

**Tennessee State University
Board of Trustees**

**FINANCE AND BUDGET
COMMITTEE REPORT**

TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES
FINANCE AND BUDGET COMMITTEE AGENDA

11 a.m. CST
Thursday, September 24, 2020

Tennessee State University – Board Committee
Meetings: Via Zoom Link:

**ORDER OF
BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the June 18, 2020, Finance and Budget Committee Meeting Minutes
- IV. Report on 2021 and 2022 TSU Holiday Schedules
- V. Report on COVID-19 Financial Issues
- VI. Revised October Budget Update
- VII. Finance and Budget Report
- VIII. Report on CARES Act Funding
- IX. Report on Voluntary Employee Separation Program
- X. Report on Enrollment
- XI. Update on Enrollment, Marketing and Student Recruitment Plan
- XII. Report on Rediscover TSU

**Tennessee State University
Board of Trustees**

**Approval of the June 18, 2020,
Finance and Budget
Committee Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 24, 2020

ITEM: Approval of the June 18, 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 June 18, 2020 Finance and Budget Committee meeting is included in the September 24, 2020, Board materials.

MOTION: To approve the minutes from the June 18, 2020, Finance and Budget Committee meeting, as contained in the Board materials for the Board's September 24, 2020, meeting.

**Tennessee State University Board of Trustees
Finance and Budget Committee Meeting.
June 18, 2020
Tennessee State University. Electronic**

MINUTES

Committee Members Present: Trustees Steve Corbeil, Richard Lewis

Other Board Members Present: Joseph W. Walker, III, Dr. Deborah Cole, Pam Martin, Obie McKenzie, Andre Johnson, Dr. Ali Sekmen, and Braxton Simpson and Tiara Thomas.

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 Corbeil called the meeting to order at 10:54 a.m. on June 18, 2020. Trustee Corbeil moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. There is important action to be conducted by the Finance and Budget Committee. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to enforce social distancing guidelines, including limiting face-to-face contact, whenever possible. Electronic participation for the Committee meeting is necessary for the safety of Board members, staff, and guests. Trustee Lewis seconded and the motion carried unanimously by roll call vote – Trustee Corbeil and Lewis.

II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at the committee chair’s request. Board Secretary Pendleton called the roll. Present: Trustees Richard Lewis and Steve Corbeil. A quorum was established.

III. APPROVAL OF THE NOVEMBER 21, 2019, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Corbeil moved to recommend to the full Board the approval of the minutes from the November 21, 2019, Finance and Budget committee meeting, as contained in the June 18, 2020, board materials. Trustee Lewis seconded the motion, which carried unanimously by roll call vote.

IV. APPROVAL OF THE MARCH 12, 2020, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Corbeil moved to recommend to the full Board the approval of the minutes from the March 12, 2020, Finance and Budget committee meeting, as contained in the June 18, 2020, board materials. Trustee Lewis seconded the motion, which carried unanimously by roll call vote.

V. REPORT ON COVID-19 FINANCIAL ISSUES

Trustee Corbeil announced the next item on the agenda is report on COVID-19 financial issues. This is an informational item and no vote is required. Trustee Corbeil asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the June 18, 2020, Board Meeting packet.

President Glover recognized VP Horace Chase. Mr. Chase discussed the financial housing and dining impact with students leaving the university from March 21, 2020. TSU refunded money to students. Mr. Chase discussed how the summer school has shifted to on-line and now out of state students can be on-line and thus e-rate became applicable and cost TSU about \$1 million. For Fall 2020, athletics is experiencing cuts in games, etc. There is an increase in need for technology. TSU is discussing various social distancing options, including plexi-glass, masks, gloves, etc. There is a possible need for adjunct faculty or others with smaller class size if option and there will likely be additional cleaning costs.

Trustee Corbeil asked about the CARES act and reimbursement. Mr. Chase said that TSU is getting about \$7.2 and half was directly for students with Title IV eligibility. Grad students got \$500; non Pell eligible students got \$600; and Pell eligible students got \$800. Mr. Chase said that TSU has about \$500,000 for hardships remaining. He explained that the other half of CARES Act funds are to reimburse TSU for some of the costs and lost revenue, including student refunds. He said that there is \$16.2 million coming in from HBCU funds to address some financial issues that TSU may be facing related to COVID-19.

Trustee Corbeil asked for confirmation that those will be following through financials. Mr. Chase confirmed.

President Glover explained that students receive the funds and they couldn't choose to keep it in their TSU fund. In other words, TSU gave the refunds to the students directly.

VI. APPROVAL OF THE FISCAL YEAR 2020-2021 NON-MANDATORY FEE INCREASE

Trustee Corbeil said that TSU is not proposing tuition or mandatory fee increases, but only a non-mandatory fee increase. Trustee Corbeil asked President Glover to provide pertinent information related to this agenda item. The material is included in the June 18, 2020, Board Meeting packet.

Mr. Chase discussed that were considering minimal tuition increases, but decided against it to limit the COVID-19 impact to students. President Glover explained that THEC Director Krause got the State to not cut higher education, along with Medicaid and K-12 education.

Mr. Chase discussed the non-mandatory fee increases for about \$64,460 annual basis.

Trustee Corbeil moved to recommend to the full Board the approve the fiscal year 2020-2021 non-mandatory fee increase, as contained in the June 18, 2020, board materials. Trustee Lewis seconded the motion, which carried unanimously by roll call vote.

VII. APPROVAL OF THE INSTITUTIONAL ESTIMATED AND PROPOSED BUDGETS

Trustee Corbeil asked President Glover to provide pertinent information related to this agenda item. The material is included in the June 18, 2020, Board Meeting packet. Trustee Corbeil acknowledged that CARES Act dollars have been discussed and will flow through the budget.

Mr. Chase first spoke about the estimated budget contained in the Board Meeting packet. There is a decrease in revenue of about \$2.9 million, including the previously discussed real estate transactions for \$4 million. President Glover explained that it has been taken off the books as it is not happening right away. Trustee Lewis asked about the location. President Glover said it was about the Incubation Center. Mr. Chase explained the mandatory debt service with increase of \$1.1 million. The net effect ended with a \$6.4 million shortfall from the revised to the present. He said that TSU anticipates recoupment of about \$2.4, so that it is down to about \$4 million. There is a \$12.3 million dollar shortfall for estimated budget.

Trustee Cole asked for clarification on when final numbers come in. Mr. Chase confirmed that final numbers will be reported in September. Trustee Cole explained that looking at \$12.3 million shortfall, but depending on what happens, TSU could get that down.

Trustee Corbeil clarified that \$12.3 million can be taken from reserves. Trustee Corbeil said that external benchmarks and Simpson report has come back but we haven't discussed in detail. He said that it is disappointing that TSU can't demonstrate that it has done everything on the benchmarking side.

Mr. Chase said that we were not able to successfully implement the plan. TSU plans to start implementing in fiscal year 2021.

Trustee Sekmen referenced the increase in enrollment but decline in tuition revenue went down. Mr. Chase explained that head count is a different way to calculate. TSU uses FTE method and thus does not show same head count increase. Trustee Sekmen asked why estimated decline would not be more significant. Mr. Chase explained that the proposed budget will be discussed next, but TSU has not made all changes related to COVID-19.

Trustee Corbeil referenced assumptions in board materials as what drives proposed budget.

Trustee Cole asked whether there are write-offs of accounts that need to be made for the estimated budget. Mr. Chase explained that write-offs are already done annually. He explained the student tuition write-off process and bad debt expense are already included in the estimated budget.

Trustee Sekmen discussed prior year's way to save money that included elimination of positions. He said that the process used caused problems, and a better process is needed if positions are eliminated. President Glover explained the process with review of open positions and whether Deans asked to have that position back. Dr. Mosley explained that conversations were had with Deans on individual decisions. Trustee Sekmen asked how many terminated positions were later reinstated after appeal process. Mr. Chase said that there were several and strategic process going forward will look different and more thought out.

Trustee Cole and Trustee McKenzie thanked the President and Mr. Chase for their straight-talking in relation to the budget discussion. Trustee Corbeil said that there are going to have to be difficult decisions made in this next year. Trustee Corbeil said there is a need to use these outside assessments to drive decisions.

Mr. Chase discussed next year's proposed budget as included in the Board meeting packet. Mr. Chase said that there is a proposed budget shortfall of \$3.8 million for next year.

Trustee Corbeil moved to recommend to the full Board the approval of institutional budgets, as contained in the June 18, 2020, board materials. Trustee Lewis seconded the motion, which carried by roll call vote.

VIII. REPORT ON COMPOSITE FINANCIAL INDEX

Trustee Corbeil asked President Glover to provide pertinent information related to this agenda item. The material is included in the June 18, 2020, Board Meeting packet.

Mr. Chase referred to the Composite Financial Index document in the Board packet. TSU is above the watch level for our CFI, but wants to watch this. He explained that there has been some improvement in primer reserve ratios, but need to better it.

Trustee Corbeil expressed interest in looking at other HBCUs for comparison.

Trustee Sekmen asked about the primer reserve ratios and the shortfall from this year. Mr. Chase said this is the area that TSU is working to improve.

Trustee Corbeil asked for information on the proposed voluntary separation plan. Mr. Chase discussed the need for a voluntary separation plan, referencing external reports. He explained the VSP process which including ask for employee volunteers by July 31, 2020 in exchange for incentive, depending on their role. Mr. Chase said that there is hope with 100 employees for about \$5.8 million one-time investment and \$8 in annual savings.

IX. FINANCE AND BUDGET REPORT

Trustee Corbeil introduced the next item on the agenda as the finance and budget report. The materials for this agenda item are included in the June 18, 2020, Board meeting materials.

Trustee Corbeil asked President Glover or her designee to provide pertinent information related to this agenda item. Mr. Chase discussed the report in Board Meeting materials. He acknowledged that COVID-10 and CARES Act have already been discussed. Facility assessment is still ongoing with the electrical grid and is wrapping up and \$5 million still included in State budget. He said that comprehensive facility assessment is ongoing and should be completed in August 2020. Financial statements are included. TSU is preparing for the fall.

Trustee Sekmen suggested review of administration role as our percentages for administrative positions are twice as high as other LGIs. Mr. Chase discussed use of the benchmarks and plans to review other data.

Trustee Corbeil thanked President Glover for her presentation.

X. APPROVAL OF INSTITUTION'S FISCAL YEAR 2020-2021 CAPITAL CONSTRUCTION PLAN

Trustee Corbeil introduced the next item on the agenda as approval of the institution's capital construction plan. The material is included in the June 18, 2020, Board Meeting packet.

Mr. Chase discussed challenges from state funds as lost about 12% from some of funding that TSU was supposed to get for this year. He said that TSU had to make adjustments in future year plans. Facilities plan will help provide support for future year capital plans.

Trustee McKenzie asked whether there is consideration for black and women owned firms to bid on these projects. Mr. Chase said that he will look into this issue. Dr. Johnson said that TSU has worked hard on trying to be inclusive. TSU has tried to increase their percentage. He explained that one of the challenges is the approved standards by the State.

Trustee Corbeil asked who the Board needs to speak with about this. Mr. Johnson said that TBR oversees this process. Trustee McKenzie urged TSU to get more aggressive in trying to fix the system.

Trustee Johnson for Trustee Lewis said that some of these things may be beyond TSU control, since TBR and others control. TSU needs to focus on the contracts that we control. And secondly that we need to lobby the Governor and TBR and others to make change or ensure that TSU gets to include contractors. Trustee McKenzie said that TSU needs to be aggressive to get this done. Trustee Martin agreed and asked for more advocacy by board to make political change now. Mr. Chase added that THEC is also relevant in this discussion.

Secretary Pendleton added that TSU is thinking of severing from the TBR capital process

which would allow TSU additional control. President Glover said that THEC fights hard for the HBCUs.

Trustee Corbeil moved to recommend to the full Board the approval of the institution's fiscal year 2020-2021 Capital Construction Plan, as contained in the June 18, 2020, board materials. Trustee Lewis seconded the motion, which carried by roll call vote.

XI. UPDATE ON ENROLLMENT, MARKETING, AND STUDENT RECRUITMENT PLAN

Trustee Corbeil announced the next item on the agenda is report enrollment, marketing, and student recruitment and no vote is required. Trustee Corbeil asked President Glover or her designee to provide pertinent information related to this agenda item.

President Glover turned it to Dr. Izzard. Dr. Izzard referenced the report in the board materials. Dr. Izzard highlighted the expanded digital marketing strategy in the virtual space, the virtual signing day and preview day, the new student engagement platform that was launched on April 1, 2020, the social media channels are up and active, and staying relative and competitive in the marketing space. Dr. Izzard reported that updated numbers show more than 119 students more enrolled for Fall 2020 than at this time last year. He also stated that TSU has admitted 600+ more students by this time last year.

Dr. Melton discussed graduate school marketing plan. As of today, the graduate school application and enrollment to date as compared to 2018 and 2017 is up. TSU Global Online is offering from 8 to 30 online programs this fall. She said that TSU is addressing digital skills for faculty.

Trustee Sekmen thanked President Glover for the good news. He said that he is hopeful that there will be a turn in enrollment for Fall 2020.

President Glover added that TSU is targeting the nursing program and that the digital marketing plan is working. There is a concern with returning students to make sure that they come back after they have been home for so long.

XII. ADJOURNMENT

Trustee Corbeil moved to adjourn the meeting and Trustee Lewis seconded which carried by roll call vote. The meeting was adjourned at 12:35 pm.

**Tennessee State University
Board of Trustees**

**Report on 2021 and 2022 TSU
Holiday Schedules**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 24, 2020

ITEM: Report on 2021 and 2022 TSU Holiday Schedules

RECOMMENDED ACTION: None

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

In accordance with TSU Policy 5:01:01:10 *Holidays*, Tennessee State University will observe the following seven holidays per year: (1) New Year's Day, (2) Martin Luther King, Jr. Day, (3) Memorial Day, (4) Independence Day, (5) Labor Day, (6) Thanksgiving Day, and (7) Christmas Day. In accordance with TSU Policy 5:01:01:11 *Days of Administrative Closing*, an additional six administrative closing days shall be designated as time off from work with pay for regular full-time and part-time employees.

The purpose of this agenda item is to present as an informational item the attached holiday schedules proposed for calendar years 2021 and 2022.

Holiday Schedule 2021 and 2022 Calendar Years

PROPOSED HOLIDAY SCHEDULE FOR 2021

New Year's Day	Friday, January 1, 2021
Martin Luther King Day	Monday, January 18, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Thanksgiving Day	Thursday, November 25, 2021
Administrative Closing	Friday, November 26, 2021
Administrative Closing	Thursday, December 23, 2021
Christmas Day	Friday, December 24, 2021
Administrative Closing	Monday, December 27, 2021
Administrative Closing	Tuesday, December 28, 2021
Administrative Closing	Wednesday, December 29, 2021
Administrative Closing	Thursday, December 30, 2021

PROPOSED HOLIDAY SCHEDULE FOR 2022

New Year's Day	Friday, December 31, 2021
Martin Luther King Day	Monday, January 17, 2022
Memorial Day	Monday, May 30, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Thanksgiving Day	Thursday, November 24, 2022
Administrative Closing	Friday, November 25, 2022
Administrative Closing	Friday, December 23, 2022
Christmas Day	Monday, December 26, 2022
Administrative Closing	Tuesday, December 27, 2022
Administrative Closing	Wednesday, December 28, 2022
Administrative Closing	Thursday, December 29, 2022
Administrative Closing	Friday, December 30, 2022

* When a recognized holiday falls on a Saturday, it is observed on the preceeding Friday, and if the holiday falls on a Sunday, it is observed the Monday following the holiday.

Approved by:

Glenda Glover, President Date

**Tennessee State University
Board of Trustees**

**Report on COVID-19
Financial Issues**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 24, 2020

ITEM: Report on COVID-19 Financial Issues

RECOMMENDED ACTION: None

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

Background: Unrestricted Educational & General Tuition & Fee Revenue is approximately 3.3% above the budgeted revenue, i.e. projections are \$32.8 million and year-to-date actual is at \$33.9 million. However, these figures do not include the impact of students who do not meet their financial obligations by the purge date of September 8, 2020. In comparison, fall 2020 revenue of \$33.9 million is lower than fall 2019 revenue of \$36.1 million.

Student food sales projected revenue for fall FY21 is \$4.9 million and the actual year-to-date is \$4 million, which is 18.4% lower than the fall projection. Student Housing projected revenue for fall FY21 is \$5.6 million and the actual year-to-date is \$4.9 million, which is 12.5% lower than the fall projection.

**Tennessee State University
Board of Trustees**

**Revised October
Budget Update**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 24, 2020

ITEM: Revised October Budget Update

RECOMMENDED ACTION: None

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

President Glover and/or her designee will present information regarding this report item.

TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED CURRENT FUNDS

REVENUES
JULY BUDGET 2020-
21

	<u>July Budet 2020-21</u>
 <u>Revenues</u>	
<i>Education and General</i>	
Tuition and Fees	66,242,200
State Appropriations	41,131,100
Federal Grants and Contracts	6,500,000
State Grants and Contracts	33,000
Private Grants and Contracts	47,000
Private Gifts	25,000
Sales & Services of Educ/Other Activities	84,300
Other Sources	4,625,100
	730,000
Total Education and General	<u>119,417,700</u>
 <i>Auxiliaries</i>	
Total Sales/Services of Auxiliary Services	<u>24,199,100</u>
 Grand Total Revenues	 <u>143,616,800</u>

TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED CURRENT FUNDS

EXPENDITURES AND TRANSFERS
JULY BUDGET 2020-21

<u>Expenditures and Transfers</u>	<u>July Budget 2020-21</u>
<i>Education and General</i>	
Instruction	61,787,000
Research	2,247,600
Public Service	1,433,300
Academic Support	10,379,800
Student Services	16,723,600
Institutional Support	9,853,500
Operation & Maintenance of Plant	13,819,100
Scholarships & Fellowships	4,982,200
Total E&G Expenditures	<u>121,226,100</u>
Mandatory Transfers	2,474,000
Non-Mandatory Transfers	(4,267,700)
Total E&G Expenditures and Transfers	<u>119,432,400</u>
 <i>Auxiliaries</i>	
Auxiliary Services Expenditures	20,859,900
Mandatory Transfers for Principal & Interest	1,783,200
Non-Mandatory Transfers for:	
Tranfers to Unexpended Plant Fund	706,000
Transfers to Renewal & Replacements	850,000
Other Transfers	-
Total Auxiliary Enterprises Expenditures and Transfers	<u>24,199,100</u>
Grand Total Unrestricted Expenditures And Transfers	<u>143,631,500</u>

Tennessee State University
Board of Trustees

Finance and Budget Report

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 24, 2020

ITEM: Finance and Budget Report

RECOMMENDED ACTION: None

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

President Glover and/or her designee will present information regarding this report item.

Facilities Assessments:

The electrical grid assessment was completed in August 2020. The university experienced two electrical outages that raised the awareness of repairs needed to the electrical grid. During the assessment any repairs that required immediate attention and were safety concerns were addressed immediately. All other items are included in a report and assessed a dollar value so that proper repairs can be made at the appropriate time. The State has allocated \$5 million to assist with improvements. These dollars are be available for Fiscal year 2021 beginning July 1, 2020. The total estimated to complete the project is \$19.2 million. The project is expected to be completed over a four year period. An additional \$14.2 million will be required to fund the project.

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. The assessment is complete and review should be complete within the next 30 days.

Financial Statements:

The State Auditors are completing the report for audit of the FY2018 Financial Statements and the report is expected to be released in October 2020. Due to the completion of the FY2017 audit around December 2018, management responses to findings in FY2017 audit occurred after FY2018 was complete. Therefore, those corrective action plans could not take effect until after FY2018 was complete.

The State Auditors are in the process of auditing the FY2019 Financial Statements. They should finish their field work within the next 60 days.

We are preparing the FY2020 Financial Statements. Those statements are not complete and TBR has extended the due date to all colleges and universities. The extension is due to a delay of information from the State that needs to come to TBR. Subsequently, TBR will make that information available to the colleges and universities. The auditing of the FY2020 Financial Statements has also begun. The auditors are requesting Information that they can be audited although the statements are not finalized. The target date for FY2020 audit to be complete is late February 2021.

SACSCOC Accreditation:

SACSCOC standard 13.2 requires that the university provide an institutional audit for the most recent fiscal year. The most recent fiscal year is FY2020. This audit report would be submitted with other institutional data in Compliance Certification report in September 2020 to SACSCOC. The Compliance Certification report will be reviewed by the SACSCOC Off-Site Review Committee. The Off-Site Review Committee will provide a report indicating which of the standards that find to be compliance or non-compliant. TSU will be found to be non-compliant relative to standard 13.2 and possibly some other related financial standards because the FY2020 audit is not complete. This is typical for a lot of universities because with year-ends being June 30 and Compliance Certification reports being due in September, it is difficult to prepare financial statements and have them audited within that time frame. The next opportunity for review by SACSCOC is with the On-Site Review

Committee. The On-Site Review Committee is coming in March 2021. The State Auditors are expected to have the FY2020 audit completed in late February in an effort to meet that deadline. At that point, the university will have an opportunity to have demonstrate that it is in compliance with standard 13.2 and any other related financial standards.

Financial Planning:

The university is reviewing the Proposed FY2021 Budget and will present any proposed revisions at the November Board of Trustee meeting. The Voluntary Employee Separation Plan (VESP) is currently in effect for employees to elect if they would like to take advantage of the plan. Final numbers will be run and administrative decisions will be made regarding the results of the plan. Plans will be made by the administration to address any remaining alignment required.

**Tennessee State University
Board of Trustees**

**Report on CARES Act
Funding**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: June 18, 2020

ITEM: Report on CARES Act Funding

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.

CARES Act Funding Report

The Coronavirus Aid, Relief, and Economic Security (CARES) Act provided approximately \$14 billion in funds to institution of higher education around the country through the Higher Education Emergency Relief (HEER) Funds. Of that amount, TSU has been allocated \$23,451,094 from the federal government and an additional \$747,100 from the state of Tennessee. These funds are required to be used to help offset some of the costs associated with responding to the pandemic and its impact on students and the institution. The CARES Act funds we have been allocated from the federal government are split into two sections: Section 18004(a) (1) and Section 18004(a)(2). The Coronavirus Relief Funds (CRF) are CARES Act funds the Tennessee Higher Education Commission allocated to TSU.

Section 18004(a) (1) is divided into two categories and we have been allocated \$7,214,661. Half of these funds (\$3,607,331) are required to go directly to students who were enrolled in classes at the time the emergency was declared and met other eligibility requirements. As of August 31, 2020, we have paid \$3,102,600 to 4,335 students from these funds. The other half of the funds are to be used to aid the institution. To date, we have used \$2.4M to recover funds from housing and meal plan revenue that we refunded to students during the spring term. The remainder of these funds has not been allocated for a particular purpose.

Section 18004(a) (2) of the CARES Act assists Historically Black Colleges and Universities (HBCUs), Minority Serving Institutions (MSIs) and Low-Income Serving Institutions. TSU has been allocated \$16,236,433 from these funds. We have budgeted for these funds, with \$10,000,000 going to fund scholarships for students. The remainder has been allocated to laptops for students and faculty (as needed), technology upgrades and supplies and equipment needed as a result of the pandemic and the need to maintain a safe environment for the entire campus community. Actual expenditures as of August 31, 2020, totaled \$844,387, with another \$1,567,800 encumbered.

The \$747,100 CRF Funds allocation from the state will be used for student laptops and tablets and any remaining funds will be used for classroom upgrades. These funds must be spent on or before November 15, 2020.

TENNESSEE STATE UNIVERSITY
CARES Act Budget
Funds by Fund Code

	Funds from Section 18004(a)(1) of CARES Act		
	Budget	Expenditures As of 8/31/2020	Available
HEERF (CARES Act) Stud Portion20-21	3,607,331.00	3,102,600.00	504,731.00
HEERF (CARES Act) Inst Portion20-21	3,607,330.00	2,414,259.00	1,193,071.00
Total	7,214,661.00	5,516,859.00	1,697,802.00

	Funds from Section 18004(a)(2) of CARES Act HBCU Funds)		
	Budget	Expenditures As of 8/31/2020	Available
CARES Act-HBCU-Institution Sup20-21	2,778,445.00	102,257.05	2,676,187.95
CARES-HEERF-HBCU-Academic Tech20-21	2,790,757.00	701,120.00	2,089,637.00
CARES Act-HBCU-Scholarship 20-21	10,050,583.00	-	10,050,583.00
CARES Act-HBCU- Instruction 2020-21	616,648.00	41,010.23	575,637.77
Total	16,236,433.00	844,387.28	15,392,045.72
Total Federal Funds	23,451,094.00	6,361,246.28	17,089,847.72

	Funds from THEC CRF		
	Budget	Expenditures As of 8/31/2020	Available
Coronavirus Relief (CRF)-CARES Act	747,100.00	-	747,100.00
Total	747,100.00	-	747,100.00
Grand Total	24,198,194.00		24,198,194.00

**Tennessee State University
Board of Trustees**

**Report on Voluntary
Employee Separation
Program**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 24, 2020

ITEM: Report on Voluntary Employee Separation Program

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 Voluntary Employee Separation Program.

**Voluntary Employee Separation Plan
Update September 9, 2020
Preliminary Report**

The Voluntary Employee Separation Plan (VESP) permitted staff to apply by July 31, 2020, with the option to withdraw from a submission on or before August 31. An extension was given to staff to apply through August 17 with no change to the withdrawal date of August 31.

There were 57 staff employees that applied for the VESP. Seventeen (17) of those employees were removed from the plan for various reasons as indicated below. Of the 40 remaining employee positions, some positions will be completely eliminated, filled, repurposed, or filled at a lower paygrade.

STAFF VSP

Total Applied for VSP	57
Withdrew	4
Paid from restricted funds - ineligible	8
Ineligible due to lack of service years	4
Subsequently deceased	1
Net Eligible	<u>40</u>

One-time Investment	\$1,665,890.50
Annual Savings	\$1,946,342.25

Faculty application deadline is September 15, 2020.

**Tennessee State University
Board of Trustees**

Report on Enrollment

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 24, 2020
ITEM: Report on Enrollment
RECOMMENDED ACTION: None
PRESENTED BY: President Glover

President Glover and/or her designee will present a report on enrollment.

Fall 2020 Enrollment Update

Semester	Headcount	FTE
UG	5999	5313.47
GR	1617	983
Total	7616	6296.47

Fall Enrollment Comparison

Semester	Headcount			Semester	Full-Time Equated (FTE)		
	Fall 2019	Fall 2020	% Diff		Fall 2019	Fall 2020	% Diff
UG	5875	5999	2.11%	UG	5304.87	5313.47	.16%
GR	2206	1617	-26.70%	GR	1094.25	983	-10.17%
Total	8081	7616	-5.75%	Total	6399.12	6296.47	-1.60%

Fall 2020 Undergraduate Admissions Analysis

Status	Undergraduate Fall 2020	Graduate Fall 2020
Admitted	7207	838
Denied	908	6
Incomplete	4342	180
Grand Total	12457	1029

YTD Fall 2021 Undergraduate Admissions Analysis

Status	Fall 2020	Fall 2021	% Diff
Admitted	89	159	79%
Denied	3	10	233%
Incomplete	538	513	-5%
Grand Total	630	682	8%

Factors that Impacted Student Enrollment Fall 2020

Common responses we received from students who could not return:

1. Parent loss of employment
2. COVID 19 Safety Concerns/Precautions
3. Unsure about success taking classes online
4. Concerned about quality of social life or experiences
5. Nashville/Davidson County infection numbers
6. Decided to take Gap year during COVID 19 pandemic

**Tennessee State University
Board of Trustees**

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

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 24, 2020
ITEM: Update on Enrollment, Marketing and Student
Recruitment Plan
RECOMMENDED ACTION: None
PRESENTED BY: President Glover

Commencing at the June 18, 2020, 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.

Summary of Efforts to Support Returning Students and New Students

1. Organized call team for personal outreach to each student May-August.
2. Email and ongoing text communication weekly.
3. Offered 15% discount to instate online students.
4. Offered E-rate discount to out-of-state students.
5. Provided CARES Act Tuition Assistance Grant funds.

Summary of Student Recruitment Efforts Fall 2020

- Attended/hosted over 200 events virtually.
- Hosted weekly Facebook Group sessions with admitted students with over 1100 active members.
- Assigned a recruitment advisor to each admitted student to ensure easy transition.
- Continued email, text, and phone communications with admitted students.
- Hosted Web/Zoom/FaceTime Recruitment events
- Hosted Dual Enrollment Webinars for High School partners, such as “Engaging Students Online” and “Navigating Systems” for Counselors K-12 Teaching Online (Best Practices).
- Increased overall social media engagement and number of followers by 4% (May 22, 2020 – present) Total of 4,433 combined followers from Instagram, Facebook, Twitter, YouTube, and LinkedIn. Top posts garnered a reach or impressions of 1,919,100 and engaged on average 88,000 + people with clicks, shares, mentions, and likes.

Summary of New Student Engagement Efforts Fall 2020

- Hosted exciting virtual Welcome Week Sessions focused on academic and social integration for new students August 12-14, 2020.
- Hosted (7) Virtual New Student Orientation Events (Students registered: Fall 2019 – 1397, Fall 2020 – 1829)
- Hosted (2) New Student Parent Engagement Session - 457 registered parents
- Hosted (2) Summer Melt Activities/Summer Programming for Admitted Students - TSU 24 Days (Class of 2024)
- Hosted “First & 10 Check-In” – Student Wellness Calls and Meeting for New Students
- September 4 - Zoom Meetings for all New Students with NSP Staff after the completion of 10 days of classes
 - Transfer Students
 - Virtual First Time Freshmen
 - On-Campus First Time Freshmen

2021 Recruitment Strategy Priorities

- Increase recruitment outreach to traditional high school populations within the state of Tennessee and 250-mile radius.
- Marketing and Advertising focused on new admissions standards, student success, student life and capital improvements.
- Strategic communication strategy for current students and student in the admissions funnel; from inquiries to applicants, and admitted to enroll.
- Enhance technological infrastructure, improve data and processes, customer relationship management and highlight new facilities
- Increase recruitment outreach globally with set application and scholarship deadlines to attract highly qualified candidates.
- Increase the number of prospects/interested students interested in TSU in an effort to increase applications, admits, and enrollments.
- Targeted recruitment activities with adult learners, veterans, transfers, and community college students.
- Collaborate with Academic Affairs to expand recruitment efforts of each academic college.
- Advertise and market highly competitive academic programs.
- Increase the number of two plus two agreements at Tennessee Community Colleges
- Increase recruitment outreach globally through social media ie Facebook, Twitter, YouTube, TikTok, PeopleGrove, etc.

**Tennessee State University
Board of Trustees**

Report on Rediscover TSU

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 24, 2020

ITEM: Report on Rediscover TSU

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 Rediscover TSU initiative.

DIVISION OF INSTITUTIONAL ADVANCEMENT
ALUMNI, ENGAGEMENT/CORPORATE PARTNERSHIPS AND STRATEGIC
INITIATIVES
REDISCOVER TSU

The Offices of Alumni Engagement and Corporate Partnerships and Strategic Initiatives, under the Division of Institutional Advancement, will launch **Rediscover TSU** during fall 2020. The purpose of this fundraising initiative is to foster lifelong relationships with alumni and corporate partners while creating a culture of philanthropic assistance through annual and major gifts to support Tennessee State University (TSU). The goal of **Rediscover TSU** is to foster robust relationships with stakeholders that will inspire and raise an additional \$1.25 million new dollars from alumni and an additional \$2.5 million new dollars from corporate and private foundation partnerships in support of student scholarships and other academic programs.

The key elements of this initiative consist of delivering experiential services, activities and connections that inspire stakeholders and that are valued by the Institution. This will be accomplished through launching the following goals and programs:

➤ **Alumni Concierge Service**

Creating a customer centered response system to handle special requests from alumni to promote superior alumni experiences and synergy

<http://www.tnstate.edu/alumni/concierge.aspx>

➤ **TSU Forever Blue Recurring Gift Program**

Creating a stewardship program to encourage alumni to become consistent donors through the launch of *TSU Forever Blue Recurring Gift* program

➤ **Alumni-Student Mentoring Program**

Training students to become engaged alumni and donors upon graduation and increase student/alumni connections through networking and career pathway opportunities

➤ **Improve support from TSU's internal stakeholder's campus wide focus**

Increasing the number of campus partnerships at 25 by 2024

➤ **Build a robust Corporate Relations team**

Increasing the Corporate Partnerships Relationship team from 1 to 5

- **Strengthen awareness about TSU’s academic programs and offerings for corporate prospects and partners**
Increasing corporate giving by 480% (\$7,500,000) by FY '24
- **Generate and qualify new corporate leads for TSU’s Corporate Partners Program**
Meet with 25 new companies and create a community of interest such as building a pipeline for student talent and establishing scholarship by FY '24.
(These activities include background research, correspondence and meetings)
- **Steward and grow new and existing relationships**
Increasing the number of stewardship reports from 0 to 50 companies by 2024.
- **John Merritt Boulevard to Corporate America**
Establishing an annual symposium on Financial Services and Investment Banking Industry

PARTNERSHIP OPPORTUNITIES



Alumni Relations

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An Elevated Alumni Experience



The Tennessee State University Alumni Concierge Service is an elevated response system designed to facilitate superior alumni experiences through thoughtful customer service. Simply submit questions or service requests through the [online portal](#) and your assigned alumni concierge will handle your request from start to finish. Your personal concierge is available to help with questions, volunteer opportunities, obtain transcripts, campus visits (virtually or appointment), connect with departments or employees, and other requests. We are here to help make your engagement with Tennessee State University a great experience.

