

**Meeting of the Tennessee State University Board of Trustees
Finance and Budget Committee Meeting
September 14, 2023
Tennessee State University – Hankal Hall**

MINUTES

Committee Members Present: Trustees Richard Lewis, Steve Corbeil, Andre Johnson (telephonic)

Other Board Members Present: Trustees Deborah Cole, Pam Martin, Dr. Bill Johnson, Shaun Wimberly, Jr., Dr. Joseph Walker, and Van Pinnock

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Dr. Robbie Melton, Interim Provost and Vice President of Academic Affairs; Douglas Allen, Vice President of Business and Finance; Jason Evans, Chief Operating Officer; Dr. Curtis Johnson, Vice President of Administration; Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees; Ginette Brown, Associate General Counsel; Dean Chandra Reddy; Will Radford, Assistant Vice President of University Design & Construction; Renee Forbes-Williams, Director of Internal Audit; Quincy Quick, Associate VP and Chief Research Officer; Jessica Powell, Assistant VP of Customer Relations; Ciera Walker, Customer Relations Program Manager; Cynthia Howell, Assistant VP

I. CALL TO ORDER

Trustee Lewis called the meeting to order at 12:38 on Thursday, September 14, 2023.

II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at Trustee Lewis' request. Trustees Lewis, Corbeil, and Andre Johnson were present. Secretary Pendleton announced the presence of a physical quorum. Trustee Lewis asked the committee members to state now if any of the committee members cannot hear or speak with each other. No committee members answered in the affirmative. Trustee Lewis also asked the committee members to indicate if someone is present with them from the location in which they are calling. No committee members indicated there was anyone present.

III. APPROVAL OF JUNE 15, 2023, COMMITTEE MEETING MINUTES

Trustee Lewis moved to recommend to the full Board the approval of the minutes from the June 15, 2023, Finance and Budget Committee meeting, as contained in the September 15, 2023, Committee materials. Trustee Corbeil seconded the motion, which was carried by roll call vote.

IV. UNIVERSITY BUDGET UPDATE

Trustee Lewis asked President Glover or her designee to provide an update on this item. President Glover designated Vice President Dr. Doug Allen to provide the update.

VP Allen referred to page 80 of the Board materials, and reviewed the Statements of Revenues, Expenditures and Transfers for Fiscal Year to Date as of August 28, 2023. He stated that we are on track with respect to tuition and fees, which are 56%. State appropriations are 8.5%. Sales and services are \$1.7 million due to Athletics and rentals.

For Expenditures, we are at \$3.1 million (4.69%) for Instruction and Scholarships and Fellowships are \$1,097,988 (5.78%). “We are in a really good position,” VP Allen stated. VP Allen explained that scholarships go on last.

State appropriations come in monthly, VP Allen further explained. \$4.3 million is for one month only (July).

Trustee Corbeil asked about ways the Board can tell that the University is on-track with respect to the budget, including, for example, how to manage costs. VP Allen stated that most of the budget is spent on personnel costs. You can see expenditures hit every month. The biggest difference you will see for revenues is tuition and fees, in the August/September timeframe and again in February. VP Allen does his cash flow analysis using these revenues and looking out six months. Further discussion took place regarding how to approach the budget.

Trustee Lewis asked about a cash flow analysis and indicated his desire to better understand this. VP Allen indicated that he can provide information about cash flow at the next Board meeting.

Trustee Walker asked about plant funds vs. reserves, and a discussion regarding the same took place.

V. CONSTRUCTION AND FACILITIES UPDATE

Trustee Lewis asked President Glover or her designee to provide an update on this item. President Glover designated Will Radford to provide the update.

VP Allen explained that the goal is to sever from TBR, and Mr. Radford is leading the charge on this. A new architect was hired. Mr. Radford reported that he is building his team of twelve individuals.

VI. FINANCE AND BUDGET REPORT

Trustee Lewis next called on VP Allen to provide the Finance and Budget Report.

VP Allen reported that the fiscal year ending 2023 closed successfully. A report was presented to the Tennessee Board of Regents, and the report was timely.

VP Allen gave an update on the forensic audit and scope of the audit. There was an entrance conference held with CliftonLarsonAllen (CLA) on August 3, 2023. Their report is due to be completed on December 15, 2023. The scope of the audit is July 1, 2019, through June 30, 2023, and will look at specific items and policies and processes.

VII. MASTER PLAN UPDATE

Mr. Radford reported on three Master Plan items. There is a vision plan for the 169 acres across from Walter S. Davis and analyzing the short-term needs of the Avon-Williams Campus. They are updating the facilities conditions assessment. They are working with a consultant to determine whether Elliot Hall could/should be put on the National Registry. They want to make sure that TSU keeps up with the city and leads the way for North Nashville. For the Housing Business Plan, which will help with their analysis.

Mr. Radford explained that the desire is to make a housing portfolio that meets the needs of the University. There was a discussion regarding whether TBR uses a model and how the analyze needs. Mr. Radford explained that TSU's housing needs have historically been about 42-47%, and their goal is to have a plan that can shift based on proven data. Mr. Radford has had conversations with TBR.

Mr. Radford and the Trustees discussed Mr. Radford's hiring needs and severance from TBR. Mr. Radford explained that he will hire a team of 12-13, including licensed contractors, engineers, architects, and student interns. He has a 24-month plan. Mr. Radford reports that he has received support from President Glover and VP Allen. He believes that the University can make the transition within 36 months. Mr. Radford intends it to be an amenable transition with TBR.

Mr. Radford gave an update on infrastructure. There is an electric grid project. The work began the past Monday and will improve TSU's electrical vulnerability.

VIII. UPDATE ON ENROLLMENT AND SCHOLARSHIPS

Trustee Lewis noted that an update on this agenda item was provided in an earlier meeting.

IX. PERSONNEL UPDATE

Trustee Lewis noted that an update on this agenda item was provided in an earlier meeting.

X. CUSTOMER SERVICE REPORT

Trustee Lewis noted that an update on this agenda item was provided in an earlier meeting.

XI. BOARD HOUSING COMMITTEE REPORT

Trustee Pinnock provided a report on the Board Housing Committee. He reported that housing demand and supply have been their two areas of focus. Trustee Pinnock believes that the University

can hit 10,000 beds over 10 years with 15,000-20,000 students. He does not think this is an unreasonable goal for TSU's future planning.

Trustee Pinnock reported that there have not been any significant complaints from students with respect to security at hotels so far this year. The University has pursued a "double down" initiative that has been successful.

Trustee A. Johnson reported that he has been talking to local homeowners near the University that might help build smaller housing solutions for students.

Trustee Pinnock reported that Trustee McKenzie has spoken with some property developers who have expressed interest in off-site housing solutions for students. These would not be TSU properties but would be "first choice" options for our students.

Chair Cole thanked Trustee Pinnock for the excellent job he has done steering this committee and for his overall efforts. She also thanks Trustee McKenzie for his efforts for the committee.

There was a discussion regarding the need to communicate with the legislature about the significant efforts that the University has made before the next legislative session.

XII. ADJOURNMENT

Trustee Lewis asked if there was any additional business. Seeing none, he moved to adjourn the meeting, and the motion was seconded by Trustee Corbeil. The motion was carried unanimously by roll call vote. The meeting was adjourned at 1:40 p.m.