

**Tennessee State University
Board of Trustees**



**Approval of the
November 16, 2017,
Finance and Budget
Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 21, 2018

ITEM: Approval of the November 16, 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 November 16, 2017, Finance and Budget Committee meeting is included in the June 21, 2018, Board materials.

MOTION: To approve the minutes from the Board of Trustees' November 16, 2017, Budget and Finance Committee meeting, as contained in the Board materials for the Board's June 21, 2018, meeting.

**Meeting of the Tennessee State University Board of Trustees
Finance and Budget Committee – November 16, 2017
Tennessee State University – Main Campus – McWherter Administration Building,
President’s Conference Room
3500 John A. Merritt Blvd., Nashville, Tennessee 37209**

MINUTES

Committee Members Present: Stephen Corbeil 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 A QUORUM

Trustee Corbeil asked Board Secretary Pendleton to call the roll. Secretary Pendleton called the roll, which reflected that Committee members Corbeil 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 November 16, 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 INSTITUTIONAL REVISED BUDGET

Trustee Corbeil introduced the next item on the agenda – the approval of the Institutional Revised Budget. Trustee Corbeil stated that the Institutional Revised Budget information was included in the November 16, 2017, Board materials for review. 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, to provide information regarding this agenda item.

Vice President Brooks stated that under TSU's Budget and Control Policy, the budget for each fiscal year is known as the proposed budget and is prepared in the spring of each year. She further noted that the budget is based on the level of State funds recommended in the Governor's proposed Budget Control as well as early estimates or factors, such as enrollment growth, research activity and the availability of federal funds.

Trustee Corbeil thanked Ms. Brooks and President Glover for the presentation.

Trustee Corbeil moved to recommend to the full Board the approval of the Institutional Revised Budget, as contained in the Board's November 16, 2017, board meeting materials. Trustee Freeman seconded the motion. Trustee Corbeil called for a vote and the motion carried unanimously.

V. DISCUSSION OF THEC FUNDING FORMULA

Trustee Corbeil moved to the next item on the agenda – discussion of the THEC Funding Formula. He also stated that the information regarding the agenda was included in the November 16, 2017, board materials. Trustee Corbeil recognized President Glover again to provide background information related to the agenda item. President Glover yielded the floor to Vice President Cynthia Brooks.

Vice President Brooks walked the Committee through the Board materials; she noted that the information provided in the board materials are intended to provide insight, answer questions, and obtain the board's feedback on the THEC outcomes-based funding formula. Vice President Brooks also shared information regarding the Complete College Tennessee Act (2010) requirements as it relates to Tennessee public community colleges and universities. She also noted that the funding was based on outcomes such as student progression and completion. The Outcome-based formula model data definitions and the metrics used, which reflect institutional priorities and mission was discussed. Ms. Brooks also advised that that funding is based on a three-year average.

Trustee Corbeil thanked President Glover and Vice President Brooks for the presentation.

VI. AUTHORIZATION TO EXECUTE NOTICE OF INTENT TO SEVER FROM TENNESSEE BOARD OF REGENTS ON PROCUREMENT

Trustee Corbeil moved to the next item on the agenda –the authorization to Execute Notice of Intent to Sever from the Tennessee Board of Regents on Procurement. Trustee Corbeil stated that the information regarding the agenda item were included in the board materials for the November 16, 2017, Board meeting. Trustee Corbeil recognized President Glover to provide pertinent information related to the agenda item. President Glover yielded the floor to Vice President Cynthia Brooks.

Vice President Brooks stated that per the FOCUS Act, Tennessee State University, and the other former TBR universities, may sever from the Tennessee Board of Regents for the purpose of procurement beginning on December 1, 2017, or any time thereafter, pending the approval of the Tennessee Higher Education Commission (THEC).

VP Brooks noted that on September 11, 2017, 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.

She also informed the committee that TSU would like to sever procurement effective July 1, 2018 and Tennessee State University is required to inform THEC, in writing, six months prior of its intent to sever from TBR. The “Intent to Sever” form must be signed by the Chairman of the Board, or the President, with proper Board authorization.

Trustee Corbeil thanked President Glover, for the presentation. Trustee Corbeil moved to recommend to the full Board the authorization of the President to Execute Notice of Intent to Sever from the Tennessee Board of Regents, effective July 1, 2018, on the procurement function. Trustee Freeman moved for approval. Trustee Freeman seconded the motion. The motion carried unanimously.

VII. REPORT ON EXTERNAL FUNDING

Trustee Corbeil introduced the next item on the agenda – Report on External Funding. Trustee Corbeil then recognized President Glover to discuss this agenda item. President Glover asked Vice President Brooks and Vice President Crumpton-Young to provide background information on the agenda item.

Vice President Brooks review the external funding data with the committee. Trustee Sekmen inquired about the indirect cost section. President Glover and Vice President Crumpton-Young discussed the indirect cost and faculty research. The committee continued the discussion regarding faculty research, incentives and the positive relationships faculty has with the administration.

VIII. ADJOURNMENT

There being no further discussion, Trustee Corbeil moved to adjourn the meeting. 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 the
Fiscal Year 2018-19
Tuition and
Mandatory Fees**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 21, 2018

ITEM: Approval of the Fiscal Year 2018-19
Tuition and Mandatory Fees

RECOMMENDED ACTION: Approval

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

The purpose of this agenda item is to request approval for the proposed FY2018-2019 new mandatory fees.

Background Information: Board Guideline B-060 (*Fees, Charges, Refunds, and Fee Adjustments*) requires the approval of the Board for all mandatory institutional fees and charges, unless specific exceptions are provided. Fees that are *non*-mandatory (i.e., not assessed to all students), may be approved by the President. Mandatory fee recommendations may be presented to the Board one time per year for: (1) *maintenance* fees and out-of-state tuition and (2) all *other* mandatory fees.

“*Maintenance*” is a fee assessed to students based on the number of credit hours for which they are registered and is commonly thought of as tuition, although for fee purposes “tuition” is separately defined and assessed as a premium paid by out-of-state students. “*Other*” represents various other fees related to student activities, athletics, specialized courses, certain services, etc. Maintenance/tuition recommendations will generally be considered at the regular June meeting of the Board. All other mandatory fees may be presented at the regular March meeting of the Board. If changes to both sets of fees are presented at the same board meeting, it will be the June meeting, when the annual operating budget is also considered.

Pursuant to the FOCUS Act, fee increase ranges are established by the Tennessee Higher Education Commission. For FY2018-19, THEC set the range for maintenance plus other mandatory fees, excluding out-of-state tuition, at 0% to 3%. TSU is proposing an increase of 2.98% for its tuition and mandatory fees.

The President of the university is responsible for the enforcement and collection of all fees and charges. Fees and charges that specifically do not require Board approval must receive formal approval by the President or a designee.

Proposed Implementation Date: Fall Term 2018

Item Details: See attachment.

MOTION: To approve the Fiscal Year 2018-19 Tuition and Mandatory Fees, as contained in the Board materials for the Board's June 21, 2018, meeting.

TENNESSEE STATE UNIVERSITY
Fee Increase/Change Request
FY 2018-2019

Name of Fee	Current Amount	Proposed Amount	Justification	Additional Revenue Generated	Comments	Responsible Department
Maintenance and Tuition						
Maintenance Fee	3,363/semester	3,450/semester	Proposed 2.59% fee increase	1,479,000	Based on FTE of 8,500 at 15 credit hours; 267 per credit hour (add'l \$53/credit hr after 13 hrs)	
Tuition	6,678/semester	6,678/semester	No increase proposed	-	No increase	
Academic Affairs						
Engineering Differential Fee	35/course	40/course	Increase in instructional and faculty development costs	56,000		Dean/College of Engineering
Early Learning Center (Toddler)	-	170/wk	Add new age to program	12,000		College of Agr/Early Learning
Early Learning Center (Other Ages)	125/wk	140/wk	Increase in operating costs (food, supplies, etc)	11,000		College of Agr/Early Learning
Early Learning Ctr Application Fee	5	25	Increase in processing costs due to adding new age group	1,000		College of Agr/Early Learning
International Student Services Fee	30	100	Increase in costs used to support efficiency in immigration enrollment	77,000		International Student Services
Speech Pathology & Audiology Fee	-	20	Increase in operating costs (supplies, etc)	18,000	Clinic Lab Fee	College of Health Sciences
Student Affairs						
Student Government Assoc Fee	4/semester	9/semester	To increase programming and other student activities	50,000	Restricted Funds; Students voted to increase the fee	Student Activities
Student Activity Fee	70/semester	75/semester	To expand student activities, which presents need for Greek Coordinator	78,000		Student Activities
Administration						
Athletics	160	179	Increase in travel costs and support for under-funded scholarships	325,000		Athletics
Total E&G Projected Revenue from Fee Increase				<u>\$ 2,107,000</u>		

NOTE: Mandatory fee increases will be capped at 3% for FY 2018-19; TSU 2.98%

TENNESSEE STATE UNIVERSITY
Fee Increase/Change Request
FY 2018-2019

Auxiliaries

Traditional Residence Halls:

Boyd Hall

Single Occupancy	3,460	3,598	To fund major improvements/maint	25,440	4% increase	Residence Life
Double Occupancy	1,830	1,903		13,440		Residence Life
Triple Occupancy	1,225	1,274		9,120		Residence Life

Eppse Hall

Single Occupancy	3,460	3,598	To fund major improvements/maint	20,990	4% increase	Residence Life
Double Occupancy	1,830	1,903		11,100		Residence Life
Triple Occupancy	1,225	1,274		7,430		Residence Life

Watson Hall

Single Occupancy	3,460	3,598	To fund major improvements/maint	21,760	4% increase	Residence Life
Double Occupancy	1,830	1,903		11,500		Residence Life
Triple Occupancy	1,225	1,274		7,700		Residence Life

Wilson Hall

Single Occupancy	3,460	3,598	To fund major improvements/maint	39,600	4% increase	Residence Life
Double Occupancy	1,830	1,903		20,900		Residence Life
Triple Occupancy	1,225	1,274		14,000		Residence Life

Suite Style Halls:

Rudolph Hall

Double Occupancy	1,945	2,023	To fund major improvements/maint	37,900	4% increase	Residence Life
Triple Occupancy	1,275	1,326		25,250		Residence Life

Hale Hall

Double Occupancy	1,945	2,023	To fund major improvements/maint	27,800	4% increase	Residence Life
Triple Occupancy	1,275	1,326		18,520		Residence Life

Apartments:

Ford	3,025	3,146	To fund major improvements/maint	104,800	4% increase	Residence Life
New Residence Complex	3,025	3,146		74,100		Residence Life

TENNESSEE STATE UNIVERSITY
Fee Increase/Change Request
FY 2018-2019

Food Services:

Fall and Spring							
7 day w/300 DB	1,920	2,000					Auxiliaries/Food Services
5 day w/400 DB	1,920	2,000					Auxiliaries/Food Services
150 block w/300 DB	1,310	1,375					Auxiliaries/Food Services
100 block w/300 DB	1,000	1,050					Auxiliaries/Food Services
50 block w/300 DB	690	730					Auxiliaries/Food Services
					420,600	4% increase	
Summer							
150 block w/300 DB	1,150	1,200					Auxiliaries/Food Services
100 block w/300 DB	950	1,000					Auxiliaries/Food Services
50 block w/300 DB	650	680					Auxiliaries/Food Services

Total Aux projected revenue from fee increase

\$ 911,950

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
ACTION ITEM

DATE: June 21, 2018

ITEM: Approval of Institutional Budgets

RECOMMENDED ACTION: Approval

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

Under the TSU (formerly the TBR) budgeting process, the University translates its budgeting plans 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 Budget 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* is normally submitted to the Board for approval at the Summer Board meeting. The *October Revised Budget* is prepared in the fall of each year and is normally submitted to the 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.

Pursuant to the FOCUS Act, the Board’s Bylaws and Delegation of Authority to the President Policy, and TSU policy, the Board must approve institutional budgets.

The purpose of this agenda item is to consider for approval both the *Estimated Budget* for Fiscal Year 2017-18 and the *Proposed Budget* for Fiscal Year 2018-19.

The materials related to the Estimated Budget and the Proposed Budget are included in your board materials, attached hereto.

MOTION: To approve Tennessee State University's Estimated Budget for Fiscal Year 2017-18 and the Proposed Budget for Fiscal Year 2018-19 in their entirety, as contained in the Board materials for the Board's June 21, 2018, meeting.

**TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2018-19**

	Estimated Budget 2017-18	July Budget 2018-19
	<hr/>	<hr/>
Allocation for Encumbrances	5,076,800	3,100,000
Allocation for Working Capital	2,910,000	2,124,000
Special Allocations	6,168,300	5,520,600
Unallocated Balance	(1,737,200)	-
Unrestricted Beginning Fund Balances	<hr/> 12,417,900 <hr/>	<hr/> 10,744,600 <hr/>
 <i>Revenues</i>		
Education and General	128,091,200	132,692,400
Auxiliary Services	27,075,900	27,099,800
Total Unrestricted Revenues	<hr/> 155,167,100 <hr/>	<hr/> 159,792,200 <hr/>
 <i>Expenditures and Transfers</i>		
<i>Education and General Expenditures</i>	134,958,100	130,529,100
Mandatory Transfers	1,580,900	1,440,900
Non-Mandatory Transfers	(6,774,500)	-
Total E&G Expenditures and Transfers	<hr/> 129,764,500 <hr/>	<hr/> 131,970,000 <hr/>
 <i>Auxiliaries</i>		
Auxiliary Services	24,419,000	24,228,400
Mandatory Aux Transfers for Principal & Interest	1,708,800	1,783,200
Non-Mandatory Aux Transfers	948,100	1,088,200
Total Auxiliary Services Expenditures and Transfers	<hr/> 27,075,900 <hr/>	<hr/> 27,099,800 <hr/>
Total Unrestricted Expenditures And Transfers	<hr/> 156,840,400 <hr/>	<hr/> 159,069,800 <hr/>
 Total Ending Current Fund Balances	<hr/> 10,744,600 <hr/>	<hr/> 11,467,000 <hr/>

TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED CURRENT FUNDS
REVENUES
JULY BUDGET 2018-19

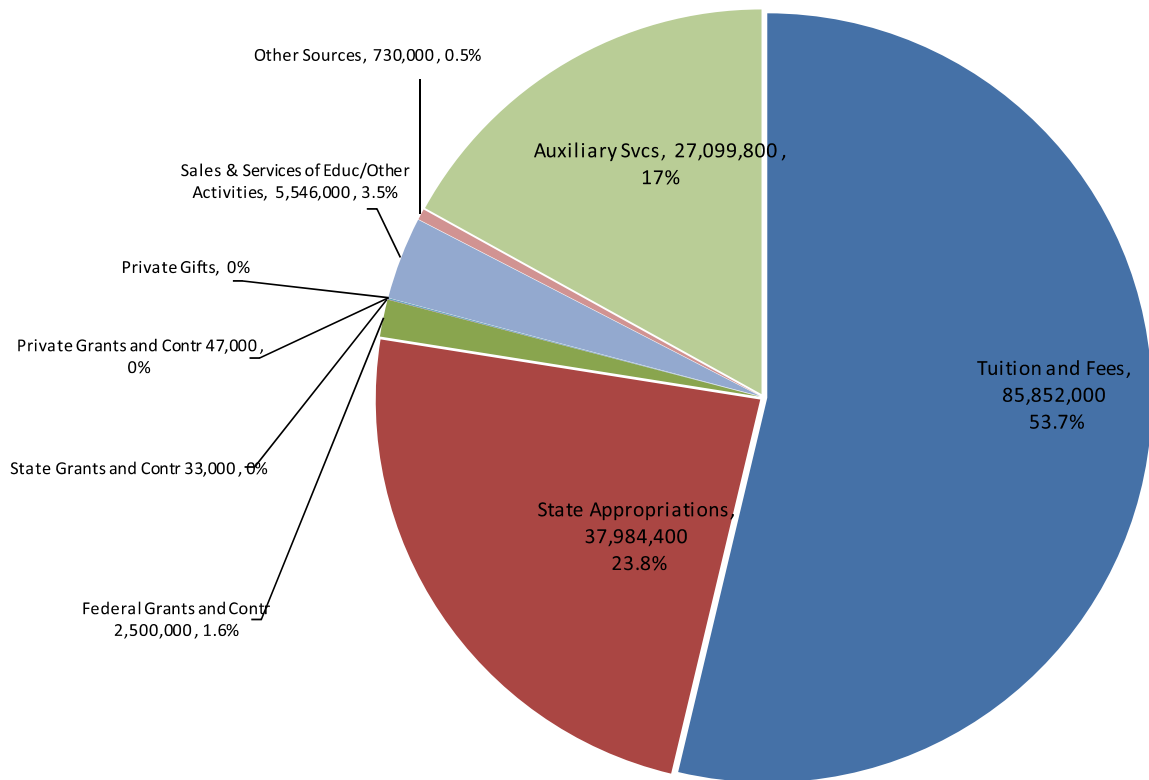
	Estimated Budget 2017-18	July Budget 2018-19
Unrestricted Beginning Fund Balances	12,417,900	10,744,600
 <u>Revenues</u>		
<i>Education and General</i>		
Tuition and Fees	83,223,000	85,852,000
State Appropriations	35,731,200	37,984,400
Federal Grants and Contracts	2,500,000	2,500,000
State Grants and Contracts	33,000	33,000
Private Grants and Contracts	47,000	47,000
Private Gifts	-	-
Sales & Services of Educ/Other Activities	5,827,000	5,546,000
Other Sources	730,000	730,000
Total Education and General	128,091,200	132,692,400
 <i>Auxiliaries</i>		
Total Sales/Services of Auxiliary Services	27,075,900	27,099,800
 Grand Total Revenues	155,167,100	159,792,200

TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED CURRENT FUNDS
EXPENDITURES AND TRANSFERS
JULY BUDGET 2018-19

<u>Expenditures and Transfers</u>	Estimated Budget	July Budget
	2017-18	2018-19
<i>Education and General</i>		
Instruction	63,483,400	60,078,700
Research	2,925,400	2,579,400
Public Service	1,725,100	1,441,000
Academic Support	10,715,400	11,180,100
Student Services	17,183,100	17,467,900
Institutional Support	13,021,100	12,651,500
Operation & Maintenance of Plant	16,099,500	16,448,300
Scholarships & Fellowships	9,805,100	8,682,200
Total E&G Expenditures	<u>134,958,100</u>	<u>130,529,100</u>
Mandatory Transfers	1,580,900	1,440,900
Non-Mandatory Transfers	(6,774,500)	-
Total E&G Expenditures and Transfers	<u>129,764,500</u>	<u>131,970,000</u>
<i>Auxiliaries</i>		
Auxiliary Services Expenditures	24,419,000	24,228,400
Mandatory Transfers for Principal & Interest	1,708,800	1,783,200
Non-Mandatory Transfers for:		
Tranfers to Unexpended Plant Fund	14,100	108,200
Transfers to Renewal & Replacements	934,000	980,000
Total Auxiliary Enterprises Expenditures and Transfers	<u>27,075,900</u>	<u>27,099,800</u>
Grand Total Unrestricted Expenditures And Transfers	<u>156,840,400</u>	<u>159,069,800</u>
Total Ending Current Fund Balances	<u>10,744,600</u>	<u>11,467,000</u>

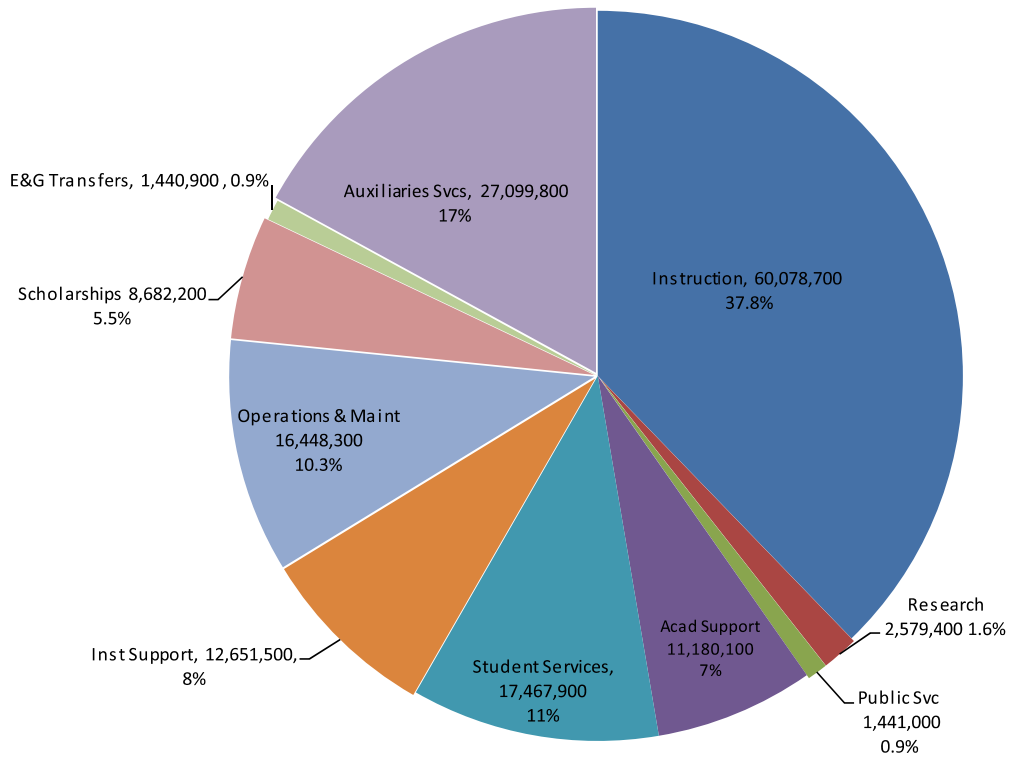
**TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2018-19**

<i>Education and General Revenues</i>	FY 2018-19 JULY	
Tuition and Fees	85,852,000	53.7%
State Appropriations	37,984,400	23.8%
Federal Grants and Contracts - F&A Recovery	2,500,000	1.6%
State Grants and Contracts - F&A Recovery	33,000	0.0%
Private Grants and Contracts - F&A Recovery	47,000	0.0%
Private Gifts	-	0.0%
Sales & Services of Educ/Other Activities	5,546,000	3.5%
Other Sources	730,000	0.5%
Auxiliary Services	27,099,800	17.0%
	159,792,200	100.0%



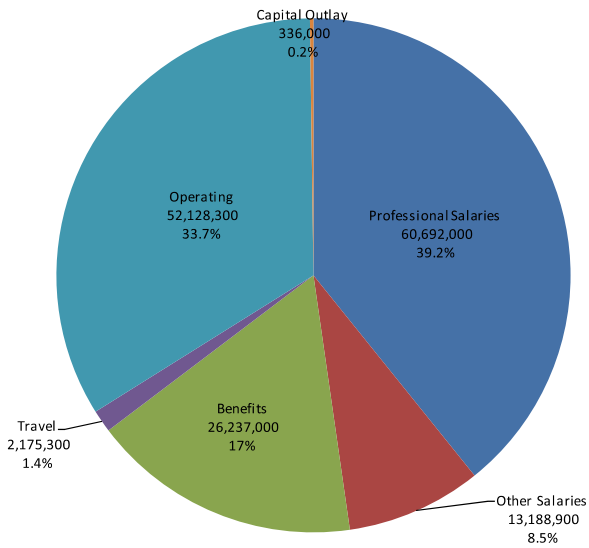
**TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2018-19**

<i>Education and General Expenditures & Transfers</i>	JULY PROPOSED 2018-19	
Instruction	60,078,700	37.8%
Research	2,579,400	1.6%
Public Service	1,441,000	0.9%
Academic Support	11,180,100	7.0%
Student Services	17,467,900	11.0%
Institutional Support	12,651,500	8.0%
Operation & Maintenance of Plant	16,448,300	10.3%
Scholarships & Fellowships	8,682,200	5.5%
E&G Transfers	1,440,900	0.9%
Auxiliaries Expenditures and Transfers	27,099,800	17.0%
Total Expenditures	159,069,800	100.0%



**TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2018-19**

	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	Capital Outlay	Total	Total E & G
UNRESTRICTED EXPENDITURES								
EDUCATION AND GENERAL								
Instruction	35,537,200	1,631,500	13,258,700	731,600	8,919,700	-	60,078,700	38.8%
Research	1,106,100	34,200	399,100	18,500	1,021,500	-	2,579,400	1.7%
Public Service	929,000	66,200	348,300	6,400	91,100	-	1,441,000	0.9%
Academic Support	5,015,300	1,259,200	2,196,100	22,300	2,431,200	256,000	11,180,100	7.2%
Student Services	7,639,700	1,392,900	3,161,400	1,261,600	4,012,300	-	17,467,900	11.3%
Institutional Support	6,593,700	1,542,600	2,976,700	110,800	1,427,700	-	12,651,500	8.2%
Oper & Maint of Plant	2,314,700	5,156,200	2,614,800	11,600	6,351,000	-	16,448,300	10.6%
Scholarships & Fellow	-	-	-	-	8,682,200	-	8,682,200	5.6%
Total Educational and General	59,135,700	11,082,800	24,955,100	2,162,800	32,936,700	256,000	130,529,100	
Auxiliary Enterprises	1,556,300	2,106,100	1,281,900	12,500	19,191,600	80,000	24,228,400	15.7%
Total Unrestricted	60,692,000	13,188,900	26,237,000	2,175,300	52,128,300	336,000	154,757,500	100.0%
	39.2%	8.5%	17.0%	1.4%	33.7%	0.2%	100.0%	

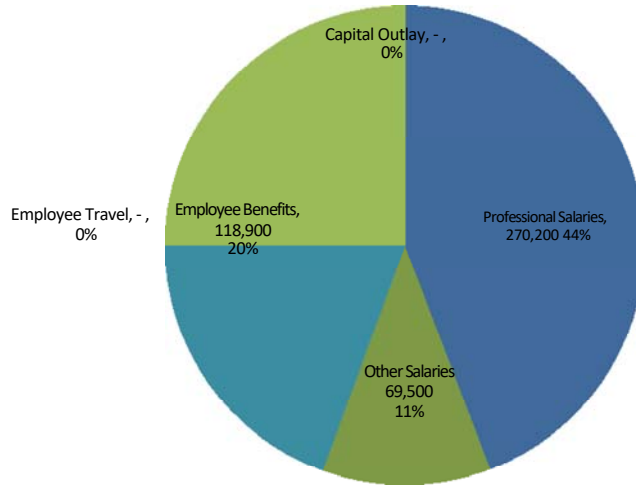


TSU MCMINNVILLE CENTER
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2018-19

	Estimated Budget 2017-18	July Budget 2018-19
	<hr/>	<hr/>
Allocation for Encumbrances	68,800	69,200
Allocation for Working Capital	40,000	40,000
Special Allocations	17,800	18,200
Unallocated Balance	605,900	-
Unrestricted Beginning Fund Balances	<hr/> 732,500 <hr/>	<hr/> 127,400 <hr/>
<u>Revenues</u>		
McMinnville Appropriations	608,200	619,000
Total Revenues	<hr/> 608,200 <hr/>	<hr/> 619,000 <hr/>
<u>Expenditures and Transfers</u>		
McMinnville Expenditures	1,213,300	611,300
Mandatory Transfers	-	-
Non-Mandatory Transfers	-	-
Total Expenditures and Transfers	<hr/> 1,213,300 <hr/>	<hr/> 611,300 <hr/>
Unrestricted Current Fund Balances at End of Period		
Allocation for Encumbrances	69,200	70,300
Allocation for Working Capital	40,000	40,000
Special Allocations	18,200	24,800
Unallocated Balance	-	-
Total Ending Fund Balances	<hr/> 127,400 <hr/>	<hr/> 135,100 <hr/>

TSU MCMINNVILLE CENTER
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2018-19

UNRESTRICTED EXPENDITURES TSU MCMINNVILLE CENTER	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	Capital Outlay	Total	% OF Total E & G
Research	270,200	69,500	118,900	-	152,700	-	611,300	100%
Total McMinnville Expenditures	270,200	69,500	118,900	-	152,700	-	611,300	
	44%	11%	19%	0%	25%	0%	100%	

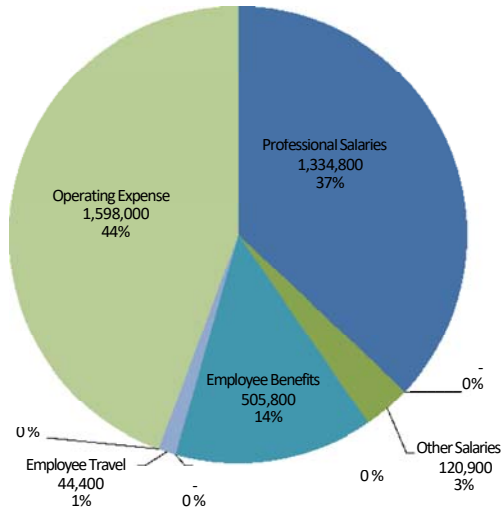


TSU AGRICULTURAL AND ENVIRONMENTAL RESEARCH
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2018-19

	<u>Estimated Budget 2017-18</u>	<u>July Budget 2018-19</u>
Allocation for Encumbrances	314,000	317,300
Allocation for Working Capital	100,000	100,000
Special Allocations	103,700	106,300
Unallocated Balance	1,891,100	-
Unrestricted Beginning Fund Balances	<u>2,408,800</u>	<u>523,600</u>
 <u>Revenues</u>		
Agr and Envir Research Appropriations	3,541,700	3,607,200
Total Revenues	<u>3,541,700</u>	<u>3,607,200</u>
 <u>Expenditures and Transfers</u>		
Agr and Envir Research Expenditures Research	5,426,900	3,603,900
Mandatory Transfers	-	-
Non-Mandatory Transfers	-	-
Total Expenditures and Transfers	<u>5,426,900</u>	<u>3,603,900</u>
Allocation for Encumbrances	317,300	318,700
Allocation for Working Capital	100,000	100,000
Special Allocations	106,300	108,200
Unallocated Balance	-	-
Total Ending Fund Balances	<u>523,600</u>	<u>526,900</u>

TSU AGRICULTURAL AND ENVIRONMENTAL RESEARCH
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2018-19

UNRESTRICTED EXPENDITURES AGR & ENVIR RESEARCH	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	Capital Outlay	Total	% OF Total E &
Research	1,334,800	120,900	505,800	44,400	1,598,000	-	3,603,900	100%
Total Unrestricted	1,334,800	120,900	505,800	44,400	1,598,000	-	3,603,900	
	37%	3%	14%	1%	44%	0%	100%	

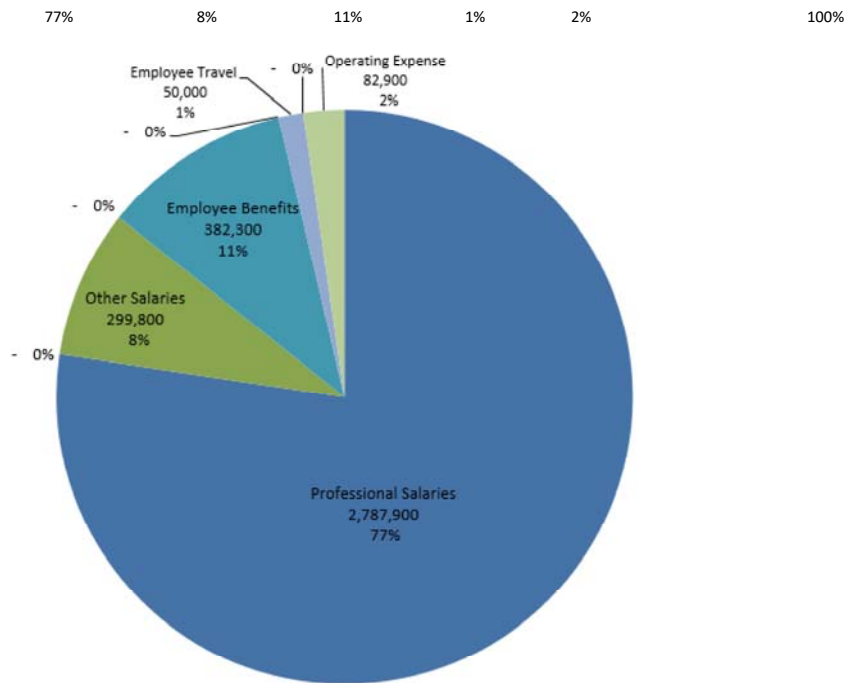


**TSU COOPERATIVE EXTENSION
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2018-19**

	Estimated Budget 2017-18	July Budget 2018-19
Allocation for Encumbrances	305,400	307,300
Allocation for Working Capital	150,000	150,000
Special Allocations	99,600	107,100
Unallocated Balance	3,416,500	-
Unrestricted Beginning Fund Balances	3,971,500	564,400
Revenues	-	-
Co-Op Extension State Appropriations	3,510,100	3,605,100
Total Revenues	3,510,100	3,605,100
Expenditures and Transfers	-	-
Co-Op Extension Expenditures	-	-
Public Service	6,917,200	3,602,900
Mandatory Transfers	-	-
Non-Mandatory Transfers	-	-
Total Expenditures and Transfers	6,917,200	3,602,900
Allocation for Encumbrances	307,300	308,400
Allocation for Working Capital	150,000	150,000
Special Allocations	107,100	108,200
Unallocated Balance	-	-
Total Ending Fund Balances	564,400	566,600

TSU COOPERATIVE EXTENSION
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2018-19

UNRESTRICTED EXPENDITURES CO-OP EXTENSION	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expenses	Capital Outlay	Total	% of Total E&G
Public Service	2,787,900	299,800	382,300	50,000	82,900	-	3,602,900	100%
Total Unrestricted	2,787,900	299,800	382,300	50,000	82,900	-	3,602,900	

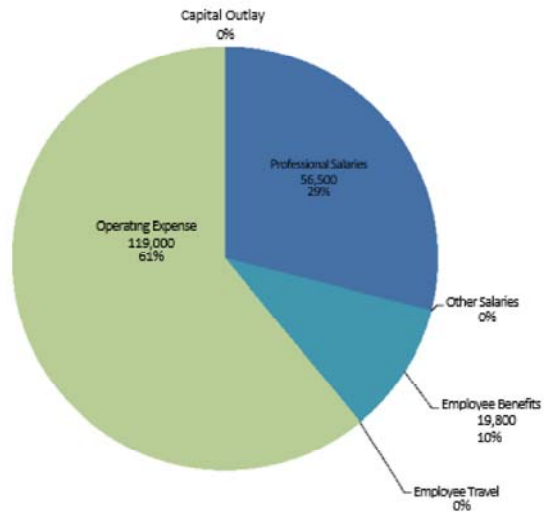


TSU FORESTRY
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2018-19

	Estimated Budget 2017-18	July Budget 2018-19
Allocation for Encumbrances	8,200	8,300
Special Allocations	5,700	6,300
Unallocated Balance	660,400	-
Unrestricted Beginning Fund Balances	674,300	14,600
Revenues		
Forestry State Appropriations	193,300	196,100
Total Revenues	193,300	196,100
Expenditures and Transfers		
Forestry Expenditures Research	853,000	195,300
Mandatory Transfers	-	-
Non-Mandatory Transfers	-	-
Total Expenditures and Transfers	853,000	195,300
Unrestricted Current Fund Balances at End of Period		
Allocation for Encumbrances	8,300	9,000
Special Allocations	6,300	6,400
Unallocated Balance	-	-
Total Unrestricted Current Fund Balances	14,600	15,400

TSU FORESTRY
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2018-19

UNRESTRICTED EXPENDITURES FORESTRY	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	Capital Outlay	Total	% OF Total
Research	56,500	-	19,800	-	119,000	-	195,300	100%
Total Unrestricted	56,500	-	19,800	-	119,000	-	195,300	
	29%	0%	10%	0%	61%	0%	100%	



Tennessee State University

Board of Trustees



**Approval of the
Institution's Fiscal
Year 2018-19
Compensation Plan**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 21, 2018

ITEM: Approval of the Institution's
Fiscal Year 2018-19 Compensation Plan

RECOMMENDED ACTION: Approval

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

The purpose of this agenda item is to consider approval of the University's compensation plan for Fiscal Year 2018-2019.

TSU Policy (formerly TBR Guideline) P-043 (*Compensation Guideline*) sets a University goal of providing all employees with compensation consistent with market, subject to satisfactory job performance and budget availability. The following strategies, in any combination, may be used to distribute a pool of funds designated for compensation adjustments:

- Compensation Plan: The University may provide salary adjustments: (1) consistent with its Board-approved plan; and/or (2) that address changes in market salaries as prescribed in the plan, if the plan has already been fully funded; and/or (3) that address specific equity issues and reclassifications consistent with the plan.
- Cost of Living Adjustment (COLA): The University may provide a COLA and may establish a minimum payment.
- Faculty Promotion: The University may fund faculty promotions consistent with its approved compensation plan.
- One-Time Payment: The University may provide one-time payments up to \$1,000.
- Merit Increases: The University may provide an increase based on the job performance of employees.

- Funding Additional Positions: The University may create new positions based on institutional needs.
- Other: The University may adjust the pay scales of various groups, such as adjuncts, graduate assistants, etc.

The salary pool for Fiscal Year 2018-2019 is 2.5%, consistent with the total allocated for regular State of Tennessee employees. No additional amount or percentage is proposed. Unless otherwise provided, these increases do not apply to adjunct faculty, temporary employees, graduate assistants, student workers, or employees on terminal leave status. Eligible employees are classified as “regular” or “post-retirement service,” unless a distribution includes those in the above-referenced “other” category. All eligible employees on the payroll prior to the proposed implementation dates below are eligible for these increases, regardless of the funding source (i.e., unrestricted, restricted, E&G, or auxiliary) or effort percent (although some categories may be prorated for employees on a part-time status).

Pursuant to the FOCUS Act, the Board’s Bylaws and Delegation of Authority to the President Policy, and TSU policy, the Board must approve institutional compensation plans.

Proposed Implementation Dates: July 1, 2018, for staff and twelve-month faculty; September 1, 2018, for nine-month faculty; and the date of return to employment for employees on modified ten-month contracts.

MOTION: To approve the Institution’s Fiscal Year 2018-19 Compensation Plan, as contained in the Board materials for the Board’s June 21, 2018, meeting.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

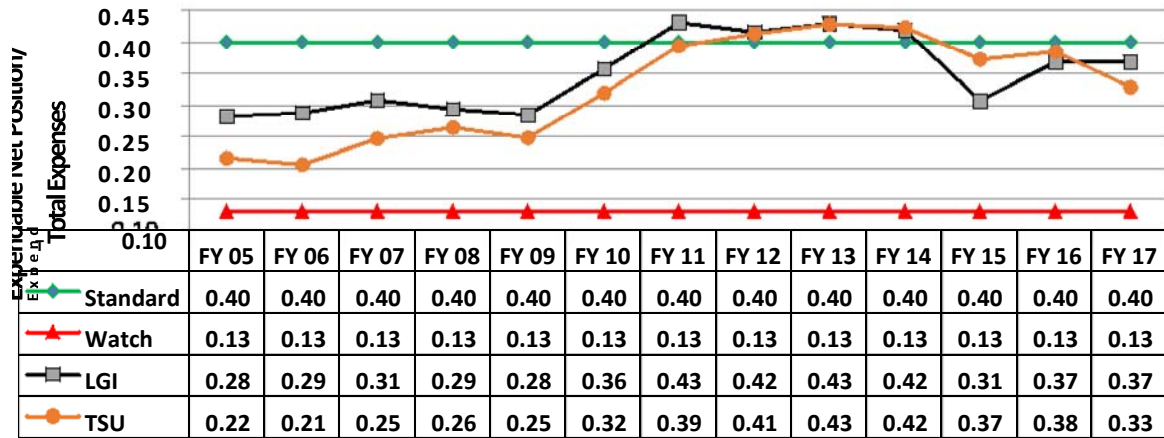
DATE: June 21, 2018

ITEM: Finance and Budget Committee Report on Composite
Financial Index

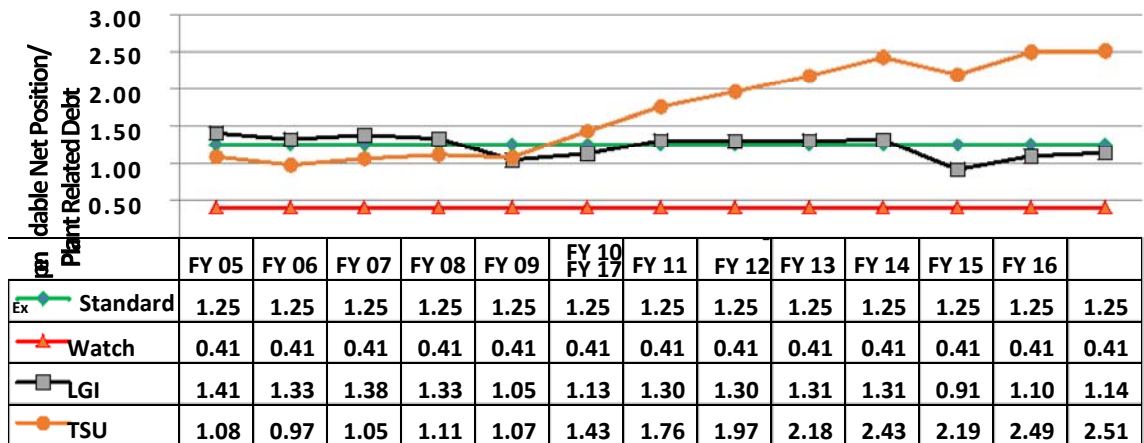
RECOMMENDED ACTION: None

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

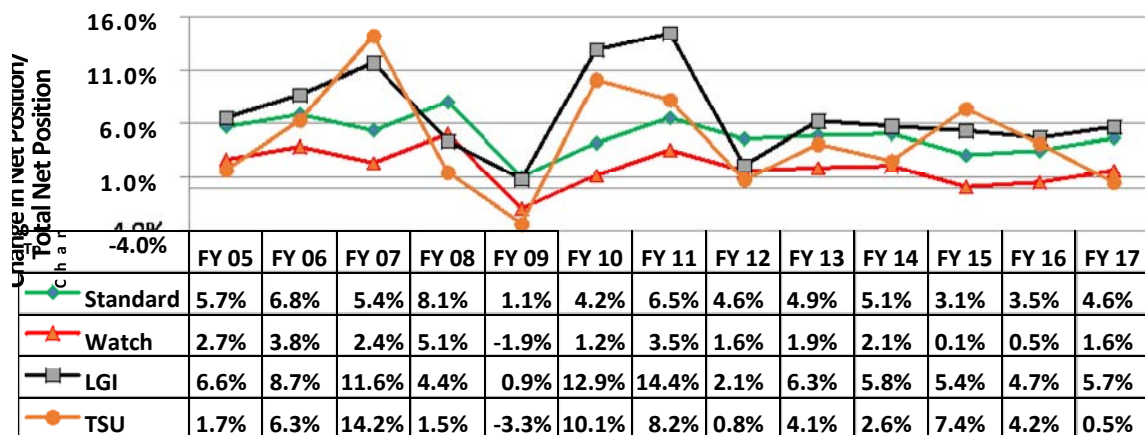
Primary Reserve Ratio Sufficiency and Flexibility of Resources



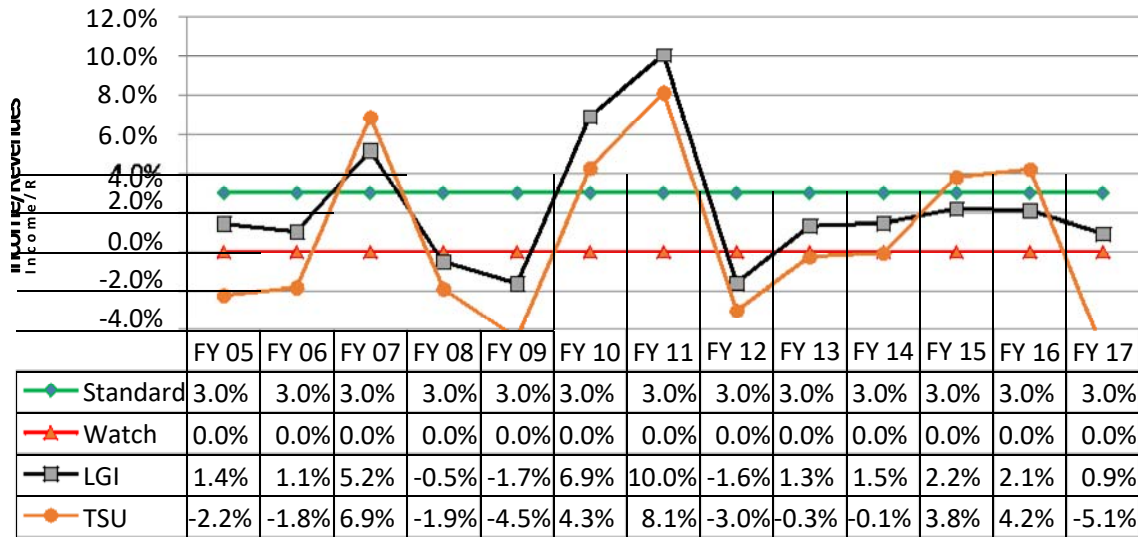
Viability Ratio Capacity to Repay Debt through Reserves



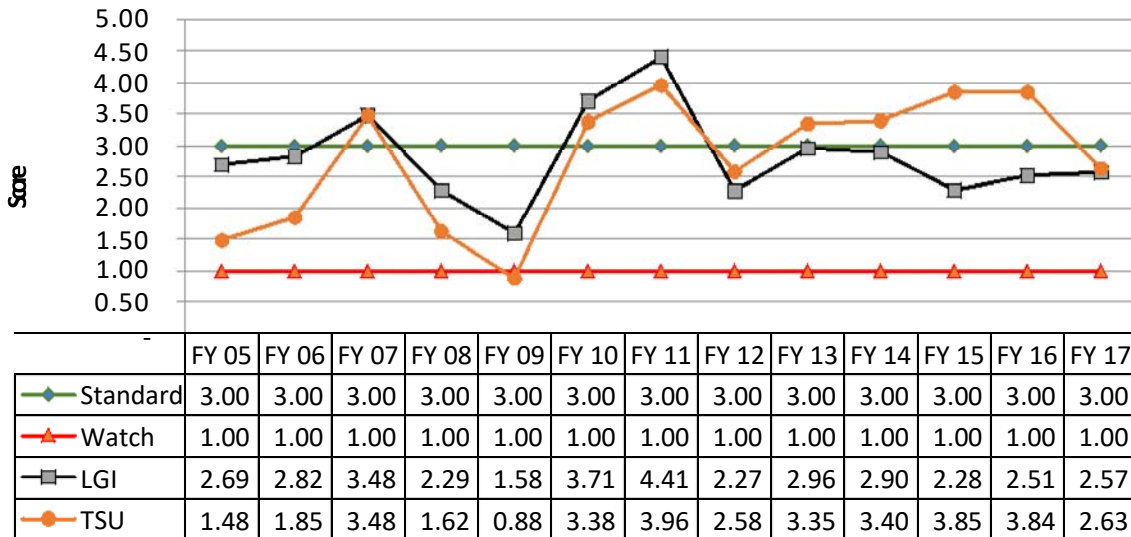
Return on Net Assets Ratio Position Better Off this Year Than Last



Net Operating Revenues Ratio Living Within Available Resources



Composite Financial Index



**Tennessee State University
Board of Trustees**



**Approval of the
Institution's Capital
Construction Plan**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 21, 2018

ITEM: Approval of the Institution’s Capital Construction Plan

RECOMMENDED ACTION: Approval

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

The purpose of this agenda item is to consider for approval the Capital Outlay, Maintenance, and Disclosed funding requests (Capital Construction Plan), which, if approved by the Board, will be submitted to THEC staff by July 16, 2018, for their presentation to the THEC at its November 7, 2018, meeting.

Outlay Request

Each governing board will submit a request to THEC for capital outlay projects. The Commission makes recommendations to fund projects based on a prioritization process/rubric that incorporates criteria detailed in the attachment. (For additional information, please see page 49.)

Maintenance Request

Each governing board is allocated a proportion of the total higher education capital maintenance request based on a formula. Each governing board will submit a capital budget request that contains the capital maintenance projects to be requested for each of the four planning years through FY2022-23. (For additional information, please see page 50.)

Disclosed Request

Each governing board must submit a list of all anticipated capital projects to be funded from sources other than state appropriations, such as institutional funds, auxiliary funds, and reallocation of existing capital funds, Tennessee State School Bond Authority funds, or gift funds, for FY2018-19. All construction or erections of new buildings or structures in excess of \$100,000 must be disclosed to THEC. All major maintenance projects, which are defined by State Building Commission policy 2.01.A.2. as “the repair or renovation of any building or structure or any portion thereof,” in excess of \$500,000, must be disclosed to THEC. (For additional information, please see page 51.)

MOTION: To approve the Capital Construction Plan, as contained in the Board materials for the Board’s June 21, 2018, meeting.

TENNESSEE STATE UNIVERSITY

Capital Maintenance Request: FY2019-20

Capital Maintenance Out-Years: FY 2019-20 through 2023-24

Fiscal Year	Priority	Project	Project Cost	Project Description
2019-20	1	Safety Upgrade Phase II	\$ 200,000	Campus/Tunnel Roofs/Mechanical Rooms
2019-20	2	Several Building Fire Alarm Upgrades II	\$ 500,000	Fire Alarm Upgrades (Elliott, Jackson)
2019-20	3	Several Building Electrical Upgrades Phase II	\$ 650,000	Upgrade Electrical Components (Humphries, CARP) Incubation Center, PAC, Davis Humanities (Poag Auditorium),
2019-20	4	Roofs Replacement/Repairs	\$ 500,000	Jackson Hall
2020-21	5	Power Plant Equipment and Lighting Upgrades/replacement	\$ 1,600,000	Increase capacity of plant
2019-20	6	Boswell Replace Doors	\$ 200,000	Replace fire doors
2019-20	7	Several Building HVAC Upgrades	\$ 1,500,000	Clay, Ferrell Westbrook, McWherter, FPCC
2019-20	8	Goodwill Manor building envelope and HVAC	\$ 200,000	Repair building envelope. Replace HVAC
2019-20	9	Harned Hall building envelope	\$ 200,000	Tuck point, windows, doors
2019-20	10	Elliott Hall Building Envelope and interiors	\$ 350,000	HVAC, LED Lighting, Water Intrusion
2019-20	11	Landscape Improvements Phase II	\$ 200,000	McWherter Circle and irrigation
2019-20	12	McMinnville NCRS Improvements	\$ 100,000	Interiors Upgrades/barns and storage facilities
Total Project Cost			\$ 6,200,000	
2020-21	1	Power Plant Stack Demolition	\$ 100,000	Demolition of old stack
2020-22	2	Several Building Fire Alarm Upgrades III	\$ 500,000	Fire detection and suppression upgrades
2020-23	3	Several Building Electrical Upgrades Phase III	\$ 500,000	Replace medium voltage switches and transformers
2020-21	4	Interior/Exterior Lighting upgrades to LED	\$ 500,000	Repairs / LED / Campus-Wide
2020-21	6	LRC building envelope and water intrusion mitigation	\$ 200,000	Elevator pit water intrusion
2020-21	7	Incubation Center roof	\$ 500,000	Replace Roof
2020-21	8	Road repairs	\$ 250,000	37th Avenue resurface road
2020-21	9	Campus Safety Upgrade Phase III	\$ 200,000	Keying / Locking Systems Upgrades
2020-21	10	Indoor practice field turf replacement	\$ 500,000	Replace turf
2020-21	12	Landscape Improvements Phase III	\$ 300,000	Irrigation improvements
2020-21	13	Gentry Center HVAC Upgrades	\$ 1,500,000	HVAC Upgrades
2020-21	14	Operations Building HVAC Upgrades	\$ 500,000	HVAC Upgrades
2020-21	15	Kean Hall	\$ 100,000	Foundation Leak Repair
2020-21	16	Brown-Daniel Library	\$ 200,000	Bathrooms Upgrades
2020-21	17	Queen Washington HVAC Upgrades	\$ 350,000	HVAC Upgrades
Total Project Cost			\$ 6,200,000	
2021-22	1	Safety Upgrade Phase IV	\$ 200,000	Tunnel/Roofs/Mechanical Rooms
2021-22	2	Several Building Fire Alarm Upgrades IVI	\$ 500,000	Fire Alarm Upgrades
2021-22	3	Several Building Electrical Upgrades Phase IV	\$ 550,000	Upgrade Electrical Components and Arc Flash
2021-22	4	Landscape Improvements Phase IV	\$ 200,000	Irrigation improvements and Welton Plaza renovation
2021-22	5	Power Plant Boiler Replacement	\$ 2,000,000	Replace boiler

2021-22	6	Gentry Center Roof Replacement	\$	1,000,000	Replace roof
2021-22	7	Gentry Center Lighting Upgrades	\$	1,000,000	Upgrade light to LED
2021-22	8	MCWherter MEP Upgrades	\$	750,000	HVAC, Electrical, Plumbing Upgrades
Total Project Cost			\$	6,200,000	
2022-23	1	Safety Upgrade Phase V	\$	200,000	Tunnel/Roofs/Mechanical Rooms
2022-23	2	Several Building Fire Alarm Upgrades V	\$	500,000	Fire Alarm Upgrades
2022-23	3	Several Building Electrical Upgrades Phase V	\$	550,000	Upgrade Electrical Components
2022-23	4	Landscape Improvements Phase V	\$	200,000	Irrigation improvements and Welton Plaza renovation
2022-23	5	Several Building Roof Replacement	\$	1,500,000	Replace roofs
2022-23	6	Several Building Envelope and Glazing Upgrades	\$	1,500,000	Replace window and tuck point brick etc.
2022-23	7	Road and Parking Lot Upgrades	\$	1,000,000	Resurface Roads and Parking Lots
2022-23	8	Storm Sewer Improvements	\$	200,000	Storm Sewer improvements
2022-23	9	Queen Washington HVAC upgrades	\$	150,000	HVAC Improvements
2022-23	10	Kean Hall MEP Upgrades	\$	400,000	MEP Upgrades
Total Project Cost			\$	6,200,000	
2023-24	1	Several Building Electrical Upgrades Phase VI	\$	500,000	Upgrade Electrical Components and Arc Flash
2023-24	2	General Services Building window and interiors upgrades	\$	250,000	Windows / Interiors upgrades
2023-24	3	Motor Pool lighting and electrical upgrades	\$	250,000	Interiors / Electrical Repairs
2023-24	4	Road resurfacing campus wide	\$	500,000	
2023-24	5	Several Building Roof Replacement	\$	700,000	
2023-24	6	Torrence Engineering building envelope	\$	950,000	Replace Cal-Wall System
2023-24	7	Hankal Hall water building envelope and intrusion mitigation	\$	200,000	Elevator pit water intrusion
2023-24	8	Campus wide Landscape Improvements	\$	200,000	Hardscape and irrigation
2023-24	9	Love SSC HVAC upgrades	\$	150,000	Steam Exchanger / Chase Repairs
2023-24	10	Lawson Hall Bathroom Upgrades	\$	250,000	Bathrooms Upgrades
2023-24	11	Clay Roof and building envelope	\$	500,000	
2023-24	12	Avon HVAC Improvements	\$	750,000	
2023-24	13	Hankal Hall	\$	200,000	Replace Windows
2023-24	14	Outdoor Basketball	\$	150,000	Student User Repairs / Upgrades
2023-24	15	Wellness Center	\$	200,000	Athletic Floor / Electrical upgrades
2023-24	16	Crouch Hall	\$	100,000	Bathrooms Upgrades
2023-24	17	Holland Hall	\$	100,000	Bathrooms Upgrades
2023-24	18	hazardous materials abatement phase I	\$	250,000	Asbestos abatement
Total Project Cost			\$	6,200,000	

TENNESSEE STATE UNIVERSITY
FY2019-20 CAPITAL DISCLOSURE SUBMISSION

Project Name	Project Disclosure Year	Funding Source	Project Cost
NEW DISCLOSURES:			
Alumni House and Welcome Center	2018-19*	Gifts and Partnership	\$ 2,000,000
Agriculture Food Science Research Facility	2019-20**	Federal Grants (i.e., USDA)	\$10,000,000
Housing Upgrades and Repair	2019-20	Plant Funds – Auxiliary (Housing Fees)	<u>\$ 2,000,000</u> \$14,000,000

NOTES:

* The Alumni House and Welcome Center project was submitted off-cycle (i.e., in the current fiscal year as a late disclosure for FY2018-19) after receipt of a gift.

**The Agriculture project will be disclosed in two phases:

1. A Master Plan Amendment (to add this new facility and its programming)
2. A “late disclosure” submission of the project to THEC after the Master Plan Amendment is approved by the State Building Commission

PREVIOUS DISCLOSURES (for information only):

Agriculture Facilities Improvements	2017-18	Federal Grants (i.e., USDA)	\$ 3,500,000
Cumberland City Development	2017-18	TSSBA (Student Fees) and Fed. Grants	\$120,000,000
Food Service Facilities Improvements	2017-18	Contractor Funds	\$ 3,500,000
Gateway Entrance	2017-18	Plant Funds - Non-Auxiliary	\$ 225,000
Hale Stadium Modernization Phase I	2017-18	TSSBA (Student Fees) and Gifts	\$ 5,109,000
New Student Housing	2017-18	TSSBA (Housing Fees)	\$ 75,500,000
Research Administration Facility	2017-18	Plant Funds - Non-Auxiliary	\$ 430,000
Road and Parking Improvements	2017-18	Plant Funds - Auxiliary	\$ 1,450,000

**Tennessee State University
Board of Trustees**



**Report on the Institution's
Severance from the
Tennessee Board of Regents
on Capital Management**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: June 21, 2018

ITEM: Report on Institution's Severance from the Tennessee Board of Regents on Capital Management

RECOMMENDED ACTION: None

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

Background Information

Under the FOCUS Act, effective April 13, 2017, the six locally governed institutions (LGIs) that were formerly a part of the Tennessee Board of Regents severed from that system in all areas except three: (1) procurement; (2) capital project planning and management; and (3) data systems.

TSU Facilities staff members have been participating in the capital management severance training offered by THEC, and the institution had initially planned to request authority for the President to execute an *Intent to Sever* form authorizing TSU to sever from the TAR approximately February or March of 2019. However, with the recent vacancies in key capital project related positions at TSU, including the Director of Capital Initiatives and the Vice President for Business and Finance, the institution has determined that it is prudent to defer this action.

The capital management severance process, including the petition, capacity demonstration, and evaluation phases will take approximately ten months. The other five LGIs will sever by July 1, 2018, but THEC has emphasized there is no pressure or requirement for Tennessee State University to do so. The University anticipates that it will request Board approval to proceed with capital severance in approximately a year, after the institution has filled the relevant positions on a permanent basis.

Please also note that no LGI has commenced the process of severing from TBR in the area of data systems, as each LGI is awaiting THEC's instructions to execute this process.

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: June 21, 2018

ITEM: Report on the Institution's Severance from the
Tennessee Board of Regents on Procurement

RECOMMENDED ACTION: None

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

Background Information

Under the FOCUS Act, effective April 13, 2017, the six locally governed institutions (LGIs) that were formerly a part of the Tennessee Board of Regents severed from that system in all areas except three: (1) procurement; (2) capital project planning and management; and (3) data systems.

The Tennessee State University Board of Trustees granted the institution authority to sever from the TBR on procurement, effective July 1, 2018. The University's Procurement and University Counsel offices worked diligently to meet all THEC requirements and conditions for independence. THEC approved TSU's severance from the TBR at THEC's May 17, 2018, meeting. The severance is effective July 1, 2018.

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: June 21, 2018

ITEM: Report on the Institution's new Capital Campaign

RECOMMENDED ACTION: None

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

Information regarding this agenda item is contained in your June 21, 2018, Board materials.

The Comprehensive Campaign for Tennessee State University

What is the TSU Comprehensive Campaign?

A comprehensive fundraising campaign is a fundraising effort implemented over a 5-7 year span by the Tennessee State University Foundation that counts all funds received from private sources. The campaign focuses on four key priorities that are critical to advancing the entire university: funding for student scholarships, endowed chairs and professorships, new facilities, and student programming.

What is the goal for the Comprehensive Campaign at TSU?

The overall goal of the Comprehensive Campaign for Tennessee State University is to raise \$50 million.

What are the four phases of a comprehensive campaign?

1. Silent Phase – The start of the campaign, during which time relationships are developed with donors and initial donations are secured.
 2. Public Phase – The phase of the campaign during which the funds raised have reached 50% -70% of the fundraising goal, and the campaign marketing goes public.
 3. Wrap up Phase –The phase of the campaign where fundraising has reached 90% of the goal.
 4. Completion– When the campaign goal is met and the announcement has been made that the Campaign is completed.
-

What is the timeline for the Comprehensive Campaign at TSU?

We began the silent phase of the campaign in 2018 and aim to conclude the campaign by 2023.

What are the comprehensive campaign priorities?

All priorities support the university's vision to make Tennessee State University a premier land-grant university for the 21st century. As noted above, there are four strategic priorities: funding for student scholarships, endowed chairs and professorships, new facilities, and student programming.

1. **Scholarships** – Our goal is to attract and retain exceptional students and enhance TSU's affordability, accessibility, and inclusivity. This is the number one priority for the University. The goal for scholarships is **\$20 million**.

2. **Endowed Chairs and Distinguished Professorships** – Tennessee State University must attract the very best faculty who develop new knowledge, collaborate across disciplines, and inspire national student research. The goal for Endowed Chairs and Professorships is **\$10 million**.
3. **Student Engagement** – Our third goal is to support distinctive academic and campus-life programs that embrace TSU’s rich history and culture provide opportunities for professional and personal growth for our students. The goal for student enhancements is **\$5 million**.
4. **Facility Enhancements** – Our final goal is to implement new facility enhancements at TSU including the construction of new health sciences and engineering buildings and upgrades to several existing residential halls. The goal for new and improved facilities is **\$15 million**.

While the TSU Foundation Board, which operates as the primary fundraising entity in support of the University, will lead the Comprehensive Campaign fundraising effort, the University is calling on the entire University community, including the Board of Trustees, faculty, staff, and alumni, to help ensure we achieve the Comprehensive Campaign goals.

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: June 21, 2018
ITEM: Report on the Institution's Holiday Schedule
RECOMMENDED ACTION: None
PRESENTED BY: Chair of Finance and Budget Committee, Trustee
Stephen Corbeil

In accordance with TSU Policy 5:01:01:10, *Holidays*, the University observes the following seven holidays per year:

- (1) New Year's Day,
- (2) Martin Luther King, Jr. Day,
- (3) Memorial Day,
- (4) Independence Day,
- (5) Labor Day,
- (6) Thanksgiving Day, and
- (7) Christmas Day.

In accordance with TSU Policy 5:01:01:11, *Days of Administrative Closing*, an additional six administrative closing days shall be designated as time off from work with pay for regular full-time and part-time employees.

PROPOSED HOLIDAY SCHEDULES*

PROPOSED 2019

New Year's Day	Monday, January 1, 2019
Martin Luther King Day	Monday, January 21, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Thanksgiving Day	Thursday, November 28, 2019
Administrative Closing	Friday, November 29, 2019
Administrative Closing	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019
Administrative Closing	Thursday, December 26, 2019
Administrative Closing	Friday, December 27, 2019
Administrative Closing	Monday, December 30, 2019
Administrative Closing	Tuesday, December 31, 2019

PROPOSED 2020

New Year's Day	Wednesday, January 1, 2020
Martin Luther King Day	Monday, January 20, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Thanksgiving Day	Thursday, November 26, 2020
Administrative Closing	Friday, November 27, 2020
Administrative Closing	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
Administrative Closing	Monday, December 28, 2020
Administrative Closing	Tuesday, December 29, 2020
Administrative Closing	Wednesday, December 30, 2020
Administrative Closing	Thursday, December 31, 2020

* When a recognized holiday falls on a Saturday, it is observed on the preceding Friday, and if the holiday falls on a Sunday, it is observed the Monday following the holiday.