



# Board of Trustees Materials

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**Tennessee State University  
Board of Trustees**



**CALL TO ORDER**

**Tennessee State University  
Board of Trustees**



**WELCOME AND  
INTRODUCTIONS**

**Tennessee State University  
Board of Trustees**



**ROLL CALL/  
DECLARATION OF  
A QUORUM**

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

2:00 p.m. CST  
Thursday, June 18, 2020

Tennessee State University  
Board Committee Meetings: Via  
Zoom link:  
Board Meeting: Via link:  
<http://www.tnstate.edu/board/livestream.aspx>

**ORDER OF BUSINESS**

- I. Call to Order
- II. Welcome and Introductions
- III. Roll Call/Declaration of a Quorum
- IV. Action Items:
  - A. Approval of the March 12, 2020, Board Meeting Minutes
  - B. Approval of Reappointment of Audit Committee Chair
  - C. Appointment of the Student Trustee
  - D. Approval of Amendment of Board Policy 003 (Delegation of Authority to President)
  - E. Audit Committee Report
    - i. Approval of the March 12, 2020, Audit Committee Meeting Minutes
    - ii. Annual Report on the Audit Office's Audit Activities
    - iii. Discussion of the Audit Office's Internal Quality Assessment
    - iv. Approval of the Fiscal Year 2020-2021 Audit Plan
    - v. Report on State Audit Sunset Review Process
  - F. Finance and Budget Committee Report
    - i. Approval of the November 21, 2019, Finance and Budget Committee Meeting Minutes
    - ii. Approval of the March 12, 2020, Finance and Budget Committee Meeting Minutes
    - iii. Report on COVID-19 Financial Issues
    - iv. Approval of Fiscal Year 2020-2021 Non-Mandatory Fees/Fee Increase
    - v. Approval of Institutional Estimated and Proposed Budgets
    - vi. Report on Composite Financial Index
    - vii. Finance and Budget Report
    - viii. Approval of the Institution's FY 2019-2020 Capital Construction Plan
    - ix. Update on Enrollment, Marketing and Student Recruitment Plan
  - G. Academic Affairs and Student Affairs Committee Report
    - i. Approval of the March 12, 2020, Academic Affairs and Student Affairs Committee Meeting Minutes
    - ii. Report on COVID-19 Coronavirus Pandemic Academic and Student Issues

- iii. Approval of Academic Year 2019-2020 Tenure and Promotion Recommendations
  - iv. Approval of Academic Program-
    - a. M.S. in Environmental Sciences
    - b. Master of Music
    - c. M.S in Data Science
  - v. Approval of Off-Campus Academic Program Sites
    - a. Clarksville County Schools
    - b. Hamilton County Schools
    - c. Hardeman County Schools
    - d. Haywood County Schools
    - e. Jackson Madison County Schools
    - f. Metro Nashville Public Schools
    - g. Robertson County Schools
    - h. Shelby County Schools
    - i. Tifton County Schools
  - vi. Report on SACSCOC Accreditation Review Matters
  - vii. Academic Affairs Report
  - viii. Report on Strategic Plan Update
  - ix. Approval of Student Conduct Rule
  - x. Student Affairs Report
- H. Executive Committee Report
- i. Approval of the March 12, 2020, Executive Committee Meeting Minutes
  - ii. Discussion of President's Annual Performance Review Process
  - iii. Report on Board Self-assessment
  - iv. Secretary's Report
- V. Update on COVID-19 Coronavirus Pandemic Issues Affecting the TSU Community
- VI. President's Report
- VII. Board Chair's Report
- VIII. Adjournment

**Tennessee State University  
Board of Trustees**



**Approval of the  
March 12, 2020  
Board Meeting Minutes**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of the March 12, 2020, Board Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees, Joseph Walker, III

The document reflecting the minutes from the March 12, 2020, Board meeting is included in the June 18, 2020, Board materials.

**MOTION: To approve the minutes from the Board of Trustees' March 12, 2020, meeting as contained in the Board materials for the Board's June 18, 2020, meeting.**

**Tennessee State University Board of Trustees  
Regular Meeting – March 12, 2020  
Tennessee State University – Main Campus – Hankal Hall.  
3500 John A. Merritt Blvd., Nashville, Tennessee**

**MINUTES**

**Board Members Present:** Trustee Deborah Cole, Obi McKenzie (joined late by on phone), Braxton Simpson, Richard Lewis, Andre Johnson, Pam Martin, and Dr. Ali Sekmen.

**University Board Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Ms. Arlene Nicholas-Phillips, Board Liaison.

**University Staff Present:** Dr. Alisa Mosley, Interim Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Horace Chase, Vice President of Business and Finance; Dr. Frances Williams, Assoc. Vice President of Research & Sponsored Programs; Terrence Izzard, Assoc. Vice President of Enrollment Management.

**I. CALL TO ORDER**

Chair Walker called the Board of Trustees meeting to order at 2:01 p.m., CST on March 12, 2020.

**II. WELCOME AND INTRODUCTIONS**

The Board Chair welcomed the attendees. Chair Walker introduced and welcomed the new board member Trustee Andre Johnson. Chair Walker expressed condolences and prayers to Trustee Corbiel who was not present. Dean Stevenson gave the invocation.

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

Chair Walker asked the Board Secretary, Laurence Pendleton, to call the roll. The following Trustees were present during roll call: Deborah Cole, Andre Johnson, Richard Lewis, Pam Martin, Ali Sekmen, Joseph Walker, and Braxton Simpson. Board Secretary Pendleton announced the presence of a quorum.

**IV. ACTION ITEMS**

**A. APPROVAL OF THE NOVEMBER 21, 2019, BOARD MEETING MINUTES**

Chair Walker introduced the first action item – the approval of the minutes of the November 21, 2019, board meeting. Trustee Cole moved to approve the November 21, 2019 board meeting minutes and Trustee Martin seconded the motion. There was no discussion. The motion carried unanimously.

**B. APPROVAL OF TRUSTEE RICHARD LEWIS TO SERVE ON AUDIT COMMITTEE**

Chair Walker introduced the second action item- the approval of Trustee Richard Lewis to serve on the Audit Committee. Trustee Cole moved to approve, and Trustee Martin seconded the motion. The motion carried unanimously.

## **C. AUDIT COMMITTEE REPORT**

Trustee Cole informed the board that the audit committee met to take action on one item, received a report on three other items, and voted to go into executive session to discuss items deemed confidential under state law.

Trustee Cole said that the Audit Committee voted to recommend to the full Board the approval of the November 21, 2019, Audit Committee meeting minutes. Trustee Cole added that the Audit Committee heard reports from President Glover and her team, including Dr. Adrian Davis, on the completed internal audit, outstanding audit issues, and the University's risk assessment process.

### **I. APPROVAL OF THE NOVEMBER 21, 2019, AUDIT COMMITTEE MEETING MINUTES**

Trustee Cole moved to approve the minutes of November 21, 2019, Audit Committee meeting as contained in the board materials for the March 12, 2020, board meeting. Trustee Lewis seconded the motion, which carried unanimously.

Trustee Cole concluded the Audit Committee report.

## **D. FINANCE AND BUDGET COMMITTEE REPORT**

Finance and Budget Committee Vice Chair Lewis stated that the Finance and Budget Committee met this morning.

The Finance and Budget Committee heard reports from President Glover and her team on the TSU's finances and budget, enrollment, an update on the institution's enrollment, marketing and student recruitment plan, and a report on the University's strategic plan process.

## **E. ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE REPORT**

Trustee Martin reported that the Academic Affairs and Student Affairs Committee met to consider and vote on two agenda items and received reports on four other agenda items.

Trustee Martin stated that the Academic Affairs and Student Affairs Committee voted to recommend to the full Board the approval of the November 21, 2019, Academic Affairs and Student Affairs Committee meeting minutes, and the approval of a Ph.D. in Agricultural Science and Natural Resources academic program.

Trustee Martin added that the Academic Affairs and Student Affairs Committee received reports on the accreditation matters, nursing school, academic affairs, and student affairs.

### **I. APPROVAL OF THE NOVEMBER 21, 2019, ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE MEETING MINUTES**

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the minutes of the November 21, 2019, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the March 12, 2020, Board meeting. Trustee Cole seconded and the motion carried unanimously.

### **II. APPROVAL OF THE DOCTORATE IN PHILOSOPHY IN AGRICULTURAL SCIENCES AND NATURAL RESOURCES**

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the Ph.D. in Agricultural Sciences and Natural Resources, as contained in the Board

materials for the March 12, 2020, Board meeting. Trustee Johnson seconded, and the motion was approved unanimously.

## **F. EXECUTIVE COMMITTEE REPORT**

Chair Walker stated that the Executive Committee met today to discuss and vote on two committee agenda items. The Committee voted to recommend to the full Board the approval of the November 21, 2019, Executive Committee meeting minutes, and the approval of the Board Self-Assessment Tool.

Chair Walker also stated that the Executive Committee heard a report on the President's Annual Performance Review and heard a report from Secretary Pendleton.

### **I. APPROVAL OF THE NOVEMBER 21, 2019, EXECUTIVE COMMITTEE MEETING MINUTES**

On behalf of the Executive Committee, Chair Walker moved to approve the minutes of the November 21, 2019, Executive Committee meeting, as contained in the Board materials for the March 12, 2020, Board meeting. Trustee Martin seconded the motion and it was approved unanimously.

### **II. APPROVAL OF THE BOARD'S SELF-ASSESSMENT TOOL**

On behalf of the Executive Committee, Chair Walker moved to approve the Board Self-Assessment Tool, as contained in the Board materials for the March 12, 2020, Board meeting. Trustee Cole seconded the motion and it was approved.

## **V. STUDENT DEVELOPMENT AND SUCCESS REPORT**

Chair Walker asked President Glover to present the report on the student development and success report and any other related issues.

Trustee Simpson thanked the President for the opportunity to speak. Trustee Simpson gave a personal account of her experience and opportunities at TSU. She has had a positive experience and many opportunities for leadership roles. She has had opportunities to intern over the past two summers with fortune 500 companies. Trustee Simpson expressed her gratitude for her experience at TSU. She then introduced three classmates.

Tiara Thomas is a sophomore studying for her degree in political science. She is a presidential scholar. She discussed her positive experience at TSU and her future professional aspirations, including how her experience at TSU will hopefully set her up to work with the US Department of Education. She volunteers in the area of voter education and registration. She thanked TSU for investing in her future.

Coreyontez Martin is a freshman in Health Sciences. He has greatly enjoyed his first year and experience at TSU. He stated that opportunities are always available and TSU student life provides students with many great opportunities. He has two paid internships for the upcoming summer. He shared his professional plans to become a physician assistant.

Donald Thompson III is a senior in Finance and Economics. He is a legacy student and has taken the many opportunities to "Think, Work, and Serve." He has interned every summer. He shared that he has a professional position at Target in Minnesota after graduation.

In closing, Trustee Simpson thanked the three students for coming and speaking. President Glover and then Chair Walker thanked the students for the presentation and their service.

## **VI. PRESIDENT'S REPORT**

Trustee McKenzie joined by phone.

Chair Walker recognized President Glover to present the President's Report.

President Glover provided reports on various items contained in the board materials for the March 12, 2020, Board Meeting. She provided reports on: the SACSCOC accreditation process, including updates on both the probationary status process and decennial review; the tornado that hit last week with great damage especially to the Agricultural Complex at about \$60 million in damage to rebuild; the coronavirus and plans to go on-line starting Monday; the Million Dollar in One Month Campaign in February which raised approximately \$1.8 million; recruitment and enrollment; budget and finance with three year fiscal plan with conservative approach; and campus safety.

In summary, President Glover thanked everyone.

## **VII. BOARD CHAIR'S REPORT**

Chair Walker thanked President Glover for her leadership during these uncertain times. The Board and school finds confidence in her leadership. Chair Walker is grateful for the student body and wants to ensure their safety and confidence in the leadership.

Chair Walker thanked the members of the Board for their work.

## **VIII. ADJOURNMENT**

The chair called for a motion to adjourn, which was made by Trustee Martin and seconded by Trustee Lewis. The motioned carried unanimously by roll call vote. The meeting was adjourned at 2:45 p.m. CST.

**Tennessee State University  
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of Reappointment of Audit Committee Chair

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees, Joseph Walker, III

The State of Tennessee Comptroller of the Treasury has determined that, pursuant to T.C.A. 4-35-102, each state higher education governing board must establish an Audit Committee and approve the Audit Committee's members and chair. The Audit Committee Charter also requires Board approval of the Audit Committee members and the 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. The Chair is recommending the reappointment of Trustee Cole to serve as Audit Committee Chair.

**MOTION: To approve Trustee Deborah Cole to serve as chair of the Audit Committee.**

**Tennessee State University  
Board of Trustees**



**Approval of the  
Appointment of Student  
Trustee**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of the Appointment of Student Trustee

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees, Joseph Walker, III

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. The FOCUS Act does not prohibit a student member from serving more than one term.

Pursuant to the institution’s Student Trustee recommendation process, the Tennessee State University Student Government Association (“SGA”) solicited and conducted a preliminary review of the candidates and forwarded three candidates for further consideration. The Board Secretary, Associate Vice President for Student Affairs, and Chief of Staff then met with the finalist candidates and made a recommendation to the President for interviews. The President met with two candidates, and at the conclusion of the recommendation process, President Glover decided to recommend the appointment of Tiara Thomas as the Student Trustee.

**MOTION: To approve the appointment of Tiara Thomas to serve a one year term as the Student Trustee for the 2020-21 fiscal year.**

## Student Trustee Bio

Tiara Thomas is a junior Political Science major with a minor in Spanish. She is from Olive Branch, Mississippi.

At TSU, Ms. Thomas currently carries a cumulative 3.95 GPA, is a proud member of the TSU Aristocrat of Bands, and also serves as the Executive Chair and creator of the TSU Votes Student Coalition. Ms. Thomas was one of the students who made a presentation to the Board in March 2020 about her experiences as a student at TSU.

Upon graduating from Tennessee State University, Ms. Thomas plans to further her education and pursue her passion in Educational Policy. Her long-term goal is to, one day, become a part of the United States Department of Education.

**Tennessee State University  
Board of Trustees**



**Approval of Amendment of  
Board Policy 003  
(Delegation of Authority  
To President)**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of Amendment of Board Policy 003  
(Delegation of Authority to President)

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees, Joseph Walker, III

The policy governing the Delegation of Authority to the President sets for the parameters of the Board's delegation of authority to the President by clarifying powers and responsibilities reserved for the Board, articulating the delegation of general authority to the President, and detailing the delegation of specific authorities to the President.

Pursuant to Board Policy 003 (Delegation of Authority), section III.D, the Board delegated authority to the President to approve institutional policies, except policies exclusively reserved for approval by the Board. The proposed amendment clarifies that the President is authorized to approve institutional policies that are required to ensure compliance with SACSCOC accreditation standards.

The amended language is reflected in underlined text in the attached materials.

**MOTION: To approve the Amendment of Board Policy 003 (Delegation of Authority to President), as contained in the June 18, 2020 Board meeting materials.**

## Board Policy 003 – Delegation of Authority to the President

The Tennessee Code Annotated § 49-8-203 outlines the powers and duties of the Board of Trustees (“Board”) of Tennessee State University (the “University” or “TSU”). As provided in the Focus on Colleges and University Success (FOCUS) Act, and stated in the Board’s Bylaws, the Board may delegate to the “chief executive officer of each respective institution such powers and duties as are necessary and appropriate for the efficient administration of the institution and its programs.”

**I. Purpose.** This policy sets forth the Board’s express retained authority, provides the general parameters for the President’s authority in the operation of the University, and delegates specific authorities to the President.

### **II. Board’s Retained Authority.**

**A. General Board Authority.** The Board retains approval authority for any actions or responsibilities that that specifically require the Board to act upon.

**B. Specific Reserved Board Powers.** The Board’s reserved powers include, but are not limited to:

1. Approval of any matter that specifically requires board approval, pursuant to law, rules, or governmental directives;
2. Approval of the budget;
3. Approval of tuition and fees;
4. Purchase, sale, exchange, or gifts of real property, except as provided herein;
5. Personnel matters directly involving the President; and
6. Designation of a name for University buildings or facilities.

**III. Delegation of Authority to the President.** The Board delegates to the President the following authority:

- A.** Carry out the day-to-day operations, management, and control of the University, including all actions incidental thereto;
- B.** Make necessary expenditures, personnel decisions, including the hiring and termination of personnel, and execute contractual and other obligations on behalf of the University, except as expressly reserved for the Board;

- C. Approve the granting of honorary degrees;
- D. Establish and approve policies and procedures for the educational program and other operations of the University, except the Board reserves exclusive authority to approve the following policies:
1. Policies that directly involve the Board, including the Board of Trustees Code of Ethics and Conduct/Conflict of Interest policy, and Standing Committees policy;
  2. Policies related to student fees, refunds, or deferred payment plans;
  3. Policies related to capital projects;
  4. Policies related to banking, depository, or investment contracts;
  5. Policies related to academic freedom, faculty roles and responsibilities, faculty dismissal, faculty appointments, and faculty tenure and promotion;
  6. Policies related to notification requirements for academic actions, establishing new academic programs, modification of existing programs, or establishing new academic units or new off-campus instructional sites;
  7. Policies related to admission requirements, residency requirements, degree requirements, academic retention standards, grading and examination, confidentiality of student records, and honorary degrees;
  8. Policies related to student academic misconduct and disciplinary action; and
  9. Policies related to distance education and online degree programs and requirements.
- E. As to Tennessee Board of Regents (TBR) policies, which, by law, are expressly deemed to be University policies, unless revised or rescinded by the Board, the President is authorized to approve and carry out such duties and responsibilities reserved for the Chancellor under said policies, except as to matters expressly reserved for the Board.
- F. Notwithstanding the Board's reservation of authority to approve specific policies referenced herein, the President is authorized to establish and approve institutional policies that are required to ensure compliance with the Southern Association of Colleges and Schools Commission on Colleges

(SACSCOC) accreditation standards. With respect to any policy approved by the President under this provision that falls within one of the policy categories enumerated in III.D.1-9 of this policy, the President shall report the approval of said policies at the next scheduled meeting of the Board.

**Citation of Authority for Policy:** T.C.A. § 49-8-201(f) (8) (B); T.C.A. § 49-8-203 (a) (1) (E).

**Document History:**

- Adopted by the Board of Trustees: April 13, 2017

**Tennessee State University  
Board of Trustees**





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

10:00 a.m. CST  
Thursday, June 18, 2020

Tennessee State University – Main Campus  
McWherter Administration Building,  
President’s Conference Room  
3500 John A. Merritt Blvd. Nashville, TN 37209

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the March 12, 2020, Audit Committee Meeting Minutes
- IV. Annual Report on the Audit Office’s Audit Activities
- V. Discussion of the Audit Office’s Internal Quality Assessment
- VI. Approval of the Fiscal Year 2020-2021 Audit Plan
- VII. Report on State Audit Sunset Review Process

**Tennessee State University  
Board of Trustees**



**Approval of the  
March 12, 2020,  
Audit Committee  
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Audit Committee Report - Approval of the March 12, 2020, Audit Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The document reflecting the minutes from the March 12, 2020, Audit Committee meeting is included in the June 18, 2020, Board materials.

**MOTION: To approve the minutes from the Board of Trustees' March 12, 2020, Audit Committee meeting, as contained in the Board materials for the Board's June 18, 2020, meeting.**

**Meeting of the Tennessee State University Board of Trustees  
Audit Committee Meeting  
March 12, 2020  
Tennessee State University – Main Campus –  
McWherter Administration Building, President’s Conference Room  
3500 John A. Merritt Blvd., Nashville, Tennessee 37209**

**MINUTES**

**Committee Members Present:** Trustees Deborah Cole, Obie McKenzie (by phone) and Richard Lewis

**Other Board Members Present:** Joseph W. Walker, III, Bill Freeman, Pam Martin, Andre Johnson, Dr. Ali Sekmen, and Braxton Simpson.

**Board Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary.

**University Staff Present:** Dr. Alisa Mosley, Interim Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Horace Chase, Vice President of Business and Finance; Dr. Frances Williams, Assoc. Vice President of Research & Sponsored Programs; and Terrence Izzard, Assoc. Vice President of Enrollment Management; Adrian Davis, Auditor.

**I. CALL TO ORDER**

Trustee Cole called the meeting to order at 10:02 a.m. on March 12, 2020.

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

Trustee Cole asked the Board Secretary to call the roll. Board Secretary Pendleton called the roll. Trustees Deborah Cole, Richard Lewis, and Obie McKenzie (on phone). Trustee Cole noted that Trustee Lewis would be approved to be on the Committee later today at the full board meeting. She then made a finding of the necessity to conduct the meeting without a physically present quorum in accordance with Tennessee Code Annotated, Section 8-44-108 (b)(2) by noting the importance of board agenda items to be addressed and the inability of Trustee McKenzie to physically attend the meeting due to COVID-19 related travel issues. She moved to permit a quorum present by phone. Trustee McKenzie seconded the motion and the motion was approved. Trustee Cole then noted the presence of a quorum.

**III. APPROVAL OF THE NOVEMBER 21, 2019, AUDIT COMMITTEE MEETING MINUTES**

Trustee Cole moved to approve the minutes from the November 21, 2020, Audit committee meeting, as contained in the March 12, 2020, board materials. Trustee McKenzie seconded the motion, which carried.

#### **IV. REPORT ON COMPLETED INTERNAL AUDITS REPORTS**

Trustee Cole asked President Glover and Director of Internal Audit, Ms. Adrian Davis, to provide pertinent information related to this agenda item. Ms. Davis explained the audit of undergraduate admissions contained in the board packet. The audit checked for compliance with institution and state policies. The audit produced a few findings. First, the audit reviewed the new first time freshman admission and found that TSU did not meet the requirement of only a 10% conditional admission requirement.

Trustee Cole asked whether TSU exceeded the requirement because 90% of first time freshmen met the 2.5 GPA. Ms. Davis provided clarification. Trustee Cole asked what needs to happen to fix this.

President Glover explained that TSU will be stricter in the future. President Glover had asked for this audit as a result of Howard “scandal.”

Ms. Davis discussed the other audit findings, including immunization reports. The audit discovered that the summer orientation allowed registration in bulk and overrode the requirement for immunization documentation. To address this issue, new management is now in place and aware of issue.

The audit also addressed the lack of supporting documentation for young student enrollment. Since the concerns arose, the processes have been automated and new organizational management is aware. Ms. Davis reported that going forward parental permissions should be attached to the student file.

Trustee Cole looks forward to an improved report in the fall of 2020. Trustee Cole asked if there were any questions or comments.

Trustee Davis then reported on the work study audit. She reported that the required timesheets were obtained for all students reviewed and that the required breaks were provided. However, there was a finding associated with allowing students to work during scheduled class hours and a few students were allowed to work in excess of the 20 hour work per week limit. In an effort to address these work study findings, financial aid has a new process to require supervisor training and failure to follow required procedures would prevent work study students in that department.

Trustee Cole asked whether this area is under new management. Ms. Davis reported that there is new organization in that area. These items will again be audited on next fall’s audit. Trustee Cole and then Trustee McKenzie asked for clarification that there were no findings of funds being improperly used. Ms. Davis provided that there were no findings of fund mismanagement.

President Glover reported that old management has been replaced. Mr. Izzard now oversees this area.

Chair Cole thanked President Glover and her team for the report.

## **V. REPORT ON OUTSTANDING AUDIT ISSUES**

Trustee Cole asked President Glover and Director of Internal Audit, Ms. Adrian Davis, to provide pertinent information related to this agenda item.

Ms. Davis reported on outstanding audit issues cited in internal or external audit findings. In the area of grant funds, the audit found that some financial reports were not submitted, and that certain time and effort certifications were not prepared.

Trustee Cole asked what steps would be used to correct this immediately. Ms. Davis has been presented with efforts to address these issues. Ms. Davis has obtained a corrective action plan and will follow-up at quarters end.

Trustee McKenzie asked whether the offending employees are receiving punitive measures. Ms. Davis explained there is an impact and it stops the grant process. Trustee McKenzie wants it to be strongly communicated to make it clear to staff.

Mr. Chase reports that two positions have been added to the area to support. Once those are in place, it will help. The Budget and Finance division lost 75% of financial staff and they are working on getting it all cleaned up.

Trustee Cole asked for clarification as to whether TSU was operating 75% under what was needed for accounting. Mr. Chase confirmed that is the case but reiterated that they are working on it.

Ms. Davis reported on bank reconciliation. There were laps of staff during the fall. The last completed reconciliation was from February 2017. Mr. Chase discussed the accounting area hires and explained that TSU has engaged with a CPA firm to help “close up,” but the firm reported to Mr. Chase that the preliminary review with TBR looked good.

Trustee Cole reiterated that next time this area is audited (last in 2/2017) that will lead to repeat finding. Mr. Chase said this is audit 2019 and there is an identified process that will help reconcile statements.

Trustee Cole asked Mr. Chase to provide the President with the exact date on when all will be caught up, and that it should not be into 2021. She stated she wants to measure where we are.

President Glover said that she will get it taken care of.

Trustee Lewis said there needs to be multiple checks, even on the checker. He is glad that the President has Ms. Davis, and he is concerned about the State finding same things. He reiterated that TSU needs to deal with this. Trustee Lewis also acknowledged Mr. Izzard with having a big responsibility. Finally, he stated that he looks forward to hearing from the President and Mr. Chase on what follow-up is to audit findings.

## **VI. REPORT ON UNIVERSITY'S RISK ASSESSMENT PROCESS**

Trustee Cole asked President Glover to provide pertinent information related to this agenda item. The material is included in the March 12, 2020, Board Meeting packet.

Ms. Davis discussed the assessment on risk that is due annually on December 31<sup>st</sup> of each year. The audit reviewed risk assessment occurred during the executive committee meeting on November 21, 2019 and was submitted on December 12, 2019.

Secretary Pendleton explained that the risk assessment process is a part of State Audit's sunset audit.

Trustee McKenzie asked about coronavirus risk as part of the risk assessment process operation.

President Glover explained that TSU is operating under a heightened state of awareness. All classes will be on-line by Monday and international travel has been cancelled until April. President Glover agreed to have this added to the risk assessment.

## **V. EXECUTIVE SESSION FOR DISCUSSION OF ITEMS DEEMED CONFIDENTIAL UNDER STATE LAW**

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

## **VI. ADJOURNMENT**

There was no further discussion. The meeting was adjourned.

**Tennessee State University  
Board of Trustees**



**Annual Report on the Audit  
Office's Audit Activities**



TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: June 18, 2020

ITEM: Audit Committee Report – Annual Report on the Audit Office’s Audit Activities

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

**Background Information:**

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.

The Director of Internal Audit will discuss the Office of Internal Audit’s Year End Report for fiscal year 2020.



TENNESSEE  
STATE UNIVERSITY

DEPARTMENT OF INTERNAL AUDIT

Year-End Report on  
Audit Activity for the  
Year Ended June 30, 2020

Tennessee State University  
 Department of Internal Audit  
**Report on Annual Audit Activity**  
 Fiscal Year Ending June 30, 2020

<b>Rank</b>	<b>Type</b>	<b>Audit</b>	<b>Audit Status</b>	<b>Report Date</b>
Required	AT	NCAA Student Assistance Fund FY 2019	Complete	08/15/19
Risk-Based	AX	Book Bundle Review	Complete	09/05/19
Risk-Based	AX	Book Bundle Review - Updated	Complete	11/01/19
Required	FM	President's Expenses FY 2019	Complete	10/28/19
Risk-Based	PP	Equipment Inventory Review	Complete	11/01/19
Follow-Up	SS	Federal Work-Study Timesheet Review	Complete	02/21/20
Mgmt Risk Assessment	FM	Review of Management's Risk Assessments	Complete	11/19/20
Risk-Based	IA	Admissions Fall 2019 - Undergraduate Students	Complete	02/06/20
Follow-Up	RS	RSP - Internal Audit Follow-up (BMP Grant)	Complete	03/11/20
Follow-Up	RS	RSP - Internal Audit Follow-up (STEM Grant)	Complete	03/11/20
Risk-Based	IA	Admissions Fall 2019 - Graduate Students	Complete	05/18/20
Required	IS	Internal Quality Assessment Review	Complete	05/10/20
Risk-Based	FM	Payment Card Industry Compliance	In Progress	-
Consultation	FM	Allowance Calculation Review	Forwarded	-

Functional Areas

AD - Advancement

AT - Athletics

AX - Auxiliary

FM - Financial Management

IA - Instruction & Academic Support

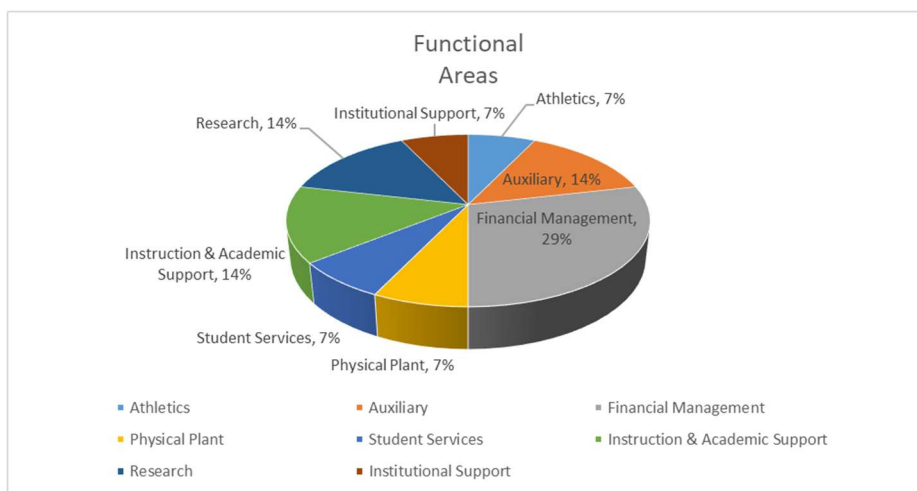
IS - Institutional Support

IT - Information Technology

PP - Physical Plant

RS - Research

SS - Student Services



# Audits Completed

## **Audit: NCAA Student Assistance Fund FY 2019**

**Issues:** None noted

## **Audit: Book Bundle - Updated**

**Issues:** None noted; Explanation provided for differences between amounts billed to students and the amount invoiced by the servicer for access to electronic course books for fiscal years 2017 and 2018

## **Audit: NCAA Student Assistance Fund FY 2019**

**Issues:** None noted

## **Audit: President's Expenses FY 2019**

**Issues:** None noted

## **Audit: Equipment Inventory Review**

**Issues:** 1. For 22 of 50 items selected for physical inspection, the related custodian did not ensure that the location of the item was updated on the equipment listing  
2. For 8 of 50 items selected for physical inspection, the related custodian did not ensure that the equipment listing correctly displayed the item's serial number

## **Audit: Admissions Fall 2019 - Undergraduate Students**

**Issues:** 1. Management exceeded the 10% limit for conditionally admitted first-time freshmen students  
2. Management did not ensure that supporting documentation (final high school transcript, test scores, etc.) was obtained for all enrolled students  
3. Management did not ensure that required immunization support was obtained for all enrolled students  
4. Management did not ensure that all exceptions to admission criteria were properly documented

## **Audit: Federal Work-Study Timesheet Review**

**Issues:** 1. For the 14 of 27 students, we determined that the students performed FWS duties during scheduled class hours for at least one day during the months under review  
2. For 17 of the 60 timesheets selected for review, the students worked more than 20 hours a week for at least one week while classes were in session.

## **Audits Completed (continued)**

### **Audit: RSP - Internal Audit Follow-up (BMP Grant)**

- Issues:** 1. Management was not timely in submitting required federal reports and financial and performance reports  
2. Time and effort certifications were not prepared for all time charged to the grant during the budget period

### **Audit: RSP - Internal Audit Follow-up (STEM: Women and Children Grant)**

- Issues:** 1. Time and effort certifications were not prepared for all time charged to the grant during the budget period

### **Audit: Admissions Fall 2019 - Graduate Students**

- Issues:** 1. Management in the School of Graduate and Professional Studies should develop procedures that ensure that all required applicant data and supporting documentation (e.g., applications, final transcripts, official test scores, etc.) is obtained and retained for required periods.  
2. Management in the Office of Student Health Services should ensure that required immunization or exemption from immunization documents are obtained for all newly enrolled full-time students. A hold should be placed on the account of applicable students until documentation is provided. If immunization documentation is not received from the student by the final drop/add date, the university should ensure that the student is purged from enrollment.

### **Audit: Internal Quality Assessment Review**

- Issues:** None noted

## **Prior Year(s) Outstanding Issue(s)**

### **Audit: Division of State Audit, Financial & Compliance Audit of Tennessee State University for the Year Ended June 30, 2017**

- Issues:** 1. TSU and TSU Foundation's accounting records show \$246,000 more cash on hand than shown on the bank statements; this variance is unexplained  
2. As noted in the prior three audits, Tennessee State University did not provide adequate internal controls in one area



# TENNESSEE STATE UNIVERSITY

DEPARTMENT OF INTERNAL AUDIT

Audit of  
Graduate Admissions  
for  
Fall 2019 Semester

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May 18, 2020

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

Dear Dr. Glover:

Enclosed is the internal audit report related to our audit of the university's adherence to state and institutional student admission policies and procedures. Our scope included newly admitted and readmitted graduate students during the fall 2019 semester. The audit was performed in accordance with the *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors.

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

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

Sincerely,

*Adrian R. Davis*

Adrian R. Davis, CPA, CGFM  
Director of Internal Audit  
Tennessee State University

CC: Dr. Deborah A. Cole, Tennessee State University Audit Committee Chair  
Dr. Alisa L. Mosley, Interim Vice President for Academic Affairs

**Tennessee State University  
Department of Internal Audit  
Audit of Admissions Fall 2019  
Executive Summary**

<b>Key Area</b>	Graduate-Level Student Admission	<b>Internal Auditor</b>	Adrian R. Davis, CPA, CGFM Director of Internal Audit
<b>Introduction</b>	<p>Attracting and attaining qualified students is an essential element of effective recruitment and admissions and university success. <i>Tennessee State University's School of Graduate &amp; Professional Studies</i> is “where education is designed to offer students the experience of advanced study and research in their fields of specialization.” Graduate school programs are academic courses of study that offer more advanced programs of study (beyond a bachelor's degree) in certain disciplines. Professional school programs help prepare students for careers in specific fields. In 2019, the “college admissions scandal” drew national attention as the nation became aware of a conspiracy to influence undergraduate admissions decisions at several top American universities. This scandal has prompted universities to be more transparent about their admissions process. University management ensures confidence in its admissions process by adhering to its admission policies, rules, regulations, and procedures.</p>		
<b>Objective</b>	The objective of the audit was to determine if the university was in compliance with state and institutional policies and procedures related to student enrollment		
<b>Scope</b>	Enrolled graduate-level students (newly admitted and readmitted) during the fall 2019 semester		
<b>Audit Finding Ranking</b>	<p>Audit findings are rated as high, medium, or low depending on auditor judgment. Some of the factors included in judging the seriousness of a finding include: (1) level of financial impact, (2) extent of violation of laws, regulations and restrictions, (3) lack of a university policy or noncompliance with an important matter, (4) lack of internal controls or ineffective controls and procedures, and (5) fraud, theft, conflicts of interest or serious waste of university resources.</p>		
<b>Audit Findings</b>	<p>Our testing of various samples of newly admitted and readmitted graduate-level students enrolled during the fall 2019 semester determined that:</p> <ol style="list-style-type: none"> <li>1. The university did not always obtain and/or retain required supporting documentation (e.g final undergraduate transcripts, student applications, official test scores, etc) to support admission decisions [High]</li> <li>2. The university did not always obtain required immunization records for applicable newly admitted and readmitted students registered for full-time enrollment during the fall 2019 semester [High]</li> </ol>		
<b>Conclusion</b>	The objective of our audit was met. It was determined that the university was in compliance with applicable state and university policies related to student enrollment, except for the findings included in this report.		
<b>Restriction on Use of Report</b>	<p><i>This report is intended solely for the internal use of Tennessee State University (TSU) and the Tennessee State University Audit Committee, a standing committee of the Tennessee State University Board of Trustees. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be approved by the TSU Audit Committee and Tennessee State University Office of Internal Audit, and handled in accordance with institutional policies; however, this report is a matter of public record.</i></p>		

## Introduction

A graduate school is a school that awards advanced academic degrees (e.g., master's and doctoral degrees) with the general requirement that students must have earned a previous undergraduate degree. *Tennessee State University's School of Graduate & Professional Studies* is “where education is designed to offer students the experience of advanced study and research in their fields of specialization.”

### ***GOALS OF THE SCHOOL OF GRADUATE AND PROFESSIONAL STUDIES***

1. To maintain high standards of instruction in graduate education, continuing education, and in the curricula and fields of specialization through which degree programs are offered;
2. To foster the continuation of faculty and student involvement in research which advances knowledge in the areas concerned;
3. To continue expanding its role as a public servant and leader of the citizens of the State by disseminating knowledge and providing a broad variety of educational and technical services;
4. To provide advanced degree programs and services especially tailored to the need and convenience of graduate students of all ages, including working adults of the corporate and industrial communities in the mid-state area; and,
5. To provide an atmosphere that will enhance the emotional, educational, cultural, social, and recreational growth of the total University community.

### ***Application***

All students desiring to enroll for graduate study at the university must apply through the *Office of the Dean of Graduate Studies and Research*. The university utilizes *Liaison Centralized Application Service (CAS)* to process student applications. CAS is a cloud-based recruiting and admissions solution for higher education institutions/programs. Prospective students and university faculty and staff can upload and view supporting documents related to the student's application for admission and view the status of each student application in real-time. There are 9 individual CAS systems used by the university (e.g., BusinessCAS, GRADCAS, NursingCAS, etc.) that are based on related graduate discipline.

### ***Admission and Enrollment Requirements***

- The *Tennessee State University Graduate Catalog* includes the admission requirements for graduate-level academic programs at the university. Required documentation include an application for admission, official test scores (GRE, GMAT, etc.), official transcripts, personal statements, etc.
- The Tennessee Department of Health is responsible for immunization requirements for those who attend child care, pre-school, school and college. Tennessee Department of Health Rule 1200-14-01.29, *Communicable and Environmental Diseases*, requires all new full-time enrollees (defined as a minimum of 9 credit hours at the graduate level) who are not full-time online learning students (taking 100% of courses online) at an institution with an enrollment greater than two-hundred to provide proof of adequate immunization against certain diseases. Documentation must contain proof of 2 Measles, Mumps, and Rubella (MMR) and 2

Varicella (chicken pox) immunizations or proof of immunity. Students may be enrolled or registered after a single dose of all required vaccines provided that the second dose is obtained within 2 months of registration, and at least 28 days after the first dose, and provided, further, that the institution has a procedure for identifying students who have failed to obtain the necessary immunizations and for taking appropriate action to ensure compliance. Students enrolled in a public Tennessee institution for the first time and under 22 years of age residing in on-campus housing must receive at a minimum of 1 dose of the meningitis vaccine, given at 16 years of age or greater.

## Audit Findings

### *Fall 2019 Student Head Count*

We obtained a listing of the 8,081 students included in the university's headcount for the fall 2019 semester, as of the census date. This total included 5,877 undergraduate students and 2,204 graduate students. A breakdown of the graduate student population for the fall 2019 semester is included below.

### *Graduate Students Fall 2019*

<b>Student Type</b>	<b>Total</b>
Continuing	944
First Time Grad/Prof Readmit	13
First Time Grad/Prof Continuing	2
New Inst/ First Time Grad/Prof	276
New Special/Non-Degree	876
Readmitted	93
<b>Undergraduate Student Total</b>	<b>2,204</b>

We selected samples for testing from the new/first-time and readmitted student populations.

Students are oftentimes completing their final semester(s) of an undergraduate education at the time of admission. To qualify as a graduate student, the student must have been awarded a prior undergraduate degree. The final undergraduate transcript, which details the awarding of an undergraduate degree, is required supporting documentation needed to support the student's classification as a graduate student. For this reason, the final undergraduate transcript supporting graduate status should be obtained by the university soon after the degree is earned, but no later than the drop/add date of the first enrolled semester. In addition, official test scores and other documents required for admission are due at the time of admission or prior to the end of the first semester of enrollment, in accordance with individual program requirements. Management indicated that extensions for providing final undergraduate transcripts and official test scores were provided due to the COVID-19 pandemic. As all items for students in our sample were due at the time of application or no later than the conclusion of the fall 2019 semester, a pandemic that was not identified until 2020 was determined to not be a valid reason for providing an extension to provide these required items.

### **New Inst/ First-Time Graduate/Professional Students**

1. For 26 of 50 students (52%) selected for testing, it was determined that the university did not obtain all required supporting documentation to support the admissions decision.
  - For 10 of these 26 students, the university did not obtain copies of the student's final undergraduate transcript, which supports the student being awarded an undergraduate degree and classification as a graduate student

- 4 of these 10 students are TSU graduates, who are also required to submit official transcripts. University management indicated that undergraduate degree verification was made by viewing the student's records in the Banner information system. There was no audit trail to support this verification. In addition, this method of verification does not agree with university policy.
- For 12 of these 26 students, the university did not obtain official test scores (e.g., GRE, GMAT) at the time of application submission or prior to the end of the fall 2019 semester, as required.
  - For 1 of these 12 students, other required information (required letters of recommendation) was also not obtained
  - For 1 of these 12 students, the student was also determined to have a 2.40 GPA for a program of study requiring a minimum 2.75 GPA
- For 1 of these 26 students, the university did not obtain copies of the student's final undergraduate transcript or official test scores
- For 3 of these 26 students, the university did not use an official transcript (in-progress or final) to determine the student's eligibility for admission
  - For 1 of these 3 students, the university also did not obtain copies of the final undergraduate transcript for the Tennessee State University students
  - For 2 of these 3 students, the university also did not obtain copies of the student's official test scores

2. State law requires new and readmitted full-time students and those living in student housing to provide proof of certain immunizations or acceptable proof of exemption from receiving the immunization(s). It was determined that the university did not obtain immunization support for 10 of the 40 students (25%) included in our sample who were required to submit the documentation.

### **New Special/Non-Degree**

1. For 10 of 25 students (40%) selected for testing, the university did not provide copies of the application of admission submitted by the related students. University policy requires applications for admissions for enrolled students be retained for a minimum of 5 years.
2. For 4 of the 15 students (27%) for whom the university provided copies of the related student application, the university did not obtain the student's final undergraduate transcript, supporting the student's status as a graduate student.

### **Re-admitted Students**

1. For 6 of 25 students (24%) selected for testing, the university did not provide copies of the application of admission submitted by the related students.  
Readmitted students are required to submit official transcripts from colleges/universities attended during their time away from TSU. Because there were no applications provided, we were unable to determine if the students attended other colleges/universities during their time away from the university and were thus required to submit related transcripts.

## Audit Recommendation 1:

Management in the School of Graduate and Professional Studies should develop procedures that ensure that all required applicant data and supporting documentation (e.g., applications, final transcripts, official test scores, etc.) is obtained and retained for required periods.

### Management's Response:

In order to ensure that the issues documented in this report do not occur in the future, the Office of Graduate and Professional Studies will immediately implement the following procedures:

- To ensure that the prospective student's final transcript is obtained, the Admission Letter sent to the applicable student will contain the following statement:

**IMPORTANT NOTE:** Your student account will have a HOLD entered the day after *Late Registration -Schedule Adjustment - Drop/Add* ends for the first semester that you are enrolling in courses. Open the link to the Academic Calendar [http://www.tnstate.edu/academic\\_programs/academic\\_calendar.aspx](http://www.tnstate.edu/academic_programs/academic_calendar.aspx) to see the specific date. Your transcript is OFFICIAL only when the Name of the degree, Date the degree was conferred, and the Seal of the institution has been received in \_\_\_CAS. It is your responsibility to obtain an OFFICIAL transcript uploaded into the \_\_\_CAS. Failure to meet this condition before the deadline for entering the HOLD results in you not being able to register for, and take, courses for the next semester.

- To ensure that the prospective student's (International and US applicants) official test scores (GRE/GMAT/MAT) are obtained, the Admission Letter sent to the applicable student will contain the following statement:

**IMPORTANT NOTE:** You have the entire first semester to take the required test and submit a qualifying score. Your student account will have a HOLD entered the last day of the semester. Open the link to the Academic Calendar [http://www.tnstate.edu/academic\\_programs/academic\\_calendar.aspx](http://www.tnstate.edu/academic_programs/academic_calendar.aspx) to see the specific date. Your test score results are OFFICIAL only when the testing agency has uploaded the results in \_\_\_CAS. It is your responsibility to request the OFFICIAL test results be uploaded into the \_\_\_CAS. Failure to meet this condition before the deadline for entering the HOLD results in you not being able to register for, and take, courses for the next semester. In addition, a special note will also be included on the admission letter to state, "the Graduate School will work with the program coordinator to extend the required test score a second semester but only due to hardship beyond the student's control."

- When TSU alumni and/or TSU readmitted students return to take a single course or to re-enter a degree or certificate program, the Graduate School will verify the TSU Alumni earned his/her degree and add a comment in the Banner system to that effect. For TSU readmitted students, the Graduate School will verify the TSU student has an official transcript on file, in the Banner Document Management System (BDMS) or the related CAS system, for any

colleges/universities attended since their time away from the university, and add a comment in the Banner system to that effect.

- The Graduate School plans to ensure applications are maintained on file for the requisite amount of time of five years. The enhanced plan includes the 'Axiom' crosswalk from the CASs to Banner to maintain the applications and all associated documentation.

## **Audit Recommendation 2:**

Management at the university did not ensure that required immunization, or exemption from immunization, documentation was obtained for all newly admitted full-time students. Several students were allowed to register and remain enrolled in courses, although, required immunization (or exemption) documentation was not received. Management at the university should develop procedures to ensure that students not providing required immunization documentation are purged by the university's final drop/add date. However, state law does allow students to remain enrolled at the university after having the first of two doses of required vaccinations if certain criteria are met by the university.

### **Management's Response:**

The Banner System is designed to automatically place a HOLD on a student's account according to birthdate criteria and designation of course delivery (online vs. on-ground). The Graduate School and the TSU Health Services Office will work together to develop procedures that will ensure appropriate HOLDS remain on students accounts, preventing applicable students from registering for courses until required vaccination documentation has been provided. Students will be purged by the end of the Drop/Add semester date of attendance for noncompliance.





**Discussion of the Audit  
Office's Internal Quality  
Assessment**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 18, 2020

ITEM: Audit Committee Report – Discussion of the Audit Office’s Quality Assessment

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

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 results of the Office of Internal Audit’s internal quality assessment will be discussed.



**Internal Quality Assessment Review**  
**May 2020**



May 10, 2020

Dr. Glenda Baskin 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 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,

*Adrian R. Davis*

Adrian R. Davis, CPA, CGFM  
Director of Internal Audit

CC: Dr. Deborah A. Cole, 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 2019. 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.

**PC – “Partially Conforms”** means that the assessor has concluded that the activity is making good-faith efforts to comply with the requirements of the individual standard or elements of the Code of Ethics, or a section or major category, 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.

**DNC – “Does Not Conform”** 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 individual standard or element of the Code of Ethics, or a section or major category. 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
<b>Overall Evaluation</b>	X		

<b>Attribute Standards (1000 through 1300)</b>		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 <i>International Standards for the Professional Practice of Internal Auditing</i> ”	X		
1322	Disclosure of Nonconformance	X		

<b>Performance Standards (2000 through 2600)</b>		<b>GC</b>	<b>PC</b>	<b>DNC</b>
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 <i>International Standards for the Professional Practice of Internal Auditing</i> ”	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		

<b>Code of Ethics</b>		<b>GC</b>	<b>PC</b>	<b>DNC</b>
	<b>Code of Ethics</b>	X		

**Tennessee State University  
Board of Trustees**



**Approval of the  
Fiscal Year 2020-2021  
Audit Plan**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Audit Committee Report – Approval of Fiscal Year 2020-2021 Audit Plan

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

**Background Information:**

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, 2021. 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 2020-2021.

**Item Details:** See attachment.

**MOTION: To approve the Fiscal Year 2020-2021 Audit Plan, as contained in the Board materials for the Board’s June 18, 2020, meeting.**

**Tennessee State University  
Internal Audit Plan  
Fiscal Year Ending June 30, 2021**

Rank	Type	Area	Audit	Budget (Hours)	Estimated Start Date	Estimated Completion Date
Risk-Based	A	IT	Payment Card Industry Compliance (carry-forward)	75	April 2019	July 2019
Required	R	AT	NCAA Student Assistance Fund FY2020	115	June 2019	August 2019
Risk-Based	A	FM	CARES Act Funding Review	150	June 2019	August 2019
Risk-Based	A	AX	Human Resources Audit	275	July 2019	September 2019
Required	R	FM	Internal Audit Findings Follow-Ups	200	August 2019	December 2019
Follow-up Review	F	FM	State Audit Follow-up for FY2018	75	July 2019	October 2019
Required	R	FM	President's Expenses FY 2020	125	September 2019	October 2019
Consultation	C	FM	University Lease Analysis	75	September 2019	October 2019
Risk-Based	A	IT	Foundation Donations Audit	250	October 2019	December 2019
Risk Assessment	M	FM	Review Management's Risk Assessments	50	November 2019	November 2019
Risk-Based	A	IA	Distance Education Audit	175	October 2019	February 2020
Investigation	I	IS	Unscheduled Audits/Projects/Investigations	300	TBD	
Consultation	C	IS	Unscheduled Consultation	50	TBD	
Required	R	IS	Review of Conflict of Interest Forms	75	January 2020	March 2020
Risk-Based	A	AT	Residential Halls Audit	275	February 2020	April 2020
Follow-up Review	F	FM	State Audit Follow-up for FY2019	100	March 2020	May 2020
Consultation	C	FM	Allowance Calculation Review	75	April 2020	May 2020
Risk-Based	A	IT	FERPA Compliance Review	150	March 2020	May 2020
Required	R	FM	Cash Counts	10	June 2020	June 2020
			<b>Total</b>	<b>2525</b>		

Estimate-Hours Available For Audits = 2525 hours

**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**



**Report on State Audit  
Sunset Review Process**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 18, 2020

ITEM: Audit Committee Report – Report on State Audit Sunset Review Process

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

Pursuant to the Tennessee Governmental Entity Review Law, *Tennessee Code Annotated*, Title 4, Chapter 29, the Office of the Comptroller of the Treasury, Division of State Audit, began an audit of the Tennessee State University Board of Trustees on January 10, 2020. The audit covers the period July 1, 2006 to present (approximately April 13, 2020). The audit process will be discussed.

**Tennessee State University  
Board of Trustees**



**FINANCE AND BUDGET  
COMMITTEE REPORT**



**TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES**  
**FINANCE AND BUDGET COMMITTEE MEETING AGENDA**

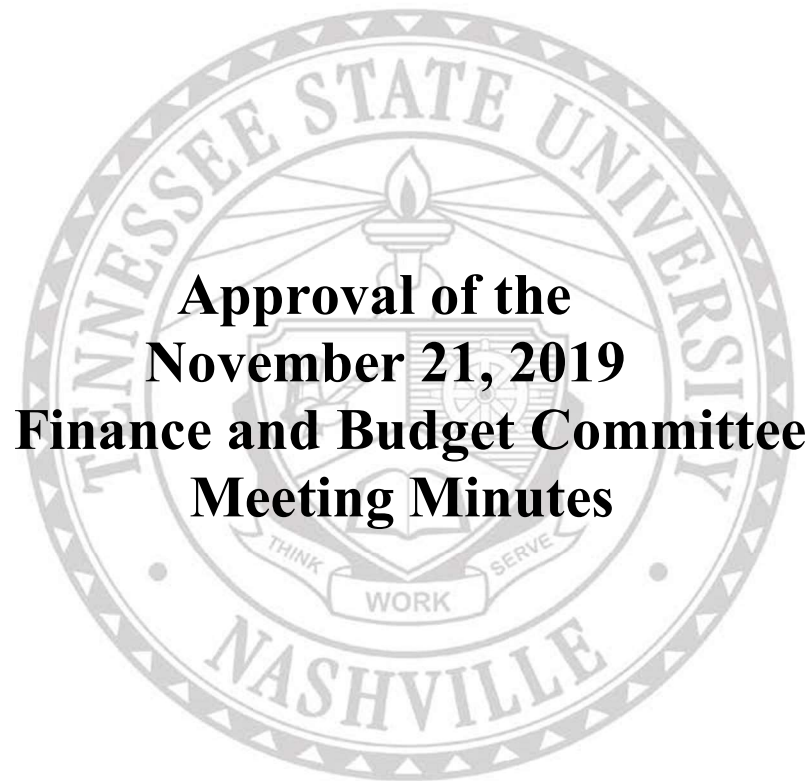
11 a.m. CST  
Thursday, June 18, 2020

Tennessee State University – Main Campus  
McWherter Administration Building,  
President’s Conference Room  
3500 John A. Merritt Blvd. Nashville, TN 37209

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the November 21, 2019, Finance and Budget Committee Meeting Minutes
- IV. Approval of the March 12, 2020, Finance and Budget Committee Meeting Minutes
- V. Report on COVID-19 Coronavirus Pandemic General Financial Issues
- VI. Report on CARES Act Funding related to the COVID-19 Coronavirus Pandemic
- VII. Approval of Fiscal Year 2020-2021 Non-mandatory Fee Increases [NEED INFO]
- VIII. Approval of Estimated and Proposed Institutional Budget [NEED INFO]
- IX. Report on Composite Financial Index
- X. Report on Voluntary Separation Plan
- XI. Finance and Budget Report
- XII. Approval of the Institution’s FY 2019-2020 Capital Construction Plan
- XIII. Report on Metro Nashville Davidson County Mitigation Plan
- XIV. Update on Enrollment, Marketing and Student Recruitment Plan

**Tennessee State University  
Board of Trustees**



**Approval of the  
November 21, 2019  
Finance and Budget Committee  
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of the November 21, 2019, Finance and Budget Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the November 21, 2019, Finance and Budget Committee meeting is included in the June 18, 2020, Board materials.

**MOTION: To approve the minutes from the Board of Trustees' November 21, 2019, Finance and Budget Committee meeting, as contained in the Board materials for the Board's June 18, 2020, meeting.**

**Tennessee State University Board of Trustees  
Finance and Budget Committee Meeting.  
November 21, 2019  
Tennessee State University. 3500 John A. Merritt Blvd. Nashville, Tennessee 37209  
McWherter Administration Building  
President's Conference Room**

**MINUTES**

**Committee Members Present:** Stephen Corbeil, Richard Lewis, and Bill Freeman.

**Other Board Members Present:** Joseph W. Walker, III, Dr. Deborah Cole, Pam Martin, Obie McKenzie (via phone), Dr. Edith Peterson Mitchell, Dr. Ali Sekmen, and Braxton Simpson.

**University Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Alisa Mosley, Interim Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Horace Chase, Vice President of Business and Finance; Dr. Frances Williams, Assoc. Vice President of Research & Sponsored Programs; Dr. John Cade, Vice President of Enrollment Management; and Terrence Izzard, Assoc. Vice President of Enrollment Management; Dr. Charlise Anderson, Director, Accreditation & Assessment; Mr. Al Hill, Director of Facilities Management; Mr. George Herring, Senior Project Manager; and Mr. David Smart, Executive Director of Design & Construction.

**Guests Present:** Lauren Collier, Tennessee Higher Education Commission.

**I. CALL TO ORDER**

Trustee Corbeil called the meeting to order at 11:32 a.m. on November 21, 2019.

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

Board Secretary Pendleton called the roll at the committee chair's request. Trustee Corbeil, Trustee Lewis and Trustee Freeman were present. Secretary Pendleton announced the presence of a quorum.

**III. APPROVAL OF THE SEPTEMBER 26, 2019, FINANCE AND BUDGET COMMITTEE MEETING MINUTES**

Trustee Corbeil proceeded to the approval of the September 26, 2019, Finance and Budget Committee meeting minutes, as included in the November 21, 2019, Board materials. Trustee Corbeil moved to approve the minutes. Trustee Lewis seconded the motion, which carried unanimously.

#### IV. APPROVAL OF THE INSTITUTIONAL REVISED BUDGET

Chair Corbeil announced the next item on the agenda is the approval of the Institutional Revised Budget.

Chair Corbeil asked President Glover or her designee to provide pertinent information related to this agenda item. President Glover designated VP Chase and AVP Bradley White to present information related to this item.

VP Chase explained that the Proposed Budget was presented in the spring and the Revised Budget is usually presented in the fall. He shared that Revised budget had the potential to require a transfer of \$9.3 million from Unexpended Plant Funds but steps were taken to reduce costs by freezing positions and reducing operational costs. Hence, the 2018-19 Estimated Budget reflected a projection of transferring \$4,972,100 of Unexpended Plant Funds and the actual amount needed for transfer at June 30, 2019 of Unexpended Plant Funds was \$4,175,000. This amounted to a reduction of \$6.1M.

VP Chase pointed out that the OPEB Expense, which was not included in the previous planning budget, had increased and so he was forced to increase the proposed expenses to a final amount of \$5.2M. The breakdown of this expense is outlined on page 53 of the November 21, 2019 Board meeting materials.

Trustee Lewis asked VP Chase what was the present amount being held in Reserve; to which he responded \$55M / \$60M.

VP Chase stated to the committee that the present practice of budgeting for positions needed to be changed to reflect closer the projected salaries.

Trustee Sekmen added that adjunct professors and temporary faculty were very hard to find. He stated while other institutions had 3-year contracts, we didn't and last year we even changed to one semester contracts. He asked VP Chase to advise on what was the financial benefit of changing the policy of temporary faculty from one year to 3 months.

Dr. Mosley addressed the question by stating that we did indeed have 3-year policy in place.

Chair Corbeil asked VP Chase and Dr. Mosley for a faculty recruitment plan. He suggested that they got together and make/review the policy.

VP Chase announced that he will be freezing positions, class sizes, etc. in an effort to minimize as much as we can for FY20. He added that we will not rely on our Reserves.

Chair Corbeil agreed that we should be building Reserves instead of depleting Reserves. He stated that the \$5.2M expense increase must be reduced or eliminated.

President Glover shared that the plan was to spread the risk over time.

Trustee Freeman added that we take an overview of how we look at next semester. He stated that we could cut expenses as much as we can but fixing the problem meant increasing enrollment.

Trustee Lewis inquired whether SACSCOC was requiring us to submit this financial budgeting as well. He asked if the \$55M in Reserve was just sitting at a Bank. How was it growing?

President Glover stated that it was not all cash money. She said that the plan was to break even and then restart contributing to the Reserves.

VP Chase added that cuts will be viewed positively by SACSCOC since it will show that we are taking the necessary steps to break even.

Chair Corbeil moved to recommend to the full Board the approval of the Institutional Revised Budget, as contained in the Board materials for the November 21, 2019, Board meeting. Trustee Lewis seconded the motion and it carried.

## **V. FINANCE AND BUDGET COMMITTEE REPORT**

Chair Corbeil introduced the next item on the agenda as the finance and budget committee report. The materials for this agenda item are included in your November 21, 2019, Board meeting materials.

Chair Corbeil asked President Glover or her designee to provide pertinent information related to this agenda item and she proceeded to review the Sibson Consulting Agency Report which was included as Attachment A in the Board materials dated November 21, 2019.

Chair Corbeil commented on the confidentiality of the Sibson Report.

President Glover explained the use of Reserves over a period of time as recommended by the Report.

Trustee Sekmen pointed out a discrepancy stating that the student FTE was 6200FTE not 6500FTE as the Sibson Report stated.

Chair Corbeil asked for a financial projection from VP Chase and his team. He wanted to see the Revenue generation – the 3 year enrollment revenue.

VP Chase stated that he took a conservative approach to revenue, since the trend was showing a decrease.

Chair Corbeil insisted that VP Chase come back to the Committee showing revenue projection.

VP Chase added that his approach was to make the necessary cuts in this FY, so as to avoid having to make more cuts later.

Trustee Cole commended VP Chase for having a procedure mapped out before on the onset of the Sibson Report.

VP Chase announced that Sibson was willing to do a more indepth study for TSU (for a fee). He stated that we have already taken steps to avoid using Reserves. He noted that timing was everything and that we needed to move forward on the plan.

Trustee Sekmen advised that the faculty should be told sooner than later. He said that the announcement of cuts should not wait.

President Glover agreed that the ball should start rolling now instead of waiting to make all the changes at the same time.

Chair Corbeil stated that the course of action will be discussed in depth at the March meeting.

Trustee Freeman suggested that a closer look should be taken at the number of faculty.

Trustee Mitchell interjected asking what were we going to do about our declining enrollment. SACSCOC is reviewing us.

Chair Corbeil asked that a report be made on a meeting between VP Chase and Trustee Sekmen on enrollment, since there was an ongoing discussion about the two APPLE initiative courses (TELC 5005 & TELC 2011) and the enrollment discrepancy.

The discussion continued when President Glover added that free courses are being offered to students at other schools all the time and that their attendance is included. Trustee Sekmen suggested that next semester, the courses should be offered as Continuing Education classes instead of being 3-credit courses. President Glover apologized that these free classes were not being offered as Computer Science classes.

Chair Corbeil thanked President Glover for her presentation.

## **VI. REPORT ON ENROLLMENT**

Chair Corbeil introduced the next item on the agenda is the report on the enrollment. The materials for this agenda item are included in your November 21, 2019, Board meeting materials.

Chair Corbeil asked President Glover or her designee Mr. Terrance Izzard, to provide the report for this item as it pertains to the agenda item.

Mr. Izzard directed the committee to pages 65 of the board materials dated November 21, 2019. He added that total fall applications were already ahead of last year's number by 332 applications.

Trustee Mitchell suggested that we consider the National Guard of TN for added applicants. She suggested online course delivery to this population for those who were deployed from TN.

Dr. Mosley reminded the committee that TSU had just opened its TSU Veteran's Center and that we were targeting the veteran population.

Chair Corbeil suggested that Mr. Izzard get with Trustee Mitchell and discuss this possibility further.

Trustee Corbeil thanked President Glover and Mr. Izzard for the presentation.

## **VII.UPDATE ON ENROLLMENT, MARKETING AND STUDENT RECRUITMENT PLAN**

Chair Cobeil announced the next item on the agenda as the update on the Enrollment, Marketing, and Student Recruitment Plan. The information for this item was included in the Board meeting materials dated November 21, 2019.

Mr. Izzard continued to present the report on enrollment and instructed that the information could be located at pages 68 through 71 in the Board materials. He guided the committee to the 'results'

column of his report demonstrating that the increased efforts by the enrollment management department were resulting in increased numbers. Dual enrollment was playing a significant role in increasing enrollment, as well as the “Everyone can Code” courses. He explained that the new CRM (Customer Relationship Manager) and the Common Black College Application Portal provided additional support to students and the recruitment team.

Chair Corbeil thanked President Glover and her team for the report.

### **VIII. REPORT ON THE UNIVERSITY’S ELECTRICAL GRID AND POWER OUTAGE INCIDENTS AND RELATED ISSUES**

Chair Corbeil introduced the next item on the agenda as the report on the University’s electrical grid and power outage incidents and related issues and noted the inclusion of information in the board materials for the November 21, 2019, Board meeting.

Chair Corbeil asked President Glover or her designee to provide pertinent information related to this agenda item. This is an informational discussion item, so no vote is required. President Glover deferred to VP Chase as her designee.

VP Chase guided the committee to pages 74 through 78 of the Board materials for the November 21, 2019 meeting, for a detailed chronological explanation of the events relevant to the agenda item listed.

VP Chase reiterated that there were two separate power outages that took place, September 1, 2019 – and then again on October 6, 2019 – which they confirmed was caused by a lightning strike. He explained that Dr. Mosley relocated classes so as to minimize any academic disruption.

The LRC student learning center was sacrificed in order to power the other buildings

VP Chase explained that THEC had approved \$5M in Capital Funding for this project. He stated that THEC brought this issue to the floor at the House Budget Hearings on behalf of TSU.

### **IX. ADJOURNMENT**

Chair Corbeil moved to adjourn the meeting. Trustee Freeman seconded and the motion carried with the meeting adjourning at 12:50 pm.



**Tennessee State University  
Board of Trustees**



**Approval of the  
March 12, 2020  
Finance and Budget Committee  
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of the March 12, 2020, Finance and Budget Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the March 12, 2020, Finance and Budget Committee meeting is included in the June 18, 2020, Board materials.

**MOTION: To approve the minutes from the Board of Trustees' March 12, 2020, Finance and Budget Committee meeting, as contained in the Board materials for the Board's June 18, 2020, meeting.**

**Tennessee State University Board of Trustees  
Finance and Budget Committee Meeting.  
March 12, 2020  
Tennessee State University. 3500 John A. Merritt Blvd. Nashville, Tennessee 37209  
McWherter Administration Building  
President's Conference Room**

**MINUTES**

**Committee Members Present:** Richard Lewis

**Other Board Members Present:** Joseph W. Walker, III, Dr. Deborah Cole, Pam Martin, Obie McKenzie (via phone), Dr. Edith Peterson Mitchell, Dr. Ali Sekmen, and Braxton Simpson.

**University Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Alisa Mosley, Interim Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Horace Chase, Vice President of Business and Finance; Dr. Frances Williams, Assoc. Vice President of Research & Sponsored Programs; Dr. John Cade, Vice President of Enrollment Management; and Terrence Izzard, Assoc. Vice President of Enrollment Management; Dr. Charlise Anderson, Director, Accreditation & Assessment; Mr. Al Hill, Director of Facilities Management; Mr. George Herring, Senior Project Manager; and Mr. David Smart, Executive Director of Design & Construction.

**X. CALL TO ORDER**

Trustee Lewis called the meeting to order at 10:57 a.m. on March 12, 2020.

**XI. ROLL CALL/DECLARATION OF A QUORUM**

Board Secretary Pendleton called the roll at the committee chair's request. Trustee Lewis is present. There is not a presence of a quorum. Secretary Pendleton explained that only informational items can be addressed and no votes are allowed.

**XII. BUDGET UPDATE**

Vice Chair Lewis announced the next item on the agenda is the budget update. This is an informational item and no vote is required.

Vice Chair Lewis asked President Glover or her designee to provide pertinent information related to this agenda item. Mr. Chase provided the update on the FY 2020 budget. The revised budget was completed in October 2019 and by June final budget and the proposed budget for FY 2021 will be ready. Mr. Chase reported that he expected to meet or exceed conservative projected revenue in tuition and fees. He explained that there is a \$4 million item in this year's budget that is still in progress as it has not come to fruition at this point in time, and there is \$3 million in auxiliary funds to balance this year's current budget. Mr. Chase explained that the focus for the proposed budget is to be balanced, without using any one time revenues and exclusive of auxiliary in June for upcoming fiscal year. He explained that TSU needs to reduce its operating expenses by \$15 million (about 11%).

Mr. Chase provided a general explanation of the budget process. He explained that the proposed budget is prepared in January and submitted to TBR at the beginning of May. The proposed budget comes to the Board in June for approval. October can see reviews once the fall enrollment is in.

Trustee Cole asked for clarification on where auxiliary funds are located in the board packet. Mr. Chase explained that the board material does not include auxiliary.

Trustee Lewis asked whether there was any information on when/if the \$4 million will be received. President Glover explained that one was related to a real estate situation that has gone away, and the deal downtown with a long-term lease was on hold as the Board was unwilling to give up interest/be minority interest.

Trustee Lewis asked whether or not the board should have auxiliary money information for budget in June. Mr. Chase said that the proposed budget will have unrestricted ENG and auxiliary dollars. He discussed one-time solutions but is preparing a sustainable budget with about 75% of the budget being in personnel.

Trustee Cole summarized that the June 30, 2020 budget was dependent on one time transactions and auxiliary funds and that the 2021 budget should be without one time transactions or auxiliary funds.

Secretary Pendleton explained THEC's involvement with the State Building Commission for downtown public-private partnerships and that multiple proposals are usually required. President Glover mentioned the UofM public-private partnership that was approved.

Trustee Cole stated that the Board previously gave authority to the President to look into the one-time transaction and bring information back to the board. She believes the Board is willing to help get information to the community.

Mr. Chase said that even this transaction if authorized would only impact the budget once, so he may use reserves this year but the transaction could happen in the future.

### **XIII. FINANCE AND BUDGET REPORT**

Vice Chair Lewis introduced the next item on the agenda as the finance and budget report. The materials for this agenda item are included in your March 12, 2020, Board meeting materials.

Vice Chair Lewis asked President Glover or her designee to provide pertinent information related to this agenda item. Mr. Chase updated on the electrical grid in that TSU is working with THEC, the State, and TBR, and developed the electrical grid assessment to be done June 1. He stated that the State approved \$5 million for the next fiscal year with assessment to improve electrical grid.

Trustee Cole asked whether the \$5 million was improved as a capital expenditure. Mr. Chase said that is was and that the cost is expected to exceed the \$5 million amount.

Mr. Chase then reported on the facility assessment which is to be done by July 1. He reported that all the LGIs have deferred maintenance. This will help determine deferred maintenance for facilities.

Trustee Johnson said to take into account recent events when conducting facility assessment and there is a need to develop plans for future needs. He also inquired as to the type of facility maintenance was going to be put toward tornado facility items that will be done by insurance. Trustee Johnson encouraged looking at how to use upgraded facilities as a potential income generator to offset expenses.

Mr. Chase said that those are being looked at on how to generate revenue and utilize this opportunity.

President Glover reported that the \$20 million in damages reported to press in relation to the tornado was not accurate. She stated that as TSU looks to rebuild the whole complex, it needs to look at current needs, not just replacing loss.

Trustee Lewis discussed the master plan and the governor's involvement in creation of this TSU administrative building. He stressed the importance of building relationships.

Mr. Chase then presented on the capital management and requested severance from TBR. He said that they are looking to sever in July 2020, but it has been delayed to July 1, 2021.

Vice Chair Lewis thanked President Glover for her presentation.

#### **XIV. REPORT ON ENROLLMENT**

Vice Chair Lewis introduced the next item on the agenda is the report on the enrollment. The materials for this agenda item are included in your March 12, 2020, Board meeting materials.

Vice Chair Lewis asked President Glover or her designee to provide the report for this item as it pertains to the agenda item.

Mr. Izzard referred to the materials in the board packet. He explained that he hired a new director of admissions and recruitment in December and additional recruitment hires. He is now launching the intent to enroll campaign which is proving very successful, as application totals are already 400 students ahead of this same time last year.

Mr. Izzard explained that the communications initiative is now underway. There are four items in technical structure and capital improvements, and the common application for black colleges is positive.

Mr. Izzard reported that over \$1.7 million was raised in the \$1million in a month campaign. He reported that the partnership with the USDA and the Predators were very positive. He said that numbers are trending upward in every area.

Mr. Izzard reviewed the enrollment update as contained in the board materials.

Trustee Lewis asked whether TSU had relationships with local community colleges. Mr. Izzard said there are 13 community colleges and TSU is aggressively going after that market. He got a list of graduating "seniors" for transfer Tuesday and has invited them to TSU. Mr. Izzard also explained that he is increasing personnel.

Trustee Sekmen said that the budget depends on enrollment and he expressed worry. He said that he has analyzed the data and the graduate school head count is down in the last 5 years. FTE enrollment for grad school is down 32.4%. The retention rate from fall to spring is accelerated.

Mr. Izzard said that since November the President has reorganized the whole recruitment and retention area. There is now new personnel and new benchmarks with additional supports.

Trustee Sekmen asked about graduate school decrease. President Glover stated that measures have been in place and enrollment has gone up. Ms. Mosley said the persistence rate is up and additional strategies were discussed.

Trustee Martin acknowledged that we have been discussing numbers in several meetings. She said that the report shows that President Glover and her staff are listening, have created a plan, and are employing a plan to address.

Trustee Cole encouraged taking an approach related to revenue and non-traditional approaches, and suggested getting a report on new ideas and results.

Trustee Lewis thanked President Glover for the presentation.

## **XV. UPDATE ON ENROLLMENT, MARKETING AND STUDENT RECRUITMENT PLAN**

Vice Chair Lewis acknowledged that this agenda item had already been covered.

## **XVI. REPORT ON THE UNIVERSITY'S STRATEGIC PLAN PROCESS**

Vice Chair Lewis introduced the next item on the agenda as the report on the University's strategic plan process and related issues and noted the inclusion of information in the board materials for the March 12, 2020, Board meeting.

Chair Lewis asked President Glover or her designee to provide pertinent information related to this agenda item. This is an informational discussion item, so no vote is required.

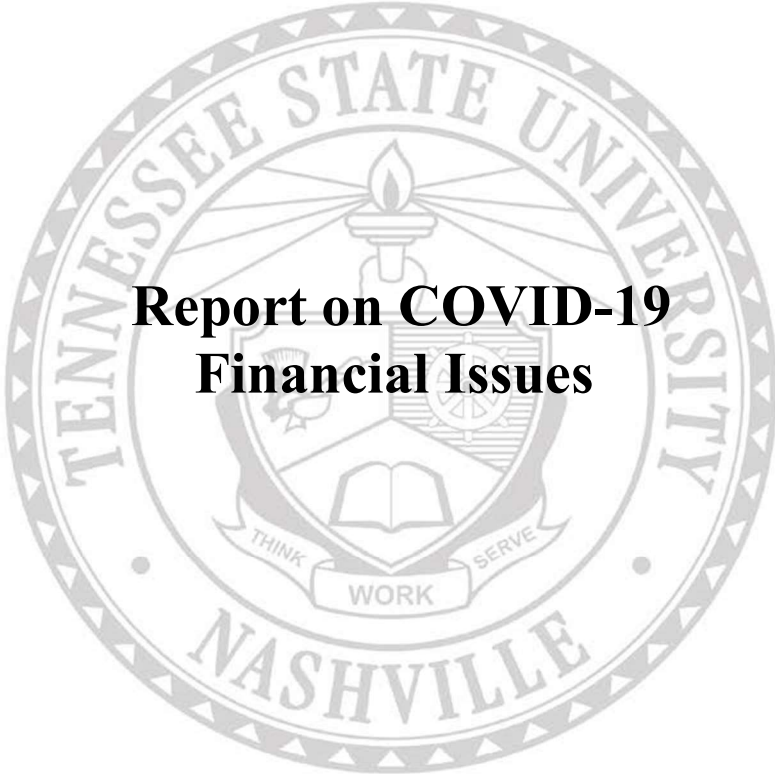
President Glover recognized Jerri Haynes, as chair of strategic plan process. Dr. Haynes explained that the University has taken on momentum to move on plan. The process started in October with the leadership team. They met with the consultant and established internal and external committees with various subcommittees. Dr. Haynes said they plan to meet again to review analysis and committee work. They are currently working on the mission and vision statements. Dr. Haynes reported that by Fall 2020 they should have the strategic plan in place.

Trustee Sekmen asked a question about financial reporting to governmental agencies. Mr. Chase had to step out, so Trustee Cole said that Mr. Chase had addressed this in the audit meeting earlier. Trustee Cole said Mr. Chase addressed the fact that there was 75% turnover and he now has hired new individuals, and that the President is to provide a report.

## **XVII. ADJOURNMENT**

Vice Chair Lewis moved to adjourn the meeting. Meeting adjourned at 12:07 pm.

**Tennessee State University  
Board of Trustees**



**Report on COVID-19  
Financial Issues**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: June 18, 2020

ITEM: Report on COVID-19 Financial Issues

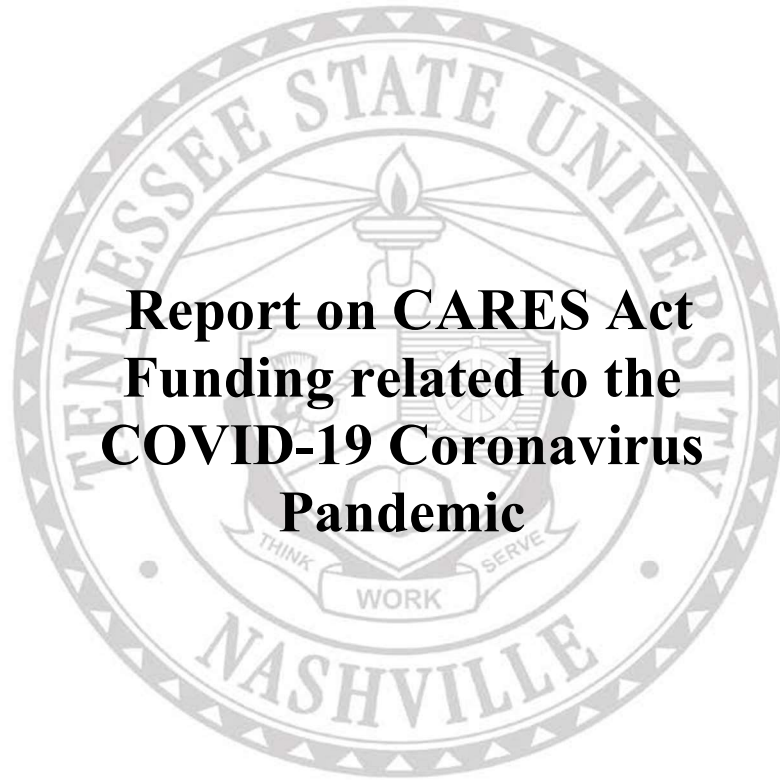
RECOMMENDED ACTION: Information Item

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

The President and/or her designee will provide a report on COVID-19 Financial Issues.



**Tennessee State University  
Board of Trustees**



**Report on CARES Act  
Funding related to the  
COVID-19 Coronavirus  
Pandemic**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Report on CARES Act Funding related to the COVID-19 Pandemic

RECOMMENDED ACTION: Information Item

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

The President and/or her designee will provide a report on CARES Act Funding related to the COVID-19 Pandemic.

**Tennessee State University  
Board of Trustees**



**Approval of the  
Fiscal Year 2020-21  
Non-Mandatory Fee  
Increases**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of FY 2020-2021 New/Increases Non-Mandatory Fees

RECOMMENDED ACTION: Vote to Approve FY 2020-2021 New/Increases Non-Mandatory Fees

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

The purpose of this agenda item is to request approval for FY 2020-2021 non-mandatory fee recommendations.

**Background Information:** Board Guideline B-060 (*Fees, Charges, Refunds, and Fee Adjustments*) requires the approval of the Board for all mandatory institutional fees and charges, unless specific exceptions are provided. Fees that are *non*-mandatory (i.e., not assessed to all students), may be approved by the President. Based on prior practice, TSU is presenting the attached increases in non-mandatory fees to the Board for final approval.

“*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 and non-mandatory fees may be presented at the regular March or June meeting of the Board.

**Proposed Implementation Date:** Fall Term 2020

**Item Details:** See attachment.

**MOTION:** To approve the Fiscal Year 2020-21 Non-mandatory fee increases, as contained in the Board materials for the Board’s June 18, 2020, meeting.

# TENNESSEE STATE UNIVERSITY

## Fee Increase/Change Request

FY 2020-2021

<u>Name of Fee</u>	<u>Current Amount</u>	<u>Proposed Amount</u>	<u>Justification</u>	<u>Additional Revenue Generated</u>	<u>Comments</u>	<u>Responsible Department</u>
<b>Academic Affairs</b>						
Dental Hygiene Clinic Fee	\$75/course	\$100/course	added PPE supply chain cost increases	\$ 10,400	Per applicable Dental Hygiene clinic course	Dental Hygiene
Dental Hygiene Lab Fee	\$30/course	\$55/course	product increase from supply chain	\$ 6,160	Per applicable Lab Fee Course	Dental Hygiene
Dental Hygiene Mannequin Rental Fee	\$50/student	\$75/student	off set product increase in supply chain	\$ 2,250	Per student	Dental Hygiene
Clinical Education Fee	-	\$250/student	Pays the clinical placement mgt system	\$ 9,000	Fee is per student taking the intro to clinical internship course	Physical Therapy
Cadaver Fee	-	\$450/student	Pays for cadavers used during human dissection	\$ 16,200	Fee is per student taking gross anatomy	Physical Therapy

**TENNESSEE STATE UNIVERSITY**

**Fee Increase/Change Request**

**FY 2020-2021**

<u>Name of Fee</u>	<u>Current Amount</u>	<u>Proposed Amount</u>	<u>Justification</u>	<u>Additional Revenue Generated</u>	<u>Comments</u>	<u>Responsible Department</u>
Speech Pathology Clinic Fee	\$60/student	\$409/sudent	The Department has implemented the use of online and virtual technology for its clinical program. The students must pay the following fees:	\$ 20,450	The department will admit 50 new students into its program in 2020-2021 (20 students in the 2020 Fall semester and 30 students in the 2021 Spring semester). The proposed amount of \$409 should be charged to the new students entering the program in the 2020-2021 year. The fees should be paid upfront for CALIPSO, SimuCase and Clinic Note. The \$60 can be divided over three semesters (\$20 for Fall; \$20 for Spring; \$20 for Summer).	Speech Pathology
	-	-	1. CALIPSO- \$100 one-time fee. This is a repository for clinical appraisals, clinical clock hours, documentation of skills and knowledge outcomes.	-		Speech Pathology
Speech Pathology Clinic Fee	-	-	2. SimuCase-\$99 Annual fee for students to engage in clinical simulations with virtual clients.	-		Speech Pathology
	-	-	3. Clinic Note-\$150 annual fee for students to create and store electronic lessons plans, SOAP notes, clinical reports and manage client files electronically.	-		Speech Pathology
	-	-	4. Clinic Fee- \$60 annually to defray the costs of clinical supplies (tests; clinical materials for intervention, etc.)	-		Speech Pathology
	-	-		-		
<b>Total E&amp;G Projected Revenue from Fee Increase</b>				<u>\$ 64,460</u>		

**NOTE: Mandatory fee increases will be capped at 2% for FY 2020-21; TSU 0%**

**Tennessee State University  
Board of Trustees**



**Approval of FY 2020-21  
Estimated and Proposed  
Institutional Budget**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of FY 19 Estimated and FY 20 Proposed Institutional Budget

RECOMMENDED ACTION: Approval

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

The purpose of this agenda item is to consider for approval both the *Estimated Budget* for Fiscal Year 2019-20 and the *Proposed Budget* for Fiscal Year 2020-21.

**Background Information:**

Tennessee State University 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 University 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.

**FY20 Estimated Budget:**

***Revenue:***

The FY20 Estimated Budget reflects a decrease in revenue from the FY20 October Revised Budget of approximately \$2.9 million.

The change is primarily due to:

- \$900K increase in Tuition and Fees revenue
- \$1.2 million increase in Federal Grants (Indirect Cost Recovery- Cares Act)



- \$1 million decrease in Sales & Services of Other Activities
- \$4 million decrease of Other Sources.

***Expenses:***

The FY20 Estimated budget also reflects an increase in expenditures of \$2.4 million.

The change is primarily due to:

- \$1.3 million increase in the Instruction function
- \$1.1 million increase in the Operations & Maintenance function.

***Mandatory Transfers (Debt Service):***

The FY20 Estimated Budget reflects an increase of \$1.1 million to Debt Service to fairly represent expected transfers.

***Net Effect:***

Therefore, the net effect of the decrease in revenue of \$2.9 million, increase in expenditures of \$2.4 million and increase to mandatory transfers of \$1.1 million, is a change of \$6.4 million from the FY20 October Revised budget to the FY20 Estimated Budget. A reimbursement of \$2.4 million from the CARES Act for institutions will reduce the change from \$6.4 million to **\$4 million**.

The approved Revised Budget carried an \$8.3 million transfer from Unexpended Plant and Auxiliary, with the addition of the \$4 million increase, the estimated total of transfer from Unexpended Plant is \$12.3 million for the FY20 Estimated Budget.

**FY21 Proposed Budget:**

***Budget Assumptions:***

- Decrease in tuition and fees revenue of 4.9%
- Zero Tuition and Mandatory Fee rate increase

***Primary changes to Revenue and Expenses:***

- Increase in Indirect Cost Recovery of \$4 million
- Decrease of \$3.3 million in tuition and fees revenue.
- Decrease of \$1.2 million in appropriations
- Decrease of \$11.7 million in expenditures; primarily due to reductions in operations, scholarships, travel and some vacant positions.

***Net Effect:***

The FY21 Proposed Budget projects revenues of \$119.9 million with budgeted expenditures and mandatory transfers of \$123.7 million, which results in a projected budget shortfall of \$3.8 million.

The University administration is considering the following to reduce or eliminate the shortfall:

- CARES Act funding
- Voluntary Separation Incentive Program
- Other operational costs

**Proposed Implementation Date:** July 1, 2020

**Item Details:** See attachment.

**MOTION: To approve Tennessee State University’s Estimated Budget for Fiscal Year 2019-2020 and the Proposed Budget for Fiscal Year 2020-2021, as contained in the Board materials for the Board’s June 18, 2020, meeting.**

**TENNESSEE STATE UNIVERSITY**  
**SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED**  
**JULY 2020-21 ORIGINAL BUDGET**

	Actual 2018-19	October Budget 2019-20	Estimated Budget 2019-20	July Budget 2020-21
<b>Unrestricted Current Fund Balances at Beginning of Period:</b>				
0505 Allocation for Encumbrances	\$ 4,233,292	\$ 4,225,400	\$ 4,225,400	\$ 27,500
0510 Allocation for Working Capital	5,910,700	4,252,900	4,252,900	83,700
0515 Special Allocations	6,296,242	6,489,100	6,489,100	5,316,100
0520 Unallocated Balance	(11,232,428)	(9,759,600)	(9,759,600)	-
	<u>5,207,806</u>	<u>5,207,800</u>	<u>5,207,800</u>	<u>5,427,300</u>
<b>Revenues</b>				
<b>A. Educational and General</b>				
1005 Tuition and Fees	76,078,576	68,667,200	69,545,700	66,242,200
1015 State Appropriations	39,342,738	42,768,900	42,768,900	41,594,700
1025 Federal Grants and Contracts	2,543,685	2,500,000	3,700,000	6,500,000
1030 State Grants and Contracts	27,769	33,000	33,000	33,000
1035 Local Gifts, Grants and Contracts	-	-	-	-
1040 Private Gifts, Grants and Contracts	45,895	47,000	47,000	47,000
1045 Foundation Gifts	25,000	25,000	25,000	25,000
1050 Sales & Services of Educ. Depts.	109,946	124,300	84,300	84,300
1055 Sales & Services of Other Activities	4,829,156	5,157,200	4,261,200	4,625,100
1060 Other Sources	1,587,167	4,732,200	730,000	730,000
	<u>124,589,932</u>	<u>124,054,800</u>	<u>121,195,100</u>	<u>119,881,300</u>
<b>B. Sales/Svs Aux Enterprises</b>				
1505 B. Sales/Svs Aux Enterprises	26,240,206	26,420,300	24,023,800	24,199,100
	<u>\$150,830,138</u>	<u>\$ 150,475,100</u>	<u>\$ 145,218,900</u>	<u>\$ 144,080,400</u>

## TENNESSEE STATE UNIVERSITY

## SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

## JULY 2020-21 ORIGINAL BUDGET

	Actual 2018-19	October Budget 2019-20	Estimated Budget 2019-20	July Budget 2020-21
<b>Expenditures</b>				
<b>A. Education &amp; General Expenditures</b>				
2000 Instruction	\$ 57,565,688	\$ 61,271,300	\$ 62,550,600	\$ 61,787,000
2500 Research	2,191,593	2,564,300	2,635,600	2,247,600
3000 Public Service	1,347,667	1,368,200	1,525,200	1,433,300
3500 Academic Support	9,324,348	11,051,200	10,852,400	10,379,800
4000 Student Services	17,016,285	16,374,400	16,292,100	16,723,600
4500 Institutional Support	12,710,012	12,329,000	12,341,000	9,853,500
5000 Operation & Maint. of Plant	16,600,941	14,193,800	15,352,500	13,819,100
5500 Scholarships & Fellowships	9,533,206	11,348,700	11,348,700	4,982,200
	<u>126,289,739</u>	<u>130,500,900</u>	<u>132,898,100</u>	<u>121,226,100</u>
<b>Educ. &amp; Gen. Expenditures</b>				
	<u>126,289,739</u>	<u>130,500,900</u>	<u>132,898,100</u>	<u>121,226,100</u>
<b>Mandatory Transfers</b>				
6005 Principal & Interest	<u>2,474,017</u>	<u>1,368,900</u>	<u>2,474,000</u>	<u>2,474,000</u>
	<u>2,474,017</u>	<u>1,368,900</u>	<u>2,474,000</u>	<u>2,474,000</u>
<b>Total Mandatory Transfers</b>				
	<u>2,474,017</u>	<u>1,368,900</u>	<u>2,474,000</u>	<u>2,474,000</u>
<b>Non-Mandatory Transfers for:</b>				
6505 Transfers from Unexpended Plant Fund	(4,174,991)	(5,305,500)	(14,396,500)	(3,788,300)
6507 Transfers to Renewal and Replacement	110,000	-	-	-
6510 Other Transfers	(108,833)	(3,000,000)	-	-
6511 Transfers to Unexpended Plant Fund	-	-	-	-
6512 Transfers from Renewal and Replacement	-	-	-	-
	<u>(4,173,824)</u>	<u>(8,305,500)</u>	<u>(14,396,500)</u>	<u>(3,788,300)</u>
	<u>(4,173,824)</u>	<u>(8,305,500)</u>	<u>(14,396,500)</u>	<u>(3,788,300)</u>
<b>Total Non-Mandatory Transfers</b>	<u>(4,173,824)</u>	<u>(8,305,500)</u>	<u>(14,396,500)</u>	<u>(3,788,300)</u>
<b>Total Education and General</b>	<u>\$124,589,932</u>	<u>\$ 123,564,300</u>	<u>\$ 120,975,600</u>	<u>\$ 119,911,800</u>

**TENNESSEE STATE UNIVERSITY**  
**SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED**  
**JULY 2020-21 ORIGINAL BUDGET**

	Actual 2018-19	October Budget 2019-20	Estimated Budget 2019-20	July Budget 2020-21
<b>B. Auxiliary Enterprises Expenditures</b>				
7005 Auxiliary Enterprises Expenditures	\$ 21,191,860	\$ 20,676,100	\$ 21,445,700	\$ 20,859,900
<b>Mandatory Transfers for:</b>				
7505 Principal and Interest	1,852,710	1,783,200	1,783,200	1,783,200
Total Mandatory Transfers	1,852,710	1,783,200	1,783,200	1,783,200
<b>Non-Mandatory Transfers for:</b>				
8005 Transfers to Unexpended Plant Fund	1,853,692	3,000,000	-	706,000
8007 Transfers to Renewal and Replacement	1,341,944	961,000	794,900	850,000
8012 Transfers from Renewal and Replacement	-	-	-	-
8015 Transfers from Other Funds	-	-	-	-
Total Non-Mandatory Transfers	3,195,636	3,961,000	794,900	1,556,000
Total Auxiliary Enterprises	26,240,206	26,420,300	24,023,800	24,199,100
Total Expenditures & Transfers	\$150,830,138	\$ 149,984,600	\$ 144,999,400	\$ 144,110,900
<b>Unrestricted Current Fund Balances</b>				
<b>at End of Period:</b>				
8505 Allocation for Encumbrances	4,225,382	27,500	27,500	28,200
8510 Allocation for Working Capital	4,252,897	83,700	83,700	84,100
8515 Special Allocations	6,489,125	5,587,100	5,316,100	5,284,500
8520 Unallocated Balance	(9,759,598)	-	-	-
Total Balances	\$ 5,207,806	\$ 5,698,300	\$ 5,427,300	\$ 5,396,800

## SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

	Actual 2018-19	October Budget 2019-20	Estimated Budget 2019-20	July Budget 2020-21
<b>Unrestricted Current Fund Balances at Beginning of Period:</b>				
0505 Allocation for Encumbrances	\$ 102,076	\$ 124,200	\$ 124,200	\$ 79,700
0510 Allocation for Working Capital	-	-	-	40,000
0515 Special Allocations	18,246	18,600	18,600	28,600
0520 Unallocated Balance	558,304	556,900	556,900	-
Total Balances	<u>\$ 678,626</u>	<u>\$ 699,700</u>	<u>\$ 699,700</u>	<u>\$ 148,300</u>
<b>Revenues</b>				
<b>A. Educational and General</b>				
1015 State Appropriations	\$ 619,400	\$ 1,429,200	\$ 1,429,200	\$ 1,442,100
Total Revenues	<u>\$ 619,400</u>	<u>\$ 1,429,200</u>	<u>\$ 1,429,200</u>	<u>\$ 1,442,100</u>
<b>Expenditures</b>				
<b>A. Education &amp; General Expenditures</b>				
2500 Research	\$ 598,324	\$ 1,983,000	\$ 1,980,600	\$ 1,434,200
Educ. & Gen. Expenditures	<u>598,324</u>	<u>1,983,000</u>	<u>1,980,600</u>	<u>1,434,200</u>
Total Education and General	<u>\$ 598,324</u>	<u>\$ 1,983,000</u>	<u>\$ 1,980,600</u>	<u>\$ 1,434,200</u>
<b>Non-Mandatory Transfers for:</b>				
6505 Transfers to Unexpended Plant Fund	\$ -	\$ -	\$ -	\$ -
6507 Transfers to Renewal and Replacement				
6510 Other Transfers			-	-
6511 Transfers from Unexpended Plant Fund				
Total Expenditures & Transfers	<u>\$ 598,324</u>	<u>\$ 1,983,000</u>	<u>\$ 1,980,600</u>	<u>\$ 1,434,200</u>
<b>Unrestricted Current Fund Balances at End of Period:</b>				
8505 Allocation for Encumbrances	\$ 124,248	\$ 77,300	\$ 79,700	\$ 80,100
8510 Allocation for Working Capital	-	40,000	40,000	40,000
8515 Special Allocations	18,582	28,600	28,600	36,100
8520 Unallocated Balance	556,872	-	-	-
Total Balances	<u>\$ 699,702</u>	<u>\$ 145,900</u>	<u>\$ 148,300</u>	<u>\$ 156,200</u>

**TENNESSEE STATE UNIVERSITY  
INSTITUTE OF AGRICULTURAL & ENVIRONMENTAL RESEARCH  
SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED**

	Actual 2018-19	October Budget 2019-20	Estimated Budget 2019-20	July Budget 2020-21
<b>Unrestricted Current Fund Balances at Beginning of Period:</b>				
0505 Allocation for Encumbrances	\$ 402,969	\$ 111,100	\$ 111,100	\$ 325,300
0510 Allocation for Working Capital	-	-	-	100,000
0515 Special Allocations	106,251	108,400	108,400	143,200
0520 Unallocated Balance	<u>1,995,198</u>	<u>3,501,100</u>	<u>3,501,100</u>	<u>-</u>
Total Balances	<u>\$ 2,504,418</u>	<u>\$ 3,720,600</u>	<u>\$ 3,720,600</u>	<u>\$ 568,500</u>
<b>Revenues</b>				
<b>A. Educational and General</b>				
1015 State Appropriations	\$ 3,613,700	\$ 4,771,800	\$ 4,771,800	\$ 4,806,600
Total Revenues	<u>\$ 3,613,700</u>	<u>\$ 4,771,800</u>	<u>\$ 4,771,800</u>	<u>\$ 4,806,600</u>
<b>Expenditures</b>				
<b>A. Education &amp; General Expenditures</b>				
2500 Research	\$ 2,397,458	\$ 6,949,700	\$ 7,923,900	\$ 4,804,100
Educ. & Gen. Expenditures	<u>\$ 2,397,458</u>	<u>\$ 6,949,700</u>	<u>\$ 7,923,900</u>	<u>\$ 4,804,100</u>
<b>Non-Mandatory Transfers for:</b>				
6505 Transfers to Unexpended Plant Fund	\$ -	\$ 1,000,000	\$ -	\$ -
6507 Transfers to Renewal and Replacement	-	-	-	-
6510 Other Transfers	-	-	-	-
6511 Transfers from Unexpended Plant Fund	-	-	-	-
6512 Transfers from Renewal and Replacement	-	-	-	-
6515 Transfers from Other Funds	-	-	-	-
Total Non-Mandatory Transfers	<u>-</u>	<u>1,000,000</u>	<u>-</u>	<u>-</u>
Total Education and General	<u>2,397,458</u>	<u>7,949,700</u>	<u>7,923,900</u>	<u>4,804,100</u>
Total Expenditures & Transfers	<u>\$ 2,397,458</u>	<u>\$ 7,949,700</u>	<u>\$ 7,923,900</u>	<u>\$ 4,804,100</u>
8405 Prior Period Adjustments	-	-		
<b>Unrestricted Current Fund Balances at End of Period:</b>				
8505 Allocation for Encumbrances	\$ 111,141	\$ 323,400	\$ 325,300	\$ 326,800
8510 Allocation for Working Capital	-	100,000	100,000	100,000
8515 Special Allocations	108,411	119,300	143,200	144,200
8520 Unallocated Balance	<u>3,501,108</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Balances	<u>\$ 3,720,660</u>	<u>\$ 542,700</u>	<u>\$ 568,500</u>	<u>\$ 571,000</u>

**TENNESSEE STATE UNIVERSITY  
INSTITUTE OF AGRICULTURAL & ENVIRONMENTAL RESEARCH  
SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED**

	Actual 2018-19	October Budget 2019-20	Estimated Budget 2019-20	July Budget 2020-21
<b>Unrestricted Current Fund Balances at Beginning of Period:</b>				
0505 Allocation for Encumbrances	\$ 402,969	\$ 111,100	\$ 111,100	\$ 325,300
0510 Allocation for Working Capital	-	-	-	100,000
0515 Special Allocations	106,251	108,400	108,400	143,200
0520 Unallocated Balance	<u>1,995,198</u>	<u>3,501,100</u>	<u>3,501,100</u>	<u>-</u>
Total Balances	<u>\$ 2,504,418</u>	<u>\$ 3,720,600</u>	<u>\$ 3,720,600</u>	<u>\$ 568,500</u>
<b>Revenues</b>				
<b>A. Educational and General</b>				
1015 State Appropriations	\$ 3,613,700	\$ 4,771,800	\$ 4,771,800	\$ 4,806,600
Total Revenues	<u>\$ 3,613,700</u>	<u>\$ 4,771,800</u>	<u>\$ 4,771,800</u>	<u>\$ 4,806,600</u>
<b>Expenditures</b>				
<b>A. Education &amp; General Expenditures</b>				
2500 Research	\$ 2,397,458	\$ 6,949,700	\$ 7,923,900	\$ 4,804,100
Educ. & Gen. Expenditures	<u>\$ 2,397,458</u>	<u>\$ 6,949,700</u>	<u>\$ 7,923,900</u>	<u>\$ 4,804,100</u>
<b>Non-Mandatory Transfers for:</b>				
6505 Transfers to Unexpended Plant Fund	\$ -	\$ 1,000,000	\$ -	\$ -
6507 Transfers to Renewal and Replacement	-	-	-	-
6510 Other Transfers	-	-	-	-
6511 Transfers from Unexpended Plant Fund	-	-	-	-
6512 Transfers from Renewal and Replacement	-	-	-	-
6515 Transfers from Other Funds	-	-	-	-
Total Non-Mandatory Transfers	<u>-</u>	<u>1,000,000</u>	<u>-</u>	<u>-</u>
Total Education and General	<u>2,397,458</u>	<u>7,949,700</u>	<u>7,923,900</u>	<u>4,804,100</u>
Total Expenditures & Transfers	<u>\$ 2,397,458</u>	<u>\$ 7,949,700</u>	<u>\$ 7,923,900</u>	<u>\$ 4,804,100</u>
8405 Prior Period Adjustments	-	-		
<b>Unrestricted Current Fund Balances at End of Period:</b>				
8505 Allocation for Encumbrances	\$ 111,141	\$ 323,400	\$ 325,300	\$ 326,800
8510 Allocation for Working Capital	-	100,000	100,000	100,000
8515 Special Allocations	108,411	119,300	143,200	144,200
8520 Unallocated Balance	<u>3,501,108</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Balances	<u>\$ 3,720,660</u>	<u>\$ 542,700</u>	<u>\$ 568,500</u>	<u>\$ 571,000</u>



**TENNESSEE STATE UNIVERSITY  
COOPERATIVE EXTENSION  
SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED**

	Actual 2018-19	October Budget 2019-20	Estimated Budget 2019-20	July Budget 2020-21
<b>Unrestricted Current Fund Balances at Beginning of Period:</b>				
0505 Allocation for Encumbrances	\$ 305,440	\$ 248,600	\$ 248,600	\$ 312,100
0510 Allocation for Working Capital		-	-	171,000
0515 Special Allocations	105,300	108,300	108,300	113,000
0520 Unallocated Balance	<u>2,697,982</u>	<u>1,895,900</u>	<u>1,895,900</u>	<u>-</u>
Total Balances	<u>\$ 3,108,722</u>	<u>\$ 2,252,800</u>	<u>\$ 2,252,800</u>	<u>\$ 596,100</u>
<b>Revenues</b>				
<b>A. Educational and General</b>				
1015 State Appropriations	\$ 3,610,200	\$ 3,703,500	\$ 3,703,500	\$ 3,764,600
Total Revenues	<u>\$ 3,610,200</u>	<u>\$ 3,703,500</u>	<u>\$ 3,703,500</u>	<u>\$ 3,764,600</u>
<b>Expenditures</b>				
<b>A. Education &amp; General Expenditures</b>				
3000 Public Service	\$ 4,126,118	\$ 5,363,700	\$ 5,360,200	\$ 3,760,200
Educ. & Gen. Expenditures	<u>\$ 4,126,118</u>	<u>\$ 5,363,700</u>	<u>\$ 5,360,200</u>	<u>\$ 3,760,200</u>
<b>Non-Mandatory Transfers for:</b>				
6505 Transfers to Unexpended Plant Fund	\$ 340,000	\$ -	\$ -	\$ -
6507 Transfers to Renewal and Replacement	-	-		
6510 Other Transfers	-	-		
6511 Transfers from Unexpended Plant Fund	-	-	-	
6512 Transfers from Renewal and Replacement	-	-		
6515 Transfers from Other Funds	-	-		
Total Non-Mandatory Transfers	<u>340,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Education and General	<u>4,466,118</u>	<u>5,363,700</u>	<u>5,360,200</u>	<u>3,760,200</u>
Total Expenditures & Transfers	<u>\$ 4,466,118</u>	<u>\$ 5,363,700</u>	<u>\$ 5,360,200</u>	<u>\$ 3,760,200</u>
8405 Prior Period Adjustments	-	-		
<b>Unrestricted Current Fund Balances at End of Period:</b>				
8505 Allocation for Encumbrances	\$ 248,625	\$ 311,300	\$ 312,100	\$ 313,400
8510 Allocation for Working Capital	-	170,200	171,000	172,300
8515 Special Allocations	108,306	111,100	113,000	114,800
8520 Unallocated Balance	<u>1,895,873</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Balances	<u>\$ 2,252,804</u>	<u>\$ 592,600</u>	<u>\$ 596,100</u>	<u>\$ 600,500</u>

**TENNESSEE STATE UNIVERSITY  
FORESTRY**

**SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED**

	Actual 2018-19	October Budget 2019-20	Estimated Budget 2019-20	July Budget 2020-21
<b>Unrestricted Current Fund Balances at Beginning of Period:</b>				
0505 Allocation for Encumbrances	\$ 2,832	\$ -	\$ -	\$ 5,000
0515 Special Allocations	5,799	5,900	5,900	7,000
0520 Unallocated Balance	<u>696,394</u>	<u>724,300</u>	<u>724,300</u>	<u>-</u>
Total Balances	<u>\$ 705,025</u>	<u>\$ 730,200</u>	<u>\$ 730,200</u>	<u>\$ 12,000</u>
<b>Revenues</b>				
<b>A. Educational and General</b>				
1015 State Appropriations	\$ 196,200	\$ 198,900	\$ 198,900	\$ 202,100
Total Revenues	<u>\$ 196,200</u>	<u>\$ 198,900</u>	<u>\$ 198,900</u>	<u>\$ 202,100</u>
<b>Expenditures</b>				
<b>A. Education &amp; General Expenditures</b>				
2500 Research	\$ 171,068	\$ 916,100	\$ 917,100	\$ 201,700
Educ. & Gen. Expenditures	<u>171,068</u>	<u>916,100</u>	<u>917,100</u>	<u>201,700</u>
Total Education and General	<u>171,068</u>	<u>916,100</u>	<u>917,100</u>	<u>201,700</u>
Total Expenditures & Transfers	<u>\$ 171,068</u>	<u>\$ 916,100</u>	<u>\$ 917,100</u>	<u>\$ 201,700</u>
8405 Prior Period Adjustments				
<b>Unrestricted Current Fund Balances at End of Period:</b>				
8505 Allocation for Encumbrances	\$ -	\$ 5,000	\$ 5,000	\$ 5,300
8515 Special Allocations	5,886	8,000	7,000	7,100
8520 Unallocated Balance	<u>724,271</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Balances	<u>\$ 730,157</u>	<u>\$ 13,000</u>	<u>\$ 12,000</u>	<u>\$ 12,400</u>

Tennessee State University

Board of Trustees



**Report on Composite  
Financial Index**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Finance and Budget Committee Report on Composite Financial Index

RECOMMENDED ACTION: None

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

The return on net assets ratio measures total economic return during the fiscal year. This measure is similar to the return on equity ratio used in examining for profit concerns and answers the questions, “Are they better off financially than they were a year ago” and “Does financial asset performance support the strategic direction of the institution?” While investments in plant, a capital campaign, or a poor stock market can all create year to year volatility in this measure, the trend over time should be positive.

The net operating revenues ratio indicates an operating surplus or deficit in the given fiscal year. A positive ratio indicates that the institution experienced an operating surplus for the year. This ratio is similar to a profit margin and answers the questions, “Did they balance operating expenses with available revenue” and “Do the operating results indicate that the institution is living within available resources?” Depreciation expense is included to reflect the use of physical assets in measuring operating performance.

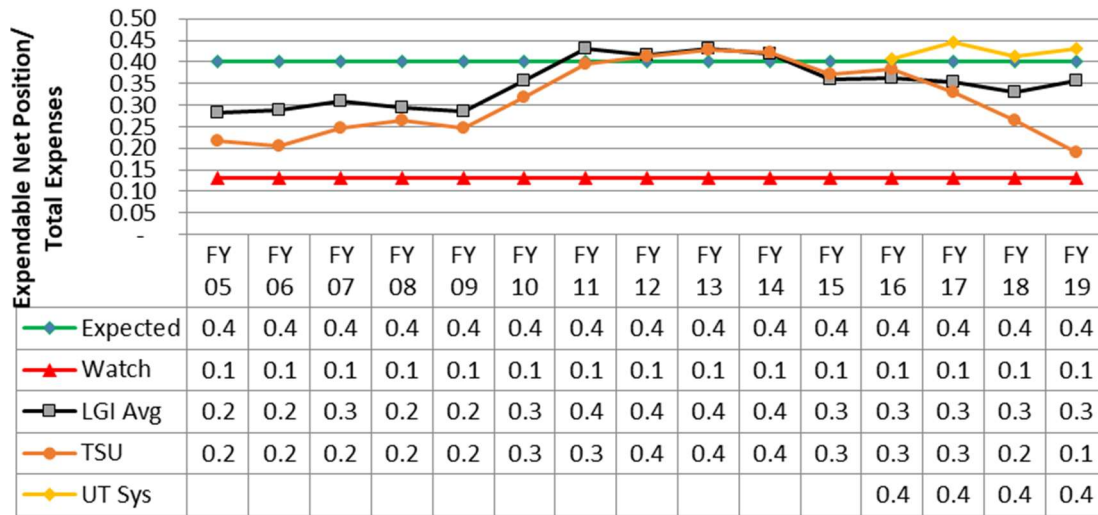
The primary reserve ratio measures financial strength and flexibility by comparing expendable net assets to total expenses. This measure answers the question, “How long can the institution survive without additional net assets generated by operating revenue?”

The viability ratio measures the financial health of the institution by comparing total expendable net assets to total current and non-current liabilities. This ratio is similar to a coverage ratio used in the private sector to indicate the ability of an organization to cover its long term debt from readily available resources and answers the questions, “How much of their debt can the institution pay off with existing resources” and “Is debt managed strategically to advance the institution's mission”.

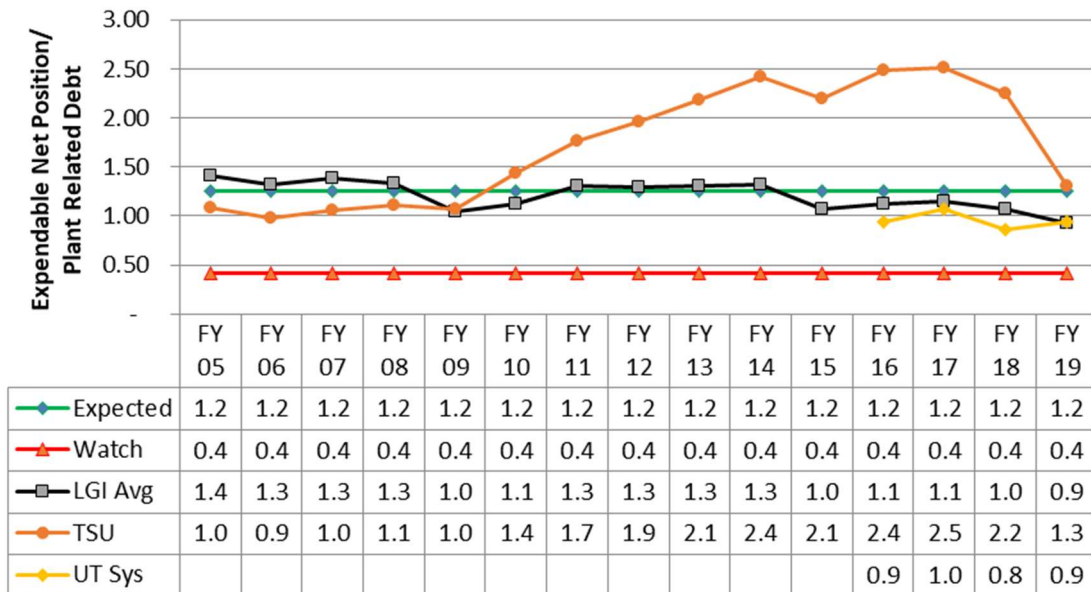
After their calculation, these four ratios are combined to deliver a single measure of the overall financial health of the institution. By blending these four core financial ratios into one metric, a more balanced view of the institution’s finances is provided since weakness in one measure can be offset by strength in another. Additionally, measuring the index over time provides a glimpse as to the progress institutions are making toward achieving financial goals.

**Item Details:** See attachment.

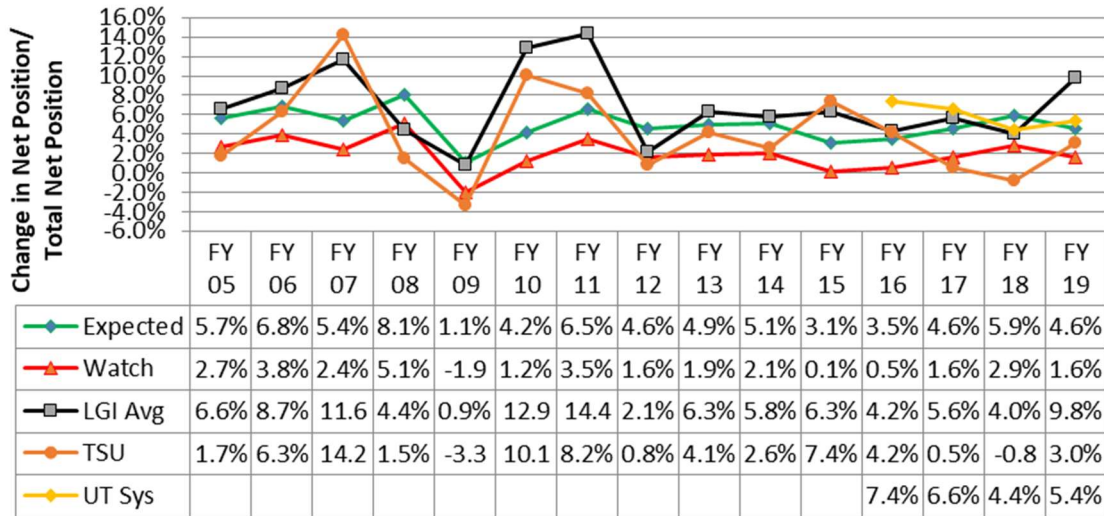
## Primary Reserve Ratio



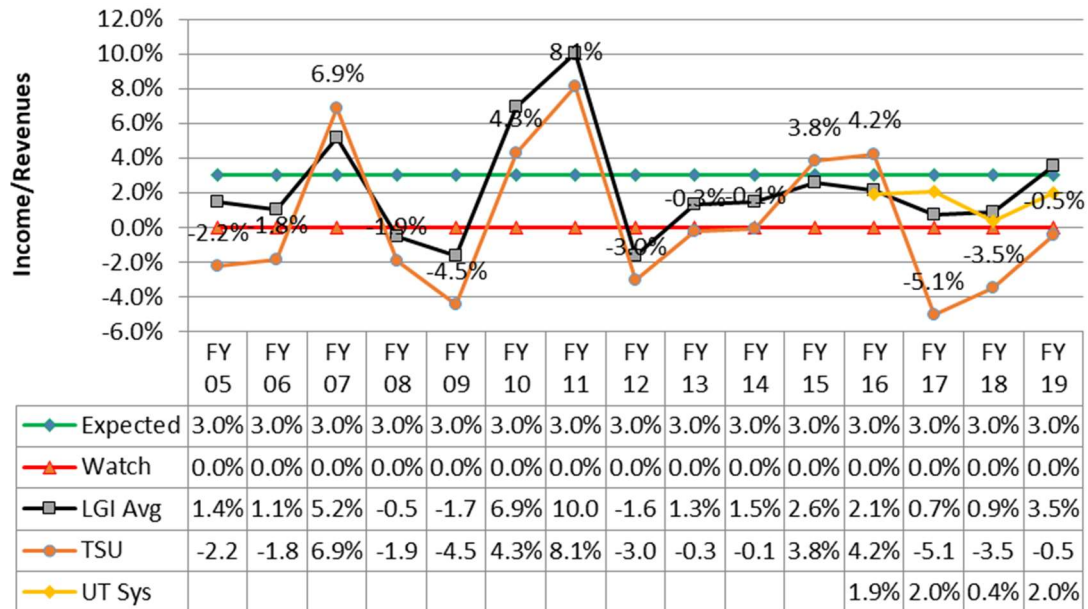
## Viability Ratio



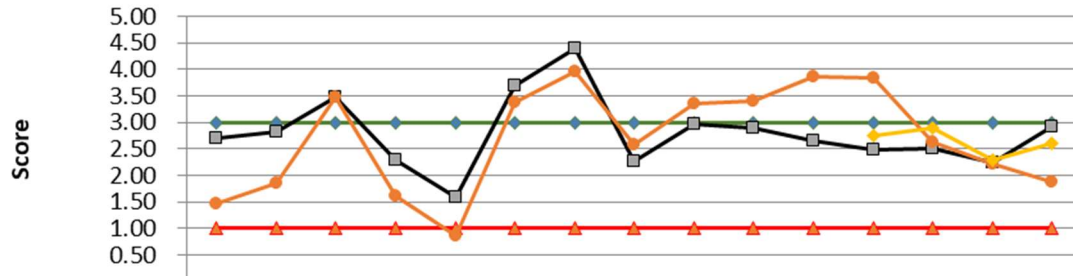
## Return on Net Assets Ratio



## Net Operating Revenues Ratio



# Composite Financial Index



	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Expected	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Watch	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
LGI Avg	2.6	2.8	3.4	2.2	1.5	3.7	4.4	2.2	2.9	2.9	2.6	2.4	2.5	2.2	2.9
TSU	1.4	1.8	3.4	1.6	0.8	3.3	3.9	2.5	3.3	3.4	3.8	3.8	2.6	2.2	1.8
UT Sys												2.7	2.9	2.2	2.6

**Tennessee State University  
Board of Trustees**



**Report on Voluntary  
Separation Plan**



TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: June 18, 2020

ITEM: Report on Voluntary Separation Plan

RECOMMENDED ACTION: Information Item

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

The President and/or designee will provide a report on the planned implementation of a voluntary separation plan.

**Tennessee State University  
Board of Trustees**



**Finance and Budget Report**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Finance and Budget Report

RECOMMENDED ACTION: None

PRESENTED BY: President Glover

President Glover and/or her designee will provide a Financial and Budget report. The report is included in the June 18, 2020, Board materials.

**COVID-19 Impact:**

Due to the COVID-19 pandemic, the university decided, as a measure of safety, to have students return to their homes on March 21, 2020. The students that left campus received refunds for their room and board for the period of March 21<sup>st</sup> through May 1, 2020.

The university received \$3.6 million from the CARES Act to distribute to eligible students. Approximately \$3.1 million has been provided to undergraduate and graduate students. The remaining \$500,000 is available to eligible students that have experienced hardships. A second part of the CARES Act provided an additional \$3.6 million, which enables institutions to reimburse themselves for certain expenses incurred and revenue losses due to the Pandemic. The university is applying approximately \$2.4 million of those funds to reimburse itself for the room and board refunds paid to students.

The University was also awarded \$16.2 million to assist HBCUs as a result of COVID-19. A plan of how these funds will best utilized is in the process of being developed.

**Facilities Assessments:**

The electrical grid assessment is nearing completion and is expected to be completed by June 30, 2020. The university experienced two electrical outages that raised the awareness of repairs needed in the electrical grid. During the assessment any repairs that requires immediate attention and are safety concerns are being addressed immediately. All other items will be included in a report and assessed a dollar value so that proper repairs can be made at the appropriate time. The State is allocating \$5 million to assist with improvements. These dollars will be available for Fiscal year 2021 beginning July 1, 2020.

The university has contracted to have a comprehensive facility assessment of all buildings on campus. This assessment is for all residence halls, academic and administrative buildings. This will allow facilities management and the administration to establish strategic priorities related to the needs of facilities. This roadmap will create any opportunity to efficiently use limited resources and make more strategic funding requests.

**Financial Statements:**

Unaudited Financial Statements for the Fiscal Year Ending June 30, 2019 and Interim Statements for the Period Ending April 30, 2020 are attached for informational purposes. Statements included are the Statement of Revenues, Expenses and Changes in Net Position and the Statement of Net Position. (See attachments)

**TENNESSEE STATE UNIVERSITY**  
**Unaudited Comparative Statement of Net Position**

	4/30/2020	6/30/2019
<b>ASSETS</b>		
Cash and cash equivalents	\$ 60,319,511.46	\$ 51,346,406.17
Investments	15,792,929.91	17,438,627.28
Receivables (net)	61,932,279.79	28,891,860.91
Inventories (at lower of cost or market)	34,885.88	34,885.88
Accrued interest receivable	1,595,922.96	1,595,922.96
Net pension asset	570,905.00	570,905.00
Capital assets (net)	171,256,068.32	170,069,314.36
<b>Total Assets</b>	<b>\$ 311,502,503.32</b>	<b>\$ 269,947,922.56</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred loss on debt refunding	623,602.44	623,602.44
Deferred outflows related to pensions	9,785,148.10	9,785,148.10
Other deferred outflows of resources	2,973,348.00	2,973,348.00
<b>Total Deferred Outflows of Resources</b>	<b>\$ 13,382,098.54</b>	<b>\$ 13,382,098.54</b>
<b>LIABILITIES</b>		
Liabilities (AP, Accrued, Due To)	\$ 35,040,291.58	\$ 16,334,033.62
Unearned revenue	1,679,374.70	4,425,234.14
Compensated absences	7,058,867.68	7,058,867.68
Accrued interest payable	133,905.10	133,905.10
Deposits held in custody for others	712,093.90	683,447.13
Accounts payable	14,282,898.00	14,282,898.00
Net OPEB Obligation	18,912,435.00	18,912,435.00
Long term liabilities	29,723,064.91	29,723,064.91
Due to grantors	3,318,094.93	3,318,094.93
<b>Total Liabilities</b>	<b>\$ 110,861,025.80</b>	<b>\$ 94,871,980.51</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflows related to pensions	1,486,904.00	1,486,904.00
Other deferred inflows of resources	966,480.00	966,480.00
<b>Total Deferred Inflows of Resources</b>	<b>\$ 2,453,384.00</b>	<b>\$ 2,453,384.00</b>

**TENNESSEE STATE UNIVERSITY**  
**Unaudited Comparative Statement of Net Position**

	<b>4/30/2020</b>	<b>6/30/2019</b>
<b>NET POSITION</b>		
Invested in capital assets net of related debt	\$ 142,156,605.85	\$ 140,969,851.89
Nonexpendable:		
Scholarships and fellowships	354,694.77	354,694.77
Total Nonexpendable	354,694.77	354,694.77
Expendable:		
Scholarships and fellowships	445,013.10	438,749.58
Research	819,192.31	819,232.31
Instructional department uses	1,395,781.12	1,369,779.57
Loans	796,805.70	785,261.98
Capital projects	1,024,889.81	1,024,889.81
Debt service	0.00	0.00
Pensions	570,905.00	570,905.00
Other	1,287,050.72	1,183,325.31
Total Expendable	6,339,637.76	6,192,143.56
Total Restricted	\$ 6,694,332.53	\$ 6,546,838.33
Agriculture Match Accounts	10,029,568.28	7,403,323.60
Other E & G	52,689,685.40	31,084,642.77
Total Unrestricted	62,719,253.68	38,487,966.37
<b>Total Net Position</b>	<b>\$ 211,570,192.06</b>	<b>\$ 186,004,656.59</b>

## TENNESSEE STATE UNIVERSITY

### Unaudited Statement of Revenues, Expenses, and Changes in Net Position For the Period Ended April 30, 2020, with comparative figures for the year ended June 30, 2019

REVENUES	2020	2019
Student tuition and fees (net of scholarship allowances)	51,150,859.09	51,158,510.37
State appropriations	46,669,888.85	54,342,427.73
Governmental grants and contracts	55,344,713.05	67,208,024.66
Non-governmental grants and contracts	1,408,627.10	1,458,853.90
Sales and services of educational departments	34,772.75	109,945.86
Sales and services of other activities	4,046,375.30	4,880,460.05
Interest earned on loans to students	26,449.55	(281,615.45)
Investment income (net of expenses)	333,851.69	1,569,310.82
Auxiliary Enterprises:		
Residential Life (net of scholarship allowances)	3,864,970.35	5,332,989.37
Bookstore	1,951,816.00	2,188,051.62
Food service	9,433,098.55	10,268,670.52
Other auxiliaries	879,198.89	1,195,788.80
Other operating revenues	4,232.88	0.00
<b>Total revenue</b>	<b>175,148,854.05</b>	<b>199,431,418.25</b>
EXPENSES		
Salaries and wages	74,510,276.71	90,137,700.19
Benefits	25,334,310.50	31,479,667.74
Utilities, supplies and other services	43,096,087.53	60,760,769.89
Scholarships and fellowships	6,642,643.84	7,200,989.00
Interest on capital asset - related debt	0.00	776,940.72
Other non-operating revenues (expenses)	0.00	35,747.14
Depreciation expense	0.00	6,627,649.19
<b>Total expenses</b>	<b>149,583,318.58</b>	<b>197,019,463.87</b>
<b>Increase (decrease) in net position</b>	<b>25,565,535.47</b>	<b>2,411,954.38</b>
Net position - beginning of year	186,004,656.59	184,604,745.02
Prior period adjustment	0.00	(1,012,042.81)
Net Position - end of year	<b>211,570,192.06</b>	<b>186,004,656.59</b>

**Tennessee State University  
Board of Trustees**



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



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of the Institution's Capital Construction Plan (Capital Outlay, Maintenance, and Disclosure Funding Requests)

RECOMMENDED ACTION: Approval by Roll Call Vote

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

**Background Information:**

**OUTLAY REQUEST**

Upon approval by each LGI governing board, each LGI must submit a request to THEC for capital outlay projects. The Commission's recommendations for projects to be funded will be based on a prioritization process/rubric that incorporates criteria detailed in the attachment.

**MAINTENANCE REQUEST**

Each governing board is allocated a proportion of the total higher education capital maintenance request based on a formula. Each governing board, through its institution, will submit a capital budget request that contains the capital maintenance projects to be requested for each of the four planning years through FY 2023-24.

**DISCLOSED REQUEST**

Each LGI, following approval by their respective governing boards, must submit a list of all anticipated capital projects to be funded from sources other than state appropriations, such as institutional funds, auxiliary funds, and reallocation of existing capital funds, Tennessee State School Bond Authority funds, or gift funds, for FY2020-21. All construction or erections of new buildings or structures in excess of \$100,000 must be disclosed to THEC. All major maintenance projects, in which "major maintenance" is defined by State Building Commission policy 2.01.A.2. as "the repair or renovation of any building or structure or any portion thereof," in excess of \$500,000 must be disclosed to THEC.

The purpose of this agenda item is to consider for approval the Capital Outlay, Maintenance, and Disclosure projects that will be presented to THEC in September 2020.

**Proposed Implementation Date:** July 1, 2020

**Item Details:** See attachment.

**MOTION:** To approve the Capital Construction Plan, as contained in the Board materials for the Board's June 18, 2020, meeting.

**OVERALL CAPITAL MAINTENNACE PROGRAM – FUNDED PROJECTS  
UNDERWAY AND PROPOSED / REQUESTED 2021 – 2022)**

**Funded, 2016-2017 & 2017-2018**

<b>Project Name</b>	<b>Cost/ Budget</b>	<b>Project Description</b>	<b>Status</b>
Migration Plan; Health Science related relocations	\$7,860,000	<ul style="list-style-type: none"> <li>• Library Upgrades – WRITE Center</li> <li>• Holland upgrades – International Students</li> <li>• Crouch Upgrades – Natural Science Suite</li> <li>• Jackson Industrial Arts Upgrades – TBD</li> <li>• Humphries – Welcome Center, TSUPD, Parking Services, Internal Audit</li> <li>• Queen Washington Upgrades – Dental Program</li> </ul>	<p>Construction Completed</p> <p>Construction Completed</p> <p>Construction Completed</p> <p>Programming</p> <p>In Design</p> <p>In Design</p>
Rudolph Cafeteria Roof	\$200,000	<ul style="list-style-type: none"> <li>• Roof re-bid</li> </ul>	Bidding
Ag - Lawson Lab Renovation	\$255,083	<ul style="list-style-type: none"> <li>• Space renovation</li> </ul>	Completed
Ag – Horse barn Demo / New	\$240,000	<ul style="list-style-type: none"> <li>• Replace existing building with new structure</li> </ul>	On Hold - Tornado
Housing – Apts Exterior Stairs	\$400,000	<ul style="list-style-type: none"> <li>• Repair / replace stairs</li> </ul>	In Construction
		<ul style="list-style-type: none"> <li>•</li> </ul>	

**Funded, 2018-2019**

<b>Project Name</b>	<b>Cost/ Budget</b>	<b>Project Description</b>	<b>Status</b>
Avon Williams Atrium Lights	\$80,000	Replace atrium light fixtures	Contract Negotiations
Utilities / MEP – Campus Wide	\$800,000	Infrastructure repairs	In design
Electrical Upgrades – Campus Loop	\$771,000	Campus electrical loop testing and repairs	In progress
Wilson Bathroom Ventilation	\$480,000	Improvements to the bathroom ventilation systems	In Construction
Campus Security – fencing / Gates / Guard boot	\$660,000	Fencing improvement, road gates guard booth installation, exterior lighting	Bidding - Construction
Hale Elevator re-bid	\$400,000	Elevator upgrades	Bidding
HVAC Upgrades – various buildings	\$1,100,000	HVAC Upgrades at Campus Center (DDC Controls) and Strange (Boiler)	Design Development
Safety Upgrades	\$200,000	Tunnel, lighting, communication, ladder access.	Construction Documents
Exterior Envelop Upgrades	\$1,900,000	FPCC building envelop upgrades	Design Development
Perimeter Road	\$500,000	Phase A – Tigerbell street closure	Construction Documents
McCord Fire Alarm Replacement	\$150,000	Fire alarm replacement	Construction

**Funded, 2019-2020**

<b>Project Name</b>	<b>Cost/ Budget</b>	<b>Project Description</b>	<b>Status</b>
McMinnville Roof / Electrical / Exterior Walls	\$550,000	Roof repairs, electrical upgrades	Construction Documents
Boswell Doors project	\$230,000	Door replacement project	In Design
Harned Hall HVAC	\$800,000	HVAC Upgrade and replacement	Design Development
Fire Alarm Upgrades – various buildings	\$705,000	Upgrade fire alarm system at Floy-Payne Campus Center, Crouch, Love	Bidding
Electrical Upgrades – various buildings	\$1,205,000	Electrical upgrades at Torrence, Love, Library, Humphries, Crouch, Clay, and Goodwill Manor.	In Design
Power Plant Upgrades	\$1,111,000	Cooling tower replacement	Construction
LRC Roof Replacement	\$56,000	West side roof replacement	Bidding
HPSS Grant / Gentry Upgrades	\$250,000	HPSS Lab Renovation	Schematic Design
ADA Upgrades	\$75,000	Pool upgrades, Gentry exterior	Construction Documents
New ADA Project	\$190,000	Kean Hall sidewalk, ADA parking, Signage, Pool lift, chair lift at Gentry Stage,	In Design

**Funded, 2020-2021**

<b>Project Name</b>	<b>Cost/ Budget</b>	<b>Project Description</b>	<b>Status</b>
Strange Roof Replacement	\$456,500	Roof replacement	Architect Selection
Electrical Upgrade – Campus Loop	\$5,000,000 (Supplemental Funding)	Continuation of the Campus Electrical System upgrades	Programming

**Funding Request - 2021-2022**

<b>Project Name</b>	<b>Cost/ Budget</b>	<b>Project Description</b>	<b>Status</b>
Building Envelop Upgrades – Phase II	\$1,900,00	Phase II – Upgrade Gentry Center Exterior Metal panels	Request
HVAC Upgrades – Phase II (Revised)	\$2,066,000	Phase II – Upgrade Gentry Center HVAC System	Request
Electrical Upgrade – Phase II	\$1,000,000	Phase II – Campus Electrical Loop Upgrade	Request
Boyd Roof Replacement	\$400,000	Replace existing roof	Request
Power Plant Equipment and Lighting Upgrades – Phase II (Revised)	\$2,000,000	Phase II – Pumps, Controls, VFD (Variable Frequency Drives), Lighting, etc.	Request

**PREVIOUS CAPITAL OUTLAY PROJECTS**

<b>Project Name</b>	<b>Cost/ Budget</b>	<b>Project Description</b>	<b>Status</b>
New Residence Hall	\$75,200,000	New 700 bead residence hall	In Construction
New Health center Facility	\$44,255,000	New facility to house Health Science Programs	In Construction
Ag. Food Science research Facility	\$10,000,000	New research facility to support Agriculture research	Bidding

**Tennessee State University  
Board of Trustees**



**Report on Metro Nashville  
Davidson County  
Mitigation Plan**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Report on Metro Nashville Davidson County Mitigation Plan

RECOMMENDED ACTION: Information Item

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

The President and/or her designee will provide a report on the Metro Nashville Davidson County Mitigation Plan.



Tennessee State University

Board of Trustees



**Update on Enrollment,  
Marketing and Student  
Recruitment Plan**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Update on Enrollment, Marketing and Student  
Recruitment Plan

RECOMMENDED ACTION: None

PRESENTED BY: President Glover

Commencing at the November 15, 2018, Board meeting, the University has presented a report on enrollment, marketing and student recruitment efforts related to its plan regarding the same. The attachment provides an update on the University's efforts with respect to the plan.

# Strategic Enrollment, Recruitment and Marketing Plan Update – JUNE 18, 2020

## Efforts that have occurred March 12 – May 20, 2020

GOAL	EFFORTS – (COMPLETED)	RESULTS	NEXT STEPS																																																
<p><b>STRATEGIC OUTREACH</b></p> <ul style="list-style-type: none"> <li>▪ Increase high school visits and become more visible at events in Metro Nashville Public Schools, Shelby County Schools, Hamilton County Schools and Clarksville-Montgomery County and communities.</li> <li>▪ Increase recruitment outreach in the Birmingham, Montgomery, Mobile and Huntsville, Alabama area; Northern Mississippi area; Atlanta, GA area; St. Louis, MO area; Indianapolis, IN area; Louisville, KY areas through special events, mailers, emails and digital campaigns.</li> <li>▪ Conduct special recruitment receptions for high achieving high school seniors in primary markets.</li> <li>▪ Conduct special high school recruitment receptions in metropolitan Nashville, Memphis, Chattanooga, Clarksville and Jackson, Tennessee.</li> <li>▪ Ensure that faculty, support staff, student organizations and auxiliary departments are involved in recruitment initiatives, i.e. <i>Chat with the Deans, Recruitment Receptions, Preview Days, Campus Town Halls/Recruitment Info Sessions.</i></li> <li>▪ Improve Annual Preview Days and host new mini-preview days and general recruitment receptions</li> <li>▪ Assign each student to a recruitment advisor who will be in continuous contact with prospective students throughout the recruitment cycle.</li> <li>▪ Begin outreach to selected middle school populations to increase awareness and early brand loyalty.</li> <li>▪ Increase dual enrollment courses with high school seniors</li> <li>▪ Coding camp partnership with Apple, Inc. and other technology partners</li> <li>▪ Increase the number of 2+2 programs offered by TSU.</li> <li>▪ Unveil the new Dual Admissions campaign to the middle Tennessee community college campuses.</li> <li>▪ Proactively communicate recruitment, outreach and admissions goals and strategies to the broader business and government communities in order to gain support for recruitment efforts.</li> </ul> <p style="text-align: center;">○</p> <ul style="list-style-type: none"> <li>▪ Initiate a marketing and communication campaign targeted to the Nashville Gulch community.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased high school and college fair visits. We attended 144 events from January 2020 – current. Due to COVID 19, we completed 48 of the recruitment events virtually. Our virtual events were viewed globally and helped us continue our recruitment efforts during the pandemic. Some of the virtual events were private to target students who have already shown interest in TSU.</li> <li>• Offered same day admission at in-person recruitment events and collected documents to quickly admit qualified candidates.</li> <li>• President and Interim Vice President of Academic Affairs gave special presentation during Preview Day Live (a virtual open house) to share highlights, research, and recent developments among faculty and departments to enhance recruitment efforts (April 2020).</li> <li>• Hosted all new TSU Signing Day events to celebrate admits for choosing TSU.</li> <li>• Streamlined the receipt of documentation from counselors and school officials to timely process student records and admit students.</li> <li>• Hosted fall 2020 admitted student conversations with the Deans, Tiger Tour Guides, Recruitment team, and Office of First Year Programs bi-weekly through social media and was able to create an organic student led admitted student Facebook group. The group is active and currently has over 800 members.</li> <li>• Purchased leads from the College Board and uploaded them to timely process decisions. These leads are first time freshmen juniors and seniors that have completed their ACT/SAT.</li> <li>• Hosted over 3000 potential students, families, and guests for on-campus tours. We created a new tour welcome area and tour route. We provided students with a link to simply register for tours on the admissions website. We implemented a policy to collect applications at the start of the tour so that attendees know that they have been admitted before they depart from the campus. We provided students with a virtual campus tour due to Covid and hosted information sessions after the tour to answer questions about the campus.</li> <li>• Adjusted the campus tours schedule to make every Wednesday open to middle schools begin early engagement.</li> <li>• Conducted a virtual recruitment appreciation event for Shelby County School Guidance Counselors.</li> </ul> <ul style="list-style-type: none"> <li>• Assigned a recruitment advisor to each incoming student and each admitted</li> </ul>	<p>The number of students admitted at Tennessee State University has increased by 18% for Fall 2020. We have 5857 admitted students YTD, an increase of 901 students. At this time last year, we had 4956 admitted students. This increase in admitted students is highest it has been in the last four years. Students who Applied for Fall 2020 as of 5/20/20.</p> <p style="text-align: center;">Number of Admits</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Year</th> <th style="width: 50%;">Count</th> </tr> </thead> <tbody> <tr> <td>Fall 2019</td> <td style="text-align: center;">4993</td> </tr> <tr> <td>Fall 2020</td> <td style="text-align: center;">5894</td> </tr> </tbody> </table> <p style="text-align: center;">Number of Total Applications</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Year</th> <th style="width: 50%;">Count</th> </tr> </thead> <tbody> <tr> <td>Fall 2019</td> <td style="text-align: center;">9525</td> </tr> <tr> <td>Fall 2020</td> <td style="text-align: center;">10589</td> </tr> </tbody> </table> <p style="text-align: center;">Number of New Students who paid Housing Deposit as of 5/20/20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Year</th> <th style="width: 50%;">Count</th> </tr> </thead> <tbody> <tr> <td>Fall 2019</td> <td style="text-align: center;">619</td> </tr> <tr> <td>Fall 2020</td> <td style="text-align: center;">742</td> </tr> </tbody> </table> <p style="text-align: center;">Number of New Students who Registered for Orientation as of 5/20/20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Year</th> <th style="width: 50%;">Count</th> </tr> </thead> <tbody> <tr> <td>Fall 2019</td> <td style="text-align: center;">495</td> </tr> <tr> <td>Fall 2020</td> <td style="text-align: center;">875</td> </tr> </tbody> </table> <p style="text-align: center;">Number of HS and College Visits</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Year</th> <th style="width: 50%;">Count</th> </tr> </thead> <tbody> <tr> <td>Fall 2019</td> <td style="text-align: center;">4946</td> </tr> <tr> <td>Fall 2020</td> <td style="text-align: center;">5856</td> </tr> </tbody> </table> <p style="text-align: center;">Number of Signed Dual Enrollment MOUs</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Year</th> <th style="width: 50%;">Count</th> </tr> </thead> <tbody> <tr> <td>Fall 2019</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Fall 2020</td> <td style="text-align: center;">4</td> </tr> </tbody> </table> <p style="text-align: center;">Number of Dual Enrollment courses offered</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Year</th> <th style="width: 50%;">Count</th> </tr> </thead> <tbody> <tr> <td>Fall 2019</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Fall 2020</td> <td style="text-align: center;">8</td> </tr> </tbody> </table> <p style="text-align: center;">Number of 2 + 2 programs offered to Community Colleges</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Year</th> <th style="width: 50%;">Count</th> </tr> </thead> <tbody> <tr> <td>Fall 2019</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Fall 2020</td> <td style="text-align: center;">5</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Over 2500 Views for TSU Virtual Spring Preview Day</li> <li>• Over 500 middle schoolers visited campus for tours and activities.</li> <li>• We are in the final contract stages with NSCC on the Joint Admission agreement. Target date for contract signing- August 2020.</li> </ul> <ul style="list-style-type: none"> <li>• More than 1500 prospective Adult Education students were engaged</li> </ul>	Year	Count	Fall 2019	4993	Fall 2020	5894	Year	Count	Fall 2019	9525	Fall 2020	10589	Year	Count	Fall 2019	619	Fall 2020	742	Year	Count	Fall 2019	495	Fall 2020	875	Year	Count	Fall 2019	4946	Fall 2020	5856	Year	Count	Fall 2019	1	Fall 2020	4	Year	Count	Fall 2019	3	Fall 2020	8	Year	Count	Fall 2019	4	Fall 2020	5	<ul style="list-style-type: none"> <li>• Continue to follow up with admitted students who have not completed Intent to Enroll.</li> <li>• Continue work with students with incomplete files.</li> <li>• Continue to engage students who have completed Intent to Enroll.</li> <li>• Summer Virtual programming for admitted students</li> <li>• Virtual programming and Outreach to High School Sophomores and Juniors.</li> </ul>
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<p>This campaign is focused on developing relationships within the Gulch community and increasing TSU / AWC Downtown Campus brand awareness.</p> <ul style="list-style-type: none"> <li>▪ Partner with local and state government agencies on adult prospective students who have stopped out before completing degree. It is important to align employer goals and needs with degree programming offered at TSU.</li> <li>▪ Partner with corporate entities in order to engage employees and facilitate a pathway for degree attainment. It is important to align employer goals and needs with degree programming offered at TSU.</li> <li>▪ Collaborate with the Army National Guard, Army Reserve, and Operation Stand Down to engage military and veteran prospects.</li> <li>▪ Initiate a marketing campaign in conjunction with personnel from THEC overseeing the Governors Drive to 55 and Tennessee Reconnect initiatives. This campaign focuses on developing partnerships with organizations that will allow the TSU Recruiter to network and recruit adult prospective students that are 25 years of age or older.</li> </ul>	<p>student to ensure that students are assisted throughout the matriculation process.</p> <ul style="list-style-type: none"> <li>• Office of Admissions and Recruitment partnered with Dual Enrollment, the Office of International Affairs, the Athletics Office, Student Services Directors, the Disabilities Office and other departments to streamline enrollment services and alert students of the services provided by TSU.</li> <li>• Dual Enrolment completed, signed and finalized MOUs with Hamilton County and Metro Nashville Public Schools for five-years. In addition, renewal contracts for Clarksville-Montgomery County and Shelby County are in progress.</li> <li>• Developed a “Triumph Tuesday” report that was sent to high school partners via email each week to remain in contact, informed and engaged.</li> <li>• TSU currently has five(5) 2+2 programs: Volunteer State CC - Criminal Justice and Elementary Education; Motlow State CC- Criminal Justice, Agricultural Sciences and Applied &amp; Industrial Technology</li> <li>• International Student Exchange and Visitors (SEVP) approval for the Undergraduate Pathways Program (UPP) has been received. Preparations for the upcoming academic year underway.</li> <li>• OIA will now directly assist the Office of Enrollment Management with the admission process for international students.</li> <li>• Hosted (2) OIA/IEC virtual open houses conducted for prospective students.</li> <li>• The IEC Director re-connected student recruitment agents and engaged with new agents.</li> <li>• OIA/IEC continues to work with current students who are assisting potential students from their home countries yielding an increase in international student inquiries.</li> <li>• OIA collaboration with Study Tennessee to bring EducationUSA advisors to Tennessee in October. TSU is one of three Universities that will host.</li> <li>• Adult learner signage, fairs, and campaigns varied from TSU introduction meetings, partnership discovery sessions, capacity building inquires, and employer support conversations with government agencies, national guard, army reserve, and community partners. (39) communications were extended, 19 meetings held.</li> </ul>	<p>through communications/fairs and outreach regarding both the hybrid and online courses.</p> <ul style="list-style-type: none"> <li>• Military Outreach - Operation Stand Down monthly events/meetings (120 participants)</li> <li>• Military Outreach - Recruitment fairs January – March (140 participants)</li> <li>• Marketing campaigns created to support Drive to 55 and Tennessee Reconnect are: <ul style="list-style-type: none"> <li>- 154 students inquired from <a href="mailto:ASK@TNReconnect.gov">ASK@TNReconnect.gov</a>.</li> <li>- Letters mailed to 171 former students - “TN State University wants to help you Return to School”</li> <li>- E-postcard emailed to E-postcard emailed to 150 former students “ Congratulations on taking the First Step”</li> </ul> </li> <li>• Administered the second of two adult learner student satisfaction surveys (2020) concerning services at TSU.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue yield activities with adult learners</li> <li>• Continue yield activities with Veterans</li> <li>• Continue working with adult learners with incomplete files.</li> </ul>
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<p><b>STRATEGIC COMMUNICATIONS</b></p> <ul style="list-style-type: none"> <li>• Host virtual live events and webinars for all prospective and accepted students.</li> <li>• Utilize paid social media advertisement that to market admissions deadlines, campus life, new dormitories, scholarship information, new academic standards, and academic programs, etc.</li> <li>• Continue to build admissions and university social media platforms featuring campaigns and contests to increase awareness, generate leads and create community among prospective students.</li> <li>• Telephone campaigns to accepted freshmen, transfers, and readmit students (also to incomplete applicants and high school senior inquiries)</li> <li>• Ensure that prospective student receives timely answers to their specific concerns.</li> </ul>	<ul style="list-style-type: none"> <li>• Overall increase in social media followers of a combined 513 from Instagram, Facebook, and Twitter. Our top posts garnered a reach of 2,021 views and engaged on average 500+ clicks, shares, and likes. We have also created a Facebook Group specifically targeting the class of 2024 since the impact of COVID-19 we are still researching the results and insights of the impact of this page.</li> <li>• Continue to receive leads from international student.com.</li> <li>• Created weekly Dual Enrollment Free Webinars for High School Partners, such as Engaging Students Online and Navigating Systems for Counselors K-12 Teaching Online (Best Practices).</li> <li>• Developed and completed the Dual Enrollment website based on TSU Media Relations guidelines</li> <li>• New technology platform, People Grove, was introduced to increase engagement and build relationship with prospective students to maintain better response times to their specific concerns (April 2020) garnering.</li> </ul>	<ul style="list-style-type: none"> <li>• Overall average increase 18.84% in Admissions Social Media Channels</li> </ul> <table border="1" data-bbox="992 170 1344 390"> <thead> <tr> <th>CH</th> <th>Q2</th> <th>Follows</th> <th>% Increase</th> </tr> </thead> <tbody> <tr> <td>IG</td> <td>904</td> <td>1,034</td> <td>(+130) 14.38% ↑</td> </tr> <tr> <td>FB</td> <td>1,256</td> <td>1,279</td> <td>(+23) 1.83% ↑</td> </tr> <tr> <td>YT</td> <td>28</td> <td>26</td> <td>(-2) 7.14 ↓</td> </tr> <tr> <td>TW</td> <td>535</td> <td>897</td> <td>(+66) 14.07% ↑</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Overall average increase 3.69% in University Social Media Channels</li> </ul> <table border="1" data-bbox="992 474 1344 743"> <thead> <tr> <th>CH</th> <th>Q2</th> <th>Follows</th> <th>% Increase</th> </tr> </thead> <tbody> <tr> <td>IG</td> <td>12,300</td> <td>13,900</td> <td>(+1,600) 13.01% ↑</td> </tr> <tr> <td>FB</td> <td>36,669</td> <td>37,981</td> <td>(+1,312) 3.58% ↑</td> </tr> <tr> <td>YT</td> <td>519</td> <td>735</td> <td>(+216) 41.62% ↑</td> </tr> <tr> <td>TW</td> <td>14,600</td> <td>15,034</td> <td>(+434) 3% ↑</td> </tr> <tr> <td>LN</td> <td>40,639</td> <td>40,943</td> <td>(+304) .75% ↑</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Top posts garnered a reach or impressions of 1,073,701 million and engaged on average 71,000 + people with clicks, shares, mentions, and likes.</li> <li>• Hosted 12 school district representatives/attendees to Dual Enrollment Webinars</li> <li>• New People Grove Platform yielded 149 unique student interactions to date.</li> </ul>	CH	Q2	Follows	% Increase	IG	904	1,034	(+130) 14.38% ↑	FB	1,256	1,279	(+23) 1.83% ↑	YT	28	26	(-2) 7.14 ↓	TW	535	897	(+66) 14.07% ↑	CH	Q2	Follows	% Increase	IG	12,300	13,900	(+1,600) 13.01% ↑	FB	36,669	37,981	(+1,312) 3.58% ↑	YT	519	735	(+216) 41.62% ↑	TW	14,600	15,034	(+434) 3% ↑	LN	40,639	40,943	(+304) .75% ↑	<ul style="list-style-type: none"> <li>• Aggressive digital marketing campaigns</li> <li>• Marketing BSN program</li> <li>• Marketing TSU Global</li> <li>• Marketing new online programs</li> </ul>
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<p><b>TECHNOLOGICAL INFRASTRUCTURE AND CAPTIAL IMPROVEMENTS</b></p> <ul style="list-style-type: none"> <li>• Migrate to the new Recruit Customer Relationship Management (CRM) database for prospect management and more user-friendly online application.</li> <li>• Identify all students who started an application but did not finish early and assist them in completing the application process.</li> <li>• Create written admissions policies.</li> <li>• Create written transcript scanning and tracking procedure.</li> </ul>	<ul style="list-style-type: none"> <li>• Realigned/redesign of the First Year Experience to better support new students as they progress from admission to the university to the completion of the first year.</li> <li>• New People Grove student engagement platform.</li> </ul>	<ul style="list-style-type: none"> <li>• Realigned New Student Programs</li> <li>• Increased the number of admitted students</li> <li>• Reduced the number of students with incomplete files</li> <li>• Streamlined electronic document management</li> </ul>	<ul style="list-style-type: none"> <li>• Banner and CRM upgrades</li> <li>• New First Year Experience program implementation Fall 2020</li> </ul>																																												
<p><b>STRATEGIC FUNDING FOR SCHOLARSHIPS</b></p> <ul style="list-style-type: none"> <li>• Provide more scholarship dollars to students</li> <li>• Increase both need-based and merit-based funding</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully launched and completed the <i>Million in a Month</i> campaign.</li> <li>• Realigned Institutional Advancement office and operations to Division of Alumni Engagement and Corporate and Foundation Relations.</li> <li>• Rediscover TSU Campaign</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in the total number of grants</li> <li>• Increase in total number of corporate gifts</li> <li>• Increase in total number of alumni gifts</li> <li>• Increase Alumni Engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to nurture alumni and corporate partnerships toward our goal of increased giving</li> <li>• Continue to award foundation scholarships to qualified students</li> </ul>																																												

<p><b>GRADUATE SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Increase Online Certificates and Degree Programs</li> <li>• Digital Marketing for Certificate and Graduate programs</li> <li>• Establishment of the new TSU Global Online Technology Innovation Center to aggressively advocate and implement 'on and in demand' global graduate programs, certificates, CEUs, and specialized professional development courses.</li> </ul>	<p><b><u>Updated list of Online Certificate Programs</u></b></p> <ul style="list-style-type: none"> <li>• Graduate Certificate in Applied Geospatial Information Systems</li> <li>• Graduate Certificate in Educational Leadership</li> <li>• Graduate Certificate in Educational Technology (new)</li> <li>• Graduate Certificate in Non-Profit Management (new)</li> <li>• Graduate Certificate in Public Administration Executive Leadership (Hybrid)</li> <li>• Graduate Certificate in Health Administration and Planning (new)</li> <li>• Graduate Certificate in Local Government Management (new)</li> <li>• Graduate Certificate in Public Policy (new)</li> </ul> <p><b><u>Updated list of Online Graduate Programs</u></b></p> <ul style="list-style-type: none"> <li>• Educational Doctoral Degree in Educational Leadership</li> <li>• Ph.D. in Public Service (Hybrid)</li> <li>• Executive Master of Business Administration (Hybrid)</li> <li>• Master of Science in Speech and Hearing Science</li> <li>• Master of Professional Studies with concentrations in Strategic Leadership, Human Resources Leadership or Training &amp; Development</li> <li>• Master of Professional Science (PSM) with a concentration in Applied Geospatial Sciences (Hybrid)</li> <li>• Master of Public Administration (new)</li> <li>• Master of Public Health (new)</li> <li>• Master of Social Work, MTC-MSW (Hybrid) Mid-Tennessee Collaborative</li> <li>• Master of Science in Nursing with concentrations in Family Nurse Practitioner (FNP) and Holistic Nursing</li> <li>• Master of Education in Instructional Leadership – Career &amp; Technical Education Teacher Leaders Concentration (Hybrid)</li> </ul> <p><b><u>Marketing and Outreach Efforts</u></b></p> <ul style="list-style-type: none"> <li>• Update Graduate School TSU Website (increase multimedia features in highlighted programs)</li> <li>• Conduct a survey of graduate programs graduate degree Partner with International Programs marketing and recruiting of graduate students from targeted countries. (Dr. Winn and Ms. Phillips recruitment in Trinidad) and possible cohort of India Students.</li> <li>• Increase social media and networks for direct marketing and recruiting: Implementation of LinkedIn for TSU Graduate School</li> <li>• Partner with Title III Graduate Program to market and recruit STEM Graduate students.</li> <li>• Offer graduate level CEUs, Certificates, Badges, professional development type activities that pathway into graduate degree programs. *Fall 2019: new Educational Technology Online Certificate to support and provide credit and CEUs for the TSU-HBCU Everyone Can Code and Everyone Can Create Initiative.</li> <li>• Increase marketing and recruiting of TSU Alumni population. (Application Fee Waiver for Alumni and Survey (June) regarding graduate professional development and graduate credit preferred courses, certificates, and degree programs.</li> <li>• Survey HBCUs that do not offer graduate programs and develop partnership for offering graduate degrees at those institutions (training and utilizing their faculty): Partnership with HBCU-C2</li> <li>• Conduct a survey of graduate programs graduate degree Partner with International Programs marketing and recruiting of graduate students from targeted countries. (Dr. Winn and Ms. Phillips recruitment in Trinidad) and possible cohort of India Students. Partner with other universities in joint offering of online degree programs (Lawson Community College – Birmingham, AL)</li> </ul>
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### Fall 2020 Undergraduate Admissions Funnel Analysis

Semester	As of Date	Admitted	Denied	Incomplete	Withdrawn/Canceled	Grand Total
Fall Term 2016	26-May-16	4947	435	4257	44	9683
Fall Term 2017	26-May-17	4893	651	4795	48	10387
Fall Term 2018	26-May-18	4880	697	3998	68	9643
Fall Term 2019	26-May-19	4993	1039	3453	40	9525
Fall Term 2020	26-May-20	5894	857	3730	108	10589

### Fall 2020 Graduate Admissions Funnel Analysis

Semester	As of Date	Admitted	Denied	Incomplete	Withdrawn/Canceled	Grand Total
Fall Term 2016	26-May-16	176	70	1113	8	1367
Fall Term 2017	26-May-17	265	279	608	48	1200
Fall Term 2018	26-May-18	277	205	714	55	1251
Fall Term 2019	26-May-19	211	17	47	9	284
Fall Term 2020	26-May-20	180	1	26	1	208

**Tennessee State University  
Board of Trustees**



**ACADEMIC AFFAIRS  
AND STUDENT AFFAIRS  
COMMITTEE REPORT**



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

8:30 a.m. CST  
Thursday, June 18, 2020

Tennessee State University – Main Campus  
McWherter Administration Building,  
President’s Conference Room  
3500 John A. Merritt Blvd. Nashville, TN 37209

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the March 12, 2020, Academic Affairs and Student Affairs Committee Meeting Minutes
- IV. Report on COVID-19 Coronavirus Pandemic Academic and Student Issues
- V. Approval of Academic Year 2019-2020 Tenure and Promotion Recommendations
- VI. Approval of Academic Programs
  - a. M.S. in Environmental Sciences
  - b. Master of Music
- VII. Approval of Off Campus Academic Program Sites
  - a. Clarksville County Schools
  - b. Hamilton County Schools
  - c. Hardeman County Schools
  - d. Haywood County Schools
  - e. Jackson Madison County Schools
  - f. Metro Nashville Public Schools
  - g. Robertson County Schools
  - h. Shelby County Schools
  - i. Tifton County Schools
- VIII. Report on SACSCOC Accreditation Review Matters
- IX. Academic Affairs Report
- X. Report on Strategic Plan Update
- XI. Approval of Student Conduct Rule
- XII. Student Affairs Report
- XIII. Adjournment

**Tennessee State University  
Board of Trustees**



**Approval of the March 12,  
2020 Academic Affairs and  
the Student Affairs  
Committee Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of the March 12, 2020, Academic Affairs and Student Affairs Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the March 12, 2020, Academic Affairs and Student Affairs Committee meeting is included in the June 18, 2020 Board materials.

**MOTION: To approve the minutes from the Board of Trustees' March 12, 2020, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's June 18, 2020, meeting.**

**Meeting of the Tennessee State University Board of Trustees  
Academic Affairs and Student Affairs Committee Meeting  
March 12, 2020  
Tennessee State University – Main Campus –  
McWherter Administration Building, President’s Conference Room  
3500 John A. Merritt Blvd., Nashville, Tennessee 37209**

**MINUTES**

**Committee Members Present:** Trustees Pam Martin, Andre Johnson, Ali Sekmen, Braxton Simpson

**Other Board Members Present:** Trustees Deborah Cole, Joseph Walker, III, Richard Lewis, Bill Freeman

**University Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Alisa Mosley, Interim Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Horace Chase, Vice President of Business and Finance; Dr. Frances Williams, Assoc. Vice President of Research & Sponsored Programs; Terrence Izzard, Assoc. Vice President of Enrollment Management; and Dr. Charlise Anderson, Director, Accreditation & Assessment.

**I. CALL TO ORDER**

Trustee Martin called the meeting to order at 8:39 a.m. on March 12, 2020.

Trustee Martin began by thanking everyone for helping during the tornado. Trustee Martin recognized President Glover to provide some updates. President Glover stated that the campus communications have stressed the seriousness of the coronavirus issue and the campus is operating in a straitened height of awareness. TSU has received regular updates from THEC and the CDC. President Glover reassured all that TSU is prepared and is discussing going to online classes as early as Monday. President Glover expressed the need for the current drills and plan to ensure that the quality of education remains strong. Each class/faculty has a shell and about 90% of faculty were ready for online delivery. President Glover explained that administration also met with student leaders last night and discussed the option to go home or stay on campus. President Glover stressed that TSU is prepared.

Trustee Walker wants to maintain clarity on the importance of quality of care in academic and service. He asked for an update on student and food service.

President Glover recognized Dean Stevenson and Mr. Johnson. Dean Stevenson discussed the need for wraparound stages of care now and in the virtual space. Mr. Johnson told all about the meeting on the virus and tornado held with the Aramark food vendor. Aramark is instituting additional measures including the removal of the self-serve option and making staff wear gloves in addition to more cleanliness and wiping down all surfaces.

President Glover stressed that this is not business as usual.

Trustee Martin thanked the President and asked to let her know if there is anything the Board can do to help.

Trustee Martin welcome the new board member Andre Johnson.

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

Board Secretary Pendleton called the roll at the committee chair's request. Trustees Pam Martin, Andre Johnson, Ali Sekmen, and Braxton Simpson were present. Secretary Pendleton announced the presence of a quorum.

## **III. APPROVAL OF THE NOVEMBER 21, 2019, COMMITTEE MEETING MINUTES**

Trustee Martin proceeded to the approval of the November 21, 2019, Academic Affairs and Student Affairs Committee meeting minutes.

Trustee Martin moved to recommend to the full Board the approval of the November 21, 2019, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the March 12, 2020, Board meeting. Trustee Sekmen seconded the motion, which carried unanimously.

## **IV. REPORT ON ACCREDITATION MATTERS**

Chair Martin asked President Glover and her designees to provide pertinent information related to this agenda item.

President Glover recognized Charlise Anderson. Ms. Anderson updated the Board on the probationary status. She reported that all assessment reports have been finalized. The monitoring report is complete and was submitted to SACSCOC and received February 28, prior to the due date. The SACSCOC Special Committee visit will take place on April 2, 2020. In preparation, TSU's accreditation consultant conducted a mock visit with TSU in February and provided feedback on the remaining issues but felt that when addressed the campus would be ready for the Special Committee visit. The firm will return on March 24<sup>th</sup> for a second mock visit. Ms. Anderson reported that at this time TSU is aware of the people making up the committee of 5 coming and has the agenda for April 2, 2020 visit. TSU should have the report from their visit as early as April 3<sup>rd</sup>.

President Glover has spoken to SACSCOC as it relates to the virus and any impact to their visit. They are planning to come but can use virtual visit.

Trustee Coleman restated that with the last review there was a concern on documentation and asked whether TSU is prepared.

Ms. Anderson assured the board that TSU is prepared.

Ms. Anderson provided an update on the Decennial report which is due in September. Ms. Anderson explained that TSU is required to respond to 73 standards and that the committees and subcommittees are already formed. She is preparing for the final report in July. The on-site visit will be in March 2021.

President Glover explained that the 2020-2021 visit was put off until now because of the probationary status.

Trustee Martin thanked the President and designees.

## **V. APPROVAL OF THE DOCTOR OF PHILOSOPHY IN AGRICULTURAL SCIENCES AND NATURAL RESOURCES**

Chair Martin announced the next agenda item as the approval of the Doctor of Philosophy in Agricultural Sciences and Natural Resources. She asked President Glover and her designee to provide pertinent information related to this agenda item.

President Glover recognized Dr. Mosley. Dr. Mosley is asking the Board to begin the process of applying for the Ph.D. in Agricultural Sciences and Natural Resources. She stated that the university is in the process of examining the possibility of the degree and strongly feels that this is a natural step for a terminal degree in Agriculture.

Trustee Martin asked President Glover to go back to accreditation and clarified that the President has asked our accreditation consultant firm to come back for an additional prep session. Trustee Martin explained that she just wanted to make sure that TSU is committee-proof and that the cabinet and all are fully ready.

Trustee Sekman asked whether this was a request for the approval for proposing or approval of the program. Dr. Mosley clarified that this was a request for approval for proposing the degree.

Trustee Sekman returned to accreditation comment and stated that he was at the last visit and has a strong feeling that TSU will overcome probation.

Trustee Simpson said the President has done well to keep students aware of the accreditation process.

Chair Martin moved to recommend to the full Board the approval of the Ph.D. in Agricultural Sciences and Natural Resources, as contained in the Board materials for the March 12, 2020, board meeting. Trustee Johnson seconded and the motion carried.

## **VII. NURSING SCHOOL REPORT**

Chair Martin announced the next item on the agenda as is the nursing school report. She noted that the materials for this agenda item are included in the materials for the March 12, 2020 board meeting.

Chair Martin asked President Glover or her designee to provide an update related to this agenda item. President Glover again recognized Dr. Mosley.

Dr. Mosley referenced the February 27<sup>th</sup> BON approval and the Fall of 2020 nursing cohort. She stated that the university is currently doing admission work for the fall. She explained that yesterday accreditation in discipline did visit to address passing rate and plans to recommend that TSU receives continuing accreditation without restrictions. This is second in the four step process with a final decision in September. Two students took the exam and had only 75 questions (lowest possible). Dr. Mosely discussed the curriculum used and the faculty development employed. They are currently working to establish an external mentoring program.

President Glover expressed excitement and said that both bodies that the university reports to have approved everything. It has to go back to the nursing board to approve it but it has been recommended. She explained that the approval should help with recruitment.

Trustee Simpson asked if only a limited number of students were accepted. Dr. Mosley stated that the Fall number will be 36.

## **VIII. ACADEMIC AFFAIRS REPORT**

Chair Martin introduced the next item on the agenda as the Academic Affairs Report.

Chair Martin asked President Glover and her designees to provide pertinent information related to this agenda item.

President Glover recognized Dr. Mosley. Dr. Mosley said that one other accreditation from CHIM was approved a couple months ago and that others in computer science are occurring with THEC. THEC has provided some context for these concentrations and an accelerated process. Dr. Mosely explained that online degrees are being launched.

Trustee Martin asked if the university is able to compete with others in the area. Dr. Mosley said that in a way there was a “competition among colleges” for all courses to be online ready.

Trustee Sekman referenced the Uof M training and the Arizona presentation. He stressed that the future is with online instruction but the way it should be implemented should be state of the art. He stressed that the quality of instruction and online delivery offered by TSU should be compatible with major institutions, not just TBR institutions.

Chair Martin thanked President Glover for her team’s presentation.

## **IX. STUDENT AFFAIRS REPORT**

Chair Martin introduced the next item on the agenda as a Student Affairs Report. Information regarding this Academic Affairs and Student Affairs Committee agenda item is included in your board materials dated March 12, 2020.

Chair Martin asked President Glover to provide pertinent information related to this agenda item. President Glover then designated Associate Vice President / Dean Frank Stevenson to provide the report.

Dean Stevenson provided an update on the three students injured in a car accident in Florida last week. One student is back at home. One student is still in ICU with 2 surgeries completed. And one student passed away on Monday. Dean Stevenson asked everyone to extend Tiger Family love to these families.

Dean Stevenson reported that for several years there have been complaints from students who use shuttle service that it is not prompt. He explained that students lifted up and asked for a tracker/uber-type app which the university then launched in November.

Dean Stevenson discussed the men’s initiative with attention on the sophomore class. He said he feels good about what this will mean as national model for program for African American men.

Following the discussion, Chair Martin thanked President Glover and her team for the presentation. Thanked Stevenson for taking time to go to Florida to check on students.

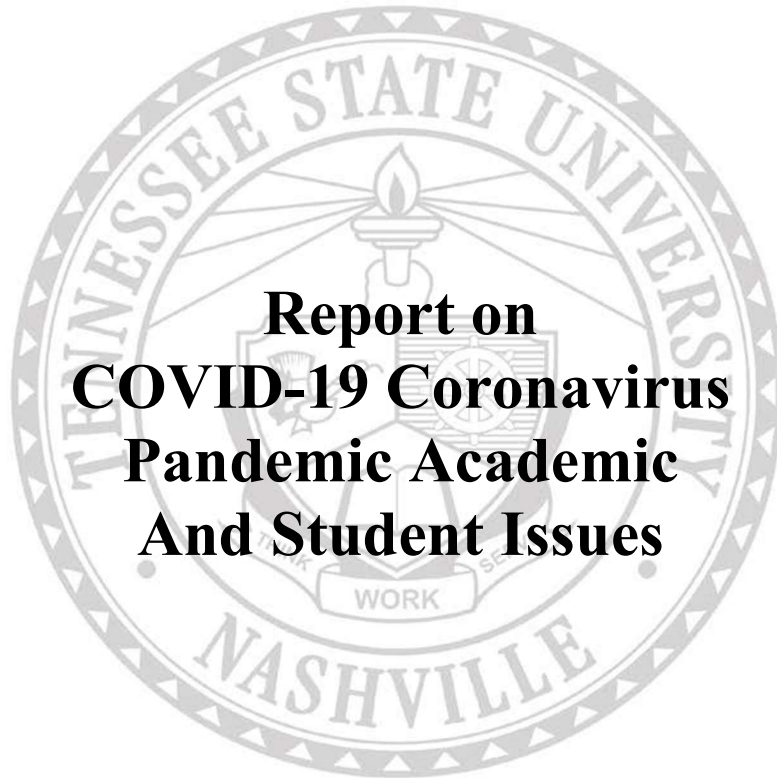
Dr. Melton was recognized to provide an update on on-line delivery. She explained that there is a deployment plan and that the university was currently undertaking a drill with all faculty to set up zoom classroom. She said that 11 faculty members that were without computer/internet have been provided technology and faculty mentors, and 2 specialists for student services online have been hired.

## **X. ADJOURNMENT**

Chair Martin asked if there was any additional business. Seeing none, she then moved to adjourn the meeting. The meeting was adjourned at 9:16 am.

**Tennessee State University**

**Board of Trustees**



**Report on  
COVID-19 Coronavirus  
Pandemic Academic  
And Student Issues**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Report COVID-19 Coronavirus Pandemic Academic  
and Student Issues

RECOMMENDED ACTION: None

PRESENTED BY: President Glover

President Glover and/or her designee will provide a report on COVID-19 academic and student issues.

**Tennessee State University  
Board of Trustees**



**Approval of 2019-20  
Tenure and Promotion  
Recommendations**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of 2019-20 Tenure and Promotion Recommendations

RECOMMENDED ACTION: Approval

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

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.

During this tenure review period, forty-six (46) eligible faculty members applied for tenure. Four (4) tenure eligible faculty members withdrew their applications and did not continue with the portfolio review process for tenure. One faculty member appealed for tenure upon appointment. President Glover is recommending thirty-nine (39) applicants for tenure, as she has determined that those 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 tenure recommendations.

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 include 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 June 18, 2020, board materials.

Thirty-seven (37) faculty members applied for promotion. Four (4) promotion eligible faculty members withdrew their applications and did not continue with the portfolio review process for promotion. President Glover is recommending twenty-four (23) faculty members 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 promotion recommendations. MOTION: To approve the list of recommended candidates for tenure and promotions, as contained in the Board materials for the Board's June 18, 2020, meeting.

**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 2020

**Item Details:** A total of 39 faculty members are recommended for tenure. The list of faculty members recommended is attached.

**MOTION: To approve the list of recommended candidates for tenure and promotions, as contained in the Board materials for the Board's June 18, 2020, meeting.**

**Date:** May 15, 2020

**Subject:** Tenure recommendations

**Proposed Implementation Date:** August 2020

**Item Details:** A total of 39 faculty members are recommended for tenure. The list of faculty members recommended is provided below.

	<b>Name</b>	<b>Department/Division</b>	<b>Current Academic Rank</b>
1	Adesso, Karla	Agricultural & Environmental Sciences	Research Associate Professor
2	Aziz, Ahmad	Agricultural & Environmental Sciences	Research Professor
3	Blair, Matthew	Agricultural & Environmental Sciences	Research Professor
4	Browning, Richard	Agricultural & Environmental Sciences	Research Professor
5	Broyles, Thomas	Agricultural & Environmental Sciences	Extension Associate Professor
6	Clardy, Arvazena	Agricultural & Environmental Sciences	Extension Associate Professor
7	De Koff, Jason	Agricultural & Environmental Sciences	Extension Associate Professor
8	Dennis, Samuel	Agricultural & Environmental Sciences	Research Professor
9	Pitchay, Dharmalingam	Agricultural & Environmental Sciences	Research Associate Professor
10	Dumenyo, Korsi	Agricultural & Environmental Sciences	Research Associate Professor
11	Illukpitiya, Prabode	Agricultural & Environmental Sciences	Research Associate Professor
12	Mmbaga, Margaret	Agricultural & Environmental Sciences	Research Professor
13	Li, Jianwei	Agricultural & Environmental Sciences	Research Assistant Professor
14	Nandwani, Dilip	Agricultural & Environmental Sciences	Research Associate Professor
15	Oliver, Jason	Agricultural & Environmental Sciences	Research Associate Professor
16	Patras, Ankit	Agricultural & Environmental Sciences	Research Associate Professor
17	Pokharel, Bharat	Agricultural & Environmental Sciences	Research Associate Professor
18	Sutton, William	Agricultural & Environmental Sciences	Research Assistant Professor
19	Taheri, Ali	Agricultural & Environmental Sciences	Research Assistant Professor

20	Wu, Ying	Agricultural & Environmental Sciences	Research Associate Professor
21	Zhou, Suping	Agricultural & Environmental Sciences	Research Professor
22	Chen, Fur-Chi	Human Sciences	Research Professor
22	Fleming, Rita	Human Sciences	Extension Assistant Professor
23	Kilonzo-Nthenge, Agnes	Human Sciences	Research Associate Professor
24	Si, Hongwei	Human Sciences	Research Associate Professor
25	Speller-Henderson, Leslie	Human Sciences	Extension Assistant Professor
26	Webb, Thurman	Psychology	Assistant Professor
27	Armwood-Gordon, Catherine	Civil & Architectural Engineering	Assistant Professor
28	Al Nasr, Kamal	Computer Science	Assistant Professor
29	Erdemir, Erdem	Computer Science	Assistant Professor
30	Kenerson, Donna	Nursing	Associate Professor
31	Bennett, Guinevere	Occupational Therapy	Assistant Professor
32	St. Dennis, Cathleen	Occupational Therapy	Assistant Professor
33	Brown, Charles	Public Health, Health Administration & Health Sciences	Assistant Professor
34	Smith Coker, Karen	Physical Therapy	Assistant Professor
35	Bowie, Charles	Languages, Literature & Philosophy	Assistant Professor
36	Hayes, Jennifer	Languages, Literature & Philosophy	Assistant Professor
37	Tackett, Jeffrey	Music	Assistant Professor
38	Payne, Wanda	Mathematical Sciences	Assistant Professor
39	Revell, Maria	Nursing	Associate Professor (* Tenure by appointment)

**Date:** May 15, 2020

**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 2020

**Item Details:** A total of 23 faculty members are recommended for promotion. The list of faculty members recommended is provided below.

	<b>Name</b>	<b>Department/Division</b>	<b>Current Rank</b>	<b>Proposed Rank</b>
1	Baker, David	Business Administration	Associate Professor	<b>Professor</b>
2	Oatis-Ballew, Robin	Psychology	Associate Professor	<b>Professor</b>
3	Kelly, Kiesa	Psychology	Associate Professor	<b>Professor</b>
4	Webb, Thurman	Psychology	Assistant Professor	<b>Associate Professor</b>
5	Armwood-Gordon, Catherine	Civil & Architectural Engineering	Assistant Professor	<b>Associate Professor</b>
6	Al Nasr, Kamal	Computer Science	Assistant Professor	<b>Associate Professor</b>
7	Erdemir, Erdem	Computer Science	Assistant Professor	<b>Associate Professor</b>
8	Smith, Jason	Human Performance & Sport Science	Assistant Professor	<b>Associate Professor</b>
9	Kenerson, Donna	Nursing	Associate Professor	<b>Professor</b>
10	Nyange, Courtney	Nursing	Associate Professor	<b>Professor</b>
11	Bennett, Guinevere	Occupational Therapy	Assistant Professor	<b>Associate Professor</b>
12	St. Dennis, Cathleen	Occupational Therapy	Assistant Professor	<b>Associate Professor</b>
13	Brown, Charles	Public Health, Health Administration & Health Sciences	Assistant Professor	<b>Associate Professor</b>
14	Williams, Elizabeth	Public Health, Health Administration & Health Sciences	Associate Professor	<b>Professor</b>
15	Raynes, Edilberto	Physical Therapy	Associate Professor	<b>Professor</b>
16	Bowie, Charles	Languages, Literature & Philosophy	Assistant Professor	<b>Associate Professor</b>
17	Hayes, Jennifer	Languages, Literature & Philosophy	Assistant Professor	<b>Associate Professor</b>
18	Tackett, Jeffrey	Music	Assistant Professor	<b>Associate Professor</b>
19	Payne, Wanda	Mathematical Sciences	Assistant Professor	<b>Associate Professor</b>
20	Siddidquee, Tasneem	Chemistry	Associate Professor	<b>Professor</b>

21	Sutton, William	Agricultural & Environmental Sciences	Research Assistant Professor	<b>Research Associate Professor</b>
22	Li, Jianwei	Agricultural & Environmental Sciences	Research Assistant Professor	<b>Research Associate Professor</b>
23	Taheri, Ali	Agricultural & Environmental Sciences	Research Assistant Professor	<b>Research Associate Professor</b>



**Tennessee State University  
Board of Trustees**



**Approval of  
Academic Programs**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of M.S. in Environmental Science Academic Program

RECOMMENDED ACTION: Approval

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

Pursuant to TSU's New Program Development policy, academic departments may seek the creation of a new academic program or the revision of an existing program by initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Vice President for Academic Affairs and the President must ultimately approve the proposals. Once the external review is completed, the proposed degree must be submitted again to the TSU Board of Trustees.

The initial concept for this academic program was proposed and approved by the TSU Board of Trustees on June 21, 2018. The department and college developed a proposal for the master's program and worked with THEC using a comprehensive process.

As TSU represents the only public institution of higher education in Nashville, this degree program will provide a more convenient and local opportunity for students that want to obtain a master's degree in Environmental Science. As public universities tend to be more affordable than private universities, access to an Environmental Science degree program will be more attractive to students that want to remain local, along with state employees that work for environmental agencies based in Nashville. If approved, this degree program will represent the only thesis-based Environmental Science degree program in middle Tennessee.

The master's program will most notably benefit the state and beyond by increasing the number and quality of graduate students interested in professions that will tackle emerging environmental issues, including sustainable agriculture, climate change, species and habitat conservation, wildfire management, and water quality management. Such graduates are needed to support the state's future development efforts and anticipated environmental issues.

An external reviewer, in conjunction with our THEC Academic Affairs Bureau, conducted onsite review of the proposed program. At the conclusion of the visit, our external reviewer provided this summation:

*The proposal seeks to create a thesis-based Environmental Science graduate degree, with the program located in middle Tennessee, to address the needs of the current and future job markets in environmental science in the state. The program is in alignment with the Tennessee Master Plan (2015-2025) and supports the TSU*

*institutional mission. This degree offering should increase enrollment and will also help to diversify the workforce in the area of Environmental Science by providing training to minority students in this career area. This new graduate program will also create a pipeline for undergraduate students in the College of Agriculture to a Master's degree in Environmental Sciences to pursue career opportunities in this area. Well-qualified faculty, excellent facilities, and demonstrated stakeholder interaction will positively impact the quality of life in Tennessee. Therefore, I strongly recommend this program move forward for consideration in the approval process.*

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 last iteration of proposed academic programs. Upon approval by the Board, THEC must provide final approval.

**MOTION: To approve the revised M.S. in Environmental Sciences, as contained in the Board materials for the June 18, 2020, meeting.**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of Academic Program – Master of Arts program in Music

RECOMMENDED ACTION: Approval

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

Pursuant to TSU’s New Program Development policy, which includes revised programs, academic departments may seek the creation of a new academic program or the revision of an existing program by initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Vice President for Academic Affairs and the President must ultimately approve the proposals.

Pursuant to the FOCUS Act, the Board’s Bylaws, and the Board’s Delegation of Authority to the President Policy, the Board must approve new and revised academic programs. Upon approval by the Board, THEC must provide final approval.

The College of Liberal Arts requests approval to proceed with the development of a new Master of Arts program in Music.

Background

The new Master of Arts (MA) program will offer Commercial Music and Performance concentrations, both of which are closely aligned with the Nashville music industry, the second largest employer and economic engine in the Nashville area. The new MA program will also transfer students studying in the existing music education degree (M.Ed. in Curriculum and Instruction-Music) into the new program and will close down the M.Ed. Curriculum and Instruction-Music concentration in order to avoid duplication within the institution. The new three-concentration MA degree is a fit with, and extension of the concentrations currently offered in TSU’s B.S. in Music degree.

The Nashville Chamber of Commerce notes that the music industry has the second highest economic impact in Nashville, topped only by the health care industry’s \$18.3 billion. The third concentration within the new MA degree serves working teachers, who require advanced study as a requirement of continued employment. These teachers are currently served at TSU through the M.Ed. in Curriculum and Instruction-Music, and they will continue be served by the new MA degree’s Music Education concentration. As Nashville’s regional public university, TSU is tasked with providing a workforce. The THEC 2019 report states that “With a strong and stable workforce pipeline, Tennessee will remain economically competitive and position itself for future success.” The advanced training addressed by this discipline-focused MA degree with its

concentrations in Commercial Music, Performance, and Music Education are aligned with maintaining this workforce pipeline. The MA-Music is an expansion of existing opportunities within the University, as well as an evolution of a current B.S. program offering to the graduate level.

Currently offered in Tennessee's public universities are several MM programs that utilize the same CIP code as this proposed MA program, however none of the existing programs are oriented toward the commercial music industry. The only master's-level offerings in music in the State of Tennessee that are geared toward the music industry are found at private institutions. Tennessee State is the best poised of all public universities in Tennessee to address graduate study in the area of commercial music due to its unique (in Tennessee public universities) undergraduate program in commercial music and because of TSU's unique geography, being located in one of the three music industry capitols in the United States. This MA degree will embrace both the research and professional musicianship skills that are necessary in Nashville's industry, while continuing to meet the needs of Nashville area educators for advanced study in music education—all at a public university cost to students of all ethnic, racial, and socio-economic backgrounds in Nashville. This will be the only public university MA-Music program in the State of Tennessee.

**MOTION: To approve the Master of Arts in Music, as contained in the Board materials for the Board's June 18, 2020, meeting.**

**Tennessee State University**

**Board of Trustees**



**Approval of Off-Campus  
Academic Program Sites**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of Off-Campus Academic Program Sites

RECOMMENDED ACTION: Approval

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

From time to time, Colleges request to operate an academic program off TSU's campus. Colleges may seek off-campus academic program sites to accommodate students dually enrolled in high school and college, enhance TSU's pipeline with community college and non-traditional students, and increase convenience for working professionals.

**List of Off-campus Academic Program Proposed Sites**

In this instance, the purposes for the proposed off-campus sites are to increase convenience for working professionals and to enhance TSU's pipeline to non-traditional students. Colleges that seek to operate an academic program off campus must follow a 30-day review process.

Under the review process, a department will submit an off-campus academic program site request to the College, and once approved at the College level, the College submits the request to the Vice President for Academic Affairs and President for approval. Upon approval by the Vice President and President, pursuant to the FOCUS Act, Board Bylaws and the Board's Delegation of Authority to the President Policy, the Board must approve off-campus sites for academic programs. The process also mandates that we seek approval from the school districts, notify impacted universities in those areas, and finally obtain clearance from THEC.

Dual enrollment is an opportunity to expand postsecondary access to students who are interested in attaining college credit, further expanding the university mission. These credits are helpful to students in improving their preparedness for full-time collegiate work and these opportunities may be supported by scholarship funds from the state.

Following approval by the Board, the University must submit the off-campus academic program sites to THEC for final approval.

The Dual Enrollment unit in TSU Global Online wishes to establish partnerships with school districts, providing high school students with an opportunity to take courses through Tennessee State. The list of specific off-campus proposed sites and related information follows:

- Clarksville-Montgomery County Schools
- Hamilton County Schools
- Hardeman County Schools
- Haywood County Schools
- Jackson-Madison County Schools

- Metro Nashville Public Schools
- Robertson County Schools
- Shelby County Schools
- Tifton County Schools

**MOTION: To approve the proposed off-campus sites for dual enrollment courses between Tennessee State and the aforementioned school districts, as contained in the Board materials for the Board's June 18, 2020, meeting.**



**Tennessee State University**

**Board of Trustees**



**Report on  
SACSCOC Accreditation  
Review Matters**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Report on SACSCOC Accreditation Review Matters

RECOMMENDED ACTION: None

PRESENTED BY: President Glover

President Glover and/or her designee will provide a report on accreditation matters. Information pertaining to this agenda item is included in the June 18, 2020, board materials.

**SACSCOC ACCREDITATION UPDATE**  
**Office of Assessment Accreditation**

**IMPLEMENTED MEASURES TO ENSURE COMPLIANCE WITH STANDARD 8.2.A.  
TO SACSCOC'S SATISFACTION**

- February 27, 2020 – Final Monitoring Report with documentation, including 3 cycles of all educational program assessment reports and President's Good Cause Statement were mailed to SACSCOC.

**BECOMING CAMPUS READY FOR SPECIAL COMMITTEE VISIT**

- March 24, 2020 - Virtual meetings held with Silver & Associates and those persons selected by SACSCOC to be interviewed by the Special Committee scheduled for April.
- March 31, 2020 – SACSCOC informed the University the Special Committee Visit originally scheduled for April 1-2 would be rescheduled due to the travel bans put in place as a result of the COVID-19 pandemic.
- June 4 - 5, 2020 – the campus will hold group meetings as a refresher session to discuss, rehearse, and get ready for the Special Committee Visit now scheduled for June 15, 2020.

**NEXT STEPS**

***SACSCOC Review Process:***

- June 15, 2020 - Special Committee Visit. Committee composed of experienced committee members will conduct the review of the Third Monitoring Report and Documentation. Committee members: two (2) Institutional Effectiveness evaluators, and our SACSCOC Vice President will be on campus. The Committee Chair and one (1) IE evaluator will participate virtually.
- Options of the Evaluators: (1) Exit conference with President with verbal report of findings (2) Special Committee will prepare Report of the Special Committee, a checking of errors of fact is completed by representatives who read the Report (3) University will then receive a copy of the Report with instructions on next steps (4) University has a brief period to respond to and fix any errors for consideration of the SACSCOC Board of Trustees.

**COMPLIANCE CERTIFICATION (CCR) FOR UNIVERSITY'S REAFFIRMATION OF ACCREDITATION**

SACSCOC member institutions undergo a 10-year review process to maintain its accreditation; The Compliance Certification (CCR) document is completed to demonstrate Tennessee State University's (University) compliance with the *Principles of Accreditation*.

**Implemented Measures to Ensure Compliance with the *Principles of Accreditation***

- The SACSCOC Steering Committee was charged with the internal review process and completion of the CCR.
- April 21, 2020 - President disseminated internal timeline of due dates and activities expected to be completed by the SACSCOC Steering Committee.
- May 29, 2020 - A draft of the CCR is submitted to President and Dr. Silver.

- June – July 2020 – SACSCOC Steering Committee revises CCR based on President and Dr. Silver’s feedback.

#### NEXT STEPS

- The final draft of the CCR is scheduled to be submitted to President and Dr. Silver on July 30, 2020.
- August 2020 - Accreditation Liaison to package materials for submission.
- September 8, 2020 - Compliance Certification due to SACSCOC.
- November 2020 - The SACSCOC Off-Site Reaffirmation Committee reviews the CCR and all documentation to determine if University is in compliance with the *Principles of Accreditation*.
- February 2020 – The University will respond to Off-Site Reaffirmation Committee Report, submits Focused Report Quality Enhancement Plan.
- March 16 – 18, 2021 - On-Site Reaffirmation Committee will visit the campus to review any areas of concern or non-compliance and completes Report of the Reaffirmation Committee submitted to the President to identify any errors of fact.
- Fall 2021 – The University prepares a response to the recommendations in the Report of the Reaffirmation Committee.
- December 4-7, 2021 - SACSCOC Board of Trustees Reaffirmation Decision.

**Tennessee State University  
Board of Trustees**



**Academic Affairs Report**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Academic Affairs Report

RECOMMENDED ACTION: None

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

President Glover or her designee will provide a report on academic affairs.

# Academic Affairs Report

## Academic Year in Review

- Slight increase in the number of undergraduate degrees produced
- Strong Academic Program Review (APR) performance of our student athletes
- New Academic Program Development
  - o Hospitality and Tourism
  - o Data Science
  - o Music
  - o Nonprofit management
- Increased professional development for K-12 educators; partnerships with the TN Department of Education
- Enhanced partnerships with Apple and other corporate partners
- Opening of the new Health Sciences building
- Increase in the number of online-delivery of academic programs

## UNDERGRADUATE PROGRAMS (9)

### **College of Education**

- Bachelor of Science (BS) in Psychology

### **College of Liberal Arts**

- BS in Criminal Justice
- BS in Interdisciplinary Studies
- BS in Professional Studies with concentrations in:
  - Health Administration-Information Technology
  - International Organizational Leadership
  - Organizational Leadership
- BS in Sociology

### **College of Health Sciences**

- BS in Health Information Management
- RN to BSN

### **College of Public Service**

- Bachelor of Science in Social Work (BSSW)
- BS in Urban Studies

## GRADUATE PROGRAMS (20)

### **College of Agriculture**

- Graduate Certificate in Applied Geospatial Information Systems

- Master of Professional Science (PSM) with concentration in Applied Geospatial Sciences (Hybrid)

### **College of Business**

- Executive Master of Business Administration (Hybrid)

### **College of Education**

- Doctor of Education (Ed.D.) in Educational Leadership with concentrations in:
  - Higher Education Leadership
  - Pre K-12 Administration
- Education Specialist (Ed.S.) in Instructional Leadership with concentrations in:
  - Licensure
  - Non-Licensure
- Graduate Certificate in Educational Technology
- Master of Education (M.Ed.) in Instructional Leadership with concentrations in-Licensure-Non-Licensure-Career and Technical Education (CTE) for Teacher Leaders
- M.Ed.in Curriculum and Instruction with concentrations in:
  - Educational Technology
  - Teaching English Language Learners
  - Literacy in Education
  - Secondary School Instruction
- M.Ed.in Special Education (K-8)

### **College of Health Sciences**

- Master of Public Health
- Master of Science in Speech and Hearing Sciences
- Master of Science in Nursing (MSN) and Post Graduate Certificates with concentrations in:
  - Holistic Nursing-Family Nurse Practitioner (FNP)

### **College of Public Service**

- Graduate Certificate in Health Administration and Planning
- Graduate Certificate in Local Government Management
- Graduate Certificate in Non-Profit Management
- Graduate Certificate in Public Administration Executive Leadership
- Graduate Certificate in Public Policy
- Master of Professional Studies (MPS) with concentrations in:
  - Strategic Leadership
  - Human Resource Leadership
  - Training & Development
- Master of Public Administration
- Mid-Tennessee Collaborative-Master of Social Work, MTC-MSW (Hybrid)



PROFESSIONAL STUDIES–DEVELOPMENT (2)

- Apple Part I: ‘Everyone Can Code & Everyone Can Create’–App Design and Prototype Development
- Apple Part II: ‘Everyone Can Code & Everyone Can Create’–Advanced App Prototype Design

**Tennessee State University  
Board of Trustees**



**Report on  
Strategic Plan Update**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Report on Strategic Plan Update

RECOMMENDED ACTION: None

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

President Glover or her designee will provide a report on the strategic plan.

## TSU Strategic Planning Development Process Update

### Strategic Planning Development Chair: Jerri A. Haynes, Ed. D.

The following serves as the updated Strategic Planning timeline. The strategic planning process has been significantly condensed due to the impact of the COVID-19 pandemic. Distinguishing ways to sustain this aggressive timeline required committees and sub-groups to communicate changes in advance of the scheduled sessions. Completion of assigned tasks determined our ability to move from one phase to another. The integrated nature of Strategic Planning underscores the importance of a dynamic exchange of parallel activities.

- April 28** Met with President Glover to discuss the timeline and action steps
- April 28** Emailed administrative council, faculty senate, department chairs council
- May 04** Met with the Strategic Planning Steering Committee to develop a University Dashboard
- Identified Measurement Categories
    - Aspirational Targets
    - Peer Comparison
- May 08** Internal and external committees shared analysis results within sub-committees
- May 11** Consultant met with internal and external committees to review results and provide input
- ZOOM meeting - Internal Committee and sub-committee (9:00 – 12:00)
  - ZOOM meeting – External Committee and sub-committees (1:00 – 3:00)
- May 18** Internal and external committees presented final reports and made recommendations/identified priorities from subcommittees
- May 22** Strategic planning steering committee analyzed, and synthesized data received from sub-committees; identified University-wide priorities and recommendations (9:00 – 3:00)
- June 01** Strategic planning steering committee identified objectives, strategies and metrics for the strategic goals. Entire group provided comments and recommendations – Goals, Objectives, Strategies and Metrics (9:00 – 3:00)
- July 2020** University community review and input
- Faculty
  - Staff
  - Students
  - Key Constituents

**Tennessee State University  
Board of Trustees**



**Approval of Student  
Conduct Rule**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of Student Conduct Rule

RECOMMENDED ACTION: Approval

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

The Uniform Administrative Procedures Act (UAPA) requires the promulgation of a rule regarding student conduct. T.C.A. § 4-5-102(12). The UAPA sets forth the process for the promulgation of a rule. Pursuant to the rulemaking process, TSU posted the proposed rule with the Secretary of State and conducted a rulemaking hearing for public comment on the rule after providing a 45 day notice of the hearing.

The rulemaking process also requires Board approval of the proposed rule, review by the Attorney General's Office, submission and posting of the final rule by the Secretary of State, and review and approval by the General Assembly's Joint Government Operations Committee, or make it through with a neutral recommendation by the Government Operations Committee in order to be included in the rules omnibus bill and become permanent rules.

Previously, when TSU was a part of the Tennessee Board of Regents system, TSU was governed by the TBR rule on Student Conduct and the accompanying TBR student conduct policy. The TBR's modern Student Conduct rule was adopted in 2011 and then updated in 2015.

The proposed rule, Rule 0240-08-01 Student Conduct, is drafted to comply with the rule requirement. It utilizes language contained in student conduct policies at other LGIs. The proposed rule provides for specific conduct rules and sets out the process for discipline which includes accepted due process practices. It includes possible sanctions and appeal rights. The proposed rule also addresses academic misconduct.

In conformance with the rulemaking process, TSU held a rulemaking hearing on the attached Student Conduct Rule on June 1, 2020. No comments were made and there have been no modifications to the draft since the rulemaking hearing. A roll call vote is required.

**MOTION: To adopt the new Student Conduct Rule, as contained in the Board materials for the Board's June 18, 2020, meeting, as a rulemaking rule, including authorizing the President and her designees to make any technical corrections to these rules, including changes required by the Attorney General's Office after review.**

Rules  
Of Tennessee State University  
Chapter 0240-08-01 Student Conduct  
New Chapter

Table of Contents is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01.01 Purpose  
0240-08-01.02 Scope  
0240-08-01.03 Definitions  
0240-08-01.04 General Provisions  
0240-08-01.05 Prohibited Conduct  
0240-08-01.06 Academic and Classroom Misconduct  
0240-08-01.07 Disciplinary Sanctions  
0240-08-01.08 Disciplinary Procedures  
0240-08-01.09 Appeals  
0240-08-01.10 Academic Misconduct Disciplinary Committee

0240-08-01 -.01 Purpose is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01-.01 Purpose

- (1) Tennessee State University (TSU or University) is committed to fostering a campus environment that is devoted to learning, growth, and service. TSU accepts and practices the core values of honesty and integrity, respect for diversity, positive engagement in the community, and commitment to non-violence. Additionally, TSU has the responsibility and obligation to its students, faculty, and community to maintain an academic environment that promotes intellectual pursuits and harmonious interpersonal relationships between its various public and constituents.
- (2) TSU Students are citizens of the state, local, and national governments and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to TSU carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students.
- (3) In recognition of the special relationship that exists between TSU and the academic community which it seeks to serve, the TSU Board of Trustees has authorized the President to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.
- (4) The University recognizes its obligation to protect the rights and privileges of its students in accordance with the guarantees afforded all citizens under the Constitution of the United States and due process as interpreted by appropriate judicial authority.

240-08-01 -.02 Scope is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01-.02 Scope

- (1) Disciplinary action may be taken against a Student for violations of this policy which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity of the mission, processes, and functions of the institution. If a Student's violation of applicable laws or ordinances adversely affects the University's pursuit of its educational objectives, it may enforce its rules and policies, including this rule, regardless of any proceedings instituted by other civil or criminal authorities. Conversely, violation of any section of this rule may subject a Student to disciplinary measures by the University whether or not such conduct is simultaneously in violation of state, local or national laws.
- (2) This rule and related policies apply both to Student(s) or Registered Student Organization(s) (RSO) prohibited conduct on and off TSU Property.

- (3) In the case of prohibited conduct that occurs off TSU property, TSU will take into account whether the prohibited conduct adversely affects the interests of TSU, including, but not limited to, prohibited conduct that:
- (a) Occurs in connection with a TSU Activity, including, but not limited to, a study abroad program, clinical, internship, service learning placement, or similar program; or
  - (b) Involves another member of the TSU community; or
  - (c) Poses a credible, serious threat to the health or safety of the TSU community or TSU Property.
- (4) TSU will take into consideration at least the following standards, but may consider others, when deciding whether misconduct is associated with a Registered Student Organization:
- (a) The prohibited conduct is endorsed by the organization or any of its officers. "Endorsed by" includes, but is not limited to, the following: active or passive consent or support, having prior knowledge that the conduct was likely to occur, or helping to plan, advertise, or promote the conduct;
  - (b) The prohibited conduct took place during the course of an activity paid for by the organization or paid by members of the organization to support the activity or conduct in question;
  - (c) The prohibited conduct occurred on property owned, controlled, rented, leased, or used by the organization or any of its members for an organizational event;
  - (d) The prohibited conduct was related to initiation, admission into, affiliation with, or as a condition for continued membership in the organization;
  - (e) One or more officers of the organization had prior knowledge or reasonably should have known the prohibited conduct would likely take place.

Authority: T.C.A. § 49-8-203 (a)(1 )(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-08-01 -.03 Definitions is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01 -.03 Definitions

- (1) Notice- For the purposes of this rule, a notice is a written communication sent to a Student or student organization. Notice to the Student or student organization may be provided in three ways: 1) hand delivered; 2) via the Student's official TSU email account; or, 3) a hard copy letter sent via US mail to the Student's local address on file with TSU. A notice sent to a student organization will be hand delivered or sent to the organization's president at that Student's TSU email address or his/her local address. Students have the responsibility to regularly check their University-issued email accounts and to ensure that the local address on file with TSU is current. The requirement to provide notice will be satisfied by any one of the three ways to provide notice, and any period for response will begin on the date the notice is hand delivered or the email and/or letter is sent/mailed, whichever occurs first.
- (2) Student - any individual who is admitted, enrolled, or registered for credit courses at TSU or who may no longer be enrolled or registered for credit courses but engaged in prohibited conduct while a Student at TSU. For the purposes of this rule, "admitted" means in attendance at TSU on either the first day of classes, or on the first day residence halls are open, or the first day of the student orientation, advising, and registration program, whichever is earlier. It also includes any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the individual is under suspension or removal from campus as a sanction from an investigation or finding of a violation of the policy governing student conduct.
- (3) Registered Student Organization (RSO) - Any organization comprised primarily of currently enrolled Students that have successfully completed the registration process with the Division of Student Activities and otherwise complied with TSU policies and requirements related to student organizations.
- (4) TSU Property - all land, buildings, facilities, grounds, structures, or any other property including but not limited to movable objects owned, leased, used, maintained, or operated by TSU. For purposes of this rule, TSU Property



includes all streets, alleys, sidewalks, and public ways abutting such property. TSU Property also includes computers and network systems owned, maintained, or controlled by TSU or funded by TSU.

- (5) TSU Activity - any activity on or off TSU Property that is initiated, aided, authorized, sponsored, or supervised by TSU.
- (6) University Official - an employee or agent of TSU, including but not limited to university police, faculty members and staff acting in the performance of his/her/its duties as well as Student employees (e.g., event staff, resident assistants, graduate or teaching assistants, etc.).

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-08-01 -.04 General Provisions is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01 -.04 General Provisions

- (1) Students and student organizations and its members while acting in their capacity as members of, or while attending or participating in any activity of the organization, shall be subject to all rules and policies of the University. The Office of Student Conduct shall have jurisdiction over all disciplinary matters involving Students and student organizations when the Student Code of Conduct is implicated.
- (2) Each Student or RSO shall be responsible for his/her/its conduct from the time of admission to TSU through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms.
- (3) A Student or RSO is responsible for his/her/its guests or visitors and may be held accountable for the behavior of his/her/its guests or visitors on TSU Property or in the handling or use of TSU Property.
- (4) Any Student that chooses to take a leave of absence or withdraw from TSU during any academic period prior to graduation with a pending disciplinary matter will be subject to a disciplinary hold placed on the Student's account preventing reenrollment until resolution of the conduct in question. TSU will not confer a degree when a Student has a pending disciplinary meeting and/or disciplinary proceeding or during a Student's disciplinary suspension.
- (5) In the event a Student is subject to a failing grade/class as a result of academic misconduct or to disciplinary sanction, including but not limited to suspension or expulsion, for any violation under this rule, the University shall have no obligation to make any refund for courses, housing, or otherwise, nor have any responsibility whatsoever for financial or administrative consequences that may occur as a result of the imposition of such sanction, except as otherwise required by applicable law.
- (6) Any timelines included in this rule can be extended for good cause.
- (7) This rule and any policy or procedure related to it may be changed to remain consistent with changes in applicable law.
- (8) Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a) (4), a Student's disciplinary files are considered "educational records" and are confidential within the meaning of those Acts.
- (9) Retention of Records. Disciplinary records are maintained by the Office of Student Conduct. A permanent disciplinary file will be maintained if a Student is suspended or expelled from the University. Files developed in cases in which a lesser sanction has been imposed will be retained for a period of five (5) years after date of action unless the sanction(s) specify that they should be retained for a longer period. Files developed in cases that are covered under the Clery Act will be retained for a period of seven (7) years after the date of action per federal requirements. Files developed in cases where a Student is found not responsible for student conduct rules

violations will be maintained for statistical purposes; however, the record will not be reportable as an official disciplinary record in that Student's name.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-08-01-.05 Prohibited Conduct is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01-.05 Prohibited Conduct

- (1) Generally, through appropriate due process procedures, the University's disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objective, that violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institutional-controlled property.
- (2) Individual or organizational misconduct that is subject to disciplinary sanction shall include, but is not limited to, the following:
  - a. Conduct dangerous to others - Causing physical harm to any person; endangering the health, safety, or welfare of any person; engaging in conduct that causes a reasonable person to fear harm to his/her health, safety, or welfare; or making an oral or written statement that an objectively reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals;
  - b. Hazing. Hazing, as defined in T.C.A. § 49-7-123(a) (1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;
  - c. Disorderly conduct – Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly or which unreasonably disturbs institutional function, operations, classrooms and other groups or individuals. Also includes, engaging in oral or written speech that is obscene; is defamatory; consists of fighting words; or is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;
  - d. Obstruction of or interference with institutional activities or facilities – Any intentional interference with or obstruction of any institutional activity, program, event, or facilities including the following:
    1. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities.
    2. Interference with the right of any institution member or other authorized person to gain access to any institutional or institutional controlled activity, program, event, or facility sponsored by the institution.
    3. Any obstruction or delay of a campus police officer, fireman, campus security officer, public safety officer, EMT or failure to comply with any emergency directive issued by such person in the performance of his or her duty or any institutional official in the performance of his/her duty.
  - e. Misuse of or damage to property – Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the institution, including but not limited to fire alarms, fire equipment, elevators, telephones, institution keys, or library materials, or any unwarranted destruction, defacing, disfiguring, or unauthorized duplication or use of property belonging to the institution or another, including but not limited to fire alarms, fire equipment, elevators, telephones, institution keys, library materials, and/or safety devices; or any such act against a member of the institution community or a guest of the institution.

- f. Theft, misappropriation, or unauthorized sale of Property – Any act of theft, misappropriation, or unauthorized possession or sale of institution Property or any such act against a member of the institution community, a guest of the institution, or the personal property of a member or guest of the TSU community.
- g. Misuse of documents or identification cards – Any forgery, alteration of or unauthorized use of institution documents, forms, records, institutional keys, or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student’s admission, enrollment, or status in the institution.
- h. Firearms and other dangerous weapons – Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons.
- i. Explosives, fireworks, and flammable materials – The unauthorized possession, ignition, or detonation of any object or article that could cause damage by fired or other means to people or property, or possession of any substance which could be considered to be and used as fireworks.
- j. Alcoholic beverages – The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption.
- k. Drugs – The unlawful possession or use of any drug or controlled substance (including, but limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), or the sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property. TSU fully supports the “Drug Free Schools and Campuses Act” and the “Drug Free Schools and Communities Act Amendment of 1989.”
- l. Drug paraphernalia – The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property.
- m. Public intoxication – Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance.
- n. Gambling – Unlawful gambling in any form.
- o. Misuse of computers or computing resources and facilities – Misusing and/or abusing campus computer resources including, but not limited to the following:
1. Use of another person’s identification to gain access to institutional computer resources;
  2. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems;
  3. Unauthorized access to a computer or network file, including but not limited to, altering, using, and reading, copying, or deleting the file;
  4. Unauthorized transfer of a computer or network file;
  5. Use of computing resources and facilities or the Student’s personal electronics or social media accounts, to send abusive, obscene, or threatening correspondence;
  6. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,
  7. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official;
  8. Violation of any published information technology resources policy;
  9. Unauthorized peer-to-peer file sharing.
- p. Financial irresponsibility – Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity, or failure to pay outstanding bills.

- q. Unacceptable conduct in disciplinary proceedings – Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including but not limited to false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness. This can include the willful failure to participate or otherwise obstruct the disciplinary proceedings or investigation.
- r. Failure to cooperate with University Officials – Failure to comply with directions of University Officials, faculty, or staff acting in the performance of their duties.
- s. Attempts at or aiding and abetting the commission of an offense – Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution.
- t. Failure to notify – Failure of students certified to receive educational benefits for veterans to notify the Office of Veteran Affairs of any changes in their program that will affect their certification status.
- u. Discrimination, Harassment or Retaliation – Any act by an individual or group against another person or group in violation of University policy as may be amended, as well as federal and/or state laws prohibiting discrimination. These matters must be submitted to the Office of Equity and Inclusion for full investigation.
- v. Sexual Misconduct. An offense including acts of sexual assault, domestic violence, dating violence and/or stalking in violation of University policy as may be amended, as well as federal and/or state laws prohibiting said acts. All matters involving allegations of sexual misconduct will be governed by the procedures set for in University policy and handled by the Office of Equity and Inclusion;
- w. Academic Misconduct. Plagiarism, Cheating, Fabrication – For purposes of this section, the following definitions apply.
1. Plagiarism. The adoption or reproduction of ideas, words, statements, images or works of another person as one's own proper attribution.
  2. Cheating. Includes, but is not limited to, using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit hours.
  3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
  4. Classroom Misconduct – Disruptive behavior in the classroom.
- x. Litter. Dispersing litter in any form onto the grounds or facilities of the campus;
- y. Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value;
- z. Unauthorized Access to Institutional Facilities and/or Grounds. Any unauthorized access and/or occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;
- aa. Providing False Information. Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution.
- bb. Invasion of Privacy: Making, or causing to be made, unauthorized video/audio recordings or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker

rooms, residence hall rooms, and restrooms, as well as any storing, sharing, and/or distributing of such unauthorized recordings/images by any means. This can also include voyeurism without recording/photography.

cc. Distribution of advertisement fliers and brochures – Distribution or placement of advertising fliers and related literature onto parked vehicles on campus unless (i) the vehicle is owned by the person distributing the fliers, or (ii) the person distributing the fliers has the express consent of the vehicle owner and the TSU Police Department to place the material on the vehicle.

dd. Disregarding fire drills – Failure to evacuate university facilities or willfully disregarding any emergency or fire alarm signal.

ee. Use of sirens and loudspeakers – Unauthorized use of sirens, loudspeakers, and other sound amplification equipment.

ff. Improper use of student identification cards - (i) Failure to possess at all times a valid student identification card. (ii) Failure to surrender identification card to university officials upon proper request. (iii) Transferring usage of identification card to other persons.

gg. Allowing pets on premises - Pets are not allowed in buildings unless they are designated to serve as Service Animals for individuals with disabilities in the residence halls or other campus facilities

hh. Smoking Violations. Violation of any TSU smoking or other tobacco use rules or policies.

ii. Parking or Traffic Violations: Violation of any TSU parking or traffic rules or policies. In addition to the penalties described in TSU rules or policies related to traffic, parking, and safety and elsewhere in this rule, the possession or use of a motor vehicle on TSU Property may be limited or revoked for any of the following:

1. Possession or use of alcoholic beverages or drugs while operating a vehicle;
2. Irresponsible operation of a vehicle;
3. Leaving the scene of an accident;
4. Failure to report an accident involving personal injury or property damage;
5. Excessive violations of policies to include excessive parking citations;
6. Falsifying vehicle registration, gaining such registration under false pretense, or failing to register a motor vehicle; or
7. Possession, use, or sale of fraudulent parking permits;

jj. Violation of Policies: Any violation of the general rules and policies of TSU as published in a TSU publication including, but not limited to, rules, policies or procedures published on TSU's website, the Student Handbook or Residence Life Campus Living Brochure or Policies, including the intentional failure to respond to any required action or the intentional performance of any prohibited action.

kk. Violations of State or Federal Laws: Any violation of state or federal laws, rules, regulations, etc. proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;

ll. Violation of Imposed Disciplinary Sanctions: Intentional or unintentional violation of a disciplinary sanction officially imposed by a University Official or a constituted body of the University, including but not limited to during a TSU hearing proceeding.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-08-01-.06 Academic and Classroom Misconduct is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01-.06 Academic and Classroom Misconduct

- (1) The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary, or one day, removal or exclusion from the classroom of any student

engaging in disruptive conduct or conduct violating the general rules and regulations of the University. Any exclusion beyond the one class period where the student is being disruptive or further disciplinary action can be effected only through appropriate procedures established by the University. Removal from the classroom for one class period by faculty does not constitute a disciplinary suspension or expulsion.

- (2) Academic dishonesty may be defined as any act of dishonesty in academic work. This includes, but is not limited to, plagiarism, the changing or falsifying of any academic documents or materials, cheating and giving or receiving of unauthorized aid in tests, examinations or other assigned work. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. The instructor has the authority to assign an appropriate grade for the exercise or examination, proportional to the nature and extent of academic misconduct, including an "F" for the assignment/test or an "F" in the course. Such grading changes, even those that result in academic ineligibility for a program, do not constitute disciplinary suspensions or expulsions from the University. Disciplinary sanction beyond adjusted grades or a "F" in the course shall only be imposed through the appropriate University disciplinary process set forth in Rule 0240-08-01-.08 Disciplinary Procedures.
- (3) Students may appeal a grade assignment or failing course associated with a finding of academic misconduct, as distinct from a student disciplinary action, through appropriate institutional academic grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.
- (4) Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., repeated outbursts from a student which disrupts the flow of instruction or prevents concentration on the subject taught, failure to cooperate in maintaining classroom decorum, the presence of non-enrolled visitors in the classroom, or the continued use of any electronic or other noise or light emitting device which disturbs or interrupts the concentration of others (e.g., disturbing noises from beepers, text messaging, cell phones, palm pilots, laptop computers, games, etc.)).
- (5) Class attendance and punctuality requirements are established by the faculty through the printed syllabus for each course. Students are expected to attend class regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled. In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which student(s) are unable to make immediate contact with faculty, the Student may contact the appropriate student affairs office for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for possible completion of coursework requirements, if feasible.

0240-08-01-.07 Disciplinary Sanctions is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

#### 0240-08-01-.07 Disciplinary Sanctions

- (1) Upon a determination by a preponderance of evidence (unless otherwise required by federal or state law, rules, or regulation) that a Student or RSO has violated any of the rules, policies or disciplinary offenses set forth in this Code of Student Conduct, disciplinary sanctions that may be imposed, either singularly or in combination, by the appropriate University Official(s), include but are not limited to the sanctions referenced below.
  - a. Restitution. A Student who has committed an offense against property may be required to reimburse the University or other owner for damage to or misappropriation of such property or unreimbursed medical expenses resulting from physical injury. Any such payment in restitution shall be defined by the University.
  - b. Fine – Penalties in the form of monetary fines may be imposed whenever the appropriate University authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action being taken.
  - c. Warning – The appropriate University Official may notify the Student or RSO that continuation or repetition of specified conduct may be cause for further disciplinary action.
  - d. Reprimand – A written or verbal reprimand, or censure, may be given to any Student or organization whose conduct violates part of the Code of Conduct. Such a reprimand does not restrict the Student in any way, but

it does have important consequences. It signifies to the Student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the university community but that any further violation may result in more serious penalties.

e. Apology – A Student or RSO may be given the opportunity, under certain circumstances, to voluntarily apologize to an affected party, either verbally or in writing, as an alternative or in addition to the imposition of other disciplinary sanctions, for the behavior related to a disciplinary offense.

f. Restriction – A restriction upon a Student's or RSO's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the University in any way, restrictions on university sponsored travel and events, denial of the use of facilities, parking privileges, restriction of application or use of TSU funds, or restrictions involving the participation in any extra-curricular activities, organizational privileges, athletic events, or on an athletic team.

g. Referral to the University Counseling Center or appropriate healthcare provider is never to be considered as a punishment for any specified behavior. Participation in counseling treatment is strictly voluntary and highly confidential, but the Student may be referred to the university-counseling center or an appropriate health care provider for an evaluation to determine if the student poses a threat to the campus community. The appropriate University Official may issue appropriate directives regarding a student's continued presence on campus in connection with the referral referenced herein.

h. Community or Educational Project – A project beneficial to the individual, campus, and/or community may be required. The project will be related to the offense the Student or RSO is guilty of violating.

i. Assignment of work hours – A specified number of supervised hours of work to be completed on campus may be assigned. This work will be commensurate to the offense the Student or RSO is guilty of violating.

j. No Contact Order: An order of no contact with any individuals who are complainants, victims or witnesses in the student conduct process. This includes, but is not limited to, verbal, written, electronic, cellular, physical, or social contact, or allowing others to make any similar contacts on a Student's behalf. An order of no contact can also be issued as an interim measure prior to the completion of the disciplinary process;

k. Probation. Continued enrollment of a Student or recognition of a RSO on probation may be dependent upon adherence to the Code of Student Conduct. Any Student or RSO placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities, participation on athletic teams, or any other appropriate special conditions. Any conduct in violation of this Code while on probationary status may result in the imposition of a more serious disciplinary sanction.

l. Suspension. If a Student is suspended, he or she is deprived of student status and is separated from the University for a stated period of time with conditions of readmission stated in the notice of suspension. The suspension shall appear on the Student's disciplinary record regardless of whether or not such Student is successfully readmitted.

m. Expulsion. Expulsion entails a permanent separation from the University. The imposition of this sanction is a permanent bar to the Student's readmission or RSO to the institution. TSU policy requires that any Student or RSO receiving a penalty of expulsion shall be restricted from the campus of TSU during the period of expulsion unless on official business with the University verified in writing by an appropriate University Official.

n. Revocation. Revocation of admission, degree and/or credential, or of the RSO.

o. Withholding Degree: The awarding of a degree may be withheld until all disciplinary processes are complete and all sanctions, if any, are satisfactorily completed;

p. Housing Probation. Continued residence on campus or student housing may be conditioned upon adherence to this rule or related policies as well as institutional housing policies. Any resident placed on housing probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon the activities of the resident, including any other appropriate special condition(s).

q. Housing Suspension and Forfeiture. A resident suspended from housing may not reside, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to forfeit housing fees (including any unused

portion thereof and the Housing Deposit). A suspended resident must vacate the housing unit. Housing suspension shall remain a part of the Student resident's disciplinary record. A Student may be immediately removed from campus or student housing for violations of the University's housing policy or residence agreement under the interim suspension standards.

r. Removal or suspension from an athletic team.

s. Interim Suspension. As a general rule, the status of a Student or RSO accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges. However, interim suspension may be imposed upon a finding by the Dean of Students or designee that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or of any other member of the University community or its guests, destruction of property, or substantial disruption of classroom, other campus activities, or the disciplinary investigation. During an interim suspension, the Student, or RSO, shall be denied access to campus facilities, classes, and/or all other university activities or privileges unless prior approval has been granted by the Dean of Students/Chief Judicial Officer. In any case of interim suspension, the Student, or RSO, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension. If a Student or RSO chooses to challenge the imposition of an interim suspension, such challenge will occur as prescribed in Rule 0240-08-01-.08(5) Procedures Related to Interim Measures or Interim Suspensions.

t. Interim Measures: The Dean of Students or designee may impose temporary measures prior to the beginning of a formal student conduct process. The imposition of interim measures under this rule is separate and apart from the imposition of any interim measure imposed pursuant to an investigation or finding of discrimination, harassment, and sexual misconduct in accordance with applicable TSU policies. If the Dean of Students or designee imposes an interim measure under this rule, the Student or RSO may contest the measure following the procedures prescribed in Rule 0240-08-01-.08(5) Procedures Related to Interim Measures or Interim Suspensions. Interim measures may become permanent depending on the outcome of the formal disciplinary hearing. Interim measures may include, but are not limited to:

1. No contact orders;
2. Removal from or reassignment of housing;
3. Removal from or reassignment of on campus work study or work assignments;
4. Removal from or reassignment of a specific class or academic activity;
5. Restriction of access to specified buildings or TSU Property;
6. Restriction of privileges; or
7. Other types of temporary measures;

u. Any alternate sanction deemed necessary and appropriate to address the misconduct at issue.

(2) Parental or Legal Guardian Notification: Pursuant to T.C.A. § 49-7-146, TSU is required to notify a parent or legal guardian of a Student under age twenty-one (21) if the Student "has committed a disciplinary violation with respect to the use or possession of alcohol, or a controlled substance, or a controlled substance analogue that is a violation of any federal, state, or local law, or any rule or policy of [TSU], except as prohibited by the Federal Education Rights and Privacy Act (FERPA) (20 U.S.C. § 12329)."

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-08-01 -.08 Disciplinary Procedures is added to Chapter 0240-08-01 Student Conduct and shall read as follows:  
0240-08-01-.08 Disciplinary Procedures

(1) Responsibility for Administration

(a) The maintenance of order and the enforcement of the rules and policies of the University are vested with the President or his/her designee. This responsibility is generally delegated to the Vice President for Student Affairs or designee who in turn delegates this authority to the Dean of Students/Chief Judicial Officer or designee and the



faculty and students appointed to participate in the administration of this rule. The Division of Student Affairs is responsible for matters that are within the scope of this rule and related policies on student conduct. The Division of the Vice President for Academic Affairs is responsible for matters that fall within TSU policies related to student academic misconduct. In situations where the conduct could fall within both areas of responsibility, the two (2) Divisions will confer, decide which rule or policies will apply to the matter, and advise the Student in writing of their decision.

(b) Complaints related to discrimination, harassment, and sexual misconduct will be investigated in accordance with applicable TSU policies. If TSU determines that a discrimination, harassment, or sexual misconduct violation occurred, the Student will be subject to the disciplinary procedures outlined in this rule and related policies.

(c) Other than the matters listed in this Section (a) related to student academic misconduct and (b) related to discrimination, harassment, and sexual misconduct, reports of acts and incidents involving conduct of Students or RSOs should be referred to the Division of Student Affairs.

(d) Upon receipt of a referral or information potentially warranting disciplinary action, the Division of Student Affairs will investigate and/or review for possible action.

1. Cases which are not subject to the contested case procedures under the Uniform Administrative Procedures Act and which involve very minor first offenses by Students or student organizations may be discussed informally with Students or student organizations. In such cases, no formal record will be maintained in the judicial records of TSU. The Dean of Students or designee shall note the name of the Student or student organization involved for the purpose only of determining a Student's or student organization's prior involvement in a minor offense, when and if a second offense occurs at a later date. If the Student or student organization is subsequently involved in another violation of the regulations, at the discretion of the hearing body, this informal record will become part of the Student's or student organization's disciplinary record.
2. In the event disciplinary action is deemed as potentially warranted, the following process will apply.

## (2) Preliminary Conference

(a) A Student or RSO accused of violating TSU's disciplinary policies, rules, or regulations shall be called before the Dean of Students or designee for a preliminary conference. The purpose of a preliminary conference is to ensure proper investigation of an alleged violation of the student conduct rules and determine whether there is a preponderance of the evidence to support the charges, and if so, to determine responsibility and appropriate sanctions. The Dean of Students or designee may interview potential witnesses or victims necessary to conduct a thorough investigation of the alleged violation. During the preliminary conference with the Dean of Students or designee, the Student or RSO will have the opportunity to contest the alleged violation and present information.

(b) The Student or RSO shall be provided notice with details on the date, time, and location of the preliminary conference with the Dean of Students or designee and such notice shall provide a basic description of the conduct for which he/she/it has been accused of committing.

(c) During the preliminary conference with the Dean of Students or designee, the Student or RSO will have the opportunity to explain his/her/its version of the behavior or incident or otherwise refute the allegations and present information.

(d) A Student or RSO may waive the right to a preliminary conference.

(e) If the Student or student organization alleged to have engaged in misconduct does not respond after having been provided notice of the preliminary conference or fails to appear for the preliminary conference, a disciplinary hold may be placed on the student's account or the registered student organization's privileges may be suspended, and the Dean of Students or designee may make a determination as to responsibility for the conduct violation based on the information gathered at that point and impose a sanction as deemed appropriate.

- (f) Following the preliminary conference and investigation of the complaint taking into account all information gathered pertinent to the matter, as well as the information provided by, or on behalf of the Student or RSO, the Dean of Students or designee will determine if, by a preponderance of the evidence, sufficient information exists for the disciplinary process to continue and make findings as to whether a disciplinary offense has occurred, and if so, an appropriate disciplinary sanction, including possible suspension or expulsion. The Dean of Students or designee shall issue a written decision that includes his/her findings and conclusions.
1. If the Dean of Students or designee concludes a violation did not occur, the conduct matter will be closed.
  2. If the Dean of Students or designee determines there is sufficient information to proceed with the disciplinary process, the Student or RSO shall have the opportunity for a hearing regarding the alleged violation.
- (g) The majority of student disciplinary cases are resolved at the preliminary conference level when the Student or student organization accepts responsibility for the violation and the recommended sanction(s). However, if this does not occur, the matter may proceed to a hearing.

### (3) Hearing Options

- (a) Hearing Options in Cases of Possible Suspension, Expulsion, or Revocation of Degree or RSO Registration- If the Dean of Students or designee determines the alleged misconduct warrants consideration of suspension, expulsion or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have the opportunity to:
1. Accept the Dean of Students' or designee's findings and recommended disciplinary suspension or expulsion from the University;
  2. Contest the alleged violation(s) and request a hearing before the Student Affairs Disciplinary Committee; or,
  3. Contest the alleged violation(s) under the Uniform Administration Procedures Act (UAPA) in accordance with provisions outlined in the Uniform Administrative Procedures Act, Tennessee Code Annotated§ 4-5-301 et seq. and related rules.
- (b) Hearing Options in Cases Not Involving Possible Suspension, Expulsion, or Revocation of Degree or RSO Registration- If the Dean of Students or designee determines the alleged misconduct warrants disciplinary sanction but does not warrant the sanctions of suspension, expulsion or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have the opportunity to:
1. Accept the Dean of Students' or designee's findings and recommended disciplinary suspension or expulsion from the University; or,
  2. Contest the alleged violation(s) and request a hearing before the Student Affairs Disciplinary Committee.
- (c) Once advised of the hearing options, which may occur during the preliminary conference, the accused Student or RSO may elect to accept the finding and sanction from the Dean of Students or designee, or elect a hearing pursuant to UAPA (where appropriate), or waive a hearing pursuant to UAPA (where appropriate) to elect a hearing before the Student Affairs Disciplinary Committee. The election must be made in writing within three (3) class days of receipt of notice of pending charges against him/her or the student organization. Once the election is made, the Student or student organization cannot elect another option or revert back to the original decision rendered by the Dean of Students or designee. If a Student or RSO fails to make an election within three (3) class days of receipt of notice of pending charges, the Student or RSO waives all rights to the hearing, and the Dean of Students or designee has the discretion to deem the Student or RSO to have accepted the findings and determination of responsibility for misconduct and may impose appropriate sanction(s) for the misconduct.
- (d) Issuance of a failing grade or a course or dismissal from a program for failure to meet any academic requirements does not constitute a disciplinary suspension or expulsion from the University and is not subject

to the process outlined in this section. Such academic misconduct is only subject to the process as proscribed in 0240-08-01-.10 Academic Misconduct Disciplinary Committee.

(4) Hearings before the designated Student Affairs Disciplinary Committee

- (a) The Student Affairs Disciplinary Committee shall be comprised of 12 members and two (2) alternates. The Committee shall include six (6) students with one (1) student alternate. Student members will be selected by the Vice President for Student Affairs or designee from a group nominated by the Dean of Students/Chief Judicial Officer or designee, and shall serve a (2) year term. An additional six (6) members shall be members of the faculty or staff, with one (1) alternate. The faculty or staff members of the committee shall be selected for two (2) year terms by the Vice President for Student Affairs or designee from a group nominated by academic deans, dean of students, or department heads.
- (b) The Chairperson shall be appointed by the Vice President of Student Affairs or designee.
- (c) The Chairperson of the Student Affairs Disciplinary Committee is responsible for directing the conduct of any hearing, and shall make necessary procedural rulings including, but not limited to, rulings regarding the admissibility of evidence, and shall be responsible for drafting all written determinations by the Committee. The Chairperson shall only vote when there is a tie, and the vote is needed to break said tie.
- (d) No less than four (4) members of the committee, including at least one faculty or staff representative, must be present to constitute a quorum.
- (e) Meetings of the Committee are irregular and called by the Chairperson upon being informed that an alleged violation of the Code of Student Conduct exists and that a hearing is necessary.
- (f) The Student Affairs Disciplinary Committee may undergo training provided by the Dean of Students or, as deemed appropriate by the General Counsel, other University offices or external trainers, on TSU hearing procedures.
- (g) Notice and Due Process Rights Related to the Student Affairs Disciplinary Committee Hearings: For proceedings before the Student Disciplinary Committee, TSU will send a notification letter at least seventy-two (72) hours prior to the disciplinary proceeding. The notification letter will include, at a minimum:
  - 1. The time, place, and date of the disciplinary proceeding;
  - 2. A written statement of the alleged violation and/or description of the alleged behavior including time, date, and place of occurrence if such information is available;
  - 3. Notice of the right to present his/her/its case;
  - 4. Notice of the right to be accompanied by an advisor of choice, including an attorney (the advisor may not speak on behalf of the Student or RSO in the disciplinary meeting and shall be limited to directly advising the Student or RSO);
  - 5. Notice of the right to call witnesses who can speak on his/her/its behalf (It is the Student or RSO's responsibility to contact his/her/its witnesses and inform them of the hearing unless the witness is also a University witness), to question all witnesses, to present evidence;
  - 6. Notice of the right to address any information that is used by TSU in a disciplinary proceeding; and
  - 7. Notice of an appeal option, if applicable.
  - 8. In cases involving sexual misconduct, the names of witnesses TSU expects to present at the disciplinary proceeding and the names of witnesses TSU may present if the need arises;

9. In cases involving sexual misconduct, an explanation of the Student's or RSO's right to request a copy of the investigative file, which will be redacted as required by federal and state law;
  10. In cases involving sexual misconduct, an explanation of the Student's or RSO's right to request copies of all documents, copies of all electronically stored information, and access to tangible evidence that TSU has in its possession, custody, or control and may use to support claims or defenses, unless use would be solely for impeachment. All such documents will be redacted as required by federal and state law.
- (h) As a preliminary matter and prior to the commencement of the hearing before the Student Affairs Disciplinary Committee, the Student or RSO shall have the right to challenge the seating of any Student Affairs Disciplinary Committee member for bias, prejudice, interest, or any other good cause. The dismissal of a challenged hearing board member will be determined at the discretion of the Chairperson. If the Chairperson is challenged, s/he may be excused by a majority vote of the Student Affairs Disciplinary Committee.
  - (i) The Student Affairs Disciplinary Committee shall conduct a hearing providing for the receipt of evidence, including calling witnesses and the review of other evidence in rendering a decision.
  - (j) The Student Affairs Disciplinary Committee shall make a determination of the case based on the preponderance of evidence presented at the hearing. This is an administrative process; therefore, the Student Affairs Disciplinary Committee shall exercise discretion as to the application of the federal rules of evidence at the hearing. The decision of the Committee shall be by majority vote.
  - (k) If the Student Affairs Disciplinary Committee finds that the Student did engage in the offense(s) for which he/she is charged, it shall determine an appropriate disciplinary sanction based on all relevant information, including but not limited to the Student's past record.
  - (l) The Student Affairs Disciplinary Committee will issue a written decision within five (5) working days following the conclusion of the hearing and transmit it to the Office of Student Conduct. The decision shall specify any violations found and recommend appropriate sanctions. The Student or RSO will be advised in writing of the decision and all sanctions imposed as a result of the disciplinary hearing.
  - (m) Record (Discipline) – A record which may consist of a taped or similar electronic recording, shall be made of the proceedings. Such record may be transcribed upon request by a party at the party's expense. If the University elects to transcribe the proceedings, any party shall be provided copies of the transcript upon payment of cost to the University. The record includes all evidence, statement, affidavits, or matters officially noticed.
  - (n) The Student Affairs Disciplinary Committee shall not take into account any Student's grade point average or academic success or lack thereof in determining whether or not the Student has violated the Student Code of Conduct.
  - (o) All hearings shall be closed unless the respondent and the complainant both elect in writing to have an open hearing and the University determines that an open hearing is not prevented for student privacy reasons or other good cause.
  - (p) The Student Affairs Disciplinary Committee shall determine responsibility using the preponderance of the evidence standard of proof unless otherwise required by federal or state law, rule, regulation, or TSU policies. This means that based on the information and evidence presented to the committee, it is more likely than not that the Student has violated the Student Code of Conduct.
- (5) Procedures Related to Interim Measures or Interim Suspensions
- (a) If a Student or RSO chooses to challenge the imposition of an interim suspension, a preliminary hearing will be conducted by at least a three (3) person panel of the Student Affairs Disciplinary Committee, in consultation with University Officials. The hearing will be scheduled within five (5) working days of the Student's, or RSO's, request for a hearing. The preliminary hearing committee's sole charge will be to determine whether the Dean of Students' or designee's interim suspension decision was arbitrary and capricious or constituted an abuse of discretion. During this preliminary hearing, the Student or RSO will be

advised of the allegations against him/her/it and provided a summary of the evidence that supports the interim suspension. The information presented at the preliminary hearing will be limited to that which is relevant to the basis asserted for imposition of the interim measures. The Student or RSO will be afforded an opportunity to respond to the allegations. The preliminary hearing committee may, at its sole discretion, call witnesses or permit the Dean of Students or designee and the Student or RSO to call witnesses in support of their respective presentations. If the preliminary hearing committee upholds the Dean of Students' or designee's interim suspension decision, a formal hearing under the disciplinary procedures set forth in this policy shall be held as soon as practical, if applicable. If the preliminary hearing committee reverses the Dean of Students' or designee decision, the Vice President for Student Affairs or designee may, in his or her sole discretion, review the decision and uphold, modify or reverse the preliminary hearing committee's decision if he or she determines that the evidence does not support the preliminary hearing committee's determination.

(b) The Student or RSO will be entitled to formal hearing in accordance with the procedures described in 0240-08-01-.09 Sections 2 (Preliminary Conference), Section 3 (Hearing Options) and/or Section 4 (Hearings Before the Designated Student Disciplinary Committee), as appropriate, before a permanent measure is imposed.

(6) Conflicts of Interest

Consistent with the Student Due Process Protection Act, T.C.A. § 49-7-1704, student disciplinary proceedings involving a student accused of sexual misconduct must include protection for respondents and complainants analogous to, and no less protective than the conflict of interest provisions of T.C.A. § 4-5-303.

(7) Petitions for Readmission

(a) A Student or student organization who has been suspended from the University is not an active member of the University community. Thus, Students that have been suspended from the University for disciplinary reasons must petition to re-enter the University. In such instances, the petitioner must demonstrate that they have served the prescribed period of suspension and completed all listed conditions of their sanction. In order for a petition to be considered:

1. The petitioner must present a valid petition letter to the Division of Student Affairs a minimum of thirty (30) days prior to the class day for which the petitioner wishes to enroll.
2. The petitioner must provide documentary evidence that all conditions associated with their suspension have been satisfactorily completed in the time period outlined in the sanction letter.
3. The petitioner should include a letter describing the reason for the suspension, the behavioral changes the petitioner has made during the period of separation, and the educational career goals the petitioner wishes to pursue upon returning to the University.

(c) After consideration of the petitioners request to re-enter the University, the Dean of Student or designee may:

1. Grant the petition for readmission;
2. Deny the petition for readmission based on the petitioner's failure to demonstrate completion of the conditions associated with the suspension.

Authority: T.C.A. § 49-7-1704; T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-08-01 -.09 Appeals is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01-.09 Appeals

(1) A Student or RSO may appeal the decision of the Student Affairs Disciplinary Committee following the procedures in this section. Students or student organizations subject to disciplinary action that does not include suspension or expulsion from the University, or revocation of recognition of the student organization, do not have an appeals option. For UAPA decisions, the appeal procedures are set forth in university policy and the UAPA.

- (2) Appeal to the Vice President for Student Affairs or designee – A Student or RSO may appeal the decision of the Student Affairs Disciplinary Committee to the Vice President for Student Affairs or designee. The appeal must be submitted, in writing, to the Vice President for Student Affairs or designee within five (5) days of the date of the decision and must specify in detail the grounds for the relief sought. Petitions for appeal will be considered on the following grounds only:
  - (a) Some material error in procedure;
  - (b) Some material error in the committee’s finding of fact or conclusions of law;
  - (c) Discovery of new evidence, unavailable at the time of hearing, sufficiently strong to reverse or modify the decision which could not have been previously discovered by due diligence.
- (3) Review by the Vice President or Designee– Upon receipt of an appeal filed by the Student or RSO, the Vice President for Student Affairs or designee shall review the decision of the Committee and/or the sanction imposed. The Vice President or designee shall render a decision on the Student’s appeal based upon the contents of the Student’s appeal filing, the record made at the hearing, the written decision of the Committee, and any other information the Vice President or designee deems relevant. The Vice President or designee shall issue a written decision within ten (10) working days after the filing of the appeal and receipt of all relevant information. The Vice President or designee may, at his or her own discretion, within ten (10) working days after the date on which the Student’s right to appeal has expired, review the decision of the Dean of Students or designee or Student Affairs Disciplinary Committee absent an appeal. Upon review, the Vice President or designee may uphold, modify or reverse the decision, or determine the case does not meet the standards of an appeal. Once the Vice President or designee has made a decision, said decision will be delivered to the Student, and a copy shall be delivered to the Dean of Students/Office of Student Conduct.
- (4) Appeal to the President or designee – The decision of the Vice President for Student Affairs or designee may be appealed to the President of the University or designee. The appeal must be submitted, in writing, to the President or designee within five (5) days of the date of the decision and must specify in detail the grounds for the relief sought. The President or designee may affirm or overturn the decision of the Vice President for Student Affairs or designee in whole or in part. The President or designee may also reduce or set aside the sanctions imposed. The President’s or designee’s determination shall constitute the final decision at the institutional level.
- (5) Alternative Resolution Process – At all times during the disciplinary process, the Dean of Students or other designated University Official may pursue alternative measures to resolve disciplinary matters, including informal resolution meetings.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-08-01 -.10 Academic Misconduct Disciplinary Committee is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01-.10 Academic Misconduct Disciplinary Committee

- (1) The Academic Misconduct Disciplinary Committee is charged with the authority to hear cases where a Student has been determined to be engaged in academic misconduct and has received a reduced grade. A Student shall have the right to appeal that determination of a reduced grade to the Academic Misconduct Disciplinary Committee. A course instructor may choose to forward the allegations of academic misconduct to the Academic Misconduct Committee for the committee to make the initial determination of academic misconduct. In cases involving an appeal by a Student, or when an instructor requests review by the Committee, the Academic Misconduct Disciplinary Committee is only authorized to review the faculty member’s decision to reduce a student grade; the Academic Misconduct Disciplinary Committee does not have authority to impose disciplinary action, including suspension or expulsion. Any request for disciplinary action may be referred to the Division of Student Affairs for review.
- (2) Academic Misconduct Disciplinary Committee Meetings, Members, Procedures, Decision and Record – The provisions governing meetings, members, procedures, decision and record of the Student Affairs Disciplinary

Committee and all review/appeal, as set forth above, are hereby applicable to the Academic Misconduct Disciplinary Committee. Appeals from decisions of the Academic Misconduct Disciplinary Committee will be to the Vice President of Academic Affairs or designee and will be governed by the same procedures applicable to an appeal to the Vice President for Student Affairs or designee from a decision of the Student Affairs Disciplinary Committee.

**Tennessee State University  
Board of Trustees**



**Student Affairs Report**



TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: June 18, 2020

ITEM: Student Affairs Report

RECOMMENDED ACTION: None

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

President Glover or her designee will provide a report on student affairs.

# Division of Student Affairs Report

## Career Development Center

### Objective:

1. Assist students in career preparedness through career advising, counseling, programming and instructions.
2. Provide access to on-line products to assist students in making informed decisions about major/career choices.
3. Provide services to increase employment after graduation, graduate and professional education opportunities and experience while in school.
4. Collect information about students plans after graduation and on internships.
5. Develop partnerships and collaborate across campus with academic colleges, university and community organizations and departments to support students career success.

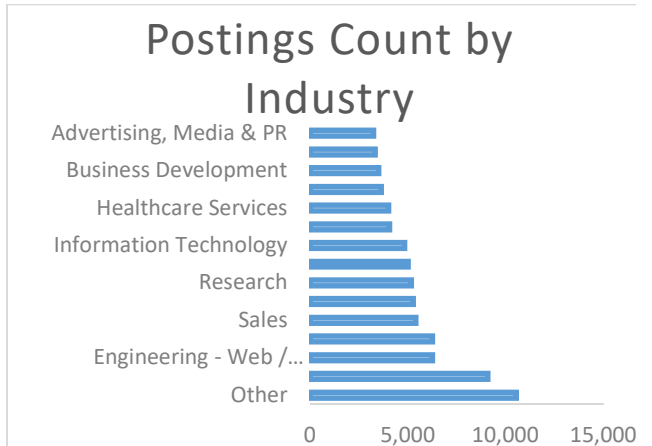
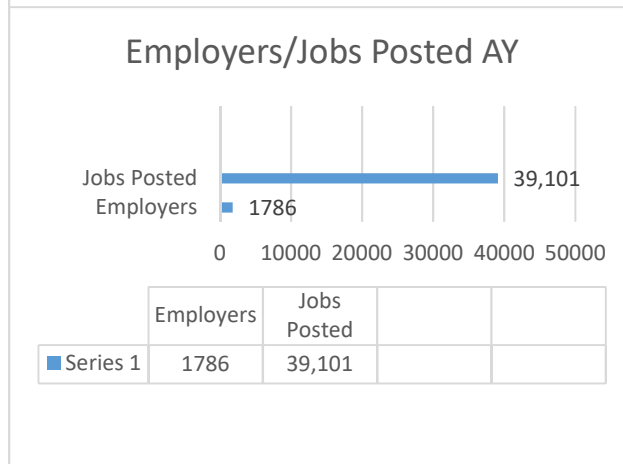
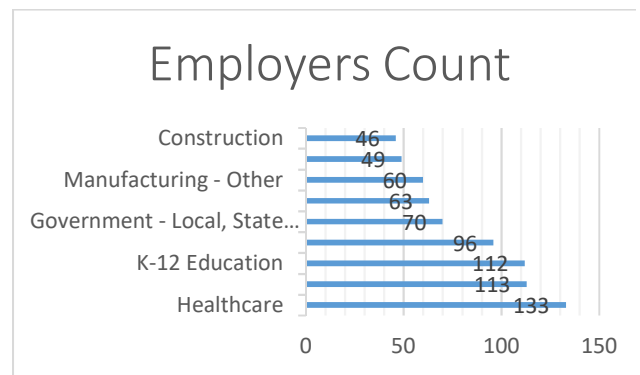
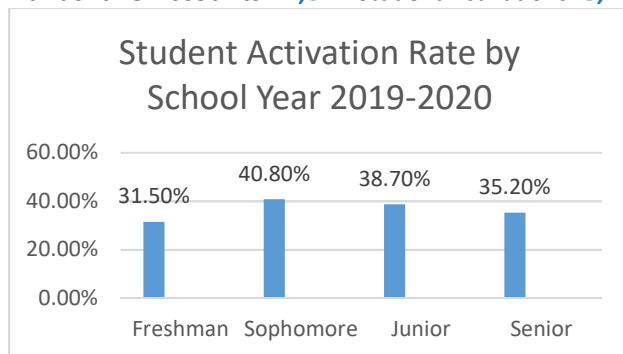
### Summary

#### Career Development Center On Line Services:

\*Handshake \*InterviewStream \*Kuder Assessment \*The Vault

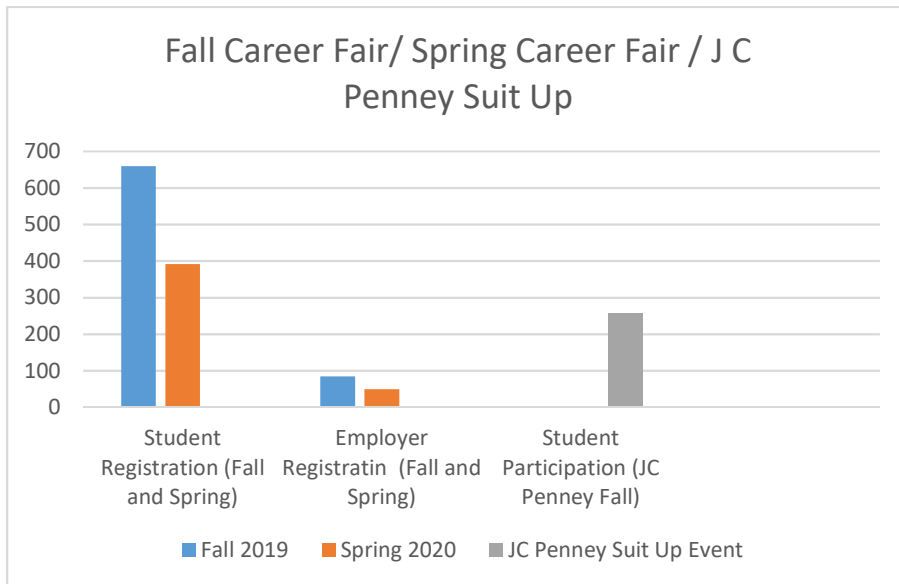
**Career Center Student Walk-in's Served: 484 Students**

**Handshake Accounts: 4,047 Student Activations 8,178 Students Not Activated**



**Sponsorship / Donations: Total Received \$23,000**

**Career and Internship Fairs:**



**Employer Collaborations:** The Career Development Center partners with employers in a variety of activities and resources to engage with the campus community to enhance student career exploration and preparedness, as they transition to the workforce or pursue professional /graduate studies. The following are a few companies we connected with during the AY.

*NASA, National Security Agency, Department of Health and Human Services, Federal Express, Federal Bureau Investigation, Central Bureau of Investigation, Deloitte, GulfStream, Lockheed, Lily, Fifth Third, Bank of America, LADWP Los Angeles, Thurgood Marshall, The Washington Center, Creative Arts Agency, U.S.Census, Uber, Predators, Jefco Public Schools, BAE Systems, The General Insurance, Amazon.*

### **New Employer Partnerships Secured in 2020**

- The General Insurance- brief explanation
- Predators - brief explanation
- Federal Express - brief explanation

### **Career Development Center Opportunity:**

- Encourage social networking by boosting awareness of the career centers efforts. (Marketing Research and Outreach Efforts)
- Promote and secure more sponsoship packages
- Develop a comprehensive list of recent employers who hired students from TSU, which includes Historical data from prior graduating classes for comparison

**Tennessee State University  
Board of Trustees**



**EXECUTIVE  
COMMITTEE  
REPORT**

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

9:30 a.m. CST  
Thursday, June 18, 2020

Tennessee State University – Main Campus  
McWhorter Administration Building,  
President’s Conference Room  
3500 John A. Merritt Blvd. Nashville, TN 37209

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the March 12, 2020, Executive Committee Meeting Minutes
- IV. Discussion of President’s Annual Performance Review Process
- V. Report on Board Self-assessment
- VI. Secretary’s Report
- VII. Adjournment

**Tennessee State University  
Board of Trustees**



**Approval of the  
March 12, 2020  
Executive Committee  
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of the March 12, 2020, Executive Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of the Executive Committee,  
Board Chair Joseph Walker, III

The document reflecting the minutes from the March 12, 2020, Executive Committee meeting is included in the June 18, 2020, Board materials.

**MOTION: To approve the minutes from the Board of Trustees' March 12, 2020, Executive Committee meeting, as contained in the Board materials for the Board's June 18, 2020, meeting.**

**Tennessee State University Board of Trustees  
Executive Committee Meeting – March 12, 2020  
Tennessee State University – Main Campus – McWherter Administration Building,  
President’s Conference Room – 3500 John A. Merritt Blvd., Nashville, Tennessee**

**MINUTES**

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

**Other Board Members Present:** Trustees Johnson, Sekmen, Simpson, and Lewis.

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

**Guests Present:** Lauren Collier, Tennessee Higher Education Commission.

**I. CALL TO ORDER**

Chair Walker called the meeting to order at 9:25 a.m. He then proceeded to the second item on the agenda.

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

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

Secretary Pendleton announced the presence of a quorum.

**III. APPROVAL OF THE NOVEMBER 21, 2019, EXECUTIVE COMMITTEE MEETING MINUTES**

Chair Walker introduced the first order of business — the approval of the November 21, 2019, Executive Committee meeting minutes. Chair Walker informed the Committee that the minutes for the Executive Committee’s November 21, 2019, meeting were included in the Board materials for the March 12, 2020, Board meeting.

Chair Walker moved to recommend to the full Board the approval of the November 21, 2019, Executive Committee meeting minutes, as contained in the Board materials for the March 12, 2020, Board meeting. Trustee Martin seconded the motion. With there being no discussion, Chair Walker called for a vote. The motion carried unanimously.

**IV. REPORT ON PRESIDENT’S ANNUAL PERFORMANCE REVIEW**

Chair Walker asked Vice Chair Cole to provide a report on the President’s annual performance review process.

Vice Chair Cole provided information to the Committee on the performance evaluation procedures. She indicated that President Glover had developed and submitted her confidential



written self-assessment statement, obtained feedback from Board members and other invitees, after undertaking additional efforts to procure the information, and had assembled the feedback to convey to President Glover. Vice Chair Cole indicated that she would be moving forward to develop a final review document to share with President Glover.

## **V. APPROVAL OF BOARD SELF-ASSESSMENT TOOL**

Chair Walker asked Secretary Pendleton to provide an update on the Board self-assessment process.

Secretary Pendleton commented that under Board policy 005, the Board must conduct a self-assessment during this fiscal year. Secretary Pendleton referred the Executive Committee and other Board members to the board materials to discuss the proposed Board self-assessment tool. Secretary Pendleton indicated that the document had been developed utilizing other Board self-assessment tools, including self-assessment tools used by other LGIs.

Chair Walker moved to recommend to the full Board the approval of the Board self-assessment tool, as contained in the Board materials for the March 12, 2020, Board meeting. Trustee Martin seconded the motion. With there being no discussion, Chair Walker called for a vote. The motion carried unanimously.

## **VI. SECRETARY'S REPORT**

Chair Walker asked Secretary Pendleton to provide a report to the Board. Secretary Pendleton addressed Board member terms. He indicated that Governor Lee has yet to make any announcements on board appointments or reappointments.

Secretary Pendleton noted he had received an email from a parent commenting on the great customer service the University had provided to her son in connection with housing issues he had experienced. The parent had communicated with the Board months earlier on issues her son was experiencing and wanted to follow up on her communication.

Secretary Pendleton also commented on the board reappointments. He indicated that the General Assembly's House and Senate Education Committees conducted hearings to reappoint Trustees Cole and Lewis and appoint Trustee Johnson. The House and Senate Committees voted to approve each Trustee's appointment. Trustee Johnson noted that the General Assembly had approved their appointments and were awaiting letters from the Governor's office. Secretary Pendleton also noted the Board Chair's receipt of a complaint from a parent regarding conditions on campus associated with the power outage and customer service issues. He indicated that University personnel were working to address the parent's concerns. Secretary Pendleton also indicated that President Glover attended budget hearings conducted the Governor's office.

Secretary Pendleton referenced his previous email to the Board members regarding State Audit's Sunset Audit. He indicated that Chair Walker, Vice Chair Cole, President Glover and he had met with the audit team from State Audit. The audit team went over their audit timeline and noted areas of focus for the audit (governance board duties, Clery Act compliance requirements, mental health services, and strategic planning/performance measures). He indicated that the

audit team was planning to interview some board members and university personnel as part of its audit.

Secretary Pendleton also referenced the board member's conflict of interest requirements and obligations, including transacting business with the university, and the need to review and sign their forms.

Secretary Pendleton wrapped up his report by discussing the legislative session, noting that the legislature was considering legislation involving guns, student athletes, and paid leave. He also commented on the hiring of TSU's Government Affairs Officer, Ms. Leah Dupree, who was maintaining a constant presence at the General Assembly, including participating in hearings and meetings, and engaging legislators on TSU's behalf.

Walker thanked Secretary Pendleton for his report.

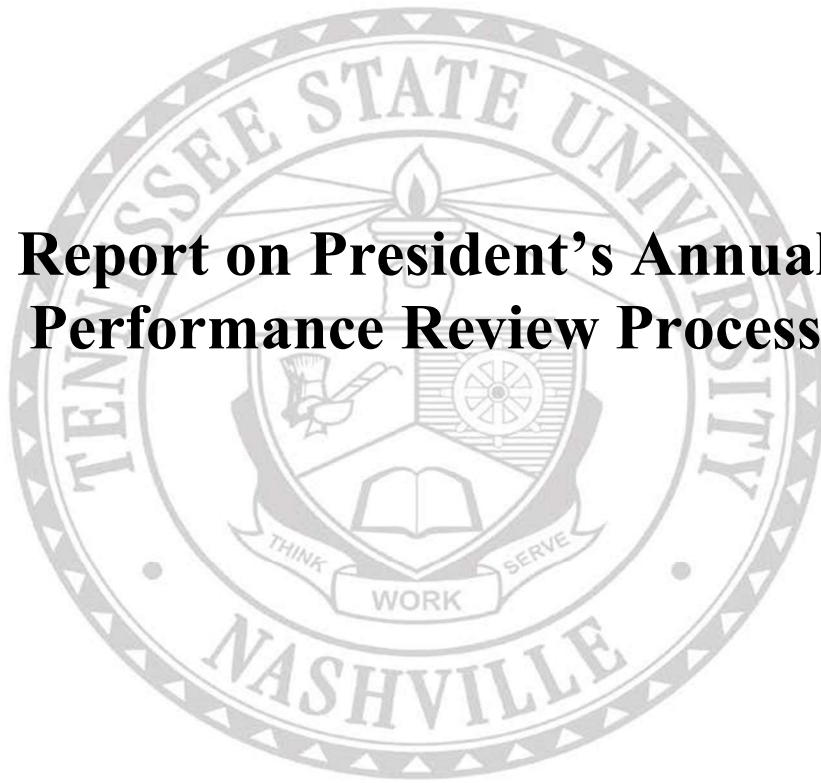
## **VII. ADJOURNMENT**

Chair Walker opened the floor for any additional business. With no further business, Chair Walker moved for adjournment. Trustee Martin seconded the motion.

With there being no discussion, Chair Walker called for a vote. The motion carried unanimously. Chair Walker adjourned the meeting at 9:55

**Tennessee State University  
Board of Trustees**

**Report on President's Annual  
Performance Review Process**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 18, 2020

ITEM: Discussion of President's Annual Performance Review Process

RECOMMENDED ACTION: None

PRESENTED BY: Chair of the Executive Committee,  
Board Chair Joseph Walker, III

The Board Chair or his designee will provide a report for discussion of the President's Annual Performance Review Process.

**Tennessee State University  
Board of Trustees**



**Report on Board  
Self-Assessment**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: June 18, 2020

ITEM: Report on Board Self-Assessment

RECOMMENDED ACTION: None

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

The Board Chair or his designee will provide a report on the board self-assessment.

**Tennessee State University  
Board of Trustees**



**Secretary's Report**

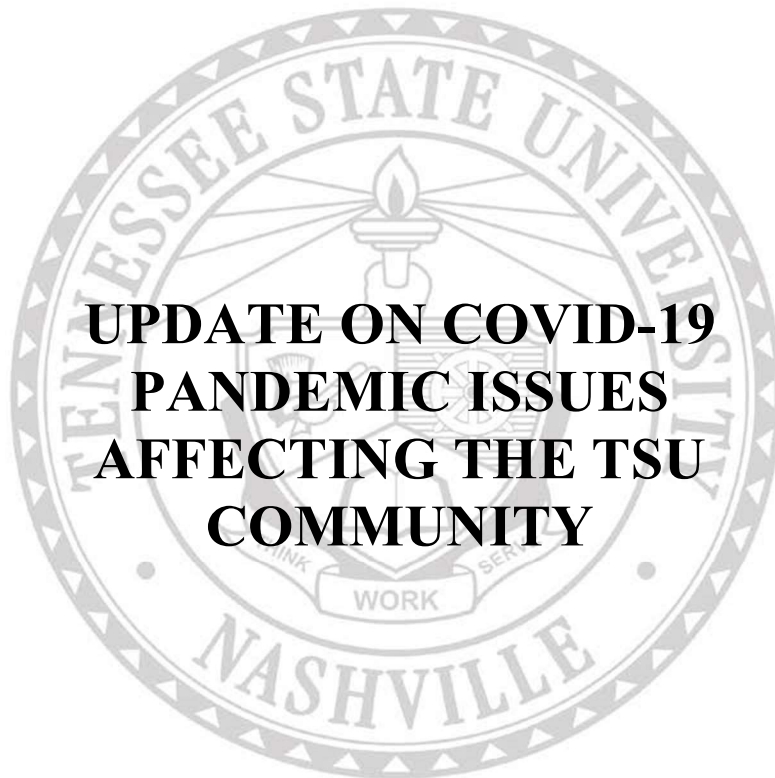
TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: June 18, 2020  
ITEM: Secretary's Report  
RECOMMENDED ACTION: None  
PRESENTED BY: Chair of the Executive Committee,  
Board Chair Joseph Walker, III

Secretary Pendleton will provide a report.



**Tennessee State University  
Board of Trustees**



**UPDATE ON COVID-19  
PANDEMIC ISSUES  
AFFECTING THE TSU  
COMMUNITY**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Update on COVID-19 Pandemic Issues Affecting the TSU  
Community

RECOMMENDED ACTION: None

PRESENTED BY: Dr. Glenda Glover, President

President Glover or designee will provide report on COVID-19 Pandemic Issues Affecting the TSU Community.

**Tennessee State University**

**Board of Trustees**



**PRESIDENT'S REPORT**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: President's Report

RECOMMENDED ACTION: None

PRESENTED BY: Glenda Glover, President

To be presented by President Glover at the June 18, 2020, Tennessee State University Board of Trustees meeting.

**Tennessee State University  
Board of Trustees**



**BOARD CHAIR'S REPORT**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Board Chair's Report

RECOMMENDED ACTION: None

PRESENTED BY: Board Chair Joseph Walker, III

To be presented by Board Chair Joseph Walker, III, at the June 18, 2020, Tennessee State University Board of Trustees meeting.

**Tennessee State University  
Board of Trustees**



**Adjournment**

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020  
ITEM: Adjournment  
RECOMMENDED ACTION: None  
PRESENTED BY: Board Chair Joseph Walker, III

Board Chair, Joseph Walker, III, will move to adjourn the meeting.

**Motion: To adjourn the June 18, 2020, Board of Trustees meeting.**



# APPENDIX A

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of the TSU Academic Program Proposal-  
M.S. in Data Science

RECOMMENDED ACTION: Approval

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

The Master of Science (M.S.) in Data Science Program brings computer science, applied mathematics, and statistics together to prepare its graduates for seeking careers in data science or pursuing Ph.D. in relevant areas. The M.S. in Data Science Program is designed to be a fully online with optional on campus immersion experiences. Upon completing the proposed program, students will have right blend of theory and practice of computer science and applied mathematics to draw insights and to extract information from large data.

The program is suitable for students with an undergraduate degree in STEM or with a minor in Computer Science or Mathematics. The program is particularly suited the students who seek advanced credentials for employment in various areas of Data Science. It is also appropriate for students who intend to pursue a doctoral degree in Data Science or related fields. The proposed program will be offered online so that the program can accommodate working IT professionals.

The U.S. Bureau of Labor Statistics projects that data science will continue to be among the fastest growing occupations for the near future. Glassdoor ranked Data Science as the best job in America for four years in a row from 2016 to 2019. The demand for data scientist is continuously growing worldwide in a wide range of industries including healthcare, medicine, finance, information technology, manufacturing, telecommunication and many others. Employers seek professionals with strong skills in data science. The proposed program will provide the students with the skill set required to be globally competitive in data science and related areas.

The *Wall Street Journal* named Nashville as the #2 hottest job markets in the U.S. with unprecedented tech sector growth. *Inc.* magazine ranked Nashville the 4th best place to start a business in America based on many key metrics. *MoneyGeek* ranked Nashville as the top city for job seekers in 2020. *SmartAdvisor* named Nashville the 2nd best place in the U.S. to start a business. The *U.S. News and World Report* named Nashville the best place to live in Tennessee and 15th best in the U.S. in 2019. The U.S. Bureau of Labor Statistics named Nashville #1 fastest-growing large metro in 2017. *Forbes* ranked Nashville 3<sup>rd</sup> best big city for jobs in the U.S. in 2017. Nashville's economy is expanding and attracting new businesses. Nashville is within 650 miles of 50% of the U.S. population and this attracts many companies to relocate in Nashville and surrounding areas. For instance, Nissan has moved its North America headquarters to Nashville. Nashville is a major center of the nation's investor-owned health-care services.

There are more than 400 healthcare companies and support firms located in the Nashville area. More than half of all for-profit hospital beds in America are owned and/or managed by Nashville-area firms like Community Health Systems, HCA, LifePoint Hospitals, IASIS Healthcare, Healthmont and Province Healthcare, among others. Many of these companies need highly qualified data scientists.

**MOTION: To approve the Master of Science in Data Science academic program, as contained in the Board materials for the Board's June 18, 2020, meeting.**