a vote. The motion carried unanimously. Chairman Walker adjourned the meeting at 11:25 a.m.

**Tennessee State University
Board of Trustees**



**Adoption of Board Executive
Committee Procedures
Governing the President's
Annual Performance Review**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 16, 2017

ITEM: Executive Committee Report – Adoption of Board
Executive Committee Procedures governing the President’s
Annual Performance Review

RECOMMENDED ACTION: Adoption

PRESENTED BY: Chair, Board of Trustees Joseph Walker

At the August 17, 2017, Board meeting, the Board approved Board Policy No. 004 (Selection, Evaluation, and Retention of the President), which sets forth the policy under which the Board shall select, evaluate and retain the President.

Pursuant to Board Policy No. 004, the Board shall evaluate the President’s job performance on an annual basis. Under Board Policy No. 004, the Board delegated to the Executive Committee the authority to organize and conduct an annual performance review of the President, in accordance with procedures adopted by the Executive Committee.

At the August 17, 2017, Executive Committee meeting, the Committee preliminarily reviewed and discussed procedures for conducting the President’s annual performance review. The procedures were included in the August 17, 2017, Board meeting materials, and discussed as part of the Executive Committee report during the August 17, 2017, Board meeting. The procedures are included again in the November 16, 2017, board materials.

The procedures include the President’s preparation of a written self-assessment, a review of the self-assessment by the full Board, and the solicitation of, confidential, written feedback from Board members and others as determined appropriate by the Executive Committee or the Board.

The Executive Committee now seeks the Board’s adoption of the Executive Committee Procedures governing the President’s Annual Performance Review, as contained in the November 16, 2017, board materials.

MOTION: To adopt Board Executive Committee Procedures governing the President’s Annual Performance Review, as contained in the November 16, 2017, Board materials.

**Tennessee State University Board Executive
Committee Procedures Governing the
President’s Annual Performance Review**

I. Purposes

- A. General Purpose. The procedures and process described herein are implemented to establish the method by which the Board shall evaluate the President’s performance on an annual basis. The procedures/process set forth below allow the Board the opportunity to provide input into the President’s annual evaluation while affording the President the same level of confidentiality enjoyed by all other Tennessee State University employees.

- B. Specific Purposes. The specific purposes of the annual performance review are:
 - 1. To enable the President and the Tennessee State University Board of Trustees (“Board”) to set mutually agreeable goals in connection with the President’s performance of her/his responsibilities/duties;
 - 2. To assess the President’s progress and achievement on the established goals;
 - 3. To assist the Board in determining whether the President’s performance is effective;
 - 4. To enable the President to enhance his or her performance and leadership;
 - 5. To promote good communications and strong working relationships between the President, the Board, and Tennessee State University constituencies;
 - 6. To inform Board decisions on compensation and other terms of employment for the President.

II. Responsibility

- A. Pursuant to TSU Policy 004 (Selection, Evaluation, and Retention of the President), the Board is responsible for assessing the President’s annual performance.

- B. Pursuant to TSU Policy 004, the Board has delegated to the Executive Committee the responsibility for organizing and conducting an annual performance review of the President.

III. Process for the President’s Annual Performance Review

- A. The President shall prepare a confidential written self-assessment statement in a format and according to a timetable mutually agreed upon by the President and the Executive Committee. The confidential statement shall include the following:
 - 1. Progress toward meeting goals and expectations previously agreed upon¹ by the President and the Board,
 - 2. Assessment of Tennessee State University’s strategic directions pertaining to its mission and vision statements,

¹ This requirement is not applicable to the President’s evaluation in fiscal year 2018 or in the first year of any subsequent President’s tenure. In those cases, the President shall identify reasonable goals in writing and submit them to the Executive Committee and Board for approval.

3. Assessment of the overall academic quality of Tennessee State University, including its achievements and accomplishments,
 4. Assessment of Tennessee State University's financial status,
 5. Identification of significant institutional challenges faced over the prior year, and a prospective statement of challenges and opportunities facing Tennessee State University in the upcoming year, and
 6. Goals proposed by the President for the coming year.
- B.** After receipt of the President's confidential self-assessment statement, the Executive Committee will confidentially share the President's self-assessment with the Board and solicit confidential written feedback from the Board members on the President's statement.
- C.** The Executive Committee may, in its sole discretion or at the request of the Board, solicit confidential feedback from faculty, administrators, or staff, as needed.
- D.** The Chair of the Board or a member of the Executive Committee designated by the Chair (either of whom hereinafter referred to as "the Executive Committee Representative") will summarize the written comments from the Board and others invited by the Executive Committee to provide feedback, and share the summary with the Executive Committee for its review.
- E.** Based on the summary of the materials received, the Executive Committee Representative will meet with the President concerning the President's self-assessment statement, feedback received, and the President's goals and expectations for the coming year.
- F.** Based on the President's self-assessment statement, feedback received, and the meeting with the President, the Executive Committee Representative will prepare a confidential draft written assessment of the President's performance, and share this assessment with the President and the Board, who may offer confidential written comments concerning this assessment. The Executive Committee Representative will incorporate these comments as appropriate.
- G.** The Executive Committee Representative will provide a copy of the final confidential written assessment to the Board and the President.
- H.** The Executive Committee may, in its sole discretion, vary the requirements of the annual performance review process.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 16, 2017

ITEM: Executive Committee Report – Discussion of
Presidential Compensation Review Plan

RECOMMENDED ACTION: Information

PRESENTED BY: Chair, Board of Trustees Joseph Walker

As the governing body charged with personnel authority directly involving the President of the University, the Tennessee State University Board of Trustees should ensure that it can attract and retain an outstanding chief executive officer by providing competitive base compensation. The Board seeks to determine the competitiveness of the President's current salary and compensation package by conducting a review of the President's salary and compensation package in comparison to other Presidents at peer institutions.

A plan setting forth a comparative analysis of the President's salary and compensation package is enclosed in the November 16, 2017, Board materials.

Tennessee State University Presidential Compensation Review Plan

I. Objective of the Review

A. The objectives of the Presidential Compensation Review Plan is to:

1. Enhance the University's ability to attract and retain an outstanding chief executive officer by providing competitive compensation.

II. Background Information

A. It is the goal of the Tennessee State University Board of Trustees to attract and retain an outstanding chief executive officer by providing competitive base compensation.

B. The Board seeks to determine the competitiveness of the President's current salary and compensation package by conducting a review of the President's salary and compensation package in comparison to other Presidents at peer institutions.

C. For purposes of this Compensation Review Plan, "peer institutions" shall be defined as the other Tennessee locally governed institutions (East Tennessee State University, Tennessee Technological University, Middle Tennessee State University, the University of Memphis, and Austin Peay State University), the University of Tennessee at Martin, and the University of Tennessee at Chattanooga.

D. Peer HBCUs, including North Carolina A&T, Florida A&M, Jackson State, Texas Southern, North Carolina Central, and Alabama State University shall also be considered as peer institutions for purposes of the review.

III. Review Process

1. The Board's Executive Committee shall work with the President and/or designees to obtain comparative salary and compensation information, including base salary, housing allowance, automobile allowance, incentives, and bonus payments, from peer institutions.
2. The Executive Committee shall review the comparative salary and compensation information at its March 16, 2017, Executive Committee meeting, or at another scheduled meeting of the Executive Committee.

3. Upon the Executive Committee's receipt and review of the information at the March 16, 2018, meeting, the Executive Committee shall submit a recommendation to the full board regarding any proposed compensation adjustments.

**Tennessee State University
Board of Trustees**



President's Report

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: November 16, 2017

ITEM: President's Report

RECOMMENDED ACTION: Information

PRESENTED BY: President Glenda Glover

President Glover will present her report at the Board's November 16, 2017, meeting.

**Tennessee State University
Board of Trustees**



Adjournment

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 16, 2017

ITEM: Adjournment

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees Joseph Walker

MOTION: To approve the adjournment of the TSU Board of Trustees meeting on November 16, 2017.