



Board of Trustees Materials

March 16, 2023, Meeting

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**Tennessee State University
Board of Trustees**



Call to Order

**Tennessee State University
Board of Trustees**



**Welcome
and
Introductions**

**Tennessee State University
Board of Trustees**



**Tennessee State University
Board of Trustees**



**Board Meeting
Agenda**

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

Thursday, March 16, 2023
2:00 p.m. CST

Tennessee State University
Main Campus – Hankal Hall
3500 John A. Merritt Blvd.
Nashville, TN 37209

ORDER OF BUSINESS

- I. Call to Order
- II. Welcome and Introductions
- III. Roll Call/Declaration of a Quorum
- IV. Action Items:
 - A. Approval of the November 17, 2022, Board Meeting Minutes
 - B. Approval of the Board Resolution in Response to the Comptroller’s Report on TSU’s Operations
 - C. Audit Committee Report
 - i. Approval of the November 17, 2022, Audit Committee Meeting Minutes
 - ii. Review and Discussion of the Comptroller’s Report on TSU’s Operations
 - iii. Discussion of Board Resolution in Response to Comptroller’s Report on TSU’s Operations
 - iv. Review of University’s Risk Assessment Process
 - v. Executive Session – Discussion of Items Deemed Confidential under State Law
 - D. Finance and Budget Committee Report
 - i. Approval of the November 17, 2022, Finance and Budget Committee Meeting Minutes
 - ii. Report and Update on Fiscal Year 2023 Institutional Budget
 - iii. Approval of FY 2024 Compensation Plan-Increase
 - iv. Approval of FY 2024 Housing Fee Increase
 - v. Housing Special Committee Report
 - vi. Discussion of Use of Plant Funds
 - vii. Finance and Budget Report
 - viii. Update on Enrollment, Recruitment, and Retention
 - ix. Approval of FY 2024 Scholarship Plan
 - E. Academic Affairs and Student Affairs Committee Report
 - i. Approval of the November 17, 2022, Academic Affairs and Student Affairs Committee Meeting Minutes
 - ii. Approval of Academic Program Modification – Change in Credit Hours –

- B.S. in Biology
 - iii. Report on SACSCOC Review Matters
 - iv. Academic Affairs Report
 - v. Student Affairs Report
 - F. Executive Committee Report
 - i. Approval of the November 17, 2022, Executive Committee Meeting Minutes
 - ii. Report on President's Annual Performance Evaluation Process
 - iii. Discussion of Association of Governing Board Review Report
 - iv. Discussion of Board's Self-Assessment Process and Board Retreat
 - v. Secretary's Report
- V. Report on University Housing and Other Facilities
- VI. Update on Association of Governing Boards of Universities and Colleges Governance Review Report
- VII. President's Report
- VIII. Board Chair's Report
- IX. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
November 17, 2022,
Board Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 16, 2023

ITEM: Approval of the November 17, 2022, Board Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees, Deborah Cole

The document reflecting the minutes from the November 17, 2022, Board meeting is included in the March 16, 2023, Board materials.

MOTION: To approve the minutes from the Board of Trustees' November 17, 2022, meeting as contained in the Board materials for the Board's March 16, 2023, meeting.

**Tennessee State University Board of Trustees
Regular Meeting – November 17, 2022
Tennessee State University – Hankal Hall**

MINUTES

Board Members Present: Trustees Deborah Cole, Bill Johnson, Obie McKenzie, Richard Lewis, Joseph Walker, Van Pinnock, and Shaun Wimberly.

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Robbie Melton, Acting Interim Provost & Vice President for Academic Affairs; Douglas Allen, VP of Finance and Budget; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Dr. Quincy Quick, Assoc. Vice President of Research & Sponsored Programs; Terrence Izzard, Assoc. Vice President of Enrollment Management, Jamie Isabel, Institutional Advancement, Dr. Mikki Allen, Athletic Director, Kelli Sharpe, Assoc. Vice President of Public Relations and Dr. Arlene Nicholas-Phillips, Liaison to the Board.

I. CALL TO ORDER

Chair Cole called the Board of Trustees meeting to order at 2:00 p.m., CST on November 17, 2022.

II. WELCOME AND INTRODUCTIONS

Chair Cole noted the appreciation for being able to conduct the meeting in person but cautioned everyone to continue to take health and safety related precautions in light of the ongoing presence of COVID and other viruses. Chair Cole also recognized members of the President’s Cabinet and several other student leaders. Dean Frank Stevenson gave the invocation.

III. ROLL CALL/DECLARATION OF A QUORUM

Chair Cole asked the Board Secretary, Laurence Pendleton, to call the roll. The following Trustees were present during roll call: Trustee Deborah Cole, Bill Johnson, Richard Lewis, Van Pinnock, Joseph Walker, Obie McKenzie, and Shaun Wimberly. Board Secretary Pendleton announced the presence of a quorum.

Chair Cole asked the Board members to state now if any of them cannot hear or speak with each other. No Board members answered in the affirmative. Chair Cole also asked the Board members participating by phone to indicate if someone is present with them from the location in which they are calling. No Board members indicated there was anyone present.

IV. ACTION ITEMS

A. APPROVAL OF THE SEPTEMBER 15, 2022, BOARD MEETING MINUTES

Chair Cole introduced the first action item – the approval of the minutes of the September 15, 2022, Board meeting. Trustee Joseph Walker moved to approve the board meeting minutes and Trustee

Bill Johnson seconded the motion. There was no discussion. The motion carried unanimously by roll call vote.

B. AUDIT COMMITTEE REPORT

As Audit Committee Chair, Chair Cole informed the board that the audit committee met to take action on one agenda item and received reports on three other items before going into Executive Session to discuss items deemed confidential under state law. The Audit Committee voted to recommend to the full Board the approval of the September 15, 2022, Audit Committee meeting minutes. Chair Cole added that the Audit Committee reviewed and discussed the completed internal and external audits, outstanding audit issues, and the Audit Office's external quality assessment.

I. APPROVAL OF THE SEPTEMBER 15, 2022, AUDIT COMMITTEE MEETING MINUTES

Chair Cole moved to approve the minutes of the September 15, 2022, audit committee meeting as contained in the board materials for the November 17, 2022, board meeting. Trustee Joseph Walker seconded the motion, which carried unanimously by roll call vote.

C. FINANCE AND BUDGET COMMITTEE REPORT

Finance and Budget Committee Chair, Trustee Lewis, stated that the Committee met to act on three action items and received reports on six other items. The Finance and Budget Committee voted to recommend to the full Board the approval of the September 15, 2022, Finance and Budget Committee meeting minutes, the Fiscal Year 2023 Institutional Revised Budget, and a Bank Reconciliation Policy.

In addition, President Glover and her team provided reports on capital planning and facilities; the Housing Special Committee; CARES Act funding; the Finance and Budget Report, enrollment, recruitment and retention; and institutional development.

I. APPROVAL OF THE SEPTEMBER 15, 2022, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Lewis moved to recommend to the full Board the approval of the September 15, 2022, Finance and Budget Committee meeting minutes, as contained in the board materials for the November 17, 2022, board meeting. Trustee Bill Johnson seconded the motion, which carried unanimously by roll call vote.

II. APPROVAL OF FISCAL YEAR 2023 INSTITUTIONAL REVISED BUDGET

On behalf of the Finance and Budget Committee, Trustee Lewis moved to recommend to the full Board the approval fiscal year 2023 institutional revised budget, as contained in the board materials

for the November 17, 2022, board meeting. Trustee Joseph Walker seconded the motion, which carried unanimously by roll call vote.

III. APPROVAL OF THE UPDATED BANK RECONCILIATION POLICY

On behalf of the Finance and Budget Committee, Trustee Lewis moved to recommend to the full Board the approval of the updated Bank Reconciliation Policy, as contained in the board materials for the November 17, 2022, board meeting. Trustee Bill Johnson seconded the motion, and it carried by unanimous roll call vote.

Chair Cole thanked Trustee Lewis for his leadership on this committee and for the hard work of the Finance and Budget Committee members.

D. ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE REPORT

Trustee Bill Johnson, reported for Vice Chair Andre Johnson on this agenda item. Trustee Bill Johnson reported that the academic affairs and student affairs committee met to consider and vote on five agenda items and to receive reports on two other agenda items.

Trustee Bill Johnson stated that the Committee voted to recommend to the full Board the approval of the September 15, 2022, Academic Affairs and Student Affairs Committee meeting minutes; an academic program modification to change the credit hours of the Master of Science in Speech and Hearing Science; and an academic program modification to change the name of the existing Business Information Systems concentration within the Bachelor of Business Administration to Information Systems. Trustee Bill Johnson also indicated that the Committee voted to recommend to the full Board a new academic program, the Master of Science in Agricultural Business and Leadership; and a new academic program, the Master of Science in Accounting and Accounting Analytics.

Additionally, Trustee Bill Johnson shared that the Committee received reports on academic affairs and student affairs.

I. APPROVAL OF THE SEPTEMBER 15, 2022, ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE MEETING MINUTES

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Bill Johnson moved to approve the minutes of the September 15, 2022, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the November 17, 2022, Board meeting. Trustee Cole seconded and the motion carried unanimously by roll call vote.

II. APPROVAL OF AN ACADEMIC PROGRAM MODIFICATION – CHANGE IN CREDIT HOURS – M.S. IN SPEECH AND HEARING SCIENCE

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Bill Johnson moved to approve an academic program modification, the change in credit hours for the Master of Science in Speech and Hearing Science, as contained in the Board materials for the November 17, 2022, Board meeting. Trustee Walker seconded and the motion carried unanimously by roll call vote.

III. APPROVAL OF AN ACADEMIC PROGRAM MODIFICATION – NAME CHANGE FOR AN EXISTING CONCENTRATION - INFORMATION SYSTEMS WITHIN THE B.B.A., TO INFORMATION SYSTEMS

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Bill Johnson moved to approve an academic program modification, name change of the existing Business Information Systems concentration within the Bachelor of Business Administration to Information Systems, as contained in the Board materials for the November 17, 2022, Board meeting. Trustee Cole seconded and the motion carried unanimously by roll call vote.

IV. APPROVAL OF A NEW ACADEMIC PROGRAM – M.S., AGRICULTURAL BUSINESS AND LEADERSHIP

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Bill Johnson moved to approve a new academic program, the Master of Science in Agricultural Business and Leadership, as contained in the Board materials for the November 17, 2022, Board meeting. Trustee Walker seconded and the motion carried unanimously by roll call vote.

V. APPROVAL OF A NEW ACADEMIC PROGRAM – M.S., ACCOUNTING AND ACCOUNTING ANALYTICS

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Bill Johnson moved to approve a new academic program, the Master of Science in Accounting and Accounting Analytics, as contained in the Board materials for the November 17, 2022, Board meeting. Trustee Lewis seconded and the motion carried unanimously by roll call vote.

Chair Cole thanked Trustee Bill Johnson and the Academic Affairs and Student Affairs Committee for their hard work.

E. EXECUTIVE COMMITTEE REPORT

Chair Cole stated that the Executive Committee met today to discuss and vote on one action item and hear reports on two items. The Executive Committee voted to recommend to the full Board the approval of the September 15, 2022, Executive Committee meeting minutes.

Chair Cole also stated that the Executive Committee heard reports on the President's Annual Performance Evaluation process, and a report from Secretary Pendleton.

I. APPROVAL OF THE SEPTEMBER 15, 2022, EXECUTIVE COMMITTEE MEETING MINUTES

On behalf of the Executive Committee, Chair Cole moved to approve the minutes of the September 15, 2022, Executive Committee meeting, as contained in the Board materials for the November 17, 2022, Board meeting. Trustee Pinnock seconded the motion, and it was approved by roll call vote.

V. REPORT ON HOUSING

Chair Cole called on President Glover or her designee to present information regarding this agenda item, the Report on Housing. President Glover then asked Dean Stevenson to share information on this item.

Dean Stevenson shared that due to the increase cost of housing in the City of Nashville, the demand for housing on campus increased far past the supply of beds available. He stated that the university had approximately 3,680 beds, but the demand for Fall 2022 had surpassed that amount. He shared that for Spring 2023, the demand would be much less due to attrition and explained that several students would have graduated and others would not return. This would reduce the housing demand and so he could reduce the number of hotels to 3, instead of 5. Dean also shared that in the future he was expecting 1,000 additional beds to come online and was working with VP Allen and others to make this happen.

Dean mentioned that the use of hotels was just as a “stop gap” measure for our students and not meant to be a permanent solution. He also mentioned a pending proposal for the leasing of some other facilities namely the Jefferson Flats and concluded his report.

VI. PRESIDENT’S REPORT

Chair Cole called on President Glover to present information regarding this agenda item, the President’s Report.

President Glover provided reports on various items contained in the board materials for the November 17, 2022, Board meeting, in part, through the use of PowerPoint slides. She announced that the university experienced record enrollment with an all-time high of 3,567 first time freshman students; our research funding was heading back to the high of \$70 million attained two years ago; the housing issues are being addressed; a new office of customer relations is being implemented; a review of the comptroller’s report.

President Glover shared that the average GPA of this historic first-time freshman class was at GPA3.37. She stated that the growth strategy used by the university was to attract the top quality, high-performing students from across the nation. Some of the strategies used were aggressively reaching out to the 250-mile radius students and in-state students; increased digital marketing; provided virtual campus tours; improved the enrollment process including analyzing the ‘intent to enroll’ form. These measures all led to TSU attracting its largest first-time freshman class ever and even ranked largest among other HBCUs.

President Glover shared some other factors contributing to the success of the number of students at TSU - the HBCU renaissance that is being experienced throughout the country; TSU opened two new residence halls; the amazing AOB and the enhanced internal application process. President Glover then compared the growth at TSU with other HBCUs, then followed with a comparison to other LGIs in the state. TSU surpassed them all.

With these increased numbers, President Glover shared that strategies for retention were also implemented: retention coordinators for each Academic College; increased student success activities; increased student development programs and expanded Academic tutoring opportunities. Dr. Glover then recapped some of the housing information and stressed that all the students who had paid their housing deposit by the deadline were accommodated.

Dr. Glover also commented that a public relations firm had been retained to enhance the institution’s communications and messaging efforts, and the University also had sought to improve its internal communications to the students regarding timeliness and simplification. She then

reminded the Board that the university was establishing an office of customer relations and asked each division to develop goals. These units will be assessed periodically to ensure that the customer service goals are being met.

Dr. Glover then shared that TSU received an unmodified audit from the State Comptroller for FY ending June 30, 2022. There were 3 findings and these findings have been corrected. She was very emphatic about clearing the fact that there were no funds missing or no funds misappropriated. She then shared briefly about the maintenance of the TSU facilities and the fact that a firm has been identified and an agreement is being worked out. A list of all the buildings to be renovated has been submitted for approval.

President Glover thanked everyone and the Board as she announced the two Grammy nominations by the Aristocrat of Bands: Best Roots Gospel Album and the collaboration on J Ivy's Best Spoken Word Poetry Album.


Chair Cole thanked President Glover for her report just before Trustee Lewis asked about the number of resident halls on campus and if there were only 7. He suggested that we may need more than the additional two that were being proposed.

VII. BOARD CHAIR'S REPORT

Chair Cole thanked all the trustees and cabinet members for doing a great job serving the university and the students.

VIII. ADJOURNMENT

Chair Cole moved to adjourn which was seconded by Trustee Richard Lewis. The motion was carried by roll call vote. The meeting was adjourned.

The seal of Tennessee State University is a circular emblem. It features a central shield with a lamp of knowledge on top, radiating lines, and a banner at the bottom with the words "THINK", "SERVE", and "WORK". The outer ring of the seal contains the text "TENNESSEE STATE UNIVERSITY" at the top and "NASHVILLE" at the bottom, separated by two small dots.

**Approval of Board Resolution in
Response to the Comptroller's
Report on TSU's Operations**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 16, 2023

ITEM: Approval of Board Resolution in Response to the
Comptroller's Report on TSU's Operations

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees, Deborah Cole

The document reflecting the Board Resolution is included in the March 16, 2023, Board materials.

MOTION: To approve the Board Resolution in Response to the Comptroller's Report on TSU's Operations, as contained in the Board materials for the Board's March 16, 2023, meeting.

BOARD RESOLUTION IN RESPONSE TO COMPTROLLER'S FEBRUARY 2023 REPORT ON TENNESSEE STATE UNIVERSITY'S OPERATIONS

Board Resolution 1 Statement:

As the governing board for Tennessee State University, the TSU Board of Trustees is charged with the fiduciary and governance duty to ensure that TSU operates in fiscally and operationally responsible manner. The TSU Board of Trustees takes seriously the Comptroller's February 2023 Report, including the report's conclusions and policy considerations.

The TSU Board of Trustees hereby resolves to take and direct the following actions to address and correct the issues, conclusions and policy considerations reflected in the Comptroller's February 2023 report:

1. The TSU Board of Trustees is committed to actively engaging in an enhanced oversight of TSU's operational and fiscal practices, including working more closely with TSU management in operational and fiscal areas.
2. The TSU Board of Trustees' Executive Committee will examine the Board's current committee structure to ensure the appropriate number and focus of its committees and provide recommendations to the full Board, if warranted.
3. To further strengthen the Board's overall effectiveness, the Board will continue to work with the Association of Governing Boards of Universities and Colleges, including with its self-assessment process, to enhance the Board's operational effectiveness.
4. The TSU Board of Trustees hereby directs the TSU administration to provide an **annual scholarship plan** to the Board and, commencing the Board's June 2023 meeting, present reports at the Board's regular meetings pertaining to the number and value of all scholarships offered and the number of signed scholarship acceptance offers, notwithstanding the fact that a scholarship presentation will be made at the March 2023 meeting. The TSU administration shall ensure that it provides a copy of the annual scholarship plan to the Tennessee Higher Education Commission for the academic years 2023-2024 and 2024-2025.
5. The TSU Board of Trustees directs the TSU management to provide **housing application and enrollment application data** to the Board, commencing at the Board's June 2023 meeting, and thereafter at its March, June, and September Board meetings, notwithstanding the fact that an enrollment data report will be made at the March 2023 meeting. The TSU shall also provide a copy of said housing and enrollment application data to the Tennessee Higher Education Commission for the academic years 2023-2024 and 2024-2025, and to the State Building Commission, upon request.
6. The TSU Board of Trustees directs the TSU management to provide **enrollment classification data** to the Board, commencing at the Board's June 2023 meeting, and

thereafter at its March, June, and September Board meetings, notwithstanding the fact that a scholarship presentation will be made at the March 2023 meeting.

7. The TSU Board of Trustees is committed to ensuring that TSU management has sufficient and appropriate personnel to operate TSU in a productive, effective and efficient manner, and to that end, hereby directs President Glover to conduct a review of personnel, including, but not limited to, organizational structure, performance, and staffing within units, and present a **personnel action plan** to the Board at its June 2023 meeting.
8. The TSU Board of Trustees further directs President Glover to retain, in an expeditious manner, a chief operating officer, a Director of Construction Management or similar titled position, and conduct an in depth review of Enrollment Management operations, including personnel and structure.
9. The TSU Board of Trustees Finance and Budget Committee shall engage in a discussion with TSU Management and assess and evaluate best practices to determine the necessity for a policy governing prior approval of specified financial and budget changes, including scholarships, based on a set threshold amount.
10. The TSU Board of Trustees, in concurrence with the Comptroller's report, shall take all appropriate measures, including having its Board Special Committee on Housing work closely and expeditiously with TSU Management, to add at least two new residence halls to the University's housing inventory.
11. The TSU Board of Trustees hereby directs the TSU Management to provide, for at least the next two fiscal years, a report at each Board meeting addressing the University's practices and responsiveness regarding student related communications, including in the areas of enrollment, housing, and financial aid.
12. The TSU Board of Trustees, through its respective Board Committees, shall monitor and review adherence to directives and matters contained in this Resolution.

**Tennessee State University
Board of Trustees**



**Audit Committee
Report**

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

Thursday, March 16, 2023
10:00 a.m. CST

Tennessee State University
Main Campus – Hankal Hall
3500 John A. Merritt Blvd.
Nashville, TN 37209

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the November 17, 2022, Audit Committee Meeting Minutes
- IV. Review and Discussion of Comptroller’s Report on TSU’s Operations
- V. Discussion of Board Resolution in Response to Comptroller’s Report on TSU’s Operations
- VI. Review of University’s Risk Assessment Process
- VII. Executive Session Discussion of Items Deemed Confidential Under State Law
- VIII. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
November 17, 2022,
Audit Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 16, 2023

ITEM: Audit Committee Report - Approval of the November 17, 2022, Audit Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The document reflecting the minutes from the November 17, 2022, Audit Committee meeting is included in the March 16, 2023, Board materials.

MOTION: To approve the minutes from the Board of Trustees' November 17, 2022, Audit Committee meeting, as contained in the Board materials for the Board's March 16, 2023, meeting.

**Meeting of the Tennessee State University Board of Trustees
Audit Committee Meeting
November 17, 2022
Tennessee State University – Hankal Hall**

MINUTES

Committee Members Present: Trustee Deborah Cole, Obie McKenzie and Van Pinnock.

Other Board Members Present: Pam Martin, Andre Johnson, Richard Lewis, Bill Johnson, and Shaun Wimberly.

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Robbie Melton, Acting Interim Provost & Vice President for Academic Affairs; Douglas Allen, Vice President of Finance and Budget; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Dr. Quincy Quick, Assoc. Vice President of Research & Sponsored Programs; Terrence Izzard, Assoc. Vice President of Enrollment Management; Adrian Davis, Auditor and Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees.

I. CALL TO ORDER

Trustee Cole called the meeting to order at 12:13p.m. on November 17, 2022.

II. ROLL CALL/DECLARATION OF A QUORUM

Trustee Cole asked the secretary to the board to call the roll. Board Secretary Pendleton called the roll. Present: Trustees Deborah Cole, McKenzie and Van Pinnock. A quorum was established.

III. APPROVAL OF THE SEPTEMBER 15, 2022, AUDIT COMMITTEE MEETING MINUTES

Trustee Cole moved to recommend to the full Board the approval of the minutes from the September 15, 2022, Audit committee meeting, as contained in the November 17, 2022, board materials. Trustee McKenzie seconded the motion, which carried.

IV. REVIEW OF THE COMPLETED INTERNAL AND EXTERNAL AUDITS

Trustee Cole introduced the next item on the agenda, the review of the completed internal and external audits. She then asked President Glover to provide pertinent information related to this agenda item. The material is included in the November 17, 2022, Board Meeting packet. This was an informational and discussion item, so no vote was required.

President Glover called on Director of Internal Audit, Ms. Adrian Davis, and VP Doug Allen to report on this agenda item. Ms. Davis stated that there were 2 internal audits and 1 external audit.

She commented that the review included an audit of the President's expenses for FY June 30, 2022. All accounts included under this review included salary and benefits, travel, meals and other expenses for both the President and the President's office. No issues were noted. A follow-up review of the adherence to the state immunization requirements was also performed. This was to determine if the university was in compliance for newly admitted students. The results showed that in current findings, 7.5% of students included in the test work did not obtain adequate proof of vaccinations, this number was down from the 11.6% found in prior findings. Details of the review are outlined in the Board materials on pages #23 to #33.

Regarding the external audit, though the university received an unmodified audit opinion from the Division of State Audit, the report included three repeat audit findings. The first finding pertained to performing timely bank reconciliations; second was regarding errors in financial reporting; and thirdly performing adequate collections for accounts receivable. Director Davis and VP Allen clarified the meaning of "unmodified or clean" audit opinion. A discussion ensued with VP Allen adding that the university went from 7 findings to 3 findings. Trustee Pinnock asked about the timing of this audit as it related to the FY ending. President Glover added that after 100% of the transactions were reviewed by the state, no mismanagement of funds was found. There were no funds missing. Trustee McKenzie commented and asked if the university was improving the communications to the marketplace as it related to Public Relations, so as to protect ourselves. He added that we needed to be proactive since the \$250 million was the biggest target. Trustee Lewis concurred. Details of the external review are outlined in the Board materials on pages #34 to #38.

Chair Cole asked VP Allen whether or not the findings were now corrected, to which he answered, "Yes". She then added that if the State auditor came in and was looking for these again, that it should be shown that these findings have been cleared. If not, we are going to receive another report stating these as 'repeat findings'. She then stated that we needed to be very strong in showing that these were corrected. A short discussion followed before moving on to the next agenda item.

V. REVIEW OF OUTSTANDING AUDIT ISSUES

Trustee Cole announced the next item on the agenda, the review of outstanding audit issues, and asked President Glover to provide pertinent information related to this agenda item.

President Glover again asked Director Davis to discuss this item as included in the Board Meeting packet. She pointed out that her office prepares a review of all outstanding audit issues which resulted from internal audits. She shared that state law requires a follow-up on any report with findings within 6 months. Following the report recently received by the university, indicates that a follow-up will be due on April 27, 2023. The detail status of the progress and follow-up are outlined on pages #41 to #42 in the Board materials. Chair Cole asked the members of the Board to review the details of this report and be prepared to discuss at the next meeting.

VI. DISCUSSION OF THE AUDIT OFFICE'S EXTERNAL QUALITY ASSESSMENT REVIEW

Trustee Cole announced the next item on the agenda, the discussion of the audit office's external quality assessment review and asked President Glover to provide pertinent information related to

this agenda item. Trustee Cole noted that the pertinent materials are included in the November 17, 2022, Board Meeting packet.

President Glover called on Director Davis to comment on this item. Ms. Davis shared that an external assessment must be completed at least every five years by an independent assessor or having a self-assessment validated by an independent assessor. The last assessment team from KraftCPAs performed the validation of the office’s assessment in 2018, therefore another validation is due in 2023. The self-assessment has begun in preparation for the assessor coming in 2023.

Chair Cole asked if there were any questions. VP Allen took the opportunity to thank his staff for their hard work in making these strides. Chair Cole added her thanks from the Board. Seeing no other questions, Chair Cole thanked Director Davis for her report on this agenda item.

VII. EXECUTIVE SESSION FOR DISCUSSION OF ITEMS DEEMED CONFIDENTIAL UNDER STATE LAW

Chair Cole moved for the Audit Committee to go into Executive Session to discuss items deemed confidential under State law. Trustee Pinnock seconded the motion, which carried unanimously by roll call vote. The committee then transitioned into the Executive Session.

VIII. ADJOURNMENT

There was no further discussion. Trustee Cole moved to adjourn the meeting and the motion was seconded by Trustee Pinnock. The motion carried unanimously by roll call vote. The meeting was adjourned at 12:50 a.m.

**Tennessee State University
Board of Trustees**



**Review and Discussion
of Comptroller's
Report on TSU's
Operations**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 16, 2023

ITEM: Audit Committee Report – Review and Discussion of the
Comptroller’s Report on TSU’s Operations

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The Comptroller’s Report on TSU’s Operations and TSU’s Official Response are attached as Attachments 1 and 2 to the Board materials. President Glover and Board Chair Cole will discuss the details of the report and TSU’s response.

**Tennessee State University
Board of Trustees**



**Discussion of Board
Resolution in
Response to the
Comptroller's
Report on TSU's
Operations**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 16, 2023

ITEM: Audit Committee Report – Discussion of Board Resolution
in Response to the Comptroller’s Report on TSU’s
Operations

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

Board Chair Cole will report on the Board Resolution in Response to the Comptroller’s Report on TSU’s Operations.

BOARD RESOLUTION IN RESPONSE TO COMPTROLLER'S FEBRUARY 2023 REPORT ON TENNESSEE STATE UNIVERSITY'S OPERATIONS

Board Resolution 1 Statement:

As the governing board for Tennessee State University, the TSU Board of Trustees is charged with the fiduciary and governance duty to ensure that TSU operates in fiscally and operationally responsible manner. The TSU Board of Trustees takes seriously the Comptroller's February 2023 Report, including the report's conclusions and policy considerations.

The TSU Board of Trustees hereby resolves to take and direct the following actions to address and correct the issues, conclusions and policy considerations reflected in the Comptroller's February 2023 report:

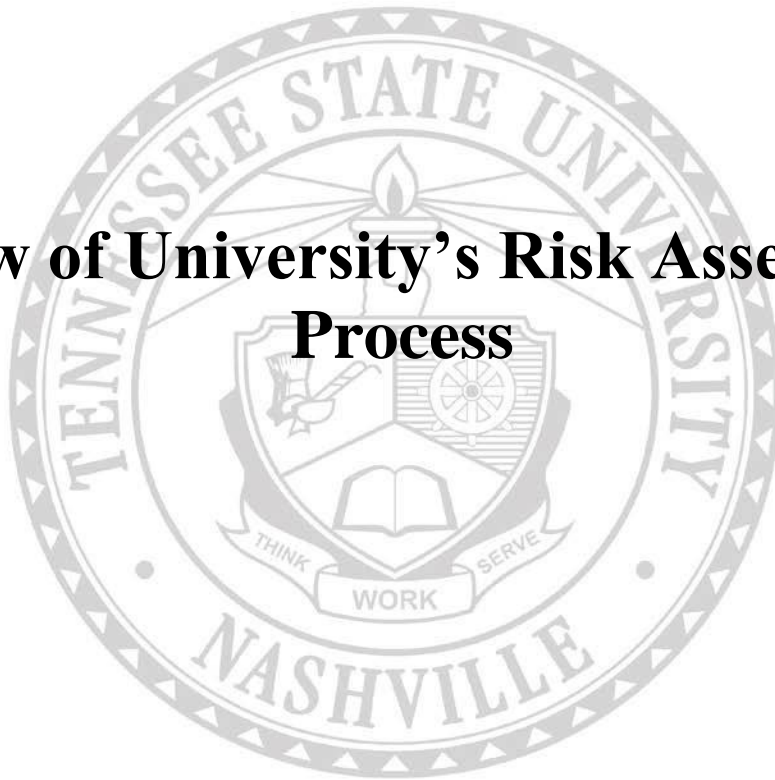
1. The TSU Board of Trustees is committed to actively engaging in an enhanced oversight of TSU's operational and fiscal practices, including working more closely with TSU management in operational and fiscal areas.
2. The TSU Board of Trustees' Executive Committee will examine the Board's current committee structure to ensure the appropriate number and focus of its committees and provide recommendations to the full Board, if warranted.
3. To further strengthen the Board's overall effectiveness, the Board will continue to work with the Association of Governing Boards of Universities and Colleges, including with its self-assessment process, to enhance the Board's operational effectiveness.
4. The TSU Board of Trustees hereby directs the TSU administration to provide an **annual scholarship plan** to the Board and, commencing the Board's June 2023 meeting, present reports at the Board's regular meetings pertaining to the number and value of all scholarships offered and the number of signed scholarship acceptance offers, notwithstanding the fact that a scholarship presentation will be made at the March 2023 meeting. The TSU administration shall ensure that it provides a copy of the annual scholarship plan to the Tennessee Higher Education Commission for the academic years 2023-2024 and 2024-2025.
5. The TSU Board of Trustees directs the TSU management to provide **housing application and enrollment application data** to the Board, commencing at the Board's June 2023 meeting, and thereafter at its March, June, and September Board meetings, notwithstanding the fact that an enrollment data report will be made at the March 2023 meeting. The TSU shall also provide a copy of said housing and enrollment application data to the Tennessee Higher Education Commission for the academic years 2023-2024 and 2024-2025, and to the State Building Commission, upon request.
6. The TSU Board of Trustees directs the TSU management to provide **enrollment classification data** to the Board, commencing at the Board's June 2023 meeting, and

thereafter at its March, June, and September Board meetings, notwithstanding the fact that a scholarship presentation will be made at the March 2023 meeting.

7. The TSU Board of Trustees is committed to ensuring that TSU management has sufficient and appropriate personnel to operate TSU in a productive, effective and efficient manner, and to that end, hereby directs President Glover to conduct a review of personnel, including, but not limited to, organizational structure, performance, and staffing within units, and present a **personnel action plan** to the Board at its June 2023 meeting.
8. The TSU Board of Trustees further directs President Glover to retain, in an expeditious manner, a chief operating officer, a Director of Construction Management or similar titled position, and conduct an in depth review of Enrollment Management operations, including personnel and structure.
9. The TSU Board of Trustees Finance and Budget Committee shall engage in a discussion with TSU Management and assess and evaluate best practices to determine the necessity for a policy governing prior approval of specified financial and budget changes, including scholarships, based on a set threshold amount.
10. The TSU Board of Trustees, in concurrence with the Comptroller's report, shall take all appropriate measures, including having its Board Special Committee on Housing work closely and expeditiously with TSU Management, to add at least two new residence halls to the University's housing inventory.
11. The TSU Board of Trustees hereby directs the TSU Management to provide, for at least the next two fiscal years, a report at each Board meeting addressing the University's practices and responsiveness regarding student related communications, including in the areas of enrollment, housing, and financial aid.
12. The TSU Board of Trustees, through its respective Board Committees, shall monitor and review adherence to directives and matters contained in this Resolution.

**Tennessee State University
Board of Trustees**

**Review of University's Risk Assessment
Process**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 16, 2023

ITEM: Audit Committee Report – Review of University’s Risk Assessment Process

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The Financial Integrity Act of 2010 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.

The University’s risk assessment was provided to the Audit Committee for review in Executive Session during the November 17, 2022, Board meeting.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: March 16, 2023

ITEM: Audit Committee Report – Executive Session. Discussion of
Items Deemed Confidential under State Law

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The Audit Committee will go into Executive Session to discuss items deemed confidential under 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

Thursday, March 16, 2023
11:00 a.m. CST

Tennessee State University
Main Campus – Hankal Hall
3500 John A. Merritt Blvd.
Nashville, TN 37209

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the November 17, 2022, Finance and Budget Committee Meeting Minutes
- IV. Report and Update on Fiscal Year 2023 Institutional Budget
- V. Approval of FY 2024 Compensation Plan-Increase
- VI. Approval of FY 2024 Housing Fee Increase
- VII. Housing Special Committee Report
- VIII. Discussion of Use of Plant Funds
- IX. Finance and Budget Report
- X. Update on Enrollment, Recruitment and Retention
- XI. Approval of FY 24 Scholarship Plan
- XII. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
November 17, 2022,
Finance and Budget
Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 16, 2023

ITEM: Approval of the November 17, 2022, Finance and Budget Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance and Budget Committee, Trustee Richard Lewis

The document reflecting the minutes from the November 17, 2022, Finance and Budget Committee meeting is included in the March 16, 2023, Board materials.

MOTION: To approve the minutes from the Board of Trustees' November 17, 2022, Finance and Budget Committee meeting, as contained in the Board materials for the Board's March 16, 2023, meeting.

**Tennessee State University Board of Trustees
Finance and Budget Committee Meeting
November 17, 2022
Tennessee State University, Electronic**

MINUTES

Committee Members Present: Trustees Richard Lewis and Andre Johnson.

Other Board Members Present: Trustees Deborah Cole, Van Pinnock, Obie McKenzie, Joseph Walker, III, and Shawn Wimberly, Jr.

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Robbie Melton, Interim Provost and Vice President for Academic Affairs; Douglas Allen, Vice President for Finance and Budget; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Associate Vice President of Student Affairs; Dr. Quincy Quick, Interim Associate Vice President of Research & Sponsored Programs; Terrence Izzard, Associate Vice President of Enrollment Management; Adrian Davis, Director of Internal Audit; and Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees.

I. CALL TO ORDER

Trustee Lewis called the meeting to order at 9:18 a.m. CST on November 17, 2022. Trustee Lewis moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to travel issues. He noted there is important action to be conducted by the Finance and Budget Committee, including the institutional budget, and participation without the physical presence of a quorum by the Committee meeting is necessary to address these important items. Trustee Andre Johnson seconded and the motion carried unanimously by roll call vote.

II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called roll at the Committee chair's request. Present: Trustees Richard Lewis and Andre Johnson. A quorum was established.

III. APPROVAL OF THE SEPTEMBER 15, 2022, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Lewis moved to recommend to the full Board the approval of the minutes from the September 15, 2022, Finance and Budget Committee meeting, as contained in the November 17, 2022, Board materials. Trustee A. Johnson seconded the motion, which carried unanimously by roll call vote.

IV. APPROVAL OF FISCAL YEAR 2023 INSTITUTIONAL REVISED BUDGET

Chair Lewis introduced the next agenda item as the approval of the Fiscal Year 2023 Institutional Revised Budget. Chair Lewis called upon Dr. Glover who called on Vice President Allen to provide information on this item. VP Allen directed the Committee to page 59 of the Board materials and led the Committee through the revised budget figures. VP Allen noted that the growth in TSU's enrollment has improved and increased the University's budget.

Trustee Cole asked for clarifications on scholarship funding and VP Allen replied that the scholarship information is for the fiscal year, and in future years, the University will likely award approximately the same amount of money in institutional scholarships while providing scholarships to more students but in smaller amounts per student.

Trustee Pinnock asked about uncollectable tuition. VP Allen clarified that bad debt is recorded as a reduction in tuition and fees.

Trustee Cole asked for an explanation of unexpended plant funds. VP Allen compared TSU's unexpended plant funds to a for profit organization's profits. Trustee Cole then congratulated VP Allen and Dr. Glover on how they handled themselves at the recent Ad Hoc hearing. VP Allen thanked the Cabinet members for their help.

Trustee B. Johnson asked for the overload in adjunct costs and VP Allen provided the information.

Trustee A. Johnson asked how TSU's institutional scholarship funds compare to other universities and VP Allen stated that they are a little low compared to other universities. Dr. Glover stated that she has adjusted to the fact that TSU receives no praise for enrollment growth and clarified that TSU did not offer scholarships to any individuals not qualified to receive a scholarship.

Trustee Pinnock asked about scholarship money related to the CARES Act. VP Allen confirmed that the CARES Act funds go away after May of 2023. VP Allen stated that we will use our partners to help offset future scholarships. Dr. Glover added that scholarships will be distributed more strategically in the future. Trustee Wimberly asked if the CARES Act factored into TSU having less institutional scholarship money. VP Allen said that it is only a factor.

Trustee Cole commented that she previously spoke with a student who had a misunderstanding about last dollar scholarships. VP Allen noted that the scholarship award letters are clear that the awards are last dollar but the Institution can improve communication in this area.

Trustee B. Johnson clarified that last dollar scholarships do not provide refunds to students but that they do provide students with a total cost of zero. Trustee Walker asked for information to pass on about what the University's policies say on these matters.

Dr. Glover noted that the ACT will be required for incoming students this fall.

VP Allen added that simplification and communication are the goals and then directed the Committee to the unexpended plant fund transfer detailed in the Board materials and explained its relationship to the hotel costs. Dr. Glover clarified that she signed the hotel leases but that Student Affairs selected the hotels and rates and said that Brent Dukhie did a great job securing the rates.

VP Allen added that the Nashville has the second highest hotel rates per night in the country so it was a difficult feat securing the good rates TSU received. Also, TSU secured hot breakfasts and laundry services for the students as part of the rates. Secretary Pendleton added that TSU's rates were comparable to UT's hotel rate in Knoxville, a much less expensive city, and that TSU's leases were approved by the SBC and TSSBA. The SBC even noted that TSU was receiving a good rate.

Chair Lewis noted that the Committee had gone off track and asked if there is money in the reserve account. VP Allen confirmed that there is. Chair Lewis then moved to recommend to the full Board the approval of the Fiscal Year 2023 Institutional Revised Budget. Trustee A. Johnson seconded the motion, which carried unanimously by roll call vote. Chair Lewis then said that there were some things he did not appreciate regarding some of the Comptroller's inquiries and thanked Dr. Glover, VP Allen and Chair Cole on their magnanimous job representing the Institution.

V. APPROVAL OF BANK RECONCILIATION POLICY

In the interest of time, Chair Lewis introduced the next agenda item as previous item VII, the approval of the revised Bank Reconciliation Policy. Chair Lewis called upon Dr. Glover who called on VP Allen to provide information on this item. VP Allen noted the differences between the updated Bank Reconciliation Policy from the original.

Chair Lewis then moved to recommend to the full Board the approval of the Bank Reconciliation Policy. Trustee A. Johnson seconded the motion. Trustee B. Johnson added concerns about the language of the new policy and VP Allen agreed to change the language to provide reconciliations within 30 days. Trustee Cole commented on reconciliation statements and noted that the University is living up to its policies. Chair Lewis asked if bank statements come through the mail and VP Allen confirmed that they do but the Institution is working on that.

The motion was made by Chair Lewis that the policy be amended as stated to include that bank reconciliation be prepared and completed within 30 days. The motion carried unanimously by roll call vote. Trustee A. Johnson seconded. Chair Lewis then moved to recommend to the full Board the approval of the Bank Reconciliation Policy as amended which passed unanimously with a roll call vote.

VI. CAPITAL PLANNING AND FACILITIES UPDATE

Chair Lewis then presented the capital planning and facilities update as the next item on the agenda. This is an informational item and no vote is required. President Glover asked VP Allen to provide this update.

VP Allen directed the Committee to page 73 of the Board materials and highlighted some campus projects including progress toward a new residence hall and deferred maintenance projects. Trustee B. Johnson asked when the Governor's \$250M would be released to the University. VP Allen noted that funds were granted for the deferred maintenance projects. For the \$250M, we have to go through the same TBR process as for any other project before we can receive those funds.

Trustee McKenzie asked if the Student Housing Committee is superseded by JLL who will be performing the deferred maintenance projects. Dr. Glover stated that the parties will need to work together.

Secretary Pendleton introduced the Music City Baseball group to describe their evaluation of TSU property as a potential site for a baseball stadium and related developments. Dave Stewart, Ed Henley, Eddie Hamilton, and John Loar were present. Dave Stewart explained MCB's efforts to bring major league baseball to Nashville and to increase diversity in baseball, including Black ownership of a MLB team. Expansion is forecasted to take four years and Nashville is a prime

location. The team would be named the Nashville Stars after a former Negro League team that played in Nashville. Trustee Cole congratulated Mr. Stewart on his career, Trustee B. Johnson noted that he has Mr. Stewart's baseball card. Trustee McKenzie asked if TSU could participate in the media rights if a team was located on its campus. Ed Henley answered that those rights are negotiable and flow through the operators. Secretary Pendleton added that any pursuit of this project would need to go through the SBC, TSSBA, and other State approvals. Chair Cole asked that a final decision regarding this project come back before this Board. Trustee McKenzie directed TSU to insert itself into the money conversation.

Mr. Henley continued to present that his group is first performing an assessment on the property to determine environmental impacts on the land. Assessment expenses are covered by MCB and the findings will be shared with the University.

Secretary Pendleton acknowledged that Alberto Gonzales who heads MCB, is dean of the Belmont University law school and former Attorney General of the United States.

Chair Lewis encouraged the University to move forward with the assessment. Secretary Pendleton stated that the University is ready to move forward. Trustee Wimberly acknowledged that we are in the middle of Black renaissance and this a good opportunity to put on our future hats. Trustee Pinnock stated that it is the Board's responsibility to determine who they want to be and what does that look like. It can include baseball but the Board needs to make that determination. Trustee Cole stated that Board is giving authority to the President or her designee to sign the documents needed for this project. Dr. Glover stated that we are close to presenting new master plan information.

Dr. B. Johnson framed a motion that permission be given to the President to proceed with conducting a site evaluation for the riverfront property. Trustee Lewis made the motion and Trustee A. Johnson seconded. The motion passed unanimously by rollcall vote.

VI. HOUSING SPECIAL COMMITTEE REPORT

Chair Lewis introduced the next agenda item as the Housing Special Committee report. This is an informational item and no vote was required. President Glover asked Dean Stevenson to provide this update.

Dean Stevenson described the first meeting of the Housing Special Committee and its long term goals related to adding residence halls and renovating current housing. Attrition and graduation will allow TSU to reduce its hotel overflow housing from five hotels to two hotels this spring. TSU will also be adding the Jefferson Flats apartment complex in the spring for over 60 beds. There is also a plan to partner with community landlords to give students the housing options to lease their own apartment.

Housing application deadlines have been moved up and the waitlist is being closed earlier. TSU is being very intentional in managing housing inventory and communicating to students. TSU does not like to house students in hotels and it is only a stopgap. TSU students do not have access to affordable market housing in Nashville, and it is not appropriate to compare Nashville to Knoxville, Memphis, and Clarksville. The university anticipates that it will still need a couple of hotels next year.

Dr. Glover added that housing is not guaranteed; it is a different application process. However, we will not take housing away from a student once they have been placed. Dean Stevenson added that TSU is housing close to 80% of its undergraduates which is an exceptionally high percentage in this country.

Trustee Pinnock thanked Chair Cole for creating the Housing Special Committee. Trustee McKenzie clarified the cost of the hotels per student and asked how that compares to the cost of living in Nashville. Trustee A. Johnson noted that TSU's costs also include security, transportation, and food services. Dean Stevenson remarked that housing students in hotels is the most expensive option. \$3200-\$4500 per semester is what students are paying per semester, which is not a full year. Trustee Wimberly appreciated that students who did not have housing were eventually provided housing by the University and asked that communication be improved related to spring housing. Dean Stevenson said that students in the three hotels going offline have been sent letters letting them know they would be moved to the campus in the spring and asked if they needed help storing their property over the holiday.

Trustee B. Johnson remarked that TSU also needs housing for graduate students, staff and faculty. Dean Stevenson stated that Jefferson Flats would convert to graduate and non-traditional student housing in the fall of 2023. Trustee A. Johnson asked about the State approval process for leases and Dean Stevenson described the process.

Dr. Glover is going to make sure the letter to students living in the three hotels going offline will go out again today. Trustee B. Johnson asked how quickly we can provide students with their next room assignment. Dean Stevenson said that can't happen until after the end of the current semester. The first assignments will go out after graduation, then additional assignments after grades are issued, and so on. Trustee Cole asked that a deadline for room assignments be added to the letter.

Trustee McKenzie asked about the State's pushback on modular housing and suggested TSU use the alternative term "engineered housing." President Glover reported that the State did not approve of

shipping container homes as an appropriate look for a flagship HBCU institution such as TSU. Dean Stevenson thinks the Housing Special Committee can dig into the possibility of adding engineered homes on campus for student housing.

VIII. UPDATE ON CARES ACT FUNDING

Chair Lewis announced that the update on CARES Act funding agenda item will be deferred until the next Committee meeting.

IX. FINANCE AND BUDGET REPORT

Trustee Lewis introduced the Finance and Budget Report agenda item and asked President Glover or her designee to provide pertinent information related to the agenda item. Dr. Glover called on VP Allen to make this report. This is an informational item and no vote was required.

VP Allen presented a brief presentation by referring the Committee to page 107 of the Board documents for a summary of the state of the University budget.

X. UPDATE ON ENROLLMENT, RECRUITMENT AND RETENTION

Chair Lewis moved on to the update on enrollment, recruitment and retention agenda item and asked Dr. Glover to provide pertinent information related to this agenda item. This is an information item so no vote was required.

Dr. Glover called upon Terrence Izzard to provide the update. Mr. Izzard shared updates on fall enrollment and referred the Committee to page 112 of the Board materials, acknowledging that the numbers are a result of the Board's feedback on strategic planning. The fall 2022 enrollment is the highest in the history of the University. The University is working hard to make sure the new students return the next semester.

Mr. Izzard then referred the committee to page 113 of the Board materials for information on retention efforts and noted new programming targeting specifically for freshman students as outlined on page 114 of the Board materials.

Chair Cole congratulated Mr. Izzard on his successes in increasing enrollment at TSU. Trustee B. Johnson said that he has received a lot of questions about the advising process for the spring semester and had heard that there has been a shift to a modified self-advising process for freshmen. Mr. Izzard clarified that freshmen with less than 30 credit hours are assigned an advisor who actually enrolls the student in their courses for their first semester. After that, students are trained in the Banner system and enroll in their courses in a proctored and monitored setting.

Trustee Lewis suggested that the new customer service department be changed to the customer service and communications department to improve communications to faculty about the campus processes.

XII. REPORT ON INSTITUTIONAL DEVELOPMENT

Trustee Lewis introduced the Report on Institutional Development agenda item and asked President Glover or her designee to provide pertinent information related to the agenda item. Dr. Glover called on Lolita Toney to make this report. This is an informational item and no vote was required.

Ms. Toney pointed the Committee to pages 121-122 in the Board materials for the University's development strategy including aggressive fundraising and providing appropriate reporting to supporters. Institutional Development intends to hire their entire team by the end of the fiscal year.

Trustee Pinnock asked for more information about the office's staff. Ms. Toney explained they have already hired an Office Manager, Director of Annual and Alumni Giving, and Director of Corporate Giving, and will hire a Director of Donor Relations of Stewardship and a Director of Major Gifts and Planned Giving. Trustee Pinnock asked what system they are using and Ms. Toney said her goal is to have a system in place by the end of the fiscal year. Trustee Pinnock asked if there is a fundraising goal and Ms. Toney replied that the goal is over \$8M.

Trustee B. Johnson asked about her work with college Deans and whether targets would be set for them. Ms. Toney said that she will work with the Deans and on the targets.

Trustee Lewis asked Ms. Toney how much money has been raised in the last 90 days. Jamie Isabel replied that the University has raised about \$1M less than this time last year but expects to catch up by Christmas.

Dr. Glover asked Ms. Toney to explain the comprehensive plan. Ms. Toney stated that she is working on a plan to raise \$50M over three years.

XIII. ADJOURNMENT

Trustee Lewis asked if there was any additional business. Seeing none, he made a motion to adjourn. Trustee A. Johnson seconded the motion as recorded. The meeting was adjourned at 11:44 p.m. CDT.

**Tennessee State University
Board of Trustees**



**Report and Update on
Fiscal Year 2023
Institutional Budget**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: March 16, 2023

ITEM: Report and Update on Fiscal Year 2023 Institutional Budget

RECOMMENDED ACTION: Information

PRESENTED BY: Chair of Finance and Budget Committee, Trustee
Richard Lewis

Background Information:

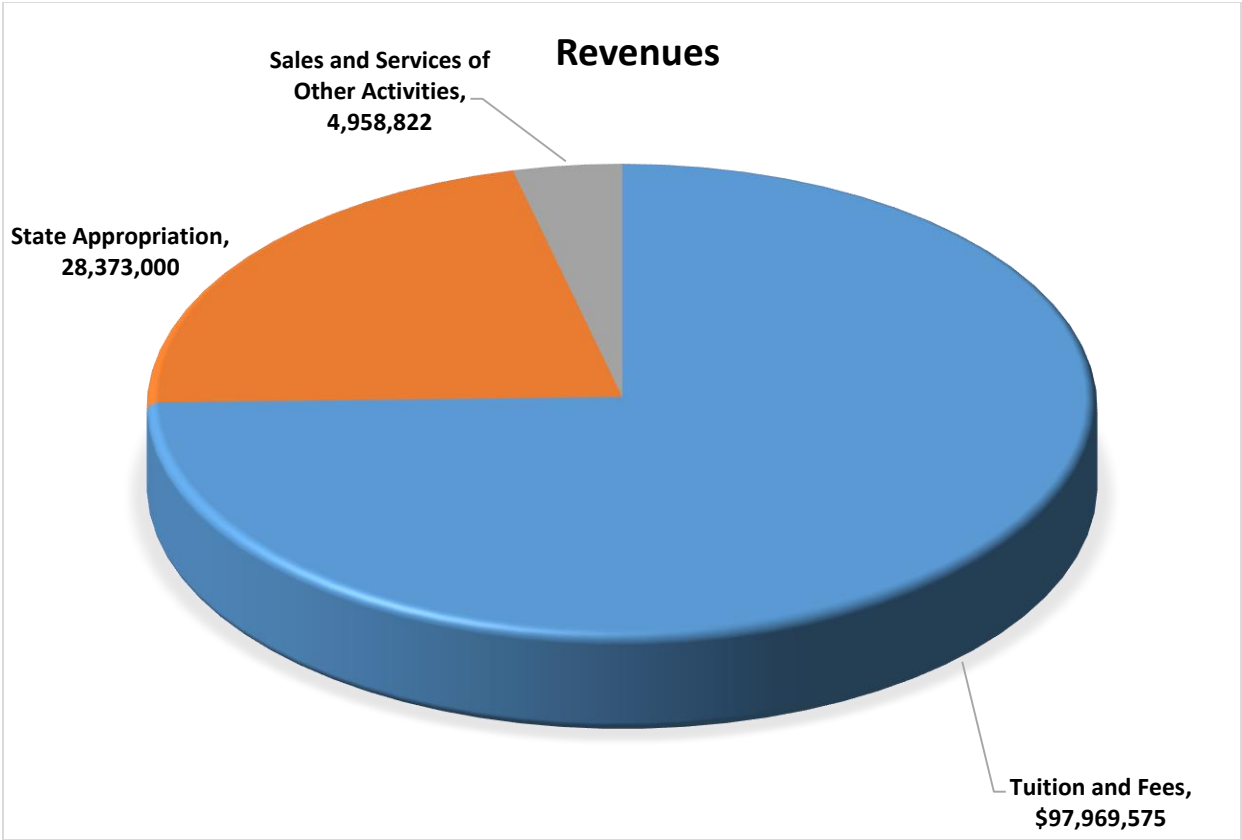
TSU Policy 4:01:00:00 (*Budget Control*) recognizes budgeting as the process whereby the plans of the University are translated into an itemized, authorized, and systematic plan of operation, expressed in dollars, for a given period. This policy also recognizes that a budget is a plan and that circumstances may necessitate revisions or changes to the original plan from time to time. To that end, the University submits three detailed budgets for approval each fiscal year.

Under Board 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 *Revised Budget* is prepared in the fall of each year and is normally submitted to the Board for approval at the Winter Board meeting.

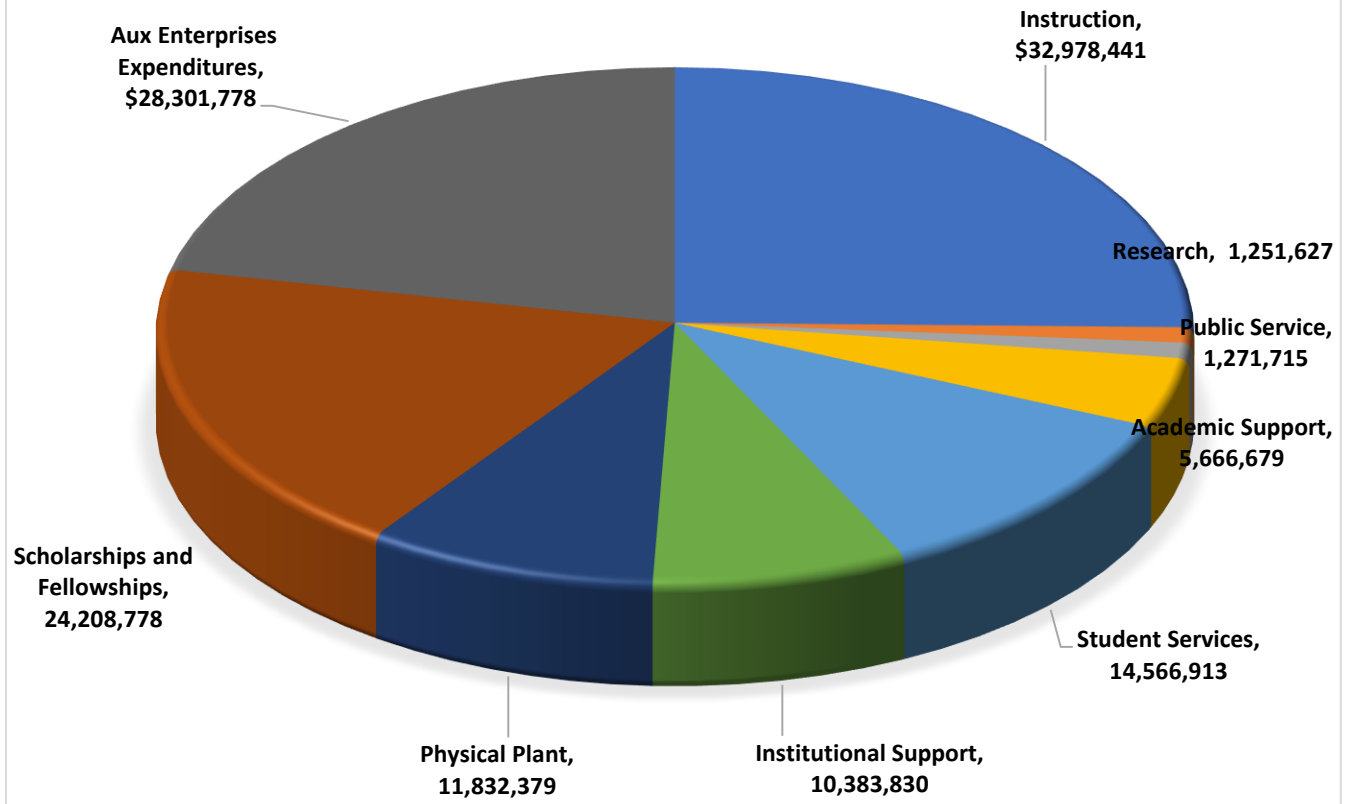
The final budget submitted for each fiscal year is the *Estimated Budget*. It includes final adjustments to the current year budget and is the budget against which final year-end actual amounts are compared. It is prepared, submitted, and considered by the Board at the same time as the *Proposed Budget*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

Tennessee State University
Statements of Revenues, Expenditures and Transfers - Budget and Actual
Fiscal Year to Date as of January 31, 2023

					FY2022
					ACTUAL
REVENUES:					
Education and General					
Tuition and Fees	\$ 99,224,700	\$ 97,969,575	\$ 1,255,125	98.74%	\$ 80,977,943
State Appropriation	47,420,000	28,373,000	19,047,000	59.83%	45,082,810
		-	2,500,000	0.00%	3,676,732
REVENUES:					
Education and General					
Tuition and Fees	-	-	33,000	0.00%	5,286
State Appropriation	-	-	47,000	0.00%	57,279
Federal Grants and Contracts	-	-	-	0.00%	-
State Grants and Contracts	-	-	64,300	0.00%	57,058
Private Grants and Contracts	-	4,958,822	2,994,578	62.35%	5,176,535
		-	790,000	0.00%	(116,119)
		\$ 131,301,397	\$ 26,731,003	83.09%	\$ 134,917,524
REVENUES:					
		\$ 47,223,372	\$ (6,488,172)	115.93%	\$ 30,584,452
TOTAL REVENUES:					
	\$ 198,767,600	\$ 178,524,769	\$ 20,242,831	89.82%	\$ 165,501,976
EXPENDITURES:					
Education and General					
Instruction	\$ 69,749,600	\$ 32,978,441	\$ 36,771,159	47.28%	\$ 52,840,752
Research	2,606,200	1,251,627	1,354,573	48.02%	1,446,038
Public Service	2,122,900	1,271,715	851,185	59.90%	2,318,412
Academic Support	11,276,700	5,666,679	5,610,021	50.25%	9,150,320
Student Services	23,747,900	14,566,913	9,180,987	61.34%	19,778,944
Institutional Support	23,777,500	10,383,830	13,393,670	43.67%	13,608,454
Physical Plant	19,170,200	11,832,379	7,337,821	61.72%	16,088,464
Scholarships and Fellowships	28,349,000	24,208,778	4,140,222	85.40%	8,597,445
Total Education and General	\$ 180,800,000	\$ 102,160,360	\$ 78,639,640	56.50%	\$ 123,828,829
Sales/Svs Aux Enterprises					
Aux Enterprises Expenditures	\$ 26,080,300	\$ 28,301,778	\$ (2,221,478)	108.52%	\$ 24,651,646
TOTAL EXPENDITURES:					
	\$ 206,880,300	\$ 130,462,139	\$ 76,418,161	63.06%	\$ 148,480,475
EXCESS (DEFICIENCY) OF REVENUES					
OVER (UNDER) EXPENDITURES					
	\$ (8,112,700)	\$ 48,062,631	\$ (56,175,331)	-592.44%	\$ 17,021,501
TRANSFERS:					
Education and General					
Mandatory Transfers	\$ 2,292,900	\$ (57,639)	\$ 2,350,539	-2.51%	\$ 2,352,188
Nonmandatory Transfers	(15,420,900)	-	(15,420,900)	0.00%	-
Total Education and General	(13,128,000)	(57,639)	(13,070,361)	0.44%	2,352,188
Aux Enterprises					
Mandatory Transfers	\$ 1,316,800	\$ (141,342)	\$ 1,458,142	-10.73%	\$ 1,342,645
Nonmandatory Transfers	(3,762,400)	-	(3,762,400)	0.00%	1,078,523
Total Auxiliary Enterprise	(2,445,600)	(141,342)	(2,304,258)	5.78%	2,421,168
Total Transfers					
	\$ (15,573,600)	\$ (198,981)	\$ (15,374,619)	1.28%	\$ 4,773,356



Expenditures



**Tennessee State University
Board of Trustees**



**Approval of FY 2024
Compensation Plan-
Increase**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
ACTION ITEM

DATE: March 16, 2023

ITEM: Approval of the FY 2024 Compensation Plan-Increase

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance and Budget Committee, Trustee
Richard Lewis

The purpose of this agenda item is to consider approval of the University's compensation plan for Fiscal Year 2023-2024.

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 proposed compensation plan salary adjustment for FY 24 reflects a 5.5% for all eligible employees. The proposed plan also includes up to an additional 3.0% performance based salary pool for all full-time faculty effective July 1, 2023. 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: Salary increases will be effective July 1, 2023, for fiscal-year employees; August 1, 2023, for modified-year employees; and September 1, 2023 (the beginning pay cycle), for nine-month faculty.

MOTION: To approve the Institution’s Fiscal Year 2023-24 Compensation Plan, which provides a 5.5% across the board increase for faculty and staff and a 3.0% performance salary pool for full-time faculty only, as contained in the Board materials for the Board’s March 16, 2023, board meeting.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 16, 2023

ITEM: Approval of the Fiscal Year 2023-24
Housing Fee Increase

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance and Budget Committee, Trustee
Richard Lewis

The purpose of this agenda item is to request approval for the proposed FY2023-24 non-mandatory fee increase of 2.41 percent for Housing.

Background Information: TSU 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. Mandatory fee recommendations are 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 or June 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.

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 2023

MOTION: To approve the Fiscal Year 2023-24 Non-mandatory Fee Increase of 2.41 percent for housing, as contained in the Board materials for the Board’s March 16, 2023, meeting.

Tennessee State University

Board of Trustees



**Housing
Special Committee
Report**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: March 16, 2023
ITEM: Housing Special Committee Report
RECOMMENDED ACTION: None
PRESENTED BY: Chair of Finance and Budget Committee, Trustee Richard Lewis

The President and/or designee will report on matters related to this agenda item.

Tennessee State University

Board of Trustees



**Discussion of Use of
Plant Funds**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: March 16, 2023

ITEM: Discussion of Use of Plant Funds

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Finance and Budget Committee, Trustee Richard Lewis

The President and/or designee will report on matters related to this agenda item.

Tennessee State University

Board of Trustees



**Finance and Budget
Report**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: March 16, 2023
ITEM: Finance and Budget Report
RECOMMENDED ACTION: None
PRESENTED BY: Chair of Finance and Budget Committee, Trustee Richard Lewis

The President and/or designee will report on matters related to this agenda item.

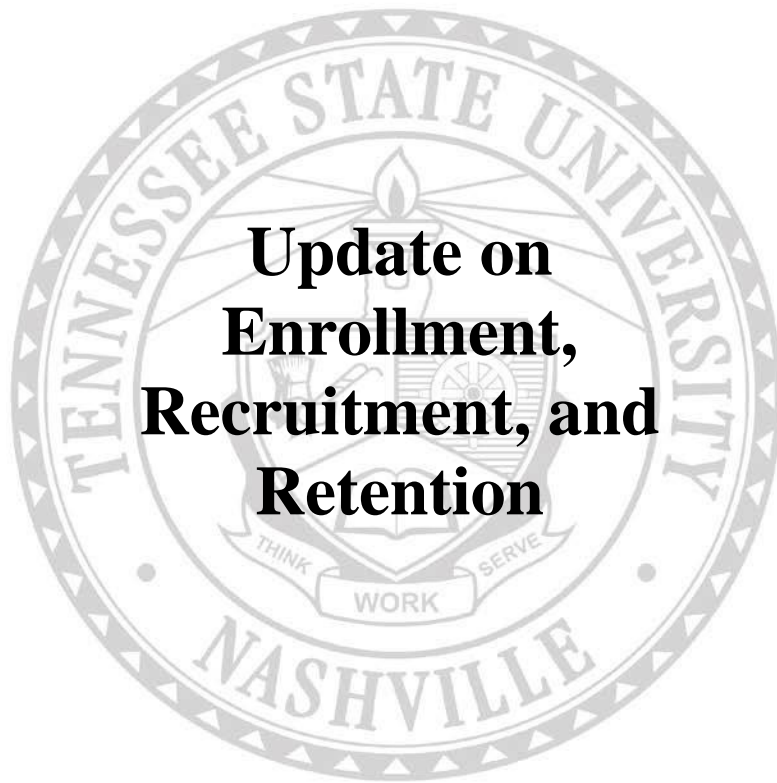
FINANCIAL MANAGEMENT TIMELINE

Date	Action	Responsible Party	Status
March 1, 2023	1) To ensure processes are in place to record significant transactions and perform complete and timely bank reconciliations.	VP Allen	Complete as addressed for the FY2021 audit. The Board of Regents approved a revised bank reconciliation policy during the November 2022 board meeting. Bank reconciliations are compiled and reviewed monthly.
March 1, 2023	2) To ensure controls are in place that will result in timely and accurate financial reporting.	VP Allen	Complete as addressed for the FY2021 audit. Financial reporting is an on-going process. We are reviewing all policies and procedures to ensure they align with the internal control structure. A draft financial and accounting policies and procedures manual is in progress with an expected implementation date of July 1, 2023.
March 1, 2023	3) To ensure adequate collection procedures for accounts receivable. Management has revised the procedures for collections and write-offs of accounts receivable. Management has submitted a list of write-offs in March 2023.	VP Allen	Complete as addressed for the FY2021 audit. This process is on-going.
June 1, 2023	Plant fund Transfers & Approval Process. Review and approval process for year-end plant fund transfers. The board approves transfers in June and again in November during the regular budget cycle.	VP Allen	The authority was delegated to the President to approve transfers. This process is consistent amongst the Local Governing Institutions.

June 1, 2023	The University budget process begins in February of each year. The board approves the estimated and proposed operating budgets during the June board meeting. The proposed budget is submitted to the board for approval in November of each year.	VP Allen, AVP White	The FY 2023/24 budget is in process. Estimated and proposed budgets are submitted for approval in June and the proposed budget is submitted for review and approval in November.
April 1, 2023	TSU submitted a request in November 2022 to the State Building Commission for two new residence halls to house 1,000 students and the request was pulled from the agenda without an explanation. We are requesting this request be added to the agenda for April 2023.	VP Allen, Dean Stevenson, and Dr. Johnson	Request made to the Tennessee Board of Regents.
October 20, 2022 and January 19, 2023	To align the institutional scholarships and funding for academic excellence.	VP Allen and AVP Izzard	Budget reviewed for academic scholarships
June 30, 2023	Master Plan to include facilities, infrastructure, and deferred maintenance.	Dr. Johnson and VP Allen	We expect to present the first six buildings in June 2023.
May 1, 2023	Management is hiring an engineer and an architect. To complete separation from the Tennessee Board of Regents to conduct on our capital outlay projects.	VP Allen and Hiring Committee	Interviews in process beginning March 17, 2023. Plan to have positions filled by May 1, 2023.
March 1, 2023	Lease two hotels for the FY2023/24 academic year. Projected net cost \$2,624,500. Auxiliary reserves. Request to submit	Dean Stevenson and VP Allen	Requesting board approval to proceed.
June 2022 (Board approved). On-going as projects are approved	(\$250M) Infrastructure Plan. The board approved the funding at the June 2022 board meeting.	Dr. Curtis Johnson and VP Allen	There are currently 12 projects totaling \$195.8M. The first project was submitted in June 2022.
September 30, 2023	Management is working with Regions bank to increase the number of vendors on ACH or direct payments.	VP Allen, AVP White, Controller Jay Turney	In progress

Tennessee State University

Board of Trustees



TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: March 16, 2023

ITEM: Update on Enrollment, Recruitment, and Retention

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Finance and Budget Committee, Trustee Richard Lewis

The President and/or designee will report on matters related to this agenda item.



Review of Spring 2023 Enrollment and Students Eligible to Register for Fall 2023

Spring 2023 Enrollment as of March 14, 2023	7245
Students with Financial Hardship	1110
Excluding Estimated Spring (551) and Summer 2023 (300) Graduates	851
Estimated Suspension	181
Estimated Attrition	217
Eligible to Register for Fall 2023 as of March 14, 2023	4886

Fall 2023 Projected Enrollment

UNDERGRADUATE	Total
New First-Time Freshmen	1500
New Transfers	348
Returning Advanced Freshmen	224
Sophomores	2296
Juniors	1115
Seniors	1251
Total Undergraduate	6734
GRADUATE	Total
Graduate Certificate	106
Masters	843
Ed Specialist	29
Doctoral	332
Non Degree	227
Total Graduate	1766
Total Projected Enrollment	8500



Freshman Fall to Fall Retention Analysis

Classification	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022
All First-Time Full-Time Freshmen	64%	64%	64%	52%	60%
Male	63%	62%	60%	52%	55%
Female	64%	64%	66%	52%	63%
Black	64%	64%	65%	52%	61%
White	59%	56%	53%	38%	62%
Other	57%	61%	54%	56%	54%

Source: Office of Institutional Research Fact Book

As noted in the chart above, the freshman retention rate remained stable for three consecutive years prior to the COVID-19 pandemic. We are pleased to see the impact of new retention efforts and programming implemented in Fall 2021, which have improved our retention outcomes and increased our retention rate by 8% for Fall 2022.

Retention continues to be a campuswide priority with several new student-centered initiatives across all divisions, including Academic Affairs, Student Affairs, Enrollment Management, Business and Finance, and Auxiliary Services. In alignment with our five-year University Strategic Plan, we remain focused and committed to continuous improvement as we move toward our target retention rate of 78% by year five (2025).

Fall 2023 Enrollment Challenges

New Students

- Securing adequate funding for school with limited family resources.
- Financial Aid eligibility. (Understanding how to navigate the FAFSA process to qualify for loans, Pell, Hope, SEOG, work study, and private dollar awards.
- Limited knowledge of the enrollment process as first-generation college students.
- Coping with the adverse family effects of the COVID-19 pandemic.
- Recovering from learning loss due to two years of online learning in high school.
- The standardized test requirement presents a barrier for some students who are academically talented.

Returning Students

- Outstanding balances.
- Limited funds for scholarships.

- Poor academic performance leading academic probation or suspension.
- Mental health challenges being away from home during these difficult times.
- Balancing work and class and an upperclassman to help finance their own college education.



Fall 2022 Enrollment Information

Fall 2022 Enrollment by Classification

Classification	Count
Freshman	4,220
Sophomore	1,055
Junior	863
Senior	1,208
Non-Degree UG	332
Graduate	1,544
Total	9,218

Fall 2022 Enrollment by Gender

Fall 2022 Enrollment by Gender	
Female	66%
Male	34%
Total	100%

Fall 2022 Enrollment by Residency

Fall 2022 Enrollment by Residency	
In state	50.3%
Out of State	49.7%
Total	100%

Fall 2023 Application Information

Total Intent to Enroll Conversion Comparison End of Enrollment Cycle Fall 2021 and Fall 2022

	Number of New Students who completed the Intent to Enroll Form	Number of Intent to Enroll Students who converted to Enrollees	Percentage
Fall 2022	4416	3462	78%
Fall 2021	2464	1873	76%

Intent to Enroll Comparison as of March 13, 2023

	Number of New who Students Complete Intent to Enroll Form
Fall 2023	1196
Fall 2022	1664

Five Year Application Comparison as of March 13, 2023

	Fall 2023	Fall 2022	Fall 2021	Fall 2020	Fall 2019
Admitted	9989	10327	3,334	3,236	3,673
Denied	1115	495	286	436	330
Total Completed Applications	11419	10822	3,620	3,672	4,003

**Tennessee State University
Board of Trustees**



**Approval of FY 2024
Scholarship Plan**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
ACTION ITEM

DATE: March 16, 2023

ITEM: Approval of the FY 2024 Scholarship Plan

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance and Budget Committee, Trustee
Richard Lewis

The purpose of this agenda item is to consider approval of the FY 24 Scholarship Plan.

MOTION: To approve the FY 24 Scholarship Plan, as contained in the Board materials for the Board's March 16, 2023, meet



	Award Amount	GPA	ACT	In State	Out of State	Total Offers	Total Budget	Offer Date	Offer Deadline	Offers Sent YTD	Offers Confirmed YTD	Remaining Budget YTD*
TIER ONE AWARDS												
Presidential Scholarship (Instate)	\$18,630.00	Minimum of 3.5	28-36	20		20	\$ 372,600.00	3/20/23	4/7/23	0	0	\$ 372,600.00
Presidential Excellence Award (Out of State)	\$24,630.00	Minimum of 3.5	28-36		5	5	\$ 123,150.00	3/20/23	4/7/23	0	0	\$ 123,150.00
Trustee Scholarship (Instate)	\$16,630.00	Minimum of 3.3	26-27 or Higher	10		10	\$ 166,300.00	3/20/23	4/7/23	0	0	\$ 166,300.00
Trustee Excellence Award (Out of State)	\$22,630.00	Minimum of 3.3	26-27 or Higher		5	5	\$ 113,150.00	3/20/23	4/7/23	0	0	\$ 113,150.00
Academic Merit Scholarship (Instate)	\$15,630.00	Minimum of 3.3	24-25 or Higher	5		5	\$ 78,150.00	3/20/23	4/7/23	0	0	\$ 78,150.00
Academic Excellence Award (Out of State)	\$21,630.00	Minimum of 3.3	24-25 or Higher		5	5	\$ 108,150.00	3/20/23	4/7/23	0	0	\$ 108,150.00
Subtotal							\$ 961,500.00					\$ 961,500.00
TIER TWO AWARDS												
Big Blue Scholarship	\$3,500.00	3.0 - 3.2 or Higher	19-23 or Higher	465	75	540	\$ 1,890,000.00	3/20/23	4/7/23	0	0	\$ 1,890,000.00
Future Tiger Transfer Scholarship	\$2,000.00	Minimum of 3.0	NA	150	25	175	\$ 350,000.00	3/20/23	4/7/23	0	0	\$ 350,000.00
Subtotal							\$ 2,240,000.00					\$ 2,240,000.00
SPECIAL PROGRAMS AWARDS**												
Levi Watkins Accelerated Medical Scholars	\$24,630.00	Minimum of 3.5	28-36		24	24	\$ 591,120.00	3/20/23	4/7/2	0	0	\$ 591,120.00
5000 Role Models Opportunity Scholars	\$24,630.00	Minimum of 3.2	20 or Higher		12	12	\$ 295,560.00	3/20/23	4/7/23	0	0	\$ 295,560.00
MNPS Trailblazing Opportunity Scholars	\$9,000.00	Minimum of 3.2	20 or Higher	100		100	\$ 900,000.00	3/20/23	4/7/23	0	0	\$ 900,000.00
Subtotal		Minimum of 3.2	20 or Higher				\$ 1,786,680.00					\$ 1,786,680.00
GRAND TOTAL				750	151	901	\$ 4,988,180.00					\$ 4,988,180.00

* The funding Source for all Academic Merit Scholarships is Institutional Funds

** Does not included Band and Athletics

ENROLLMENT MANAGEMENT TIMELINE

Date	Action	Responsible Party	Status
September 15, 2022	Early Action Admissions Deadline	Dr. Verontae Deams Office of Admissions Team	Complete
October 20, 2022	Proposed Scholarship Budget included in preliminary 2023-2024 Budget	VP Doug Allen	Complete
October 20, 2022	Scholarship Programs Budget Planning and Strategy Meeting with the Division of Business and Finance	VP Doug Allen and Scholarship Budget Managers	Complete
November 1, 2022	Priority Admissions Deadline	Dr. Verontae Deams Office of Admissions Team	Complete
November 18, 2022	Fall Admitted Students Day for Early Action Students	Office of Enrollment	Complete
December 15, 2022	Regular Admissions Deadline	Dr. Verontae Deams Office of Admissions Team	Complete
December 16, 2022	Launch on new Admissions Pro CRM	AVP Terrence Izzard	Complete
January 17, 2023	Go Live date with new Enrollment Contact Center/Phone System	AVP Terrence Izzard	Complete
January 19, 2023	Scholarship Planning Meeting with Business and Finance	VP Doug Allen AVP Terrence Izzard	Complete
February 21, 2023	Scholarship Committee Planning Meeting	Ms. Holly Blakemore AVP Terrence Izzard	Complete
February 27, 2023	Qualified scholarship candidates selected by the scholarship Selection Subcommittee and recommended to the Scholarship Committee for review based on GPA and test scores	Ms. Holly Blakemore Dr. Verontae Deams Meagan Gosa Scholarship Subcommittee	Complete
February 28, 2023	Notification sent to qualified students who were selected for review	Dr. Verontae Deams Ms. Holly Blakemore	Complete
March 2, 2023	Scholarship Committee Meeting	AVP Terrence Izzard Ms. Holly Blakemore	
March 8, 2023	Intent to Enroll Official Campaign Kick-Off	Enrollment Coaches	
March 16, 2023	Scholarship budget submitted to Board of Trustees for approval	VP Doug Allen	

March 17, 2023	Scholarship Committee meets to review and approve pool of qualified candidates recommended by the Selection Subcommittee.	Scholarship Committee	
March 20, 2023	Official scholarship offer letters sent to all approved scholarship recipients	Holly Blakemore, Meagan Gosa	
March 20, 2023	Begin Running Tally of Scholarship Acceptance	Scholarship Committee	
March 27, 2023	Eblast/Text - <i>Scholar's News</i> - (TSU Forensics, Esports, Housing, New Restaurants, New Residence Hall)	Holly Blakemore, Meagan Gosa, Emmanuel Freeman	
April 7, 2023	Intent to Enroll Campaign End	Enrollment Coaches	
April 7, 2023	Scholarship Committee Meeting	AVP Terrence Izzard, Ms. Holly Blakemore	
April 14, 2023	Scholars Day Luncheon all Scholarship Recipients (On Ground)	Ms. Meagan Gosa	
April 15, 2023	Spring Preview Day 10:00 a.m. (On Ground)	Enrollment Management Team	
April 15, 2023	TSU Decision Day (On Ground)	Dr. Tasha Carson	
April 30, 2023	Late Admission Deadline	Dr. Verontae Deams Office of Admissions Team	
May 1, 2023	National Decision Day (Virtual)	Dr. Tasha Carson	
May 2, 2023	Confirmation of Scholarship Budget for AY 2023-2024	VP Doug Allen, AVP Terrene Izzard	
May 8, 2023	Eblast/Text - Scholar's News (Academic Programs, Student Life, Athletics, Honors, Band)	Ms. Holly Blakemore Ms. Meagan Gosa	
May 18, 2023	College Spotlight. Scholarship recipients will meet and greet their College Deans, Faculty, and high-achieving upperclassmen. (Virtual)	Ms. Holly Blakemore Ms. Meagan Gosa Mr. Emmanuel Freeman	
May 19, 2023	New Student Orientation Session (On Ground)	Dr. Tasha Carson	
June 8, 2023	New Student Orientation for all Scholarship Students	Dr. Tasha Carson	
June 15, 2023	Update Scholarship Budget Notification	Ms. Holly Blakemore	
June 16, 2023	Eblast/Text - Scholar's News - Juneteenth Edition/4rd Edition	Ms. Holly Blakemore Ms. Meagan Gosa Mr. Emmanuel Freeman	

June 19, 2023	New Student Orientation Session (On Ground)	Dr. Tasha Carson	
June 20, 2023	New Student Orientation Session (On Ground)	Dr. Tasha Carson	
June 21, 2023	New Student Orientation Session (On Ground)	Dr. Tasha Carson	
June 26, 2023	New Student Orientation Session (On Ground)	Dr. Tasha Carson	
June 27, 2023	New Student Orientation Session (On Ground)	Dr. Tasha Carson	
August 11, 2023	Scholars' Welcome Week Social Events	Ms. Holly Blakemore. Ms. Meagan Gosa	
August 14-16, 2023	Freshman Move-In Days	Dr. Tasha Carson	
August 16-18, 2023	Freshman Welcome Week	Dr. Tasha Carson	
August 18, 2023	New Student Orientation Session (On Ground)	Dr. Tasha Carson	



February 28, 2023

Dear (Student Name),

Congratulations on being admitted to Tennessee State University. Soon, you will begin your academic journey as you continue your pursuit of excellence. We are pleased to inform you that you have been identified as a high-achieving scholar who may qualify for one of the University's Merit Scholarship awards.

As the next step, your records will be reviewed by our Academic Merit Scholarship Committee. If selected, you will receive your official scholarship agreement on March 20, 2023, from the Office of Institutional Scholarships.

If you have not already done so, please complete the completed FAFSA application and have submitted all required documents requested by the Office of Financial Aid.

Again, congratulations. We are excited about your future at TSU!
Sincerely,

Tennessee State University
Office of Institutional Merit Scholarship
Division of Enrollment Management
3500 John A. Merritt Boulevard
Nashville, TN 37209

(Scholarship Notification Letter sent to student who meet Academic Merit Scholarship criteria.)

**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**

Thursday, March 16, 2023
8:30 a.m. CST

Tennessee State University
Main Campus – Hankal Hall
3500 John A. Merritt Blvd.
Nashville, TN 37209

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the November 17, 2022, Academic Affairs and Student Affairs Committee Meeting Minutes
- IV. Approval of Academic Program Modification – Change in Credit Hours – B.S. in Biology
- V. Report on SACSCOC Review Matters
- VI. Academic Affairs Report
- VII. Student Affairs Report
- VIII. Adjournment

Tennessee State University

Board of Trustees



**Approval of the
November 17, 2022,
Academic Affairs
and
Student Affairs
Committee Meeting
Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 16, 2023

ITEM: Approval of the November 17, 2022, 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 November 17, 2022, Academic Affairs and Student Affairs Committee meeting is included in the March 16, 2023, Board materials.

MOTION: To approve the minutes from the Board of Trustees' November 17, 2022, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's March 16, 2023, meeting.

**Meeting of the Tennessee State University Board of Trustees
Academic Affairs and Student Affairs Committee Meeting
November 17, 2022
Tennessee State University, Hankal Hall**

MINUTES

Committee Members Present: Trustees Andre Johnson, Bill Johnson, and Shaun Wimberly Jr.

Other Board Members Present: Trustees Deborah Cole, Van Pinnock, and Richard Lewis.

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Robbie Melton, Acting Interim Provost and Vice President for Academic Affairs; Douglas Allen, Vice President for Finance and Budget; Jamie Isabel, Vice President of Institutional Advancement; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Associate Vice President of Student Affairs; Dr. Quincy Quick, Interim Associate Vice President of Research & Sponsored Programs; Terrence Izzard, Associate Vice President of Enrollment Management; Gregory Robinson, Assistant Vice President and Chief of Police; Dr. Mikki Allen, Director of Athletics; Adrian Davis, Director of Internal Audit; and Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees.

I. CALL TO ORDER

Trustee Andre Johnson called the meeting to order at 8:33 a.m. CST on November 17, 2022. Trustee Andre Johnson then moved to make certain findings on the records regarding the necessity for conducting the meeting electronically without a physical quorum present due to travel issues. The Committee is set to take up important matters, including academic programs. Electronic participation for the Committee meeting without the physical presence of a quorum is necessary to allow the Committee members to participate and address these important items. Trustee Bill Johnson seconded the motion and the motion passed unanimously by roll call vote.

II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at the Committee chair's request. Trustees Andre Johnson and Bill Johnson were present. Secretary Pendleton announced the presence of a quorum.

III. APPROVAL OF THE SEPTEMBER 15, 2022, ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE MEETING MINUTES

Trustee A. Johnson moved to recommend to the full Board the approval of the September 15, 2022, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the November 17, 2022, Board meeting. Trustee B. Johnson seconded the motion, which carried unanimously by roll call vote.

IV. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – CHANGE IN CREDIT HOURS – M.S. IN SPEECH AND HEARING SCIENCE

Trustee A. Johnson announced the next agenda item as the approval of an academic program modification, a change in credit hours for the M.S. in Speech and Hearing Science. Trustee A. Johnson asked President Glover or her designee to provide pertinent information related to this agenda item. The material for this agenda item is contained in the Board materials for November 17, 2022.

President Glover designated Provost Melton to present on this item. Dr. Melton pointed the Committee to the documentation and background materials in the Board materials.

Trustee A. Johnson moved to recommend to the full Board the approval of an academic program modification, a change in the credit hours for the M.S. in Speech and Hearing Science, as contained in the Board materials for the November 17, 2022, Board meeting. Trustee B. Johnson seconded the motion and the motion carried unanimously by roll call vote.

V. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – NAME CHANGE FOR AN EXISTING CONCENTRATION – INFORMATION SYSTEMS WITHIN THE B.B.A., BUSINESS INFORMATION SYSTEMS

Trustee A. Johnson announced the next item, the approval of an academic agenda item, a name change for the existing concentration in Business Information Systems within the B.B.A. to Information Systems, and asked President Glover or her designee to provide pertinent related information. The material for this agenda item is contained in the Board materials for November 17, 2022.

President Glover designated Provost Melton to present on this agenda item. Dr. Melton presented that the name change would align with the College of Business’s current policies and procedures.

Trustee A. Johnson moved to recommend to the full Board the approval of an academic program modification – a name change for the existing Business Information Systems concentration within the B.B.A. to Information Systems, as contained in the Board materials for the November 17, 2022, Board meeting. The motion was seconded by Trustee B. Johnson and carried unanimously by roll call vote.

VI. APPROVAL OF NEW ACADEMIC PROGRAM – M.S., AGRICULTURAL BUSINESS AND LEADERSHIP

Trustee A. Johnson announced the next agenda item as the approval of a new academic program, the M.S. in Agricultural Business and Leadership, and asked President Glover or her designee to provide pertinent related information.

President Glover designated Provost Melton to present on this agenda item. Dr. Melton directed the Committee to the supporting documents within the Board materials.

Trustee A. Johnson moved to recommend to the full Board the approval of a new academic program, the M.S. in Agricultural Business and Leadership, as contained in the Board materials for the November 17, 2022, Board meeting. The motion was seconded by Trustee B. Johnson and carried unanimously by roll call vote.

VII. APPROVAL OF NEW ACADEMIC PROGRAM – M.S., ACCOUNTING AND ACCOUNTING ANALYTICS

Trustee A. Johnson announced the M.S. in Accounting and Accounting Analytics agenda item and asked President Glover or her designee to provide pertinent related information. The material for this agenda item is contained in the Board materials for November 17, 2022.

President Glover designated Provost Melton to present on this agenda item. Dr. Melton directed the Committee to the Board materials for supporting documentation. B. Johnson pointed out that for these two new graduate program the university will be submitting a letter of intent to THEC, having already submitted a preliminary letter of intent.

Trustee A. Johnson moved to recommend to the full Board the approval of a new academic program, the M.S. in Accounting and Accounting Analytics, as contained in the Board materials for the November 17, 2022, Board meeting. The motion was seconded by Trustee B. Johnson and carried unanimously by roll call vote.

VIII. ACADEMIC AFFAIRS REPORT

Trustee A. Johnson announced the next agenda item as the Academic Affairs Report. Information regarding this Academic Affairs and Student Affairs Committee agenda item was included in the Board materials dated November 17, 2022. Trustee A. Johnson asked President Glover or her designee to provide pertinent information related to this agenda item.

Dr. Glover designated Provost Melton to comment on this agenda item. Provost Melton was pleased to share some highlights of the colleges, departments, faculty and staff. Provost Melton then shared about the university's efforts collecting feedback from students staying in overflow housing at hotels, receiving \$8.8M grant to Title III from the Collaborative Research Program, winning an Academic E-Sports international competition, receiving an award from the Hewlett Foundation to reduce textbook and learning material, the College of Engineering achieving ABET accreditation renewal, and asked Dr. Glover to make an announcement about the nursing program. Dr. Glover announced that the Nursing program's licensing exam pass rate was 100% this year. Provost Melton congratulated the academic faculty, staff, and students on this achievement.

Trustee Cole thanked Dr. Melton for her efforts in the interim Provost position.

IX. STUDENT AFFAIRS REPORT

Trustee A. Johnson introduced the next item on the agenda as the Student Affairs report. Trustee A. Johnson asked President Glover or her designee to provide pertinent information related to this agenda item. Information pertaining to this agenda item is included in the November 17, 2022, Board materials.

Dr. Glover designated Dean Frank Stevenson to report on this agenda item. Dean Stevenson began by sharing successes of TSU students, including graduating 40 students from Leadership TSU, partnering with Waste Management for students to help improve waste and recycling in Nashville, the nomination of the Aristocrat of Bands for two Grammy awards, career pipeline opportunities for students, a \$100,000 grant from Nike for Career Development Center, TSU's achievement as placing second in receiving scholarships from Thurgood Marshall, two University Ambassadors for FedEx selected from TSU, J.C. Penney Suit Up providing over \$5,000 in discounts on clothing for student interviews, and the Counseling Center now offering grief counseling. Dean Stevenson also reported that TSU provided over 85 events at the offsite student residences located in hotels to help students enjoy the student experience.

B. Johnson added that Nike has created an HBCU TSU shoe that is logoed and branded TSU.

Shaun Wimberly added that students have noticed Student Affairs' efforts, especially at off-site housing and thanked the university for those efforts.

Trustee Cole congratulated Trustee Wimberly on his representation of the TSU and FedEx partnership at the Wall Street closing bell. She then reminded the University of its need to publicize successes including the Nursing pass rate.

Dr. Glover noted that the Thurgood Marshall College Fund was formed to support state schools and has been working hard with TSU to make sure the university is advancing. She also added the TSU has been speaking with various PR firms and has selected the highly recommended Seigenthaler firm. Also, the University has retained Harriett Vaughn Rice previously from channel 17 to help with media related to student housing.

Trustee Lewis commented on the choice of the Seigenthaler firm and reminded the Committee that some of our best TSU graduates have worked with the Seigenthaler firm including Francis Guess and his daughter who is now working for them. Trustee Lewis also encouraged TSU to give full consideration to hiring the Seigenthaler firm on a permanent basis rather than paying them by the hour. Trustee Cole stated that she is very familiar with the Seigenthaler firm and reiterated what Trustee Lewis has stated.

Dr. Glover stated that the University plans to do frequent messaging to students about the student experience to help resolve issues in a timely manner.

Trustee Cole asked for an update from Dean Stevenson on housing. Dean Stevenson noted that a report on housing would be presented during the Finance and Budget Committee meeting. Trustee Cole then wanted to speak about customer service and reminded the University that she required

an entity to be formed to address customer service. Dr. Glover stated that Dr. Curtis Johnson is establishing an Office of Customer Relations and each division is being asked to develop customer service goals. Those with the most frequent customer service activities will receive more focus. Dr. Glover and C. Johnson met with Trustee Wimberly and will set up a Student Customer Service Advisory Group. Dr. Glover is planning to post the Office of Customer Relations leadership position by the end of the month. Chair Cole asked for regular reports on customer service after the establishment of the office.

Trustee Lewis mentioned that he would like the university to set up a program similar to Federal Work Study for students to work in the area of customer service.

Trustee Cole had previously asked some TSU students what they saw as the disconnect at TSU. The students said they want to know that they are being heard. Trustee Cole said it is extremely critical that we make the necessary changes to maintain our brand.

Trustee A. Johnson thanked the Committee for their comments, thank Dr. Glover and staff, and agreed that the brand must be protected.

XIII. ADJOURNMENT

Trustee A. Johnson asked if there were any additional comments or business. Hearing none he asked for a motion to adjourn the meeting. Trustee B. Johnson moved to adjourn the meeting and A. Johnson seconded the motion. The motion carried by roll call vote. The meeting was adjourned at 9:16 a.m. CST.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 16, 2023

ITEM: Approval of Academic Program Modification – Change in Credit Hours – B.S. in Biology

RECOMMENDED ACTION: Approval

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

The University, with the support of the College of Life and Physical Science, requests approval to proceed with changing the number of credit hours for the existing B.S. in Biology degree program.

Pursuant to TSU’s Academic Programs, Units and Modifications process, which includes revised programs, academic departments may seek the change (increase or decrease) in number of hours of an existing program by initiating an internal review process. The department initiates the review process by developing and proposing the change in the number of credit hours of an existing academic program for review at the departmental committee, college, and University levels. The Vice President for Academic Affairs and the President must ultimately approve the submissions.

Pursuant to the FOCUS Act, the Board’s Bylaws, and the Board’s Delegation of Authority to the President Policy, the Board must approve the change in the number of credit hours of an existing academic program or concentration. Upon approval by the Board, the University must submit notification to THEC.

Background

While TSU was under the governance of the Tennessee Board of Regents, Tennessee State University adjusted most of its baccalaureate programs to meet the 120-hour requirements. The BS in Biology was granted an exception, requiring 122 hours. The extra hours can be a burden for students. The Department of Biological Sciences has reviewed the program requirements and identified ways to align its BS program to the 120-hour norms.

The outcome will be the reduction in required credit hours to 120. The reduction in credit hour comes from the removal of 1 credit hour from the upper division biology elective courses, and removal of 1 credit hour from the upper division general elective courses.

The existing curriculum requires 16 credit hours of upper division biology elective courses, and 16 credit hours of upper division general elective courses. After the reduction, there will be 15 credit hours of Biology Upper Division Electives and 15 credit hours of General Upper Division Electives.

MOTION: To approve an academic program modification by changing the required credit hours for the B.S. in Biology, as contained in the Board materials for the Board's November March 16, 2023, meeting.

**Tennessee State University
Board of Trustees**



**Academic Affairs
Report**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 16, 2023

ITEM: Academic Affairs Report

RECOMMENDED ACTION: None

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

The President and/or designee will provide a report on Academic Affairs.

This overview is to provide an update from the opening of the Spring 2023 Semester to our Midterm period. The Office of Academic Affairs worked collaboratively with the deans, chairs, faculty and staff in monitoring the academic status of the students by implementing the EAB (early academic alert system) to provide the academic support services and tutoring to identified students.

In addition, a strategic Retention Plan was established with the Office of Enrollment Management, Advising, and the Academic Success Center that included assigning a Retention Coordinator to each of the colleges, as well as two student mentors from the respective majors to mentor with students. The Plan also provides for the use of Academic Coaches for upper classmen in need of academic and mentoring support.

Furthermore, the Office of Academic Affairs Team conducted on-site forums at each of the off-site hotels to find out from the students their academic needs, challenges, and accomplishments. Thus, the results of this information will further provide insight regarding the academic needs of students off-site and online.

Three recommended enhancements resulted from the onsite visits and online feedback that has been implemented: on-site support at the off-site centers, extended evening and weekend hours, and online support to online students.

Furthermore, an “Introduction to the Major” for all freshmen and an Educational Curriculum Mapping and Careers Awareness Assessment, in alignment with our SACSCOC – Quality Education Plan (QEP), is being conducted this semester.

OAA UPDATES

Academic Affairs continues to offer new opportunities for program, staff, and faculty development. A full detailed report of the accomplishments by faculty and students will be highlighted and captured with a video at the next meeting.

In conclusion, the Office of Academic Affairs continues to seek opportunities to enhance teaching and learning, improve educational outcomes, and deliver exceptional services across campus; impacting local, state, national, and international communities. As we continue this academic year, the Office of AA is already planning several new initiatives to engage faculty, staff, and students in processes aimed at improving and enhancing our campus, communities, and preparing for the global digital workplace.

**Tennessee State University
Board of Trustees**



**Report on SACSCOC
Review Matters**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 16, 2023

ITEM: Report on SACSCOC Review Matters

RECOMMENDED ACTION: None

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

The President and/or designee will provide a report on SACSCPCOC- Accreditation matters.

I. University's Reaffirmation of Accreditation

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), at its December 2-6, 2021 meeting, voted to reaffirm the accreditation of Tennessee State University for the ten-year maximum. The next reaffirmation is 2030. The SACSCOC Action Letter was received on January 12, 2022, with a request for TSU to submit a report (Monitoring) to verify continued compliance with standard 13.4.

II. SACSCOC Verification Visit

In response to the COVID-19 pandemic, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) conducted over 150 virtual visits by peer review committees in 2020-2021 and per established protocol, all institutions whose committee visits were held virtually will require a follow-up visit. On April 25, 2022, the University received SACSCOC communication advising that TSU's follow-up visit will be scheduled as an on-campus visit. On July 19, 2022, President Glover confirmed with SACSCOC the on-campus visit dates as April 18-20, 2023. The verification will be conducted by our SACSCOC staff person, Dr. Crystal Baird. The visit will be a combined visit with the Substantive Change Committee.

III. Academic Program Offering at Avon Williams - Substantive Change Committee Visit

At its meeting on March 17, 2022, the TSU Board of Trustees approved the offering of 50% or more of delivered instruction of the existing Master of Business Administration at the Avon

Williams Off-Campus Instructional Site with final approval by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

During its meeting on June 16, 2022, the SACSCOC Board of Trustees approved the University's substantive change prospectus to expand the Master of Business Administration's program offerings at Avon Williams and authorized a Substantive Change Committee to visit the institution. The visit is scheduled for April 18-20, 2023. Note: A Mock Visit was conducted on February 16, 2023.

**Tennessee State University
Board of Trustees**



**Student Affairs
Report**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 16, 2023

ITEM: Student Affairs Report

RECOMMENDED ACTION: None

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

The President and/or her designee will provide a report on Student Affairs.

Student Affairs Board Report

March 2023

Tennessee State University's AOB becomes first marching band to win Grammy

Tennessee State University's marching band is now known as the Grammy-award winning Aristocrat of Bands! The AOB made history as the first collegiate marching band to win the music industry's highest honor for Best Roots Gospel Album, *The Urban Hymnal*, at the 65th annual ceremony.

Leadership TSU

The 7th cohort of Leadership TSU was announced in February.

The Status of TSU'S Housing

The status of TSU's housing environment is based on three key factors: 1) the current availability of housing on campus; 2) enrollment trend and projections; and 3) the Nashville area housing market.

Current Housing Availability at TSU		
<u>Residence Hall</u>	<u># of Beds</u>	<u>Yr Opened</u>
Boyd	364	1951
Wilson	550	1964
Watson	318	1966
Hale	320	1967
Eppse	274	1968
Rudolph	420	1995
Ford Residence Center	450	1998
New Residence Center	284	2002
New Residence Hall	<u>700</u>	2022
Total	3,680	

Housing for Spring 2023

For Spring 2023, it was estimated that TSU would need 4,360 beds. The total number of beds occupied currently for Spring is 4174 as indicted by the chart below.

Beds occupied for Spring 2023

On-campus availability	3,590
House of God	150
Supplemental beds	<u>80</u>
Subtotal	3,820
Hotels (2)	354
Total beds available	4,174

Housing for Fall 2023

We are projecting the need to house 4313 students for Fall 2023. Nearly 65% (2713) of returning students will need housing in the fall and 1600 first time freshman will need housing in the fall which gives us the total of 4313 beds.

Career Development Center

Spring 2023 Career Fair: We currently have 166 employers registered for the Career Fair.

Career Closet: The Career Development Center launched the Career Closet during Spring 2023. We have received donations from several staff members, but there is a great need for additional clothing. We will make purchases from JC Penny for some generic items such as ties, belts, socks, shirts, etc. to help stock the closet.

Resume Bank: The Career Development Center requested students to submit their resumes for review prior to the Career Fair. We received over 150 resumes in which recruiters from Deloitte, Kroger, Enterprise, and Altria reviewed and provided feedback directly to the students.

HOUSING TIMELINE

Date	Action	Responsible Party	Status
Nov. 29, 2023	Post the Fall 2023 housing application opening dates on the Housing Webpage		Complete
January 25, 2023	Post the Fall 2023 housing application opening dates on the myTSU Housing Portal		Complete
February 1, 2023	Fall 2023 New Student Housing Application opens at 8:00 a.m. Central		Complete
February 20, 2023	Send an email to all students residing on campus, reminding them the Fall 2023 Returning Student Housing Application opens March 1st		Complete
February 28, 2023	Send an email to all students residing on campus, updating them the Fall 2023 Returning Student Housing Application opens March 3, 2023		Complete
March 2, 2023	Send an email to all students residing on campus, updating them again that the housing application would open March 10		Complete
March 10, 2023	Fall 2023 Returning Student Housing Application and Transfer/Re-Admitted Student Housing Application opens 8:00 a.m.		Complete
March 16, 2023	Update board on fall housing plans including two hotels	AVP	
March 20, 2023	Housing updated occupancy letter sent to returning students	Assistant Director	
April 1, 2023	Summer 2023 Housing Application opens at 8:00 a.m. Central	Assistant Director	
April 13 2023	Request approval of two hotels from State Building Commission	AVP	
April 17, 2023	Housing updated occupancy letter sent to returning students	Assistant Director	
May 5, 2023	Spring 2023 Housing ends for the semester/academic year	Assistant Director	

May 7, 2023	Summer 2023 Housing begins for Maymester students	Assistant Director	
May 17, 2023	Begin Fall 2023 Room Assignments for first-time freshmen	Assistant Director	
May 31, 2023	Begin Fall 2023 Room Assignments for Returning Students and Transfer/Readmitted Students	Assistant Director	
June 1, 2023	Housing Application closes for returning students	Assistant Director	
July 1, 2023	July 1, 2023 Housing Application closes for first time freshman	Assistant Director	
August 4, 2023	Summer 2023 housing ends	Assistant Director	
August 14-16, 2023	Freshmen Move-in	Assistant Director	
August 18-20, 2023	Upperclassmen Move-in	Assistant Director	

**Tennessee State University
Board of Trustees**



**Executive Committee
Report**

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

Thursday, March 16, 2023
9:30 a.m. CST

Tennessee State University
Main Campus – Hankal Hall
3500 John A. Merritt Blvd.
Nashville, TN 37209

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the November 17, 2022, Executive Committee Meeting Minutes
- IV. Report on President’s Annual Performance Review Process
- V. Discussion of Association of Governing Boards of Universities and Colleges Governance Review Report
- VI. Discussion of Board’s Self-Assessment Process and Board Retreat
- VII. Secretary’s Report
- VIII. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
November 17, 2022,
Executive Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: March 16, 2023

ITEM: Approval of the November 17, 2022, Executive Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of the Executive Committee,
Board Chair Deborah Cole

The document reflecting the minutes from the November 17, 2022, Executive Committee meeting is included in the March 16, 2023, Board materials.

MOTION: To approve the minutes from the Board of Trustees' November 17, 2022, Executive Committee meeting, as contained in the Board materials for the Board's March 16, 2023, meeting.

Tennessee State University Board of Trustees
Executive Committee Meeting – November September 15, 2022, Hankal Hall, TSU Campus

MINUTES

Executive Board Members Present: Trustees Deborah Cole, Richard Lewis, Joseph Walker, III, and Pam Martin.

Other Board Members Present: Trustees William Johnson, Andre Johnson, Pinnock, and Wimberly.

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

I. CALL TO ORDER

Chair Cole called the Executive Committee meeting to order at 11:44 a.m. CDT on November 17, 2022.

II. ROLL CALL/DECLARATION OF A QUORUM

Chair Cole asked the Board Secretary, Mr. Laurence Pendleton, to call the roll. The following Executive Committee Trustees were noted as present: Trustees Cole, Lewis, and Walker.

Secretary Pendleton announced the presence of a quorum.

III. APPROVAL OF THE SEPTEMBER 15, 2022, EXECUTIVE COMMITTEE MEETING MINUTES

Chair Cole introduced the first order of business — the approval of the September 15, 2022, Executive Committee meeting minutes. Chair Cole informed the Committee that the minutes for the Executive Committee’s September 15, 2022, meeting are included in the Board materials for the November 17, 2022, Board meeting.

Chair Cole moved to recommend to the full Board the approval of the September 15, 2022, Executive Committee meeting minutes, as contained in the Board materials for the November 17, 2022, Board meeting. Trustee Martin seconded the motion. With there being no discussion, Chair Cole called for a roll call vote. Secretary Pendleton called the roll and the motion carried unanimously.

IV. REPORT ON PRESIDENT’S ANNUAL PERFORMANCE REVIEW PROCESS

Chair Cole provided a report on the President’s Annual Performance Review Process. She noted that the Executive Committee administers the review by appointing a member to carry out the process with the President. Chair Cole noted that President Glover is preparing her confidential written self-assessment, as part of the process, with comments and feedback to be solicited from

the Board members. She indicated that she would keep the Board updated on the progress of the evaluation process.

VII. SECRETARY'S REPORT

Chair Cole asked Secretary Pendleton to provide a report to the Board.

Secretary Pendleton noted that Governor Lee has reappointed Trustee Martin and Trustee Corbeil to serve another term on the TSU Board of Trustees. Both will be going through the General Assembly's confirmation process sometime in early next year.

Secretary Pendleton also shared that the General Assembly's Education, Health, and General Welfare Joint Evaluation Committee of the Government Operations Committee has rescheduled a its sunset hearing for November 30, 2022, as part of the sunset review process for the TSU Board of Trustees. Board Chair Cole will speak at the hearing on behalf of the Board.

Secretary Pendleton also indicated that Senate Ad Hoc hearing was held on Tuesday, November 15, 2022. The hearing focused on items covered by the Comptroller's review, as well as the most recent Financial Statement Audit. The Ad Hoc Committee indicated that it may meet again upon receipt of the Comptroller's report.

Chair Cole thanked Secretary Pendleton for his report.

VIII. ADJOURNMENT

Chair Cole opened the floor for any additional business. With no further business, Chair Cole moved for adjournment. Trustee Lewis seconded the motion. With there being no discussion, Chair Cole called for a roll call vote. Secretary Pendleton called the roll and the motion carried unanimously. Chair Cole adjourned the meeting at 11:54 a.m. CDT.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 16, 2023

ITEM: Report on President's Annual Performance Review Process

RECOMMENDED ACTION: None

PRESENTED BY: Chair of the Executive Committee,
Board Chair Deborah Cole

Chair Cole will provide a report on the President's annual performance review process.

**Tennessee State University
Board of Trustees**

**Discussion of AGB Governance
Review Report**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 16, 2023

ITEM: Discussion of Association of Governing Boards of
Universities and Colleges Governance Review Report

RECOMMENDED ACTION: None

PRESENTED BY: Chair of the Executive Committee,
Board Chair Deborah Cole

Chair Cole will lead a discussion of the AGB Governance Review Report. See also Attachment 3.

**Tennessee State University
Board of Trustees**

**Discussion of Board's Self-Assessment
Process and Board Retreat**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 16, 2023

ITEM: Discussion of Board's Self-Assessment Process and Board Retreat

RECOMMENDED ACTION: None

PRESENTED BY: Chair of the Executive Committee,
Board Chair Deborah Cole

Chair Cole will report on the Board's self-assessment process and lead a discussion on a Board retreat.

**Tennessee State University
Board of Trustees**



Secretary's Report

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: March 16, 2023

ITEM: Secretary's Report

RECOMMENDED ACTION: None

PRESENTED BY: Chair of the Executive Committee,
Board Chair Deborah Cole

Secretary Pendleton will provide a report.

**Tennessee State University
Board of Trustees**

The seal of Tennessee State University is a circular emblem. It features a central shield with a lamp of knowledge on top, radiating light. Below the shield is a banner with the words "THINK", "WORK", and "SERVE". The outer ring of the seal contains the text "TENNESSEE STATE UNIVERSITY" at the top and "NASHVILLE" at the bottom, separated by two small dots.

**Report on University
Housing and Other Facilities**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 16, 2023

ITEM: Report on University Housing and Other Facilities

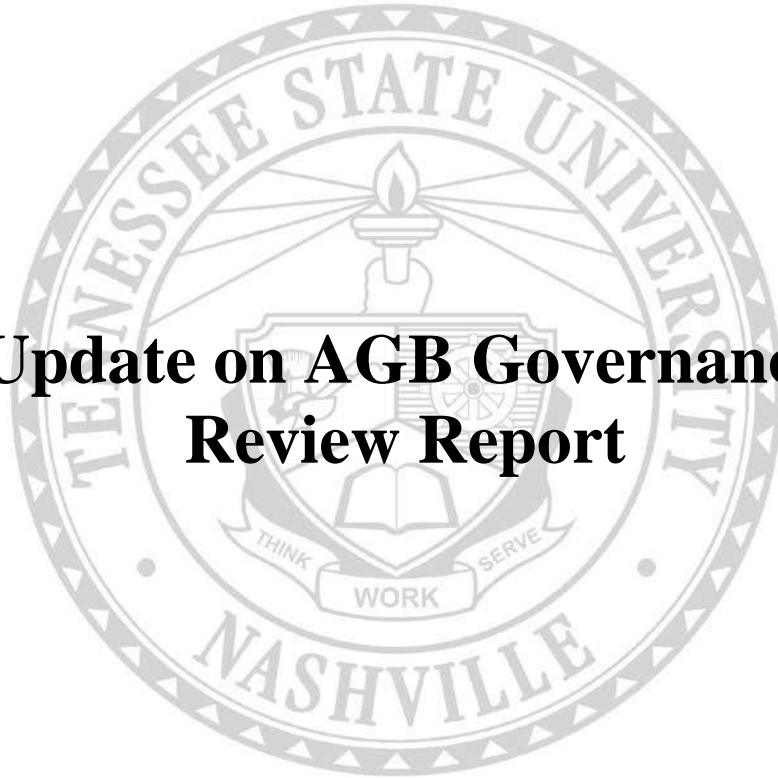
RECOMMENDED ACTION: None

PRESENTED BY: Chair Deborah Cole

President Glover and/or her designee, along with Board Housing Committee Chair, Trustee Pinnock, will provide a report on university housing and other facilities.

**Tennessee State University
Board of Trustees**

**Update on AGB Governance
Review Report**



BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 16, 2023

ITEM: Report on University Housing and Other Facilities

RECOMMENDED ACTION: None

PRESENTED BY: Chair Deborah Cole

Chair Cole will report on Association of Governing Board of Universities and Colleges Governance Review Report. See also attachment 3.

**Tennessee State University
Board of Trustees**



President's Report

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 16, 2023
ITEM: President's Report
RECOMMENDED ACTION: None
PRESENTED BY: Glenda Glover, President

The President shall provide a report at the March 16, 2023, Tennessee State University Board of Trustees meeting.

**Tennessee State University
Board of Trustees**



**Board Chair's
Report**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 16, 2023

ITEM: Board Chair's Report

RECOMMENDED ACTION: None

PRESENTED BY: Board Chair Deborah Cole

Board Chair Deborah Cole will provide a report at the March 16, 2023, Tennessee State University Board of Trustees meeting.

**Tennessee State University
Board of Trustees**



Adjournment