

### **Board of Trustees Materials March 14, 2024, Meeting**

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#### TENESSEE STATE UNIVERSITY BOARD OF TRUSTEES REGULAR MEETING AGENDA

2:00 p.m. CDT Thursday, March 14, 2024 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 Consent Agenda Items
    - i. November 16, 2023, Board Meeting Minutes
    - ii. November 16, 2023, Audit Committee Meeting Minutes
    - iii. November 16, 2023, Finance and Budget Committee Meeting Minutes
    - iv. November 16, 2023, Academic Affairs and Student Affairs Committee Meeting Minutes
    - v. November 16, 2023, Executive Committee Meeting Minutes
  - B. Audit Committee Report
    - i. Approval of the November 16, 2023, Audit Committee Meeting Minutes
    - ii. Report on Internal and External Audits
    - iii. Review of Outstanding Audit Issues
    - iv. Executive Session Discussion of Items Deemed Confidential under State Law
  - C. Finance and Budget Committee Report
    - i. Approval of the November 16, 2023, Finance and Budget Committee Meeting Minutes
    - ii. Report and Update on FY 2024 Institutional Revised Budget
    - iii. Facilities and Master Plan Update
    - iv. Finance and Budget Report
    - v. Approval of FY 2025 Compensation Plan
    - vi. Customer Relations Strategic Plan
    - vii. Enrollment Update
    - viii. Merit Scholarship Update
    - ix. Personnel Action Plan Update

- D. Academic Affairs and Student Affairs Committee Report
  - i. Approval of the November 16, 2023, Academic Affairs and Student Affairs Committee Meeting Minutes
  - ii. Approval of New Academic Program College of Education, Certificate in Teaching English to Speakers of Other Languages
  - iii. Approval of Academic Program Modification Change in Academic Program Degree Designation from the Master of Arts in Education (MAED) to the Master of Science (MS) Degree in Human Performance and Sports Sciences
  - iv. SACSCOC Accreditation Update
  - v. Academic Affairs Report
  - vi. Report on Student Trustee Board Resolution
- E. Executive Committee Report
  - i. Approval of the November 16, 2023, Executive Committee Meeting Minutes
  - ii. Update on Presidential Search Process
  - iii. Update on Pending Legislation Affecting TSU
  - iv. Secretary's Report
- V. Report on Status of Board Resolution Items
- VI. Approval of Board Resolution on Student Trustee
- VII. President's Report
- VIII. Board Chair's Report
- IX. Adjournment



### TENNESSEE STATE UNIVERSITY

#### BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	March 14, 2024
ITEM:	Approval of the March 14, 2024, Meeting Consent Agenda
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair, Board of Trustees, Deborah Cole

The document reflecting the March 14, 2024, Meeting Consent Agenda is included in the March 14, 2024, Board materials.

The consent agenda items are as follows:

November 16, 2023, Board Meeting Minutes November 16, 2023, Audit Committee Meeting Minutes November 16, 2023, Finance and Budget Committee Meeting Minutes November 16, 2023, Academic Affairs and Student Affairs Committee Meeting Minutes November 16, 2023, Executive Committee Meeting Minutes

MOTION: To approve the March 14, 2024, Meeting Consent Agenda, as contained in the Board materials for the Board's March 14, 2024, meeting.



### TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	March 14, 2024
ITEM:	Approval of the November 16, 2023, Board Meeting Minutes
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair, Board of Trustees, Deborah Cole

The document reflecting the minutes from the November 16, 2023, Board meeting is included in the March 14, 2024, Board materials.

MOTION: To approve the minutes from the Board of Trustees' November 16, 2023, meeting as contained in the Board materials for the Board's March 14, 2024, meeting.

#### Meeting of the Tennessee State University Board of Trustees November 16, 2023 Tennessee State University – Hankal Hall

#### MINUTES

**Board Members Present:** Trustees Deborah Cole, Pam Martin, Dr. Bill Johnson, Dr. Joseph Walker, and Van Pinnock, Richard Lewis, Steve Corbeil (by phone), Obie McKenzie (by phone), Andre Johnson, and Shaun Wimberly

**University Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Vice President 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 Garza Brown, Associate General Counsel

#### I. CALL TO ORDER

Chair Cole called the meeting to order at 2:06 p.m. on November 16, 2023.

#### II. WELCOME AND INTRODUCTIONS

The Board Chair welcomed the attendees, and Vice President Frank Stevenson gave the invocation. Chair Cole recognized Cabinet members and deans in attendance.

#### III. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at the Committee Chair's request. The following Trustees were present during roll call: Deborah Cole, Andre Johnson, Bill Johnson, Richard Lewis, Pam Martin, Van Pinnock, Joseph Walker, and Shaun Wimberly. Board Secretary Pendleton announced the presence of a quorum.

Chair Cole 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. Chair Cole 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.

#### IV. ACTION ITEMS

#### A. APPROVAL OF THE CONSENT AGENDA ITEMS

Chair Cole introduced the first agenda item - the approval of the Consent Agenda items, which included the September 14, 2023, Board meeting minutes; September 14, 2023, Audit Committee meeting minutes; September 14, 2023, Finance and Budget Committee meeting minutes; September 14, 2023, Academic Affairs and Student Affairs Committee meeting minutes; September 14, 2023 Executive Committee meeting minutes; and June 28, 2023, Housing

Committee meeting minutes, as contained in the Board materials for the November 16, 2023, Board meeting. Trustee B. Johnson moved to recommend to the full Board approval of the Consent Agenda items. Trustee Martin seconded the motion, which carried 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 14, 2023, Audit Committee meeting minutes. The Audit Committee discussed the Audit Office's Internal Quality Assessment, reviewed and discussed completed internal and external audits, and discussed outstanding audit issues.

#### C. FINANCE AND BUDGET COMMITTEE REPORT

Chair Cole introduced the next item on the agenda, the Finance and Budget Committee Report.

Trustee Lewis of the Finance and Budget Committee stated that the Committee met to act on three action items and received reports on eight other items. The Finance and Budget Committee voted to recommend to the full Board the approval of the September 14, 2023, Finance and Budget Committee meeting minutes, which were approved with the Consent Agenda Items, the FY 2024 Institutional Revised Budget, and the Scholarship Plan. In addition, President Glover and her team provided a report on capital planning and facilities, a Master Plan update, the Finance and Budget report, an Institutional Development report, an update on enrollment and scholarships, a Personnel Action Plan update, and a Customer Service report. A Board Housing Committee report was provided by Trustee Pinnock.

Trustee Lewis moved to approve the fiscal year 2024 Institutional Revised Budget, as contained in the Board materials for the November 16, 2023, Board meeting. Trustee McKenzie seconded the motion. The motion carried unanimously by roll call vote.

Trustee Lewis moved to approve the Scholarship Plan for academic year 2024-2025, as amended, and contained in the Board materials for the November 16, 2023, Board meeting. Trustee B. Johnson seconded the motion. The motion carried unanimously by roll call vote.

#### D. ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE REPORT

Chair Cole introduced the next item on the agenda, the Academic Affairs and Student Affairs Committee Report. Trustee Martin reported that the Academic Affairs and Student Affairs Committee met to consider and vote on two agenda items and to receive reports on four other agenda items.

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to recommend to the full Board the approval of the September 14, 2023, Academic Affairs and

Student Affairs Committee meeting minutes, which were approved with the Consent Agenda Items.

The Committee further voted to recommend to the full Board the approval of a new academic program, the Master of Science in Nutrition and Wellness. Trustee Martin also reported that the Committee received reports on the University's international activities, SACSCOC and other accreditation matters, academic affairs, and student affairs.

Trustee Martin next moved to approve a new academic program, the Master of Science in Nutrition and Wellness, as contained in the Board materials for the November 16, 2023, Board meeting. Trustee B. Johnson seconded the motion, and it carried unanimously by roll call vote.

#### 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 three items. The Executive Committee voted to recommend to the full Board the approval of the September 14, 2023, Executive Committee meeting minutes. The Committee also heard a report on the status of Board Resolution items, had a substantive discussion and update on the Presidential search process, and received a report from Secretary Pendleton.

#### V. REPORT ON DR. LEVI WATKINS, JR. INSTITUTE

Chair Cole called on President Glover to present information regarding this agenda item, a report on TSU's Dr. Levi Watkins, Jr. Institute. Ms. Barbara Murrell, at Dr. Glover's request, presented the information.

Ms. Murrell reported on the Meharry Medical College/Tennessee State University Medical/Dental Accelerated Pathway Program. She welcomed students from the Institute to the Board meeting, who were recognized and applauded. Chair Cole welcomed the students and expressed her admiration for the students.

The Executive Committee for the Dr. Levi Watkins, Jr. Institute includes Barbara C. Murrell, Chair; Dr. Nolan McMurray, Dean of the School of Life and Physical Sciences; Dr. Sharon Peters; and Dr. John Robinson, and the staff includes Lalita Hodge, Charlesa Hopkins, and Reno Thompson. Ms. Murrell welcomed and thanked the Institute staff for their work on the program.

Ms. Murrell provided the Board with background information on Dr. Levi Watkins, Jr., a distinguished TSU graduate who became an outstanding physician as a heart surgeon. He performed the first surgery to implant an automated cardioverter defibrillator in a human patient in 1980. This surgery was a game changer in the field of cardiology. Dr. Watkins, Jr. blazed the trail for underrepresented students in medical education. He led efforts to address racial disparities and advance health equity for medically underserved communities in the United States and around the world. The Institute program uses a cohort model. The first cohort arrived in August 2021. Presently, there are 48 students enrolled in the program.

The Institute was established by the TSU Office of the President as a pathway program for medical and dental students. The program seeks to create a pipeline of young individuals from underrepresented and underserved communities from high school to college who wish to become physicians and dentists who demonstrate the compassion, knowledge, and complex medical skills of Dr. Watkins. The program recruits, selects, and supports the medical education of a cadre of students to become physicians and dentists who will train and practice in underserved communities that experience the greatest burden of health care needs, thus, making a significant difference.

Corporate sponsors include HCA, TriStar Health, Microsoft, Regions Bank, Regions Foundation, Truist Bank, Lowes and Walmart. TSU alumni continue to be strong supporters of the program with contributions and donations.

Chair Cole thanked Dr. Glover, Ms. Murrell, and the students for their hard work.

#### VI. REPORT ON STATUS OF BOARD RESOLUTION ITEMS

Chair Cole called on Chief Operations Officer Jason Evans to present information regarding this agenda item.

COO Evans reviewed a Board resolution matrix, as found on page 165 of the Board materials, and he detailed the status of the individual items. There are no red items (representing action not started or requiring resources or decisions) presently flagged on the matrix. The matrix noted that the Board has increased its oversight operational and fiscal practices. COO Evans discussed actions taken by the Board with respect to various items, as reported in the matrix. A detailed description of actions taken were noted in the matrix. COO Evans said that several of the items have been institutionalized.

#### VII. REPORT ON STATUS OF TSU LAND GRANT UNDERFUNDING MATTER

Chair Cole called on Dr. Glover to present information regarding the next item on the agenda. Dr. Glover requested, and was given, permission to combine this agenda item with the President's Report, because the two items were interrelated.

Dr. Glover invited two students to address the Board, Derrell Taylor and Chrishonda O'Quinn, who are SGA representatives. Mr. Taylor reported steps that students have taken to address TSU's land grant underfunding, including efforts to inform students and meetings they have had with the Congressional Black Caucus. They met with Senator Marsha Blackburn and media personality Don Lemon. Their goal is to work with the State of Tennessee on a resolution. They want to be innovators and at the forefront of this matter. They are working to have a conversation with the Governor. They want to make sure that elected representatives visit TSU's campus and understand that students feel like there are inadequate state resources for TSU. Ms. O'Quinn discussed a student task force that has been formed. The task force is doing education and advocacy work. Ms. O'Quinn said that they have been working hard with students to make sure that they are engaged.

Student Trustee Wimberly commended Mr. Taylor and Ms. O'Quinn for their extraordinary efforts surrounding this issue.

VP Stevenson shared that a group of TSU students went to other LGIs in the state to compare their space and experiences. A clip of a video documenting this experience was shared with the Board.

Mr. Taylor encouraged the Board to communicate this issue to their professional networks. The students plan to move forward with strategic action.

President Glover shared that she met with the Governor. It was a good meeting. Talks are underway, she shared. She encouraged students to be patient.

#### VIII. PRESIDENT'S REPORT

President Glover presented information regarding this agenda item, the President's Report. She reported that TSU's financial position remains strong. The endowment is \$100 million. Research funding reached a record of \$100 million. This year had the second highest enrolment for the first-year class. Dr. Glover discussed SACSCOC accreditation matters and the use of \$250 million in state funding.

Dr. Glover shared several items wherein TSU was in the news. She stated that TSU was featured in a national Coca-Cola (Coke Zero) commercial that can be seen during prime-time football coverage. Student leaders held press conferences and a town hall with attorney Ben Crump to address TSU's \$2.1 billion in underfunding. Billboard Magazine named TSU's Commercial Music Program one of the best music programs in the world. Dr. Melton was named a top expert in artificial intelligence, and TSU's robotic AI dog, "Blue," was featured in the Tennessean. ESPN featured the TSU Tiger's football homecoming uniforms in an on-air piece.

With respect to enrollment, Dr. Glover shared that TSU continues to work on upperclassmen retention. Housing issues are being managed. TSU is working to increase graduate enrollment. For the fall 2023, there were 1,766 first-year students enrolled. Student support has been increased, including student health and wellness efforts.

TSU's financial position remains strong. The reserve remains strong at over \$50 million.

Audits are ongoing. The June 30, 2022, audit is currently being conducted and is almost complete. TSU took substantive measures to correct a prior audit. TSU has enhanced its management team including the Vice President, Controller, and other positions. Policies were implemented to ensure that procedures are performed and reviewed monthly.

Dr. Glover reported that items raised in the Comptroller's Office Special Review report are being continually addressed and actions are reported to the Board of Trustees on a quarterly basis.

A forensic audit started in early August 2023. TSU is providing requested information to the forensic auditors. It should be completed in mid-December.

Endowment growth is trending upward and has increased.

Grants and Research funding has increased to \$53 million to date, halfway through the fiscal year. Dr. Glover stated that there have been changes in the Carnegie classifications. She discussed the R1 and R2 methodology. To move to an R1 designation, TSU will need to raise \$50 million in total research spending and must have 70 research doctorates. TSU had 69 doctorates, but not all qualified. The University needs more standing programs. We have about a fourth of what we need for the \$50 million in research spending.

Dr. Glover gave an overview of land grant institutions for the Board's information. She explained that there are only two land grant institutions in Tennessee, TSU and the University of Tennessee. The federal mandate for equitable funding relates to the funding of these two universities. The second Morrill Act was passed in 1890 to extend access to higher education for African American students and required the equitable division of funding.

Dr. Glover further explained that there are two different levels of underfunding that TSU faces: (1) underfunding as determined by the State Joint Land Grant Funding Study Committee, a committee of the State of Tennessee; and (2) underfunding as determined federally by a joint study by the U.S. Department of Agriculture and the U.S. Department of Education.

With respect to the first underfunding finding, the time period reviewed was 1957-2021. The amount of underfunding was reported as \$544,315,367. TSU was provided \$250 million for the fiscal year beginning July 1, 2022. The funds were stipulated for use for campus infrastructure. TSU also received an additional \$68 million in funding for an engineering building from regular appropriations for all the Tennessee universities. The \$68 million is not part of the \$250 million. The \$250 million is being used for a variety of items, as reviewed by Dr. Glover. For the remaining \$297 million that has not been paid to TSU, TSU has set up a proposed use of for the funds, such as for a laboratory sciences commons, roofing for multiple buildings, power plant and utility upgrades, a student center, and a nutritional health and sports complex.

With respect to the second underfunding finding, the time period reviewed was a 33-year period, from 1987 to 2020. The amount underfunded was \$2,147,784,704 and has caused a severe financial gap in the last 30 years alone. Dr. Glover met with the U.S. Departments of Agriculture and Education. A chief economist went through the methodology with Dr. Glover. TSU was the most underfunded HBCU of those institutions reviewed. When comparing the per-student appropriation for UT students vs. TSU students, there was a difference of \$6,773 per student for the fiscal year 2020, which was \$51,576,385 in per-student underfunding for FY 2020. An underfunding restoration plan has been put together. The plan is to ask for \$285 million for year 1. Received funds would go toward program updates (R2 to R1 transition), a STEM/SMART center, scholarships and endowment funding, and building an academic sports complex, including a new football stadium.

Moving forward, TSU plans to continue to meet with the Governor and legislators. It has held meetings with stakeholders, including students, faculty, staff, alumni, and community members. TSU is evaluating a period going back even farther than what was reviewed in the federal underfunding review. It is estimated that the underfunding from 1958 to 1986 and 2020-2023 is

over \$1 billion, which is not being pursued at this time. Dr. Glover is very hopeful about reaching a resolution on TSU's historical underfunding.

Chair Cole asked whether the \$250 million in state funding must be approved before the funds are used. Dr. Glover stated that we must work with TBR. VP Allen said that each project must go through the State Building Commission.

A discussion took place regarding this item. Chair Cole stated that she would like someone from the Board to be present in meetings with government officials on the underfunding issue. Trustee Lewis concurred. Student Trustee Wimberly asked the Board to coordinate efforts with the students, as well.

# IX. APPROVAL OF BOARD RESOLUTION ON ADDRESSING TSU'S HISTORICAL LAND GRANT UNDERFUNDING

Chair Cole addressed the next item on the agenda, a Board resolution on addressing TSU's historical land grant underfunding. Secretary Pendleton referred the Board to page 184 of the Board materials for the Nov. 16, 2023, Board meeting. A discussion took place regarding the proposed resolution. Chair Cole suggested an amendment to the proposed Board resolution to change the word "for" to "between" in the last sentence of the proposed resolution.

Chair Cole moved to amend the proposed Board Resolution on Addressing TSU's Historical Land Grant Underfunding, as contained in the Board materials for the November 16, 2023, Board meeting, replacing the word "for" with the word "between" in the last sentence of the resolution. Trustee Walker seconded the motion, and the motion passed by unanimous roll call vote.

Chair Cole then moved to approve the Board Resolution, as amended, on Addressing TSU's Historical Land Grant Underfunding, as contained in the Board materials for the November 16, 2023, Board meeting. Trustee B. Johnson seconded the motion, and the motion passed by unanimous roll call vote.

#### X. BOARD CHAIR'S REPORT

Chair Cole provided the Board Chair Report. Chair Cole provided a report on the Presidential search. She stated that a search firm was selected to assist with the search process. Academic Search was selected for this purpose, along with assistance from Aptask Global.

The Presidential Search Committee is comprised of 5 trustees, 19 TSU stakeholders, 5 community people, 3 students, and 1 council member. There will be an additional 2-3 people appointed to the Committee.

#### XI. ADJOURNMENT

Trustee A. Johnson moved to adjourn, with the motion seconded by Trustee Martin. The motion carried by roll call vote. The meeting was adjourned at 3:57 p.m.



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

10:30 a.m. CDT Thursday, March 14, 2024

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 16, 2023, Audit Committee Meeting Minutes
- IV. Report on Internal and External Audits
- V. Review of Outstanding Audit Issues
- VI. Executive Session Discussion of Items Deemed Confidential Under State Law
- VII. Adjournment

# Approval of November 16, 2023, Audit Committee Meeting Minutes

STATE

# TENNESSEE STATE UNIVERSITY

### BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	March 14, 2024
ITEM:	Approval of November 16, 2023, Audit Committee Meetings Minutes
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair, Board of Trustees, Deborah Cole

The document reflecting the minutes from the November 16, 2023, Audit Committee meeting is included in the March 14, 2024, Board materials.

MOTION: To approve the minutes from the Board of Trustees' November 16, 2023, Audit Committee meeting, as contained in the Board materials for the Board's March 14, 2024, meeting.

#### Meeting of the Tennessee State University Board of Trustees Audit Committee Meeting November 16, 2023 Tennessee State University – Hankal Hall

#### MINUTES

Committee Members Present: Trustees Deborah Cole (Chair), Obie McKenzie, and Van Pinnock

**Other Board Members Present**: Trustees Pam Martin, Andre Johnson, Richard Lewis, Bill Johnson, Steve Corbeil, and Shaun Wimberly

**University Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Doug Allen, Vice President of Finance and Budget; Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees; Curtis Johnson, Vice President for Administration; Ginette Garza Brown, Associate General Counsel; Director of Internal Audits, Renée Forbes-Williams

#### XII. CALL TO ORDER

Chair Cole called the meeting to order at 12:19 p.m. on November 16, 2023.

#### XIII. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at the Committee Chair's request. Trustees Cole, McKenzie, and Pinnock were present. Secretary Pendleton announced the presence of a quorum.

Chair Cole asked the committee members to state if any of the committee members could not hear or speak with each other. No committee members answered in the affirmative. Chair Cole 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.

#### XIV. APPROVAL OF SEPTEBMER 14, 2023, COMMITTEE MEETING MINUTES

Chair Cole moved to recommend to the full Board the approval of the minutes from the September 14, 2023, Audit Committee meeting, as contained in the November 16, 2023, Committee materials. Trustee McKenzie seconded the motion, which carried unanimously by roll call vote.

#### XV. DISCUSSION OF THE AUDIT OFFICE'S INTERNAL QUALITY ASSESSMENT

Chair Cole asked President Glover and Renée Forbes-Williams, Director of Internal Audits, to present a report on the Audit Office's Internal Quality Assessment. Dr. Forbes-Williams presented the report. She indicated that an external assessment must be performed every five years. TSU's last external assessment was performed in August 2018, and the results of the required self-assessment were submitted by the prior director in May 2023. The results of that self-assessment indicated that the office generally adheres to the general standards and the code of ethics. There is no reason to question the results of the self-assessment, according to Dr. Forbes-Williams,

although supporting documents are needed and must be completed before an external team can be brought in to complete the self-assessment. This will delay the external assessment process.

A discussion regarding the self-assessment process took place. Dr. Forbes-Williams is working to identify a firm that can assist the University. The projected date for completing the external assessment is likely going to be this summer.

#### XVI. DISCUSSION OF COMPLETED INTERNAL AND EXTERNAL AUDITS

The next item on the agenda was a discussion of completed internal and external audits. Dr. Forbes-Williams directed the Committee to page 37 of the Board materials. She stated that the State has completed the audit of the Endowment for Educational Excellence managed by the TSU Foundation for the year ended June 2021. The Division of State Auditors issued an unmodified (clean) audit opinion.

Dr. Forbes-Williams next directed the Committee to page 40 of the Board materials and discussed Conflict of Interest forms, as required by TSU Policy 01.07. Dr. Forbes-Williams reported that to date, 48% Conflict of Interest forms have been received out of 1,517 employees listed. This finding was rated as high. Management has begun working on corrective actions, including meetings with Risk and Financial management and the COO and work on an online conflict of interest process for the next academic year. This will continue to be monitored. A discussion took place regarding this policy and efforts to ensure compliance. Chair Cole requested that Dr. Forbes-Williams come back to the next Committee meeting and advise the Committee on the plan to address this item.

#### XVII. REVIEW OF OUTSTANDING AUDIT ISSUES

The next item on the agenda was the review of outstanding audit issues. Chair Cole asked Dr. Glover or Dr. Forbes-Williams to provide an update on this item. President Glover asked Dr. Forbes-Williams to present this information. Dr. Forbes-Williams reported on the status of outstanding audit issues. She stated that the Audit Department is completing a follow-up audit for the Department of Human Resources, which is scheduled to be completed by year end. Additionally, the Foundation gifts and follow-up review of Federal Work-Study timesheets audits are postponed to spring 2024. No other changes have been made since the last Board meeting.

Chair Cole thanks Dr. Forbes-Williams for her report and follow-through on these items.

# XVIII. EXECUTIVE SESSION DISCUSSION OF ITEMS DEEMED CONFIDENTIAL UNDER STATE LAW

There was no matter to consider in executive session.

Before adjourning, Chief Technology Officer Tim Warren gave a report on the University's compliance with the Graham-Leach-Bliley ("GLB") Act. He reviewed nine standards for safeguarding information at TSU. He stated that Dr. Bingley is the Chief Security Officer. He noted compliance with regular risk assessments, periodic testing, and the implementation of policies and procedures. He said that the University uses data encryption, multi-factor

authentication, change management processes, and monitoring systems. A recent penetration test did not reveal any major issues. Mr. Warren also discussed the University's incident preparedness efforts. The State conducted a GLB audit on the University, and we responded positively to all requests. Mr. Warren also discussed university-wide training efforts.

Chair Cole asked Mr. Warren about training and on-campus alert systems. She also asked Mr. Warren to present information at the next Board meeting regarding the University's overall technology plan, including its technology replacement plan. She thanked Mr. Warren for his report.

#### XIX. ADJOURNMENT

Chair Cole asked if there was any additional business. Seeing none, she moved to adjourn the meeting, and the motion was seconded by Trustee Pinnock and carried unanimously by roll call vote. The meeting was adjourned at 12:52 p.m.



### TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

#### **INFORMATION ITEM**

DATE:	March 14, 2024
TEM:	Audit Committee Report - Internal and External Audits
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Audit Committee, Trustee Deborah Cole

Director of Internal Audit, M Dr. Renée Forbes-Williams, President Glover and/or a designee will discuss recent audit activity.



## DEPARTMENT OF INTERNAL AUDIT Details of External Audit



#### Department of Internal Audit

#### External Audit – Draft of the Statewide Single Audit For the year ended June 30, 2023

Key Areas: Division of Business and Finance

Internal Auditor: Dr. Renée Forbes-Williams, CPA, Director of Internal Audit

Details of audit in this area were determined to be confidential per Section 10-7-750(i), Tennessee Code Annotated.



# DEPARTMENT OF INTERNAL AUDIT Details of Internal Audit Reports



December 20, 2023

Dr. Deborah A. Cole Audit Committee Chair Tennessee State University 3500 John A. Merritt Boulevard Nashville, TN 37209

Dear Dr. Cole:

Enclosed is the internal audit report of the expenses of the Office of the President for Tennessee State University for the fiscal year ended June 30, 2023, as required by Tennessee Code Annotated, Title 49, Chapter 7. The audit was conducted in accordance with *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors.

The objectives of the audit were to determine compliance with state statutes and institutional policies regarding expenses and to identify and report all expenses for the fiscal year that were made by, at the direction of or for the benefit of the president regardless of the funding source.

The report contains no findings or observations.

We appreciate the courtesy and cooperation of institution personnel during the review.

Sincerely,

*Renée L. Jorbes* Dr. Renée L. Forbes, CPA Director of Internal Audit

cc: Dr. Glenda Glover, President, Tennessee State University Dr. Douglas Allen, Vice President for Business and Finance, Tennessee State University

#### Tennessee State University Office of Internal Audit Audit of President's Expenses For the Fiscal Year Ended June 30, 2023

#### President: Dr. Glenda Glover

Internal Auditor: Dr. Renée L. Forbes, CPA

#### **Objectives:**

To comply with Tennessee Code Annotated, Title 49, Chapter 7, by performing an internal financial audit of the Office of the President for the fiscal year July 1, 2022, to June 30, 2023; to determine compliance with state statutes and institutional policies regarding expenses; and to identify and report all expenses made by, at the direction of or for the benefit of the president regardless of the funding source.

#### Scope:

The audit included all accounts under the direct budgetary control of the president, whether funded by institutional funds, foundation funds or external sources and other accounts, as necessary. The audit included tests of the accounting records and other auditing procedures considered necessary.

#### Analysis:

The following is a summary by funding source of (1) certain expenses made by, at the direction of, or for the benefit of the president, and (2) salary and benefits and any other operating expenses for the president's office during the fiscal year ended June 30, 2023:

			ssee State University				
		Summary of the P	resident's Expenses	- Unaudited			
		For the Period	July 1, 2022 to June	30, 2023			
	Supplemental	President's Bu	dgetary Accounts	Other	Accounts	External	
President:	Schedule	Institutional	Foundation	Institutional	Foundation	Sources	Total
Salary and Benefits		\$ 493,482	\$-	\$-	\$-	\$-	\$ 493,482
Bonus Payments		1,000	-	-	-	-	1,000
Discretionary Allowance		5,000	-	-	-	-	5,000
Housing Allowance		-	-	-	-	-	-
Vehicle Allowance		-	-	-	-	-	-
Other Allowances		-	-	-	-	-	-
Salary, Benefits & Other Payments		499,482	-	-	-	-	499,482
Travel	A	3,339	-	-	-	-	3,339
Business Meals and Hospitality	В	23,605	13,615	-	-	-	37,220
Other Expenses	С	33,640	11,677	-	-	-	45,317
Total Expenses for the President		560,066	25,292 -		-	-	585,358
President's Office:							
Salary and Benefits (3.25 FTE)		327,743	-	-	-	-	327,743
Travel		20,902	-	-	-	-	20,902
Business Meals and Hospitality		-	-	-	-	-	
Other Expenses		33,431	-	-	-	-	33,431
		382,076	-	-	-	-	382,076
Total Expenses		\$ 942,142	\$ 25,292	\$-	\$ -	\$-	\$ 967,434

#### Tennessee State University Office of Internal Audit Audit of President's Expenses For the Fiscal Year Ended June 30, 2023

#### Description Institution Foundation Total **Registration for Dr. Glover to attend SACS Meeting** \$ 550 **Registration for AAPLU Annual Meeting** 1504 Meeting with White House - HBCU 646 Transportation for Dr. Glover Washington, DC 639 \$ 3,339 Total \$ 3,339

#### Schedule A – Travel Expenses

#### Schedule B – Business Meals & Hospitality Expenses

dation	Total
	\$37,200
3,6	3,615

#### Tennessee State University Office of Internal Audit Audit of President's Expenses For the Fiscal Year Ended June 30, 2023

Schedule C – Other Expenses

Description	Institution	Foundation	Total
Consolidated Electrical Outside lights for President's home	\$ 2,617		
Rhythm Chrysler Dodge Electrical System/Key	566		
Direct TV	2,060		
Staples Connect Charging Cables	144		
Holmes Personal Computing Maintenance and Support	5,250		
Home Depot (Appliance for President's Office)	2,619		
Geny's Flowers (Funeral)	140		
Flowers By Louis Hody (Bereavement)	105		
Ann Smith Florist (Funeral)	170		
Boyd Knnzer Jr. Transportation Service for President	5,004		
NNA Services	252		
Nashville Chamber of Commerce	6,000		
Community Foundation of Middle Tennessee (Membership)	500		
IMF 2023 Nashville	322		
OnTime Telecom Voice and SMS Broadcasting	1,296		
Best Buy	60		
Lock and Key Report (Internal)	5		
Jubilee Florists (Holiday Celebration)	1,560		
Events Plus (Drapes/Backdrop/Holiday (Celebration)	7,160		
York Flowers	100		
Graduationmall.com	40		
Home Depot (Light Bulbs/Fixtures)	92		
Light Bulb Depot – Various Items	650		
Light bulb Depot _ LER Floodlights	294		
Franklin Kubota – Battery	370		
World of Flowers Sympathy Arrangement			
		107	
Hody's Florist - European Garden Arrangement		105	
Credit		(7)	
Rhodes Florist - Funeral Spray		115	
Move Overage to Different Fund	(6,236)		
Employee Reimbursement for Suite Rental at Battle of the Bar			
Levy Nissan	·	1,861	
Hutton		2,500	
Levy's		3.995	
Sponsorship		3,000	
Total Other Operating Expenses for the President	\$33,640	\$11,677	\$45

#### Tennessee State University Office of Internal Audit Audit of President's Expenses For the Fiscal Year Ended June 30, 2023

#### **Additional Disclosures:**

**Discretionary Allowance** – The President was provided a discretionary spending allowance. Use of the allowance was not included in tests performed during the audit because the President elected for it to be paid as taxable income.

**Housing** – The President is provided the use of a residence. Costs to maintain the home are paid by the university and totaled \$12,978.72 for the period.

Athletic Tickets – The President was provided tickets to university athletic events. The face value of the tickets totaled \$18,725 and parking passes totaled \$1,980 for the period.

#### **Observations**:

#### No issues were noted.

#### **Conclusion:**

The objectives of the audit of the expenses of the Office of the President for Tennessee State University for the fiscal year July 1, 2022 through June 30, 2023 were achieved. The audit revealed no significant statutory or policy violations, material omissions from the expense reports or deficiencies in internal controls. The supplemental schedules included with this report fairly represent the expenses of the president's office.

#### **Restriction on Use of Report:**

This report is intended solely for the internal use of the Tennessee State University Board of Trustees and Tennessee State University. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be approved by the TSU Audit Committee and Tennessee State University Office of Internal Audit, and handled in accordance with institutional policies; however, this report is a matter of public record.



Department of Internal Audit 3500 John A. Merritt Boulevard Nashville, TN 37209-1561

February 13, 2024

Dr. Glenda Glover, President Tennessee State University 3500 John A. Merritt Boulevard Nashville, TN 37209

Dear Dr. Glover:

Enclosed is the internal audit report related to our follow-up of the review of the university's Conflict of Interest forms. The TSU Individual Conflicts-of-Interest policy (TSU Policy 01.07):

ALL employees of Tennessee State University (TSU) serve the interests of the State of Tennessee and its citizens and have a duty to avoid activities and situations that, either actually or potentially, put personal interests before the professional obligations that they owe to the State and its citizens. This policy is intended to establish standards of integrity and objectivity that should guide the actions of all employees of Tennessee State University.

The results of our review are documented in the attached report.

We appreciate the courtesy and cooperation of institution personnel during the audit.

Sincerely,

*Řenée Forbes-Williams* Dr. Renée Forbes-Williams, CPA Director of Internal Audit

cc: Dr. Deborah A. Cole, Tennessee State University Audit Committee Dr. Douglas Allen, CPA Vice President for Business and Finance



Key Area: TSU Department of Human Resources

Internal Auditor: Dr. Renée Forbes-Williams, CPA, Director of Internal Audit

#### Introduction:

Per the Tennessee State University Conflict of Interest Policy (01-07), the **Conflict-of-Interest Disclosure** form was emailed to all cabinet members by the Internal Auditor with a request to forward the form to ALL direct reports. All employees were requested to complete and return the form no later than August 31, 2023. As of the November 16, 2023, Board of Trustees meeting (48%), 740 Conflict of Interest forms had been received out of 1,517 employees listed. This report provides an update to the October 23rd Board of Trustees report.

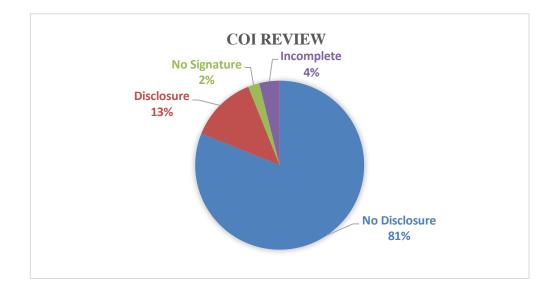
#### **Findings:**

Reporting Dates	# Submitted	% Submitted
October 23, 2023	740	48%
December 31, 2023	1053*	69.4%

Table 1 – Submission Rates

\*313 Conflict of Interest forms were submitted after the November 16, 2023, Board of Trustees meeting.

No Disclosure	Disclosure	No Signature	Incomplete	Total
854	135	23	41	1053



#### **Recommendation:**

- Automated/ Online Conflict-of- Interest form (not a writeable PDF)
- Development of additional best practices to ensure greater compliance

**NOTE**: We will continue to perform follow-up procedures to determine the level of compliance with the university's policies and procedures related to the submission of Conflict-of-Interest Forms.



February 19, 2024

Dr. Glenda Glover, President Tennessee State University 3500 John A. Merritt Boulevard Nashville, TN 37209

Dear Dr. Glover:

Enclosed is the internal audit report related to our follow-up review of the Tennessee State University Department of Human Resources. This follow-up review was performed to determine if the department has adequately addressed the issues cited in our previous report related to adherence to state, federal, and institutional human resource policies and procedures. The audit was performed in accordance with the International Standards for the Professional Practice of Internal Auditing, issued by the Institute of Internal Auditors.

The results of our audit are included in the attached report.

We appreciate the courtesy and cooperation of institution personnel during the review.

Sincerely,

*Renée Forbes-Williams* Dr. Renée Forbes-Williams, CPA Director of Internal Audit

cc: Dr. Deborah A. Cole, Tennessee State University Audit Committee Dr. Douglas Allen, CPA Vice President for Business and Finance



Key Area: TSU Department of Human Resources

Internal Auditor: Dr. Renée Forbes-Williams, CPA, Director of Internal Audit

#### Introduction:

The Tennessee State University Department of Human Resources (HR) provides continuing support and service for all university personnel. HR supports the university's endeavors to create a successful work environment. HR is responsible for supporting the recruitment of faculty and staff, assisting the State department with administering benefits to employees, and assisting the administration in determining and setting salary and pay rates. HR also helps to ensure that the university maintains compliance with university, state, and federal employment policies, regulations, and acts.

#### **Objective:**

The objective of our audit was to determine if the university was in compliance with applicable policies, procedures, rules, regulations, etc. for select human resource processes as they relate to hiring, pre-employment screening, and employee evaluations.

Scope: July 1, 2022, through August 31, 2023

#### **Audit Finding Ranking:**

Audit findings are rated as high, medium, or low depending on auditor judgment. Some of the factors included in judging the seriousness of a finding include: (1) level of financial impact, (2) extent of violation of laws, regulations and restrictions, (3) lack of a university policy or noncompliance with an important matter, (4) lack of internal controls or ineffective controls and procedures, and (5) fraud, theft, conflicts of interest or serious waste of university resources.

#### **Prior Audit Result:**

- For 5 of 30 (17%) employees selected for testing, the related U.S. Citizenship and Immigration Services (USCIS) Form I-9, Employment Eligibility Verification, was not completed in the required timeframe. [Medium]
- 2) Management did not ensure that employee performance evaluations for approximately 50% of non-faculty personnel were submitted to the Tennessee State University Department of Human Resources for inclusion in employees' personnel file folders during the fiscal year ended June 30, 2020. [High] Performance evaluations for non-faculty personnel are due on June 30, 2022. They were not due during the period under review. There is a new electronic process that supervisors must use to complete performance evaluations. The Department of Human Resources held several training sessions in April and May 2022 to assist supervisors with the use of the new system.

3) Details of noncompliance in this area were determined to be confidential per Section 10-7-750(i), Tennessee Code Annotated. [High]

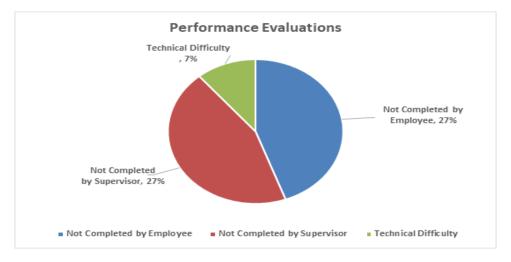
#### **Current Findings:**

- For 3 of the 30 employees (10%) included in our sample, university management did not ensure that the employee and/or the university representative completed the applicable sections of the USCIS Form I-9 within the required timeframe. [See Table 1] [Medium]
- For 18 of the 30 (60%) included in our sample, university management did not ensure that employee performance evaluations for non-faculty personnel were submitted to the Tennessee State University Department of Human Resources for inclusion in employees' personnel file folders during the fiscal year ended June 30, 2023. [See Table 2] [High]
- *3)* Details of noncompliance in the area of Pre-Employment Screening were determined to be confidential pursuant to Section 10-7-504(i), *Tennessee Code Annotated. [High]*

Reporting Period	# Not Completed Timely	% Not Completed Timely
Prior Period	5	17%
Current Period	3	10%

#### Table 1 – Form I-9 – Not Completed Timely

Reporting Period	# Not Completed	% Not Completed
Prior Period	15	50%
Current Period	18	60%



#### Detail Audit Results

We obtained from management a listing of employees hired during the period July 1, 2022, through August 31, 2023. We selected a sample of 30 employees hired during this period for testing.

#### 1. U.S. Citizenship and Immigration Services Form I-9

U.S. Citizenship and Immigration Services (USCIS) Form I-9, *Employment Eligibility Verification*, is used to verify the identity and employment authorization of individuals hired for employment in the United States. Federal regulations require employers to retain a UUSCIS Form I-9 for each person hired for three years after the date of hire, or one year after the date employment ends, whichever is later. In addition, federal guidelines for completing the form are that the employee must complete and sign section 1 of the form no later than his/her first day of employment, and the university's authorized representative should complete and sign section 2 of the form within three business days of the employee's first day of employment. Failure to adhere to federal regulations pertaining to obtaining, retaining, and completing the form could result in fines or penalties for the university.

- For 3 of the 30 employees (10%) included in our sample, university management did not ensure that the employee and/or the university representative completed the applicable sections of the USCIS Form I-9 within the required timeframe.
- The employee completed and signed section 1 of the USCIS Form I-9 from 1 to 8 days late (an average of 4.5 days).
- One of the employees included in our sample, page 2 of Form I-9, was missing, so we were unable to verify the date of the employer's signature.

#### Audit Recommendation:

To ensure compliance with federal regulations and eliminate the potential for fines and penalties due to noncompliance, management should ensure that both the employee and university representative timely complete applicable portions of the USCIS Form I-9.

#### Management's Comments:

Every effort is made to comply with all federal, state, and university policies and procedures. University compliance with the federal regulations surrounding Form I-9 compliance is a joint effort between university hiring supervisors and HR personnel. Employees sign their employment contracts and other paperwork and return these documents to HR. Sometimes an employee will omit necessary supporting documentation. The Form I-9 is not signed until all required supporting documents are collected. Hiring supervisors are not always timely in notifying HR management of a new/potential hire which impacts the Department's ability to timely on-board an employee. The Department of Human Resources will implement measures to further educate hiring supervisors on the importance of not allowing an employee to begin work until all required documentation has been submitted to our office.

#### 2. Employee Performance Evaluations

Tennessee State University Department of Human Resources Policy 6.29, *Performance Evaluation*, states, "During the initial year of employment, employees will be evaluated at least twice: once within the 6-month probationary period and at the conclusion of their first year. Thereafter, evaluations will be conducted annually or more frequently as deemed appropriate by supervisory personnel." Performance evaluations for non-faculty personnel at the university are to be submitted to the Tennessee State University Department of Human Resources to be included in respective employees' personnel file folders. Performance evaluations for faculty members are handled by the Division of Academic Affairs. Non-faculty supervisory personnel are to submit completed annual employee performance evaluations by June 30<sup>th</sup> of each year.

For 18 of the 30 (64%) included in our sample, university management did not ensure that employee performance evaluations for non-faculty personnel were submitted to the Tennessee State University Department of Human Resources for inclusion in employees' personnel file folders during the fiscal year ended June 30, 2023.

- Eight of thirty performance evaluations were completed by the employee but not completed by the supervisor.
- Eight of thirty self-evaluations were never initiated by the employee as required.
- Two of the thirty employee's performance evaluation selected for the sample presented a technical difficulty when management attempted to pull the evaluation form the system and we were unable to audit.
- One employee selected for the sample started working 7/1/2023.
- One employee selected for the sample was terminated.

**NOTE**: We will continue to perform follow-up procedures to determine the level of compliance with the university's policies and procedures related to employee evaluations.

#### Audit Recommendation:

Management should implement procedures necessary to ensure compliance with federal regulations and/or university policies in this area.

#### Management's Response:

We continue to implement procedures to prevent future instances of non-compliance in this area.

#### **3. Pre-Employment Screening**

We observed a condition in violation of federal regulations and/or university policies. The details of this finding are confidential pursuant to Section 10-7-504(i), *Tennessee Code Annotated*.



#### TENNESSEE STATE UNIVERSITY

#### BOARD OF TRUSTEES

#### **DISCUSSION ITEM**

DATE:	March 14, 2024
ITEM:	Audit Committee Report – Review of Outstanding Audit Issues
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Audit Committee, Trustee Deborah Cole

Tennessee State University is subject to audits by its internal audit department and external entities. The audits, reviews, etc. can result in findings that require corrective actions on the part of university management.

The Tennessee State University Audit Committee is diligent in its commitment and responsibility to ensure university compliance. The Audit Committee requests quarterly updates on management's progress towards correcting issues cited in audit reports. The status of management's progress towards correcting outstanding issues will be discussed.

Director of Internal Audit, Dr. Renée Forbes-Williams, and President Glover and/or her designee will discuss the outstanding audit issues.

### Tennessee State University Department of Internal Audit Audit Issues Outstanding as of March 14, 2024

#### **INTERNAL AUDITS**

Report Date	Audit Issues	Status
2/21/2022	Foundation Gifts	Follow-up to begin Spring 2024
deposited fr 2. For 9 of 22 (4 of the donat 3. For 3 of 56 ( criteria as d	<ul> <li>(16.7%) daily deposits tested, daily gifts were not deposited within one business from one to four business days late.</li> <li>(1%) bank statement credit transactions selected for testing, the transaction was not received funds.</li> <li>(5%) scholarship recipients selected for testing, the awarded students did not metermined by the donor. For 1 of 20 (5%) non-scholarship disbursements, \$27 paid from a fund where funds were solicited to provide scholarships to universe.</li> </ul>	orded within 10 days of the receipt neet the documented awarding 24,000 in consulting fees were
2/16/2022	Follow-Up Review of Federal Work-Study Timesheets- Fall 2021	Follow-up to begin Spring 2024
<ul><li>scheduled c</li><li>2. For 15 of th week while</li><li>3. For 3 of the month, we s</li><li>4. A net under</li></ul>	<ul> <li>0 (47%) timesheets selected for detailed review, we found where the students per class hours for at least one day during the months under review</li> <li>e 50 (30%) timesheets reviewed, the students worked more than 20 hours a were classes were in session.</li> <li>20 (15%) timesheets reviewed where the student worked in excess of 6 hours for found where the student did not take the required minimum 30-minute unpaid payment of \$262.00 was paid to 5 of the students included in our sample. In ad lso identified.</li> </ul>	ek for at least one for at least one day in the l rest/meal break.
5/26/2022	Grants Management	Follow-up to begin

Follow-up to begin Fall 2024

1. Management did not ensure that financial and performance reports were always submitted in a timely manner during the period under review. We found where 1 of 19 project/progress reports, and 11 of 16 financial reports were not timely submitted. We were not provided with 2 of 16 financial reports and were unable to determine if the reports were timely submitted.

2. Management did not ensure that the effort reporting system accurately supported the work performed.

A) Management did not always ensure that time and effort was timely certified or that there was evidence to support timely certification.

B) Management did not ensure that time and effort certifications were supported by the underlying payroll charges to the project.

8/23/2022 Procurement Card Transactions	Follow-up to begin Fall 2024
<ol> <li>Cardholders did not always obtain approval to exceed the single transaction limit of \$1,000.</li> <li>Cardholders did not always ensure adequate supporting documentation was provided for procure</li> </ol>	ement card transactions.
10/28/2022 Tennessee Immunization Requirements Compliance -	Follow-up to begin Fall 2024
Vaccination information in the university's student information system found that the university	u did not obtain

Vaccination information in the university's student information system found that the university did not obtain adequate proof of the student's receipt of mandated vaccinations for 279 of the 3,738 (7.5%) students included in our testwork.

# 2/13/2024Review of Conflict-of-Interest FormsFollow-up to<br/>begin Fall 2024

Management did not ensure that all employees submitted their Conflict-of-Interest form 1,053 (69.4%) forms submitted.

2/19/2024	Audit of TSU Department of Human Resources	Follow-up to
		begin Fall 2024

1. Management did not ensure that all staff performance evaluations were submitted to the TSU Department of Human Resource

2. Details of noncompliance in this area were determined to be confidential per Section 10-7-504(i), Tennessee Code Annotated.

Executive Session – Discussion of Items Deemed Confidential under State Law

ATE

### TENNESSEE STATE UNIVERSITY

# BOARD OF TRUSTEES

#### **DISCUSSION ITEM**

DATE:	March 14, 2024
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 MEETING AGENDA

11:30 a.m. CDT Thursday, March 14, 2024

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 16, 2023, Finance and Budget Committee Meeting Minutes
- IV. Report on FY 2024 Institutional Revised Budget
- V. Construction and Facilities Update and Master Plan Update
- VI. Finance and Budget Report
- VII. Approval of FY 2025 Compensation Plan
- VIII. Report on Customer Relations Strategic Plan
- IX. Enrollment Update
- X. Merit Scholarship Update
- XI. Personnel Action Plan Update
- XII. Report on Information Technology Replacement Plan
- XIII. Adjournment

Approval of November 16, 2023, Finance and Budget Committee Meeting Minutes

STATE

# TENNESSEE STATE UNIVERSITY

#### BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	March 14, 2024
ITEM:	Approval of November 16, 2023, Finance and Budget Committee Meetings Minutes
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Richard Lewis

The document reflecting the minutes from the November 16, 2023, Finance and Budget Committee meeting is included in the March 14, 2024, Board materials.

MOTION: To approve the minutes from the Board of Trustees' November 16, 2023, Finance and Budget Committee meeting, as contained in the Board materials for the Board's March 14, 2024, meeting.

#### Meeting of the Tennessee State University Board of Trustees Finance and Budget Committee Meeting November 16, 2023 Tennessee State University – Hankal Hall

#### MINUTES

#### Committee Members Present: Trustees Richard Lewis, Andre Johnson, and Steve Corbeil

**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; Vice President 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 Garza Brown, Associate General Counsel; Dean Chandra Reddy; Will Radford, Assistant Vice President of University Design & Construction; Renée Forbes-Williams, Director of Internal Audit; Quincy Quick, Associate VP and Chief Research Officer; Jessica Powell, Assistant VP of Customer Relations; Cynthia Howell, Assistant VP

#### I. CALL TO ORDER

Trustee Lewis called the meeting to order at 8:33 a.m. on Thursday, November 16, 2023. Trustee Lewis made findings on the record regarding the necessity to conduct the Committee meeting by electronic participation without a physical quorum present. He stated that the Committee was scheduled to take up important committee matters which required timely action by the Committee, including, but not limited to approval of the FY 2024 Institutional Revised Budget and the Scholarship Plan for academic year 2024-2025. The Committee will also receive important reports on construction and facilities updates, the Master Plan, Finance and Budget, Institutional Development, enrollment and scholarships, personnel, customer service, and a Board Housing Committee members by electronic means of communication was necessary. Board Secretary Pendleton called the roll at Trustee Lewis' request, and the motion carried unanimously by roll call vote.

#### II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at Trustee Lewis' request. Trustees Lewis and Corbeil were present. Secretary Pendleton announced the presence of a quorum.

#### **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 September 14, 2023, Finance and Budget Committee meeting, as contained in the November 16,

2023, Committee materials. Trustee Corbeil seconded the motion, which was carried by roll call vote.

### IV. APPROVAL OF FY 2024 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. Dr. Allen directed the Committee to pages 60-62 of the Board materials and led the Committee through the budget figures. He reviewed the October 2023 budget. He noted a difference in the figures for "Instruction," which has a \$5.2 million increase due to salary increases approved by the Board and those academic units that can carry funding forward. A discussion took place regarding the variance. Dr. Allen continued to review variances in the budget. He said that the University would save \$1.4 million from the discontinued use of the Red Roof Inn, which will help offset deficiencies in the October budget.

Trustee Corbeil asked that Dr. Allen prepare a separate schedule advising the Board of every material change (over 10%) and to indicate what is driving the change. Trustee Corbeil noted that a \$2 million net change is less than 1%.

A discussion took place regarding the budget. Dr. Allen stated that there is a deficit of about \$750,000, which is about a \$489,000 deficit for the June budget, so it's about a \$350,000 deficit increase being proposed. Dr. Allen projects that TSU will be \$750,000 in the red at June 30, 2024, which includes the \$1.4 million in savings from Red Roof Inn. Trustee asked about anticipating and modeling pension data. Dr. Allen discussed the difficulties with modeling out pension data. Some projections are considered, but it is difficult to predict. Dr. Allen concluded his report.

Trustee Cole recognized that a greater level of detail is being provided and that there was a good conversation on this point.

Trustee Lewis moved for the Finance and Budget Committee to recommend to the full Board the approval of the FY 2024 Institutional Revised Budget, as contained in the Board materials for the November 16, 2023, Board meeting. Trustee Corbeil seconded, and the motion carried unanimously by roll call vote.

# V. CAPITAL PLANNING AND FACILITIES UPDATE

Chair Lewis introduced the next agenda item. Chair Lewis called upon Dr. Glover, who called on Dr. Allen and Will Radford, to provide information on this item.

Mr. Radford explained that a Master Plan update is underway. He indicated that a Master Plan update is coming. Pricing costs information needed to be completed for the Master Plan update because it did not accurately reflect Nashville market costs.

Mr. Radford reported on an Electrical Master Plan. There is a goal of fast-tracking this plan. It was set to be an 8-year project, but they are seeking to limit this to a 5-year project.

A Housing Master Plan is complete and will be submitted in December to TSCCA for bond approval and, thereafter, will be brought forward for SBC approval.

A discussion took place regarding emerging technology, including cleanrooms and chipmaking. Dr. Melton said that this is part of TSU's plan. She said that the University is also going to need state-of-the-art research labs for this type of project.

Trustee A. Johnson asked about tornado recovery efforts. Mr. Radford explained the difficulties with warranties. He said that one of the reasons for protracted efforts is because of the sequencing of events. Trustee A. Johnson noted his concern about the cost of repairs going up. Mr. Radford said that he can create a list of tornado repairs. Mr. Radford said that several projects were executed as soon as the funds were received. There is no project we are holding. Dr. Allen said that prices are locked in. Mr. Radford explained that they try to recover whatever is possible if costs go up. Dr. Allen said that TSU has not had to fill any gaps in funding. Mr. Radford expects to finish this work in the next 12 months. He is looking to add another insurance specialist to his team.

#### VI. FINANCE AND BUDGET REPORT

Chair Lewis introduced the next agenda item. Chair Lewis called upon Dr. Glover, who called on Dr. Allen, to provide information on this item. Dr. Allen reported that the FY 2022 audit by the State Comptroller's Office is ongoing. He hoped that it would be wrapped up in the upcoming few weeks.

A forensic audit has been in progress since July 2023. Their report is set to be released on December 15, 2023. Dr. Allen reported that 18 auditors were present within the University's systems. The auditors have not yet noted anything, and it is to be determined whether anything needs to be addressed.

A TSAC compliance review is technically another audit underway. There were 24 findings in the report. Nine of the 24 were covered. Some management responses are needed. The goal is to complete this before the holidays. The State is withholding \$9.5 million of TSU funding until all 24 items are completed. Weekly meetings take place. This review impacts Finance, Academic Affairs, and Enrollment Services.

Trustee Lewis thanked Dr. Glover and Dr. Allen for their report.

#### VII. INSTITUTIONAL DEVELOPMENT REPORT

Chair Lewis introduced the next agenda item. Chair Lewis called upon Dr. Glover, who called on Lolita Toney, to provide a report on institutional development. Ms. Toney reported on fundraising efforts by Institutional Advancement. Currently, TSU is at \$3.7 million, almost \$3.8 million. This does not include a \$900,000 gift received this week. The goal this year is to raise \$10 million. TSU is one-third of the way toward its goal. Ms. Toney discussed efforts to improve the website to drive better fundraising. She discussed face-to-face visit requirements. She said that they have

conducted an alumni survey. They are working with other departments to release a bi-annual publication. A director of stewardship and donor relations was hired.

A discussion took place regarding giving and the needs of the Office of Institutional Advancement. Chair Cole asked for a report on what additional resources are needed. Ms. Toney stated that she needs at least two more fundraisers.

#### VIII. UPDATE ON ENROLLMENT AND SCHOLASRHIPS

Chair Lewis introduced the next agenda item. Chair Lewis called upon Dr. Glover, who called on COO Jason Evans, to provide an update on enrollment and scholarships. Mr. Evans directed the Board to pages 93-95 of the Board materials. Mr. Evans reviewed applicant and enrollment data. He stated that there are 982 people who have been admitted for Fall 2024. Trustee B. Johnson expressed a desire to see a breakdown of enrollment data by class. He would like data to show student retention success, yield number (conversion rate), and persistence.

A discussion took place regarding enrollment and enrollment strategy. There are 14,375 first time freshmen applicants for fall 2024. Of those, 1,384 have completed their applications. Mr. Evans reported that a new software was recently adopted. Of the completed applications, 943 applicants have been admitted. Chair Cole asked whether the University needs additional staff members. Mr. Evans said that they do. The Committee inquired about the number of incomplete applications and efforts to improve the rates.

#### IX. APPROVAL OF SCHOLARSHIP PLAN FOR ACADEMIC YEAR 2024-2025

Chair Lewis introduced the next agenda item, the approval of the scholarship plan for academic year 2024-2025. Chair Lewis called upon Dr. Glover, who called on COO Jason Evans, to provide this information. Mr. Evans directed the Board to page 98 of the Board materials. He reviewed the University's proposed scholarship plan. He discussed adjusting Tier Three of the plan, which would help with retention efforts. They plan to offer about 970 scholarships. They are not proposing to raise this amount this year since that number was not met last year. Scholarships have not been awarded because the plan has not been approved yet. They are prepared and ready to offer scholarships to students.

Dr. Allen explained that the approval sought today is for \$5 million for new student scholarships. A full scholarship report will be brought before the Board in June and will report all dollars, including this \$5 million.

Trustee A. Johnson moved for the Committee to recommend to the full Board the approval of the Scholarship Plan for new students for the academic year 2024-2025 not to exceed a \$5 million pool, as outlined in pages 101 and 102 of the Board materials for the November 16, 2023, Board meeting. Trustee Corbeil seconded the motion.

Trustee A. Johnson amended his motion to include the Tier Three plan, as referenced on pages 101 and 102 of the Board materials, with the caveat that no amount of scholarships awarded, in the

aggregate, shall exceed \$5 million without further Board approval. Trustee Corbeil seconded the motion.

The discussion continued surrounding scholarships for returning students. Trustee Lewis requested a detailed report every committee meeting advising the Board about scholarships.

A roll call vote was taken on Trustee A. Johnson's amended motion, which carried unanimously by roll call vote.

A roll call vote was taken on Trustee A. Johnson's original motion, which also carried unanimously by roll call vote.

#### X. PERSONNEL ACTION PLAN UPDATE

Chair Lewis introduced the next agenda information item, a personnel action plan update. Chair Lewis called upon Dr. Glover, who called on COO Jason Evans, to provide this update. He directed the Committee to pages 105-110 of the Board materials.

Mr. Evans recommended a manpower study/organizational assessment. The last one was done four years ago by Sibson Consulting. He would like a more detailed assessment.

Mr. Evans reported that a Personnel Action Plan Committee reviewed the Comptroller's Report to determine if there were other positions mentioned in the report that were key and required staffing. All positions were filled, as reflected on the chart on page 107. There are additional positions that need to be filled, as reflected in the charts. The next steps for the Personnel Action Plan Committee are listed on page 108.

Trustee B. Johnson suggested including someone from the Faculty Senate on the Personnel Action Plan Committee. Mr. Evans said this is fine.

#### XI. CUSTOMER SERVICE REPORT

Chair Lewis introduced the next agenda information item, a personnel action plan update. Chair Lewis called upon Dr. Glover, who called on COO Jason Evans, to provide this update. He directed the Committee to pages 113-116 of the Board materials. Mr. Evans reviewed the data for customer relations inquiries. The majority of questions pertained to Financial Aid (34%).

Mr. Evans stated that there were about 340 inquiries from May through October. Customer Relations works with various departments to resolve problems and directly involves the departments. Mr. Evans reported that response times have improved. Data and metrics are being measured with respect to customer relations. The number of inquiries going to HERO has gone down, from about 20 down to 5. Further discussion took place regarding customer relations, quantifying response rates, and conducting a formal strategic plan for customer relations for the next meeting. Chair Cole requested a formal strategic plan.

#### XII. BOARD HOUSING COMMITTEE REPORT

Chair Lewis introduced the next agenda information item, a Housing Committee Report. Chair Lewis called Trustee Pinnock and Dr. Glover to present on this item. Trustee Pinnock referred the Committee to the Committee report on page 119 of the Board materials.

Trustee McKenzie discussed the status of the House of God development project with Otis Jones of Cobblestone. He said that an investment bank has accepted the project and bonds are being underwritten. This project is moving along nicely. The project will include about 750-1,000 beds.

There was a discussion regarding projects. There is another project concerning the Avon Williams campus that could include PPP funds. Trustee McKenzie hopes that the Master Plan will include the Avon Williams campus. Trustee Pinnock explained that the House of God project is a project between the House of God and a developer. This is a totally private project that gives TSU students first priority on apartments. Trustee McKenzie explained that TSU can buy a right of first refusal to buy the property, if it is later sold.

Chair Cole congratulated Trustee Pinnock and the Committee for their accomplishment.

### XIII. UPDATE ON CUMBERLAND PROPERTY DEVELOPMENT ASSESSMENT

Chair Lewis introduced the next agenda information item. Chair Lewis asked Dr. Glover or her designee to present on this item. Dr. Glover asked Secretary Pendleton to introduce this project. He reported that a year ago the Board approved an assessment of the Cumberland Property to look at suitability for development. There is a potential for involvement with baseball.

Ed Henley with Pillars Development presented information to the Board regarding the assessment, done with Moody Nolan and Barge Design. Barge Design has done significant work along Cumberland River. This study was done at no cost to TSU by Music City Baseball. Mr. Henley presented the findings of the assessment, focusing on three key areas of focus: flood impacts (looking at 5 alternatives), utilities/easements/ground rights/entitlements, and environmental impact. Opportunities contemplated for the property include academic, research, housing, athletic, recreational, and the cultural arts. The assessment covered 196 acres.

Mr. Henley introduced his team members that were present, which included John Loar, Dave Stewart, and Dr. Eddie Hamilton representing Music City Baseball and Welton Pride with Pillars Development. The group was welcomed and thanked for their efforts.

Secretary Pendleton noted that this is an ongoing process and that information is being sought from others, including the State, residential housing, and the TSU Department of Agriculture.

Dave Stewart next presented information regarding Major League Baseball. He said that he spoke with MLB a week ago about expansion. The MLB Commissioner has started with his expansion committee, looking at Montreal, Charlotte, Nashville, Austin, Salt Lake City, and Portland, OR. The Commissioner will speak to all these cities. Mr. Stewart does not think that it is far-fetched to think that Nashville could be an expansion city. MLB is looking seriously at Nashville as a top

city to play baseball. He expects the Expansion Committee process to be done and over with by summer of next year; however, the process could take five years. His hope is that we would be playing MLB in Nashville within five years.

#### XIV. 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 A. Johnson. The motion was carried unanimously by roll call vote. The meeting was adjourned at 11:50 p.m.



#### TENNESSEE STATE UNIVERSITY

#### BOARD OF TRUSTEES

#### **INFORMATION ITEM**

DATE:	March 14, 2024
ITEM:	Repot and Update on FY 2024 Institutional Revised Budget
RECOMMENDED ACTION:	None
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 February 29, 2024

BUDGET         FYTD         VARIANCE         % VARIANCE         2023           REVENUS:         Education and Ceneral         Tuiton and Fees         \$ 9,191,500         \$ 88,622,647         \$ 10,568,833         \$ 89,35%         \$ 9,598,1872           State Appropriation         2,234,600         31,000,100         21,444,500         \$ 91,49%         \$ 2,262,070           Period Grants and Contracts         33,000         35,000         3,000         10,07%         -           State Grants and Contracts         33,000         -         3,000         0,00%         -           States and Services of Full Depts         33,000         -         -         78,000         0,00%         -           Total Education and General         \$ 162,515,900         \$ 126,286,046         \$ 36,229,884         77,71%         \$ 133,697,636           Subscription         \$ 162,515,900         \$ 142,62,7201         \$ 44,741,475         \$ (311,775)         100,70%         \$ 133,697,636           Subscription         \$ 30,006,759         1,710,72,721         \$ 35,918,079         82,64%         \$ 180,097,205           Education and General         \$ 10,00,679         1,423,452         1,588,227         47,35%         1,414,558           Public Service		2024			
Education and General         s         99191500         \$         88,622,471         \$         105688.83         \$93.5%         \$         959581872           State Appropriation         5.2584,600         3.100,100         21,484,500         59.14%         3.2620,700           Federal Grants and Contracts         3.5000         3.65960         3.463,400         1.00%         -           State Grants and Contracts         3.5000         -         3.300         0.00%         -           State Sama Sam Contracts         47,000         5.300         43.500         7.45%         -           States and Services of Other Activities         6.340,500         6.522,839         (182,339)         102.88%         5.055664           Other Sources         780,000         -         780,000         -         780,000         -           Total Education and General         \$         102,515,900         \$         44,741,475         \$         3.518,007         \$         47,289,629           Total Education and General         \$         102,515,900         \$         44,741,475         \$         3.010,070%         \$         47,289,629           Total Education and General         \$         102,515,900         \$         42,744,375         \$ </th <th></th> <th>BUDGET</th> <th>FYTD</th> <th>VARIANCE % VARIANO</th> <th>2023 CE PYTD</th>		BUDGET	FYTD	VARIANCE % VARIANO	2023 CE PYTD
Tution and Free:         \$         99.1915.00         \$         88.622.471         \$         105.68.853         99.33%         \$         \$         95.268.070           State Appropriation         52.584.600         31.100.100         21.484.500         59.14%         32.600.700           State Crants and Contracts         33000         -         33000         0.00%         -           Private Grants and Contracts         340.000         3.600         435.00         7.45%         -           Sales and Services of Char Activities         64.304.500         652.28.39         102.88%         5.095.064         -           Total Education and General         \$         162.515.900         \$         126.286.046         \$         362.98.54         77.71%         \$         133.697.656           Sales 305 express         \$         44.429.700         \$         44.741.475         \$         (311.775)         100.70%         \$         47.289.629           TOTAL REVENUES:         \$         206.945.600         \$         171.027.521         \$         35.918.079         82.64%         \$         180.987.265           Education and General         Instruction         \$         70.029.29         \$         40.244.308         \$         29.784.	<b>REVENUES:</b>				
State Appropriation         52.584,600         31,100,100         21,445,400         91,4%         32,620,700           Proderal Grants and Contracts         3,000         -         33,000         -         33,000         0.00%         -           Private Grants and Contracts         47,000         3,500         43,530         7,45%         -           Sales and Services of Educ Depts         39,300         -         39,200         0.00%         -           Total Education and General         \$ 162,515,500         \$ 126,286,046         \$ 36,229,854         77.71%         \$ 13,067,636           Sales, Sing Services of Educ Services         \$ 206,945,600         \$ 171,027,521         \$ 35,918,079         82,64%         \$ 180,987,265           CHAR EVENUES:         \$ 206,945,600         \$ 171,027,521         \$ 35,918,079         82,64%         \$ 180,987,265           EXPENDITURES:         Education and General         \$ 70,029,229         \$ 40,244,308         \$ 29,784,921         57,47%         \$ 37,684,499           Research         30,106,759         1,428,452         1,588,227         4,71,475         \$ 14,445,589           Public Service         2,727,677         1,914,073         \$ 13,260,676         60,37%         6,384,09         1,445,589           Stu	Education and General				
Federal Canais and Contracts         3.500,000         36,960         3.463,040         1.06%         -           State Grants and Contracts         33,000         -         33,000         0.00%         -           Private Grants and Contracts         47,000         3.500         43,500         7.45%         -           Sales and Services of Dher Activities         63,40,500         65,22,39         102,88%         5095,064         -         39,300         0.00%         -           Total Education and General         \$ 162,515,900         \$ 126,286,046         \$ 36,229,854         77,71%         \$ 13,3697,656           Sales,30% State Enterprises         \$ 44,429,700         \$ 44,741,475         \$ (311,775)         100,70%         \$ 47,289,629           TOTAL REVENUES:         \$ 206,945,600         \$ 171,027,521         \$ 35,918,079         82,64%         \$ 180,987,265           EXPENDITURES:         Education and General         Instruction         \$ 70,029,229         \$ 40,244,308         \$ 29,784,921         57,47%         \$ 37,684,499           Research         3016,679         1,428,452         1,588,227         47,35%         6,348,030           Public Service         272,78,767         1,914,073         81,3695         70,17%         1,445,589	Tuition and Fees	\$ 99,191,500	\$ 88,622,647	\$ 10,568,853 89.3	5% \$ 95,981,872
Federal Caratis and Contracts         3500000         36900         3.443040         1.0%         -           State Grants and Contracts         33000         -         33000         0.0%         -           Private Grants and Contracts         47,000         3.500         43,500         7,45%         -           Sales and Services of DuP Activities         63,40,500         6522,839         (182,339)         102,88%         5,095,604         -         36,000         0.0%         -         -         39,00         0.0%         -         -         -         39,00         0.0%         -         -         -         30,000         0.0%         -         -         -         30,000         0.0%         -         -         -         30,000         0.0%         -         -         -         -         30,000         0.0%         -         -         -         -         30,000         0.0%         -         -         -         30,000         0.0%         -         -         -         -         -         30,000         0.0%         -         -         -         -         -         -         -         -         -         -         -         -         -         -	State Appropriation	52,584,600	31,100,100	21,484,500 59.14	4% 32,620,700
Private Grants and Contracts         47,000         3,500         43,500         7,45%         -           Sales and Services of Other Activities Other Sources         5,940,000         -         39,300         0.00%         -           Total Education and General         5         162,515,900         5         126,286,046         5         36,229,854         77,71%         5         133,607,636           Sales and Services of Other Activities         5         142,628,046         5         3,629,854         77,71%         5         133,607,636           Sales //Sv Aux Enterprises         S         44,429,700         S         44,421,475         S         (311,775)         100,70%         S         47,289,629           TOTAL REVENUES:         S         206,945,600         S         171,027,521         S         3,591,8079         82,64%         S         180,987,265           EXPENDITURES:         Education and General         11,428,452         1,588,227         47,35%         1,414,558           Public Service         2,727,76         1,914,4073         81,3695         70,17%         1,495,598           Public Service         2,727,577         1,914,4073         81,3695         70,17%         1,495,546,409           State Sigport	Federal Grants and Contracts	3,500,000	36,960	3,463,040 1.0	- 5%
Sales and Services of Educ Depts         39,300         -         39,300         0.00%           Sales and Services of Other Activities         6,340,500         6,522,339         (182,339)         00.288%         5.095,064           Total Education and General         \$ 162,515,900         \$ 126,286,046         \$ 36,229,854         77.71%         \$ 133,697,636           Sales/Svs Aux Enterprises         Aux Enterprises         \$ 206,945,600         \$ 171,027,521         \$ 35,918,079         82,64%         \$ 180,987,265           EXPENDITURES:         \$ 206,945,600         \$ 171,027,521         \$ 35,918,079         82,64%         \$ 180,987,265           Extending and General         Instruction         \$ 70,029,229         \$ 40,244,308         \$ 29,784,921         57,47%         \$ 37,684,499           Research         3,016,679         1,248,452         1588,227         47,35%         1,414,558           Public Service         2,272,767         1914,073         813,669         70,17%         1,405,598           Academic Support         16,114,508         14,472,797         1,641,712         88,81%         12,203,81%           Sudent Services         2,252,907         3,705,264         9,375,51         9,708         6,344,70           Sudent Services         2,252,907	State Grants and Contracts	33,000	-	33,000 0.0	- 0%
Sales and Services of Other Activities         6.340.500         6.522,839         (182,339)         102,88%         5.095,664           Other Sources         780,000         \$ 162,215,000         \$ 126,286,046         \$ 36,229,884         777,71%         \$ 135,007,656           Sales/Ns Aux Enterprises         Aux Enterprises         \$ 44,429,700         \$ 44,741,475         \$ (311,775)         100,70%         \$ 47,289,629           TOTAL REVENUES:         \$ 206,945,600         \$ 17,1027,521         \$ 35,918,079         82,64%         \$ 180,987,265           Education and General         Instruction         \$ 70,029,229         \$ 40,244,308         \$ 29,784,921         57,47%         \$ 37,684,499           Research         301,6679         1,428,452         1,588,227         47,35%         1,414,558           Public Service         2,727,67         1914,073         813,695         60,73%         63,360,00           Studem Services         25,225,097         15,959,199         9,229,898         63,41%         1,6897,422           Instruction and General         \$ 117,22,325,050         \$ 132,715,911         \$ 39,003,95         777,01%         \$ 12,203,41           Instruction and General         \$ 172,325,650         \$ 132,715,911         \$ 39,010,595         77,01%         \$ 12,203,451	Private Grants and Contracts	47,000	3,500	43,500 7.4	- 5%
Other Sources         780,000         -         780,000         0.00%         -           Total Education and General         \$ 162,515,900         \$ 126,286,046         \$ 36,229,854         77,71%         \$ 133,697,636           Sales/Ns Aux Enterprises         \$ 44,429,700         \$ 44,741,475         \$ (311,775)         100,70%         \$ 47,289,629           TOTAL REVENUES:         \$ 206,945,600         \$ 171,027,521         \$ 35,918,079         82,64%         \$ 180,987,265           EXPENDITURES:         Education and General         Instruction         \$ 70,029,229         \$ 40,244,308         \$ 29,784,921         57,47%         \$ 5         37,684,499           Research         3,016,679         1,428,452         1,588,227         47,35%         1,414,558           Academic Support         16,113,034         70,029,299         \$ 40,244,308         \$ 29,784,921         57,47%         \$ 37,684,499           Public Service         2,727,767         1.914073         813,695         70,17%         1,495,589           Academic Support         16,114,508         14472,797         1,641,712         89,81%         12,110,321           Physical Plant         24,383,392         143,564,01         9,827,553         192,282%         44,149,413           Total Educa	Sales and Services of Educ Depts	39,300	-	39,300 0.0	- 0%
Other Sources         780,000         -         780,000         0.00%         -           Total Education and General         \$ 162,515,900         \$ 126,286,046         \$ 36,229,854         77,71%         \$ 133,697,636           Sales/Ns Aux Enterprises         \$ 44,429,700         \$ 44,741,475         \$ (311,775)         100,70%         \$ 47,289,629           TOTAL REVENUES:         \$ 206,945,600         \$ 171,027,521         \$ 35,918,079         82,64%         \$ 180,987,265           EXPENDITURES:         Education and General         Instruction         \$ 70,029,229         \$ 40,244,308         \$ 29,784,921         57,47%         \$ 5         37,684,499           Research         3,016,679         1,428,452         1,588,227         47,35%         1,414,558           Academic Support         16,113,034         70,029,299         \$ 40,244,308         \$ 29,784,921         57,47%         \$ 37,684,499           Public Service         2,727,767         1.914073         813,695         70,17%         1,495,589           Academic Support         16,114,508         14472,797         1,641,712         89,81%         12,110,321           Physical Plant         24,383,392         143,564,01         9,827,553         192,282%         44,149,413           Total Educa	Sales and Services of Other Activities	6,340,500	6,522,839	(182,339) 102.8	8% 5,095,064
Total Education and General         \$ 162,515,900         \$ 126,286,046         \$ 36,229,854         77,71%         \$ 133,697,636           Sales/Svs Aux Enterprises Aux Enterprises         \$ 44,429,700         \$ 44,741,475         \$ (311,775)         100.70%         \$ 47,289,629           TOTAL REVENUES:         \$ 206,945,600         \$ 171,027,521         \$ 35,918,079         82,64%         \$ 180,987,265           Education and General Instruction         \$ 70,029,229         \$ 40,244,308         \$ 29,784,921         57,47%         \$ 37,684,499           Research         3,016,679         1,428,452         1,588,227         47,35%         1,414,558           Public Service         2,727,767         194,073         813,695         70,17%         \$ 37,684,499           Academic Support         16,143,508         144,72,977         1641,712         89,81%         12,103,21           Instruction         \$ 172,326,506         \$ 132,715,911         \$ 39,610,595         77,01%         \$ 132,661,882           Subary Support         16,114,508         144,72,977         1641,712         89,81%         12,103,21           Instruction and General         \$ 172,326,506         \$ 132,715,911         \$ 39,610,595         77,01%         \$ 132,661,682           Sales/Svs Aux Enterprises         Aux			_		, ,
Aux Enterprises         S         44,429,700         S         44,741,475         S         (311,775)         100.70%         S         47,289,629           TOTAL REVENUES:         S         206,945,600         S         171,027,521         S         35,918,079         82,64%         S         180,987,265           EXPENDITURES:         Education and General         S         70,029,229         S         40,244,308         S         29,784,921         57,47%         S         37,684,499           Research         3016,679         1,484,852         1,588,227         47,735%         1,414,558           Public Services         25,225,077         1,914,073         813,695         70,17%         1,445,584           Student Services         25,225,077         15,959,199         9,229,29,898         63,41%         16,187,422           Institutional Support         16,114,508         14,472,797         1,641,712         89,81%         12,110,321           Physical Plant         24,383,032         14,4556,401         9,827,533         9,70%         8         32,2661,682           Sales/Svs Aux Enterprises         S         36,873,579         S         25,162,887         S         11,710,693         68,24%         S         32,786,012 <td>Total Education and General</td> <td></td> <td>\$ 126,286,046</td> <td></td> <td></td>	Total Education and General		\$ 126,286,046		
TOTAL REVENUES:         \$ 206945.600         \$ 171,027,521         \$ 35,918,079         82.64%         \$ 180,987,265           EXPENDITURES:         Education and General         Instruction         \$ 70,029,229         \$ 40,244,308         \$ 29,784,921         57,47%         \$ 37,684,499           Research         3016,679         1.428,452         1.588,227         47,35%         1.414,558           Public Service         2,727,767         1.914,073         813,695         70,17%         1.495,989           Academic Support         1.6114,508         1.4472,797         1.641,712         89,31%         12,110,321           Physical Plant         24,383,932         14,556,401         9,827,731         59,70%         5         32,661,682           Sale/Svs Aux Enterprises         19,216,259         37,052,614         (17,886,355)         192,82%         44,169,413           Total Education and General         \$ 172,326,506         \$ 132,715,911         \$ 39,610,595         77,01%         \$ 132,661,682           Sale/Svs Aux Enterprises         \$ 209,200,085         \$ 157,878,798         \$ 11,710,693         68,24%         \$ 32,786,021           TOTAL EXPENDITURES:         \$ 209,200,085         \$ 157,878,798         \$ 11,710,693         68,24%         \$ 15,539,563	Sales/Svs Aux Enterprises				
EXPENDITURES:         Instruction         \$ 70,029,229         \$ 40,244,308         \$ 29,784,921         \$ 74,7%         \$ 37,684,499           Research         3,016,679         1,428,452         1,588,227         47,35%         1,414,5589           Public Service         2,727,767         1,914,073         813,695         70,17%         1,445,589           Academic Support         11,613,034         7,052,068         4,560,967         60,73%         6,386,030           Student Services         2,522,507         15,995,199         9,229,898         63,41%         16,897,422           Institutional Support         16,114,508         14,472,797         1,641,712         89,81%         12,103,21           Physical Plant         24,383,932         14,556,401         9,827,531         59,70%         12,503,451           Scholarships and Fellowships         19,216,259         37,052,614         (17,836,355)         192,82%         44,169,413           Total Education and General         \$ 172,326,506         \$ 132,715,911         \$ 39,610,595         77,01%         \$ 132,786,708           Cotal Action and General         \$ 172,326,506         \$ 157,878,798         \$ 51,321,288         75,47%         \$ 165,447,703           EXCESS (DEFICIENCY) OF         \$ (2,254,485)	Aux Enterprises	\$ 44,429,700	\$ 44,741,475	\$ (311,775) 100.7	0% \$ 47,289,629
Education and General           Instruction         \$70,029,229         \$40,244,308         \$29,784,921         57,47%         \$53,7684,499           Research         3,016,679         1,428,452         1,588,227         47,35%         1,414,558           Public Service         2,727,767         1,914,073         813,695         70,17%         1,495,989           Academic Support         11,613,034         7,052,068         4,560,907         60,73%         6,386,030           Student Services         22,225,097         15,995,199         9,229,898         63,41%         16,897,422           Institutional Support         16,114,508         14,472,797         1,641,712         89,81%         12,110,321           Physical Plant         24,383,932         14,556,401         9,827,531         59,70%         12,503,451           Total Education and General         \$172,326,506         \$132,715,911         \$39,610,595         77,01%         \$132,661,682           Aux Enterprises           Aux Enterprises         \$209,200,085         \$157,878,798         \$51,321,288         75,47%         \$165,447,703           Education and General           Mandatory Transfers         \$1,234,900         \$12,234,860         \$17,230,21	TOTAL REVENUES:	\$ 206,945,600	\$ 171,027,521	\$ 35,918,079 82.6	4% \$ 180,987,265
Instruction         \$ 70,029,229         \$ 40,244,308         \$ 29,784,921         57,47%         \$ 37,684,499           Research         3,016,679         1,428,452         1,588,227         47,35%         1,414,558           Public Service         2,727,767         1,914,073         813,695         70,17%         1,445,589           Academic Support         11,613,034         7,052,068         4,560,967         60,73%         6,386,030           Student Services         25,225,097         15,995,199         9,222,9898         63,41%         16,897,422           Institutional Support         16,114,508         14,472,797         1,641,712         89,81%         12,110,321           Physical Plant         24,383,932         14,556,401         9,827,551         59,70%         12,203,451           Scholarships and Fellowships         19,216,259         37,052,614         (17,836,355)         192,82%         44,169,413           Total Education and General         \$ 172,326,506         \$ 132,715,911         \$ 39,610,595         77,01%         \$ 132,661,682           Subset/Svs Aux Enterprises           Aux Enterprises         \$ 209,200,085         \$ 157,878,798         \$ 51,321,288         75,47%         \$ 165,447,703            \$ (	EXPENDITURES:				
Research       3,016679       1,428,452       1,588,227       47,35%       1,414,558         Public Service       2,727,767       1,914,073       813,695       70.17%       1,495,989         Academic Support       11,613,034       7,052,068       4,560,967       60,73%       6,386,030         Studemi Services       2,522,5097       15,995,199       9,229,898       63,41%       16,897,422         Institutional Support       16,114,508       14,472,797       1,641,712       89,81%       12,110,321         Physical Plant       24,383,932       14,556,401       9,827,531       59,70%       12,203,451         Scholarships and Fellowships       192,162,599       37,1052,614       (17,836,355)       192,82%       44,169,413         Total Education and General       \$ 172,326,506       \$ 132,715,911       \$ 39,610,595       77.01%       \$ 132,661,682         Sales/Svs Aux Enterprises       \$ 209,200,085       \$ 157,878,798       \$ 51,321,288       75,47%       \$ 165,447,703         EXCESS (DEFICIENCY) OF       \$ (2,254,485)       \$ 13,148,724       \$ (15,403,209)       -583,23%       \$ 15,539,563         TRANSFERS:       Education and General       (7,86,000)       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296	Education and General				
Public Service       2,727,767       1,914,073       813,695       70.17%       1,495,989         Academic Support       11,613,034       7.052,068       4,560,067       60.73%       6,386,030         Student Services       25,225,097       15,995,199       9,229,898       63,41%       16,897,422         Institutional Support       16,114,508       14,472,797       1,641,712       89,81%       12,10,321         Physical Plant       24,383,932       14,556,401       9,827,531       59,70%       12,203,451         Scholarships and Fellowships       19,216,259       37,052,614       (17,836,355)       192,82%       44,169,413         Total Education and General       \$ 172,326,506       \$ 132,715,911       \$ 39,610,595       77.01%       \$ 132,661,682         Sales/Svs Aux Enterprises       Aux Enterprises       \$ 209,200,085       \$ 157,878,798       \$ 11,710,693       68,24%       \$ 32,786,021         TOTAL EXPENDITURES:       \$ 209,200,085       \$ 157,878,798       \$ 51,321,288       75,47%       \$ 165,447,703         EXCESS (DEFICIENCY) OF	Instruction	\$ 70,029,229	\$ 40,244,308	\$ 29,784,921 57.4	7% \$ 37,684,499
Academic Support11,613,0347,052,0684,560,96760,73%6,386,030Student Services25,225,09715,995,1999,229,89863,41%16,897,422Institutional Support16,114,50814,472,7971,641,71289,81%12,110,321Physical Plant24,383,93214,556,4019,827,53159,70%12,503,451Scholarships and Fellowships19,216,25937,052,614(17,836,355)192,82%44,169,413Total Education and General\$ 172,326,506\$ 132,715,911\$ 39,610,59577.01%\$ 132,661,682Sales/Svs Aux Enterprises\$ 36,873,579\$ 25,162,887\$ 11,710,69368,24%\$ 32,786,021TOTAL EXPENDITURES:\$ 209,200,085\$ 157,878,798\$ 51,321,28875,47%\$ 165,447,703EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES $-$ (9,720,900) $-$ 	Research	3,016,679	1,428,452	1,588,227 47.3	5% 1,414,558
Student Services $25,225,097$ $15,995,199$ $9,229,898$ $63,41\%$ $16,897,422$ Institutional Support $16,114,508$ $14,472,797$ $1,641,712$ $89,81\%$ $12,110,321$ Physical Plant $24,383,932$ $14,556,401$ $9,227,531$ $59,70\%$ $12,503,451$ Scholarships and Fellowships $19,2162,599$ $$$132,715,911$ $$$39,610,595$ $$77.01\%$ $$$132,661,682$ Sales/Svs Aux Enterprises $$$36,873,579$ $$$25,162,887$ $$$11,710,693$ $$68,24\%$ $$$32,786,021$ TOTAL EXPENDITURES: $$$209,200,085$ $$157,878,798$ $$$11,710,693$ $$68,24\%$ $$$32,786,021$ TOTAL EXPENDITURES: $$$209,200,085$ $$$157,878,798$ $$$13,21,288$ $75,47\%$ $$$165,447,703$ EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES $$$2,2254,485$ $$$13,148,724$ $$$(15,403,209)$ $-$583,23\%$ $$$15,539,563$ TRANSFERS:       Education and General $$$(9,720,900)$ $-$$(9,720,900)$ $-$$(9,720,900)$ $-$$(9,720,900)$ $-$$(9,720,900)$ $-$$(9,720,900)$ $-$$(9,720,900)$ $-$$(9,720,900)$ $-$$(9,720,900)$ $-$$(9,720,900)$ $-$$(1,448,480)$	Public Service	2,727,767	1,914,073	813,695 70.1	7% 1,495,989
Institutional Support       16,114,508       14,472,797       1,641,712       89.81%       12,110,321         Physical Plant       24,383,932       14,556,401       9,827,531       59,70%       12,503,451         Scholarships and Fellowships       19,216,259       37,052,614       (17,836,355)       192.82%       44,169,413         Total Education and General       \$ 172,326,506       \$ 132,715,911       \$ 39,610,595       77.01%       \$ 132,661,682         Sales/Svs Aux Enterprises       Aux Enterprises       \$ 36,873,579       \$ 25,162,887       \$ 11,710,693       68.24%       \$ 32,786,021         TOTAL EXPENDITURES:       \$ 209,200,085       \$ 157,878,798       \$ 51,321,288       75.47%       \$ 165,447,703         EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES       \$ (2,254,485)       \$ 13,148,724       \$ (15,403,209)       -583,23%       \$ 15,539,563         TRANSFERS:       Education and General       Mandatory Transfers       \$ 1,834,900       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Nonmandatory Transfers       \$ 1,834,900       \$ 129,323       \$ 1,005,577       7.05%       \$ 2,041,296         Aux Enterprises       \$ 1,834,900       \$ 129,323       \$ 1,005,577       7.05%       \$ 2,041,296         Mandatory Transfers	Academic Support	11,613,034	7,052,068	4,560,967 60.7.	3% 6,386,030
Physical Plant       24,383,932       14,556,401       9,827,531       59,70%       12,503,451         Scholarships and Fellowships       19,216,259       37,052,614       (17,836,355)       192,82%       44,169,413         Total Education and General       \$ 172,326,506       \$ 132,715,911       \$ 39,610,595       77.01%       \$ 132,661,682         Sales/Svs Aux Enterprises       Aux Enterprises       \$ 36,873,579       \$ 25,162,887       \$ 11,710,693       68.24%       \$ 32,786,021         TOTAL EXPENDITURES:       \$ 209,200,085       \$ 157,878,798       \$ 51,321,288       75.47%       \$ 165,447,703         EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES       \$ (2,254,485)       \$ 13,148,724       \$ (15,403,209)       -583,23%       \$ 15,539,563         TRANSFERS:       Education and General       \$ (2,254,485)       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Mandatory Transfers       \$ (9,720,900)       -       (9,720,900)       -       -       -         Total Education and General       \$ (7,786,000)       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Mandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Nonmandatory Transfers       \$ 5,770		25,225,097	15,995,199	9,229,898 63.4	1% 16,897,422
Scholarships and Fellowships Total Education and General       19,216,259       37,052,614       (17,836,355)       192.82%       44,169,413         Sales/Svs Aux Enterprises Aux Enterprises Expenditures       \$ 36,873,579       \$ 25,162,887       \$ 11,710,693       68.24%       \$ 32,786,021         TOTAL EXPENDITURES:       \$ 36,873,579       \$ 25,162,887       \$ 11,710,693       68.24%       \$ 32,786,021         TOTAL EXPENDITURES:       \$ 209,200,085       \$ 157,878,798       \$ 51,321,288       75.47%       \$ 165,447,703         EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES       \$ (2,254,485)       \$ 13,148,724       \$ (15,403,209)       -583.23%       \$ 15,539,563         TRANSFERS:       Education and General Mandatory Transfers       \$ 1,834,900       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Nommandatory Transfers       \$ (7,886,000)       129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Aux Enterprises       \$ 1,834,900       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Mandatory Transfers       \$ 1,834,900       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Aux Enterprises       \$ 1,834,900       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Total Auxiliary Ente	Institutional Support	16,114,508	14,472,797	1,641,712 89.8	1% 12,110,321
Total Education and General       \$ 172,326,506       \$ 132,715,911       \$ 39,610,595       77.01%       \$ 132,661,682         Sales/Svs Aux Enterprises       Aux Enterprises       \$ 36,873,579       \$ 25,162,887       \$ 11,710,693       68.24%       \$ 32,786,021         TOTAL EXPENDITURES:       \$ 209,200,085       \$ 157,878,798       \$ 51,321,288       75.47%       \$ 165,447,703         EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES       \$ (2,254,485)       \$ 13,148,724       \$ (15,403,209)       -583.23%       \$ 15,539,563         TRANSFERS:       Education and General       \$ (2,254,485)       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Nonmandatory Transfers       \$ 1,834,900       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Aux Enterprises       \$ 1,834,900       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Nonmandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Nonmandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Nonmandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Total Auxiliary Enterprise	Physical Plant	24,383,932	14,556,401	9,827,531 59.70	0% 12,503,451
Sales/Svs Aux Enterprises       \$ 36,873,579       \$ 25,162,887       \$ 11,710,693       68.24%       \$ 32,786,021         TOTAL EXPENDITURES:       \$ 209,200,085       \$ 157,878,798       \$ 51,321,288       75.47%       \$ 165,447,703         EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES       \$ (2,254,485)       \$ 13,148,724       \$ (15,403,209)       -583.23%       \$ 155,39,563         TRANSFERS:       Education and General       \$ (2,254,485)       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Nonmandatory Transfers       \$ 1,834,900       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Nonmandatory Transfers       (9,720,900)       -       (9,720,900)       0.00%6       -         Total Education and General       (7,886,000)       129,323       \$ 1,905,577       7.05%       \$ 2,041,296         Aux Enterprises       -       (9,720,900)       -       (9,720,900)       0.00%6       -       -         Nonmandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22,06%       \$ 1,048,480       -         Nonmandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22,06%       \$ 1,048,480         Total Auxiliary Enterprise       7,757,400       1,273,0	Scholarships and Fellowships	19,216,259	37,052,614	(17,836,355) 192.82	2% 44,169,413
Aux Enterprises Expenditures       \$ 36,873,579       \$ 25,162,887       \$ 11,710,693       68.24%       \$ 32,786,021         TOTAL EXPENDITURES:       \$ 209,200,085       \$ 157,878,798       \$ 51,321,288       75.47%       \$ 165,447,703         EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES       \$ (2,254,485)       \$ 13,148,724       \$ (15,403,209)       -583.23%       \$ 15,539,563         TRANSFERS:       Education and General Mandatory Transfers       \$ 1,834,900       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Nonmandatory Transfers       \$ 1,834,900       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Aux Enterprises       \$ 1,834,900       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Aux Enterprises       \$ 1,834,900       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Nonmandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Aux Enterprises       \$ 0,000%       -       -       1,987,400       -       -       -         Total Auxiliary Enterprise       \$ 0,775,7400       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Total Transfers       \$ 0,128,6000       \$ 1,273,021 </td <td>Total Education and General</td> <td>\$ 172,326,506</td> <td>\$ 132,715,911</td> <td>\$ 39,610,595 77.0</td> <td>1% \$ 132,661,682</td>	Total Education and General	\$ 172,326,506	\$ 132,715,911	\$ 39,610,595 77.0	1% \$ 132,661,682
TOTAL EXPENDITURES:       \$ 209,200,085       \$ 157,878,798       \$ 51,321,288       75.47%       \$ 165,447,703         EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES       \$ (2,254,485)       \$ 13,148,724       \$ (15,403,209)       -583.23%       \$ 15,539,563         TRANSFERS:       Education and General Mandatory Transfers       \$ 1,834,900       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Nonmandatory Transfers       (9,720,900)       -       (9,720,900)       0.00%       -       -         Total Education and General       (7,886,000)       129,323       \$ 4,496,979       22.06%       \$ 1.048,480         Nonmandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1.048,480         Nonmandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1.048,480         Nonmandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1.048,480         Nonmandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1.048,480         Total Auxiliary Enterprise       \$ 7,757,400       \$ 1,273,021       \$ 4,496,979       16,41%       1,048,480         Total Transfers       \$ 0128,6000       \$ 1,402	Sales/Svs Aux Enterprises				
EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES \$ (2,254,485) \$ 13,148,724 \$ (15,403,209) -583.23% \$ 15,539,563 <b>TRANSFERS:</b> Education and General Mandatory Transfers \$ 1.834,900 \$ 129,323 \$ 1,705,577 7.05% \$ 2,041,296 Nonmandatory Transfers (9,720,900) - (9,720,900) 0.00% - (9,720,900) Total Education and General (7,886,000) 129,323 (8,015,323) -1.64% 2,041,296 <b>Aux Enterprises</b> Mandatory Transfers \$ 5,770,000 \$ 1,273,021 \$ 4,496,979 22.06% \$ 1,048,480 Nonmandatory Transfers (1,987,400) - (1,273,021 6,484,379 16.41% 1,048,480 Total Auxiliary Enterprise \$ (128,600) \$ 1,402,344 \$ (1,530,944) -1090.47% \$ 3,089,776 EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES	Aux Enterprises Expenditures	\$ 36,873,579	\$ 25,162,887	\$ 11,710,693 68.24	4% \$ 32,786,021
OVER (UNDER) EXPENDITURES       \$ (2,254,485)       \$ 13,148,724       \$ (15,403,209)       -583.23%       \$ 15,539,563         TRANSFERS:       Education and General         Mandatory Transfers       \$ 1,834,900       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Nonmandatory Transfers       (9,720,900)       -       (9,720,900)       0.00%       -         Total Education and General       (7,886,000)       129,323       (8,015,323)       -1.64%       2,041,296         Aux Enterprises       Mandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Nonmandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Nonmandatory Transfers       \$ 9,987,400       -       1,987,400       0.00%       -         Total Auxiliary Enterprise       7,757,400       \$ 1,273,021       \$ 4,496,979       16.41%       1,048,480         Total Transfers       \$ 0128,600)       \$ 1,402,344       \$ (1,530,944)       -1090.47%       \$ 3,089,776         EXCESS (DEFICIENCY) OF       \$ 0128,600)       \$ 1,402,344       \$ (1,530,944)       -1090.47%       \$ 3,089,776	TOTAL EXPENDITURES:	\$ 209,200,085	\$ 157,878,798	\$ 51,321,288 75.4	7% \$ 165,447,703
TRANSFERS:         Education and General         Mandatory Transfers       \$ 1,834,900       \$ 129,323       \$ 1,705,577       7.05%       \$ 2,041,296         Nonmandatory Transfers       (9,720,900)       -       (9,720,900)       0.00%       -         Total Education and General       (7,886,000)       129,323       (8,015,323)       -1.64%       2,041,296         Aux Enterprises       (7,886,000)       129,323       (8,015,323)       -1.64%       2,041,296         Mandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Nonmandatory Transfers       1.987,400       -       1,987,400       -       -         Total Auxiliary Enterprise       7,757,400       1,273,021       6,484,379       16.41%       1,048,480         Total Transfers       \$ (128,600)       \$ 1,402,344       \$ (1,530,944)       -1090.47%       \$ 3,089,776         EXCESS (DEFICIENCY) OF					
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Mandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Nonmandatory Transfers       1,987,400       -       1,987,400       0.00%       -         Total Auxiliary Enterprise       7,757,400       1,273,021       6,484,379       16.41%       1,048,480         Total Transfers       \$ (128,600)       \$ 1,402,344       \$ (1,530,944)       -1090.47%       \$ 3,089,776         EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES			129,323		
Mandatory Transfers       \$ 5,770,000       \$ 1,273,021       \$ 4,496,979       22.06%       \$ 1,048,480         Nonmandatory Transfers       1,987,400       -       1,987,400       0.00%       -         Total Auxiliary Enterprise       7,757,400       1,273,021       6,484,379       16.41%       1,048,480         Total Transfers       \$ (128,600)       \$ 1,402,344       \$ (1,530,944)       -1090.47%       \$ 3,089,776         EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES	Aux Enterprises				
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Total Auxiliary Enterprise       7,757,400       1,273,021       6,484,379       16.41%       1,048,480         Total Transfers       \$ (128,600)       \$ 1,402,344       \$ (1,530,944)       -1090.47%       \$ 3,089,776         EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES	-		-		
EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES			1,273,021		
OVER (UNDER) EXPENDITURES	Total Transfers	\$ (128,600)	\$ 1,402,344	\$ (1,530,944) -1090.4	7% \$ 3,089,776
		\$ (2,125,885)	\$ 11,746,380	\$ (13,872,265) -552.54	4% \$ 12,449,786

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# Construction and Facilities Update and Master Plan Update

WORK

STATE

# TENNESSEE STATE UNIVERSITY

# BOARD OF TRUSTEES

### DISCUSSION ITEM

DATE:	March 14, 2024
ITEM:	Facilities and Master Plan Update
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Richard Lewis

The President and/or or designee will provide an update on matters related to construction and facilities at TSU and the Master Plan.

#### CAPITAL DISCLOSURE REPORTS

#### **GATEWAY ARCH**

The department has obtained a final design incorporating local authorities' adjustments. This design is under review by Nashville's Department of Transit (NDOT). Due to this project spanning across an active roadway, NDOT required additional stakeholder approvals and documentation, such as University insurance policies covering aerial improvements like the gateway arch. The anticipated construction period will span 8-10 weeks.

#### **ED TEMPLE TRACK**

The Ed Temple track is under renovation. The track coating and inches of asphalt are being removed and replaced with new surfaces. This prepares TSU to host future regional, national, and international events.

#### **OUARTERLY DISCLOSURE REPORTS**

NONE

#### **CAPITAL PROJECTS**

#### **NEW ENGINEERING BUILDING**

Over the past quarter, TSU worked with the Tennessee Board of Regents (TBR) and the architect (Bauer Askew) to finalize the way forward. The project will include two phases: a classroom centric phase and a laboratory centric phase.





# **DAVIS HUMANITIES RENOVATION + BOSWELL HALL STUDY**

TSU obtained SBC approval for reduction of work, limiting renovation only to Davis providing a study of Boswell. This action ensures Davis Humanities receives comprehensive repair including building envelope systems, masonry restoration, roofing, windows, doors, and waterproofing. Project will also include upgrades to MEP, fire alarms, security systems, repair/replacement of damaged and/or deteriorated interior finishes and all related work. Only a study will occur at Boswell; no work will be performed.

#### ELECTRICAL IMPROVEMENTS

<u>PHASING</u>: Per the Electrical Master Plan, the project progressed quicker than stated at the previous board meeting. Phase 7 is in progress on the South Loop. The North Loop drawings are being completed. Estimated total project completion is August 2026.

The Power Plant Equipment and Lighting Upgrades are complete. An air-conditioned enclosure was constructed for variable frequency drive units. Queen Washington Building will have an emergency generator installed. Rudolph will have two elevators replaced and the Campus Center kitchen will have a new service elevator installed by year's end.

#### AGRICULTURE

Design for both the Environmental Science and Food and Animal Science facilities is progressing according to schedule. These facilities will be constructed on the site across from TSU's Indoor Practice Facility.

#### **ONGOING PROJECT UPDATES**

#### CAMPUS SECURITY

The core locking mechanisms on doors throughout campus are being replaced.

#### LAB IMPROVEMENTS

Work is proceeding with converting the old greenhouse (Room 121) and Room 109 into new science labs in the Farrell-Westbrook building. Harned Hall labs will have new fume/exhaust hoods, LED lighting fixtures, ceiling tile, flooring, paint, and countertops.

#### **STUDENT HOUSING**

The New Student Housing is being improved with the addition of a mechanical screen wall. Increasing housing options continues to be a priority for TSU; at present (Spring 24), no students are in area hotels.

#### **BUILDING IMPROVEMENTS**

The Love Learning Resource Center has had masonry restoration, cleaning, waterproofing, and roof repairs.

The Gentry Center Cardio-Pulmonary Unit (CPU) and a classroom were combined into one large CPU lab. Two supply rooms became a new restroom and Body Composition Lab.

#### CAMPUS IMPROVEMENTS

The Perimeter Road design and construction are almost complete.

#### **TORNADO RECOVERY**

The work associated with previous year's tornado recovery is complete. TSU continues to work with the insurance company to negotiate and settle open claims. Over \$500,000 in additional settlement funds will be directed to the office of Business and Finance by April 2024.

COMPLETE:	IN CONSTRUCTION:
- General Services Building	- Greenhouses: House 503 is substantially complete
	- awaiting DI water system
- Other Farm Structures	- Fence Repairs: New contractor secured to execute
	corrections to fence repair
- Animal Shelter	- Ag Pavilion: Construction is substantially complete
	- awaiting AV equipment
- Wetlands Cleanup	- Poultry Building: Planning Phase –Will be
	presented to SBC 3rd Quarter 2024
- Ag Education Building	- Hay Storage Building: Planning Phase

#### TSU CAMPUS MASTER PLAN

TSU's masterplan is beyond schedule. The master planner, Woolpert Engineering failed to issue the report on the scheduled date. TSU and TBR are working closely to determine the best course of action to obtain the final report within 30 days.

#### FACILITIES PROJECTS

#### **AQUATICS EDUCATION CENTER RENOVATION**

TSU's pool is under renovation with a completion date of July 1<sup>st</sup>, 2024. This project includes new pool lining, accessories, and equipment. Beyond the pool, the room will receive new paint finishes and HVAC equipment.

#### **ROOF REPLACEMENTS**

Boyd Hall, Eppse Hall, the Performing Arts Building, and Jackson Hall are all slated for new roofs.

#### BALCONY REPAIRS AT APARTMENTS

Stairwells are substantially complete in the Ford Residence Hall and the New Housing Complex. Project is in final stages of closeout. A meeting is scheduled with the contractor to review corrective tread/landing work. The contractor will make adjustments within the next 30 days.

#### CAMPUS HVAC REPAIRS

The Floyd Payne Campus Center, Strange Music Hall, and Gentry Center are receiving new pumps and repairs. These actions improve temporary conditions. Comprehensive solutions will be provided through future deferred maintenance projects.

#### CHICK – FIL – A RENOVATION

The existing Chick-Fil-A will be renovated in Summer 2024. TSU continues to work with the Chick-Fil-A corporation and Aramark to improve food offerings for students.

#### HALE STADIUM PRESSBOX DEMOLITION

All criteria are met with the State Historic Commission. TSU expects permission to proceed with demolition within 30 days.



# TENNESSEE STATE UNIVERSITY

# BOARD OF TRUSTEES

### **INFORMATION ITEM**

DATE:	March 14, 2024
ITEM:	Finance and Budget Report
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Richard Lewis

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



## BOARD OF TRUSTEES

## ACTION ITEM

DATE:	March 14, 2024
ITEM:	Approval of the FY 2025 Compensation 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 University's compensation plan for Fiscal Year 2024-2025.

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:

- <u>Compensation Plan:</u> 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.
- <u>Cost of Living Adjustment (COLA)</u>: The University may provide a COLA and may establish a minimum payment.
- <u>Faculty Promotion</u>: The University may fund faculty promotions consistent with its approved compensation plan.
- <u>One-Time Payment:</u> The University may provide one-time payments up to \$1,000.
- <u>Merit Increases</u>: The University may provide an increase based on the job performance of employees.
- <u>Funding Additional Positions:</u> The University may create new positions based on institutional needs.

• <u>Other:</u> The University may adjust the pay scales of various groups, such as adjuncts, graduate assistants, etc.

The proposed compensation plan salary adjustment for FY 25 reflects a 3.0% increase for all eligible employees. The proposed plan also includes up to an additional 3.0% performance salary pool for all full-time faculty effective July 1, 2024. 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, 2024, for fiscal-year employees; August 1, 2024, for modified-year employees; and September 1, 2024 (the beginning pay cycle), for nine-month faculty.

MOTION: To approve the Institution's Fiscal Year 2024-25 Compensation Plan, which provides a 3.0% 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 14, 2024, board meeting.



## BOARD OF TRUSTEES

## **INFORMATION ITEM**

DATE:	March 14, 2024
ITEM:	Presentation of Customer Relations Strategic Plan
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Richard Lewis

The President and/or a designee will provide updates related to this agenda item.

## Tennessee State University Strategic Plan for the Office of Customer Relations

## **Background**

From November 2019 to July 2020, Tennessee State University (TSU) conducted institutional analysis using supporting data to frame priorities and create a five-year strategic plan. During that time, the University established the second goal of cultivating "an organizational climate that promotes collaboration, continuous improvement, and high performance." To achieve this goal, TSU documented strategic objective 2: "Improve customer service and enhance quality and responsiveness to internal and external demands," by establishing a strategic aim of improving "customer service through enhanced quality and responsiveness to internal and external demands." As the five-year plan was implemented, TSU experienced housing, scholarship, and enrollment challenges, which led to a report issued by the Comptroller for the State of Tennessee. As a result of this report, the Office of Customer Relations was established.

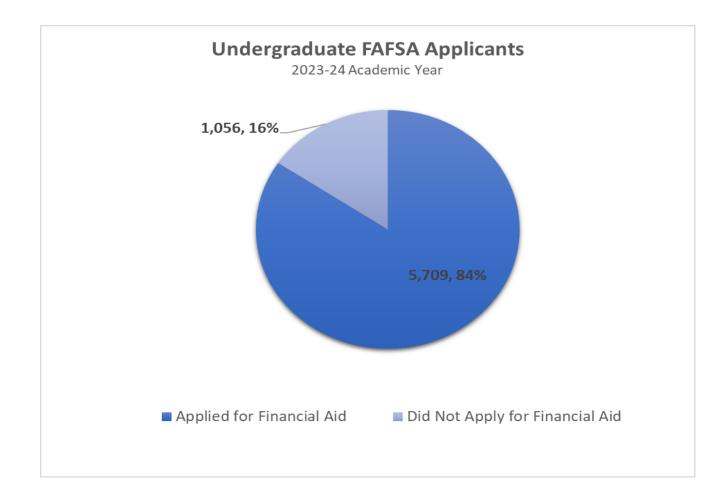
## Mission Statement

The Office of Customer Relations at TSU serves as a liaison for customers (students, alumni, employees, and others) to assist them with inquiries and needs within the TSU infrastructure. By striving for excellence, the office works to make TSU a place that evokes a sense of pride for its customers.

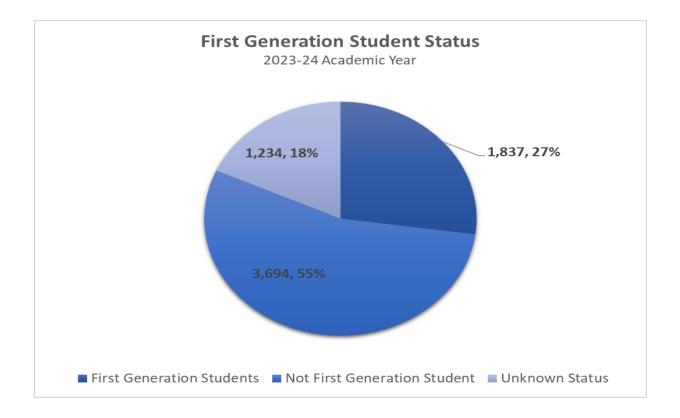
## Internal and External Environmental Data:

## Fall 2023 Undergraduates

FAFSA Applicants		
Applied for Financial Aid	5,709	84%
Did Not Apply for Financial Aid	1,056	16%



First Generation Student Status		
First Generation	1,837	27%
Not First Generation	3,694	55%
Unknown (No FAFSA Data)	1,234	18%



FAFSA Applicants	
Average Household Income	\$63,882
Average Household Size	3

## **Customer Relations Data**

The Office of Customer Relations was established in May 2023. As of February 19, 2024, the Office has addressed 644 inquiries.

Bursars	Financial Aid	Residence Life	University Advisement	Records	Enrollment Services	Other	Total
63	227	59	35	105	115	40	644

Total enrollment at TSU for undergraduates in Fall 2023 was 6,607. Answered 80 inquiries regarding the Spring purge

## Customer Relations Goals/Objectives

The Tennessee State University Strategic Plan has made great strides on improving the University's effectiveness for the various customer demographics. To this end, the Office of Customer Relations is tasked with strengthening the connection between departments and customers. Based on the overall University strategic plan, the Office of Customer Relations has established the following strategic plan for the next 3 to 5 years:

Goal 1: Develop University policies and procedures with expectations for customer services.

- Objective A: Create a customer service module for onboarding new hires of faculty and staff members.
- Objective B: Create an incentive for faculty and staff members who provide exceptional customer service.
- Objective C: Facilitate customer relations training at the beginning of each semester.

Goal 2: Working collaboratively between departments to ensure effective and efficient follow-up and solutions for all customer demographics.

- Objective A: Host town hall meetings at the beginning of each semester with the Dean of Students, cabinet members and relevant department heads (ex: AVP of Financial Aid) who can provide an update about important issues.
- Objective B: Conduct a campus-wide customer relations survey.
- Objective C: Host a monthly meeting with key departments to discuss progress regarding overarching customer inquiries.

Goal 3: Enhance communication between students and University departments.

- Objective A: Respond to all inquiries within two business days.
- Objective B: Track data regarding each inquiry to inform policy decisions.
- Objective C: Develop and maintain relationships with student leaders, department heads and University administrators.

## **Operational Metrics**

The Office of Customer Relations aims to measure its success based on the following metrics:

- The reduction of customer complaints year-to-year
- Increase in the percentage of positive customer reviews/comments
- The number of TSU employees who participate in customer relations training
- The reduction of concerns sent to the HERO
- All employees (faculty and staff) will respond to customer inquiries (emails and calls) within 48 hours
- Implementation of a customer survey that will allow us to prioritize new policies and procedures regarding customer concerns

## Long Term Goal

Ensure TSU is aligned with peer institutions that have "One Stop Shops" dedicated to solving the problems and answering questions of all students. For example:

- Austin Peay OneStop Advising
  - o <u>https://www.apsu.edu/registrar/register/oap.php</u>
- University of Tennessee One Stop Student Services
  - o <u>https://onestop.utk.edu/</u>
- Morgan State University
  - o <u>https://www.morgan.edu/onestop</u>

As the Office of Customer Relations looks to transition to a "One Stop Shop" model, integrating the current call center under the Office of Customer Relations is a priority. This will provide TSU with an efficient, effective and cohesive department where students, parents and other customers can get answers to inquiries.

## Sources:

Strategic Plan Modified 8.10.21.pdf (tnstate.edu)

#### Tennessee State University Office of Customer Relations March 2024

#### Mission Statement

The Office of Customer Relations at Tennessee State University (TSU) serves as a liaison for customers (students, alumni, employees, and others) to assist them with inquiries and needs within the TSU infrastructure.

By striving for excellence, the office works to make TSU a place that evokes a sense of pride for its customers.

## Goals

## Short Term

- Respond to all inquiries within two business days of receipt and track data regarding each inquiry (ongoing)
- Have an open line of communication with stakeholders and the HERO (ongoing)
- Create webpage (complete)
- Held a customer service training that provided attendees with best practices based on real life scenarios (complete)
- Draft a strategic plan for the Office of Customer Relations (complete)

## Long-term

- Track data as a foundation for policy recommendations that will help to prevent issues in the future (ongoing)
- Ensure that the University has a positive and productive relationship with the HERO and other state officials (ongoing)
- Foster an environment of continuous process improvement (ongoing)
- Host additional trainings (in process)
- Implement a survey and town hall meetings to gain feedback from the campus community as a foundation for continuous improvement (in process)

## **Operational Metrics**

The Office of Customer Relations aims to measure its success based on the following metrics:

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- Increase in the percentage of positive customer reviews/comments
- The number of TSU employees who participate in customer relations training
- The reduction of concerns sent to the HERO
- All employees (faculty and staff) will respond to customer inquiries (emails and calls) within 48 hours
- Implementation of a customer survey that will allow us to prioritize new policies and procedures regarding customer concerns

#### Strategic Outcomes

Over the long-term, we believe continuous improvement regarding the previously mentioned goals will lead to TSU realizing the following strategic outcomes:

- Increase in retention rates, primarily among first-year students
- Increase in graduation rates
- Increase in rankings among HBCUs

#### Customers at TSU

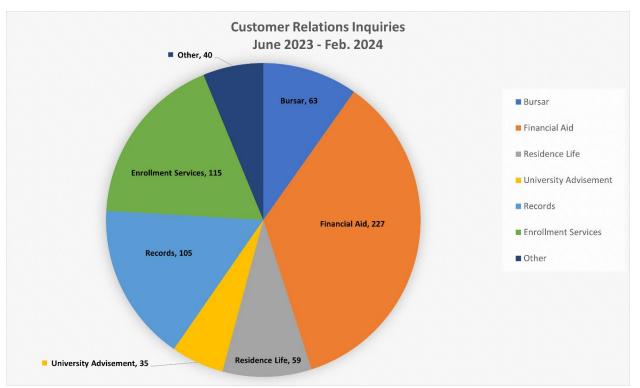
- Students
- Faculty, staff, and employees
- Alumni and donors
- Legislators and government officials such as the HERO

#### Customer Relations Data

• 644 cases from 5/25 - 2/19

Bursars	Financial	Residence	University	Records	Enrollment	Other	Total
	Aid	Life	Advisement		Services		
63	227	59	35	105	115	40	644

Additionally, Customer Relations responded to 80 inquiries regarding the Spring purge.



Other includes divisions such as academic affairs, axillary services, general inquiries



## Meet the Team



Jessica Powell Assistant Vice President

Ciera Walker Program Manager



## BOARD OF TRUSTEES

## **INFORMATION ITEM**

DATE:	March 14, 2024
ITEM:	Update on Enrollment
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Richard Lewis

The President and/or a designee will provide updates related to this agenda item.

#### **ENROLLMENT UPDATE** Board of Trustees Meeting 14 March 2024

Semester	<b>Total Admitted</b>	Denied	Incomplete	Withdrawn/	Grand Total
				Cancelled	
Fall Term 2018	6066	945	4802	172	11978
Fall Term 2019	6264	925	4043	149	11034
Fall Term 2020	6998	1245	3379	97	10888
Fall Term 2021	7447	901	4378	659	12277
Fall Term 2022	14294	875	4624	103	12946
Fall Term 2023	13368	1071	4177	484	15194
Fall Term 2024	4787	1715	4905	187	12159
(As of Feb. 20, 2024)					

#### ALL 2024 UNDERGRADUATE APPLICATION POOL ANALYSIS

#### New First Time Students for Fall of 2024

Application Type	Total Interest	Total Applications Submitted	Total Applications Completed	Total Admitted by Type	Intent to Enroll
Freshmen (FTF)	25439	12159	7130	4787	1160
Transfer	1069	551	266	209	120

#### **Incomplete Applications for First Time Freshman Fall 24**

Application Type	Total	Transcripts	Test Score
First Time Students	4905	1669	4905

✓ Communication (email) goes out weekly to students with missing documents.

 $\checkmark$  Text messages once a month to push students to submit documents.

✓ Actively Calling this population to secure transcripts and test scores.

#### Comparison Chart for FTF Year over Year Fall 2023 versus Fall 2024

Year	Applications	Admitted Total	GPA of Admitted	ACT of Admitted	SAT of Admitted
Fall 2023	13629	9104	3.49	20	1004
Fall 2024	12159	4752	3.66	20	999

Year	Confirmed Total	GPA of Confirmed	ACT of Confirmed	SAT of Confirmed
Fall 2023	854	3.35	19	948
Fall 2024	1160	3.60	20	997

Comparison Chart for FTF Year over Year Fall 2023 versus Fall 2024

## Spring 2024 Enrollment Update as of February 20, 2024

Term	Headcount	Undergrad	Graduate	UG_FTE	GR_FTE
Spring Term 2023	7167	5889	1278	5470.93	843.58
Spring Term 2024	6248	5070	1178	4836.13	771.58

Spring 2024 Enrollment by Classification as of February 20, 2024

UNDERGRADUATE	Total
Freshmen	1124
Sophomore	1803
Junior	980
Senior	1075
Undergraduate Special	88
Total Undergraduate Enrollment	5070
GRADUATE	Total
Doctoral	354
Masters	719
Specialist in Education	6
Graduate Special	101
Total Graduate Enrollment	1180
TOTAL SPRING 2024 ENROLLMENT	6250



## BOARD OF TRUSTEES

## INFORMATION ITEM

DATE:	March 14, 2024
ITEM:	Merit Scholarship Update
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Richard Lewis

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

## The Office of Institutional Merit Scholarship Fall 2024 Semester Report

Tennessee State University's Office of Institutional Merit Scholarships (OIMS) is pleased to offer competitive academic scholarships for first-time freshmen, new transfers, and continuing students enrolling at TSU during the Fall 2024-Spring 2025 academic school year.

To be considered for an academic merit scholarship, new first-time freshmen and transfer students must complete an application for Admission and submit a copy of their high school transcript and test scores. Once received by the Office of Admissions, prospective students will be reviewed to determine scholarship eligibility.

Students who apply by the deadline and meet the minimum eligibility requirements for an academic scholarship award will be offered the appropriate scholarship. Offers are distributed on a first-come, first-serve basis, and the number of available scholarships is determined by approved funding available.

Students began receiving notification of the scholarship award on December 1st.

As part of our commitment to transparency and communication, the Office of Institutional Merit Scholarship is pleased to present the Fall Semester Report for the academic year 2024-2025. This report highlights key achievements, initiatives, and updates on merit-based scholarships during the Fall semester.

## 1. Scholarship Programs:

Initially, there were 10 merit scholarships. That list was revised in February 2023, and upon that revision, 14 merit scholarships were approved for the 2023-2024 academic year. Once the year began, several needs presented themselves regarding financial needs and the student body. A new tier was proposed to assist the upper-level students, making 15 merit scholarships available.

**Past Additions:** Fall 2023 introduced the implementation of the MNPS Trailblazing to TSU merit scholarships.

New Additions: During the November 16th Board of Trustee meeting, three proposals were approved for the Fall 2024-Spring 2025 academic year:

- ✤ Increase the Future Tiger Transfer Scholarship back to \$10,000.
- ✤ Increase the amount of The Big Blue Scholarship.
- Add another tier of scholarships open to all undergraduates (i.e., sophomores, juniors, and seniors).

**Past and Present Changes:** Paused 3 merit scholarships (5000 role models, Tiger Impact Grant, and Tiger Excellence Grant) within the special interest tier.



## University Merit Scholarship Criteria Academic Year: Fall 2024-Spring 2025

AWARDS	AMOUNT	GPA	ACT	SAT
TIER ONE				
Presidential Scholarship		Minimum of		
(In-state)	\$18,630*	3.5 or higher	28-36	1300-1600
Presidential Excellence		Minimum of		
Scholarship (Out-of-State)	\$24,630*	3.5 or higher	28-36	1300-1600
Trustee Scholarship		Minimum of	26-27 or	
(In-state)	\$16,630*	3.3 or higher	higher	1230-1290+
Trustee Excellence Scholarship		Minimum of	26-27 or	
(Out-of-State)	\$22,630*	3.3 or higher	higher	1230-1290+
Academic Merit Scholarship		Minimum of	24-25 or	
(In-state)	\$15,630*	3.3 or higher	higher	1160-1220+
Academic Excellence Award		Minimum of	24-25 or	
(Out-of-State)	\$21,630*	3.3 or higher	higher	1160-1220+
TIER TWO				
Future Tiger <b>Transfer</b>		Minimum of		
Scholarship	\$10,000*	3.0	N/A	N/A
		3.0-3.2 or	19-23 or	
The Big Blue Scholarship	\$8,000*	higher	higher	990-1150+
TIER THREE (For Sophomo	(	and Seniors o		
Tiger Elite Scholarship	\$5,000*	3.9 or higher	N/A	N/A
TSU Serve Scholarship	\$4,000*	3.6-3.8	N/A	N/A
TSU Work Scholarship	\$3,500*	3.3-3.5	N/A	N/A
TSU Think Scholarship	\$3,000*	3.0-3.2	N/A	N/A
SPECIAL INTEREST GROUPS				
Dr. Levi Watkins Jr. Institute	\$24,630*	3.5 or higher	28 or higher	1310 or higher
MNPS Trailblazing to TSU	\$20,000*	3.2 or higher	20 or higher	1030 or higher
(ITAG) International Tuition	\$10,000-			
Assistance Grant	\$20,000*	3.2 or higher	19 or higher	990 or higher

## 2. Scholarship Recipients:

- The budget for the Fall 24 Institutional Merit Scholarship Plan is \$5M.
- 420 total merit scholarships are projected for the Fall 2024-Spring 2025 academic year.
- **272** offers remain, with the transfer scholarships opening in June and Tier 3 opening in the Fall.
- The number of merit scholarships awarded as of 2.19.2024 for the Fall 2024-Spring 2025 academic year: **148**

## 3. Communication and Outreach:

- The OIMS website was updated to show the 2024-2025 merit scholarships.
- The office email: meritscholarships@tnstate.edu continues to notify, receive, and track inquiries and related documents.
- Additional communication is made through the Office of Admissions' admittance and enrollment system (AdmissionPros).

## 4. Challenges:

The proposal to implement supplementary merit scholarships at TSU underscores a crucial need to enhance the institution's academic landscape further and solidify its commitment to nurturing excellence. These scholarships are envisioned to act as a catalyst, attracting, rewarding, and retaining the most brilliant minds within the student community. Through expanding the merit scholarship program, TSU aims to emphasize its steadfast dedication to acknowledging and supporting outstanding academic achievements, leadership qualities, and extracurricular participation. This endeavor will enhance the institution's reputation and play a pivotal role in cultivating a vibrant and diverse learning environment centered on excellence and meritocracy. Introducing these scholarships will provide essential financial assistance to deserving students, empowering them to fully immerse themselves in their studies, research endeavors, and community initiatives. These supplementary merit scholarships are poised to significantly enrich the academic journey of TSU students, reinforcing their sense of pride and accomplishment and contributing to the ongoing growth and advancement of the university's educational mission.

## 5. Additional Solutions and Processes:

- OIMS worked and continues to work in uploading scholarship award letters in the University's Banner Document Management System (BDMS).
- Additional action includes integrating scholarship documents from the PandaDoc system, which is used to distribute, track, and manage merit scholarship offers, into the University's Banner system.

## 6. Future Plans:

- Upcoming initiatives and plans include increasing the number of merit scholarships to award to all students eligible within the incoming class.
- Expanding the merit scholarships to special groups.
- Increasing and/or adjusting the total merit scholarship amounts.
- Implement a merit scholarship exception process for those students completing military obligations, graduating, and experiencing unforeseen circumstances.

This report provides a comprehensive overview of the Office of Institutional Merit Scholarship's pursuits for the Fall 2024 semester. If you have any questions or concerns or want additional information, don't hesitate to contact us. Thank you for your continued support.



## BOARD OF TRUSTEES

## **INFORMATION ITEM**

DATE:	March 14, 2024
ITEM:	Personnel Action Plan Update
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Richard Lewis

The President and/or a designee will provide an update to the Board regarding the Personnel Action Plan.

## CHIEF OPERATING OFFICER REPORT ON TENNESSEE STATE UNIVERSITY PERSONNEL ACTION PLAN IN RESPONSE TO BOARD RESOLUTION REPORT AT ITS SEPTEMBER 2023 MEETING

## I. Executive Summary

Based on the 15 June 2023 Board of Trustee meeting, the Chief Operating Officer would be responsible for developing a TSU (Tennessee State University) Personnel Action Plan in response to the Board of Trustee's Resolution Report in response to the Comptroller's Report. A small committee was formed to begin working, as mandated by the Resolution Report, to present a review of personnel, including, but not limited to, organizational structure, performance, and staffing within units, and present a *personnel action plan*, which shall include a plan of action for filling all vacant and interim positions. The concept, "Human Resources is the lifeblood of an organization, and people are its most important resource," is a common expression in human resources and organizational management. We used this concept as our guiding principle.

The members of this committee included Dr. Mikki Allen, Athletics Director; Dr. Phyllis Danner, Director of Research and Sponsored Programs; Lt. Gen. (ret) Jason Evans, Chief Operations Officer (Committee Chair); Jenai Hayes, Director of Media Relations; Dr. William Hytche, VP Student Affairs, Dr. Curtis Johnson, VP/Chief of Staff, Elmore Jones, Deputy Chief Operations Officer, Laurence Pendleton, General Counsel and Secretary to the Board of Trustees, Dr. Carjamin Scott, Executive Director, Strategy and Innovation, Dr. Johnnie Smith, VP Academic Affairs/Support, and Associate Vice President, Human Resources, Linda Spears.

## **II.** Purpose

The purpose is to conduct a review of personnel, but not limited to, **organizational structure**, **performance**, **and staffing** within units, and present personnel with an action plan, which shall include a plan of action for filling all vacant and interim positions.

## **III. Organizational Goals and Objectives**

The Tennessee State University Strategic Plan outlines the organization's needs and objectives as five goals.

- 1. Attract, Prepare, and Graduate Scholars to Change the World
- 2. Cultivate an Organizational Climate that Promotes Collaboration, Continuous Improvement, and High Performance
- 3. Create a Transformative Educational Environment that Impacts Middle Tennessee and Beyond
- 4. Generate Revenue and Capacity to Reinvest in Strategic Priorities
- 5. Promote, Strengthen, and Sustain Academic Excellence in Teaching and Learning

The TSU Personnel Action Plan Committee aims to support these goals by ensuring that the organizational structure is appropriately aligned, attracting, and retaining highly qualified faculty

and staff, creating, and enhancing the professional development of faculty and staff through talent management, and developing succession planning.

## IV. Organizational Structure (Strategic Alignment to Goals 1, 2, 3, and 5)

To address organizational structure, the committee used organizational design principles to inform whether TSU would benefit from a comprehensive organizational assessment. The organization design principles would involve an organizational assessment of the following:

- Assessing alignment with the current strategic plan/direction and current environment
- Reviewing lines of reporting and cross-functional relationships
- Reviewing the decision-making process and procedures
- Assessing the culture/employee engagement
- Assessing communication channels

The committee suggests HR requires reform/transformation to address lockstep processes. This can take several strategic steps:

- Review and Assess Compensation and Classification Policies
- Review and Assess Recruitment/Talent Acquisition and Onboarding Policies
- Review the functionality, data accuracy, and user friendliness of PeopleAdmin

The committee believes an independent Manpower Study/Organizational Assessment would be value-added in providing a comprehensive assessment of TSU's organizational structure. We discovered a previous independent organizational assessment conducted by Sibson Consulting approximately four years ago. The Sibson assessment focused primarily on the evaluation of staff and faculty ratios.

We believe a more comprehensive assessment focused on the organizational design principles will better assess organizational gaps, solutions, and strategies to inform the strategic and operational goals of TSU's strategic plan.

## V. Staffing within Units (Strategic Alignment to Goals 1, 2, 3, 4, and 5)

The TSU Personnel Action Plan Committee reviewed the positions of specific interest to the Board of Trustees, as outlined in the Resolution Report. There was specific mention concerning the fill status of the following positions:

Department	Position	Remarks
Office of Academic Affairs	Interim Provost/VP of Academic Affairs	Filled
Office of Academic Affairs	Assistant VP of Customer Service	Filled
Office of Academic Affairs	Dean, College of Business	In progress
Office of Academic Affairs	Dean, College of Engineering	In progress

Office of Academic Affairs	Dean, College of Public Service	In progress
Office of Academic Affairs	Graduate Dean	Filled
Office of Academic Affairs	Department Chairs	Filled
Office of Academic Affairs	Associate and Assistant Deans	Filled

The committee reviewed the Comptroller's Report to determine if there were other positions mentioned in the report that are key and require staffing. The following positions were identified:

Department	Position	Remarks
Administration	Capital Planning Manager	Filled
Operations	Assistant VP of Customer Service	Filled
Enrollment Management	Director of Admissions	Filled
Enrollment Management	Director of Financial Aid	Filled
Student Life	Director of Housing	Filled
Academic Affairs	Interim Provost / VP of Academic	Filled
	Affairs	

Additionally, the committee identified other actions/strategies that can assist with staffing within units but require more work and inquiry to develop a specific action plan.

- Use data/metrics and a Fill Plan to monitor and inform staffing shortages and the priority of fill.
- Conduct a workflow analysis on the current HR requisition/recruiting process to help inform continuous improvement strategies.
- Explore developing a Talent Management Plan and Succession Planning.

## VI. Performance (Strategic Alignment to Goals 1, 2, 3, 4, and 5)

In terms of evaluating the performance of an organization, the use of HR metrics is extremely helpful in determining how an organization is taking care of its people and the effectiveness of HR policy, procedures, and processes. The following are some key issues the committee wants to do more research and inquiry into regarding performance.

What are HR Metrics? Initial inquiry reveals benefit from maintaining the following HR Metrics, as a minimum:

- 1. Percentage of Fill The goal is 90% or higher.
- 2. Employee Attrition Rate The goal is 10% lower.
- 3. Employee Retention Rate The goal is 90% or higher.
- 4. Faculty to Student Ratio, Staff to Admin Ratio, and Staff to Student Ratio
- 5. Average days to pay special allowance The goal is within three days.
- 6. Average day to reimburse travel pay The goal is within two weeks.
- 7. Talent Acquisition Process Timeline Within 30 days of offer accepted by candidate

- Update HR Handbook In progress
- Alignment of Policy, Procedures, and Practices (Employee disciplinary process)
- Workforce Development Planning
- Review the Learning and Development Program (Reskilling and Upskilling)
- Employee Engagement Survey
- Enforcement of Performance Management Program

## VII. Next Steps

The next step is to begin implementation of the TSU Personnel Action Plan no later than June 3, 2024, by the Personnel Action Plan Committee unless otherwise noted.

- Develop measures of performance/effectiveness/metrics by 06/3/2024.
- Options/Cost for the Manpower Study/Organizational Assessment by 06/3/2024. - Options/Cost for classification and compensation Assessment by 06/3/2024.
- Initiate the Employee Engagement Survey by 06/3/2024.
- Review and assess performance management program by 06/3/2024.
- Conduct lean six-sigma of onboarding process (TSU College of Business) by 06/3/24.
- Provide updates to the President and the Board of Trustees.

Respectfully submitted,

Jason T. Evans, Lt. Gen. (ret) Chief Operating Officer



## BOARD OF TRUSTEES

## **INFORMATION ITEM**

DATE:	March 14, 2024
ITEM:	Report on Information Technology Replacement Plan
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Richard Lewis

The President and/or a designee will provide a report to the Board regarding the Information Technology Replacement Plan.

## IT Infrastructure Replacement Plan

Main Data Center Servers 15 Cisco USC Servers 06 Cisco USC Servers	2012-2 2018	Purchased 2013	Replacement Purchased FY24 Planned FY25
AWC Backup Data Center Servers			
03 Cisco USC Servers	2014		PlannedFY25
Firewalls			
02 Main campus Palo Alto		2022	Planned FY28
01 AWC Palo Alto		2021	Planned FY28
Internet Service Provider Routers			
Internet 2 ARS1001		2015	Purchased FY24
IPTV ARS1001-X		2016	Purchased FY24
Peace ARS1001-X		2016	Purchased FY24
Comcast ARS1001-X		2016	Purchased FY24
AWC Peace ARS1001-X		2016	Purchased FY24
Network Core Switches			
02 Cisco Nexus 7706	2014/2	2017	Purchased FY24
Wired Network			
360 Network Endpoint Switc	ches	2014-2019	Purchased FY24
Wireless Network			
1600 WAPs (old res halls)		2018-2019	Planned FY25/FY26
450 WAPs (offices and classi	rooms)	2019-2020	Planned FY26/FY27
850 WAPs (new buildings)		2022-2023	Planned FY28/FY29

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# Academic Affairs and Student Affairs Committee Report

SATE

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

8:30 a.m. CDT Thursday, March 14, 2024 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 16, 2023, Academic Affairs and Student Affairs Committee Meeting Minutes
- IV. Approval of New Academic Program College of Education, Certificate in Teaching English to Speakers of Other Languages
- V. Approval of Academic Program Modification Change in Academic Degree Designation from Master of Arts in Education to Master of Science in Human Performance and Sports Sciences
- VI. SACSCOC Accreditation Update
- VII. Academic Affairs Report
- VIII. Student Affairs Report
- IX. Report on Student Trustee Board Resolution
- X. Adjournment

Approval of November 16, 2023, Academic Affairs and Student Affairs Committee Meeting Minutes

STATE

#### BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	March 14, 2024
ITEM:	Approval of November 16, 2023, Academic and Student Affairs Committee Meetings 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 16, 2023, Academic Affairs and Student Affairs Committee meeting is included in the March 14, 2024, Board materials.

MOTION: To approve the minutes from the Board of Trustees' November 16, 2023, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's March 14, 2024, meeting.

## Meeting of the Tennessee State University Board of Trustees Academic Affairs and Student Affairs Committee Meeting November 16, 2023 Tennessee State University – Hankal Hall

## MINUTES

**Committee Members Present:** Trustees Pam Martin (chair), Andre Johnson (vice chair), Dr. Bill Johnson, Shaun Wimberly

**Other Board Members Present**: Trustees Deborah Cole, Dr. Joseph Walker, Van Pinnock, Steve Corbeil, Richard Lewis

**University Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Vice President 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. Arlene Nicholas-Phillips, Liaison to the Board of Trustees; Ginette Garza Brown, Associate General Counsel; Dean Chandra Reddy

## I. CALL TO ORDER

Committee Chair Pam Martin called the meeting to order at 12:52 p.m. on Thursday, November 16, 2023.

## II. ROLL CALL/DECLARATION OF A QUORUM

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

## **III.** APPROVAL OF SEPTEMBER 14, 2023, COMMITTEE MEETING MINUTES

Trustee Martin moved to recommend to the full Board the approval of the minutes from the September 14, 2023, Academic Affairs and Student Affairs Committee meeting, as contained in the November 16, 2023, Committee materials. Trustee B. Johnson seconded the motion, which carried unanimously by roll call vote.

# IV. APPROVAL OF A NEW ACADEMIC PROGRAM – M.S. IN NUTRITION AND WELLNESS

Trustee Martin asked President Glover or her designee to present on this item. Dr. Melton was asked to provide relevant information.

President Glover commended Dr. Melton for being selected as one of the top 50 women leaders in education for 2023 by Women We Admire, for being an artificial intelligence expert in higher education, and for being invited to Harvard University to discuss TSU's efforts in the space.

Dr. Melton shared that Daymond John from the television show "Shark Tank" invited Chair Cole to an event to share what is new in higher education. TSU was the only institution on stage before a prominent audience to talk about technology, innovation, and what we are doing academically.

A discussion took place regarding the use of artificial intelligence and University policy. Dr. Melton stated the University already had a draft AI policy statement in place that has been shared with faculty, staff, students, and federal-level representatives. Dr. Melton introduced TSU's robotic AI dog, "Blue," which was featured in a *Tennessean* article. Blue was programmed by TSU students. Two additional "pups" are expected to arrive at the University soon.

TSU has been selected to showcase and pilot Apple watches for its athletic teams. Apple will donate the watches for athletes, and they will analyze student wellness. The men's basketball team, women's volleyball team, and the tennis teams will be part of this pilot program.

Dr. Melton advised the Committee that the University is seeking approval of a proposed Master of Science in Nutrition and Wellness degree program, which will offer concentration community nutrition, human nutrition, dietetics, and other concentrations. Information about this item is on page 135 of the Board materials.

Trustee B. Johnson moved to recommend to the full Board the approval of the new academic program, the Master of Science in Nutrition and Wellness. Trustee A. Johnson seconded the motion, which was carried by roll call vote.

## V. REPORT ON INTERNATIONAL ACTITIVIES

Trustee Martin asked President Glover or her designee to present on this information discussion item. Dr. Glover asked Dr. Arlene Nicholas-Phillips to provide relevant information.

Dr. Nicholas-Phillips explained that the Office of Global Initiatives and Partnerships is a sub-unit under the Division of Academic Affairs and works in collaboration with other TSU Colleges and programs. She discussed a Caribbean, West African, and Indian Scholar Initiatives and the returns on these efforts for the University. She further discussed plans to continue expanding current relationships and building new ones. There is a five-year plan to create an appreciable international student body, with different countries represented, and a plan to identify funding sources for international students.

## VI. REPORT ON SACSCOC AND OTHER ACCCREDITATION MATTERS

Trustee Martin asked President Glover or her designee to present on this information discussion item. President Glover asked her designee, Dr. Melton, to provide information pertaining to this informational agenda item. Dr. Melton recognized Dr. Charlise Anderson. Dr. Melton shared that TSU is preparing for a readiness audit, as required by SACSCOC every five years. TSU has established the requisite committees and is ready for this audit.

Dr. Anderson the University has been successful in all of its accreditation matters before the SACSOC, including the substitute change visit and the verification visit. The University will

continue to be proactive. A SACSCOC Readiness Audit Team to identify any compliance gaps, focusing on 22-standards up before the SACSCOC. Seven standards are reviewed each month over the next few months. The November review report showed compliance with five standards, and partial compliance with two standards. This partial compliance will require updating documentation.

## VII. ACADEMIC AFFAIRS REPORT

Trustee Martin asked President Glover or her designee to provide the Academic Affairs Report. Dr. Melton provided the informational report. Dr. Melton shared several of Academic Affairs' initiatives and opportunities, as reflected in the Board Materials for the November 16, 2023.

## VIII. STUDENT AFFAIRS – HOUSING REPORT

Trustee Martin asked Dr. Glover or her designee to provide information on the next agenda item. Vice President Frank Stevenson provided a report on Student Affairs. Some changes have been made to better student health and wellness services.

Dr. Sidney Collins, head of the Counseling Center, has become a fully licensed clinical psychologist. The Counseling Center has developed a triage system to reduce wait times for students. They average 50 student interactions weekly. They are taking advantage of TSU students working in certain accredited programs. They have three new student interns and one doctoral-level student working with the counseling center and providing services. They are also addressing the location of the center. They hope to be moved into a new space by February 1st. They have improved access to clinic software, with the assistance of IT. They are finalizing their Protocol contract to provide wrap-around services. They are looking to hire two new counselors in the spring. They are also looking to move the Medical Director from part-time to full-time and to add a nurse practitioner.

Dr. Stevenson said that with respect to student housing, there will not be students at the Red Roof Inn in the spring. The University is evaluating housing needs for next fall.

Dr. Stevenson further discussed student engagement. He stated that Dr. Carson created a program to support first-year students called "Build and Bloom," which has been adopted by Howard University and Widener University. Dr. Carson was recognized for her efforts.

VP Stevenson reported on fall student activities, including a "Soccer Cup" for international students, mid-term and final study halls, leadership development programs, food trucks, and a "tiny desk" event. VP Stevenson said that he will bring a presentation to the next Board meeting regarding student events.

VP Stevenson next reported on housing. Housing applications open in February, sooner than in the past. The University is predicting fall housing needs, including any off-campus housing needs. A recommendation will be made at the next Board meeting for any off-campus housing needs. Right now, it appears that we will only need one hotel for off-campus housing. VP Stevenson's

housing staff if fully staffed. They are listening to student concerns and have had fewer student complaints raised this year.

Chair Cole thanked VP Stevenson for his efforts at TSU and acknowledged his recent appointment to the board of the Nashville General Hospital.

Trustee B. Johnson requested a table showing all student activities and engagements and attendance counts.

Trustee Walker asked about wellness and the appropriate number of counselors. VP Stevenson said that a prior audit on the counseling system recommended that the University add 3-4 more counselors. VP Stevenson said that we are getting close to where we need to be by having 5 total counselors. Further discussion took place regarding wellness services.

Trustee Martin thanked VP Stevenson.

## IX. ADJOURNMENT

Trustee Martin asked if there was any additional business. Seeing none, she moved to adjourn the meeting, and the motion was seconded by Trustee B. Johnson, which carried unanimously by roll call vote. The meeting was adjourned at 1:43 p.m.

## **Tennessee State University Board of Trustees**

Approval of New Academic Program – College of Education, Certificate in Teaching English to Speakers of Other Languages

STATE

## TENNESSEE STATE UNIVERSITY

## BOARD OF TRUSTEES

## ACTION ITEM

DATE:	March 14, 2024
ITEM:	Approval of New Academic Program – College of Education, Certificate in Teaching English to Speakers of Other Languages
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 Education requests approval to proceed with its offering of its proposed Certificate in Teaching English to Speakers of Other Languages.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes new academic programs, academic departments may seek the establishment of a new academic program initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Provost and 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 offering of a new academic program. Upon approval by the Board, THEC must provide final approval.

### **Background**

The College of Education herewith seeks approval for the proposed Certificate in Teaching English to Speakers of Other Languages. English is used worldwide, and the number of English learners is growing rapidly. As the number of English speakers and learners grows globally, so does the need for qualified TESOL teachers. The 11-credit hour Certificate in TESOL allows undergraduate students throughout the university to complete the program of study that will lead to teaching increasing numbers of English learners around the world. Students who complete this program will have credentials to teach overseas, online, or teach adult English learners in the United States. For those interested in non-teaching professions, this minor will help students develop successful

communication skills at the workplace as there are increasing numbers of employees who speak other languages.

The 11-credit hour Teaching English to Speakers of Other Languages (TESOL) certificate program will provide participants with the training and a credential to teach English in the U.S. and abroad. This program is designed for undergraduate students as well as the general public who want to earn their TESOL certificate to teach adult English learners in Second Language (ESL) environments and/or English as a Foreign Language (EFL) settings abroad. With the increasing number of people learning English, individuals who enroll in this certificate program will be equipped to meet the needs of learners developing appropriate linguistics and teaching skills to teach English learners, both in the United States and internationally.

MOTION: To recommend to the full Board the approval of a new academic program for a Certificate in Teaching English to Speakers of Other Languages, as contained in the Board materials for the Board's March 14, 2024, meeting.

## **Tennessee State University Board of Trustees**



STATE

## TENNESSEE STATE UNIVERSITY

### BOARD OF TRUSTEES

### ACTION ITEM

DATE:	March 14, 2024
ITEM:	Approval of Academic Program Modification – Change in Academic Program Degree Designation from the Master of Arts in Education (MAED) to the Master of Science (MS) Degree in Human Performance and Sports Sciences
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 Health Sciences requests approval to proceed with changing the academic program degree designation from the Master of Arts in Education (MAED) to the Master of Science (MS) degree in Human Performance and Sports Sciences.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes revised programs, academic departments may seek to change the academic program degree designation by initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Provost and 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 academic program modifications. Upon approval by the Board, THEC must provide final approval.

#### Background

The College of Health Sciences herewith seeks approval to change an academic program degree designation. The Department of Human Performance and Sports Sciences (HPSS) offers a graduate program leading to a Master of Arts in Education (MAED), Human Performance and Sports Science with concentrations in Sport Administration or Exercise Science. The HPSS graduate program has not been preparing teachers for over 28 years and separated from the College of Education in 2012.

The department is requesting a change of the degree designation to the Master of Science (MS) degree in Human Performance and Sports Science in place of the Master of Arts in Education (MAED), Human Performance and Sports Science degree with concentrations in Sport Administration or Exercise Science.

The Department of Health Physical Education and Recreation's academic program major in Health Physical Education and Recreation leading to a MAED (with concentrations in Health and Physical Education, and Recreation Administration was approved in 1978 to provide advanced courses and specialized programs for teachers, coaches, administrators, and creative scholars. (i.e., to fulfill a need in preparing teachers and coaches). In 1978 the department was positioned within the College of Education and included the following statement in the graduate catalog- "The Master of Arts in Education program is open to students in teacher education" (pg. 29 TSU Graduate Catalog 2001-2003).

Around 2012, the university colleges were restructured and the department of HPER, whose name had been changed to Human Performance and Sport Sciences, was relocated to the College of Health Sciences, but with no corresponding change in name or curriculum. In or around 1994, the HPSS graduate degree emphasis areas and corresponding curriculum were changed to meet the demands of preparing students to enter the workforce in sport administration or exercise science. However, the degree notation has never changed. We are requesting that the degree designation of Master of Arts in Education (MAED) be changed to the more appropriate Master of Science (MS) degree designation.

MOTION: To recommend to the full Board approval for changing the academic program degree designation from the Master of Arts in Education (MAED) to the Master of Science (MS) degree in Human Performance and Sports Sciences, as contained in the Board materials for the Board's March 14, 2024, meeting.

**Tennessee State University Board of Trustees** 



## TENNESSEE STATE UNIVERSITY

## BOARD OF TRUSTEES

## **INFORMATION ITEM**

DATE:	March 14, 2024
ITEM:	SACSCOC Accreditation Update
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin

The President and/or a designee will provide an update on SACSCOC accreditation matters.

Materials for this item are contained in the Board materials for the Board's March 14, 2024, meeting.

## SACSCOC ACCREDITATION REVIEW MATTERS

## I. University's Fifth-Year Interim Report Update

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), conducts a comprehensive review of its institutions every ten years. The U.S. Department of Education requires accrediting agencies to monitor its institutions more often to ensure that institutions having access to federal funds continue to meet accreditation standards. To that end, SACSCOC developed a Fifth-Year Interim Report. TSU's scheduled Fifth-Year Interim Report is due March 2026.

## Timeline for the Submission and Review of Fifth-Year Interim Report:

October 2023 – March 2024: SACSCOC Readiness Audit Team established to conduct a Readiness Audit. The purpose of the Readiness Audit is to ascertain the extent of the University's compliance with each SACSCOC standard or core requirement that is part of the required SACSCOC Fifth-Year Interim Report and to identify initial evidence to support compliance or any compliance gaps. Monthly updates on the compliance status will be provided to the Provost and VP Academic Affairs. The Provost and VP of Academic Affairs will provide the University President with a periodic Readiness Audit Alert Report

May 2024 – March 2026: SACSCOC Steering Committee reconvened in furtherance of a comprehensive institutional analysis, collecting all documentation submitted as evidence of compliance, and preparing the Compliance Certification document to be submitted to SACSCOC.

March 2026: Fifth-Year Interim Report and QEP Impact Report submitted.

## SACSCOC Review Process:

The Fifth-Year Interim Review Committee (Committee) will review the Interim Report and QEP Impact Report concurrently with the SACSCOC Off-Site Reaffirmation Committee. The Committee may recommend one of the following actions to the SACSCOC Board of Trustees:

- 1. Continue the institution in accreditation; if the institution has failed to demonstrate compliance with one or more of the selected standards, refer the institution for review by the SACSCOC Board of Trustees and institution submits Referral Report.
- 2. Continue the institution in accreditation; no additional report required.

# Unit Accomplishment: Institutional Effectiveness, Research, Planning & Assessment (IERPA)

Building a Brighter Future: TSU Assessment Day 2024 Ignites Collaboration and Innovation

Buzzing with energy and a shared commitment to student success, the Office of Assessment and Accreditation's TSU Assessment Day 2024 proved a resounding success. Themed "Building a

*Community of Practice Through Innovation and Collaboration*," the day brought together faculty, staff, and administrators in a vibrant exchange of ideas and best practices.

The morning kicked off with a captivating keynote address by Dr. Natasha Jankowski, a renowned expert on author of various assessment-related books, and a renowned expert on assessment design and research. Weaving in insightful research with practical strategies, Dr. Jankowski delivered a masterclass on "Using Results to Support Student Success: Engaging in Meaningful Assessment." Packed with actionable resources and interactive Q&A, the session provided a powerful launchpad for the day's discussions.

Following a lively lunch break, the spotlight shifted to our campus's own champions of innovation. Faculty and staff from across disciplines presented their unique assessment strategies, showcasing diverse approaches to measuring and enhancing student learning.

But Assessment Day wasn't just about presentations. The event fostered a genuine spirit of community, with dedicated networking sessions allowing attendees to connect, share experiences, and forge new collaborations. Casual conversations blossomed into potential partnerships, underscoring the power of shared learning and a collective commitment to student success.

With its focus on innovative approaches, collaborative spirit, and tangible takeaways, Assessment Day 2024 lived up to its theme, building a vibrant community of practice dedicated to continuous improvement and student success. The Office of Assessment and Accreditation proudly looks forward to carrying this momentum forward, fostering a campus culture where assessment serves as a powerful tool for driving positive change.

**Tennessee State University Board of Trustees** 



## TENNESSEE STATE UNIVERSITY

## BOARD OF TRUSTEES

## **INFORMATION ITEM**

DATE:	March 14, 2024
ITEM:	Academic Affairs Report
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin

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

## ACADEMIC AFFAIRS UPDATES

## Spring 2024 Semester Opening

The spring 2024 semester at TSU experienced a one-day delay in opening and an extension of five days of virtual learning due to a severe winter ice storm, necessitating remote work for continuity. Thanks to the concerted efforts of all university units, the transition of classes and operations to a virtual and remote format was executed smoothly, without significant issues. Around-the-clock online support services were offered to faculty and students to assist with the transition and ensure ongoing academic support. This effective shift was underpinned by the university's comprehensive emergency management strategic plans, which include detailed preparation and communication protocols for responding to emergencies, including inclement weather and national disasters.

## **College of Agriculture**

Campus Farmers Market: In the fall semester, TSUAg launched the Tiger Fresh Farmer's Market to create a place where discussions about food safety, food insecurity and nutrition can happen. Led by Dr. Veronica Oates, the Tiger Fresh Farmer's Market provided a hard and fast location to purchase farm-to-table vegetables. This initiative was funded by the USDA Agricultural Service Farmers' Market Team.

Accreditation: In its November 1, 2023, meeting, the AAFCS Council for Accreditation voted to grant accreditation to the Department of Human Sciences. The accreditation is for a period of 10 years, expiring in the fall of 2033.

## **College of Business**

Boeing is establishing a mentorship program with existing Boeing professionals who are TSU alumni and wish to create relationships with current students. The premise is to assist in guiding career choices and coach students in their path toward success wherever they may choose to go. This time commitment from Boeing/s TSU alumni should yield greater attention from our students to consider Boeing internships as part of their preparation for a career path. This program has the potential to take a very good Boeing relationship with TSU to even higher levels.

## **College of Education**

The ABD (All But Dissertation) Boot Camp was successfully launched (addressing those that have stopped out), offering critical support to graduate students striving to complete their doctoral degree. This initiative provided a structured environment aimed at guiding and motivating students who were close to finishing their academic journey. Following this, approval was obtained for the Revised Elementary Education program to be offered within the College of Education (COE), marking a significant enhancement in the curriculum. Additionally, a milestone was achieved by securing conditional approval from the Tennessee Department of Education (TDOE) for a new job-embedded specialty area in Special Education. This approval signified an important step in expanding the educational offerings and addressing the needs of students with diverse learning requirements.

Research Engagement a. Official reviewer for AIR. b. Submitted to the Journal of Urban Educationand an article accepted regarding Educational Influencers' Perceptions of School Funding.

## **College of Engineering**

Dr. Amir Shirkhodaie, a distinguished member of the Mechanical Engineering faculty, has achieved a remarkable milestone by securing an endowment of \$1.1 million from the US Department of the Navy. This significant endowment reflects the Department of Navy's confidence in Dr. Shirkhodaie's research and the potential impact of his work on advancing technology within the field of mechanical engineering.

## **College of Health Sciences**

Grant Award – The Department of Public Health, Health Administration, and Health Sciences (PHHAHS) has been awarded a grant agreement of \$304,510 with the State of Tennessee, Department of Health to "provide public health related courses and trainings to be housed on a learning management system platform that will be available to both Department of Health staff as well as any other interested public health professionals and stakeholders.

## **College of Liberal Arts**

The Department of Art & Design at Tennessee State University is set to host the prestigious State of Black Design Conference from March 14-16, 2024. This marks the first occasion an HBCU will host the event, which is renowned for its focus on career development and networking within the design community. More information about the conference can be found at The State of Black Design.

Professor Kaleena Sales, Chair of the Department of Art & Design, was honored to create the logo for the Nashville Predators' game on January 31st, which launched Black History Month. The logo was prominently displayed on the team's warm-up jerseys and commemorative t-shirts.

The Hiram Van Gordon Gallery is currently showcasing "Abstracted Tongues," an exhibit featuring the artistic expressions of Professor Nuveen Barwari and Professor Mikayla Washington, both of whom are esteemed TSU alumni and current faculty in the Department of Art and Design.

The Department of Music celebrated a momentous occasion on December 3rd, 2023, with the establishment of a new scholarship fund in honor of former TSU President Dr. James Hefner.

Dr. Samantha Morgan-Curtis, Dean of the College of Liberal Arts, received significant recognition for her contributions to international education, being awarded the International Champion Award by the Office of International Affairs on December 8th, 2023.

## **College of Life and Physical Sciences**

Seventeen biology majors were awarded scholarships for the Spring 2024 semester. The scholarships not only recognize the hard work and potential of these students but also aim to foster their growth as future scientists and contributors to the field of biology. Additionally, faculty

research and scholarly activities were recognized with an allocation reward through ACCESS, sponsored by the NSF, which granted supercomputing time on Jetstream servers.

## **College of Public Service**

During Black History Month, the Center on Aging Research and Education Services, along with the College of Public Service, hosted an event titled "Cultivating Change: Creating a Supportive Environment for Aging Black Nashvillians." This initiative aimed to address and enhance the wellbeing of the elderly Black community in Nashville. Additionally, the Urban Studies faculty members, Drs. Robinson, Triplett, and Harun, successfully established the inaugural Urban Studies Board for the Bachelor of Science degree in Urban Studies within the College of Public Service.

## **Graduate School**

The Graduate School successfully established a strategic recruiting marketing plan in collaboration with academic colleges. This plan was designed to identify and target key community graduate stakeholders and businesses, with the ultimate goal of increasing graduate enrollment. A significant component of this strategy included the development of global partnerships, aiming to broaden the school's reach and attract a diverse body of students from around the world. The collaborative effort was pivotal in expanding the school's visibility and appeal to prospective graduate students both domestically and internationally.

## Academic Achievement & Retention Center

The Academic Achievement & Retention Center, in a bid to improve student retention rates, is embracing innovative technological tools to revolutionize its tutoring and coaching programs. By incorporating virtual reality, mixed reality, holograms, and artificial intelligence, the center aims to provide highly engaging and interactive learning opportunities. This immersive approach is designed not only to aid in the comprehension of complex subjects but also to increase student motivation and satisfaction with the learning process. The strategic use of these technologies is expected to foster a more captivating educational environment, which, in turn, is anticipated to contribute to higher retention rates as students become more invested in their academic success.

## **Honors College**

The 12th Annual Honors Convocation will be held on March 19, 2024, at the Gentry Complex. Attorney James Clayborne, a TSU Alum and former US Senator from Illinois, will serve as the guest speaker for the event. In celebration of its 60th anniversary, the Honors College will kick off the festivities with Honors Week from February 12-15, 2024, which will lead up to the Honors Convocation and conclude with the Tiger Ball at the end of the semester.

## **International Affairs**

The Intensive English Center (IEC) experienced a record enrollment with 41 students hailing from 14 different countries. The International Education and Global Learning program at TSU celebrated the acceptance of 109 students into the 2024 Long and Short Study abroad programs, offering them opportunities to study in countries such as Italy, Japan, St. Croix, Tanzania, Turkey, South Africa, Ghana, and Greece. Additionally, the program received a grant to host 30 Humphrey

Fellows in March 2024 and was also awarded a grant to welcome a student from Egypt as part of the Amid East Fulbright initiative.

## **Global Partnerships and Initiatives**

The institution successfully secured Memoranda of Understanding (MOUs) with four distinguished universities in India, expanding its global reach and fostering international collaboration. The agreements were finalized with Mahatma Gandhi Krishi Vidyapeeth (MPKV), Mahatma Gandhi Mission University (MGMU), SAI International, and Kalinga Institute of Industrial Technology (KIIT). These MOUs laid the groundwork for a range of cooperative endeavors, including academic exchanges, research initiatives, and cultural knowledge sharing, which are expected to enrich the educational landscapes of all institutions involved.

## **Global Online – TSUeLearn**

During the disruptive Winter ice storm that coincided with the opening week of Spring classes, TSU eLearn Unit's leadership played a crucial role in transitioning all courses to a virtual learning format. They facilitated this needed shift due to the weather by ensuring that all classes had eLearn Ready Template and the availability of online specialists, instructional designers, Technical Help Desk with IT, and online mentors to assist both faculty and students. To ensure a seamless transition, this team was positioned 24x7 to enable an uninterrupted continuation of the educational process despite the challenging weather conditions.

## Title III

The renovation of several class auditoriums on the campus was completed, incorporating cuttingedge technology and expanded seating capacities. These newly transformed learning spaces now offer students an enhanced educational environment, with the ability to host more individuals and provide advanced learning resources, thereby enriching the overall learning experience. Additionally, the Gentry Aquatic Center underwent significant renovations, initiated by Title III in collaboration with Facilities Management. This renovation eliminated the need for outsourcing swimming courses, allowing students to conveniently attend comprehensive swimming classes on campus. The updated facility not only simplifies the learning process but also supports the wellbeing and safety of TSU students.

## Academic Career Pathway Unit

The Academic Career Pathway Unit made history as the first Historically Black College and University (HBCU) to develop an apprenticeship program that integrates with academic career mapping. This innovative program was designed to guide students from their freshman year through to post-graduation employment. It provided a structured framework for students to follow, ensuring that their academic pursuits were closely aligned with their career objectives. The program successfully bridged the gap between academia and the professional world by involving employers directly in the apprenticeship process. This allowed for a seamless transition for graduates into the workforce, as they had already gained relevant experience and established connections with potential employers throughout their college journey.

## **SMART Technology Innovations Center**

The SMART Center at TSU has garnered national attention for its significant contributions to the research on the impact of artificial intelligence (AI) in the realm of higher education. It has been acclaimed for developing and disseminating best practices and guidelines aimed at enhancing teaching methodologies, learning experiences, and student outcomes. In recognition of its pioneering work, TSU has instituted the AI Faculty, Staff, and Student Fellows program, which empowers individuals from these groups to conduct research in their respective fields, further solidifying the institution's commitment to AI integration.

Moreover, the SMART Center has taken a proactive stance in fostering inclusivity in AI by organizing the "AI for ALL" national summit, which took place from June 5 to 7. This event underscored the importance of providing access to AI for underrepresented communities, ensuring that the benefits of technological advancements are shared equitably.

In addition to these educational initiatives, the SMART Center has also succeeded in establishing strategic partnerships with several leading technology firms, including Apple, T-Mobile, Amazon, Comcast, Oracle, and Microsoft. These collaborations have not only expanded the center's resources and reach but have also bolstered its role as a nexus for innovation and industry engagement in the field of AI.

The SMART Center was recently honored with a substantial grant of \$1.2 million for its role as a national hub for Historically Black Colleges and Universities (HBCUs) Open Educational Resources (OER). This grant was aimed at supporting the center's efforts in providing free and low-cost teaching and learning materials, which are designed to alleviate the financial burden of textbooks for students. By championing the use of OER, the SMART Center has made a significant contribution to the affordability and accessibility of educational resources, reinforcing its commitment to enhancing the academic experiences of students across the nation.

**Tennessee State University Board of Trustees** 



## TENNESSEE STATE UNIVERSITY

## BOARD OF TRUSTEES

## INFORMATION ITEM

DATE:	March 14, 2024
ITEM:	Student Affairs Report
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin

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

# **Student Affairs Board Report**

## March 2024

The Division of Student Affairs continues to provide wrap around services for student success. The focus of the Spring semester is on student engagement, mental and physical wellness, and student retention.

Student Affairs has executed the Spring housing plan which includes bringing all students in hotels back to campus, early housing application, and effective housing communications.

Please find below detailed information on student engagement:

## Student Conduct: Director, Dr. Shataia Gresham Howard

- Dr. Shataia (Shay) Gresham Howard, Assistant Dean of Student Conduct, arranged to have approximately **6,000** bags of Double Good popcorn donated and delivered to campus for faculty, staff, and students to provide an opportunity to bring excitement and happiness to campus. The effort was a huge success! Two separate distribution days were held, which allowed Student Conduct staff to have direct contact with students to heighten their awareness of the office positively and enable them to receive information on common violations of the Code of Student Conduct and ways to avoid them.
- Under the direction of the Office, justices of the Student Court participated in Tabletop Wednesday by reaching **92** students by survey to gauge their knowledge of the Code of Student Conduct and ways they want to receive information about common violations of the Code to avoid exposure to them.
- Since the start of the academic year, Dr. Gresham Howard has had 75 meetings with students in the office, approximately **90%** being non-conduct related.

## Student Navigation 1Stop Center, Director, Dr. Angela Bryant

The **Student Navigation 1Stop Center (SN1Stop)** aims to provide services and opportunities in partnership with others to extend the learning environment and to help students develop skills for productive and fulfilling lives. Tennessee State University, through the Division of Student Affairs, seeks to assist students in enhancing the effective use of the varied opportunities made available to them through the university experience.

**The Student Navigation 1Stop Center (commonly referred to as "The One Stop Shop")** is the single point of access for student affairs and student support. The office serves the students' needs case by case and includes the following services:

## Month of January - 126 walk-ins

- 55 Excused Absences
- 27 Admissions & Records
- 21 Student Affairs- Multiple Areas
- 14 Bursar Assist
- 10 Financial Aid Assist

Unspecified number of Phone calls and Email resolution

### **Carer Development Center, Director Jeff Brown**

This report highlights student engagement with the Career Development Center (CDC) from August 14, 2023, to February 15, 2024. During this period, the CDC recorded 359 student visits. These visits encompassed various services provided by the CDC, including:

- Resume review: 54 visits
- Internship/job inquiry: 23 visits
- Photo booth: 154 visits
- Career closet: 73 visits
- Career advertisement: 13 visits

Other services: 42 visits

Highlights from the Fall 2023 semester at the TSU Career Development Center:

1. The JC Penney Suit Up Event on September 17th, 2023, attracted 183 students. Each attendee received a \$25 gift card, with additional prizes awarded. The event aimed to assist students in acquiring formal attire in preparation for upcoming career fairs.

2. Our main event for the Fall semester was the Career Fair, which boasted an attendance of 1121 students and 242 employees.

Highlights for the Spring 2024 semester (up till February 16)

1. This semester, the CDC is hosting tabletop sessions on Tuesdays and Thursdays, providing opportunities for recruiters to engage with students and discuss career prospects at their companies. Some of the companies featured since the beginning of this semester include the

University of St. Augustine Health Sciences, Teach for America, SAIC, Peace Corps, Omni Hotels and Resorts, Hibbett Retail, Fannie Mae, Fifth Third Bank, Bank of America, Cognosante, TN Department of Environment and Conservation, Tennessee Valley Authority, Charlotte-Mecklenburg (NC), and Rockdale County Public Schools.

2. CDC staff were invited to deliver presentations on resume preparation, navigate the career fair, and help students develop their elevator pitch at Metro Nashville Clay Hall (Feb 7) and the Harold Love Sr. Student Success Center (Feb 9)

## Floyd Payne Campus Center

The staff of the Floyd Payne Campus Center provides daily operational needs to students for recreational engagements as well as event management and set-up, for example;

- Assist with and supervise on-campus events and activities
- Provide audio-visual equipment and assistance to all student organizations and the university family
  - Secure the Bag, Job readiness event
  - Student SEC Week
  - Campus Center Study Hall
  - Campus Center Talent Show
- Offer recreational activities in the campus center and around the campus
  - Management Kean Hall recreational spaces, i.e. basketball
  - Game room Pool table
  - Table Tennis / Ping Pong

## Women's Center

## Fall 2023

- Pearl Ceremony- 500 participants
- Etiquette Tea- 50 participants
- Purpose Program- 500 participants
- Mogulcom Opryland Hotel- 10 participants

- Don't be a wife to a boyfriend-30 participants.
- Midterm Care packages to TSU campus
- TSU gospel concert- 30 participants
- TSU Women's Center Hostesses for Homecoming Gala- 20 participants
- TSU Women's Center Parade Float
- Reflective Listening Mentorship with Big Brothers. Big Sisters- 50 participants
- Women's Safe Space- 20 participants
- A conversation with the Honorable Brenda Gilmore- 40 participants
- A conversation with the Deputy Mayor Brenda Haywood- 24 participants
- A conversation with Renee Huff- Mastering your blueprint- 25 participants.
- WC Breast Cancer Awareness at Sarah Cannon Hospital- 20 participants
- Domestic Violence with Judge Allegra Walker & TSU PD- 30 participants

## Spring 2024

- Heart Awareness Informational with TSU Campus
- Sadie Hawkins Dinner
- Women of Legend and Merit 2024
- Women's History Program
- Women's Center Presents: Tennessee State University Black History
- CABLE Mentorship
- Sister For Sister Conference Leadership Development
- 100 Black Women of Middle Tennessee Professional Development

## **TSU Cheerleaders**

## Introduction:

The Tennessee State University Cheerleaders have been actively involved in several community events showcasing their talent and support for various causes. This report highlights their participation in recent events including the John Merritt Classic Fashion Show, Nashville Predators' Black History Month kickoff, Clash of the Titans Charity Basketball Game, Kids Day for Lady Tigers, Black History Day Pep Rally, Athletes' involvement in Service-Learning Day, and their upcoming participation in the National Cheerleading College Championship.

- 1. John Merritt Classic Fashion Show: The TSU Cheerleaders enthusiastically participated in the John Merritt Classic Fashion Show, collaborating with student organizations to showcase their spirit and support for the event. Their vibrant performances added energy and excitement to the event, further enhancing its success.
- 2. Nashville Predators Black History Month Kickoff: On January 31st, 2024, the Preds Energy Team, TSU Cheerleaders, and Fisk Cheerleaders came together to kick off Black History Month with the Nashville Predators. Their collaborative performance highlighted the cultural significance of the event, captivating the audience and setting a positive tone for the month-long celebration.
- 3. Clash of the Titans Charity Basketball Game: The TSU Cheerleaders showcased their skills during the Clash of the Titans Charity Basketball Game between the Metro Nashville Police Department and the Nashville Fire Department. Their spirited routines entertained the crowd and contributed to the success of the event, which aimed to raise funds for charitable causes.
- 4. Kids Day for Lady Tigers:

The TSU Cheerleaders actively participated in Kids Day for the Lady Tigers, engaging with young fans and promoting school spirit. Their interactions with children fostered a sense of community and inspired the next generation of supporters for Tennessee State University athletics.

5. Black History Day Pep Rally: The TSU Cheerleaders brought their energy and enthusiasm to the Black History Day Pep Rally at Overton High School. Their performances celebrated the rich heritage and contributions of African Americans, encouraging students to embrace their history and culture.

- 6. Athletes Reading at Glencliff Elementary School: As part of Service-Learning Day, TSU athletes, including members of the Cheerleading team, volunteered to read to students at Glencliff Elementary School. Their participation demonstrated a commitment to community engagement and provided valuable mentorship to young learners.
- National Cheerleading College Championship: Looking ahead, the TSU Cheerleaders are gearing up for the National Cheerleading College Championship, where they will represent their university with pride and skill. Their dedication to excellence and teamwork will undoubtedly shine on the national stage, further showcasing the talent and spirit of Tennessee State University.
- 8. Creative Girls Rock Charity Sneaker Ball: In addition to their other community engagements, the TSU Cheerleaders actively supported the Creative Girls Rock Charity Sneaker Ball. Through their participation, they contributed to raising awareness and funds for empowering young girls in the community. Their involvement showcased their commitment to uplifting and inspiring others beyond the realm of sports, embodying the values of leadership and philanthropy upheld by Tennessee State University.

Conclusion:

The TSU Cheerleaders have been integral participants in a diverse array of community events, from fashion shows to charity basketball games, embodying the spirit of teamwork, athleticism, and service. Their commitment to excellence both on and off the field reflects positively on Tennessee State University and inspires others to become actively engaged members of their communities.

## **TSU Wellness Center**

Tennessee State University Wellness center is enhancing student engagement with students.

- Group fitness classes
- One on one exercise prescription or personalized workout routines for each individual student.
- Skating club and individual skating lessons
- Group ball room and line dancing classes to keep students engaged.
- Intramural basketball, football, cricket, and recreational volleyball.
- Walking club

- Black men Run- running group.
- Aquatics (Late March) Swim lessons, water polo, aqua Fitness
- University Food Pantry
- Health and wellness food tips and wellness strategies
- HBCU tournament- Meharry, Fisk university, American Baptist College
- These are all major student engagement events that are "happening" or coming up in the spring 2024.

## Men's Initiative

## Fall 2023

- Tied to Success- 175 participants.
- Collaboration with VP Stevenson to ensure our male students attended the Southern Heritage Classic- 47 participants
- Discussion with Umar Johnson- 295 participants
- Mental Health check in week- 300 participants
- Rites of Passage informational-27 participants

## Spring 2024

• Rites of Passage Feb 1<sup>st</sup>- April 12<sup>th</sup>- 34 participants and 10 mentors

## **Residence Life & Housing Engagement Report**

**Resident Assistant Programs:** We have been actively engaging our current residents through various programs. Between fall last year and this current semester, we have successfully organized a total of 203 Resident Assistant (RA) programs within the residence halls. These programs play a vital role in fostering a sense of community and providing valuable support to our residents. Resident assistants engage residents in the residence halls through various activities and initiatives aimed at fostering community, promoting personal growth, and ensuring a positive living experience. Some common ways they do this include:

1. **Organizing social events:** Resident assistants plan and execute social gatherings, such as game nights, movie screenings, and themed parties, to encourage interaction and relationship-building among residents.

- 2. **Facilitating educational programs:** They coordinate workshops, seminars, and discussions on topics relevant to residents' interests and concerns, covering areas like wellness, diversity, study skills, and career development.
- 3. **Providing peer support:** Resident assistants offer guidance, advice, and a listening ear to residents facing challenges or needing assistance with academic, personal, or interpersonal issues.
- 4. **Creating inclusive environments:** They work to create inclusive and welcoming environments where all residents feel valued, respected, and included, regardless of background, identity, or lifestyle.
- 5. Enforcing residence policies: Resident assistants enforce community standards and residence hall policies to maintain a safe, healthy, and respectful living environment for all residents.
- 6. **Building community connections:** They facilitate opportunities for residents to connect with each other, as well as with campus resources, clubs, and organizations, to help them feel more connected to the broader campus community.

Overall, resident assistants play a crucial role in building a sense of belonging and support within the residence halls, fostering a positive living experience for all residents.

The Department of Residence Life and Housing has initiated the implementation of comprehensive Youth Mental Health First Aid Training for all Resident Assistant (RA) staff members.

This initiative aims to fortify our commitment to the well-being and mental health of our community.

## **Key Points:**

## 1. Importance of Mental Health First Aid:

- Recognizing the vital role RAs play in identifying and addressing mental health issues in our youth.
- Empowering RAs to offer immediate assistance and guide individuals to appropriate resources.

## 2. Training Content:

- Highlighting key topics and skills, including recognizing signs and symptoms, providing initial help, and connecting individuals to appropriate care.
- Ensuring the training is practical and relevant to the challenges RAs may encounter in their roles.

## **3. Creating a Supportive Environment:**

- Encouraging RAs to actively contribute to fostering a supportive and inclusive atmosphere within our residence halls.
- Acknowledging the impact of trained staff in creating a culture of understanding and empathy.

## 4. Confidentiality and Boundaries:

- Stressing the importance of respecting confidentiality and knowing when to involve professional help.
- Clearly defining the supportive role of RAs and guiding them in directing peers to available resources.

## 5. Promotion and Participation:

- Emphasizing the need for effective communication to ensure all RA staff are aware of the free training.
- Highlighting the value of active participation, reinforcing that it contributes to the overall well-being of our community.

## 6. Follow-up Resources:

- Providing information about additional resources and ongoing support services available to RAs and the youth they assist.
- Demonstrating a commitment to continuous support beyond the initial training.

## 7. Continuous Support:

- Recognizing the ongoing importance of mental health awareness.
- Suggesting the implementation of regular check-ins or refresher sessions to reinforce knowledge and ensure continued effectiveness.

We believe that investing in the mental health training of our RA staff will contribute to a safer, more supportive, and empathetic community. Together, we can make a positive impact on the well-being of each member of our Residence Life staff.

## First-Year Experience Student Engagement Report

Fall 2023

## **Activity: NSO Live**

Date: 08/15

Approximate Attendees: 300

Brief Description: Orientation for students who missed summer orientation to learn about

university resources.

Activity: FYE Room Meet and Greet TSU27

Date: 08/15

Approximate Attendees: 300

Brief Description: Students met peers, created tie-dye t-shirts to celebrate the first day on

campus.

## Activity: Trap Karaoke

Date: 08/15

Approximate Attendees: 560

Brief Description: Students performed various songs, fellowshipped with peers.

## **Activity: Legacy Pinning Ceremony**

Date: 08/16

Approximate Attendees: 45

Brief Description: Recognition and pinning ceremony for students related to an alum, with a

keynote speaker acknowledging legacies.

## Activity: FYE Room Meet ALD, Bloom, and Build

Date: 08/16

Approximate Attendees: 150

Brief Description: Students met members of Bloom and Build along with Alpha Lambda Delta,

learning about program criteria.

## Activity: Warm Welcome Back

Date: 08/16

Approximate Attendees: 700

Brief Description: Annual BBQ on Administrative Lawn for family and friends to celebrate

before the semester.

Office of First-Year Experience

Division of Student Affairs

3500 John A. Merritt Boulevard, Nashville, TN 37209

Telephone 615.963.5000 • http://www.tnstate.edu

## **Activity: Night Courtyard**

Date: 08/16

Approximate Attendees: 800

Brief Description: First-year students experienced a night courtyard with music and Greek

organizations.

## Activity: Lay of the Land

Date: 08/17

Approximate Attendees: 1100

Brief Description: Theatrical performance depicting the history of the institution through singing, spoken word, and acting.

## **Activity: Academics First**

Date: 08/17

Approximate Attendees: 1000

Brief Description: Students met with academic support groups to discuss resources for the year.

## Activity: Meet Your Major

Date: 08/17

Approximate Attendees: 1150

Brief Description: Each college hosted an open house, providing information to the freshman class.

## Activity: FYE Room Meet SGA & NPHC

Date: 08/17

Approximate Attendees: 120

Brief Description: Panel discussion with student leaders and Greek organizations on personal development.

## **Activity: Black Out Party**

Date: 08/17

Approximate Attendees: 1200

Brief Description: Students wore all black, enjoyed food, music, glow-in-the-dark merchandise,

and a photo booth.

### **Activity: Glow Golf**

Date: 08/17

Approximate Attendees: 600

Brief Description: Glow-in-the-dark golf event with 18 holes of mini golf on campus.

Office of First-Year Experience

Division of Student Affairs

3500 John A. Merritt Boulevard, Nashville, TN 37209

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### **Activity: Fresh Fest**

Date: 08/18

Approximate Attendees: 950

Brief Description: Twist on the annual Prep Rally featuring student vendors, athletics, food vendors, and the Aristocrat of Bands.

#### **Activity: Freshman Idol Showcase**

Date: 08/15

Approximate Attendees: (Number not provided)

Brief Description: Freshmen showcased their talents in front of their peers.

#### **Activity: First Day of Classes**

Date: 08/21

Approximate Attendees: 100+

Brief Description: The Office of First Year Experience provided a space for first-year students to reflect on their first day of class. At the conclusion of the event, students got to show off their first day outfit with a group picture.

#### **Activity: Build Valet Trash**

Date: 08/3, 09/28, 10/31

Approximate Attendees: 20

Brief Description: The men of Build Institute visited Watson, Eppse, and Wilson Dorm Halls to take out the trash for residents. Students were able to mingle with the men of build to discuss upcoming events.

#### Activity: Bloom Campus Clean Up

Date: 09/01

Approximate Attendees: 25

Brief Description: The men of Build Institute visited Watson, Eppse, and Wilson Dorm Halls to take out the trash for residents. Students were able to mingle with the men of build to discuss upcoming events.

### Activity: Crocs and Chill hosted by Alpha Lambda Delta

Date: 09/06/2023

Approximate Attendees: 88

Brief Description: Members of Alpha Lambda Delta hosted this event for First Year Students to pick up new study tips, enjoy light refreshments and relaxing music while rocking their favorite crocs



### BOARD OF TRUSTEES

### DISCUSSION ITEM

DATE:	March 14, 2024
ITEM:	Report on Student Trustee Board Resolution
RECOMMENDED ACTION:	None
PRESENTED BY:	Student Trustee, Shaun Wimberly

Student Trustee Wimberly will provide a report on a proposed Board Resolution item.

#### BOARD RESOLUTION ON STUDENT TRUSTEE'S AUTHORITY TO ENSURE EFFECTIVENESS AND SERVICE TO THE BOARD

Whereas, since the Board's inception, each of the student trustees on the Tennessee State University Board of Trustees have undertaken the role as student trustee in a serious and effective manner;

Whereas, the student trustees have served as valuable members of the Academic Affairs and Student Affairs Committee and have been important contributors to other Board committees and the entire Board;

Whereas, the Board's student trustees bring a critically important student perspective to Board discussions and actions on matters of importance affecting TSU, including student experiences;

Whereas, the student trustee has a fiduciary duty to the Board and brings an important student perspective to the Board;

Whereas, the Board seeks to assist and empower the current student trustee and future student trustees in carrying out their important responsibilities, including engaging in activities to obtain and discern student perspectives for the student trustee to evaluate and consider in carrying out their fiduciary duty as student trustee;

The Board hereby resolves to authorize the student trustee to engage in activities consistent with carrying out the student trustee's fiduciary duty to the Board, including, but not limited to, working with the TSU Student Government Association on gauging the views of students on matters affecting the University, hosting town hall meetings with students, promoting and bringing forward to the Board student-supported initiatives, working in concert with the President and the Board Chair in engaging members of the General Assembly and the Governor's office on issues of interest to TSU students, and the appointment of a student-based committee to aid the student trustee as he or she deems appropriate in carrying out the student trustee role.

The Board further resolves that each student trustee will determine individually the activities and initiatives they deem effective and appropriate, and the Board wants to ensure that each student trustee exercises appropriate flexibility and discretion in utilizing various measures.



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

9:30 a.m. CDT Thursday, March 14, 2024 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 16, 2023, Executive Committee Meeting Minutes
- IV. Update on Presidential Search Process
- V. Update on Pending Legislation Affecting TSU
- VI. Secretary's Report
- VII. Adjournment

# Approval of November 16, 2023, Executive Committee Meeting Minutes

STATE

#### BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	March 14, 2024
ITEM:	Approval of November 16, 2023, Executive Committee Meetings Minutes
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Executive Committee, Board Chair Deborah Cole

The document reflecting the minutes from the November 16, 2023, Executive Committee meeting is included in the March 14, 2024, Board materials.

MOTION: To approve the minutes from the Board of Trustees' November 16, 2023, Executive Committee meeting, as contained in the Board materials for the Board's March 14, 2024, meeting.

#### Tennessee State University Board of Trustees Executive Committee Meeting – November 16, 2023, Hankal Hall, Tennessee State University Campus

#### MINUTES

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

**Other Board Members Present**: Trustees Steve Corbeil, Andre Johnson, William Johnson, Obie McKenzie, Van Pinnock, and Shaun Wimberly

**University Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dean Frank Stevenson, Vice President of Student Affairs; Dr. Robbie Melton, Graduate School Dean and Assoc. Vice President; Doug Allen, Vice President of Finance and Budget; Jason Evans, Chief Operating Officer; Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees; Curtis Johnson, Vice President for Administration; Ginette Garza Brown, Associate General Counsel.

### I. CALL TO ORDER

Chair Cole called the Executive Committee meeting to order at 12:00 p.m. CDT on November 16, 2024.

#### 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, Martin, and Walker.

Secretary Pendleton announced the presence of a quorum.

# **III.** APPROVAL OF THE SEPTEMBER 14, 2023, EXECUTIVE COMMITTEE MEETING MINUTES

Chair Cole introduced the first order of business — the approval of the September 14, 2023, Executive Committee meeting minutes. Chair Cole informed the Committee that the minutes for the Executive Committee's September 14, 2023, meeting are included in the Board materials for the November 16, 2023, Board meeting.

Chair Cole moved to recommend to the full Board the approval of the September 14, 2023, Executive Committee meeting minutes, as contained in the Board materials for the November 16, 2023, 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 STATUS OF BOARD RESOLUTION ITEMS

Chair Cole indicated that due to time constraints, the report on the status of Board Resolution items will be made in the full Board meeting, where it is also on the calendar.

### V. UPDATE ON PRESIDENTIAL SEARCH PROCESS

Chair Cole then moved to the next agenda item – the update on the Presidential search process. Chair Cole noted that per the Board's charge at the September 14, 2023, board meeting, a search firm has been retained to support and advise the search committee and the Board in the presidential search process. Academic Search is one of the nationally recognized leaders in searches involving higher education institutions and related non-profits. Another search firm, ApTask Global, will work with Academic Search and assist in the search process to ensure a broad pool of candidates from various sectors. Chair Cole indicated that she met with the search consultants and emphasized the overall objective is to retain the best person for the position and maintain confidentiality of the search process. Chair Cole noted that the first meeting of the search committee would be held the week after Thanksgiving.

Chair Cole commented that the general makeup of the Committee includes – Board Executive Committee members and Trustee Corbeil, fourteen from the TSU family, five from the community, three student representatives, and one council member. Chair Cole reiterated that no decision has been made on the selection of the President. She also noted this is a transparent process, the search will align with the prescribed process, and the necessity to protect the confidentiality of the applicants participating in the search process. Chair Cole also commented on her communication with the Governor's office as to keeping the Governor's office apprised of the search developments.

Chair Cole also indicated that there would be listening sessions conducted to include members of the TSU community to aid in the development of the Presidential Profile. Chair Cole concluded her comments by emphasizing that the Board of Trustees will make the final decision as to the selection of a new President.

### VI. SECRETARY'S REPORT

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

Secretary Pendleton indicated that in the interest of time, he would limit his comments. Secretary Pendleton noted the prospect of modifying the Board Committee meeting times and he would be following up with Chair Cole as to that item.

Secretary Pendleton noted the recent occurrences on campus involving conflicts between Jewish, Muslim, Palestinian students, and other student. He indicated the Biden Administration issued a Dear Colleague Letter to provide more guidance on balancing first amendment rights with protection from harassment. Secretary Pendleton indicated there had not been any issues on the TSU campus but that he, President Glover and Dean Stevenson would continue to monitor this situation.

Chair Cole thanked Secretary Pendleton for his report.

### VII. ADJOURNMENT

Chair Cole opened the floor for any additional business. With no further business, Chair Cole moved for adjournment. 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. Chair Cole adjourned the meeting at 12:17 p.m. CDT.



### BOARD OF TRUSTEES

### INFORMATION ITEM

DATE:	March 14, 2024
ITEM:	Update on Presidential Search Process
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Executive Committee, Board Chair Deborah Cole

Chair Cole will provide an update on the Presidential Search Process.

#### **Presidential Search Process Update**

At the November 16, 2023, Board meeting, Chair Cole discussed the Presidential search process, including the appointment of a Search Committee, the retention of a search firm to assist in the search, and the framework of a timeline for conducting the search, all of which will culminate in a Board decision as to the selection of the next TSU President.

Following the November 16, 2023, Board meeting, the search process proceeded in December with the first meeting of the Search Committee, the implementation of a timeline, and the holding of listening sessions with specified groups, including Board members, students, faculty, staff, and alums. Through these listening sessions, a Presidential profile was developed and posted on the Board website and the search firm's website. The recruitment process was also formally launched.

The Search Committee met again in February to discuss logistical matters and prepare for the evaluation of applicants. The search process continues on-track with the planned selection of semi-finalists, the identification of applicants to move forward in the search and evaluation process, and the ultimate Board selection of a new President sometime in April.

As I noted in the September 14, 2023, Board meeting, the Board will make a final determination on the selection of the next TSU President.



### BOARD OF TRUSTEES

### **INFORMATION ITEM**

DATE:	March 14, 2024
ITEM:	Update on Pending Legislation Affecting TSU
RECOMMENDED ACTION:	None
PRESENTED BY:	Board Secretary, Laurence Pendleton

Secretary Pendleton will provide an update on this item.



### BOARD OF TRUSTEES

### INFORMATION ITEM

DATE:	March 14, 2024
ITEM:	Secretary's Report
RECOMMENDED ACTION:	None
PRESENTED BY:	Board Secretary, Laurence Pendleton

Secretary Pendleton will provide a report.



### BOARD OF TRUSTEES

### **INFORMATION ITEM**

DATE:	March 14, 2024
ITEM:	Report on Status of Board Resolution Items
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Executive Committee, Board Chair Deborah Cole

Chief Operating Officer Jason Evans will provide a report on the status of Board Resolution Items.

BOARD RESOLUTION GOVERNING COMPTROLLER'S FEBRUARY 2023 REPORT ON TENNESSEE STATE UNIVERSITY'S OPERATIONS

STATUS	TSU BOARD OF TRUSTEES 12 RESOULUTION ITEMS	REMARKS
		<ul> <li>Since the inception of the TSU Board of Trustees in 2016, the Board has taken an active</li> </ul>
	1. The TSU Board of Trustees is committed to actively engaging in an enhanced	role in overseeing the operations, however at
	oversight of 150 s operational and fiscal practices, including working more closely with TSU management in operational and fiscal areas.	the March 2023 Board of Hustees meeting, the Board resolved to take an even more active
		role in TSU operations.
		- The Board continues to closely monitor
	2. The TSU Board of Trustees' Executive Committee will examine the Board's	Board members actively chair Oversight
	current committee structure to ensure the appropriate number and focus of its	Committees for Scholarships, Housing,
)	committees and provide recommendations to the full Board, if warranted.	Budget, and Finance.
		- The Board Chair and Trustees met with the
	3. To further strengthen the Board's overall effectiveness, the Board will continue to	Association of Governing Boards (AGB) on 13
	work with the Association of Governing Boards of Universities and Colleges,	Sep 23 to review its Board governance policies
	including with its self-assessment process, to enhance the Board's operational	and practices, assess the Board's overall
)	effectiveness.	effectiveness, and identify areas where it can
		enhance its effectiveness.
	4. The TSU Board of Trustees hereby directs the TSU administration to provide an	- The 2024 Annual Scholarship Plan was
	annual scholarship plan to the Board and, commencing the Board's June 2023	approved at the 16 November Board Meeting.
	meeting, present reports at the Board's regular meetings pertaining to the number and	A copy will be provided to THEC ahead of the
	value of all scholarships offered and the number of signed scholarship acceptance	fall 2024 semester.
	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.	
GREEN	Action completed/policy and or process fully implemented.	
AMBER	Action working/Ongoing	
RED	Action not started/requires resources and or decision.	

BOARD RESOLUTION GOVERNING COMPTROLLER'S FEBRUARY 2023 REPORT ON TENNESSEE STATE UNIVERSITY'S OPERATIONS

STATUS	TSU BOARD OF TRUSTEES 12 RESOULUTION ITEMS	REMARKS
	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 management 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.	The administration provided housing application data, enrollment application and classification data in the materials for the June 15, 2023, and subsequent Board meetings.
		Enrollment classification data Freshmen 1 124
	6. The TSU Board of Trustees directs the TSU management to provide enroliment	Sec
	classification data to the Board, commencing at the Board's June 2023 meeting, and	1
	thereafter at its March, June, and September Board meetings, notwithstanding the fact	
	that an enrollment presentation will be made at the March 2023 meeting.	Undergraduate Enrollment 5,070 Graduate 1180
		Enrollment as of February 20, 2024 6,250
	7. The TSU Board of Trustees is committed to ensuring that TSU management has	- During the 14 Sep Board meeting, the COO
(	sufficient and appropriate personnel to operate TSU in a productive and efficient	presented strategies and the way ahead for the
	manner, and to that end, hereby directs President Glover to conduct a review of personnel, including, but not limited to, organizational structure, performance, and	Personnel Action Plan. - During the 16 Nov Board meeting the COO
)	staffing within units, and present a personnel action plan, which shall include a plan of	presented the completed Personnel Action Plan.
	action for filling all vacant and interim positions, to the Board at its June 2023 meeting.	<ul> <li>Awaiting Board approval to implement the Personnel Action Plan.</li> </ul>
		- COO was hired on 6 July 2023. An assessment
(		of Enrollment Management was completed.
	expeditious manner, a cirter operating onneer, a Director of Construction Management of similar titled position, and conduct an in-depth review of Enrollment Management	<ul> <li>Director of Construction Management nired was on 1 May 2023</li> </ul>
		<ul> <li>- AVP, Customer Relations was hired on 1 Jun 2023.</li> </ul>
GREEN AMBER RED	Action completed/policy and or process fully implemented. Action working/Ongoing Action not started/requires resources and or decision.	

BOARD RESOLUTION GOVERNING COMPTROLLER'S FEBRUARY 2023 REPORT ON TENNESSEE STATE UNIVERSITY'S OPERATIONS

STATUS	TSU BOARD OF TRUSTEES 12 RESOULUTION ITEMS	REMARKS
	9. The TSU Board of Trustees directs TSU Management to present to the Finance and Budget Committee for its prior approval specified financial/budget changes that exceed ten percent (10%), including scholarships, and directs TSU Management to present to the Board for its approval a policy consistent with this directive.	<ul> <li>Effective 1 July 2023, the Vice President for Business and Finance was directed to request approval for any expenditure that meets or exceeds 10% of the approved budget.</li> <li>Any adjustments beyond the threshold will be reviewed by the President or the COO prior to the request for approval.</li> <li>Any adjustments will be submitted to the Board at the following Board meeting as an agenda item.</li> <li>If an emergency request is warranted, the Board Chair will communicate with the Board to obtain approval.</li> </ul>
	<b>10.</b> 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.	<ul> <li>The Special Committee on Housing, chaired by a Board member continues to meet regularly with TSU management.</li> <li>Construction of two new residence halls awaiting SBC approval.</li> </ul>
	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.	<ul> <li>During the 14 Sep 23 Board meeting, the AVP, Public Relations &amp; Communications presented her Communications Plan.</li> <li>On 20 Oct 2023, the AVP, Customer Relations met with the newly formed SGA committee on student concerns &amp; communications.</li> </ul>
	12. The TSU Board of Trustees, through its respective Board Committees, shall monitor and review adherence to the directives and matters contained in this Resolution, and directs TSU Management to present a report at its quarterly meetings updating the Board on TSU's adherence to the directives contained in this Resolution.	<ul> <li>The COO is presenting a report today (14 Mar 24) to ensure adherence to the Board's Resolution Report, and assist the Board in its oversight role.</li> </ul>
GREEN AMBER <b>RED</b>	Action completed/policy and or process fully implemented. Action working/Ongoing Action not started/requires resources and or decision.	

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# Approval of Board Resolution on Student Trustee

STATE

### BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	March 14, 2024
ITEM:	Approval of Board Resolution on Student Trustee
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Executive Committee, Board Chair Deborah Cole and Student Trustee Shaun Wimberly

Chair Cole will present the next item, the approval of a Board Resolution on the Student Trustee.

MOTION: To approve a Board Resolution on the Student Trustee, as contained in the Board materials for the Board's March 14, 2024, meeting.



### BOARD OF TRUSTEES

### **INFORMATION ITEM**

DATE:	March 14, 2024
ITEM:	President's Report
RECOMMENDED ACTION:	None
PRESENTED BY:	Glenda Glover, President

The President shall provide a report at the March 14, 2024, Tennessee State University Board of Trustees meeting.



### BOARD OF TRUSTEES

### **INFORMATION ITEM**

DATE:	March 14, 2024
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 14, 2024, Tennessee State University Board of Trustees meeting.

