

Board of Trustees Materials June 7, 2024, Meeting

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TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES REGULAR MEETING AGENDA

Friday, June 7, 2024 10:00 a.m. CT

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 April 26, 2024, Board Meeting Minutes
 - B. Appointment of the Student Trustee
 - C. Appointment of Additional Executive Committee Members
 - D. Approval of Audit Committee Charter
 - E. Approval of Board Audit Committee
 - F. Approval of Audit Committee Chair
 - G. Audit Committee Report
 - i. Approval of the Audit Committee Charter
 - ii. Annual Report on the Audit Office's Audit Activities
 - iii. Report on Internal and External Audit Items
 - iv. Discussion of the Audit Office's Internal Quality Assessment
 - v. Review of Outstanding Audit Issues
 - vi. Approval of the Fiscal Year 2024-2025 Audit Plan
 - vii. Executive Session Discussion of Items Deemed Confidential under State Law
 - H. Finance Committee Report
 - i. Approval of Fiscal Year 2024-2025 Tuition and Mandatory Fees Increase
 - ii. Approval of Fiscal Year 2023-2024 Estimated Budget
 - iii. Approval of Fiscal Year 2024-2025 Proposed Budget

- iv. Report on Institutional Advancement
- v. Deferred Maintenance Update and Phasing Plan
- vi. TSAC Program Review Update
- vii. Business and Finance Update
- I. Student and Academic Affairs Committee Report
 - i. Approval of 2024-2025 Tenure and Promotion Recommendations
 - ii. Approval of New Academic Program Graduate Certificate in Higher Education
 - iii. Notification of New Academic Program Approvals by the Tennessee Higher Education Commission (THEC) Ph.D. in Public Health Program and M.S. in Business Data Analytics Program
 - iv. Report on SACSCOC Accreditation Matters –Fifth-Year Interim Report
 - v. Academic Affairs Report
 - vi. Enrollment Update
 - vii. Institutional Merit Scholarship Update
 - viii. Student Affairs Report
- J. Governance and Governmental Affairs Committee Report
 - Board Orientation Association of Governing Boards Presentation by Rick Legion
- K. Ad Hoc Presidential Search Committee Report
 - i. Report on Status of Presidential Search Process
- V. Report on TSU Athletics
- VI. Report on Research and Sponsored Programs
- VII. President's Report
- VIII. Board Chair's Report
- IX. Adjournment



ACTION ITEM

DATE: June 7, 2024

ITEM: Approval of April 26, 2024, Board Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Board Chair, Trustee Dakasha Winton

The document reflecting the minutes from the April 26, 2024, Board meeting is included in the June 7, 2024, Board materials.

MOTION: To approve the minutes from the April 26, 2024, Board meeting as contained in the Board materials for the Board's June 7, 2024, meeting.

Meeting of the Tennessee State University Board of Trustees April 26, 2024 Tennessee State University – Hankal Hall

MINUTES

Board Members Present: Trustees Dakasha Winton (by phone), Charles Traughber, Trevia Chatman, Jeffery Norfleet, Marquita Qualls, Terica Smith, Dwayne Tucker, Kevin Williams, and Dr. Artenzia Young-Seigler.

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Dr. Robbie Melton, Interim Provost and Vice President of Academic Affairs; Douglas Allen, Vice President of Business and Finance; Jason Evans, Chief Operating Officer; Dr. Curtis Johnson, Vice President of Administration; Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees; Director of Internal Audits, Renée Forbes-Williams; Director of Athletics, Dr. Mikki Allen

I. CALL TO ORDER

Board Secretary Laurence Pendleton called the meeting to order at 2:00 p.m. on April 26, 2024.

II. PRESIDENT'S WELCOME

President Glenda Glover welcomed the new trustees back to Tennessee State University and to the Board of Trustees. She thanked the trustees for their willingness to serve the institution. Dr. Glover next recognized cabinet members and deans in attendance.

III. BOARD INTRODUCTIONS AND OPENING REMARKS

Secretary Pendleton next asked the new trustees to introduce themselves and provide any opening remarks. The trustees introduced themselves in turn.

IV. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll. The following trustees were present during roll call: Trustees Chatman, Norfleet, Qualls, Young-Seigler, Smith, Traughber, Tucker, Williams, and Winton. Board Secretary Pendleton announced the presence of a quorum.

V. ADOPTION OF AGENDA

The next agenda item was the adoption of the Board agenda. Trustee Tucker moved to adopt the agenda, and the motion was seconded by Trustees Norfleet and Smith. A roll call vote was taken, and the motion passed unanimously.

VI. ADOPTION OF BOARD BYLAWS

The next agenda item was the adoption of the Board Bylaws. Trustee Young-Seigler moved to adopt the Board Bylaws as contained in the Board materials for the April 26, 2024, Board meeting. The motion was seconded by Trustee Tucker. A roll call vote was taken, and the motion passed unanimously.

VII. ELECTION OF BOARD CHAIR

The Board next held an election for the Board Chair position. Secretary Pendleton asked for nominations for the position. Trustee Norfleet nominated Trustee Winton for the position. Trustee Young-Seigler nominated Trustee Kevin Williams. Trustee Willaims declined the nomination.

The Board voted on the nomination of Trustee Winton as Board Chair. A roll call vote was taken, and the Board voted unanimously in favor of Trustee Winton to serve as Board Chair.

VIII. ELECTION OF BOARD VICE CHAIR

Chair Winton presented the next agenda item, which was the election of the Board Vice Chair position. Trustee Winton asked for nominations for the position. Trustee Qualls nominated Trustee Traughber for the position. Trustee Williams nominated Trustee Tucker for the position.

The Board voted on the nominees. The trustees voted on nominee Traughber, with Trustees Chatman, Norfleet, Qualls, Smith, Traughber, Tucker, Williams, and Young-Seigler all voting in favor of his nomination. The trustees next voted on nominee Tucker, with Trustees Chatman, Norfleet, Qualls, Smith, Traughber, Tucker, Williams, and Young-Seigler voting against his nomination. By a majority vote of the Trustees, Trustee Traughber was elected as the Vice Chair.

IX. ADOPTION OF BOARD POLICIES 001-006

Chair Winton presented the next agenda item, which was the adoption of Board Policies 001-006, as contained in the Board materials for the April 26, 2024, meeting. Chair Winton moved to adopt the policies, which was seconded by Trustee Qualls. A roll call vote was taken, and the Board voted unanimously to adopt Board Policies 001-006.

X. APPROVAL OF PROCESS FOR THE BOARD APPOINTMENT OF THE STUDENT TRUSTEE

Chair Winton presented the next agenda item, which was the approval of the process for the Board appointment of the Student Trustee, as reflected in the Board materials for the April 26, 2024, meeting. Chair Winton asked if there were any questions regarding this item, and, seeing none, the Board proceeded with a vote to approve the process. Trustee Traughber made a motion to approve the process for the Board appointment of the Student Trustee, which was seconded by Trustee Smith. A roll call vote was taken, and the Board voted unanimously in favor of the motion.

XI. ADOPTION OF BOARD MEETING CALENDAR

Chair Winton presented the next agenda item, which was the adoption of the Board meeting calendar for the year. The proposed dates were June 13, 2024, September 19, 2024, and November 21, 2024. The Board discussed the proposed dates.

Trustee Smith moved to approve the Board calendar as amended, with a change in date of the June meeting from June 13, 2024, to June 7, 2024. The motion was seconded by Trustee Chatman. The motion carried by unanimous roll call vote.

XII. BOARD CHAIR'S CLOSING REMARKS

Chair Winton provided her closing remarks and expressed her appreciation to the Trustees.

Before the meeting concluded, President Glover and Dean Stevenson presented student leaders in attendance to the Board. SGA President Derrell Taylor addressed the Board and introduced current and newly elected members of the SGA to the Board. SGA President-Elect Chrishonda O'Quinn also addressed the Board.

Dr. Glover further recognized State Representative Harold Love, who was also in attendance at the meeting.

XIII. ADJOURNMENT

Having no other business to discuss, Chair Winton asked if there was a motion to conclude the meeting. Trustee Smith moved to adjourn the meeting, with the motion seconded by Trustee Tucker. The motion carried by unanimous roll call vote. The meeting was adjourned at 2:27 p.m.



ACTION ITEM

DATE: June 7, 2024

ITEM: Approval of the Appointment Student Trustee

RECOMMENDED ACTION: Approval

PRESENTED BY: Board Chair, Trustee Dakasha Winton

Pursuant to the FOCUS Act, T.C.A. § 49-8-201 (f), a Tennessee State University student shall serve as a non-voting student member of the Board. The Board shall appoint the non-voting student member to serve a term of one (1) year.

Pursuant to the Board-adopted Student Trustee recommendation process, the Tennessee State University Student Government Association ("SGA") solicited and conducted a preliminary review of the candidates to serve as Student Trustee for the 2024-2025 fiscal year and forwarded a slate of candidates for further consideration. The Board Secretary and Vice President for Student Affairs then met with the finalist candidates and made a recommendation to the President for further interviews.

At the conclusion of interviews with President Glover, the President is recommending the Board's appointment of Tyler Vazquez to serve a one-year term as the Student Trustee. Mr. Vazquez's bio is attached.

MOTION: To approve the appointment of Tyler Vazquez to serve a one-year term as the Student Trustee for the 2024-2025 fiscal year.

Tyler Vazquez

Mr. Vazquez is a Dr. Levi Watkins, Jr. BS/MD Scholar, Honors College Scholar

Major of Study: Molecular Biology and Premedical Studies, with minors in Chemistry and Philosophy; GPA: 4.0; Expected Degree Conferral: May 2025.

Activities/Accomplishments:

Dr. Levi Watkins, Jr. BS/MD Scholar, August 2022-May 2025

President's List, Fall 2022-Present

GLSEN Freedom Fellow, Southern Region, January 2023-December 2023

Student Government Association Junior Class Secretary, \$2.1 Billion Committee, Bylaws Committee, July 2023-May 2024

General Assembly Secretary, September 2023-May 2024

Beta Kappa Chi National Scientific Honors Society, September 2023-Present; President Jan. 2024-Present

Minority Association of Premedical Students, August 2022-Present President, May 2024-Present; Vice President, June 2023-May 2024

Experience:

TLSAMP Research Assistant November 2023-May 2024

Working under Dr. Cosmas Okoro, research and topics of interest include the isolation of anti-Alzheimer's drugs, neuronal reuptake of acetylcholine, and the inhibition of acetylcholinesterase via tacrine and its derivatives.

Participated in research conferences, leadership development training, and twice weekly afternoon laboratory shifts.



ACTION ITEM

DATE: June 7, 2024

ITEM: Approval of Additional Executive Committee Members

RECOMMENDED ACTION: Approval

PRESENTED BY: Board Chair, Trustee Dakasha Winton

Pursuant to the Board's Committees of the Board Policy, the Executive Committee shall be composed of the Chair and Vice Chair of the Board, and at least one other at-large voting member elected by the Board. The Chair of the Board shall be the chair of this committee.

As Board Chair and Vice Chair, Trustees Winton and Traughber, respectively, are deemed members of the Executive Committee.

To ensure compliance with Board policy, the Board must approve the additional Executive Committee members.

MOTION: To approve an additional trustee (s) to serve as a member of the Executive Committee.



ACTION ITEM

DATE: June 7, 2024

ITEM: Approval of Audit Committee Charter

RECOMMENDED ACTION: Approval

PRESENTED BY: Board Chair, Trustee Dakasha Winton

Pursuant to T.C.A. 4-35-103, the Audit Committee must develop an Audit Committee Charter, and the Board must approve the Audit Committee Charter. The proposed Audit Committee Charter is included in the June 7, 2024, Board materials.

The Audit Committee Charter sets forth the purpose, mission, and authority of the Audit Committee. The Charter also details the Audit Committee's responsibilities, including its responsibilities related to the State Comptroller office, the TSU Office of Internal Audit, the Director of Internal Audit's role and reporting relationship with respect to the Audit Committee and the President, and its role involving fraud, waste and abuse. Additionally, the Charter addresses the membership and meetings of the Audit Committee.

MOTION: To approve the Audit Committee Charter in its entirety, as contained in the Board materials for the Board's June 7, 2024, meeting.

Tennessee State University

Audit Committee Charter

I. Purpose

Pursuant to T.C.A. 4-35-103, the Tennessee State University Board of Trustees Audit Committee, a standing committee of the Tennessee State University Board of Trustees (Board), must establish an Audit Charter addressing the Audit Committee's purpose, powers, duties, and mission, as part of its role in assisting the Board in exercising oversight of the University's financial and accounting practices, internal controls, risk assessments and standards of conduct.

II. Mission

The Audit Committee will provide oversight of the following areas:

- **A.** Audit engagements with the Tennessee Comptroller's Office, including the integrity of financial statements and compliance with legal and regulatory requirements,
- **B.** Audit engagements with external auditors,
- C. Internal Audit activities,
- **D.** Internal Audit administration,
- E. Internal controls and compliance with laws, regulations, and other requirements,
- **F.** Risk and control assessments,
- **G.** Fraud, waste, and abuse prevention, detection, and reporting, and
- **H.** Other areas as directed by the Board.

III. Authority

The Audit Committee has the authority to facilitate audits or investigations into any matter within its scope of responsibility. The Committee is authorized to:

- **A.** Seek any information it requires from employees or external parties. Employees are directed to cooperate with the Committee's requests.
- **B.** Meet with Board and institutional officials, external and internal auditors, legal counsel, or others as necessary.
- **C.** Oversee the University's internal audit function.

IV. Responsibilities

The Audit Committee has responsibilities for the following:

A. Tennessee Comptroller's Office Audits (State Auditors)

- 1. Understand the scope and approach used by the State Auditors in conducting their examinations.
- 2. Review results of the Comptroller's examinations of financial statements and any other matters related to the conduct of the audits.
- 3. Review with management and legal counsel any legal matters (including pending litigation) that may have a material impact on the financial statements, and any material reports or inquiries from regulatory or governmental agencies,
- **4.** Ensure that the Comptroller is notified of any indications of fraud in the manner prescribed by the Comptroller.
- **5.** Resolve any differences between management and the Comptroller's auditors regarding financial reporting.
- **6.** Meet, as needed, with the Comptroller's auditors to discuss any matters that the Audit Committee or State Auditors deem appropriate.

B. External Audits

- 1. Understand the scope and approach used by the Tennessee Comptroller auditors in conducting their examinations.
- **2.** Review results of the Tennessee Comptroller auditors' examinations and any other matters related to the conduct of the external audits.
- **3.** Meet, as needed, with the Tennessee Comptroller auditors to discuss any matters that the Audit Committee or external auditors deem appropriate.

C. Internal Audit Activities

- 1. Ensure that the Director of Internal Audit reports directly to the Audit Committee and has direct access to the chair of the Audit Committee, and the Director of Internal Audit reports internally to the President.
- **2.** Review and approve the internal audit charter for the University's Internal Audit department.
- **3.** Review and approve the annual audit plans for the University's Internal Audit department, including management's request for unplanned audits.
- 4. Receive and review significant results of internal audits performed.
- 5. Work with University management and the Internal Audit department to assist

- with the resolution of cooperation issues and to ensure the implementation of audit recommendations.
- **6.** Review the results of the year's work with the Director of Internal Audit.
- 7. Ensure the University's internal audit function maintains a quality assurance and improvement program, including internal procedures and assessments and a periodic external quality assessment of conformance with the Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*.

D. Internal Audit Administration

- 1. Review the Director of Internal Audit's administrative reporting relationship to the President to ensure that independence is fostered.
- **2.** Ensure that Internal Audit has adequate resources in terms of staff and budget to effectively perform its responsibilities.
- **3.** Review and approve the appointment and compensation of the Director of Internal Audit.
- **4.** Recommend to the Board the dismissal of the Director of Internal Audit only for cause.
- **5.** Review and approve the compensation and termination of campus internal auditors.
- **6.** Ensure the President has administrative authority for approval of the Director of Internal Audit's time, travel, and other expenses of the Office of Internal Audit.
- 7. Authorize the President to initiate an annual performance evaluation of the Director of Internal Audit, in coordination with the Chair of the Audit Committee, and pursuant to a process determined by the Audit Committee or Chair of the Audit Committee.

E. Risk, Internal Control and Compliance

- 1. Consider the effectiveness of the internal control system and compliance with laws and regulations, including computerized information system controls and security.
- **2.** Develop a process for, as well as review and evaluate, risk assessments performed by institutional management and the Board.
- **3.** Inform the Comptroller of the Treasury of the results of risk assessments and controls completed by University management.

F. Fraud

- 1. Ensure that the Board and the University have effective processes in place to prevent, detect, and report fraud, waste, abuse, and illegal activity, and to communicate to employees their responsibilities in this regard.
- **2.** Facilitate audit and investigative matters, including advising auditors and investigators of any pertinent information received by the Audit Committee.
- **3.** Immediately inform the Comptroller of the Treasury's Office when fraud is detected.

G. Other

- 1. Review and assess the adequacy of the Audit Committee's charter every four years or as needed, whichever is earlier, requesting Board approval for any proposed changes.
- **2.** Ensure there are procedures for the receipt, retention, and treatment of complaints about accounting, internal controls, or auditing matters.
- **3.** Review the University's code of conduct and /or policies regarding employee conduct to ensure that they are easy to access, are widely distributed, are easy to understand and implement, include a confidential mechanism for reporting code violations, are enforced, and include a conflict-of-interest policy.
- **4.** Review the University's conflict of interest policy to ensure that the term "conflict of interest" is clearly defined, the policy is comprehensive, annual signoff is required, and potential conflicts are adequately resolved and documented.

V. Independence

The members of the Audit Committee shall be free of any interests, in fact or in appearance, that are in conflict with their duties as members of the Audit Committee.

VI. Membership

- **A.** Tennessee Code Annotated, Section 49-8-101, establishes the Tennessee State University Board of Trustees. From its membership, pursuant to T.C.A. 4-35-102, the Board shall create an Audit Committee.
- **B.** The Audit Committee shall be comprised of at least three voting members.
- **C.** The Board shall approve the membership of the Audit Committee and the chair of the audit committee.
- **D.** The Audit Committee members shall serve a two (2) year term.

- **E.** The Chair of the Audit Committee shall serve a one (1) year term.
- **F.** The Board Chair shall serve as an ex officio voting member of the Audit Committee.
- **G.** The Audit Committee shall include at least one member, the chair of the committee, who shall have accounting and financial management expertise.
- **H.** The other members of the Audit Committee shall be generally knowledgeable in financial, management, and auditing matters.

VII. Meetings

- **A.** The Audit Committee shall meet as often as is necessary to carry out its responsibilities, but shall meet no less than twice each calendar year, and may meet more frequently as deemed necessary. Meetings may be requested by the Board Chair, chair of the Audit Committee or the Comptroller of the Treasury.
- **B.** The Audit Committee may invite Board management, auditors, or others to attend and provide relevant information.
- C. Minutes shall be made of all meetings of the Audit Committee and provided to the Board Chair, the President of the University, and the Secretary to the Board. The minutes shall be maintained as the official record of such meetings.
- **D.** A majority of the voting members of the committee shall constitute a quorum for the transaction of business.
- **E.** All meetings of the Audit Committee shall adhere to the Open Meetings Act, Tennessee Code Annotated Title 8, Chapter 44, except that pursuant to TCA Section 4-35-108(b), the Audit Committee may hold confidential, nonpublic executive sessions for the sole purpose of discussing the following:
 - 1. Items deemed not subject to public inspection under Tennessee Code Annotated, Sections 10-7-503 and 10-7-504, and all other matters designated as confidential or privileged under state or federal law,
 - 2. Litigation,
 - 3. Audits or investigations, and
 - **4.** Matters involving information under Tennessee Code Annotated, Section 4-35-107(a), where the informant has requested anonymity.

VIII. Application

A. The terms of this Audit Committee Charter shall control to the extent the Charter conflicts with the Board's Committees of the Board policy or any other applicable

policy.		
Approvals		
Approved by:	Date:	
Approved by: [Name] Chair of the Board	Date:	



ACTION ITEM

DATE: June 7, 2024

ITEM: Approval of Audit Committee

RECOMMENDED ACTION: Approval

PRESENTED BY: Board Chair, Trustee Dakasha Winton

Pursuant to state law, the Board must establish an Audit Committee, and pursuant to the Audit Committee Charter, the Board must approve the Audit Committee members and the Chair of the Audit Committee.

Pursuant to the Board's Committees of the Board Policy, the Board Chair selects the Audit Committee members, subject to Board approval, in accordance with the Audit Committee Charter. The Audit Committee members serve a two (2) year term.

Board Chair Winton has appointed Trustees Williams, Qualls, and Traughber to serve a two-year term on the Audit Committee, subject to Board approval.

MOTION: To approve Trustees Williams, Qualls, and Traughber to serve on the Audit Committee.



ACTION ITEM

DATE: June 7, 2024

ITEM: Approval of Audit Committee Chair

RECOMMENDED ACTION: Approval

PRESENTED BY: Board Chair, Trustee Dakasha Winton

Pursuant to state law, the Board must establish an Audit Committee, and pursuant to the Audit Committee Charter, the Board must approve the Audit Committee members and the Chair of the Audit Committee.

Pursuant to the Board's Committees of the Board Policy, the Board Chair selects the Audit Committee Chair, subject to Board approval, in accordance with the Audit Committee Charter.

The Audit Committee Chair serves a one-year term as chair.

Board Chair Winton has named Trustee Kevin Williams to serve as Chair of the Audit Committee. To ensure compliance with state law and the Board Audit Committee Charter, the Board must approve the Chair of the Audit Committee.

MOTION: To approve Trustee Kevin Williams to serve a one-year term as Chair of the Audit Committee.



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES AUDIT COMMITTEE MEETING AGENDA

3:00 p.m. CT Thursday, June 6, 2024

I.

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

ORDER OF BUSINESS

II. Roll Call/Declaration of a Quorum

Call to Order

- III. Approval of the Audit Committee Charter
- IV. Annual Report on the Audit Office's Audit Activities
- V. Report on Internal and External Audit Items
- VI. Discussion of the Audit Office's Internal Quality Assessment Review
- VII. Review of Outstanding Audit Issues
- VIII. Approval of the Fiscal Year 2024-2025 Audit Plan
- IX. Executive Session Discussion of Items Deemed Confidential Under State Law
- X. Adjournment



ACTION ITEM

DATE: June 7, 2024

ITEM: Approval of the Audit Committee Charter

RECOMMENDED ACTION: Approval

PRESENTED BY: Audit Committee Chair, Trustee Kevin Williams

Pursuant to T.C.A. 4-35-103, the Audit Committee must develop an Audit Committee Charter, and the Board must approve the Audit Committee Charter. The proposed Audit Committee Charter is included in the June 7, 2024, Board materials.

The Audit Committee Charter sets forth the purpose, mission, and authority of the Audit Committee. The Charter also details the Audit Committee's responsibilities, including its responsibilities related to the State Comptroller office, the TSU Office of Internal Audit, the Director of Internal Audit's role and reporting relationship with respect to the Audit Committee and the President, and its role involving fraud, waste and abuse. Additionally, the Charter addresses the membership and meetings of the Audit Committee.

MOTION: To approve the Audit Committee Charter in its entirety, as contained in the Board materials for the Board's June 7, 2024, meeting.

Tennessee State University

Audit Committee Charter

IX. Purpose

Pursuant to T.C.A. 4-35-103, the Tennessee State University Board of Trustees Audit Committee, a standing committee of the Tennessee State University Board of Trustees (Board), must establish an Audit Charter addressing the Audit Committee's purpose, powers, duties, and mission, as part of its role in assisting the Board in exercising oversight of the University's financial and accounting practices, internal controls, risk assessments and standards of conduct.

X. Mission

The Audit Committee will provide oversight of the following areas:

- I. Audit engagements with the Tennessee Comptroller's Office, including the integrity of financial statements and compliance with legal and regulatory requirements,
- J. Audit engagements with external auditors,
- K. Internal Audit activities,
- L. Internal Audit administration,
- M. Internal controls and compliance with laws, regulations, and other requirements,
- N. Risk and control assessments,
- **O.** Fraud, waste, and abuse prevention, detection, and reporting, and
- **P.** Other areas as directed by the Board.

XI. Authority

The Audit Committee has the authority to facilitate audits or investigations into any matter within its scope of responsibility. The Committee is authorized to:

- **D.** Seek any information it requires from employees or external parties. Employees are directed to cooperate with the Committee's requests.
- **E.** Meet with Board and institutional officials, external and internal auditors, legal counsel, or others as necessary.
- **F.** Oversee the University's internal audit function.

XII. Responsibilities

The Audit Committee has responsibilities for the following:

H. Tennessee Comptroller's Office Audits (State Auditors)

- 7. Understand the scope and approach used by the State Auditors in conducting their examinations.
- **8.** Review results of the Comptroller's examinations of financial statements and any other matters related to the conduct of the audits.
- 9. Review with management and legal counsel any legal matters (including pending litigation) that may have a material impact on the financial statements, and any material reports or inquiries from regulatory or governmental agencies,
- **10.** Ensure that the Comptroller is notified of any indications of fraud in the manner prescribed by the Comptroller.
- **11.** Resolve any differences between management and the Comptroller's auditors regarding financial reporting.
- **12.** Meet, as needed, with the Comptroller's auditors to discuss any matters that the Audit Committee or State Auditors deem appropriate.

I. External Audits

- **4.** Understand the scope and approach used by the Tennessee Comptroller auditors in conducting their examinations.
- **5.** Review results of the Tennessee Comptroller auditors' examinations and any other matters related to the conduct of the external audits.
- **6.** Meet, as needed, with the Tennessee Comptroller auditors to discuss any matters that the Audit Committee or external auditors deem appropriate.

J. <u>Internal Audit Activities</u>

- **8.** Ensure that the Director of Internal Audit reports directly to the Audit Committee and has direct access to the chair of the Audit Committee, and the Director of Internal Audit reports internally to the President.
- **9.** Review and approve the internal audit charter for the University's Internal Audit department.
- **10.** Review and approve the annual audit plans for the University's Internal Audit department, including management's request for unplanned audits.
- 11. Receive and review significant results of internal audits performed.
- 12. Work with University management and the Internal Audit department to assist

- with the resolution of cooperation issues and to ensure the implementation of audit recommendations.
- 13. Review the results of the year's work with the Director of Internal Audit.
- **14.** Ensure the University's internal audit function maintains a quality assurance and improvement program, including internal procedures and assessments and a periodic external quality assessment of conformance with the Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*.

K. Internal Audit Administration

- **8.** Review the Director of Internal Audit's administrative reporting relationship to the President to ensure that independence is fostered.
- **9.** Ensure that Internal Audit has adequate resources in terms of staff and budget to effectively perform its responsibilities.
- **10.** Review and approve the appointment and compensation of the Director of Internal Audit.
- **11.** Recommend to the Board the dismissal of the Director of Internal Audit only for cause.
- **12.** Review and approve the compensation and termination of campus internal auditors.
- **13.** Ensure the President has administrative authority for approval of the Director of Internal Audit's time, travel, and other expenses of the Office of Internal Audit.
- **14.** Authorize the President to initiate an annual performance evaluation of the Director of Internal Audit, in coordination with the Chair of the Audit Committee, and pursuant to a process determined by the Audit Committee or Chair of the Audit Committee.

L. Risk, Internal Control and Compliance

- **4.** Consider the effectiveness of the internal control system and compliance with laws and regulations, including computerized information system controls and security.
- **5.** Develop a process for, as well as review and evaluate, risk assessments performed by institutional management and the Board.
- **6.** Inform the Comptroller of the Treasury of the results of risk assessments and controls completed by University management.

M. Fraud

- **4.** Ensure that the Board and the University have effective processes in place to prevent, detect, and report fraud, waste, abuse, and illegal activity, and to communicate to employees their responsibilities in this regard.
- **5.** Facilitate audit and investigative matters, including advising auditors and investigators of any pertinent information received by the Audit Committee.
- **6.** Immediately inform the Comptroller of the Treasury's Office when fraud is detected.

N. Other

- **5.** Review and assess the adequacy of the Audit Committee's charter every four years or as needed, whichever is earlier, requesting Board approval for any proposed changes.
- **6.** Ensure there are procedures for the receipt, retention, and treatment of complaints about accounting, internal controls, or auditing matters.
- 7. Review the University's code of conduct and /or policies regarding employee conduct to ensure that they are easy to access, are widely distributed, are easy to understand and implement, include a confidential mechanism for reporting code violations, are enforced, and include a conflict-of-interest policy.
- **8.** Review the University's conflict of interest policy to ensure that the term "conflict of interest" is clearly defined, the policy is comprehensive, annual signoff is required, and potential conflicts are adequately resolved and documented.

XIII. Independence

The members of the Audit Committee shall be free of any interests, in fact or in appearance, that are in conflict with their duties as members of the Audit Committee.

XIV. Membership

- **I.** Tennessee Code Annotated, Section 49-8-101, establishes the Tennessee State University Board of Trustees. From its membership, pursuant to T.C.A. 4-35-102, the Board shall create an Audit Committee.
- **J.** The Audit Committee shall be comprised of at least three voting members.
- **K.** The Board shall approve the membership of the Audit Committee and the chair of the audit committee.
- L. The Audit Committee members shall serve a two (2) year term.

- **M.** The Chair of the Audit Committee shall serve a one (1) year term.
- **N.** The Board Chair shall serve as an ex officio voting member of the Audit Committee.
- **O.** The Audit Committee shall include at least one member, the chair of the committee, who shall have accounting and financial management expertise.
- **P.** The other members of the Audit Committee shall be generally knowledgeable in financial, management, and auditing matters.

XV. Meetings

- **F.** The Audit Committee shall meet as often as is necessary to carry out its responsibilities, but shall meet no less than twice each calendar year, and may meet more frequently as deemed necessary. Meetings may be requested by the Board Chair, chair of the Audit Committee or the Comptroller of the Treasury.
- **G.** The Audit Committee may invite Board management, auditors, or others to attend and provide relevant information.
- **H.** Minutes shall be made of all meetings of the Audit Committee and provided to the Board Chair, the President of the University, and the Secretary to the Board. The minutes shall be maintained as the official record of such meetings.
- **I.** A majority of the voting members of the committee shall constitute a quorum for the transaction of business.
- **J.** All meetings of the Audit Committee shall adhere to the Open Meetings Act, Tennessee Code Annotated Title 8, Chapter 44, except that pursuant to TCA Section 4-35-108(b), the Audit Committee may hold confidential, nonpublic executive sessions for the sole purpose of discussing the following:
 - **5.** Items deemed not subject to public inspection under Tennessee Code Annotated, Sections 10-7-503 and 10-7-504, and all other matters designated as confidential or privileged under state or federal law,
 - **6.** Litigation,
 - 7. Audits or investigations, and
 - **8.** Matters involving information under Tennessee Code Annotated, Section 4-35-107(a), where the informant has requested anonymity.

XVI. Application

B. The terms of this Audit Committee Charter shall control to the extent the Charter conflicts with the Board's Committees of the Board policy or any other applicable

policy.		
Approvals		
Approved by:	Date:	
Approved by: [Name] Chair of the Board	Date:	

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

TEM: Audit Committee Report – Annual Report on the Audit

Office's Audit Activities

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Kevin Williams

The Tennessee State University Board of Trustees Audit Committee Charter requires the Audit Committee to review the Audit Office's annual activities with the Director of Internal Audit.

Director of Internal Audit, Dr. Renée Forbes-Williams, will discuss the Office of Internal Audit's Year End Report for fiscal year 2023-2024.

Tennessee State University Department of Internal Audit Year-End Report on Annual Audit Activity for the Fiscal Year Ended June 30, 2024

1. Audit of the National Collegiate Athletic Association Student Assistance Fund (SAF) for the Fiscal Year Ended June 30, 2023

Report Date: August 14, 2023 **Findings/Observations:** None

2. Review of the Endowment for Educational Excellence (EEE) at the Tennessee State University Foundation for the year ended June 30, 2021.

Findings/Observations: None

3. Audit of President's Expense Schedules for the Fiscal Year Ended June 30, 2023

Report Date: December 20, 2023 Findings/Observations: None

4. Compilation of the Conflict-of-Interest Forms

Report Date: February 13, 2024

Findings/Observations:

- a) Submission Rates as of December 31, 2023 (69.4%) 1053 of employee on Internal Audit Listing
- b) Conflict of Interest Form Review

No Disclosure - 854 Disclosure - 135 No Signature - 23

Incomplete – 41

Total - 1053

5. Internal Audit Finding Follow-Up-Department of Human

Resources

Report Date: February 19, 2024

Findings/Observations:

- a) 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.
- b) 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.

c) 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.

6. Quality Assessment Review-Internal Report Date: May 20, 2024

7. Internal Audit Finding Follow-Up – Tennessee Division of State Audit 2022 Single Audit. HEERF Funds
TSU Management's Responses We do not concur with this finding.

- 8. State Audit Hotline Allegations Investigations There were a total of thirteen (13) allegations received from the state. Case #23-7012 included four (4) that the Department of Internal Audit was unable to substantiate. Seven (7) of the remaining (9) are closed; at the submission of this report two (2) are currently open. Details of the nine are determined to be confidential pursuant to Section 8-4-407(i), Tennessee Code Annotated.
- **9. TSU Internal Investigations:** The Department of Internal Audit conducted four (4) university internal investigations. TSU involvement All internal investigations at the submission of the report Closed Details are determined to be confidential.

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

TEM: Report on Internal and External Audit Items

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Kevin Williams

Director of Internal Audit, Dr. Renée Forbes-Williams, President Glover and/or a designee will provide an update on this agenda item.

Tennessee State University Department of Internal Audit External Audit - State Agency Audit Endowment for Educational Excellence (EEE) at TSU Foundation For Year Ended June 30, 2022 Executive Summary

Key Areas: Division of Business and Finance

Auditor: Dr. Renée Forbes-Williams, CPA

Director of Internal Audit

Date Released: March 28, 2024

Introduction: The Comptroller of the Treasury, Division of State Audit, issued a report related to on the *Endowment for Educational Excellence (EEE) at the Tennessee State University Foundation for the year ended June 30, 2022.* The independent auditors issued an unmodified (clean) opinion. Consideration of internal control over financial reporting and tests of compliance resulted in **no audit findings**.

Tennessee State University Department of Internal Audit External Audit - State Agency Audit TSU Financial Statement Audit for the Year Ended June 30, 2022 Executive Summary

Key Areas: Division of Business and Finance

Auditor: Dr. Renée Forbes-Williams, CPA

Director of Internal Audit

Date Released: March 28, 2024

Submission Due Date for:

Corrective Action Plan: April 29, 2024 (30 days after report's release) Report of Action: September 27, 2024 (6 months after report's release)

Filed with the Division of State Audit via email at Comptroller.State.Audit@cot.tn.gov.

Introduction: The Comptroller of the Treasury, Division of State Audit, issued a report related to its *Tennessee State University Financial State Audit for the year ended June 30, 2022*. The report included **nine audit findings**.

State Audit Findings, State Audit Recommendations and TSU Management's Response:

Finding 1:

TSU management lacks appropriate oversight, allowing a breakdown of controls that created an error-prone environment that has resulted in errors in the financial statements, inadequate daily operations, and deficiencies in oversight of federal programs.

State Audit Recommendation:

TSU's Executive Leadership must take prompt corrective action to safeguard the university's legacy and future. As the steward of TSU's assets, including both physical assets and the university's reputation, Executive Leadership must address identified deficiencies and correct pervasive issues. Executive Leadership must develop adequate mechanisms to regularly assess and respond to known deficiencies. Upon failure to address and correct these deficiencies, Executive Leadership should hold itself and staff accountable. The Vice President of Business and Finance should ensure staff who are preparing and/or reviewing the ledger, other key systems, and the financial statements have adequate knowledge of accounting and reporting requirements to properly perform their responsibilities.

TSU Management Response:

We do not concur. As this finding is essentially a summary of the following findings, we refer you to our comments... (see full report). As noted in finding #1, the issue of "Backdating" entries is not valid. State audit required management to explicitly sign off that all audit adjustments were entered. We understood that to mean the entries were

required to be back dated for Banner to agree to audited financial statements for prior period issues. We also followed the approach that represents best practices and that was recommended by Ellucian Banner consultants. We disagree with the part of finding that relates to bank reconciliations. That finding is explained in detail in finding #2 in this report. TSU made the audit entries communicated by state audit. The timing of the audit and the entries caused multiple reconciliations to be performed. Regarding the issue of management's mishandling of routine activities recorded in the accounting system's general ledger, that is not the case. The response to finding #3 explains the TSU response in detail.

State Auditor's Comment:

We have reviewed management's comments. We also refer the reader to our comments... (see full report). With regard to backdating entries, we did not request or require management to post the entries to prior periods.

Corrective Action Plan:

Management deems this a blanket statement.

Finding 2

As noted in the prior five audits, management has continued to disregard basic financial controls by **not sufficiently performing bank reconciliations**, and management has recorded unsupported financial transactions to improperly eliminate differences in the reconciliations.

State Audit Recommendation:

Properly preparing and reviewing bank reconciliations in a timely manner is a basic control that management must not ignore. Furthermore, the ledger should accurately reflect the separate bank accounts and activity. The Vice President of Business and Finance and the Controller must ensure staff identify unreconciled bank reconciliation items to determine if cash has been misappropriated or errors exist with bank transactions. Each month, soon after receiving the bank statements but no later than 30 days after the end of the month, Business Office personnel and foundation personnel should prepare and review bank account reconciliations for each bank statement. The board should further update bank reconciliation policies to require the university's Business Office personnel and foundation personnel to perform all reconciliations within 30 days for all months. Once those policies are modified, management must ensure staff follow them consistently and are properly trained to complete the reconciliations. Management should perform separate reconciliations for each bank account and must ensure transactions are recorded in the general ledger and in the correct accounts, recorded to the proper entity, and properly supported. Each month, management must investigate and correct the unresolved differences between cash per the bank and cash per the accounting records. Management should close prior periods timely after year-end and have a policy or system control to close months from additional entries. This ensures that the fiscal years and months continue to agree with prepared reconciliations and other reports and maintains the financial activity for management and external oversight.

TSU Management's Response:

We do not concur. Management disputes this finding as it is absolutely incorrect. Financial controls have been implemented to ensure that bank reconciliations are performed timely and accurately.

TSU policies regarding bank reconciliations were changed to incorporate the best practices as recommended to TSU by the Comptroller's Office, of reconciling bank statements within 30 days of the month end, and within 45 days of the year end. Additionally, the TSU Board of Trustees passed a resolution in November 2022 pertaining to this 30-day practice.

We received the audited financial statements, The Financial and Compliance Audit Report, late in the fiscal year which contained the audited beginning balances from the Comptroller's Office.

TSU hired an accountant in January 2022, with the specific responsibility of correcting procedures regarding bank reconciliations and preparing bank reconciliations timely and accurately. In addition, TSU invested in specialized software and adequate competent staff and implemented the successful change of practice to record all cash transactions daily which yielded success by the end of FY22.

For the months of January through May of 2022, bank statements were reconciled within the thirty-day period on average, thereby meeting the TSU goal. For the month of June 2022, bank statements were reconciled within 42 days, thereby meeting the TSU goal. Management was able to put department personnel as well as processes into place to review cash transactions daily and ensure that the appropriate entries are made timely. Therefore, management did not disregard or ignore basic financial controls as it pertains to bank reconciliations.

Management believes a solid basis was established to meet both policy and the expectations to sufficiently perform bank reconciliations going forward.

Management has not recorded unsupported financial transactions. State audit is perhaps referencing items from prior years where differences were identified and reconciled. Management was not able to successfully identify all the differences when catching up and reconciling all prior year cash transactions. However, any minor net unreconciled difference from these transactions in prior years was vastly immaterial to the financial statements.

Management does close prior periods timely after year-end and will continue to do so. Management has also established a system control to close months from additional entries so as to ensure that prior fiscal years and months agree with prepared reconciliations.

Management is confident that the persistent efforts made to establish a system to ensure sufficient bank reconciliations are done in a timely manner and that the ledger accurately reflects all cash transactions have been successful.

Management will continue to perform separate bank reconciliations for the Foundation and the University. Management has purposely established a separate ZBA bank account for payroll and a separate bank account for merchant transactions to facilitate performing the reconciliation of cash. It was not intended and is not feasible or necessary to establish a separate general ledger system for the merchant transactions.

State Auditor's Comment:

We have reviewed management's comments and determined adjustment to the finding was not warranted. Management did not provide evidence that the facts in the finding are inaccurate. In addition, management's comments are conflicting. Management's comments to finding 1 stated that management posted entries to prior periods; however, management's comments to this finding state that management closed prior periods timely after year-end. Management also stated they did not record unsupported financial transactions; however, they then state that they were not able to identify all the differences that were recorded. Management stated the bank reconciliations for the second half of the fiscal year were prepared within 30 days; however, as evidenced by the reperformance of bank reconciliations, the initial reconciliations were not accurately prepared.

We will review the bank reconciliations in the subsequent audit to determine if management's efforts have sufficiently corrected the issues noted in this finding.

Corrective Action:

Management has confirmed that all months in FY2023 are reconciled no later than 30 days after the end of the month. The reconciliations do not have any material unreconciled differences.

Finding 3

As noted in the prior seven audits, management allowed controls to break down, resulting in errors in the financial statements.

State Audit Recommendation:

As stewards of the university's assets, university management must address identified deficiencies and correct pervasive issues. The Vice President of Business and Finance should ensure improved communication and cooperation between all staff with accounting responsibilities and should ensure staff timely complete the information necessary to compile and review the financial statements and notes. The Vice President of Business and Finance should ensure all staff are properly trained and should institute procedures that ensure the accuracy, proper classification, and disclosure of information presented in the financial statements and the accompanying notes. These procedures should address the preparation of the financial statements and the notes, as well as the subsequent review process. Management should perform adequate reviews on the

statements and the notes to mitigate the risk of errors. Management should ensure staff preparing and reviewing the financial statements have adequate knowledge of governmental accounting and reporting requirements to properly perform their responsibilities.

TSU Management's Response:

We do not concur in totality. Management disputes this overall finding as it relates largely to reclassifications. We have implemented significant financial controls that increase the accuracy and timeliness of the financial statements. This included hiring additional personnel to handle financial statement preparation, student receivables, and general ledger transactions.

Maintaining such a team ensures that the specific errors referenced in this audit finding continue to be eliminated. Adequate staffing to address financial statement preparation and submission remains a high priority. Management continues to build, train, and retain a qualified finance team.

Finally, the continued delay in finalizing the audit of the prior year's financial statements continues to increase the difficulty of preparing the subsequent year's financial statements. Management maintains its commitment to strengthen internal procedures and staffing.

State Audit's Comment:

We have reviewed management's comments. We have not adjusted the finding since management's comments do not dispute the errors reported in the finding. Although management's comments provide details of their efforts to improve controls, as stated previously in the finding and in management's comments, not enough time has elapsed to see the full effect of these changes. We will review the financial statements in the subsequent audit to determine if management's efforts have sufficiently corrected the breakdown of controls related to financial reporting.

Corrective Action:

Management has implemented controls to enhance the accuracy and timeliness of the financial statements. With the assistance of timely audits conducted and released within a timeframe that allows management to correct any deficiencies noted is critical to the elimination of the finding.

Finding 4

The university has not properly reported costs associated with construction projects.

State Audit Recommendation:

Management should develop procedures to review all capital project expenditures to determine which ones are non-capitalizable and should be expensed in the period the cost is incurred. In addition, management should develop procedures to ensure capital assets are transferred from projects in progress to the proper capital asset category and should begin recognizing depreciation when the asset is placed into service.

Management will continue to develop and implement procedures that review all capital project expenditures and determine which projects are capitalized or expensed in the proper period. Accounting personnel meet with Facilities Management at least quarterly and reviews the status of construction projects in process. As projects are completed and placed in service, projects are transferred from construction in process to the proper capital asset category and depreciation recognized.

TSU Management's Response:

We do not concur. We agree that various construction projects were not moved from construction in progress in a timely manner, this issue is already included in Finding 3 and does not warrant being a separate finding. Although state audit never detected or addressed the issue in prior years (2019, 2020, 2021), had they done so, this issue could have been avoided. Construction projects are properly accounted for in the financial statements. State audit went back to prior years which had been audited and closed.

State Auditor's Comment:

We have reviewed management's comments. We have not adjusted the finding since the facts of the finding remain undisputed.

Corrective Action:

Management will continue to develop and implement procedures that review all capital project expenditures and determine which projects are capitalized or expensed in the proper period. Accounting personnel meet with Facilities Management at least quarterly and review the status of CIP. As projects are completed and placed into service, projects are transferred from CIP to the proper capital asset category and depreciation is recognized.

Finding 5

The university did not appropriately charge tuition for some courses and did not charge student fees in accordance with the approved fee chart.

State Audit Recommendation:

Management should ensure that all staff involved in creating courses and entering tuition and fees in the accounting system have been adequately trained. Management should establish a documented review process to ensure that courses have the proper fee waiver assignment and that the board-approved published fee rates are accurately entered into the system. The review process should include confirming that charges are correctly applied to students. Management should consider centralizing course creation to make the controls more effective or only allowing certain staff access to change the fee waiver status.

TSU Management's Response:

We concur. We have promptly taken measures to ensure that tuition and fees are charged for all courses. The IT department has restricted access to the tuition waiver setting to key personnel only. Moving forward, we aim to have board-approved rates

programmed and reviewed in a timely manner. The Bursar's Office is also working with the IT department to develop a report to assist in reviewing tuition and fees before publication each semester.

Corrective Action:

Management has taken measures to ensure that tuition and fees are charged for all courses. The IT department has restricted access to the tuition waiver setting to key personnel only. The Bursar's office is working with IT to develop a report to assist in reviewing tuition and fees prior to publication each semester.

Finding 6

The university did not adequately support or identify student withdrawal dates and types.

State Audit Recommendation:

TSU management must ensure that withdrawal dates and types are accurate and adequately supported. TSU management should have a process to ensure instructors are sufficiently trained to know the importance of documenting the last date of attendance and have a routine procedure in place to remind instructors about reporting students' last date of attendance during the term. Management should ensure the Records Office has proper training and written policies to identify the proper withdrawal types and dates applicable to a student and the appropriate documentation to retain in support of the withdrawal. The accounting system should be appropriately set up to adjust charges and fees based on the applied withdrawal dates and type. The Records Office should communicate all student withdrawals to the Bursar's Office to ensure the accounts are updated appropriately and to the Financial Aid Office to calculate any required return of financial aid. The university should have a documented policy to cover the withdrawal process and should include specific situations when purging students and making manual deletions are appropriate.

TSU Management's Response:

We do not concur. We dispute this finding because TSU supports and identifies withdrawal dates and types. The academic calendar has withdrawal dates that pertain to the last day a student may withdraw from class. Students also are sent emails reminding them of the withdrawal dates. The website of the Office of the Bursar contains all the required information for Dropped Courses and Withdrawal of Fees. It shows the students the prorated costs of housing and meal plans directly on the webpage.

Similarly, information regarding medical withdrawals is shared with the student and is on the TSU website. This website of the Division of Student Affairs contains a withdrawal form which includes all the information required for a medical withdrawal along with the required documentation. The refund policy upon withdrawal is also explained to the student.

TSU management continues to ensure that withdrawal dates and types are accurate and adequately supported and that faculty communicates procedures to appropriately update student accounts upon withdrawal. Moreover, the Records Office sends email messages

using the University's email distribution system or Exchange to remind faculty of attendance reporting deadlines and procedures. The Office of Academic Affairs sends follow-up emails to the Deans and to the respective faculty on missing attendance.

State Auditor's Comment:

We have reviewed management's comments. We have not adjusted the finding since management did not provide evidence or support for the withdrawal dates and withdrawal types for the individual students identified in this finding.

Corrective Action:

Management continues to ensure that withdrawal dates and types are accurate and adequately supported and that faculty communicates procedures to appropriately update student accounts upon withdrawal. Moreover, the Records Office sends email messages using the University's email distribution system or Exchange to remind faculty of attendance reporting deadlines and procedures. The Office of Academic Affairs sends follow-up emails to the Deans and to the respective faculty on missing attendance.

Finding 7

As noted in the prior five audits, university personnel did not perform adequate collection procedures for accounts receivable.

State Audit Recommendation:

Management should ensure that staff perform collection efforts timely in accordance with policy and that the tracking system documents when staff send billing and collection letters. Management should provide oversight and review of the collection process to ensure that staff complete each step properly.

When the university has exhausted its collection efforts and adequately documented those efforts, management should submit the receivables for write-off. After the write-off of accounts receivable is approved by the Commissioner of Finance and Administration and the Comptroller of the Treasury, management should remove them from the accounting records, thus reducing the amount of gross receivables reported in the notes to the financial statements.

TSU Management's Response:

We do not concur. TSU's collection process of accounts receivables has substantially improved. In addition to designating personnel to specifically handle accounts receivables, we increased our collection efforts as well the amount of receivables that came in to the university. And collection procedures were better defined.

This report is being issued twenty-one months after the June 30, 2022 year end, it is important to note that during this period, TSU improved its communication to students and enhanced receivables collections overall. Determinations were made regarding uncollectable accounts. We submitted a request to write off 1,496 uncollectible student

accounts, totaling \$5,457,369. This request was approved by the state Comptroller's Office.

State audit commended TSU on the improvements. During the 2023 fiscal year, in May 2023, the Bursar's Office has hired a Collections Manager to provide dedicated leadership in this area. The team has also expanded with three new Collections Coordinator roles focused on maximizing results. Securing the right candidates for these vital positions remains a top priority. We are committed to a thorough recruitment process that results in coordinators who excel at driving progress, building collaboration, and getting work done. As we move quickly, we will not sacrifice quality hiring standards. The office looks forward to welcoming talented, dedicated coordinators who will strengthen our team and help us achieve our goals in the years to come.

While a new Collections system planned for the February 2024 rollout has been briefly delayed due to technical needs, it will now launch before the end of the 2024 Spring semester. This system will automate notifications and agency assignments to increase efficiency. With these enhancements to staffing, technology, and processes, the Bursar's Office will be equipped to continue successful collection efforts, building on the results achieved in FY23. The University remains committed to continuous improvement in collections and is confident these steps will yield both better experiences and outcomes.

State Auditor's Comments:

We have reviewed management's comments. We have not adjusted the finding since management's comments do not dispute the errors reported in our finding. We will review the sufficiency of any new collection controls in the subsequent audit to determine if management's efforts have resolved this finding.

Corrective Action:

Management has taken steps to address collection procedures. Management wrote off 1,496 accounts totaling \$5,457,369 in FY2023. Management is working to implement automated notifications to agencies to assign collections more efficiently.

Finding 8

The university did not discharge student debt within federal guidance or their internal policy, and scholarship determinations and award calculations were not adequately documented in compliance with federal guidelines for Higher Education Emergency Relief Funds

State Audit Recommendation:

Executive leadership should provide appropriate guidance and oversight when devising how to expend resources for a federal program, especially new programs with quickly evolving guidance and multiple programs providing similar types of funding. This should include the creation of documented policies, procedures, and controls for the implementation of those funds and the federal authority underpinning the procedures. Management should also document reviews by employees knowledgeable of the

guidance and policy throughout the implementation process for comparing the implementation with federal guidance and university policy. Furthermore, management should properly apply payments to the appropriate term on student accounts to ensure accuracy in term balances. Management should also regularly monitor expenditures under federal awards to ensure there are available funds remaining. Finally, management should appropriately identify which expenditures are transferred between different portions of federal funds to allow appropriate oversight and to ensure compliance with federal guidelines under the new funding source.

TSU Management's Response:

CFDA 84.425F

We do not concur with this finding. This was an internal transfer between two HEERF accounts, from the institutional HEERF to the HBCU HEERF. Management made a correcting entry to record the scholarships under the correct federal award number. The full amount has not been drawn via G5 and the university has until June 30, 2023, to spend the funding and close out the CARES Act funding. When final reports are submitted to the awarding agency, all costs will be reported in the correct fund and award. This is simply an adjusting entry and by no means rises to the level of a finding.

CFDA 84.425J

We do not concur with this finding. In reference to the questioned costs in 84.425J, we believe the auditors are unsubstantiated in reporting this as such. Per federal regulations (2 CFR 200.84), questioned costs are expenses that are questioned by the auditor because of an audit finding. A questioned cost 1) may result from a violation or possible violation of a state, regulation, or terms and conditions of a federal award, 2) may not be supported by adequate documentation, or 3) may appear unreasonable (does not reflect the actions that a prudent person would take in the circumstances). Neither of these conditions relate to the transactions included herein.

We have not violated any regulation; in fact, we remained in constant contact with the U.S. Department of Education to ensure that we were administering the funds in accordance with USDOE regulations. The auditors are inaccurate by issuing a finding that TSU did not discharge student debt within federal guidance. We are doing exactly as instructed by USDOE in assisting our students and allowing them to continue their education. We have provided all documentation available to explain our rationale and the decisions our President and the cabinet were making in a very fluid environment, which included a Pandemic Task Force.

It is unfortunate that the auditors concluded that TSU did not have an adequate control structure for the institutional funds or the HBCU portion of the HEERF funds. In the auditors' analysis, reference was made to only one letter sent to students, that is being referred to as a press release. This report based the analysis only on the August 4, 2021, letter to students. TSU provided several emails and letters to students regarding funding to pay off their balances. Grants were distributed to students in accordance with the HEERF guidelines and were based on the amount owed. Assistance to students was

based on the amount owed up to a maximum of \$10,000. This was shown to the auditors.

Requests were made by the auditors for documentation, policies, and procedures that are not required per the federal standards for the single audit. Again, we remained in contact with USDOE, the Management and Program Analyst with the Emergency Response Unit for the United States Department of Education.

We followed the directions of USDOE very carefully and we believe costs (scholarship amounts) are reasonable and are within the definition of costs of attendance as defined in section 472 of the Higher Education Act of 1965. We further believe that our Financial Aid Officers, who work day in and day out with our students and are trained and certified to administer financial aid funding to our students through Title IV programs, are the best suited in our university to award this funding. For these reasons, we believe these costs are allowable, in total, related to 84.425J.

Moreover, when the auditor brought it the attention of TSU that a policy was required before student debt could be discharged and that we did not follow federal policies or internal policies, we immediately notified the management and program specialist for the district that includes Tennessee. She directly informed us that per the guidance no such policy was required. In fact, these funds operate in the same manner as other grants the university had received.

The management representative for the USDOE HEERF requested the notifications that were sent to students and the list of students whose debt was discharged, the amount of the debt, and how the amount was calculated. We provided to the USDOE Management and Program Specialist the list of 4,576 students whose debt was discharged in the amount totaling \$15,188,327. This is the exact same information that we provided to the state auditors. The USDOE Management and Program Specialist reviewed the documentation outlined above and indicated that "Regarding the \$15 million as questioned costs, I have reviewed documentation requested and provided. Your account is in good standing with paying off student balances in the manner documented" as referenced in her communication on February 22, 2023.

TSU discharged student debt within federal guidelines, as shown by the communication from the USDOE. TSU did not and was not required to have an internal policy that differed from the federal guidance. Though TSU has proper documentation, federal guidance did not require the specific documentation referenced in the auditor's statement. TSU has maintained records in compliance with federal guidance for HEERF and USDOE has confirmed this.

State Auditor's Comment:

We have reviewed management's comments specific to their nonconcurrence with our finding and with the basis of questioned costs. Our finding, including questioned costs, is based on management's inability to provide documentation of clear policies, procedures, or controls related to their spending of HEERF I, II, and III. We

communicated with USDOE's Office of the General Counsel, who confirmed that "Institutions must document how each award was distributed to students under HEERF I, II, and III. The obligation for a grantee to 'maintain records on how grants were distributed to students, how the amount of each grant was calculated, and any instructions or directions given to students about the grants' is subsumed under the general recordkeeping requirements of 2 CFR § 200.334. Absent such records, a grantee would fail to demonstrate that the award amounts were 'reasonable and necessary' in accordance with 2 CFR § 200.404." We also confirmed that the general recordkeeping requirements of 2 CFR 200.334 apply to all HEERF grants, including grant awards made under Assistance Listing Number 84.425J, Historically Black Colleges and Universities. We stand by the finding given that management has not provided documentation sufficient to support their assertions. Our duty is to report the matter to the federal grantor for ultimate consideration.

Corrective Action:

Management will adopt a plan in accordance with federal guidelines if the Federal government enacts a program such as HEERF in the future.

Finding 9

The university did not provide adequate internal controls in one specific area. Confidential under the provisions of Standards, Section 10-7-504(i). Tennessee Code Annotated.

State Audit Recommendation:

Management should remedy the condition by promptly developing and consistently implementing internal controls. Management should implement effective controls to ensure compliance with applicable requirements, assign staff to be responsible for ongoing monitoring of the risks and mitigating controls, and take action if deficiencies occur.

TSU Management's Response:

We do not concur. The TSU office of Business and Finance has implemented internal controls to ensure the process is operating effectively.

State Auditor's Comment:

We have reviewed management's comments, and the facts remain as documented for the period covered. We will review the sufficiency of any new controls in the subsequent audit.

Corrective Action:

Management has controls in place to ensure proper evaluation and review of the item noted.

Tennessee State University Department of Internal Audit External Audit - State Agency Audit TSU 2023 State of Tennessee Single Audit Report Executive Summary

Key Areas: Division of Business and Finance

Auditor: Dr. Renée Forbes-Williams, CPA

Director of Internal Audit

Released Date: March 26, 2024

Submission Due Date for:

Corrective Action Plan: April 29, 2024 (30 days after report's release) Report of Action: September 27, 2024 (6 months after report's release)

Filed with the Division of State Audit via email at Compteoller.State.Audit@cot.tn.gov

Introduction: The Comptroller of the Treasury, Division of State Audit, issued a report related to its *Tennessee State University 2023 Single Audit*. The report included **six audit findings**.

State Audit Findings, State Audit Recommendations and TSU Management's Response:

Finding 1:

Tennessee State University continued not to follow federal guidance for the Higher Education Emergency Relief Fund

State Audit Recommendation:

Executive leadership should provide appropriate guidance and oversight when devising how to expend resources for a federal program, especially new programs with quickly evolving guidance and multiple programs providing similar types of funding. This should include creating documented policies, procedures, and controls for implementing those funds; these procedures should be guided by the corresponding federal authority. Management should also document reviews by knowledgeable employees throughout the implementation process to compare the implementation with federal guidance and university policy.

TSU Management's Response:

We do not concur with this finding. However, the executive leadership team will provide better guidance and better oversight if we ever receive funding of this type again. We will engage our grants accounting team to help develop policies and procedures and implement controls so that we stay compliant with any federal guidelines associated with such funds. In the event we are awarded funds of this nature again, we will develop a system to document reviews throughout the process.

State Auditor's Comment:

We have reviewed management's comments. We have not adjusted the finding since management did not provide an argument for or evidence of the university's compliance with federal regulations, and management stated they will develop policies and procedures and will implement controls for future funding to ensure they are compliant.

Finding 2:

The financial aid office did not adequately reconcile its direct loan records to the **Direct Loan Servicing System's records**, as required by federal regulations, and therefore could not resolve discrepancies timely.

State Audit Recommendation:

The financial aid office and the business office should develop policies and procedures for the reconciliation process. The Director of Financial Aid should ensure that the required monthly reconciliations are prepared and documented based on instructions in the Federal Student Aid Handbook and yearly training documents. If any items in the School Account Statement do not agree with the institution's financial records, financial aid staff should investigate and resolve these differences promptly. The Director of Financial Aid and a member of the business office should review the reconciliation each month and at award year-end to ensure its accuracy and completeness.

TSU Management's Response:

Tennessee State University concurs; both the prior Assistant Vice President (AVP) and the Associate Director of Loans of Financial Aid are no longer with the university. Reporting to the prior AVP, the prior Associate Director of Loans had primary oversight/responsibilities of the administration of the Federal Direct Loan Program, return of Title IV, over-awards, loan limit C-flags, and reconciliation of federal programs. The Office of Financial Aid has restructured this position and created an additional position, the Assistant Director of Compliance, and both positions report to the Director. Under prior leadership, monthly meetings with the business office were conducted with verbal reconciliation amounts; however, no supporting documentation of reconciliation was provided. The Office of Financial Aid is in the process of hiring an independent financial aid consultant to solely focus on Direct Loan reconciliation to bring the program in compliance. The Director will review monthly reconciliations performed by the Associate Director of Loans.

Finding 3:

Tennessee State University did not have adequate procedures to ensure Title IV credits were refunded timely per federal guidelines.

State Audit Recommendation:

TSU management should revise and adequately document procedures to ensure that credits on student accounts are refunded within 14 days of Title IV aid being disbursed. In addition, leadership should take necessary steps to ensure that staffing is adequate to ensure compliance. Finally, TSU management should establish additional review procedures to identify credits that have not been refunded and ensure refunds are processed timely.

TSU Management's Response:

Tennessee State University **concurs with the finding** and has taken steps to strengthen processes around student refunds. The Bursar's Office has undergone restructuring to build out a resolute accounting team, including a refund analyst reporting to the new Accounting Manager. Recruitment is underway for two additional analyst roles to complete the review team, who will monitor refund compliance daily. Interviews are currently in progress to fill these new positions. The university is committed to continuous improvement in this area and enhancing the capacity of the Bursar's Office to provide timely and accurate refunds to students.

Finding 4:

For the federal Direct Loan and Pell Grant programs, Tennessee State University did not report timely and accurate information regarding students' enrollment statuses.

State Audit Recommendation:

TSU management should review and update its processes as necessary to ensure the enrollment services office uploads and submits the correct information to NSLDS. In addition, the Assistant Vice President of Admissions and Records should ensure that staff know reporting deadlines and the importance of reporting enrollment status changes. The Assistant Vice President of Admissions and Records should also ensure that enrollment status changes are reported timely.

TSU Management's Response:

Tennessee State University **concurs with the finding**. Additional staff will be hired to oversee enrollment reporting. Updates to the National Student Clearinghouse will be reported on the census date, every 30–45 days thereafter (subsequent of term), and at the end of the term. Any errors will be corrected within 5–7 business days. The withdrawal process will be communicated to the staff during training sessions and staff meetings.

Finding 5:

Tennessee State University **did not return Title IV funds** in compliance with federal regulations.

State Audit Recommendation:

The Registrar's Office and the Financial Aid Office should follow federal regulations. Management should ensure that the Financial Aid Office reperforms all return of Title IV funds calculations and makes necessary corrections to student and federal fund accounts for the 2022–2023 academic year. Finally, TSU should ensure that the Registrar's Office communicates any withdrawals to the Financial Aid Office in a timely manner.

TSU Management's Response:

Tennessee State University **concurs**; both the prior Assistant Vice President (AVP) and the Associate Director of Loans of Financial Aid are no longer with the university. Reporting to the prior AVP, the prior Associate Director of Loans had primary oversight/responsibilities of the administration of the Federal Direct Loan

Program, return of Title IV, over-awards, loan limit C-flags, and reconciliation of federal programs. The Office of Financial Aid has restructured this position and created an additional position, the Assistant Director of Compliance, and both positions report to the Director. The Office of Financial Aid will review 2022–2023 Title IV funds and make necessary corrections. Additionally, the Return of Title IV report will be reviewed daily by both the Financial and Records Office to ensure federal regulations are followed. The Registrar's Office is in the process of developing internal automated withdrawal notices to ensure the respective departments are aware of withdrawals in real time.

Finding 6:

Tennessee State University's Office of Financial Aid granted Title IV funds to ineligible students.

State Audit Recommendation:

Tennessee State University should ensure that they properly confirm the eligibility of Title IV aid recipients before disbursing Title IV funds to students. The university should implement controls to ensure the appropriate staff confirm that students do not receive aid when they have already reached the loan limit or if the total funds would be greater than the cost of attendance. The controls should also ensure that staff verify required documents and monitor satisfactory academic progress.

TSU Management's Response:

Tennessee State University **concurs**; both the prior Assistant Vice President (AVP) and the Associate Director of Loans of Financial Aid are no longer with the university. Reporting to the prior AVP, the prior Associate Director of Loans had primary oversight/responsibilities of the administration of the Federal Direct Loan Program, return of Title IV, over-awards, loan limit C-flags, and reconciliation of federal programs. The Office of Financial Aid has restructured this position and created an additional position, the Assistant Director of Compliance, and both positions report to the Director. The prior AVP of Financial Aid oversaw the review and eligibility of maximum timeframe satisfactory academic progress (SAP) for students; the Office of Financial Aid has created an additional internal control that prevents readmitted and transfer students from being included in the automation of evaluation until admission requirements are verified by Enrollment Services.

Tennessee State University Forensic Audit State of Tennessee Comptroller of the Treasury

Date: March 27, 2024

Observations: 56 Recommendations: 60

The forensic audit was conducted to determine fraud or malfeasance at the University or the Foundation. The independent CPA firm concluded that there was no fraud or malfeasance.

TSAC – Tennessee Student Assistance Corporation Program Review Report Review Results Notification: October 11, 2023

Academic Year Review: 2022-2023

Review Resulted in two (2) observations, eight (8) warnings, and fourteen (14) findings Tennessee Student Assistance Corporation Program (TSAC) performed a review of procedures for administering state financial aid. It includes the Office of Enrollment Services, Registrar, Financial Aid, Bursar, and Academic Affairs. All areas are working together to correct the twenty-four (24) warnings, findings, and observations noted.

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 7, 2024

TEM: Discussion of the Audit Office's Internal Quality Assessment

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Kevin Williams

The Institute of Internal Auditors (IIA) requires that the Office of Internal Audit perform both internal and external quality assessments. Standard 1311, Internal Assessments, issued by the IIA, states that "the chief audit executive is responsible for ensuring that the internal audit activity conducts an internal assessment that includes both ongoing monitoring and periodic self-assessments." Standard 1320, *Reporting on the Quality Assurance and Improvement Program*, requires the results of ongoing monitoring be reported to the Audit Committee at least annually.

The Director will discuss the results of the Office of Internal Audit's internal quality assessment.



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

May 22, 2024

Dr. Glenda Glover, President Tennessee State University 3500 John A. Merritt Boulevard Nashville, Tennessee 37209-1561

Dear President Glover:

Enclosed are the results of the self-assessment quality review for the Department of Internal Audit.

In accordance with the *International Standards for the Professional Practice of Internal Auditing (Standards)*, issued by the Institute of Internal Auditors (IIA), we implemented a Quality Assurance and Improvement Program for the Department of Internal Audit. As required by the Standards, this program must include periodic external reviews and internal self-assessments, as well as ongoing internal monitoring covering all aspects of the internal audit activity.

The *Standards* require an external quality assurance review to be performed every five years. Our latest external review was completed in August of 2018. Our Quality Assurance and Improvement Program requires internal reviews to be performed between external reviews. Ongoing monitoring procedures of internal audit activities are performed daily as part of the policies and practices of our office.

The results of our internal assessment indicate that our office generally conforms to the *Standards* and the Code of Ethics.

A summary of our assessment is attached.

Sincerely,

Renée Forbes-Williams, CPA Director of Internal Audit

CC: Tennessee State University Audit Committee Chair

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EXECUTIVE SUMMARY

The Tennessee State University Department of Internal Audit conducted a quality self-assessment of the internal audit activity during fiscal year 2024. The principal objective of the quality self-assessment was to determine the internal audit activity's conformity to The Institute of Internal Auditors' (IIA) *International Standards for the Professional Practice of Internal Auditing* (*Standards*), the *Definition of Internal Auditing* and the *Code of Ethics*.

As part of the quality assessment, the Department of Internal Audit prepared a self-study of conformance to the IIA requirements. The Office of Internal Audit also reviewed the risk analysis and audit planning processes, audit tools and methodologies, engagement and staff management processes and working papers and reports.

For a detailed list of conformance to individual standards, please see *Attachment A* to this report.

Requirement for Quality Assessments

The Department of Internal Audit is required by The *IIA Standards*, to have a quality assurance and improvement program, which includes periodic internal and external quality assessments and ongoing internal monitoring for conformance with the *Standards*. Adherence to the *Standards* is essential for the professional practice of internal auditing. Within The *IIA Standards* are Attribute and Performance Standards. The IIA states that "Standards are the criteria by which the operations of an internal audit department are evaluated and measured. They are intended to represent the practice of internal auditing as it should be."

Procedures Performed

As part of the quality assessment, the Office of Internal Audit prepared a self-study of conformance to the IIA requirements. The Office of Internal Audit also reviewed the risk analysis and audit planning processes, audit tools and methodologies, engagement and staff management processes and a sample of working papers and reports.

Opinion as to Conformity with the Standards

The overall opinion is that Tennessee State University's internal audit activity generally conforms to The IIA's *Standards*, *Definition of Internal Auditing* and *Code of Ethics*. Efforts to conform to

the spirit and intent of the *IIA Standards* are evident. The internal audit activity is well-structured and progressive and audit management is endeavoring to provide useful audit tools and implement appropriate practices.

RATING DEFINITIONS

GC – "Generally Conforms" means that the assessor has concluded that the relevant structures, policies, and procedures of the activity, as well as the processes by which they are applied, comply with the requirements of the individual standard or elements of the Code of Ethics in all material respects. For the sections and major categories, this means that there is general conformity to a majority of the individual standard or element of the Code of Ethics and at least partial conformity to the others within the section/category. There may be significant opportunities for improvement, but these should not represent situations where the activity has not implemented the *Standards* or the Code of Ethics and has not applied them effectively or has not achieved their stated objectives. As indicated above, general conformance does not require complete or perfect conformance, the ideal situation, or successful practice, etc.

<u>PC – "Partially Conforms"</u> means that the assessor has concluded that the activity is making good- faith efforts to comply with the requirements of the <u>individual</u> standard or elements of the Code of Ethics, or a <u>section</u> or <u>major category</u>, but falls short of achieving some major objectives. These will usually represent significant opportunities for improvement in effectively applying the *Standards* or the Code of Ethics and/or achieving their objectives. Some deficiencies may be beyond the control of the internal audit activity and may result in recommendations to senior management or the board of the organization.

<u>DNC – "Does Not Conform"</u> means that the assessor has concluded that the internal audit activity is not aware of, is not making good-faith efforts to comply with or is failing to achieve many or all of the objectives of the <u>individual</u> standard or element of the Code of Ethics, or a <u>section</u> or <u>major category</u>. These deficiencies will usually have a significantly negative impact on the internal audit activity's effectiveness and its potential to add value to the organization. These may also represent significant opportunities for improvement, including actions by senior management or the board.

ATTACHMENT A – EVALUATION SUMMARY

	GC	PC	DNC
Overall Evaluation	X		

Attribute S	Standards (1000 through 1300)	GC	PC	DNC
1000	Purpose, Authority, and Responsibility	X		
1010	Recognizing Mandatory Guidance in the Internal Audit Charter	X		
1100	Independence and Objectivity	X		
1110	Organizational Independence	X		
1111	Direct Interaction with the Board	X		
1112	Chief Audit Executive Roles Beyond Internal Auditing	X		
1120	Individual Objectivity	X		
1130	Impairment to Independence or Objectivity	X		
1200	Proficiency and Due Professional Care	X		
1210	Proficiency	X		
1220	Due Professional Care	X		
1230	Continuing Professional Development	X		
1300	Quality Assurance and Improvement Program	X		
1310	Requirements of the Quality Assurance and Improvement Program	X		
1311	Internal Assessments	X		

1312	External Assessments		X	
1320	Reporting on the Quality Assurance and Improvement Program		X	
1321	Use of "Conforms with the International Standards for the Professional Practice of Internal Auditing"	X		
1322	Disclosure of Nonconformance	X		

Performan	ce Standards (2000 through 2600)	GC	PC	DNC
2000	Managing the Internal Audit Activity	X		
2010	Planning	X		
2020	Communication and Approval	X		
2030	Resource Management	X		
2040	Policies and Procedures	X		
2050	Coordination and Reliance	X		
2060	Reporting to Senior Management and the Board	X		
2070	External Service Provider and Organizational Responsibility for Internal Auditing	X		
2100	Nature of Work	X		
2110	Governance	X		
2120	Risk Management	X		
2130	Control	X		
2200	Engagement Planning	X		

2201	Planning Considerations	X	
2210	Engagement Objectives	X	
2220	Engagement Scope	X	
2230	Engagement Resource Allocation	X	
2240	Engagement Work Program	X	
2300	Performing the Engagement	X	
2310	Identifying Information	X	
2320	Analysis and Evaluation	X	
2330	Documenting Information	X	
2340	Engagement Supervision	X	
2400	Communicating Results	X	
2410	Criteria for Communicating	X	
2420	Quality of Communications	X	
2421	Errors and Omissions	X	
2430	Use of "Conducted in Conformance with the International Standards for the Professional Practice of Internal Auditing"	X	
2431	Engagement Disclosure of Nonconformance	X	
2440	Disseminating Results	X	
2450	Overall Opinions	X	
2500	Monitoring Progress	X	
2600	Communicating the Acceptance of Risks	X	

Code of Et	hics	GC	PC	DNC
	Code of Ethics	X		

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 7, 2024

ITEM: Audit Committee Report – Review of Outstanding Audit

Issues

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Kevin Williams

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 Internal Audit Audit Issues Outstanding as of May 31, 2024 INTERNAL AUDITS

Report Date Audit Issues Status

2/21/2022 Foundation Gifts

Follow-up to begin Fall 2024

For 3 of 18 (16.7%) daily deposits tested, daily gifts were not deposited within one business day. The funds were deposited from one to four business days late.

- 1. For 9 of 22 (41%) bank statement credit transactions selected for testing, the transaction was not recorded within 10 days of the receipt of the donated funds.
- 2. For 3 of 56 (5%) scholarship recipients selected for testing, the awarded students did not meet the documented awarding criteria as determined by the donor. For 1 of 20 (5%) non-scholarship disbursements, \$24,000 in consulting fees were erroneously paid from a fund where funds were solicited to provide scholarships to university students.

2/16/2022 Follow-Up Review of Federal Work-Study Timesheets- Fall 2021

Follow-up to begin Fall 2024

- 1. For 14 of 30 (47%) timesheets selected for detailed review, we found where the students performed FWS duties during scheduled class hours for at least one day during the months under review
- 2. For 15 of the 50 (30%) timesheets reviewed, the students worked more than 20 hours a week for at least one week while classes were in session.
- 3. For 3 of the 20 (15%) timesheets reviewed where the student worked in excess of 6 hours for at least one day in the month, we found where the student did not take the required minimum 30-minute unpaid rest/meal break.
- 4. A net underpayment of \$262.00 was paid to 5 of the students included in our sample. In addition, an over award of \$340 was also identified.

5/26/2022 Grants Management

Follow-up to begin Spring 2024

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.

- 1. 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

Follow-up to begin Spring 2024

- 1. Cardholders did not always obtain approval to exceed the single transaction limit of \$1,000.
- 2. Cardholders did not always ensure adequate supporting documentation was provided for procurement card transactions.

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 test work.

2/5/2024 Audit of TSU Department of Human Resources

Follow-up to begin Spring 2025

- Management did not ensure that all staff performance evaluations were submitted to the Tennessee State University Department of Human Resources
- 2. Details of noncompliance in this area were determined to be confidential per Section 10-7-504(i), Tennessee Code Annotated.

EXTERNAL AUDITS

3/29/2024 Division of State Audit, Financial & Compliance Audit, Tennessee State University Financial Statement Audit for the Year Ended June 30, 2022

Findings:

- Finding 1 TSU management lacks appropriate oversight, allowing a breakdown of controls that created an error-prone environment that has resulted in errors in the financial statements, inadequate daily operations, and deficiencies in oversight of federal programs.
- Finding 2 As noted in the prior five audits, management has continued to disregard basic financial controls by not sufficiently performing bank reconciliations, and management has recorded unsupported financial transactions to improperly eliminate differences in the Reconciliations.
- Finding 3 As noted in the prior seven audits, management allowed controls to break down, resulting in errors in the financial statements.
- Finding 4 The university has not properly reported costs associated with construction projects.
- Finding 5 The university did not appropriately charge tuition for some courses and did not charge student fees in accordance with the approved fee chart.
- Finding 6 The university did not adequately support or identify student withdrawal dates and types.
- Finding 7 As noted in the prior five audits, university personnel did not perform adequate collection procedures for accounts receivable.
- Finding 8 The university did not discharge student debt within federal guidance or their internal policy, and scholarship determinations and award calculations were not adequately documented in compliance with federal guidelines for Higher Education Emergency Relief Funds.
- Finding 9 The university did not provide adequate internal controls in one specific area.

3/29/2024 Division of State Audit, Financial & Compliance Audit, Tennessee State University Single Audit for the Year Ended June 30, 2023

Findings:

Finding 2023-001: Tennessee State University continued not to follow federal guidance for the Higher Education Emergency Relief Fund.

Finding 2023-002: The financial aid office did not adequately reconcile its direct loan records to the Direct Loan Servicing System's records, as required by federal regulations, and therefore could not resolve discrepancies timely.

Finding 2023-003: Tennessee State University did not have adequate procedures to ensure Title IV credits were refunded timely per federal guidelines.

Finding 2023-004: For the federal Direct Loan and Pell Grant programs, Tennessee State University did not report timely and accurate information regarding students' enrollment statuses.

Finding 2023-005: Tennessee State University did not return Title IV funds in compliance with federal regulations.

Finding 2023-006: Tennessee State University's Office of Financial Aid granted Title IV funds to ineligible students.

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 7, 2024

ITEM: Audit Committee Report – Approval of FY 2024-2025 Audit Plan

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Kevin Williams

The annual audit plan for the Department of Internal Audit was prepared using a risk-based approach as required by the *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors. The audit plan covers the annual audit period ending June 30, 2025. Risk factors (e.g. internal controls, results of prior internal and external audits, results of management's risk assessment, etc.) were considered when determining the items to be included in the audit plan.

The purpose of this agenda item is to consider for approval the Annual Audit Plan for fiscal year 2024-2025.

See Attachment.

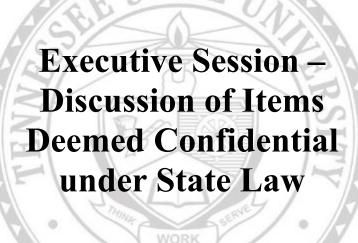
MOTION: To approve the Fiscal Year 2024-2025 Audit Plan, as contained in the Board materials for the Board's June 7, 2024, meeting.

Tennessee State University Department of Internal Audit Annual Audit Plan 2024-2025

Tennessee State University Department of Internal Audit Internal Audit Plan Fiscal Year Ending June 30, 2025

Rank	T	Area	Audit	Budget (Hours)	Estimated Start	Estimated Completion
	p e					
Required	R	AT	NCAA Student Assistance Fund FY 2024	150	July 2024	August 2024
Required	R	FM	State Audit (Single Audit FY 2023) Follow-up	150	July 2024	September 2024
Risk-Based	Α	FM	Travel Card Transactions and Program Review	250	July 2024	October 2024
Risk-Based	Α	IT	General IT Controls Review	100	September 2024	November 2024
Required	R	FM	State Audit (Financial Audit 2022) Follow-up	75	August 2024	September 2024
Required	R	FM	State Audit (EEE Audit FY 2022) Follow-up	30	August 2024	August 2024
Required	R	FM	President's Expenses FY 2024	125	October 2024	November 2024
Required	R	IS	Quality Assessment Review- External	275	July 2024	September 2024
Risk-Based	Α	FM	Tuition and Fees Revenue Review	225	September 2024	November 2024
Risk Assessment	М	IS	Review Management's Risk Assessments	75	October 2024	November 2024
Follow-Up Review	F	IS	Follow-Up Reviews of Internal Audit Findings	600	July 2024	June 2025
Follow-Up Review	F	SS	(A) Admissions - Immunizations Compliance		,	
Follow-Up Review	F	FM	(B) Federal Work-Study			
Follow-Up Review	F	IS	(C) Department of Human Resources			
Follow-Up Review	F	AD	(D) Foundation Gifts			
Follow-Up Review	F	RS	(E) Grants Management			
Follow-Up Review	F	FM	(F) Procurement Card Review			
Inventory	М	FM	General (Limited)	200	TBA	TBA
Risk-Based	Α	FM	Office of Financial Aid Efficiency Review	200	December 2024	February 2025
Required	R	IS	Review of Conflict-of-Interest Forms	300	September 2024	December 2024
Investigation	; ;	IS	Unscheduled Audits/Projects/Investigations	350	TBD	TBD
Consultation	C	IS	Unscheduled Consultations	150	TBD	TBD
Risk-Based	Α	FM	Student Housing Assignment Review	150	February 2025	March 2025
Risk-Based	Α	FM	Accounts Payable/ Disbursements	225	February 2025	April 2025
Risk-Based	Α	AX	Bookstore and Food Services Revenue Review	225	March 2025	May 2025
Required	R	IS	Quality Assessment Review- Internal	50	April 2025	June 2025
Required	R	FM	Cash Counts	10	June 2025	June 2025
			Required	1165		
			Total	3915		
Audit Types: R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation M- Management's Risk Assessment C - Consultation F - Follow-up Review			Functional Areas: AD – Advancement AT – Athletics AX – Auxiliary FM - Financial Management IA – Instruction & Academic Support IS – Institutional Support IT - Information Technology PP - Physical Plant RS - Research SS - Student Services			

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 7, 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 Kevin Williams

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

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES FINANCE COMMITTEE MEETING AGENDA

4:00 p.m. CT Thursday, June 6, 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 Fiscal Year 2024-2025 Tuition and Mandatory Fees Increase
- IV. Approval of Fiscal Year 2023-2024 Estimated Budget
- V. Approval of Fiscal Year 2024-2025 Proposed Budget
- VI. Report on Institutional Advancement
- VII. Deferred Maintenance Update and Phasing Plan
- VIII. TSAC Program Review Update
- IX. Business and Finance Update
- X. Adjournment

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 7, 2024

ITEM: Approval of the Fiscal Year 2024-2025 Tuition and

Mandatory Fees Increase

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance Committee, Trustee Dwayne Tucker

The purpose of this agenda item is to request approval for the proposed FY 2024-2025 tuition and mandatory fee increase of 5.5%.

Background Information: TSU Guideline B-060 (*Fees, Charges, Refunds, and Fee Adjustments*) requires the approval of the Board for all mandatory institutional fees and charges, unless specific exceptions are provided. Mandatory fee recommendations are presented to the Board one time per year for: (1) *maintenance* fees and out-of-state tuition and (2) all *other* mandatory fees.

"Maintenance" is a fee assessed to students based on the number of credit hours for which they are registered and is commonly thought of as tuition, although for fee purposes "tuition" is separately defined and assessed as a premium paid by out-of-state students.

"Other" represents various other fees related to student activities, athletics, specialized courses, certain services, etc. Maintenance/tuition recommendations will generally be considered at the regular June meeting of the Board. All other mandatory fees may be presented at the regular March or June meeting of the Board. If changes to both sets of fees are presented at the same board meeting, it will be the June meeting, when the annual operating budget is also considered.

Pursuant to the FOCUS Act, the Tennessee Higher Education Commission ("THEC") establishes fee increase ranges. For FY 2024-2025, THEC set the range for maintenance plus other mandatory fees, excluding out-of-state tuition, at 0% to 5.5%. TSU is proposing an increase of 5.5% for its combined total tuition and mandatory fees.

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

Pursuant to the Tuition Transparency and Accountability Act (Tuition Act), and Board Policy 006 (Board Consideration of Increases in Tuition and Mandatory Fees), TSU is required to post the

proposed tuition and mandatory fee increase to the Board website at least fifteen days prior to the Board meeting to allow for public comment. TSU has complied with this requirement.

Proposed Implementation Date: Fall Term 2024

Item Details: See attachment.

MOTION: To approve the Fiscal Year 2024-2025 Tuition and Mandatory Fee Increase of 5.5 percent, as contained in the Board materials for the Board's June 7, 2024, meeting.

TUITION AND MANDATORY FEE INCREASE FOR BOARD OF TRUSTEES JUNE 7, 2024, MEETING

Pursuant to the Tennessee Tuition Transparency and Accountability Act, T.C.A. § 49-7-1603, the Tennessee State University Board of Trustees is providing public notice of its consideration of a proposed tuition and mandatory fee increase for the 2024-2025 academic year. The tuition and fee increase will be considered by the Board at its June 7, 2024, meeting.

- 1. The combined total proposed tuition and mandatory fee increase for the academic year 2024-2025 is 5.5%. The breakdown of the increase is as follows:
 - a. Undergraduate maintenance proposed fee (tuition) increase of 5.5%.
 - i. Base 12 hours proposed to increase from \$291 per hour to \$307 per hour.
 - ii. Over base hours proposed to increase from \$58 per hour to \$61 per hour.
 - b. The 5.5% combined increase is derived from the proposed total tuition and mandatory fees that would be assessed for a student taking fifteen (15) credit hours in FY 25.
- 2. Revenue derived from the tuition and mandatory fee increase will be used primarily as follows:
 - a. Undergraduate maintenance To cover the cost of increased operating expenses.
- 3. Tennessee State University makes every effort to mitigate the effect of the increase on students:
 - a. Undergraduate maintenance
 - i. Tennessee State University's undergraduate maintenance fee is one of the lowest among public universities in Tennessee.
 - ii. The proposed 5.5% Undergraduate Maintenance increase is within THEC's established tuition range (0%-5.5%) for the academic year 2024-2025.
- 4. Factors the Board will consider when setting tuition and mandatory fee increases:
 - a. Level of State support,
 - b. Total cost of attendance,
 - c. Efforts to mitigate the negative financial effect on students,
 - d. THEC mandatory tuition and fee ranges,
 - e. Inflationary costs,
 - f. Tuition and fee levels at peer institutions and competing institutions,
 - g. Student demand, and
 - h. Other factors pertinent to the cost of the University's operations and programs of study.

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 7, 2024

ITEM: Approval of FY 2023-2024 Estimated Budget

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance Committee, Trustee Dwayne Tucker

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 or decline, research activities, and availability of federal funds. The *Proposed Budget* is normally submitted to the Board for approval at the summer Board meeting. The *October Revised Budget* is prepared in the fall of each year and is normally submitted to the Board for approval at the winter Board meeting.

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

The purpose of this agenda item is to consider the approval of the *Estimated Budget* for Fiscal Year 2023-2024.

MOTION: To approve Tennessee State University's Estimated Budget for Fiscal Year FY 2023-2024, as contained in the Board materials for the Board's June 7, 2024, meeting.

Executive Summary

FY2024/25 Proposed Budget

Tennessee State University Policy 05.01 recognizes budgeting as the process whereby the plans of the University are translated into itemized, authorized, and systematic plans of operation, expressed in dollars, for a given period. The original budget for each fiscal year, known as the *Proposed Budget*, is prepared in the spring of each year. It incorporates the annual budget recommendations proposed by the Governor of the State of Tennessee. The *Estimated Budget*, also prepared in the spring, is the final budget of the year. It captures the final budget adjustments and revisions made throughout the fiscal year and projects the actual final year-end revenues and expenditures. The Estimated Budget is compared to the year-end actual amounts once they become available. The Proposed and Estimated budgets are submitted together for approval by the Board of Trustees at the June meeting.

Tennessee State University generates revenue from various sources. *Tuition and Fee* revenue projections are based on historic student enrollment data and other observable student revenue activity patterns. In addition to Tuition and Fee revenue, the University receives a formula-based annual *Appropriation* from the State of Tennessee to subsidize the cost of educating students. *Federal, State, and Private Grants and Contract* revenue is generated from the indirect costs to the University for providing administrative support on grants and other sponsored activities. Tennessee State University also generates revenue from the *Sales and Services of Other* activities, such as major athletic events, and from miscellaneous sources such as childcare services, recycling, facility rentals, etc. Fiscal conservatism is always incorporated into the revenue projections.

Budgeted expenditures are divided between the education and general classifications of Instruction, Research, Public Service, Academic Support, Student Services, Institutional Support, Operation and Maintenance of Plant, and Scholarships. Mandatory and non-mandatory transfers for retirement of debt, renewals and replacements, and unexpended plant are also part of the annual budget.

The budgetary fund balance is part of the equation for balancing the budget and is comprised of allocation for encumbrances, working capital, special allocations, and unallocated balances. To achieve a balanced budget, beginning fund balances are added to the revenues, less expenditures, and transfers, to either increase or break even with the ending fund balance.

The Auxiliary Enterprise budgets are self-supporting, are separated from the education, and general fund. The revenues and expenditures are controlled on a profit or break-even basis. As with E&G, auxiliary revenues are budgeted conservatively and in consideration of observable historic patterns. Auxiliary Enterprises generates its revenue from areas such as Bookstore, Student Housing, Food Service, and other miscellaneous revenues such as Post Office, Parking,

Vending, etc. Auxiliary Enterprise expenditures, plus transfers, are budgeted at levels that balance against projected revenues. Auxiliary fund balances are included with the fund balance totals for E&G.

Budgeted Revenues: Educational, General, Auxiliaries

Tennessee State University has three primary sources of budgeted revenues as noted:

- Tuition and Fees account for 48.61% of total revenues.
- State Appropriations account for 24.32% of total revenues.
- Foodservice, Bookstore, and Housing account for 22.49% of total revenues
- All other sources account for 4.58% of total revenues.

Tuition and Fee Hourly Rates											
FY2020-21 FY2021-22 FY2022-23 FY2023-24 FY2024-25											
UG – In State	\$279	\$283	\$283	\$291	\$307						
UG – Out of	\$530	\$530	\$530	\$545	\$575						
State											

Tuition Fee by School by Semester (Undergraduate and Graduate for 15 Hours)								
	FY2023-2024 UG In State Per Semester	FY2023-2024 UG Out of State Per Semester						
Tennessee State University	\$4,290	\$11,157						
East Tennessee State University	\$4,511	\$7,283						
Austin Peay State University	\$4,939	\$15,199						
Tennessee Technical University	\$4,975	\$6,895						
University of Memphis	\$5,172	\$9,012						
Middle Tennessee State University	\$5,415	\$7,515						
University of Tennessee	\$6,742	\$15,987						

Housing Cost by School by Semester (Undergraduate)					
	FY2023/24				
Tennessee State University	\$2,078 - \$4,562				
East Tennessee State University	\$5,135				
Austin Peay State University	\$3,440 - \$4,335				
Tennessee Technical University	\$2,632 - \$4,070				
University of Memphis	\$2,410 - \$3,830				

Middle Tennessee State University	\$3,030 - \$4,095
University of Tennessee	\$2,990 - \$5,485

Budgeted Expenditures:

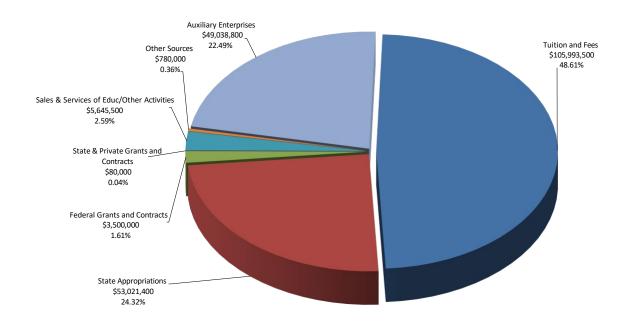
Tennessee State University's budgeted expenditures as noted:

- Expenditures by Natural Classification (Educational and General)
 - Salaries and Benefits account for 68% of total E&G expenditures.
 - Operating expenses account for 17% of total E&G expenditures.
 - Scholarships and fellowships account for 13% of total E&G expenditures.
 - Travel expenses account for 2% of total E&G expenditures.
- Expenditures by Natural Classification (Auxiliary Services)
 - Salaries and Benefits account for 16% of total auxiliary expenditures.
 - Operating expenses account for 84% of total auxiliary expenditures.

Refer to Attachment: FY2024/25 Proposed Budget document for details.

TENNESSEE STATE UNIVERSITY SUMMARY OF UNRESTRICTED FUNDS JULY BUDGET 2024-25

Revenues		FY 2024-25 JULY	
Education and General			
Tuition and Fees	\$	105,993,500	48.61%
State Appropriations		53,021,400	24.32%
Federal Grants and Contracts		3,500,000	1.61%
State & Private Grants and Contracts		80,000	0.04%
Sales & Services of Educ/Other Activities		5,645,500	2.59%
Other Sources	_	780,000	0.36%
Total Education and General		\$ 169,020,400	
Sales and Services of Aux Enterprises			
Auxiliary Enterprises	\$	49,038,800	22.49%
Total Revenues	\$	218,059,200	100.0%

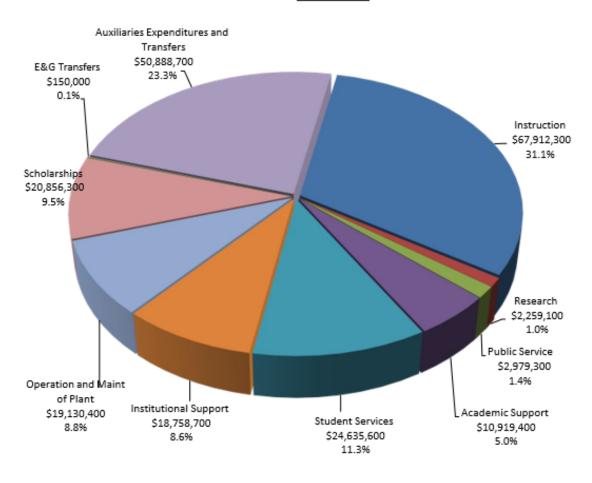


TENNESSEE STATE UNIVERSITY SUMMARY OF UNRESTRICTED CURRENT FUNDS REVENUES JULY BUDGET 2024-25

	Estimated Budget2023-24			July Budget 2024-25	
Unrestricted Beginning Fund Balances	\$	10,305,200	\$	7,713,000	
Revenues					
Education and General					
Tuition and Fees	\$	99,283,800	\$	105,993,500	
State Appropriations		52,584,600		53,021,400	
Federal Grants and Contracts		3,500,000		3,500,000	
State & Private Grants and Contracts		80,000		80,000	
Sales & Services of Educ/Other Activities		6,416,200		5,645,500	
Other Sources		780,000		780,000	
Total Education and General	\$	162,644,600	\$	169,020,400	
Auxiliaries		47,707,500		49,038,800	
Total Sales/Services of Auxiliary Services	\$	47,707,500	\$	49,038,800	
Grand Total Revenues	\$	210,352,100	\$	218,059,200	

TENNESSEE STATE UNIVERSITY SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2024-25

	JU	LY PROPOSED	
Expenditures and Transfers		2024-25	
Education & General			
Instruction	\$	67,912,300	31.1%
Research		2,259,100	1.0%
Public Service		2,979,300	1.4%
Academic Support		10,919,400	5.0%
Student Services		24,635,600	11.3%
Institutional Support		18,758,700	8.6%
Operation & Maintenance of Plant		19,130,400	8.8%
Scholarships		20,856,300	9.5%
E&G Transfers		150,000	0.1%
Auxiliaries Expenditures and Transfers	_	50,888,700	23.3%
Total Expenditures and Transfers	\$	218,489,800	100.0%

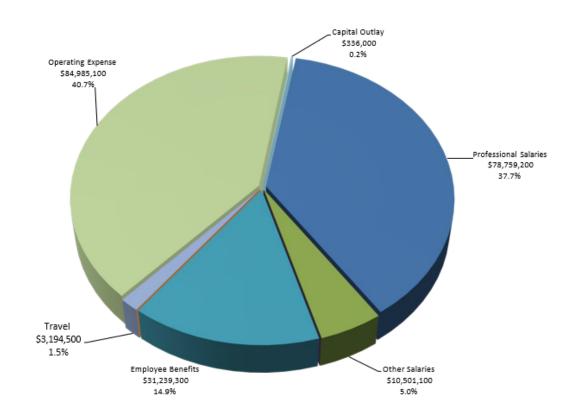


TENNESSEE STATE UNIVERSITY SUMMARY OF UNRESTRICTED FUNDS EXPENDITURES AND TRANSFERS JULY BUDGET 2024-25

Expenditures and Transfers Education and General			July Budget 2024-25	
Instruction	Ś	2023-24 64,274,700	s	67,912,300
Instruction Research	Þ	, ,	>	, ,
Public Service		2,810,100		2,259,100
		2,568,700		2,979,300
Academic Support Student Services		10,652,300		10,919,400
		23,373,400		24,635,600
Institutional Support		18,696,500		18,758,700
Operation & Maintenance of Plant		21,599,500		19,130,400
Scholarships & Fellowships		19,276,600		20,856,300
Total E&G Expenditures	\$	163,251,800	\$	167,451,100
Mandatory Transfers	\$	1,834,900	\$	1,849,900
Non-Mandatory Transfers		150,000		150,000
Total E&G Expenditures and Transfers	\$	165,236,700	\$	169,451,000
Auxiliary Enterprises				
Auxiliary Enterprises Expenditures	\$	50,476,700	\$	41,564,100
Mandatory Transfers for Principal & Interest		5,770,000		5,772,800
Non-Mandatory Transfers for:				
Tranfers from Unexpended Plant Fund		(10,174,500)		
Transfers to Renewal & Replacements		1,635,400		1,701,900
Total Auxiliary Enterprises Expenditures and Transfers	\$	47,707,600	\$	49,038,800
Grand Total Unrestricted Expenditures And Transfers	\$	212,944,300	\$	218,489,800

TENNESSEE STATE UNIVERSITY SUMMARY OF UNRESTRICTED CURRENT FUNDS EXPENDITURES JULY BUDGET 2024-25

UNRESTRICTED EXPENDITURES EDUCATION AND GENERAL	,	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	Capital Outlay	Total	Total E & G
Instruction	\$	42,790,200	\$ 1,695,800	\$ 15,570,100	\$ 503,900	\$ 7,352,300	\$	\$ 67,912,300	32.5%
Research		1,054,700	1,200	366,800	18,500	817,900		2,259,100	1.1%
Public Service		1,859,400	214,500	725,900	8,900	170,600		2,979,300	1.4%
Academic Support		5,130,900	1,159,400	2,201,600	25,400	2,146,100	256,000	10,919,400	5.2%
Student Services		11,177,000	1,689,400	4,489,200	2,408,300	4,871,700		24,635,600	11.8%
Institutional Support		11,918,600	1,346,400	4,678,700	207,100	607,900		18,758,700	9.0%
Oper & Maint of Plant		2,243,400	2,175,100	1,525,500	11,300	13,175,100		19,130,400	9.2%
Scholarships & Fellow				-	-	20,856,300		20,856,300	10.0%
Total Educational and General	\$	76,174,200	\$ 8,281,800	\$ 29,557,800	\$ 3,183,400	\$ 49,997,900	\$ 256,000	\$ 167,451,100	
Auxillary Enterprises	\$	2,585,000	\$ 2,219,300	\$ 1,681,500	\$ 11,100	\$ 34,987,200	\$ 80,000	\$ 41,564,100	19.9%
Total Unrestricted	\$	78,759,200	\$ 10,501,100	\$ 31,239,300	\$ 3,194,500	\$ 84,985,100	\$ 336,000	\$ 209,015,200	100.0%
		37.7%	 5.0%	14.9%	 1.5%	40.7%	 0.2%	100.0%	



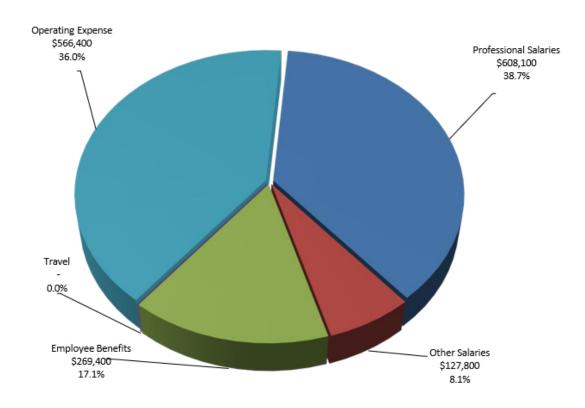
TSU MCMINNVILLE CENTER

SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2024-25

	Estimated	July				
	Budget	Budget				
	2023-24	2024-25				
Allocation for Encumbrances	\$ 115,900	\$ 109,800				
Allocation for Working Capital	800	40,000				
Special Allocations	104,500	77,600				
Unallocated Balance	978,800	-				
Unrestricted Beginning Fund Balances	\$ 1,200,000	\$ 227,400				
Revenues						
McMinnville Appropriations	\$ 1,551,900	\$ 1,572,700				
Total Revenues	\$ 1,551,900	\$ 1,572,700				
Expenditures and Transfers						
McMinnville Expenditures	\$ 2,524,500	\$ 1,571,700				
Mandatory Transfers	-	-				
Non-Mandatory Transfers	-	-				
Total Expenditures and Transfers	\$ 2,524,500	\$ 1,571,700				
Unrestricted Current Fund Balances at End of Period						
Allocation for Encumbrances	\$ 109,800	\$ 109,800				
Allocation for Working Capital	\$ 109,800 40,000	\$ 109,800 40,000				
Special Allocations	77,600					
Unallocated Balance	-	78,600 -				
Total Ending Found Palana	¢ 227.400	\$ 228,400				
Total Ending Fund Balances	\$ 227,400	\$ 228,400				

TSU MCMINNVILLE CENTER SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2024-25

UNRESTRICTED EXPENDITURES TSU MCMINNVILLE CENTER	ofessional Salaries	Other Salaries	imployee Benefits	Travel		Operating Expense	Capital Outlay	Total	% OF Total E & G
Research	\$ 608,100	\$ 127,800	\$ 269,400	\$ -	s	566,400	\$ -	\$ 1,571,700	100%
Total McMinnville Expenditures	\$ 608,100 38.7%	\$ 127,800	\$ 269,400	\$ 0.0%	\$	566,400 36.0%	5 -	\$ 1,571,700	



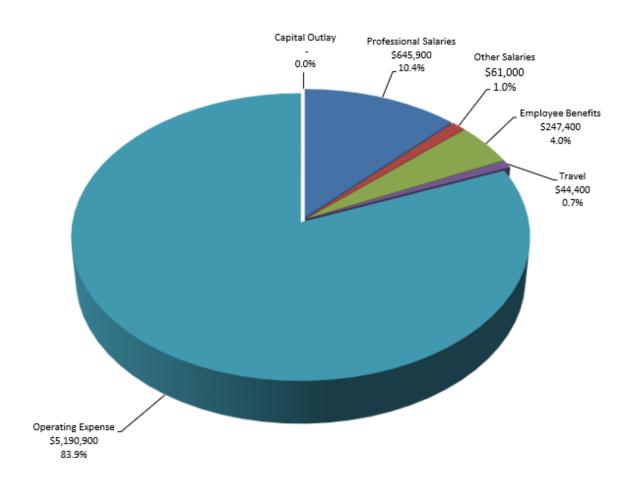
TSU AGRICULTURAL AND ENVIRONMENTAL RESEARCH SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2024-25

	Estimated Budget 2023-24	July Budget 2024-25
Allocation for Encumbrances Allocation for Working Capital Special Allocations Unallocated Balance	\$ 310,000 - 331,200 14,687,000	\$ 900,000 650,000 250,000
Unrestricted Beginning Fund Balances	\$ 15,328,200	\$ 1,800,000
Revenues Agr and Envir Research Appropriations	\$ 5,004,000	\$ 6,015,100
Total Revenues	\$ 5,004,000	\$ 6,015,100
<u>Expenditures and Transfers</u> Agr and Envir Research Expenditures Research	\$ 18,532,000	\$ 6,189,600
Mandatory Transfers	-	-
Non-Mandatory Transfers	-	-
Total Expenditures and Transfers	\$ 18,532,000	\$ 6,189,600
Allocation for Encumbrances Allocation for Working Capital	\$ 900,000 650,000	\$ 724,800 600,000
Special Allocations Unallocated Balance	250,200 -	300,700 -
Total Ending Fund Balances	\$ 1,800,200	\$ 1,625,500

TSU AGRICULTURAL AND ENVIRONMENTAL RESEARCH

SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2024-25

UNRESTRICTED EXPENDITURES AGR & ENVIR RESEARCH	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	apital utlay		Total	% OF Total E & G
Research	\$ 645,900	\$ 61,000	\$ 247,400	\$ 44,400	\$ 5,190,900	\$	Ś	6,189,600	100%
Total Unrestricted	\$ 645,900	\$ 61,000	\$ 247,400	\$ 44,400	\$ 5,190,900	\$	\$	6,189,600	
	10.4%	1.0%	4.0%	0.7%	83.9%	0.0%		100%	

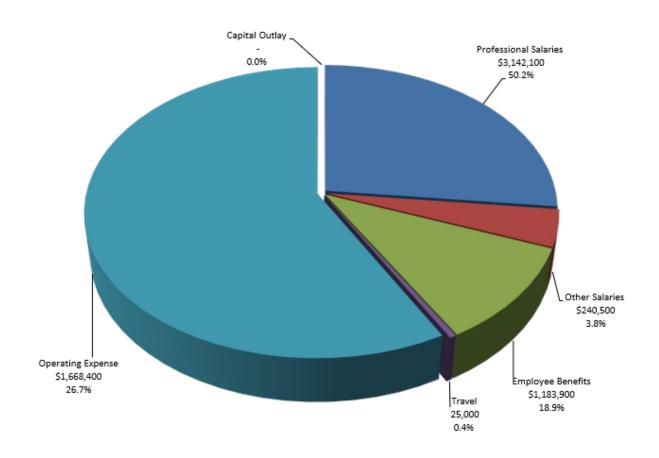


TSU COOPERATIVE EXTENSION SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2024-25

	 Estimated Budget 2023-24	-	July Budget 2024-25				
Allocation for Encumbrances Allocation for Working Capital Special Allocations Unallocated Balance	\$ 779,700 - 28,500 11,521,800	_	\$	780,000 - 308,100 -			
Unrestricted Beginning Fund Balances	\$ 12,330,000	-	\$	1,088,100			
Revenues							
Co-Op Extension State Appropriations	\$ 6,162,600		\$	6,207,100			
Total Revenues	\$ 6,162,600	- -	\$	6,207,100			
Expenditures and Transfers Co-Op Extension Expenditures Public Service	\$ 17,404,500		\$	6,259,900			
Mandatory Transfers Non-Mandatory Transfers	- -			-			
Total Expenditures and Transfers	\$ 17,404,500	- -	\$	6,259,900			
Allocation for Encumbrances Allocation for Working Capital Special Allocations	\$ 780,000 - 308,100		\$	725,000 - 310,300			
Unallocated Balance	-			-			
Total Ending Fund Balances	\$ 1,088,100	=	\$	1,035,300			

TSU COOPERATIVE EXTENSION SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2024-25

UNRESTRICTED EXPENDITURES CO-OP EXTENSION	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	apital utlay	Total	% OF Total E & G
Public Service	\$ 3,142,100	\$ 240,500	\$ 1,183,900	\$ 25,000	\$ 1,668,400	\$	\$ 6,259,900	100%
Total Unrestricted	\$ 3,142,100	\$ 240,500	\$ 1,183,900	\$ 25,000	\$ 1,668,400	\$	\$ 6,259,900	
	50.2%	3.8%	18.9%	0.4%	26.7%	0.0%	100%	

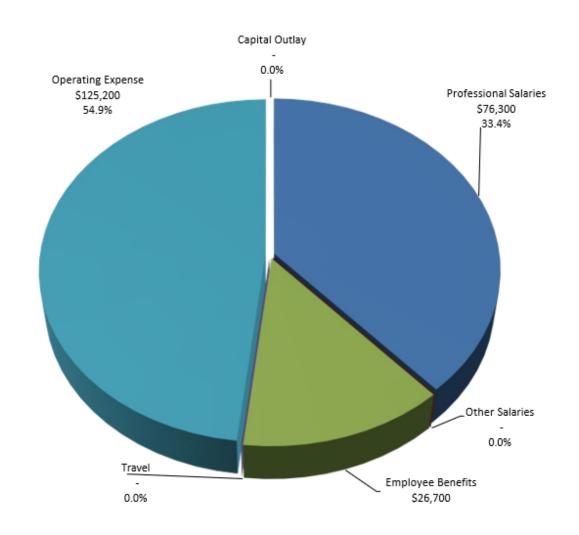


TSU FORESTRY SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2024-25

	Estimated Budget2023-24			July Budget 2024-25				
Allocation for Encumbrances Special Allocations Unallocated Balance	\$	- 300 980,300		\$	- 11,200 -			
Unrestricted Beginning Fund Balances	\$	980,600		\$	11,200			
Revenues								
Forestry State Appropriations	\$	224,600		\$	228,400			
Total Revenues	\$	224,600		\$	228,400			
Expenditures and Transfers Forestry Expenditures Research	\$	1,194,000		\$	228,200			
Mandatory Transfers Non-Mandatory Transfers		-			-			
Total Expenditures and Transfers	\$	1,194,000		\$	228,200			
Unrestricted Current Fund Balances at End of Period Allocation for Encumbrances Special Allocations Unallocated Balance	\$	- 11,200 -		\$	11,400			
Total Unrestricted Current Fund Balances	\$	11,200		\$	11,400			

TSU FORESTRY SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2024-25

UNRESTRICTED EXPENDITURES FORESTRY	ofessional Galaries	Other Salaries		Employee Benefits			Operati ravel Expen		-		Total	% OF Total
Research	\$ 76,300	\$ -	\$	26,700	\$	-	\$	125,200	\$	-	\$ 228,200	100%
Total Unrestricted	\$ 76,300	\$ -	S	26,700	\$	-	\$	125,200	\$		\$ 228,200	
	33.4%	0.0%		11.7%		0.0%		54.9%		0.0%	100%	





TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 7, 2024

ITEM: Approval of FY 2024-2025 Proposed Budget

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance Committee, Trustee Dwayne Tucker

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.

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

The purpose of this agenda item is to consider the approval of the *Proposed Budget* for Fiscal Year 2024-2025. The materials for the FY 2024-2025 Proposed Budget are contained in materials for the FY 2024 Estimated Budget.

Please see the documents submitted for the prior agenda item for pertinent information.

MOTION: To approve Tennessee State University's Proposed Budget for Fiscal Year 2024-2025, as contained in the Board materials for the Board's June 7, 2024, meeting.



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

ITEM: Report on Institutional Advancement

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Finance Committee, Trustee Dwayne Tucker

The President and/or or designee will provide information on the next item, the report on Institutional Advancement.



"Think. Work. Serve."
Institutional Advancement

3500 John A. Merritt Boulevard Nashville, Tennessee 37209-1561 Office: (615) 963-5287

Institutional Advancement Board Report

FY 24 Goals and Strategy Update: As of 05/20/24 \$6,616,985 (+ \$4.8M planned gift) = \$11,416,985 toward \$10M Goal FY23 YTD \$7,327,962

This is an increase of \$4,089,023 YoY Giving Comparison

Corporation and Foundation Relations

Tennessee State University continues to make important fundraising progress thanks to the exemplary work of our corporate and foundation relations team. Over the past three quarters, the University has raised \$3,796,799 through corporate and foundation giving which is \$1,472,138 lower than the previous fiscal. The decrease in funds raised from corporations compared to FY23 is primarily due to an anomaly in FY23, where we received a one-time grant of \$2,116,862 from the Apple Corporation. While this period has been economically challenging, it demonstrates our team's continued dedication.

By maintaining support from loyal partners like Apple, Bank of America, Boeing, and Regions Bank and bringing on new partners namely Google and Chase, we are laying the groundwork for future success. We have also established new funding from Ingram Barge Corporation and the Don and Margaret Charitable Foundation to support student initiatives. Our strategy of donor stewardship, pursuing corporate partnerships, and communicating urgent needs positions us well moving forward. Moreover, securing support from partners like Google, The Tom Joyner Foundation, and Walmart has also allowed us to maintain key initiatives, such as endowed scholarships and general operating support.

We remain focused on major gift prospects capable of \$50,000 or more to operate efficiently and devote time to thoughtfully steward current donors. With several promising corporate partnerships in the pipeline focused on educational equity and access, the future looks bright. This year, we are particularly proud to have established new relationships with seven major corporations: Target, Oracle, Comcast, First Horizon, TVA, Bayer, and Geodis. These partnerships represent exciting opportunities for collaboration, innovation, and impact, and we look forward to growing these relationships in the years ahead.

Forging ahead, we are energized by the opportunities before us. With a strong pipeline of prospects, a committed team, and the unwavering support of our campus community, we are well-positioned to build on this year's achievements and drive even greater impact in the years to come.

Stewardship and Donor Relations

- Revised gift accounting practices to ensure the efficiency of processes and prompt and accurate acknowledgment of donors' gifts. Remodeling the process has help alleviate gifts being placed in the suspense account for long periods and proper and prompt accounting of gifts. It also provides real-time recognition of gifts as they are received. Through the receipt of daily gift logs, donor acknowledgment letters are on a one-week turnaround, exceeding the previous goal of a three-week turnaround by the end of the first quarter. The team is working to reduce this to 24-48 hours by way of having a program script to provide daily batch reports. This not only reduces the time for a donor to receive their acknowledgement it also creates greater efficiency because it is currently a manual process. Additionally, personalized thank-you notes from the President are now being sent to high-level donors (\$25k<) and for other alumni and friend milestones.
- Developed tailored and segmented outreach campaigns to resonate with different donor segments and showcase the impact of their contributions toward the University's mission. This was accomplished by utilizing data analytics to identify giving patterns and preferences, allowing for tailored messaging and solicitation strategies.
- Created a proposal for the Foundation Board of Directors to fund two new platforms to assist with donor segmentation and engagement: AlumniFinder and Crescendo.
- In collaboration with our partner MP&F a multi-channel communications content calendar has been created for alumni, donors and friends. The team has begun monthly communication, such as email, phone calls, and direct mail, to engage donors at various touchpoints and showcase the impact of their contributions. The focus is highlighting compelling stories of student and alumni success to demonstrate the impact donor contributions' direct influence and inspire greater support.
- April's communication highlighted the Publix Scholars event in March and the story of one scholar who received her scholarship after the sudden passing of her mother. This scholarship filled her financial gap and allowed her to continue her studies at TSU and graduate on time.
- May communication highlights Vintager Scholarship recipients.

The IA Division continues to collaborate with academic departments to engage corporate partners and alumni in mentorship programs, guest lectures, and student career development initiatives. We have:

- Successfully launched and completed the Target Case Study competition with the College of Business.
- Currently working with Corporate Relations to plan a mix-and-mingle to introduce the College of Business and Engineering leadership to our TVA representative and begin talks on engagement opportunities.

- In April, partnered with Corporate Relations, Career Services, and Publix to acknowledge and celebrate TSU Publix Scholars and provide TSU students with information on job opportunities, scholarships, and internships with Publix.
- Currently working with Corporate Relations on planning the second annual Corporate Partners Breakfast scheduled for September 25th.

We have implemented a robust stewardship program to inform donors of their contributions, including providing regular impact reports. To date we have:

- Finalized an updated stewardship plan in partnership with Athletics to include donor engagement opportunities starting at the giving level of \$1K.
- Developing a format for impact reports that can be sent to donors quarterly or semiannually by email and/or direct mail.
- Created a proposal for the Foundation Board of Directors to support the purchase of a Digital Donor Recognition Wall to be housed in the Office of Institutional Advancement with online accessibility capabilities that would allow donors to be recognized in a more public-facing manner.

Estate & Planned Giving: Major Gifts

We have added to the team a seasoned fundraiser, Gloria Sanders, who has 12 years of planned giving and major gift fundraising in an HBCU environment. Ms. Sanders has demonstrated success in securing six and seven figure gifts. She will be an excellent addition to the team through the establishment of a formal planned giving program with intentional effort in securing gift commitment.

Created Estate and Planned Giving brochure for Vintagers' weekend to introduce the program to participants in attendance. Follow-up continues along with the following activities:

Proposals Submitted:

- \$100,000 for Endowed Scholarship: Dr. John Harris
- \$50,000 for Endowed Scholarship: Mr. and Mrs. Harold Witt & family
- \$25,000 for Endowed Scholarship: Mrs. JoAnn Davis Davis
- \$25,000 for Endowed Scholarship: Mr. and Mrs. William Hayslett

Alumni Relations

Resurrecting five-year reunions at homecoming in addition to the director of alumni relations and senior director of estate and planned giving traveling to attend alumni chapter meetings. This is garnering additional alumni engagement and fundraising.

Survey Results

Conducted via email in June 2023, the Alumni Attitude Study (AAS or Study) has been completed by more than 1,000,000 alumni at over 320 educational institutions throughout the last 20 years. The instrument was branded to reflect Tennessee State University and was the 2nd overall study completed by the University. The 2023 Tennessee State University results are compared to the 2017 Tennessee

State University Study results, a group of comparable Carnegie Classification institutions and a national average.

Highlights of the Responses:

- Feedback to the alumni:
 - Via print, email, and social media
 - Repetition
 - Actions since last Study
- Alumni want to know how the student experience is better today than when they were students (more, better different):
 - Admissions process
 - Skills and training for career
 - Relationship with administration and staff
 - Opportunity to interact with alumni
 - Exposure to new things
 - Student employment opportunities
 - Lessons about life
 - Academics and classes
 - Relationships with faculty
- Build campus coalitions around alumni by sharing and discussing data
- Focus talking points and topics on:
 - Wanting to hear about the ways alumni are engaged and interest in their own opportunities for engagement
 - How well TSU prepares and prepared graduates for lifetime well-being
 - Experiences at TSU that most contributed to lifetime well-being
- Alumni want to know about alumni activities, even if they do not attend:
 - Identifying job opportunities for graduates
 - Mentoring students
 - Providing leadership by serving on boards or committees
 - Recruiting students
 - Promoting TSU to others
 - Networking with other alumni
 - Targeted communications focusing on successful outcomes from events

Fundraising Costs - Response to November board meeting Inquiry

The Institutional Advancement team is tasked with the goal of raising private philanthropy for the university. This fiscal year's goal is \$10m. Currently Institutional Advancement has four fundraisers to actively solicit donations (LoLita, Iris, and Gloria). The team needs to add at minimum two additional fundraisers – corps and foundation and institutional giving (work with academic units). Also needed is a prospect researcher, communications support, and high-level administrative support. The financial support currently provided to the division is a total of \$358,150 for operations and travel which was reduced by \$72,500 from the previous FY. Based on the breakdown below our current fundraising cost is 4% which is significantly below the industry recommendation of >10%:

• Alumni Relations - \$100,000 (Operations) \$38,000 (Travel) – \$138,000 (Total) Reduced by \$35k from the previous year.

- Development \$34,274 (Operations) \$35,876 (Travel) \$70,150 (Total)
- Development Corporate \$125,000 (Operations) \$25,000 (Travel) \$150,000 (Total) Reduced by \$37,500 from the previous year.



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

ITEM: Deferred Maintenance Update and Phasing Plan

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Finance Committee, Trustee Dwayne Tucker

The President and/or or designee will provide information on the next item, the Deferred Maintenance Update and Phasing Plan.

Deferred Maintenance Update and Phasing Plan

Background Information

On January 31, 2022, Governor Bill Lee recommended \$250 million for capital improvement projects at Tennessee State University. This document details TSU's \$250M State Strategic Deferred Maintenance Plan which primarily addresses deferred maintenance and infrastructure improvements. The plan will be executed over 3-5 years. The investment addresses life-safety issues and deferred maintenance, while advancing select academic buildings needed to increase the number of Tennessee graduates prepared for high-skill, high-wage, and high-demand jobs.

Deferred Maintenance: Summary

Deferred maintenance refers to major facility renewals and repairs that are delayed for budgetary reasons. Deferred maintenance includes components such as fire alarms, air conditioning, electrical, elevators, heating, plumbing, and roofing. Tennessee State University's (TSU) present deferred maintenance backlog exceeds \$500M.

TSU's Deferred Maintenance Phasing plan concentrates on repairing mission critical buildings, equipment, and systems to restore and extend their useful life by 20 - 30 years. The objective is to reduce TSU's deferred maintenance backlog and implement a preventative maintenance plan within five (5) years. To accomplish this goal, TSU anticipates establishing long-term consulting partnerships to assist by maintaining up-to-date documentation of maintenance progress.

Deferred Maintenance Phasing Logic

The extent and severity of TSU's deferred maintenance backlog requires a distinct approach that keeps the Master Plan and migration plans in mind, while implementing the Deferred Maintenance Plan. The plan considers TSU's existing Master Plan and anticipates a new Master Plan soon. This is reflected by efforts to build flexibility in the deferred maintenance renovations, when possible, which makes future migrations less costly. In addition, careful attention is given to the coordination of program moves so that funds allocated for migration moves can also accomplish deferred maintenance goals. This nuance is why the typical individual component repair approach is not ideal now. In addition, TSU's partnership with JLL makes it possible for TSU to respond to acute system failures in an immediate manner. Considering these factors, TSU seeks to make a decisive step by using the \$250M State Strategic funds to approach deferred maintenance on a building basis. This action will improve the staff and student experience of TSU's most highly utilized buildings.

Deferred Maintenance Model (Davis Humanities)

Walter S. Davis Humanities Building was built in 1933; it has a gross area of 60,205 square feet. It houses TSU's IT department, College of Arts and Sciences, general classrooms, the historic Poag Auditorium, and administrative offices.

The Davis Humanities deferred maintenance renovation is a model of TSU's State Strategic Deferred Maintenance Plan. The goal of the project is a renovation to last for the next thirty years. This goal is supported by a two-pronged approach: comprehensive renovation followed by routine preventive maintenance. The scope of work includes both exterior and interior renovations. Exterior renovations include building envelope systems - including masonry restoration, roofing, windows, doors, and

waterproofing. The project includes upgrades to Mechanical, Electrical and Plumbing systems, fire alarms, security systems, and repair/replacement of damaged and/or deteriorated interior finishes and related work.

All deferred maintenance issues will be resolved comprehensively for the building's active use. Minimal programmatic changes are included. In most cases, existing walls will remain, and the improvements are limited to mechanical, plumbing and fire protection systems replacement. A substantial upgrade of the electrical systems is anticipated based on a history of power surges. Such improvements dictate the comprehensive replacement of ceiling systems and other related work. The estimate includes modest accommodation for finish upgrades and site improvements.

TSU will pursue a similar course of action with the next buildings in the deferred maintenance phasing plan. They are shown below in priority order.

Timeline for TSU's \$250M State Strategic Deferred Maintenance Plan

During Years 1 and 2, TSU worked with the Tennessee Board of Regents (TBR) to receive approval of six (6) projects totaling \$62.8M.

The Year 1 & Year 2 projects included were:

Year 1 (2022) Projects	Approved Budgets	Previous SBC Submission
Davis Reno – Boswell Study	\$ 29,700,000	Summer 2022
Campus Master Plan Update	\$ 500,000	Summer 2022
Year 2 (2023) Projects	Approved Budgets	Previous SBC Submission
Gentry Center Roofing	\$ 3,672,000	Summer 2023
Ag Environmental Science	\$ 18,000,000	Fall 2023
Electrical Primary Infrastructure	\$ 9,000,000	Fall 2023
Multi-Building Electrical Upgrades	\$ 1,950,000	Spring 2022
Campus Master Plan Update	\$ 500,000	Summer 2022

Year 1 & 2 Total \$ 62,822,000

Using Year 1 and 2 as a precedent, TSU Deferred Maintenance Plan forecast the remaining \$187M to accomplish the following sixteen (16) projects over the next 3 years.

Year 3 (2024) Projects	Proposed Budgets*	Proposed SBC Submission
Consulting Services	\$ 270,000	Summer 2024
Campus Migration	\$ 9,360,000	Summer 2024
Electrical Secondary Infrastructure	\$ 23,700,000	Summer 2024
Utility Tunnel Structural Repair – Ph. I	\$ 3,700,000	Summer 2024
Utility Metering	\$ 700,000	Summer 2024
Humphries Hall Renovation	\$ 30,030,000	Fall 2024
Queen Washington Renovation	\$ 13,780,000	Fall 2024

Year 3 Total \$81,540,000

Year 4 (2025) Projects	Proposed Budgets*	Proposed SBC Submission
Consulting Services	\$ 140,000	Spring 2025
Power Plant Equipment Replacement	\$ 4,820,000	Summer 2025
Utility Tunnel Structural Repair – Ph. II	\$ 2,200,000	Summer 2025
Elliot Hall Deferred Maintenance	\$ 33,950,000	Fall 2025
Jackson Deferred Maintenance	\$ 15,550,000	Fall 2025

Year 4 Total \$ 56,660,000

Year 5 (2026) Projects	Proposed Budgets*	Proposed SBC Submission
Consulting Services	\$ 160,000	Spring 2026
Clay Hall Deferred Maintenance	\$ 26,910,000	Summer 2026
Multiple Buildings-Fire Life Safety	\$ 18,018,000	Fall 2026
Demolition and Removal	\$ 3,870,000	Fall 2026
Year 5 Tot	al \$ 48,958,000	

Approximate total of Year 1 – Year 5: \$250,000,000

^{*}Proposed Budgets reflect the maximum allowable construction costs (MACC) this value considers all known project costs and a contingency available to address unknown issues that can arise from changing market factors. These values are rounded costs to the nearest ten thousand.

Next Steps

Regarding TSU's \$250M State Strategic Deferred Maintenance Plan. The following Deferred Maintenance projects will be grouped and prepared for presentation to TBR for review and submission to the State Building Commission (SBC). The proper officers of the University shall seek state approvals as may be required.

Year 3 (2024) Projects

Summer 2024
Summer 2024
Summer 2024
Summer 2024
Summer 2024
Fall 2024
Fall 2024

Preparation of these projects includes the following documents:

- Program Narrative ((Attachment A, incorporated below)
- Executive Summary (Attachment B, incorporated below)
- Project Lead Sheet
- DB 70 Form (Financial Form)
- Funding Letter (When TSU is required to deposit funds for a project)

Example of SBC Submission:

Davis Humanities is attached below for your review.

- Executive Summary
- Project Lead Sheet (<u>Attachment C</u>)
- Financial Forms **SBC1**-Provided by TBR OR **DB 70**-Provided by TSU (<u>Attachment D</u>)
- Funding Letter (Not required for Davis project)

ATTACHMENT A

PROGRAM NARRATIVE

Davis Humanities and Boswell Hall Narrative for Tennessee State University

Scope of the Project

The scope of the Strategic Initiatives project entails the renovation of the Walter S. Davis Humanities Building (Davis Hall) and Boswell Hall. The goal of the project was stated as a "comprehensive renovation of both buildings."

Davis Hall has a gross area of 60,205 square feet. Built in 1933, the facility is also known as the Old Administration Building. It houses the IT Communications department, general classrooms, the historic Poag Auditorium, and administrative offices. This building received a renovation in 1997.

Boswell Hall has a gross area of 86,103 square feet serving the College of Life & Physical Sciences. It is comprised of two building sections that are connected by a three-story atrium built in 1991. Boswell Chemistry was built in 1961 and has a gross area of 55,294 square feet. It has several research and teaching labs that service the Chemistry department, a large lecture room, and ancillary spaces. The Boswell Physics & Math Building was built in 1965, it has a gross area of 30,809 square feet. This building section houses classrooms, a large lecture hall and ancillary spaces.

Combined, the renovation of Davis and Boswell Halls will impact approximately 146,308 square feet.

Approach

The approach to the program verification investigation was to determine the needs to be addressed that will provide a comprehensive renovation as opposed to crafting a piecemeal approach to the renovation of the buildings that will then leave substantial unresolved issues. Therefore, each building was evaluated from the perspective of updating the building and building systems to provide for the next thirty years.

Proposed Scope of Improvements

The scope of the improvements includes both exterior and interior renovations. Exterior renovations include building envelope systems - specifically masonry restoration, roofing, windows, doors, and waterproofing. The project includes upgrades to Mechanical, Electrical and Plumbing systems, fire alarms, security systems, and repair/replacement of damaged and/or deteriorated interior finishes and related work. Also, existing fume hoods will be replaced, and associated exhaust systems repaired or replaced.

Minimal programmatic changes are included in the Scope | Programming Verification Study.

Proposed plan refinements are primarily limited to the development of faculty offices in the Math/Physics portion of the Boswell Complex. Exceptions include the full renovation of the Davis Building restrooms and the rebuilding of the Boswell restrooms to provide accessible solutions.

Therefore, in most cases, existing walls are expected to remain, and the improvements are limited to mechanical, plumbing and fire protection systems replacement (where required) with a substantial upgrade of the electrical systems.

Significant site investigation, analysis of existing systems and development of strategies for sequencing/phasing the work will be required. Completing work in occupied buildings will be a significant challenge for this project. Multiple design packages are anticipated and close coordination with the selected CMGC during design and construction will be crucial.

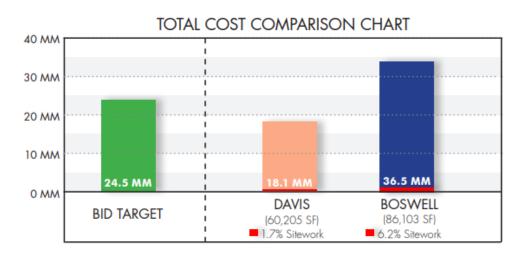
Unfortunately, documents for the existing buildings provided by the campus are limited. Some documents have been accessed that might identify some of the system's type and age. Through discussion and field observation with Facilities personnel, the systems within each building are said to be unmanageable and beyond their useful life. In Davis Hall total HVAC and Plumbing system replacement is recommended. In Boswell Hall total replacement of Mechanical and Plumbing System is recommended in the Chemistry Building and Atrium, the existing HVAC and Plumbing systems are to remain in the Physics/Math Complex with some improvements at the Lower-Level Mechanical Room.

Bid Target

The established Bid Target for the project is \$24,570,000. Based upon the calculated total gross square footage of 146,308 sf, this equates to approximately \$167.93/sf for renovation.

Renovation Projections

After establishing the scope of work, cost projections for the comprehensive renovations are estimated to be \$18,113,357 for Davis Hall and \$36,556,197 for Boswell Hall.



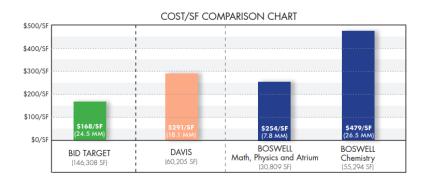
Square Footage Cost Projections

The cost projections equate to \$291/sf and \$398/sf respectively + site work on each. To reflect the current construction market in the area, the estimates include a 12% allowance for inflation and a 10% allowance for a Design and Estimating Contingency. Therefore, the total cost is projected to be

\$54,669,554. (Note: this amount includes \$6,988,000 for the referenced inflation and design contingencies.)

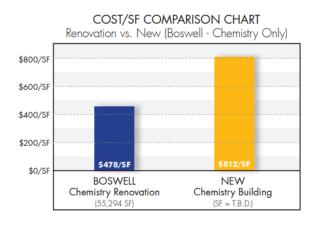
Boswell Hall

The cost of the renovation of Boswell Hall was separated into two sections to further consider potential scope refinements. The northern portion of the building houses Chemistry incorporating 55,294 square feet and the southern portion incorporates Physics, Math and an Atrium encompassing 30,809 square feet. The Chemistry portion of the renovation is estimated at \$478.86/sf or \$26,478,085. The Physics, Math and Atrium areas are estimated at \$254.12/sf, or \$7,829,183, plus \$2,271,309 for related sitework.



Potential New Chemistry Building

An analysis of the cost for construction of a new chemistry building with comparable program elements indicates a cost of approximately \$812/sf. Therefore, it is recommended that consideration be given, during the ongoing master planning process, to developing a new chemistry building rather than commit the significant funding required to renovate the existing facility with the result being a renovated, outmoded facility instead of a potential new state of the art facility.



Positives & Negatives for consideration of new building for Chemistry at TSU

• **Pros:** Integrated ADA Accessibility; Increased Energy Efficiency; Safer, State of the Art Lab Environment; Increased General Classrooms Space (i.e. STEM, IT classes); Existing Building can remain in service until new is built eliminating phasing of improvements and

potential program interruptions; Potential for existing Boswell Hall to be repurposed for needed general classroom space; Decrease demand on existing steam plant

• Cons: Increase cost; Delayed Timeline of Delivery; General Plant Insufficiency (i.e. Chiller(s) beyond life cycle; steam pipe repair/replacement; condensate issues)

Conclusion

When first considering Davis Hall and then the Boswell Hall renovations combined, no portion of the Boswell building renovation can be accomplished within the Bid Target. Therefore, it was determined to limit the scope of work to Davis Hall only to provide for its comprehensive renovation, reassessing the projected construction cost at the conclusion of Schematic Design.

It is recommended that deferred maintenance issues be addressed to the degree possible for the extension of the active use of each building.

The estimates outline the recommended scope of work to provide the anticipated comprehensive renovation. These estimates include modest accommodation for finish upgrades and site improvements.

ATTACHMENT B

Tennessee State University

Executive Summary by Executive Director Nick Corniea

Davis-Boswell Strategic Initiative

Tennessee State University (TSU) brought forward a Capital Maintenance project, 166/001-04-2022 Strategic Initiative-Davis and Boswell Halls, for maintenance work in Davis and Boswell Halls, including: address building envelope systems including masonry restoration, roofing, windows, doors, waterproofing, upgrades to MEP, fire alarms, security systems, repair/replacement of damaged and/or deteriorated interior finishes and all related work, in FY 22-23. Bauer Askew Architecture (BAA) was chosen as the designer and proceeded with detailed programming of the project. Davis Hall's "gross area is 60,205 square feet, and currently houses the Information/Technology department, Communications department, general classrooms, the historic Poag auditorium, and administrative offices," according to BAA's Executive Summary which is attached. Boswell has a "gross area of 86,103 square feet serving the College of Life & Physical Sciences" and houses the Physics & Math Department. The budget for the project is \$29,700,000 from the State Strategic Fund.

During programming BAA discovered that the work both buildings needed to complete their deferred maintenance should have a total budget, including design and contingency, of \$54,669,554.

\$18,113,357 for the scope in Davis Hall, and \$36,556,197 for Boswell Hall. This programming opinion of cost is around \$25.0M over the allocated budget for the current project.

Limiting the Scope to Davis Hall and Studying Boswell

The recommended solution of BAA is to "limit the scope of work to Davis Hall only to provide for its comprehensive renovation" in their Executive Summary. TSU agrees with this determination and wishes to proceed with our designer's recommendation, as well as have BAA proceed with a more detailed study (i.e. programming and cost estimating) of the requirements for renovating Boswell and a potential new chemistry lab building.

December's Allocation

By limiting the scope of 166/001-04-2022 Strategic Initiative-Davis and Boswell Halls to Davis Hall, TSU can proceed with utilizing State Strategic Funding to renovate a building in desperate need of renovation for its IT and Communications Departments, and update classrooms necessary for students improved learning experience to support TN's goal of 55% of Tennesseans having a postsecondary degree. Renovating and Improving the IT and Communications Department will improve Students, Faculty, and Staff's experience on Campus.

Tennessee and TSU combined goals

By allowing TSU to limit the scope of 166/001-04-2022 Strategic initiative-Davis and Boswell Halls, TSU can begin spending the State Strategic Initiative that has been committed, renovate a building in desperate need of repairs, and plan for the renovation of another building that is not being utilized to its full potential.

ATTACHMENT C

TENNESSEE BOARD OF REGENTS

Tennessee State University, Nashville, Davidson County, Tennessee

Requested Action: Approval of a revision in scope

Project Title: Strategic Initiative-Davis and Boswell Halls

Project Description: Project will address building envelope systems including 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 *limited to Davis Humanities*. *Project will also include a study of Boswell Hall*.

SBC Number: 166/001-04-2022

Total Project Budget: \$29,700,000.00

Source of Funding: \$29,700,000.00 22/23 CurrFunds-CapImp (A)

Comment: This request is to limit renovations to Davis Humanities based upon the designer's

estimate. The project will include a study of Boswell Hall for a potential future capital

project.

Previous Action: 07/13/2022 SBC Approved project and to select a designer

08/08/2022 SBC Approve utilizing CM/GC alternative delivery method

10/24/2022 ESC Approved designer selection (Bauer Askew Architecture, PLLC) 06/08/2023 SBC Approved awarding a contract to the best evaluated proposer for

CM/GC (Hoar Construction, LLC)

	Department:	Tennessee Board Strategic Initiative TSU		vell Halls		Submitting 11/14/2023
Inst	•	Nashville / Davids	son		SBC No:	166/001-04-2022
City	/County:				SBC 140.	100/001 04 2022
3	X Capital Outl	ay			New	Renovation
	Capital Maintenance			Gross Sq. Ft.	0	60,205
	Π .			Net Sq. Ft.	0	0
	X Designer Re	equired		Cost/Sq. Ft.	\$0.00	\$448.83
4	Project Descr	ription				
	waterproofing. P	Project will also inc	clude upgrades to	ding masonry restoration, roo MEP, fire alarms, security s ork limited to Davis Humanit	systems, repair/repla	acement of damaged
5	Tota	al Project	Allocation			
	\$24,57	70,000.00	\$24,570,000.00	Building Construction		
		\$0.00		Site & Utilities		
	6245	\$0.00		Built-in Equipment		
		70,000.00	\$24,570,000.00 \$2,452,000.00	Bid Target Contingency	9.97% 9.97%	
	\$2,452,000.00 \$27,022,000.00		\$27,022,000.00	M.A.C.C.	J.J170 J.J170	,
	\$2,029,984.00		\$2,029,984.00	Fee 0.0000	0.0000000	Fixed Fee
	\$0.00			Movable Equipment		
		31,845.00	\$231,845.00	PreCon/Comm		
		88,945.00 27,226.00	\$188,945.00 \$227,226.00	Testing, HazMat, Surveys Administration & Miscelland	eous	
	\$29,700,000.00		\$29,700,000.00	Total Cost	cous	
6	Funding					
	\$29,70	0,000.00	\$29,700,000.00	STATE Funds		
		\$0.00	\$0.00	FEDERAL Funds		
		\$0.00	\$0.00			
_	\$29,700,000.00		\$29,700,000.00			
7	Available Fu	inding Sources				
			\$29,700,000.00	22/23 CurrFunds-Capl	lmp	
			\$0.00 \$0.00			
			\$0.00			
			\$0.00			
			\$29,700,000.00			
8	SBC Action	ion Date Action		0	7/13/2022	
			Approved pro			
		08/08/2022		edCM-GC delivery reporting		Daniaman Calastian
		08/19/2022 (Bauer Askew)		opr use CM/GC method 10/2	.4/2022 Approved	Designer Selection
		06/08/2023		M/GC selection (Hoar Constr	uction, LLC) Bauer	Askew Architecture,
9	Designer	PLLC				
	DC1 Forms for Dr. '	at Dagwagt	Tuonday May	har 14, 2022, 10:01:274	166/001-04-3	2022 Pa 1 -£1
5	BC1 Form for Projec	ci request	i uesuay, Novem	ber 14, 2023 10:01:27A	166/001-04-2	2022 Page 1 of 1

Attachment D - Project Request

SBC1

1 Department: Tennessee Board of Regents
Stratogic Initiative Device and

Project Title: Strategic Initiative-Davis and Boswell Halls

Institution: TS

Nashville / Davidson

City/County:

Approved Current

06/12/2023

SBC No: **166/001-04-2022**

3 X	Capital Outlay		New	Renovation
	Capital Maintenance	Gross Sq. Ft.	0	145,332
		Net Sq. Ft.	0	0
X	Designer Required	Cost/Sq. Ft.	\$0.00	\$169.00

4 Project Description

Project will address building envelope systems including 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

5	Total Project	Allocation	
	\$24,570,000.00	\$24,570,000.00	Building Construction
	\$0.00	\$0.00	Site & Utilities
	\$0.00	\$0.00	Built-in Equipment
	\$24,570,000.00	\$24,570,000.00	Bid Target
	\$2,452,000.00	\$2,452,000.00	Contingency 9.97% 9.97%
	\$27,022,000.00	\$27,022,000.00	M.A.C.C.
	\$2,029,984.00	\$2,029,984.00	Fee 0.0000000 0.0000000 Fixed Fee
	\$0.00	\$0.00	Movable Equipment
	\$231,845.00	\$231,845.00	PreCon/Comm
	\$188,945.00	\$188,945.00	Testing, HazMat, Surveys
	\$227,226.00	\$227,226.00	Administration & Miscellaneous
	\$29,700,000.00	\$29,700,000.00	Total Cost
ĺ	Funding		
	\$29,700,000.00	\$29,700,000.00	STATE Funds
	\$0.00	\$0.00	FEDERAL Funds
	\$0.00	\$0.00	
	\$29,700,000.00	\$29,700,000.00	
7	Available Funding Sou	rces	
		\$29,700,000.00	22/23 CurrFunds-CapImp
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	

SBC1 Form for Project Request

Monday, November 13, 2023 4:05:57PM

\$29,700,000.00

166/001-04-2022

Page 1 of 1



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

ITEM: TSAC Program Review Update

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Finance Committee, Trustee Dwayne Tucker

The President and/or or designee will provide information on the next item, a TSAC Program Review Update.

TSAC Executive Summary

Compliance Review Timeline

The Tennessee Student Assistance Corporation (TSAC) has the statutory responsibility to review and evaluate the administration of each financial assistance program at participating postsecondary institutions to ensure the programs are administered according to applicable laws, rules, and regulations. Pursuant to this responsibility, from July 10th through 13th, 2023, we conducted a program compliance review of Tennessee State University's (TSU) use of our financial aid programs for the 2022-2023 academic year. The TSAC Compliance Team reviewed a random sample of student records of the institution's financial aid recipients. The compliance review noted 24 deficiencies. The deficiencies included two observations, eight warnings, and fourteen findings. Upon receiving the compliance report TSU administration and staff created a task force to address the deficiencies. Below is a timeline that commenced on October 11th. As of May 24, 2024, TSAC has cleared 15/24 deficiencies. Of the remaining deficiencies, 6/24 are being reviewed by TSAC, and 3/24 in progress with TSU staff. Refer to attachment: TSAC Status Detail.

October 11, 2023-First Internal Meeting

October 18 & 25, 2023-Internal Meeting

November 1, 8, 15, 20, 29, 2023-Internal Meetings

November 21, 2023- Meeting with TSAC

December 6, 7, 11, 12, 13, 2023-Internal Meetings

December 20, 2023- First documents submitted to TSAC

January 12, 2024 – TSAC provided feedback from the December 20, 2023, submission.

January 17, 18, 19, 25, 2024-Internal Meetings

January 19, 2024- Documents Submitted

January 19, 2024-TSAC Organized a meeting

February 5, 14, 15(follow-up), 16, 27, 2024-Internal Meetings

February 7, 2024-TSAC Training on campus from 11:00 a.m.-1:00 p.m.



Observation, Warning, or Finding		Updates for the week of 5.13.2024	Updates for the week of 5.20.2024
I. Concern with the Tennessee	Observati	No additional response needed.	No additional response needed.
Education Lottery Scholarship (TELS)	on	·	•
II. Concern with the Institutional Review Panel Voting Membership	Observati on	No additional response needed.	No additional response needed.
III. Failure to Maintain TELS Appeal Log	Warning	No additional response needed.	No additional response needed.
IV. Failure to adhere to the Tennessee Board of Regents (TBR)	Warning	As of May 17, 2024, the response received from TSU is complete.	No additional response needed.
V. Failure to obtain College	Warning	As of May 17, 2024, the response received from TSU is complete.	No additional response needed.
VI. Incomplete Consortium	Warning	No additional response needed.	No additional response needed.
VII. Incorrect TELS GPA and Benchmark Calculations	Warning	No additional information has been received from TSU at this time.	No changes to the status have been made at this time.
VIII. Incorrect Certification Indicators for Tennessee Promise (TNP) and Tennessee Reconnect	Warning	No additional response needed.	No additional response needed.
IX. Incorrect Verification Procedures	Warning	No additional response needed.	No additional response needed.
X. Failure to Ensure Reasonable Notification when Updating Institutional Policy	Warning	No additional response needed.	No additional response needed.
XI. Failure to Verify HOPE Scholarship Eligibility	Finding	TSAC is currently awaiting the return of funds for students listed in the feedback provided by TSU in the secure cloud folder.	No changes to the status have been made at this time.
XII. Invalid Minor to Students Enrolled in Associate Degree	Finding	No additional response needed.	No additional response needed.
XIII. Incorrect Administration of Satisfactory Academic Progress (SAP)	Finding	TSAC has evaluated data received from TSU in response to this finding. Feedback has been provided in the secure cloud folder and will need to be reviewed by TSU and responded to in order to move toward closure on this item.	No changes to the status have been made at this time.
XIV. Error in HOPE Scholarship Certification and Payment	Finding	No additional information has been received from TSU at this time.	No changes to the status have been made at this time.
XV. Lack of Enrollment Monitoring	Finding	No additional information has been received from TSU at this time. It is TSAC's understanding that Dr. Seay is currently working on this data.	No changes to the status have been made at this time.
XVI. Improper Awarding to Non- degree Seeking Students	Finding	TSAC still needs the policy and procedure ensuring students seeking an AAS in Dental Hygiene who are not yet admitted into the program are not incorrectly classified as degree seeking students and incorrectly awarded state or federal aid. TSAC has responded to feedback from TSU and uploaded this information to the secure cloud folder. There are currently only 2 students left on that document who need to be resolved for past academic years, while all students on that document for the 2023-2024 academic year need to be correctly certified in FAST. The ACH for this finding has been received but is currently not officially reflected in FAST. This should take place the week of May 20, 2024.	No changes to the status have been made at this time.
XVII. Failure to Verify Coursework Program of Study (CPOS)	Finding		No changes to the status have been made at this time.
XVIII. Error in Dual Enrollment Account Billing	Finding	No additional response needed.	No additional response needed.
XIX. Incorrect Awarding of HOPE Access	Finding	No additional response needed.	No additional response needed.
XX. Incorrect Awarding of the Foster Child Tuition Grant (FCTG)	Finding	No additional response needed.	No additional response needed.
XXI. Failure to Award Tennessee Promise Scholarship	Finding	No additional response needed.	No additional response needed.
XXII. Error in Awarding Tennessee Reconnect Grant	Finding	No additional response needed.	No additional response needed.
XXIII. Failure to Monitor or Correct Over-awards	Finding	No additional information has been received from TSU at this time.	No changes to the status have been made at this time.
XXIV. Failure to Properly Manage and Maintain Student Account	Finding	No additional information has been received from TSU at this time.	No changes to the status have been made at this time.

15/24 deficiencies completed and signed-off by TSAC 3/24 currently in review by TSAC 3/24 provided documentation and submitted to TSAC on 5/23/24

3/24 in progress below:

Warning In Progress - We had received a report indicating "P" grades for DE students are excluded; however, we found a student where it did not accurate report the data. We need to request another report to verify if the Dual Enrollment students' courses are properly excluded. IT is providing the report.

Finding Certification in process for Fall 2023 and Spring 2024. Review in process for Fall 2022 and #17 Spring 2023.

Finding $Hired \ consultant \ to \ assist \ with \ account \ maintenance \ revisions \ for \ Revenue \ fee \ tables \ in \\ Banner. \ Testing \ to \ begin \ on \ 5/28/2024$

#24



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

ITEM: Business and Finance Update

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Finance Committee, Trustee Dwayne Tucker

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

Tennessee State University Unaudited Statement of Net Position

ASSETS		3/31/2024
Current assets:		
Cash and cash equivalents	\$	3,571,836.38
Accounts, notes, and grants receivable (net)		61,220,418.59
Due from component unit		130,880.97
Prepaid expenses		995,184.61
Accrued interest receivable		1,543,893.32
Total current assets		67,462,213.87
Noncurrent assets:		
Cash and cash equivalents		16,271,699.06
Investments		8,152,588.45
Investment in Tennessee Retiree Group Trust		1,728,883.85
Accounts, notes, and grants receivable (net)		135,217.23
Due from primary government		13,124,922.31
Net pension asset		352,299.00
Capital assets (net)		280,815,959.56
Total noncurrent assets		320,581,569.46
Total assets	<u>_\$</u>	388,043,783.33
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amount on debt refunding		162,774.34
Deferred outflows related to OPEB		2,902,607.01
Deferred outflows related to pensions		12,576,783.53
Total deferred outflows of resources	\$	15,642,164.88
LIADILITIES		
LIABILITIES Current liabilities:		
Accounts payable	\$	1,425,400.10
Accrued liabilities	Ψ	10,951,626.70
Due to primary government		10,366,214.53
Unearned revenue		
Compensated absences		2,496,106.19 974,339.44
Accrued interest payable		701,171.85
Lease liability		154,195.24
SBITA liability		889,374.44
Long-term liabilities, current portion		3,630,578.42
Deposits held in custody for others		799,078.66
Total current liabilities		32,388,085.57
Noncurrent liabilities:		02,000,000.07
OPEB liability		6,767,359.00
Net pension liability		12,966,271.00
Unearned revenue		2,290,909.16
Compensated absences		7,580,252.63
Lease liability		458,619.68
SBITA liability		2,251,848.91
Long-term liabilities		84,328,305.39
Due to grantors		913,395.48
Total noncurrent liabilities		117,556,961.25
Total liabilities	\$	149,945,046.82
DEFENDED INCLOWS OF DESCRIPCES		
DEFERRED INFLOWS OF RESOURCES		2 205 564 25
Deferred inflows related to OPEB		3,305,561.35
Deferred inflows related to pensions	•	1,173,619.00
Total deferred inflows of resources	<u> \$ </u>	4,479,180.35
NET POSITION		
Total net position		249,261,721.04

Tennessee State University Statements of Revenues, Expenditures and Transfers - Budget and Actual Fiscal Year to Date as of April 30, 2024

	2024		_		
	BUDGET	FYTD	VARIANCE	% VARIANCE	2023 PYTD
REVENUES:					
Education and General	8 00 101 500	\$ 87,905,121	\$ 11,286,379	88.62%	\$ 95,981,872
Tuition and Fees	\$ 99,191,500 52,584,600	44,594,700	7,989,900	84.81%	32,620,700
State Appropriation Federal Grants and Contracts	3,500,000	36,960	3,463,040	1.06%	32,020,700
State Grants and Contracts	33,000	30,900	33,000	0.00%	
Private Grants and Contracts	47,000	8.050	38,950	17.13%	-
Sales and Services of Educ Depts	39,300	8,030	39,300	0.00%	-
Sales and Services of Other Activities	6,340,500	6,867,966	(527,466)	108.32%	5,095,064
Other Sources	780.00	7,744	772,254	0.99%	-
Total Education and General	\$ 162,515,900	\$ 139,420,543	\$ 23,095,357	85.79%	\$ 133,697,636
Sales/Svs Aux Enterprises					
Aux Enterprises	\$ 44,429,700	\$ 44,788,075	\$ (358,375)	100.81%	\$ 47,289,629
TOTAL REVENUES:	\$ 206,945,600	\$ 184,208,618	\$ 22,736,982	89.01%	\$ 180,987,265
EXPENDITURES:					
Education and General					
Instruction	\$ 70,029,229	\$ 51,756,572	\$ 18,272,657	73.91%	\$ 37,684,499
Research	3,016,679	1,774,163	1,242,517	58.81%	1,414,558
Public Service	2,727,767	2,450,972	276,796	89.85%	1,495,989
Academic Support	11,613,034	8,593,951	3,019,083	74.00%	6,386,030
Student Services	25,225,097	19,455,614	5,769,483	77.13%	16,897,422
Institutional Support	16,114,508	20,045,205	(3,930,696)	124.39%	12,110,321
Physical Plant	24,383,932	17,493,277	6,890,655	71.74%	12,503,451
Scholarships and Fellowships	19,216,259	39,373,13:	(20,156,876)	204.89%	44,169,41
Total Education and General	\$ 172,326,506	\$ 160,942,888	\$ 11,383,618	93.39%	\$ 132,661,682
Sales/Svs Aux Enterprises					
Aux Enterprises Expenditures	\$ 36,873,579	\$ 36,541,429	\$ 332,151	99.10%	\$ 32,786,021
TOTAL EXPENDITURES:	\$ 209,200,085	\$ 197,484,317	\$ 11,715,768	94.40%	\$ 165,447,703
EXCESS (DEFICIENCY) OF REVENUES					
OVER (UNDER) EXPENDITURES	\$ (2,254,485)	\$ (13,275,699)	\$ 11,021,214	588.86%	\$ 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	1,987,400	- 1,2/5,022	1,987,400	0.00%	4 1,010,100
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 REVENUES					
OVER (UNDER) EXPENDITURES					
AND TRANSFERS	\$ (2,125,885)	\$ (14,678,043)	\$ 12,552,158	690.44%	\$ 12,449,786
	* (-1,22,000)	# (21,010,013)	4 17777170	U2V.TT/8	¥ 12,113,100



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

2:00 p.m. CT Thursday, June 6, 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 2024-2025 Tenure and Promotion Recommendations
- IV. Approval of New Academic Program Graduate Certificate in Higher Education
- V. Notification of New Academic Program Approvals by the Tennessee Higher Education Commission (THEC) Ph.D. in Public Health Program and M.S. in Business Data Analytics Program
- VI. Report on SACSCOC Accreditation Matters Fifth-Year Interim Report
- VII. Academic Affairs Report
- VIII. Enrollment Update
- IX. Institutional Merit Scholarship Update
- X. Student Affairs Report
- XI. Adjournment



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 7, 2024

ITEM: Approval of AY 2024-2025 Tenure and Promotion

Recommendations

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Student and Academic Affairs Committee,

Trustee Jeffery Norfleet

Background Information: Per University policy, the President recommends the granting of tenure to eligible faculty members in accordance with the requirements set forth in the TSU policy on tenure and promotion.

Tenure

Pursuant to the TSU tenure policy, tenure eligible faculty members must apply for tenure in their sixth year. A faculty member is required to submit a portfolio of materials in support of their tenure application. The criteria TSU uses to evaluate applicants include quality instruction, research and creative activities, public service and professional activities, and potential for professional growth.

The University reviews the tenure candidate's portfolio at several levels, including at the departmental, college, and University levels. The Vice President for Academic Affairs and the President must ultimately approve the applications. The comprehensive tenure review and approval process, as well as the list of those recommended for tenure, are included in your Board materials.

As part of the tenure review process during this period, the President is recommending sixteen (16) tenure applicants for tenure, as she has determined that the faculty members meet the condition for tenure.

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 awarding of tenure based on recommendations from the President.

Promotion

With respect to faculty promotions at TSU, individual faculty members may apply for promotion upon completion of the required years in rank. A tenured or tenure-track faculty member becomes eligible to apply for promotion when he or she has achieved the required years in rank and meets the defined qualifications for the various faculty ranks, which are assistant professor, associate professor, and professor.

Although an application for promotion is not required, faculty members at the assistant professor level generally apply simultaneously for promotion to associate professor at the time they are required to make application for tenure. Those faculty members who are at the associate professor level generally apply for promotion to professor after five years of service at the associate professor level.

To apply for promotion, a faculty member must prepare a portfolio containing evidence of the faculty member's teaching, research, and service since his or her last promotion at TSU. The specific evidence requested includes quality instruction, research and creative activities, public service and professional activities, and potential for professional growth.

The University reviews the candidate's portfolio at several levels, including at the departmental, college, and University level. The Vice President for Academic Affairs and the President must ultimately approve the applications. The comprehensive promotion review and approval process, as well as the list of those recommended for promotion, are included in your Board materials.

Through the promotion process, the President is recommending twenty-one (21) faculty members for promotion, all of whom meet the conditions for promotion.

Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve promotions based on recommendations from the President.

See Attachment.

MOTION: To approve the list of recommended candidates for tenure and promotions, as contained in the Board materials for the Board's June 7, 2024, meeting.

Overview of Tenure and Promotion Process at TSU

At the beginning of the academic year, faculty are provided assorted resources that spell out expectations and deadlines. These documents are always available on the Academic Affairs website and will be updated in the coming weeks for the 2024-2025 academic year.

Current university guidelines were revised in 2013 and again in 2016 when TSU shifted to using our current learning management system (eLearn) to house faculty portfolios and establish levels of electronic review.

Newly hired tenure-track faculty are first introduced to the process and resources during new faculty orientation. This usually happens the week prior to the start of classes in the Fall. New faculty have monthly opportunities to meet with representatives from Academic Affairs, and while the topics vary monthly, new faculty are constantly encouraged to collect appropriate artifacts/documentation for annual reporting and, ultimately, tenure and/or promotion.

Department Chairs are responsible for reviewing tenure-track faculty progress in teaching, research, and service during annual evaluations. These meetings are documented in year-end reporting and are required for inclusion in the faculty portfolio, along with student evaluations of instruction. The Department Chair also tracks faculty years toward tenure and promotion and completes an eligibility form in August at the beginning of their sixth year of probationary status. This serves as official notification that the faculty member will be submitting materials for review by mid-October.

Colleges and departments are encouraged to develop their specific subject area guidelines for tenure and promotion, but they must go through the appropriate approval process and be readily available for faculty to access. If colleges and departments do not develop their own guidelines, their faculty are beholden to the guidelines in the Faculty Handbook.

There are six levels of independent review from the departmental committee to the appeals committee. (See flow chart.) The majority of applicants do not go to the sixth level with the appeals process. For those that do appeal, it is often an issue with not properly documenting faculty achievements in teaching, research, and service.

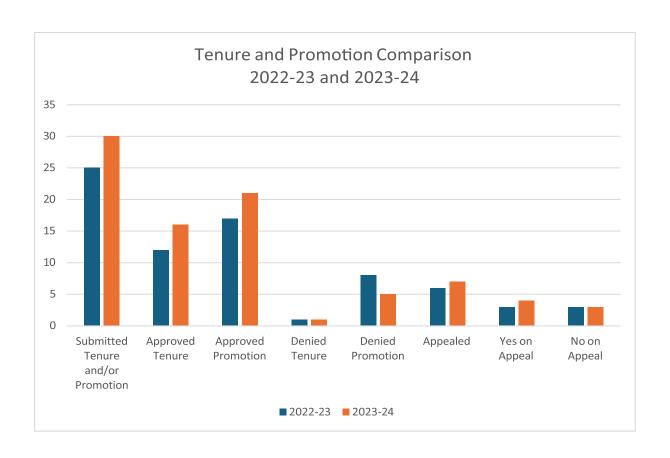
If a tenure-track faculty member is not approved for tenure, they are offered a "teach-out year" and receive one more academic year of employment.

Faculty that receive tenure and promotion to Associate Professor level may apply for promotion after a minimum of five years in rank. The same applies for promotion from Associate Professor to Full Professor.

TENURE AND PROMOTION FLOWCHART

The following chart represents the flow of reviewers of an application for retention, tenure, and/or promotion.







Date: June 7, 2024

Subject: Tenure Recommendations

Background Information: Per university policy, the President recommends the granting of tenure to eligible faculty members. The recommendations are based upon the requirements of TSU policy on promotion.

Proposed Implementation Date: August 2024

Item Details: A total of <u>16</u> faculty members are recommended for tenure. The list of faculty members recommended is provided below.

	Name	Department	Current Academic Rank
1	Beard, Lauren	Occupational Therapy	Assistant Professor
2	Chaires, Mark	Criminal Justice	Assistant Professor
3	Grayson, Phillip	Languages, Literature & Philosophy	Assistant Professor
4	King, Patricia	Physical Therapy	Professor
5	Koh, Ho-Jin	Biological Sciences	Associate Professor
6	McMillian, Reynard	Accounting	Assistant Professor
7	Morrison, Megan	Psychological Sciences & Counseling	Assistant Professor
8	Mosley, Ivan	Applied & Industrial Technologies	Associate Professor
9	Murray, Emily	Languages, Literature & Philosophy	Assistant Professor
10	Murray, Kyle	History, Political Science, Geography & Africana Studies	Assistant Professor
11	Nichols-Paez, Angela	Public Administration	Assistant Professor
12	Richie, Joseph	Communications	Associate Professor

13	Ringer, Andrea	History, Political Science, Geography & Africana Studies	Assistant Professor
14	Roberts, Twianie	Educational Leadership	Assistant Professor
15	Samad, Manar	Computer Science	Assistant Professor
16	Taylor, William	Mathematical Sciences	Assistant Professor



Date: June 7, 2024

Subject: Promotion Recommendations

Background Information: Per university policy, the President recommends the granting of promotion to eligible faculty members. The recommendations are based upon the requirements of TSU policy on promotion.

Proposed Implementation Date: August 2024

Item Details: A total of <u>21</u> faculty members are recommended for promotion. The list of faculty members recommended is provided below.

	Name	Department	Current Rank	Proposed Rank
1	Addesso, Karla	Agricultural & Environmental Sciences	Associate Professor	Professor
2	Akbar, Muhammad	Mechanical & Manufacturing Engineering	Associate Professor	Professor
3	Chilton, Ken	Public Administration Associate Professor Professor		Professor
4	Gardner-Jones, Carla	Biological Sciences	Assistant Professor	Associate Professor
5	Inman, Wendelyn	Public Health, Health Administration & Health Sciences	Associate Professor	Professor
6	Johnson, Kimberly	Communications	Associate Professor	Professor
7	McKinney, Jane- Allen	Art & Design	Associate Professor	Professor
8	McMillian, Reynard	Accounting	Assistant Professor	Associate Professor
9	Moore, Joshua	Chemistry	Associate Professor	Professor
10	Morrison, Megan	Psychological Sciences & Counseling	Assistant Professor	Associate Professor

11	Mosley, Ivan	Applied & Industrial Technologies	Associate Professor	Professor
12	Murray, Emily	Languages, Literature & Philosophy	Assistant Professor	Associate Professor
13	Murray, Kyle	History, Political Science, Geography & Africana Studies	Assistant Professor	Associate Professor
14	Nichols-Paez, Angela	Public Administration	Assistant Professor	Associate Professor
15	Ringer, Andrea	History, Political Science, Geography & Africana Studies	Assistant Professor	Associate Professor
16	Samad, Manar	Computer Science	Assistant Professor	Associate Professor
17	Taylor, William	Mathematical Sciences	Assistant Professor	Associate Professor
18	Triplett, Kimberly	Social Work & Urban Associate Professor Studies Professor		Professor
19	Williams, Janice	Dental Hygiene	Assistant Professor	Associate Professor
20	Winston, Tameka	Communications	Associate Professor	Professor
21	Wu, Ying	Agricultural & Environmental Sciences	Associate Professor	Professor



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 7, 2024

ITEM: Approval of New Academic Program – Graduate

Certificate in Higher Education

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Student and Academic Affairs Committee,

Trustee Jeffery Norfleet

T The University, with the support of the College of Education requests approval to proceed with its offering of its proposed **Graduate Certificate in Higher Education Teaching**. 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 Higher The College of Education herewith seeks approval for the proposed Certificate in Higher Education Teaching. Enrollment in postsecondary education is steadily increasing. As the number grows, so does the need for qualified faculty who can effectively teach a new generation of students. This 18-credit hour Graduate Certificate in Higher Education Teaching would provide participants the necessary skills to engage and inspire college-age students and refine their teaching skills so that they have a pedagogical repertoire that consists of current and innovative approaches.

The 18-credit hour Graduate Certificate in Higher Education Teaching is designed for new and aspiring faculty as well as experienced instructors who are interested in exploring the unique theories and practices of adult learning in higher education; developing effective course design,

assessment, and instructional strategies; mastering techniques for fostering inclusive and engaging learning environments; reflecting on their teaching practice and cultivating their personal teaching philosophy; and networking with peers and experienced faculty to build a supportive community.

MOTION: To recommend to the full Board the approval of a new academic program for a Graduate Certificate in Higher Education, as contained in the Board materials for the Board's June 7, 2024, meeting.

Notification of New Academic Program
Approvals by THEC –
Ph.D. in Public Health
Program and M.S. in
Business Data Analytics
Program

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

ITEM: Notification of New Academic Program Approvals by the

Tennessee Higher Education Commission (THEC) – Ph.D. in Public Health Program and M.S. in Business Data

Analytics Program

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Student and Academic Affairs Committee,

Trustee Jeffery Norfleet

Ph.D. in Public Health Program

On May 16, 2024, the Tennessee Higher Education Commission (THEC) approved TSU's new academic offering, the Doctor of Philosophy in Public Health program. Following an internal review process, which included approvals from Provost and President Glover, the item went before the TSU Board of Trustees at its June 2017 meeting to receive approval to proceed with the THEC formal approval process. The Letter of Notification (LON) contains detailed information about the proposed program, including the projected implementation date, purpose and nature of the program, alignment with the state master plan and institutional mission, program costs and financial projections, and existing programs at other Tennessee colleges or universities.

After the LON was submitted to THEC in January 2020, the proposed Doctor of Philosophy in Public Health program underwent the standard THEC evaluation and review process. This included an external review and receipt of comments from external reviewers and THEC staff in November 2023. The proposed Doctor of Philosophy in Public Health program was then presented to THEC's Academic Affairs Committee on May 15, 2024, and received final approval from the Commission on May 16, 2024.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) must now approve the implementation of the new academic program, as the academic modification is considered a substantive change under the SACSCOC Substantive Change Policy.

M.S. in Business Data Analytics Program

On May 16, 2024, the Tennessee Higher Education Commission (THEC) approved TSU's new academic offering, the Master of Science in Business Data Analytics program. Following an internal review process, which included approvals from Provost Melton and President Glover, the

full Letter of Notification (LON) was submitted to the TSU Board of Trustees at its June 15, 2023, meeting for Board approval to proceed with the THEC formal new academic program approval process. The LON contains detailed information about the proposed program, including the projected implementation date, purpose and nature of the program, alignment with the state master plan and institutional mission, program costs and financial projections, and existing programs at other Tennessee colleges or universities.

After the LON was submitted to THEC on July 18, 2023, the proposed Master of Science in Business Data Analytics program underwent the standard THEC evaluation and review process. This included an external review and receipt of comments from external reviewers and THEC staff in February 2024. The proposed Master of Science in Business Data Analytics program was then presented to THEC's Academic Affairs Committee on May 15, 2024, and received final approval from the Commission on May 16, 2024.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) must now approve the implementation of the new academic program, as the academic modification is considered a substantive change under the SACSCOC Substantive Change Policy.



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

ITEM: Report on SACSCOC Accreditation Matters – Fifth-Year

Interim Report

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Student and Academic Affairs Committee,

Trustee Jeffery Norfleet

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 June 7, 2024, meeting.

SACSCOC ACCREDITATION REVIEW MATTERS

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.

<u>Timeline for the Submission and Review of Fifth-Year Interim Report:</u>

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 revie by the SACSCOC Board of Trustees and institution submits Referral Report.
- 2. Continue the institution in accreditation; no additional report required.



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

ITEM: Academic Affairs Report

RECOMMENDED ACTION: None

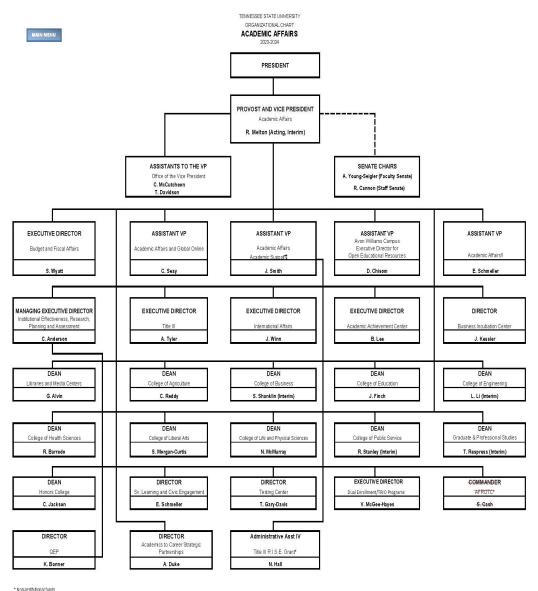
PRESENTED BY: Chair of Student and Academic Affairs Committee,

Trustee Jeffery Norfleet

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

Board of Trustees Report

Division of Academic Affairs



TSU – ACADEMIC CALENDAR 2024-2025				
FALL SEMESTER 2024				
Aug 8	Faculty contracts begin			
Aug 12	Faculty report for fall semester activities			
Aug 12	Faculty/Staff Institute			
Aug 12 – 16	Residence Halls Open (New Students)			
Aug 12 – 16	Freshmen Welcome Week			
Aug 16	Residence Halls Open (Returning Students)			
Aug 19	Classes Begin			
Aug 19 – Aug 25	Late Registration/Schedule Adjustment			
Sept 2	Labor Day Holiday – No classes			
Sept 13	Freshmen Convocation			
Sept 16	Recognition of Constitution Day			
Sept 16 – Oct 16	Pre-Advisement/Registration for Current Students			
Sep 30 – Oct 4	Mid-term Examination Week			
Oct 6 – 12	Homecoming Week			
Oct 14 – 15	Fall Break			
Oct 23	Last day to withdraw from a course and/or the University			
Oct 23 – Jan 10	Spring Registration for Current Students			
Nov 11	Veterans' Day Observed (University is Open)			
Nov 18 – Jan 10	Registration for Spring 2025 New Students			
Nov 26	Last Day of Classes			
Nov 27 – Dec 1	Thanksgiving Holiday – No Classes			
Dec 2 – 6	Final Examinations			
Dec 7	Commencement – Graduate and Undergraduate-Gentry Center			
Dec 12	Faculty must have posted all grades via "MyTSU"			
Dec 17	Records Office releases all posted grades via "MyTSU"			
Dec 24 – Jan 1	Holiday Break – University Closed			
SPRING SEMESTER 2025				

Jan 2	University Re-opens-8:00 am	
Jan 6	Faculty/Staff Institute	
Jan 6 – 10	Xtreme Winter Break-Session (online only/in-person)	
Jan 8	Freshman Orientation	
Jan 8	Residence Halls open (New Students)	
Jan 10	Residence Halls Open (Returning Students)	
Jan 13	Classes Begin	
Jan 13 – 17	Late Registration/Schedule Adjustments	
Jan 18	MLK Joint Day of Service	
Jan 20	MLK Holiday – No Classes (University Closed)	
Feb 15 – Apr 12	Pre-Advisement/Registration Summer & Fall for Current Students	
Feb 17 – 21	Student Study Week – No Activities Scheduled	
Feb 24 – 28	Mid-term Examination Week-all classes meet as scheduled	
Mar 3 – 7	Spring Break	
Mar 3 – 7	Xtreme Spring Break	
Mar 14	Last day to withdraw from a course and/or the University	
Mar 19	Honors Convocation	
Apr 21 – 25	Student Study Week – No Activities Scheduled	
Apr 25	Last day of class	
Apr 28 – May 2	Final examinations	
May 1 – Aug 1	Registration for Incoming Freshmen & Transfers	
May 2 (Friday)	Graduate Commencement Ceremony, 5:00 p.m., Gentry Stadium	
May 3 (Saturday)	Undergraduate Commencement Ceremony – 8:00 a.m., Hale Stadium	
May 8	Faculty must have posted all grades via "MyTSU"	
May 13	Records Office releases all posted grades via "MyTSU"	

For information regarding TneCampus Academic Calendar, access the website at: http://www.tnecampus.org/academic-calendar

	SUMMER TERM 2025			
	Maymester			
Mar 11 – May 6	Registration			
May 5	Classes begin for 3-week session			
May 12	Last day to withdraw from courses			
<u> </u>	•			
May 23 May 26	Last day of classes Memorial Heliday, No Classes (University Classed)			
•	Memorial Holiday – No Classes (University Closed) Faculty must have posted grades via "myTSU"			
May 28	All grades will be available when all summer sessions are completed			
	Full – 10 Week Session			
Mar 24 – Apr 28	Registration-All Summer Sessions			
May 26	Residence Halls open			
May 27	Classes begin for full 10-week session			
May 27 – June 6	Late registration/Schedule Adjustments			
June 19	Juneteenth Holiday Observed (University Closed)			
June 19	Founders Day (TBA)			
July 4	Independence Day Holiday – No Classes			
July 8 Last day to withdraw from 10-week courses				
July 8	uly 8 Last day to withdraw from University			
Aug 1	Aug 1 Last day of classes			
Aug 5	Faculty must have posted all grades via "MyTSU"			
Aug 8	Records Office releases all posted grades via "MyTSU"			
	Session I – Five Week Session			
May 27	Classes begin			
May 27 – June 6	Late registration/Drop/Add for Summer I			
June 19	Juneteenth Holiday Observed (University Closed)			
June 19	Founders Day (TBA)			
June 20	Last day to withdraw from First-session courses			
June 20 Last day to withdraw from University				
June 27 Last day of classes				
July 1 Faculty must have posted all grades via "MyTSU				
Aug 8 Records Office releases all posted grades via "MyTSU"				
	Session II – Five Week Session			
June 30	Classes begin			
June 30 – July 3	Late registration/Drop/Add for Summer II			
	1			

July 18	Last day to withdraw from Second-session courses	
July 18 Last day to withdraw from university		
Aug 1	Last day of classes	
Aug 5	Faculty must have posted all grades via "MyTSU"	
Aug 8	Records Office releases all posted via "MyTSU"	

Final examinations for summer semesters will be scheduled during the last official meeting date/time for each specific course.

OFFICE OF ACADEMIC AFFAIRS (OAA) OVERVIEW

The OAA establishes the academic strategic plan aligned with university goals. Regular assessment ensures objectives are met through KPIs. Program reviews and learning analytics inform data-driven decisions. The office sets academic standards and policies for degrees, curriculum, instruction, integrity and student support. Resources and workshops optimize faculty success, mentorship, promotion and research. Student initiatives enhance advising, counseling, communities and accessibility to foster achievement, retention and timely graduation. Accreditation and compliance maintain accountability. Budgets, facilities and faculty lines are allocated strategically. Partnerships expand opportunities with schools, colleges, industry and internationally. Emerging technology optimizes pedagogy and data-informed strategies. Collectively, these efforts develop exceptional students and elevate TSU's excellence locally and globally.

College of Agriculture

The Department of Human Sciences achieved reaccreditation from the AAFCS and ACEND, reaffirming its commitment to rigorous academics and high-quality education in family and consumer sciences and nutrition/dietetics. This allows students confidence in the department's dedication to excellence and career preparation. Additionally, the BS in Agricultural Sciences and graduate programs underwent external reviews in Fall 2023, emerging successfully. The evaluations affirmed TSUAg's focus on academic excellence through its innovative curriculum, committed faculty, and strong research. The accreditations and positive reviews demonstrate the programs' ongoing work to maintain the highest standards while advancing agricultural sciences through education.

College of Business

The College of Business at Tennessee State University currently offers degrees at the Graduate (MBA & EMBA) and Undergraduate (BBA) levels in various majors and Concentrations across four departments. Currently pending approval before Tennessee Higher Education Commission is an additional Master of Science degree program in Business Data Analytics (MSBDA) at the May 2024 meeting of the full commission. With a strong external academic reviewer recommendation and having completed an extended period for public comment, with final Commission approval, the proposed program appears set to be first offered in 2025 with the inaugural class of students.

The College of Business successfully recruited two distinguished faculty members to hold the Frist Chair of Excellence in Business with a focus in Accounting and the Chair of Excellence in Banking and Financial Services. The College is continuing its efforts to raise funds for yet a third Chair of Excellence in Supply Chain Management in the future. These Chairs of Excellence provide additional experience and expertise to support numerous student learning opportunities and extracurricular experiences to add to the underlying knowledge gained in all programs across the college.

College of Education

The College of Education received significant grants and honors. Over \$450,000 was received from the NSF including awards for meta-analysis, STEM career development research, and seed grants. Additional grants included Grow Your Own, GRACIE-OTL Title III funding, and awards for teacher leadership training and an assistant principal network. The college was named a minority member institution for the U.S. State Department's English language programs. A faculty member serves on the TESOL International Association board. The Early Childhood Education program earned the state's Program of Excellence award in 2023, demonstrating success. Substantial external funding supports the college's research mission and initiatives to strengthen educator preparation and diversity in the field.

College of Engineering

Improvements include completing design plans for a new 191,196 sq ft engineering building proposed to the state for \$185 million. Research funding doubled in 2023-2024 with most faculty involved in grants. Programs were re-accredited: CE/AE/EE/ME/CS until 2028 and AIT until 2025. Awards recognized program excellence - Dr. Tamara Rogers received the Amazon Endowed Professorship in Computer Science. Dr. Amir Shirkhodaie holds the Navy Distinguished Fellowship Professorship in Mechanical Engineering. Dr. Lin Li earned the Peter G. Hoadley Award for Outstanding Engineering Educator from the Tennessee Section of ASCE. These honors and investments will elevate research and the student experience.

College of Health Sciences

The college added new programs and received grant funding to support initiatives. An approved BS in Dental Hygiene will begin fall 2023. A PhD in Public Health is in the THEC approval process. Clinics include the Dental Hygiene, Tiger Rehabilitation, Speech Pathology clinics. The Maternal Health Disparities Research Center was established through an HRSA grant. Title III funding supported academic preparation of underrepresented health students. Grant funding was also received from the TN Department of Health for online courses. Programs are nationally ranked and the POTUS Fellows program won the APTA Minority Initiatives Award in 2020. Fulbright scholarships went to faculty. The Dean received the highest honor from APTA. The Tiger Rehab Clinic was the first at an HBCU for physical/occupational therapy students.

College of Liberal Arts

The college received several grants and awards to support students and programming. The Communications department was given \$150,000 from Comcast and NBCUniversal to support media education. The Music department received \$100,000 for scholarships from the Tom Joyner Foundation. A new Multidisciplinary Studies major launched to assist returning students. The State of Black Design conference brought networking opportunities. Music endowed 2 memorial scholarships and hosted the Music Business Accelerator. TSU participated in the HBCU tour of the Our Friend Jean exhibition. The 10th annual Africa Conference drew international scholars. Art & Design faculty designed the Predators' Black History Month jerseys. History professor Learotha Williams continues the North Nashville Project highlighting Civil Rights history with an upcoming app.

College of Life and Physical Sciences

Tennessee State University and HCA Healthcare announced a major partnership to support healthcare education. HCA gifted TSU \$1.4 million to provide scholarships for students aiming to become doctors or technology experts. The donation includes funding for 12 students in TSU's Dr. Levi Watkins Jr. Institute accelerated medical program and 3 computer science majors. The goal is to increase African American representation in healthcare and tech fields. HCA scholars will receive hands-on training opportunities, mentorship, leadership seminars, career guidance and internships. Grants and awards were also received including a poster prize, an ecology award, supercomputing allocation, and a junior faculty research award alongside the major HCA donation to the Levi Watkins Institute.

College of Public Service

The college hosted several impactful events, such as the Hollace Brooks Social Work event honoring the past and Black History Month celebrations focused on aging Black community support and home ownership challenges. The CARES Speaker Series and annual CARES Conference on Aging brought noteworthy guests. Events also included a Homecoming panel on mayoral elections and the first FBI Collegiate Academy. Social Work Day on the Hill advocacy and the Department of Corrections certificate and undergraduate degree programs received grant funding. Additional grants supported COVID disparities research, CARES programming, civic engagement, health equity research, and faculty development. Urban Studies and Public Administration research was recognized, including work on single-family rentals and knowledge management. Faculty participated in AI fellowship and program assessment initiatives.

Honors College

The University Honors College is a distinguished academic support program that attracts and retains the academically best and brightest students at Tennessee State University. The Honors College has produced some very outstanding scholars in the various disciplines at Tennessee State University. Honors students, for three consecutive years, have won first place in research at the National Association of African American Honors Conferences (NAAAHP), to joining faculty members in publishing scientific research in scholarly journals, to championship in Quiz Bowl competition on the national level.

School of Graduate Studies

The graduate school provided several initiatives to support students. A thesis and dissertation workshop series offered seminars on topics like guidelines, formatting, statistics and the writing center. The APEXx model aims to recruit and support underrepresented STEM students through mentorship, outreach and partnerships. Funding is sought for this \$750,000 Title III initiative. The "Road to 2K" marketing campaign was proposed with goals of increasing visibility through branded content, paid digital ads, social media, email marketing and geofencing. Grants were also received, including MUREP funding from NASA to engage underrepresented groups in STEM. International opportunities for students included expanded study abroad and internship programs.

International Programs

Improvements in global outreach and partnerships were established: The university joined the Welcome US Campus Network which supports newcomers seeking education. Relationships were built with institutions in Colombia through the US Embassy in Bogota and Colombian agencies. This provides opportunities for student and faculty exchange while leveraging both sides' strengths in diversity. As the Fulbright advisor, the university was recognized among top HBCU producers for three years. Fulbright supports international academic experiences. Grants were also received including Title III funding for Global Faculty Fellows and a US State Department grant supporting an international scholar at TSU through programs like Fulbright and Humphrey Fellows.

Academic Student Support Career Pathways

Improvements aimed to better align academics with career opportunities. A first destination survey and sophomore initiative were implemented to gain insight into students' post-graduation plans and interests early in their academic careers. This information is now being used to help advise students on pathway options that can lead directly to the workforce. By understanding destination points and passions, advisors can more strategically connect academic programs to real-world careers. The sophomore initiative in particular engages students during a pivotal point when they are choosing majors, helping to guide their selections toward fields that are in demand or have desirable employment outcomes. This enhances career preparation and planning for economic success.

Dual Enrollment

Improvements were made to expand educational access and opportunities for students. Two new memorandum of understanding (MOU) agreements were initiated with counties in Tennessee to start accepting their dual enrollment students beginning in Fall 2024. This will broaden the number of high school students able to earn college credits. Additionally, a compensation model is being created to reward high school adjunct instructors who teach dual enrollment courses during regular school hours. The goal is to retain high-quality educators for the program while recognizing the additional workload responsibilities. By establishing new partnerships and supporting instructors, more students will gain exposure to higher education coursework through dual enrollment.

Academic Achievement & Retention Center (AARC)

Improvements integrated emerging technologies to bolster student support. Academic coaches collaborated with adaptive learning software to develop personalized Academic Development Programs (ADP) using artificial intelligence. AARC incorporated mixed reality and augmented reality into outreach. Events in residence halls and with student organizations used VR/AR to immerse participants in interactive academic simulations. Tutoring was enhanced with AI chatbots and virtual assistants accessible on demand. The unified approach across learning centers, retention, and success coaching leverages technology to proactively address retention through personalized engagement.

Libraries and Media Centers: Improvements Made and Grants

The library conducted various outreach programs on campus. Open houses were held for the

main library and MakerSpace. During American Heart Month, a collaboration with the College of Health featured student presentations. For international students, an event entitled "Our Stories Brought Us Here" had them share their experiences. Student write-ins during finals provided tutoring to help finish papers. A copyright workshop supported faculty. Wikipedia editarthons were held jointly with another university for Black History Month and Women's History Month to contribute to online knowledge. These initiatives aim to engage with the campus community through education and collaboration.

Global Online/TN e-Campus

To provide/deliver a high quality, dynamic, and innovative educational experience steeped in Tennessee State University's tradition of academic excellence and one that is unique, flexible & convenient and can be completed from anywhere in the world. Utilizing both synchronous and asynchronous forms of delivery, TSU Global Online supports excellence in university instruction and establishing an active and enriching virtual learning environment. TSU Global Online is also committed to providing opportunities for life-long leaners to engage in personal, career, and/or professional development courses and activities via non-credit programming.

IMPROVEMENTS

TSU Global Online Initiatives

Professional development workshops and trainings were facilitated for faculty and staff. This included a workshop on using Turnitin for thesis/dissertation reviews in collaboration with the School of Graduate and Professional Studies. Additionally, two sessions were conducted as part of the 2023 Faculty Development Kick-off series focusing on retaining online students and reimagining the post-pandemic classroom. CTLT 102-104 eLearn workshops were also offered in the spring and fall semesters. A TSU eLearn Quick Start Reference Guide was developed and shared with new faculty and adjuncts to support their use of eLearn online courses. The guide is accessible at the provided online URL.

Continuing Education Initiatives

This continuing education program has implemented several initiatives to strengthen its offerings. A systematic approach was developed to evaluate and approve program quality, including budget management for revenue sharing. New workforce development courses were activated through state workforce programs like Jobs4TN and the Department of Labor. These include additions to the Eligible Training Provider List. Approval was also obtained for new courses and cost increases through the Northern Middle TN Workforce Board. Programs given approval were Clinical Dental Assistant and CPC Certified Medical Administrative.

Avon Williams Off-Campus Instructional Site: SMART Technology Innovations

The Avon Williams Campus of Tennessee State University stands as a beacon of academic excellence and community empowerment for Nashville. As an extension of TSU, an HBCU, it provides accessible education. TSU's Smart Center received accreditation for its innovative work in AI. Grants from Hewlett, Apple, T-Mobile, and Best Buy support research. TSU is pioneering AI education through partners like a robot dog ambassador. It aims to increase representation in

tech and show students career opportunities. Media highlights their work developing AI among HBCUs to revolutionize learning and address the digital divide.

Media Highlights

- TSU Smart Center Receives SACSCOC Recommendation For Innovative Center
- TSU Spearheads AI Research, Partnering With Big Names In Technology
- AI To Revolutionize How Students Learn And Teachers Teach

Title III Administration

Title III supports 60 graduate students through teaching, research, and administration positions. It funds 18 POTUS Fellows with stipends, tuition, books and research costs to help faculty. Over \$1 million went to the library for new databases and journals in underrepresented fields like nursing and engineering. Title III provided professional development for faculty and staff through 8 seminars on topics like leadership, software and mental health. It also funded a staff development certification program. Title II contributed \$850,000 to a 20-year endowment, with interest now funding undergraduate scholarships.



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

ITEM: Enrollment Update

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Student and Academic Affairs Committee,

Trustee Jeffery Norfleet

The President and/or a designee will provide a report on this agenda item.

ENROLLMENT UPDATE Board of Trustees Meeting June 6, 2024

Spring 2024 Enrollment by Classification as of June 3, 2024

UNDERGRADUATE	Total
Freshmen	1074
Sophomore	1796
Junior	998
Senior	1070
Undergraduate Special	88
Total Undergraduate Enrollment	5026
GRADUATE	Total
Doctoral	355
Masters	710
Specialist in Education	6
Graduate Special	90
Total Graduate Enrollment	1,131
TOTAL SPRING 2024 ENROLLMENT	6,157

Yr. over Yr. Enrollment Data as of June 3, 2024

Year	Freshman	Soph	Junior	Senior	Special	Total Fall	Total	Total
						Undergraduate	Graduate	Enrollment
						Enrollment	Enrollment	
Fall 2020	1841	909	1065	1401	227	5443	1509	7052
Fall 2021	2124	1055	1006	1396	442	6023	1623	7646
Fall 2022	3794	1090	877	1193	275	7229	1496	8725
Fall 2023	2510	1813	931	1080	253	6587	1393	7980

First-Time Full-Time Freshman One-Year Retention Rates Fall 2019 – Fall 2023

Year	Percentage
Fall 2019	64%
Fall 2020	64%
Fall 2021	52%
Fall 2022	60%
Fall 2023	60%

First Time Freshman Enrollment

Term	Total FTF
Fall 2019	1268
Fall 2020	1703
Fall 2021	1637
Fall 2022	3585
Fall 2023	1770
Average FTF	
Class	1992

Fall 2024 Admissions As of: June 3, 2024

Application Type	Total App/Interest	Total Apps Submitted	Total App Completed	Total Admit by Type
Freshmen (FTF)	29,002	18,145	9,884	6,813
Transfer	2,969	1,840	1,123	1123
Readmit	811	744	739	739
Transient	142	113	59	56
Dual Enrollment	124	75	4	0
Special non-Degree	68	51	1	1
Grand Total	33,116	20,968	11,810	8,732

FTF Goal: 1783 Transfer Goal: 350

Intent to Enroll	FTF	Transfer
Total	1687	399
In State	423	97
Out-of-State	1264	302

Top 5 States by Interests	Top 5 States by Admits Planning to Enroll
1. TN – 5062	1. TN – 777
2. GA – 3692	2. GA – 242
3. MD – 1713	3. IL – 133
4. CA – 1636	4. AL – 107
5. IL – 1572	5. IN – 85

Terms of Reference

First-Time Freshmen – A new student who has never attended a college or university since high school graduation is referred to as a first-time freshman.

Transfer – A transfer student describes a student who transfers universities during their academic career.

Readmit – A readmit student is a formerly enrolled, fully matriculated, degree-seeking student who attended a university for one semester before leaving.

Dual Enrollment – A dual enrollment student is a part of a program that allows students to enroll in college-level coursework while still in high school and earn college credit.

Special non-Degree – A special non-degree student is an undergraduate who has completed four years of college or university coursework and wants to enroll in undergraduate programs without pursuing a second degree.

Transient – A transient student is one who is temporarily enrolled at one college or university and studying at another.

FALL 2024 UNDERGRADUATE APPLICATION POOL ANALYSIS
As of: June 3, 2024

Semester	As of Date	Admitted	Denied	W/D	Grand Total
Fall 2020	8-June-20	5436	799	233	10847
Fall 2021	8-June-21	5771	721	30	11200
Fall 2022	8-June-22	13187	895	84	22094
Fall 2023	8-June-23	11833	1444	4	17601
Fall 2024	20-May-24	8535	3008	305	20968

- Fall 2024 First-Time Freshman Enrollment Goal: 1783
 - o First-Time Freshman (FTF) Admits: 6813
 - Average GPA: 3.63 which is a 0.17 increase year over year.
 - Average ACT/SAT: 19/1000 which is flat year over year.
 - Intent to Enroll: 1679
 - Average GPA: 3.54 which is a 0.21 increase year over year.
 - Average ACT/SAT: 19/980 which is flat year over year.
- Fall 2024 Transfer Student Goal: 350
 - o Transfer Admits: 443
 - o Intent to Enroll: 324
- Total First Year Student Goal: 2133
 - Each week, the President's Cabinet is briefed on the metrics regarding enrollment data.
 - The Admissions and Housing teams work together each week to review housing applications and enrollment trends to ensure we are on par with goals and capacity.



BOARD OF TRUSTEES

<u>INFORMATION ITEM</u>

DATE: June 7, 2024

ITEM: Institutional Merit Scholarship Update

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Student and Academic Affairs Committee,

Trustee Jeffery Norfleet

The President and/or a designee will provide a report on this agenda item.

The Office of Institutional Merit Scholarships

OBJECTIVE

"Enhance, Access and Academic Excellence"

To identify, attract, and support exceptionally talented and diverse students through merit-based scholarships, fostering academic excellence, and contributing to the vibrant intellectual community at Tennessee State University.

MERIT SCHOLARSHIPS FOR THE 2024-25 ACADEMIC YEAR

> TIER ONE

Consists of the three highest levels of merit scholarships: **The Presidential, The Trustee,** and **The Academic**. These scholarships cover up to 60-80% of the overall cost, which includes tuition, housing, meal plan, maintenance, program, and other fees related to courses, labs, and clinics.

> TIER TWO

It consists of the transfer and a mid-level merit scholarship. **The Future Tiger Transfer** and **The Big Blue** merit scholarships cover up to 40-50% of the overall cost, which includes tuition, maintenance, program fees, and other fees related to courses, labs, and clinics.

> TIER THREE

In response to the needs of many students, administrators, and parents, we are introducing four new merit scholarships in the third tier. They are the **TSU Think, TSU Work, TSU Serve** and **Tiger Elite merit scholarships.** These scholarships are designed to assist continuing/upper-level students who have consistently demonstrated exceptional academic performance but were not awarded a merit scholarship when they initially began. We encourage eligible students to apply this summer when the application opens. They are for only one semester and will be awarded starting in Fall 2024.

> SPECIAL INTEREST GROUPS

The Special Interest Group scholarships offer unique opportunities for students with specific interests or backgrounds. The Dr. Levi Watkins Jr. Institute scholarship, MNPS Trailblazing to TSU, and International Tuition Assistance Grant (ITAG) are designed to support students in their academic journey. Two of these scholarships cover up to 100% of the overall cost, including tuition, books, housing, meal plans, and other fees. The ITAG is specifically for deserving and qualified international students seeking to further their education within the United States, particularly at Tennessee State University.

MERIT SCHOLARSHIPS FOR THE 2024-25 ACADEMIC YEAR

WILIT SCHOL		OR THE 202	20 HOHDE	VIIC I LIII		
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		Minimum of	26-27 or			
Scholarship (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		Minimum of	24-25 or			
Award (Out-of-State)	\$21,630*	3.3 or higher	higher	1160-1220+		
TIER TWO						
Future Tiger Transfer		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 Sophon	ores, Juniors, and Senio	rs only)				
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.			28 or higher			
Institute	\$24,630*	3.5 or higher		1310 or higher		
MNPS Trailblazing to TSU	\$20,000*	3.2 or higher	20 or higher	1030 or higher		
(ITAG) International	\$10,000-					
Tuition Assistance Grant	\$20,000*	3.2 or higher	19 or higher	990 or higher		

NOTE: Dates and amounts are subject to change based on fiscal projections and approvals. *

APPLICATION PERIOD

To be considered for an academic scholarship, new first-time freshmen and transfer students who are starting their collegiate journey in the Fall of 2024 <u>must</u> complete and submit an application for Admissions, a high school transcript, and an official ACT or SAT score to be considered for one of the University's Merit Scholarships. (**NOTE:** Transfer students are not required to submit high school transcripts or test scores; only their most recent college transcripts).

ELIGIBILITY CRITERIA

To be eligible for consideration, students must meet the following minimum criteria:

- A student must have a cumulative GPA of 3.0 or higher,
- An ACT composite score of 19 or higher, or
- ➤ An SAT score of 990-1150 or higher.

SELECTION PROCESS

The merit scholarships are offered on a first-come, first-serve basis. Once all required documents have been received, weighted GPAs and test scores will be reviewed to determine scholarship eligibility. Students who've completed their admissions by the deadline and meet the merit scholarship requirements for a merit scholarship will be offered the appropriate scholarship as long as funding is available. Merit scholarship offers are sent digitally from our PandaDoc system; students who meet the merit scholarship requirements will receive an email to the email address they provided on their admissions application. For this upcoming year, offers began going out **on December 1**st.

CURRENT STATUS

- > \$5,000,000 was budgeted and approved for the merit scholarship for the 2024-25 academic year.
- ➤ 420 total merit scholarships are projected to be accepted. This is approximately 11% of the total scholarship budget.
- > Statistics: 181 have offers have been completed/accepted.
- > Remaining: 239
 - Tier 1 = 15
 - Tier 2 = 87
 - Tier 3 = 80
 - Special Interest Groups = 47
- Current amount of funding used so far: \$3,498,322.00 approximately.
- > Current amount remaining: \$1,501,678.00 approximately.
- The estimated additional funding needed to ensure all eligible students are offered a merit scholarship from all sections: \$5,653,070.
- The OIMS website was updated and officially launched to coincide with the office email meritscholarships@tnstate.edu to aid in informing the public and communication.
- ➤ Rounds of offers are in progress, offers are still being sent, and preparation for the launch of the transfer and Tier 3 is in progress.



BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

ITEM: Student Affairs Report

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Student and Academic Affairs Committee,

Trustee Jeffery Norfleet

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

Division of Student Affairs, Board Report

The Division of Student Affairs is comprised of 13 units, Career Development Center, Floyd Payne Campus Center, Student Conduct, Student Counseling Center, Health Services, Residential Life, (Housing), Men's Initiative, Student Activities, Cheerleading, Aristocrat of Bands, Ralph Boston Wellness Center, the Women's Center, and our newest unit, the Navigation 1Stop Center.

Division Highlights

University Health Center

The University recently welcomed Dr. Dorsha James as the new full-time physician at the student health center. Dr. James, a highly skilled physician with extensive experience, had a part-time role at the University prior. The Student Health Center (STC) staff has done a phenomenal job in raising awareness within our campus community about Diabetes, STDs, and crucial information regarding drugs and alcohol. The Center welcomed 1,794 medical visits between July 2023- May 2024.

The Student Health Center organized a campus-wide Health Fair, hosting 11 organizations and engaging over 350 students, staff, and faculty members. Services provided at the fair included STD/HIV testing, distribution of free condoms, immunizations (including COVID and flu shots), and screenings for both sickle cell trait and kidney disease. Additionally, Drunk Goggles were utilized to simulate the effects of intoxication for students and guests.

Customer Service survey viewed the event as a great success, it was described as a phenomenal event, an opportunity for providers to explain the importance of knowing if you have sickle cell trait, and it allowed providers to develop community partnerships with students and staff.

In the 2023-24 academic year, the center prioritized hiring student workers with clinical backgrounds, such as Certified Nursing Assistants (CNAs) and Emergency Medical Technicians (EMTs). This strategy has not only improved office efficiency but also facilitated student learning opportunities.

Office of Student Activities

Ms. Cristal Roach, an alumna of Tennessee State University, leads the Office of Student Activities (OSA). During the 2023-24 academic year, the OSA staff successfully supervised and managed over 47 student-led events, drawing significant participation from the student body.

The University Association Student Organizations (UASO) oversees more than 89 registered student clubs and organizations, including those affiliated with the National Pan-Hellenic Council, special interest groups like State/City organizations, and the Religious Fellowship Council (RFC). In the 2023-24 academic year, the Council of Fraternal Organizations (CFOs) recruitment cycle welcomed 780 new members.

Additionally, the OSA is committed to supporting the 84 Student Government Association (SGA) administration. The top four elected officials are Crishonda O'Quinn (President), Aniya Sanders (Vice President), Chandler Holt (Miss TSU), and Chandler Cotton (Mr. TSU).

University Counseling Center

The University Counseling Center has undergone significant and remarkable growth in staff and opportunities during the 2023-24 academic year. Currently, Dr. Sydnee Collins serves as the interim director of the center. Alongside Dr. Collins, there are three counselors, three graduate student interns, three practicum trainees, two center consultants, a psychiatrist responsible for medication prescriptions, and a new administrative assistant.

This expansion in staff has greatly benefited the campus community, resulting in a 34% increase in counseling sessions, serving 743 individuals. Additionally, the center has actively participated in 18 outreach events, collaborating with campus partners, and hosting its own events.

The increased staff capacity has also led to the elimination of waiting lists and reduced wait times between appointments. To accommodate the new staff and enhance visitor privacy, the Center plans to relocate to Clement Hall.

Looking ahead to the 2024-25 academic year, Dr. Collins aims to expand outreach group therapy services and launch Peer Assisted Wellness, a student-led mental health ambassador awareness program. Based on our current projections we are forecasting a need for 3890 spaces (to include HOG and Jefferson Flats) but do not anticipate a need for additional overflow facilities at this time.

Residential Life and Housing

Based on our current projections we are forecasting a need for 3,890 bedspaces (to include HOG and Jefferson Flats) but do not anticipate a need for additional overflow facilities (hotels) at this time.

Date: 5/13/2024	Males	Females	Total	Assigned	Pending
Fall 2024 First Time Freshmen (FTF)	150	378	529	356	172
Fall 2024 Returning (RET)	881	1820	2701	41	2660
Fall 2024 Transfer/Readmit (TRRA)	18	33	51		
Total Applications (Overall)	1049	2231	3281	397	2832
Percentage Capacity	85%			12%	86%



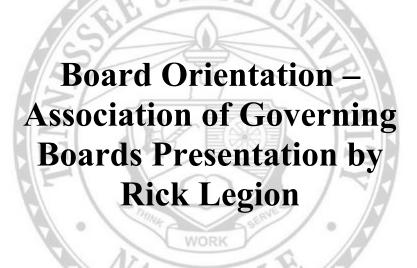
TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES GOVERNANCE AND GOVERNMENTAL AFFAIRS COMMITTEE MEETING AGENDA

9:00 a.m. CT Friday, June 7, 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. Board Orientation Association of Governing Boards Presentation by Rick Legion
- IV. Adjournment



BOARD OF TRUSTEES

<u>INFORMATION ITEM</u>

DATE: June 7, 2024

ITEM: Board Orientation – Association of Governing Boards

Presentation

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Governance and Governmental Affair Committee,

Trustee Terica Smith

An orientation presentation will be made by Rick Legion of the Association of Governing Boards.



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES AD HOC PRESIDENTIAL SEARCH COMMITTEE MEETING AGENDA

1:00 p.m. CT Thursday, June 6, 2024 Tennessee State University Main Campus – Hankal Hall 3500 John A. Merritt Blvd. Nashville, TN 37209

ORDER OF BUSINESS

- V. Call to Order
- VI. Roll Call/Declaration of a Quorum
- VII. Report on Status of Presidential Search Process
- VIII. Adjournment



BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

ITEM: Report on Status of Presidential Search Process

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Presidential Search Committee, Trustee Marquita

Qualls

Trustee Qualls will present a report on the status of the Presidential Search Committee.



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

ITEM: Report on TSU Athletics

RECOMMENDED ACTION: None

PRESENTED BY: Glenda Glover, President

President Glover or her designee will present a report on TSU Athletics.

REPORT ON TSU ATHLETICS

Competitive Success

- Tennessee State Softball finished third in the OVC, marking the highest finish in program history
- Tennessee State Softball reached the quarterfinals in the OVC Championship Tournament in Peoria, IL
- Tennessee State Women's Tennis advanced to the second round of the OVC Championship Tournament (Winning 4-2 versus Lindenwood)
- Tennessee State Women's Golf athlete Erin Marcelino was named to the All-OVC Women's Golf Team
- Tennessee State Men's Track and Field athlete Kenyon Johnson qualified for the NCAA Regionals in the triple jump
- Tennessee State Men's Track and Field 4x100 team finished first in the OVC Track and Field Championships
- TSU Sports Hall of Fame event honored (25) former Tigers on April 13, 2024

Academic Success

• Spring graduates (35 undergraduate student-athletes and 9 graduate student-athletes)

Head Coaching Hires

Candice Dupree

- WNBA legend Candice Dupree was hired as the Women's Basketball coach at Tennessee State University
- Candice Dupree is a 7x WNBA All-Star and ranks 6th-All Time in WNBA scoring
- Candice Dupree won a WNBA championship with the Phoenix Mercury in 2014
- Candice Dupree is a former San Antonio Spurs assistant coach

Duante' Abercrombie

- Tennessee State University's and an HBCU's first Ice Hockey coach
- Historic step towards making the game of hockey more inclusive
- Product of an HBCU; Hampton graduate
- Former player development coach; NHL Toronto Maple Leafs and Washington Capitals
- Actively recruiting for the program
- Intent to play as a Division I independent (Fall of 2025)
- TSU Athletics has submitted required paperwork with the NCAA to become a recognized Division I program in 2025

Upcoming Events (Summer/Fall of 2024)

Roar City Tour-Nashville

Date: June 21, 2024

During: TSUNAA Convention

Purpose: To engage and inform TSU alumni on the future of the University's sports programs.

"Deserve 2 Win" Celebrity Basketball Weekend

Dates: June 28-29, 2024

Location: Tennessee State University

Overview: Fundraising Reception (June 28th), Celebrity Game (June 29th)

2024 Senior Kickoff Luncheon

Date: August 23, 2024

Purpose: A fundraising event that recognizes and celebrates the senior football student-athletes.

2024 John A. Merritt Classic

Date: August 31, 2024

Match-up: Tennessee State University vs Mississippi Valley State University

Location: Nissan Stadium

TSU Homecoming

Date: October 12, 2024

Match-up: TSU vs Eastern Illinois

Location: Nissan Stadium

TSU vs Howard (Home and Home Series)

Date: October 19, 2024 Location, Washington, DC

Howard University will be celebrating their 100th Homecoming Anniversary

Date: October 18, 2025 Location: Nashville, TN

Future HBCU Games

Howard ('24,'25) NC A&T ('25,'28) *Alabama State

Alabama State

*Florida A&M

^{*}Currently in the negotiation phase.



BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

ITEM: Report on Research and Sponsored Programs

RECOMMENDED ACTION: None

PRESENTED BY: Glenda Glover, President

President Glover or her designee will present a report on Research and Sponsored Programs.

Research and Sponsored Programs FY 2024 Grant Awards and Submissions Report

Total Grant Awards

In FY 2023, the institution achieved a milestone by receiving the highest amount of grant awards in its history, totaling \$100,031,083 and distributed across 184 awarded grants.

In FY 2024 (as of May 20th) the total amount of grant awards received was \$85,670,270, distributed across 178 awarded grants.

FY2023 FY2024

Total Project: \$100,031,083
Number of Awards: 184
Total Submissions: 221
Total Project: \$85,670,270 (as of 5/20)
Number of Awards: 178
Total Submissions: 192

- Requested Amount: \$237,670,398 - Requested Amount: \$159,550,279

Year-over-Year Comparison

When comparing the two fiscal years, the amount received as of May 20 in FY 2024 (\$85,670,270) represents an 11% increase of \$8,642,854, compared to FY 2023's \$77,027,416. Additionally, the number of awarded grants increased in FY 2024 to 178 from 166 in FY 2023, marking a 7.2% increase. However, the number of grant submissions saw a decline of 3.5% from FY 2023 (199) to FY 2024 (192). This reduction was also reflected in the total amount requested in FY 2023 (\$208,542,104) as compared to that requested in FY 2024 (as of May 20 (\$159,550,279)), representing a decline of 23.4%.

Grant Award Highlights

Dr. Emmanual Omondi College of Agriculture

Climate Smart Fiber Hemp: Connecting the Nation's Underserved Farmers, Climate Change Mitigated and Novel Market Opportunities

USDA \$4,972,898

Dr. Quincy Quick Research and Sponsored Programs Tennessee State University Center of Biomedical Sciences U.S. Dept. of Education \$4,946,573

Dr. Amir Shirkhodaie College of Engineering Synthetic Lidar Imaging for Training Deep Learning Classifiers in Degraded Visual Environments Office of Naval Research \$1,190,584

FY2023 Grant Agency B	reakdown	
AGENCY		Award amount
USDA	\$	42,295,706
TN Dept. of Human Services	\$	16,160,031
Dept of Education	\$	11,833,439
Dept of Energy	\$	5,923,437
HHS	\$	5,523,153
NSF	\$	5,314,034
U.S. Department of Commerce	\$	2,970,000
Tennessee Department of Transportation (TDOT)	\$	1,367,000
Tennessee Board of Regents Special Allocations	\$	1,064,525
TN - THEC	\$	870,700
DOD	\$	801,994
NIH	\$	568,182
Federal Railroad Administration (FRA)	\$	499,965
Apple Community Education Program	\$	494,833
NASA	\$	348,997
Foundation for Food and Agricultural Research	\$	338,039
Air Force Office of Scientific Research (AFOSR)	\$	299,674
Metropolitan Nashville Public School	\$	294,000
Amazon	\$	240,000
U.S. Small Business Administration / MISU	\$	162,999
	\$	
Verizon Innovative Learning (The National Association State of Tennessee Thomas and Patricia Frist	\$	159,993
TN - Tennessee Wildlife Resources Agency	\$	155,661
		153,168
TN - State of TN Department of Intellectual and Develop	-	142,000
TN - TBR	\$	137,000
TN Dept. of Health	\$	125,000
TN Commissioner of Finance and Administration	\$	117,186
Thurgood Marshall College Fund	\$	112,500
College of Engineering	\$	110,000
State of Tennessee Treasury Dept.	\$	107,025
Tennessee Wildlife Resources Agency	\$	103,048
USAID/ Prudue University	\$	98,843
Program Income	\$	94,020
The National Association for Community College Entre	\$	87,000
1890 Universities Foundation	\$	80,495
U.S. Forest Service	\$	80,000
TN Dept. of Agriculture	\$	74,439
TN - State of Dept. of Correction	\$	70,875
TN Dept. of Correction	\$	70,875
NCAA	\$	62,400
U.S. Department of Transportation	\$	58,771
ICON 360, INC	\$	50,000
Waste Management	\$	50,000
TN-DOT/University of Memphis	\$	48,001
National 4-H Council	\$	42,476
Supply Chain Companies	\$	32,444
State of Tennessee	\$	31,800
2022 Dwight David Eisenhower Transportation Fellows	\$	31,000
The Nuckolls Fund for Lighting Education, Inc.	\$	30,000
TN Soybean Promotion Board	\$	30,000
TN Dept. of Commerce and Insurance	\$	29,495
U.S. Corp of Engineering - The Trustees of the Stevens Ir		27,311
ACS Chemistry for Life	\$	20,000
Karl Storz Endoscopy-America, Inc. / Vanderbilt Univ. N		14,020
Bayer Research and Development Services IIC	\$	10,000
Electric Power Research Institute	\$	9,530
The Society for the Psychological Study of Social Issues	\$	2,500
NFPAEducation and Techonology Foundation	\$	1,500
	\$	100,031,083
	ψ	100,031,083



BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

ITEM: President's Report

RECOMMENDED ACTION: None

PRESENTED BY: Glenda Glover, President

The President shall provide a report at the June 7, 2024, Tennessee State University Board of Trustees meeting.



BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 7, 2024

ITEM: Board Chair's Report

RECOMMENDED ACTION: None

PRESENTED BY: Board Chair, Trustee Dakasha Winton

Board Chair Dakasha Winton will provide a report at the June 7, 2024, Tennessee State University Board of Trustees meeting.



Appendix A

Tennessee Higher Education Commission Undergraduate Total Maintenance and Mandatory Fees

Austin Peay East Tennessee Middle Tennessee Tennessee State Tennessee Tech University of Memphis	1985-86 \$ 990 882 882 952 1,014	1986-87 \$ 1,125 1,062 1,040 1,066 1,092 1,220	Percent Increase 13.6% 20.4% 17.9% 12.0% 7.7% 19.6%	1987-88 \$ 1,209 1,138 1,112 1,140 1,197 1,296	Percent Increase 7.5% 5 7.2% 6.9% 6.9% 9.6% 6.2%	1988-89 1,263 1,192 1,146 1,194 1,266 1,354	Percent Increase 4.5% 4.7% 3.1% 4.7% 5.8% 4.5%	1989-90 1,370 1,280 1,236 1,290 1,358 1,452	Percent Increase 8.5% 7.4% 7.9% 8.0% 7.3% 7.2%	1990-91 \$ 1,504 1,384 1,350 1,400 1,462 1,564	Percent Increase 9.8% 8.1% 9.2% 8.5% 7.7% 7.7%	1991-92 6 1,610 1,456 1,418 1,466 1,536 1,635	Percent Increase 7.0% 5.2% 5.0% 4.7% 5.1% 4.5%	1992-93 5 1,708 1,554 1,586 1,612 1,634 1,748	Percent Increase 6.1% 5 6.7% 11.8% 10.0% 6.4% 6.9%	1993-94 1,794 1,643 1,660 1,686 1,723 1,843	Percent Increase 5.0% 5.7% 4.7% 4.6% 5.4% 5.4%	1994-95 \$ 1,860 1,690 1,774 1,798 1,822 1,922	Percent Increase 3.7% 2.9% 6.9% 6.6% 5.7% 4.3%	1995-96 \$ 1,928 1,878 1,962 1,846 1,870 2,094	Percent Increase 3.7% 11.1% 10.6% 2.7% 2.6% 8.9%	
UT Chattanooga UT Knoxville UT Martin	\$ 960 1,125 1,038	\$ 1,154 1,323 1,173	20.2% 17.6% 13.0%	\$ 1,228 1,404 1,254	6.4% 6.1% 6.9%	1,282 1,466 1,330	4.4% 4.4% 6.1%	1,376 1,582 1,430	7.3% : 7.9% 7.5%	1,488 1,712 1,546	8.1% 8.2% 8.1%	1,558 1,788 1,620	4.7% 4.4% 4.8%	1,670 1,898 1,728	7.2% \$ 6.2% 6.7%	1,770 2,018 1,810	6.0% 6.3% 4.7%	\$ 1,964 2,052 2,030	11.0% 1.7% 12.2%	1,932 2,164 1,958	-1.6% 5.5% -3.5%	
Austin Peay East Tennessee Middle Tennessee Tennessee State Tennessee Tech University of Memphis	1996-97 \$ 2,090 1,928 2,012 1,896 1,920 2,180	Percent Increase 8.4% 2.7% 2.5% 2.7% 4.1%	1997-98 \$ 2,262 2,100 2,186 2,098 2,116 2,412	Percent Increase 8.2% 8.9% 8.6% 10.7% 10.2% 10.6%	1998-99 \$ 2,452 2,384 2,376 2,288 2,306 2,630	Percent Increase 8.4% 13.5% 8.7% 9.1% 9.0% 9.0%	1999-2000 5 2,566 2,532 2,500 2,422 2,420 2,818	Percent Increase 4.6% 5 6.2% 5.2% 5.9% 4.9% 7.1%	2000-01 2,813 2,759 2,791 2,651 2,667 3,087	Percent Increase 9.6% 9.0% 11.6% 9.5% 10.2% 9.5%	2001-02 3,190 3,119 3,178 2,987 3,066 3,472	Percent Increase 13.4% 13.0% 13.9% 12.7% 15.0% 12.5%	2002-03 \$ 3,454 3,311 3,426 3,252 3,266 3,704	Percent Increase 8.3% \$ 6.2% 7.8% 8.9% 6.5% 6.7%	2003-04 4,004 3,839 3,990 3,788 3,750 4,234	Percent Increase 15.9% 15.9% 16.5% 16.5% 14.8% 14.3%	2004-05 4,224 4,059 4,210 4,008 3,970 4,480	Percent Increase 5.5% 5.7% 5.5% 5.8% 5.9% 5.8%	2005-06 4,635 4,487 4,576 4,384 4,396 5,084	Percent Increase 9.7% \$ 10.5% 8.7% 9.4% 10.7% 13.5%	2006-07 4,837 4,637 4,766 4,534 4,562 5,256	Percent Increase 4.4% 3.3% 4.2% 3.4% 3.8% 3.4%
UT Chattanooga UT Knoxville UT Martin	\$ 2,064 2,236 2,014	6.8% 3.3% 2.9%	\$ 2,200 2,576 2,240	6.6% : 15.2% 11.2%	\$ 2,464 2,744 2,342	12.0% 6.5% 4.6%	2,660 3,104 2,656	8.0% \$ 13.1% 13.4%	2,834 3,362 2,830	6.5% \$ 8.3% 6.6%	3,236 3,784 3,280	14.2% : 12.6% 15.9%	\$ 3,550 4,056 3,498	9.7% \$ 7.2% 6.6%	3,852 4,450 3,830	8.5% \$ 9.7% 9.5%	4,093 4,749 4,134	6.3% \$ 6.7% 7.9%	4,500 5,290 4,493	9.9% \$ 11.4% 8.7%	4,688 5,622 4,665	4.2% 6.3% 3.8%
	2007.00	Percent	2000.00	Percent	2000 40	Percent	2040.44	Percent	2044 42	Percent	2042.42	Percent	2042.44	Percent	204445	Percent	2045.46	Percent	2045 47	Percent	2047.40	Percent
Austin Peay East Tennessee Middle Tennessee Tennessee State	2007-08 \$ 5,238 4,887 5,278 4,856 4,880	8.3% 5.4% 10.7% 7.1%	2008-09 \$ 5,526 5,700 5,102 5,244	5.5% 6.4% 8.0% 5.1%	2009-10 \$ 5,868 5,593 6,048 5,444	6.2% 7.5% 6.1% 6.7%	2010-11 6,228 6,004 6,478 5,854 6,036	1ncrease 6.1% \$ 7.3% 7.1% 7.5%	2011-12 6,690 6,529 7,018 6,346 6,698	7.4% 3 8.7% 8.3% 8.4%	2012-13 6,918 6,997 7,492 6,702 6,948	3.4% 7.2% 6.8% 5.6%	2013-14 \$ 7,158 7,543 7,840 6,774 7,383	3.5% \$ 7.8% 4.6% 1.1%	2014-15 7,462 7,985 8,188 7,224 7,985	1ncrease 4.2% 5.9% 4.4% 6.6%	2015-16 7,801 8,332 8,404 7,417 8,353	4.5% \$ 4.3% 2.6% 2.7%	2016-17 7,995 8,599 8,610 7,568 8,551	2.5% \$ 3.2% 2.5% 2.0%	2017-18 8,225 9,015 8,948 7,776	2.9% 4.8% 3.9% 2.7%
East Tennessee Middle Tennessee	\$ 5,238 4,887 5,278	8.3% 5.4% 10.7%	\$ 5,526 5,201 5,700	5.5% 6.4% 8.0%	\$ 5,868 5,593 6,048	6.2% 7.5% 6.1%	6,228 6,004 6,478	6.1% \$ 7.3% 7.1%	6,690 6,529 7,018	7.4% \$ 8.7% 8.3%	6,918 6,997 7,492	3.4% 7.2% 6.8%	\$ 7,158 7,543 7,840	3.5% \$ 7.8% 4.6%	7,462 7,985 8,188	4.2% \$ 5.9% 4.4%	7,801 8,332 8,404	4.5% \$4.3% 2.6%	7,995 8,599 8,610	2.5% \$ 3.2% 2.5%	8,225 9,015 8,948	2.9% 4.8% 3.9%
East Tennessee Middle Tennessee Tennessee State Tennessee Tech	\$ 5,238 4,887 5,278 4,856	Increase 8.3% 5.4% 10.7% 7.1% 9.2%	\$ 5,526 5,201 5,700 5,102	5.5% 6.4% 8.0% 5.1% 5.3%	\$ 5,868 5,593 6,048	1ncrease 6.2% 7.5% 6.1% 6.7% 6.5%	6,228 6,004 6,478 5,854 6,036	1ncrease 6.1% \$ 7.3% 7.1% 7.5% 8.1%	6,690 6,529 7,018 6,346	7.4% 8.7% 8.3% 8.4% 11.0%	6,918 6,997 7,492 6,702	3.4% 7.2% 6.8% 5.6% 3.7%	7,158 7,543 7,840 6,774	3.5% \$ 7.8% 4.6% 1.1% 6.3%	7,462 7,985 8,188 7,224	1ncrease 4.2% \$ 5.9% 4.4% 6.6% 8.2%	7,801 8,332 8,404 7,417	4.5% \$4.3% 2.6% 2.7% 4.6%	7,995 8,599 8,610 7,568	2.5% \$ 3.2% 2.5% 2.0% 2.4%	8,225 9,015 8,948 7,776	2.9% 4.8% 3.9% 2.7% 3.8%
East Tennessee Middle Tennessee Tennessee State Tennessee Tech University of Memphis UT Chattanooga UT Knoxville UT Martin	\$ 5,238 4,887 5,278 4,856 4,980 5,802 \$ 5,062 5,932	8.3% 5.4% 10.7% 7.1% 9.2% 10.4% 8.0% 5.5% 7.3%	\$ 5,526 5,201 5,700 5,102 5,244 6,128 \$ 5,310 6,250 5,255	5.5% 5.6% 8.0% 8.0% 5.1% 5.3% 5.6% 4.9% 5.4% 5.0%	\$ 5,868 5,593 6,048 5,444 5,586 6,524 5,656 6,850 5,769	6.2% 7.5% 6.1% 6.7% 6.5% 6.5% 9.6% 9.8%	6,228 6,004 6,478 5,854 6,036 6,990 6,062 7,382 6,190	1.5% 5.3% 7.3% 7.5% 8.1% 7.1% 7.2% 7.8% 7.3% 7.3% 7.3% 7.3% 7.3% 7.3%	6,690 6,529 7,018 6,346 6,698 7,696 6,718 8,396	7.4% 8.7% 8.3% 8.4% 11.0% 10.1%	6,918 6,997 7,492 6,702 6,708 8,234 7,212 9,092 7,056	3.4% 7.2% 6.8% 5.6% 3.7% 7.0% 7.3% 8.3% 5.0%	\$ 7,158 7,543 7,840 6,774 7,383 8,666 7,555 10,062	3.5% \$ 7.8% 4.6% 1.1% 6.3% 5.2% 4.8% 10.7% 6.5%	7,462 7,985 8,188 7,224 7,985 8,973 8,138 11,003	1.0 Increase 4.2% 5.9% 4.4% 6.6% 8.2% 3.5% 7.7% 9.4% 6.8%	7,801 8,332 8,404 7,417 8,353 9,269 8,356 11,948 8,326	1.596 4.396 2.696 2.796 4.696 3.396 2.796 8.696 3.896	7,995 8,599 8,610 7,568 8,551 9,497 8,544 12,668	2.5% 5 3.2% 2.5% 2.0% 2.4% 2.5% 2.2% 6.0%	8,225 9,015 8,948 7,776 8,873 9,701 8,664 12,970	2.9% 4.8% 3.9% 2.7% 3.8% 2.1%
East Tennessee Middle Tennessee Tennessee State Tennessee Tech University of Memphis UT Chattanooga UT Knoxville UT Martin Austin Peay East Tennessee	\$ 5,238 4,887 5,278 4,856 4,980 5,802 \$ 5,062 \$ 5,062 \$ 5,062 \$ 5,062 \$ 5,005	8.3% 5.4% 5.4% 7.1% 7.1% 9.2% 10.4% 8.0% 7.3% Percent Increase 3.0% 2.9%	\$ 5,526 5,201 5,700 5,102 5,244 6,128 \$ 5,310 6,250 5,255 2019-20 \$ 8,627 9,491	Increase 5.5%; 6.4% 8.0% 5.1% 5.3% 5.6% 4.9% 5.4% 5.0%	\$ 5,868 5,593 6,044 5,586 6,524 5,656 6,850 5,769	10.00	6,022 6,004 6,478 5,854 6,036 6,990 6,062 7,382 6,190	Increase 6.1% \$ 7.3% 7.3% 7.5% 8.1% 7.5% 8.1% 7.2% 7.2% 7.2% 7.3%	6,690 6,529 7,018 6,346 6,698 7,696 6,718 8,396 6,718	7.4% 8.7% 8.3% 8.4% 11.0% 10.1% 10.8% 8.5% Percent Increase 0.0% 0.0% 0.0%	6,918 6,997 7,492 6,702 6,702 6,948 8,234 7,212 9,092 7,056	3.4% 7.2% 6.8% 5.6% 3.7% 7.0% Percent Increase 3.0% 2.9%	\$ 7,158 7,543 7,840 6,774 7,383 8,666 7,555 10,062	1.5% \$ 7.8% 4.6% 1.1% 6.3% 5.2% 4.8% 10.7% 6.5% 6.0% 6.7%	7,462 7,985 8,188 7,224 7,985 8,973 8,138 11,003 8,024	1.2% 5.9% 4.4% 6.6% 8.2% 3.5% 7.7% 9.4% 6.8% Low 0.0% 0.0% 0.0%	7,801 8,332 8,404 7,417 8,353 9,269 8,356 11,948 8,326 High 16.5% 20.4%	1.5% 4.5% 2.6% 2.6% 2.7% 4.6% 3.3% 2.7% 8.6% 3.8% 2.004-2005 1987-1998	7,995 8,599 8,610 7,568 8,551 9,497 8,544 12,668	2.5% 5 3.2% 2.5% 2.0% 2.4% 2.5% 2.2% 6.0%	8,225 9,015 8,948 7,776 8,873 9,701 8,664 12,970	2.9% 4.8% 3.9% 2.7% 3.8% 2.1%
East Tennessee Middle Tennessee Tennessee State Tennessee Tech University of Memphis UT Chattanooga UT Knoxville UT Martin	\$ 5,238 4,887 5,278 4,856 4,980 5,802 \$ 5,062 \$ 5,062 \$ 5,005	8.3% 5.4% 10.7% 7.1% 9.2% 10.4% 8.0% 5.5% 7.3%	\$ 5,526 5,201 5,702 5,102 5,244 6,128 \$ 5,310 6,250 5,255 2019-20 \$ 8,627	Increase 5.5% 1 6.4% 8.0% 5.1% 5.3% 5.6% 4.9% 5.0% Percent Increase 1.8% 1.8%	\$ 5,868 5,593 6,048 5,444 5,586 6,524 5,656 6,850 5,769	6.2% 7.5% 6.1% 6.7% 6.5% 6.5% 9.6% 9.8%	6,028 6,004 6,478 5,854 6,036 6,990 6,062 7,382 6,190	Increase 6.1% \$ 7.3% 7.3% 7.1% 7.5% 8.1% 7.1% 7.2% 7.8% 7.3%	6,690 6,529 7,018 6,346 6,698 7,696 6,718 8,396 6,718	7.4% 8.7.4% 8.7.4% 8.7.4% 8.3.4% 8.4.4% 11.0.4% 10.1.4% 10.8.5% 8.5.5%	6,918 6,997 7,492 6,702 6,948 8,234 7,212 9,092 7,056	Increase 3.4% 7.2% 6.8% 5.6% 3.7% 7.0% 7.3% 8.3% 5.0%	\$ 7,158 7,543 7,840 6,774 7,383 8,666 7,555 10,062	Increase 3.5% \$ 7.8% 4.6% 1.1% 6.3% 5.2% 4.8% 10.7% 6.5% 6.0%	7,462 7,985 8,188 7,224 7,985 8,973 8,138 11,003 8,024	1.0w 1.2w 1.2w 1.2w 1.2w 1.2w 1.2w 1.2w 1.2	7,801 8,332 8,404 7,417 8,353 9,269 8,356 11,948 8,326	Increase 4.5% 4.3% 2.6% 2.7% 4.6% 3.3% 2.7% 8.6% 3.8%	7,995 8,599 8,610 7,568 8,551 9,497 8,544 12,668	2.5% 5 3.2% 2.5% 2.0% 2.4% 2.5% 2.2% 6.0%	8,225 9,015 8,948 7,776 8,873 9,701 8,664 12,970	2.9% 4.8% 3.9% 2.7% 3.8% 2.1%
East Tennessee Middle Tennessee Tennessee State Tennessee Tech University of Memphis UT Chattanooga UT Knoxville UT Martin Austin Peay East Tennessee Middle Tennessee Tennessee State	\$ 5,238 4,887 5,278 4,856 4,980 5,802 \$ 5,062 5,932 5,005 2018-19 \$ 8,471 9,277 9,206 8,007	8.3% 5.4% 10.7% 7.1% 9.2% 10.4% 8.0% 5.5% 7.3% Percent Increase 3.0% 2.9% 2.9%	\$ 5,526 5,201 5,700 5,102 5,244 6,128 \$ 5,310 6,250 5,255 2019-20 \$ 8,627 9,491 9,424 8,183	Increase 5.5% 6.4% 8.0% 5.1% 5.3% 5.6% 4.9% 5.4% 5.0% Percent Increase 1.8% 2.3% 2.4%	\$ 5,868 5,593 6,048 5,444 5,586 6,524 5,656 6,850 5,769 2020-21 \$ 8,627 9,491 9,424 8,183	6.2% 7.5% 6.1% 6.7% 6.5% 6.5% 9.6% 9.8%	6,022 6,004 6,478 5,854 6,036 6,990 6,062 7,382 6,190 2021-22 8,761 9,674 9,592 8,335	Increase 6.1% \$ 7.3% 7.3% 7.1% 7.5% 8.1% 7.1% 7.2% 7.8% 7.3% Percent Increase 1.6% \$ 1.9% 1.8% 1.9%	6,690 6,529 7,018 6,346 6,698 7,696 6,718 8,396 6,718 2022-23 8,761 9,674 9,592 8,335	10.1% 8.5% 10.0% 1	6,918 6,997 7,492 6,702 6,948 8,234 7,212 9,092 7,056 2023-24 \$9,023 9,959 9,878 8,571	1.0 Increase 3.4% 7.2% 6.8% 5.6% 3.7% 7.0% 7.3% 8.3% 5.0% Percent Increase 3.0% 2.9% 3.0% 2.8%	\$ 7,158 7,543 7,840 6,774 7,383 8,666 7,555 10,062	1.5% \$.5% \$.5% \$.6% \$.5% \$	7,462 7,985 8,188 7,224 7,985 8,973 8,138 11,003 8,024	1.0 Increase 4.2% 5.9% 4.4% 6.6% 8.2% 7.7% 9.4% 6.8% Low 0.0% 0.0% 0.0%	7,801 8,332 8,404 7,417 8,353 9,269 8,356 11,948 8,326 High 16.5% 20.4% 17.9% 16.5%	1.5% 4.3% 4.3% 2.6% 2.7% 4.6% 3.3% 2.7% 8.6% 3.8% 2.004-2005 1987-1998 2004-2005	7,995 8,599 8,610 7,568 8,551 9,497 8,544 12,668	2.5% 5 3.2% 2.5% 2.0% 2.4% 2.5% 2.2% 6.0%	8,225 9,015 8,948 7,776 8,873 9,701 8,664 12,970	2.9% 4.8% 3.9% 2.7% 3.8% 2.1%
East Tennessee Middle Tennessee Middle Tennessee Tennessee State Tennessee Tech University of Memphis UT Chattanooga UT Knoxville UT Martin Austin Peay East Tennessee Middle Tennessee Tennessee State Tennessee State Tennessee Tech	\$ 5,238 4,887 5,278 4,856 4,980 5,802 \$ 5,062 5,932 5,005 2018-19 \$ 8,471 9,277 9,206 8,007	8.3% 5.4% 10.7% 7.1% 9.2% 10.4% 8.0% 5.5% 7.3% Percent Increase 3.0% 2.9% 2.9% 3.0% 2.6%	\$ 5,526 5,201 5,700 5,102 5,244 6,128 \$ 5,310 6,250 5,255 2019-20 \$ 8,627 9,491 9,424 8,183 9,318	Increase 5.5%; 6.4% 8.0% 5.1% 5.3% 5.6% 4.9% 5.0% Percent Increase 1.8% 2.3% 2.4% 2.2% 2.2% 2.2%	\$ 5,868 5,593 6,048 5,444 5,586 6,524 5,656 6,850 5,769 2020-21 \$ 8,627 9,491 9,424 8,183 9,828	10.0% (0.0%	6,022 6,004 6,478 5,854 6,036 6,990 6,062 7,382 6,190 2021-22 8,761 9,674 9,674 9,592 8,335 10,000	Increase 6.1% \$ 7.3% 7.3% 7.5% 8.1% 7.5% 8.1% 7.2% 7.2% 7.2% 1.8% 1.9% 1.8% 1.9% 1.8% 1.8%	6,690 6,529 7,018 6,346 6,698 7,696 6,718 8,396 6,718 2022-23 8,761 9,674 9,592 8,335 10,000	7.4% 8.7% 8.7% 8.3% 8.4% 11.0% 10.1% 10.8% 8.5% Percent Increase 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%	6,918 6,997 7,492 6,702 6,948 8,234 7,212 9,092 7,056 2023-24 \$9,023 9,950 9,878 8,871 10,830	3.4% 7.2% 6.8% 5.6% 3.7% 7.0% Percent Increase 3.0% 2.9% 3.0% 2.8% 8.3%	\$ 7,158 7,543 7,840 6,774 7,383 8,666 7,555 10,062	1.5% \$ 7.8% 4.6% 1.1% 6.3% 5.2% 4.8% 10.7% 6.5% 6.0% 6.6% 6.0% 6.5%	7,462 7,985 8,188 7,224 7,985 8,973 8,138 11,003 8,024	1.2% 3 5.9% 4.4% 6.6% 8.2% 3.5% 7.7% 9.4% 6.8% 6.8% 6.8% 6.8% 6.8% 6.8% 6.8% 6.8	7,801 8,332 8,404 7,417 8,353 9,269 8,356 11,948 8,326 High 16,5% 20,4% 17,9% 16,5%	1.5% 4.3% 2.6% 2.7% 4.6% 3.3% 2.7% 8.6% 3.8% 2.04-2005 1987-1998 1987-1988 2004-2005 2002-2003	7,995 8,599 8,610 7,568 8,551 9,497 8,544 12,668	2.5% 5 3.2% 2.5% 2.0% 2.4% 2.5% 2.2% 6.0%	8,225 9,015 8,948 7,776 8,873 9,701 8,664 12,970	2.9% 4.8% 3.9% 2.7% 3.8% 2.1%
East Tennessee Middle Tennessee Middle Tennessee Tennessee State Tennessee Tech University of Memphis UT Chattanooga UT Knoxville UT Martin Austin Peay East Tennessee Middle Tennessee Tennessee State Tennessee State Tennessee Tech University of Memphis	\$ 5,238 4,887 5,278 4,856 4,980 5,802 \$ 5,062 \$ 5,062 \$ 5,005 \$ 2018-19 \$ 8,471 9,277 9,206 8,007 9,103 9,701	8.3% 5.4% 10.7% 7.1% 9.2% 10.4% 8.0% 5.5% 7.3% Percent Increase 3.0% 2.9% 2.9% 3.0% 6.6% 0.0%	\$ 5,526 5,201 5,700 5,102 5,244 6,128 \$ 5,310 6,250 5,255 2019-20 \$ 8,627 9,491 9,424 8,183 9,318 9,924	Increase 5.5% 3 6.4% 8.0% 5.1% 5.3% 5.6% 4.9% 5.4% 5.0% Percent Increase 1.8% 2.3% 2.4% 2.3% 2.4% 2.3%	\$ 5,868 5,593 6,044 5,444 5,586 6,524 5,656 6,850 5,769 2020-21 \$ 8,627 9,491 9,424 8,183 9,828 9,924	Increase 6.2% 7.5% 6.1% 6.7% 6.5% 6.5% 9.6% 9.8% Percent Increase 0.0% 0.0% 0.0% 0.0% 0.0%	6,228 6,004 6,478 5,854 6,036 6,990 6,062 7,382 6,190 2021-22 8,761 9,674 9,592 8,335 10,000 10,056	Increase 6.1% \$ 7.3% 7.1% 7.5% 8.1% 7.1% 7.2% 7.2% 7.3% Percent Increase 1.6% \$ 1.9% 1.8% 1.9% 1.8% 1.3%	6,690 6,529 7,018 6,346 6,698 7,696 6,718 8,396 6,718 2022-23 8,761 9,674 9,592 8,335 10,000 10,056	10.8% 13.7% 10.8% 10.9% 10.9% 10.9% 10.9% 10.9% 10.9% 10.9% 10.9% 10.9% 10.9%	6,918 6,997 7,492 6,702 6,948 8,234 7,212 9,092 7,056 2023-24 \$9,023 9,950 9,878 8,571 10,830 10,344	Increase 3.4% 7.2% 6.8% 5.6% 3.7% 7.0% Percent Increase 3.0% 2.9% 3.0% 8.3% 2.9%	\$ 7,158 7,543 7,840 6,774 7,383 8,666 7,555 10,062	1.5% \$ 7.8% 4.6% 1.1% 6.3% 5.2% 4.8% 10.7% 6.5% 6.0% 6.6% 6.0% 6.5%	7,462 7,985 8,188 7,224 7,985 8,973 8,138 11,003 8,024	1.2% 3 5.9% 4.4% 6.6% 8.2% 3.5% 7.7% 9.4% 6.8% 6.8% 6.8% 6.8% 6.8% 6.8% 6.8% 6.8	7,801 8,332 8,404 7,417 8,353 9,269 8,356 11,948 8,326 High 16,5% 20,4% 17,9% 16,5%	1.5% 4.3% 2.6% 2.7% 4.6% 3.3% 2.7% 8.6% 3.8% 2.04-2005 1987-1998 1987-1988 2004-2005 2002-2003	7,995 8,599 8,610 7,568 8,551 9,497 8,544 12,668	2.5% 5 3.2% 2.5% 2.0% 2.4% 2.5% 2.2% 6.0%	8,225 9,015 8,948 7,776 8,873 9,701 8,664 12,970	2.9% 4.8% 3.9% 2.7% 3.8% 2.1%



Appendix B

Tuition and Fee Increase percentages

Sensitivity analysis:

0.50%	467,567
1.00%	935,133
1.50%	1,402,700
2.00%	1,870,266
2.50%	2,337,833
3.00%	2,805,399
3.50%	3,272,966
4.00%	3,740,532
4.50%	4,208,099
5.00%	4,675,665
5.50%	5,143,232