

Board of Trustees Materials

TABLE OF CONTENTS

Table of Contents/Agenda.....	1
Call to Order	2
Roll Call.....	3
Adoption of Agenda	4
Approval of Consent Agenda	7
A. Minutes of the April 13, 2017 Board Meeting	9
B. Modification of Board of Trustees Meeting Calendar	17
Board Selection of Executive Committee Member	18
Approval of Tenure and Promotion Recommendations	20
Approval of New/Revised Academic Programs.....	28
Approval of Academic Unit and Academic Program Name Changes	32
Approval of Off Campus Academic Program Sites	36
Approval of FY 2017-2018 New Mandatory Fees/Tuition	39
Approval of Institutional Budgets.....	45
Approval of Institution’s FY 2017-2018 Compensation Plan	67
President’s Report.....	71
Adjournment	73

**Tennessee State University
Board of Trustees**



Call to Order

**Tennessee State University
Board of Trustees**



**Roll Call/Declaration
of a Quorum**

**Tennessee State University
Board of Trustees**



Adoption of Agenda

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 15, 2017

ITEM: Adoption of Agenda

RECOMMENDED ACTION: Vote to Adopt June 15, 2017, Board of Trustees Meeting
Agenda

PRESENTED BY: Chair, Trustee Walker

The Agenda for the June 15, 2017, Board of Trustees meeting was included in your board materials.

MOTION: For the Board of Trustees to adopt the agenda for the June 15, 2017, Board of Trustees meeting, as written and attached hereto.

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

1:30pm CST
Thursday, June 15, 2017

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

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Adoption of Agenda
- IV. Approval of Consent Agenda:
 - A. Minutes of the April 13, 2017, Board meeting
 - B. Modification of Board of Trustees Meeting Calendar to Move the August 24, 2017, Board meeting to August 17, 2017
- V. Board Selection of Executive Committee Member
- VI. Approval of Tenure and Promotion Recommendations
- VII. Approval of New/Revised Academic Programs
- VIII. Approval of Academic Unit and Academic Program Name Changes
- IX. Approval of Off-campus Academic Sites
- X. Approval of Fiscal Year 2017-2018 New Mandatory Fees/Tuition
- XI. Approval of Institutional Budgets
- XII. Approval of Institution's Fiscal Year 2017-18 Compensation Plan
- XIII. President's Report
- XIV. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of
Consent Agenda**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: June 15, 2017
ITEM: Approval of Consent Agenda
RECOMMENDED ACTION: Vote to Approve Consent Agenda
PRESENTED BY: Chair, Trustee Walker

The consent agenda contains two items:

- A. Minutes of the April 13, 2017, Board of Trustees Meeting
- B. Modification of Board of Trustees Meeting Calendar to move the August 24, 2017, Board meeting to August 17, 2017

A document reflecting the minutes from the April 13, 2017, Board meeting is included in your Board materials. The proposal to modify the Board's meeting calendar to move the August 24, 2017, Board meeting to August 17, 2017, is also included in your board materials.

MOTION: To approve the Consent Agenda for the Board's June 15, 2017, meeting, as reflected on the Board's Agenda and contained in the Board's materials.

**Inaugural Regular Meeting of the Tennessee State University
Board of Trustees
April 13, 2017
Tennessee State University – Main Campus – Hankal Hall
3500 John A. Merritt Blvd., Nashville, Tennessee**

**PROPOSED
MINUTES**

Board Members Present: Deborah Cole, Stephen Corbeil, Richard Lewis, Pamela Martin, Obie McKenzie (by phone), Edith Peterson Mitchell, Joseph W. Walker, III, Ali Sekmen, and Sydnie Davis (joined after appointment).

Convener: Governor Bill Haslam

Guests: Tennessee Higher Education Commission Executive Director, Mike Krause, Tennessee General Assembly Rep. Harold Love

I. CALL TO ORDER

President Glenda Glover called the meeting to order at 1:31 p.m.

II. PRESIDENT GLENDA GLOVER’S OPENING REMARKS/INTRODUCTIONS

President Glover opened the meeting by commenting on the establishment of the Board of Trustees under the FOCUS Act and thanking everyone for attending the first meeting of the Tennessee State University Board of Trustees. She then asked Mr. Frank Stevenson to give the invocation. After the invocation, President Glover welcomed Governor Bill Haslam to the meeting.

President Glover asked that each Board member introduce themselves. Each of the Board members in attendance offered introductory statements. President Glover then recognized the President’s cabinet, the elected officials that were in attendance, and the Executive Director of the Tennessee Higher Education Commission (THEC), Mike Krause. President Glover also recognized the current Student Government Association President, Aarian Forman, and the future SGA President (2017-2018), JerMilton Woods. President Glover then yielded the floor to Governor Haslam for remarks.

Governor Haslam provided a brief overview of the FOCUS Act’s purpose and the establishment of the Board of Trustees. Governor Haslam thanked the Board of Trustees for agreeing to serve TSU. He also offered a reminder that while the Board of Trustees is an independent Board, and its focus is on TSU, the Board is still a part of the Tennessee Higher Education family and network, and is still a part of the budget of the State of Tennessee. He further remarked that the board is not a totally independent entity. Rather, the board is connected to the State’s “bigger mission.” He emphasized that there will be times, whether a funding request or expanding the scope of the institution’s mission, when the Board may not always agree with a THEC recommendation or the Tennessee General Assembly. However, the Board should know that it is a part of a larger family

and the board is now running this unit of the family. Governor Haslam thanked the Board again and yielded the floor back to President Glover.

President Glover thanked Governor Haslam. She then stated that the first meeting of the Board of Trustees was organizational in nature. President Glover announced that she will preside over the Board meeting until the Board elects a Chair, at which time, she will turn the meeting over to the Chair to lead the members through the remaining Board agenda items.

III. ROLL CALL/DECLARATION OF A QUORUM

President Glover asked the University Counsel, Laurence Pendleton, to call the roll. The following members were present: Dr. Deborah Cole; Mr. Stephen Corbeil; Mr. Richard Lewis; Ms. Pam Martin; Mr. Obie McKenzie (via phone); Dr. Edith Peterson Mitchell; Dr. Ali Sekmen; and Dr. Joseph Walker, III.

University Counsel Pendleton announced the presence of a quorum.

IV. REVIEW AND ADOPTION OF BYLAWS

President Glover provided an overview of the Bylaws, which was included in the Board of Trustees' materials. President Glover noted that the Bylaws follow the best practices as outlined by the Association for Governing Boards and are modeled after the Bylaws adopted by other university governing boards in the state and throughout the country. President Glover provided an overview of the Bylaws by summarizing each Bylaw article, as reflected in the written board materials. President Glover's overview reflected that:

Article I references the governance and statutory authority of the Board.

Article II reflects provisions in the FOCUS Act governing the organization of the Board, including its membership, terms of Trustees, vacancies, eligibility to serve, and removal of members.

Article III states the powers, responsibilities and duties of the Board.

Article IV relates to the Officers of the Board, including establishing a Chair and a Vice Chair of the Board, the officers' election and terms of office, the responsibilities of the officers, and the removal of officers.

Article V identifies the Officers of the University, referencing the President of the University and the Secretary to the Board, and sets forth their respective general authority and responsibilities.

Article VI states the Board's authority to establish committees of the Board to assist the Board in fulfilling its responsibilities.

Article VII creates the terms and conditions associated with meetings of the Board, including the application of the Open Meetings Act to Board meetings, public access requirements, and the convening of regular and special meetings. Article VII also contains provisions regarding meeting notice requirements, quorum requirements, the development of meeting agendas, and the conducting of board meetings,

Article VIII establishes how the Bylaws are adopted and amended.

Trustee Cole moved to adopt the Bylaws in their entirety as written. Trustee Walker seconded the motion. With there being no discussion, President Glover asked University Counsel Pendleton to call the roll. Mr. Pendleton called the roll and the motion carried unanimously ((8 Ayes/0 Nays).

The Bylaws were adopted in their entirety as written.

V. ELECTION OF BOARD CHAIR AND VICE CHAIR

Election of the Board Chair

President Glover opened the floor for nominations of the Board Chair.

Trustee Martin moved to nominate Trustee Joseph Walker, III, as Chair of the Board of Trustees. Trustee Lewis seconded the motion. With there being no discussion, President Glover asked University Counsel Pendleton to call the roll to appoint Trustee Walker as the Chair of the Board of Trustees. University Counsel Pendleton called the roll and the motion carried unanimously (8 Ayes/ 0 Nays).

Trustee Joseph Walker, III, was appointed as Chair of the Board of Trustees.

President Glover turned the meeting over to the newly elected Board Chair, Trustee Walker.

Chairman Walker thanked the Board for his appointment to serve as Chairman of the Board of Trustees. He also thanked Governor Haslam for appointing him as a Trustee.

Election of the Vice Chair

Chairman Walker opened the floor for the nomination of Vice Chair of the Board of Trustees. Trustee Corbeil nominated Trustee Deborah Cole to serve as Vice Chair. Trustee Sekman seconded the nomination. With there being no discussion, Chairman Walker asked University Counsel Pendleton to call the roll. University Counsel Pendleton called the roll and the motion carried unanimously (8 Ayes/ 0 Nays).

Chairman Walker announced Trustee Cole's appointment as Vice Chair of the Board of Trustees. Trustee Cole thanked the Board members for their vote.

VI. APPOINTMENT OF SECRETARY OF THE BOARD

Trustee Walker yielded the floor to President Glover to discuss the appointment of the Secretary to the Board. President Glover noted that the Bylaws, which had been adopted by the board, grants the President the authority to appoint the Board Secretary. President Glover stated that she has appointed University Counsel, Laurence Pendleton, to serve as Board Secretary and provided a brief background of Mr. Pendleton's background and experience.

VII. SELECTION AND APPOINTMENT OF STUDENT TRUSTEE

Chairman Walker yielded the floor to President Glover to discuss the selection process and the appointment of the student trustee. President Glover described the selection process, including the University Counsel's work with the TSU Student Government Association (SGA) in developing candidate criteria.

President Glover noted that the SGA solicited applications from students who may be interested in serving as the Student Trustee. She stated that students were evaluated on their academic achievement, activities, board or committee related experience, and their stated interest in serving as the Student Trustee. She also noted that as part of the SGA selection and recommendation process, the SGA reviewed candidate applications, conducted interviews of the applicants, and forwarded recommended candidates to President Glover for further consideration.

President Glover stated that Cabinet members reviewed the student member candidate information. She commented that a committee consisting of two Cabinet members – the University Counsel and the Chief of Staff, along with the Dean of Students, interviewed Student Trustee candidates and recommended the finalists to the President. President Glover also stated that she interviewed the finalists.

President Glover then recommended to the Board the appointment of Sydnie Davis to serve as the board's first Student Trustee. President Glover provided a description of Ms. Davis' background. She noted that Ms. Davis is concluding her freshman year at TSU, while majoring in Communications. She also noted that Ms. Davis arrived at TSU from high school as a fifth generation TSU student, and had already earned eighteen college academic credits prior to her arrival. She further noted that Ms. Davis currently has a 4.0 GPA, is a member of the Honors College, and has been active in Student Government, including serving as Ms. Freshman.

Trustee Cole moved to appoint Sydnie Davis to serve as the Student Trustee on the Tennessee State University Board of Trustees. Trustee Lewis seconded the motion. With there being no discussion, Chairman Walker asked Secretary Pendleton to call the roll. Secretary Pendleton called the roll and the motion carried unanimously (8 Ayes/ 0 Nays).

Chairman Walker invited Ms. Davis to join the Board at the table, and Ms. Davis was recognized and congratulated as she took her seat at the table.

VIII. APPROVAL OF BOARD POLICIES:

A. Code of Ethics and Conduct/Conflicts of Interest

Chairman Walker recognized Board Secretary, Laurence Pendleton, who provided a brief overview of the Code Ethics and Conduct/Conflicts of Interest. Secretary Pendleton stated that the proposed policy establishes certain requirements related to each Trustee's obligation to conduct the business of the Board in an ethical manner and consistent with statutory requirements related to conflicts of interest.

Chairman Walker moved to adopt the Code of Ethics and Conduct/Conflicts of Interest policy as written. Trustee Lewis seconded the motion. With there being no discussion, Chairman Walker asked Secretary Pendleton to call the roll. Secretary Pendleton called the roll and the motion carried unanimously (8 Ayes/ 0 Nays).

The Board adopted the Code of Ethics and Conduct/Conflicts of Interest policy.

B. Committees of the Board of Trustees – Executive; Audit; Academic Affairs and Student Affairs; and Finance and Budget

Chairman Walker recognized President Glover to give an overview of the Committees of the Board policy. President Glover provided a brief overview of the various committees of the Board. She noted that Article VI of the Board’s Bylaws authorizes the Board to establish committees as it deems appropriate to fulfill its responsibilities.

President Glover also noted that the initial establishment of four committees is consistent with the number of committees established by the other local governing boards of the former Tennessee Board of Regents universities.

President Glover stated that under the Committees of the Board policy, the Board Chair is granted authority to make appointments to the standing and special/ad hoc committees, except for the Executive Committee. She also commented that the Board Chair is authorized to designate each standing committee’s Chair and Vice Chair, or may authorize each committee to select its committee Chair and Vice Chair.

President Glover also noted that the Committees of the Board policy contains the committees’ membership structure and responsibilities for each committee in conducting its business. She further noted that the Board’s approval of the proposed Board committees does not preclude the Board from modifying or adding committees in the future.

Chairman Walker moved that the Board adopt the Committees of the Board policy as written. Trustee Cole seconded the motion. With there being no discussion, Chairman Walker asked Secretary Pendleton to call the roll. Secretary Pendleton called the roll and the motion carried unanimously (7 Ayes/ 0 Nays).

The Board adopted the Committees of the Board policy.

C. Delegation of Authority to the President

Chairman Walker recognized President Glover to give an overview of the Delegation of Authority to the President policy. President Glover provided a brief overview of the Delegation of Authority to the President policy. She commented that the policy sets forth 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.

Chairman Walker moved to adopt the Delegation of Authority to the President policy as written. Trustee Mitchell seconded the motion. With there being no discussion, Chairman Walker asked Secretary Pendleton to call the roll. Secretary Pendleton called the roll and the motion carried unanimously (7 Ayes/ 0 Nays).

The Board adopted the Delegation of Authority to the President policy.

IX. PRESIDENT'S REPORT:

Chairman Walker yielded the floor to President Glover to give her report. The president provided an overview of TSU, Enrollment Management, Accreditation, Students, Business and Finance, and Strategic Planning.

President Glover's overview included some of the following information involving TSU, including its programs, students, operations, and planning. In general, President Glover noted that:

- TSU is comprised of over 8,7600 students from 46 states and 50 countries
- TSU has eight individual colleges, offering 40 undergraduate degrees, 23 graduate, and 7 doctoral degrees
- TSU enjoys several national rankings and is consistently listed in the *U.S. News & World report's* "Guide to America's Best Colleges"
- TSU holds status as both an HBCU and a land grant institution
- Fourth largest HBCU in the nation; and only public HBCU in the State of Tennessee

In the area of Enrollment Management, President Glover offered the following information regarding TSU's activities:

- TSU has streamlined the recruitment process to include a greater focus on magnet schools, and high achieving students
- TSU targeted specific student populations including community colleges and nontraditional students
- TSU developed partnerships with School Superintendents in major cities, including Birmingham, Memphis, Nashville, and Chicago

With respect to accreditation matters, President Glover noted the following:

- TSU's Fifth Year Accreditation Report was accepted by SACSCOC in 2016
- Follow-up report was submitted for distance education and institutional effectiveness of educational programs
- Decennial report due September 2019
- Program Accreditations (including site visits for 2016-2017) was presented

President Glover provided the following information regarding TSU's efforts in the area of Student Affairs:

- TSU implemented additional modules to assist student in obtaining internships and permanent placements
- TSU implemented crime prevention and safety tips, including domestic violence, and Student Safety
- All 9 National Panhellenic organizations are active this year
- Aristocrats of Bands performed on the White House Lawn in connect with the opening of the *National Museum of African American History and Culture*

With respect to Business and Finance, President Glover commented that:

- TSU ensured that it remains in sound financial condition
- TSU ensured compliance with university, state and federal regulations, as well as with standard accounting procedures

President Glover also commented on the institution’s Strategic Planning efforts, including the following activities:

- TSU has worked to review and revise its Mission Statement, Vision Statement, Goals, Objective, Key priorities
- The institution conducted a comprehensive process to analyze the academic and other operations of the University in order to position the institution for sustainability and growth
- Through the Strategic Planning process, the institution is redeveloping and revising its strategic priorities

X. APPROVAL OF CALENDAR

Chairman Walker turned to the next agenda item –the approval of the Board’s meeting calendar for the next four meetings. Chairman Walker noted that the calendar encompasses the remaining academic year and the 2017-2018 academic year. The Chair recognized President Glover, who stated that the FOCUS ACT requires the Board of Trustees to meet a minimum of four times a year. She also stated that the Board may schedule other regular and special meetings in the manner prescribed under its Bylaws and Board policies.

President Glover informed the Board that the proposed Board of Trustees meetings are:

- Thursday, June 15, 2017
- Thursday, August 24, 2017
- Thursday, November 16, 2017
- Thursday, March 15, 2018

The Board Chair moved to adopt the Calendar, as written in the board materials, reflecting the next four meetings to be: Thursday, June 15, 2017; Thursday, August 24, 2017; Thursday, November 16, 2017; and Thursday, March 15, 2018. Trustee Mitchell seconded the motion. With there being no discussion, Chairman Walker asked Secretary Pendleton to call the roll. Secretary Pendleton called the roll and the motion carried unanimously (7 Ayes/ 0 Nays).

XI. ADJOURNMENT

Chairman Walker moved that the meeting be adjourned, noting there is no further business. Trustee Martin seconded the motion. With there being no discussion, Chairman Walker asked Secretary Pendleton to call the roll. Secretary Pendleton called the roll and the motion carried unanimously (7 Ayes/ 0 Nays). The Board of Trustees meeting adjourned at 2:11 p.m.

Proposal to Move the August 24, 2017, Board of Trustees meeting to August 17, 2017

At its April 13, 2017, meeting, the Board of Trustees approved a meeting calendar for its next four meetings. The Board approved August 24, 2017, as one of its meeting dates.

Subsequent to the Board's approval of its meeting dates, the Tennessee Higher Education Commission announced that it was hosting a THEC sponsored and statutorily mandated state wide governing board orientation session in Nashville on August 18, 2017, for all public higher education governing board members in the State of Tennessee.

The proposal to modify the calendar to move the August 24, 2017, Board meeting to August 17, 2017, will better accommodate the travel schedules of out of state board members and potentially aid the schedules of other board members.

**Tennessee State University
Board of Trustees**



**Board Selection
of
Executive Committee Member**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 15, 2017

ITEM: Board Selection of Executive Committee Member

RECOMMENDED ACTION: Vote to Select Executive Committee Member

PRESENTED BY: Chair, Trustee Walker

Pursuant to the Board’s Committees of the Board policy, the Board’s Executive Committee is comprised of the Board Chair, Board Vice Chair, and at least one other at-large voting member elected by the Board. The Board selected its Chair and Vice Chair at its April 13, 2017, inaugural Board meeting. The Board is required to select at least one board member to serve on the Executive Committee, which will be chaired by the Board Chair.

MOTION: To nominate/select _____ to serve on the Board of Trustees’ Executive Committee

**Tennessee State University
Board of Trustees**



**Approval of Tenure
and
Promotion Recommendations**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: June 15, 2017

ITEM: Approval of Recommendations for Tenure and Promotion

RECOMMENDED ACTION: Vote to Approve Tenure and Promotion Recommendations

PRESENTED BY: Chair, Trustee Walker

Prior to the establishment of the Tennessee State University Board of Trustees under the FOCUS Act, Tennessee State University's tenure and promotion policies were governed by the Tennessee Board of Regents' policies on Academic Tenure at Universities and Faculty Promotion at Universities (Policies 5:02:03:600 and 5:02:02:20). Under the FOCUS Act, the TBR's policies are automatically adopted by the University and become the institution's policies in the pertinent areas.

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 candidate's portfolio is reviewed at several levels, including at the departmental, college, and University levels. The President must ultimately approve the applications.

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. The entire tenure review and approval process, as well as the list of those recommended for tenure, are included in your board materials.

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 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, 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 candidate's portfolio is reviewed 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.

Pursuant to the FOCUS Act, the Board's Bylaws, and Board's Delegation of Authority to the President Policy, the Board must approve promotion recommendations. The entire promotion review and approval process, as well as the list of those recommended for promotion, are included in your board materials.

MOTION: For the Board of Trustees to approve the list of applicants for Tenure and Promotion, as contained in the written materials and attached hereto.

Tennessee State University
Tenure and Promotion Process
2016-17

Tenure

A new faculty member at Tennessee State University (TSU) may receive three types of appointments: 1. Temporary appointments; 2. Tenure-track appointments; and 3. Tenure appointments. Faculty members who receive tenure are tenured to a specific department.

In general, faculty members with tenure-track appointments are employed for a six year probationary period of employment through consideration for tenure, although a faculty member may receive years towards tenure as negotiated by the faculty member and chairperson and approved by the President of the University at the time of appointment. Tenure-track faculty members typically hold nine-month academic year appointments, which are subject to automatic annual renewal, unless the University chooses not to renew a faculty member's appointment.

The Division of Academic Affairs notifies a faculty member, through the Department Chair, at the end of the fifth year of the faculty member's probationary period that he/she must apply for tenure at the beginning of the sixth year. The faculty member must then prepare a portfolio containing evidence of their teaching, research, and service since being hired at TSU.

The candidate's portfolio is reviewed by a departmental committee and the committee makes its recommendation and submits it and the portfolio to the department chair for review. The department chair then conducts an independent review of the portfolio, makes a recommendation, and submits his/her recommendation, along with the portfolio, to the college committee for review. The college committee conducts the same review process and submits its recommendation to the dean for review. The dean of the college conducts the same review process before forwarding his/her recommendation, along with the application's portfolio, to the university committee for review.

The university committee conducts an independent review of the portfolio, makes its recommendation, and submits the committee's recommendation and the portfolio to the Vice President for Academic Affairs for review. The Vice President conducts the same independent review as the University Committee and prepares his/her recommendation for the University President.

If the Vice President recommends tenure, his/her recommendation is forwarded directly to the University President for review. If the President agrees with the Vice President's recommendation, the President her/his recommendations to the Board of Trustees for final approval.

Appeals

If the Vice President does not recommend the candidate, the candidate is notified and given an opportunity to appeal the decision. If the candidate does not appeal, the Vice President's original decision is sent to the President. If the candidate appeals the decision, a university-wide appeals committee conducts a review of the candidate's portfolio and any other documentation the

candidate presents. The committee then makes its recommendation to uphold or reverse the Vice President's decision.

If the appeals committee recommends to support the Vice President's recommendation, the Vice President notifies the President of the Committee's decision, and the President then makes a determination on the faculty member's tenure application. If the President decides against recommending tenure, the faculty member is notified of the decision and may seek reconsideration by the President.

If the appeals committee recommends not to support the Vice President's recommendations, the Vice President submits the appeals committee determination, along with his/her recommendation, to the President for review. The President then reviews the materials, including the appeals documentation, before determining whether to recommend the faculty member for tenure to the Board of Trustees.

Tennessee State University
Promotion Process
2016-17

Promotion

The University does not automatically promote faculty members upon completion of the required years in rank. Rather, promotion is awarded by the University through the positive action of Board of Trustees in recognition of merit, achievement, and potential. A tenured or tenure-track faculty member becomes eligible to apply for promotion when he or she meets the defined qualifications for the various faculty ranks which are: assistant professor, associate professor, and professor.

While not required, faculty members at the assistant professor level generally apply simultaneously for promotion to associate professor at the time of application for tenure which is required after a probationary period of five years. Those faculty members who are at the associate professor level will apply for promotion (after serving at that level for five years) to professor. A faculty member then prepares a portfolio containing evidence of their teaching, research, and service since last promotion at TSU.

The candidate's portfolio is reviewed by:

- the departmental committee who makes its recommendation and submits it and the portfolio to the chair
- the department chair who conducts an independent review of the portfolio and makes his/her recommendation and submits it along with the portfolio to the college committee
- the college committee which conducts an independent review of the portfolio and makes its recommendation and submits it and the portfolio to the dean
- the dean of the college who conducts an independent review of the portfolio and makes his/her recommendation and submits it along the portfolio to the university committee
- the university committee which conducts an independent review of the portfolio and makes its recommendation and submits it and the portfolio to the Vice President for Academic Affairs

- the Vice President who reviews the portfolio and makes his/her recommendation and submits it to the University President
- the University President who reviews the recommendations in consultation with the Vice President and submits his/her recommendations to the Board of Trustees
- the Board of Trustees receives the President's recommendations, makes a decision, and sends the decision to the President who then notifies the candidate

Appeals

The promotion process follows the same appeal process as the tenure appeal process.

Tennessee State University
Faculty Tenure Recommendations, Effective 2017-2018

	Name	Department/Division	Current Academic Rank
1	Baker, David	Business Administration	Associate Professor
2	Lawrence, Kevin	Physical Therapy	Associate Professor
3	Williams, Janice	Dental Hygiene	Assistant Professor
4	Beni, Ryan	Chemistry	Assistant Professor
5	Chilton, Kenneth	Public Administration	Assistant Professor
6	Robinson, Cara	Urban Studies	Assistant Professor
7	Triplett, Kimberly	Urban Studies	Assistant Professor

Tennessee State University
Faculty Promotion Recommendations, Effective 2017-2018

	Name	Department/Division	Current Rank	Proposed Rank
1	Dumenyo, Korsi	Agricultural & Environmental Sciences	Assistant Professor	Associate Professor
2	Haile, Solomon	Agricultural & Environmental Sciences	Assistant Professor	Associate Professor
3	Illukpitiya, Pradodh	Agricultural & Environmental Sciences	Assistant Professor	Associate Professor
4	Pitchay, Dharma	Agricultural & Environmental Sciences	Assistant Professor	Associate Professor
5	Hammond, Marie	Psychology	Associate Professor	Professor
6	Popkin, Joan	Psychology	Associate Professor	Professor
7	Brown, Beverly	Nursing	Assistant Professor	Associate Professor
8	Inman, Wendelyn	Public Health, Health Administration and Health Sciences	Assistant Professor	Associate Professor
9	Lawrence, Kevin	Physical Therapy	Associate Professor	Professor
10	Smith, Tina	Speech Pathology & Audiology	Associate Professor	Professor
11	Bekele, Gashawbeza	Geography	Assistant Professor	Associate Professor
12	Al-Masum, Mohammad	Chemistry	Associate Professor	Professor
13	Beni, Ryan	Chemistry	Assistant Professor	Associate Professor
14	Ouyang, Lizhi	Mathematical Sciences	Associate Professor	Professor
15	Phambu, Nsoki	Chemistry	Associate Professor	Professor
16	Chilton, Kenneth	Public Administration	Assistant Professor	Associate Professor
17	Robinson, Cara	Urban Studies	Assistant Professor	Associate Professor
18	Triplett, Kimberly	Urban Studies	Assistant Professor	Associate Professor

**Tennessee State University
Board of Trustees**



**Approval of New/Revised
Academic Programs**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 15, 2017

ITEM: Approval of New/Revised Academic Programs

RECOMMENDED ACTION: Vote to Approve New/Revised Academic Programs

PRESENTED BY: Chair, Trustee Walker

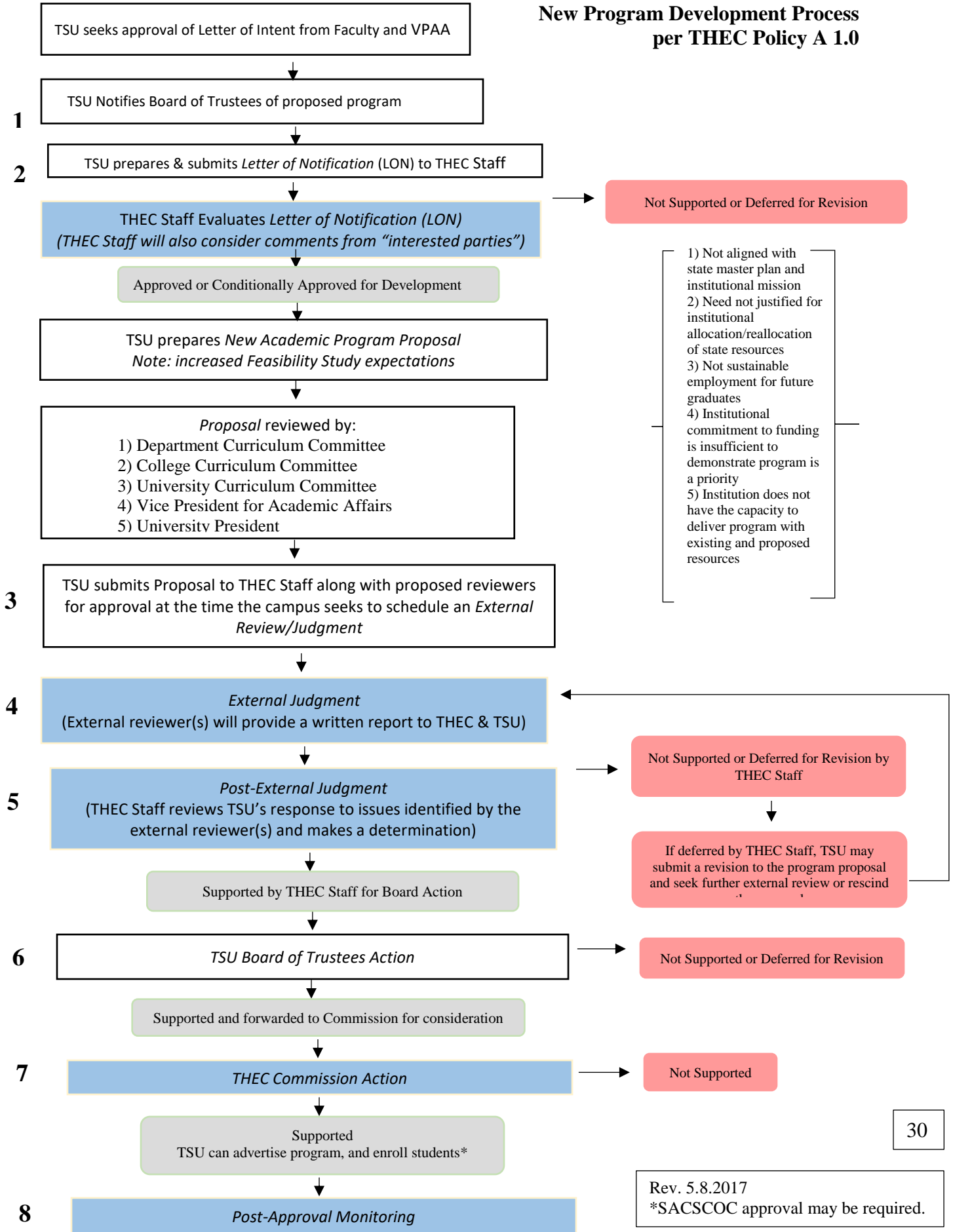
Prior to the establishment of the Tennessee State University Board of Trustees under the FOCUS Act, Tennessee State University's New Program Development policies were governed by the Tennessee Board of Regents' policies on Academic Programs, Units, and Modifications at Universities (Policy 2:01:01:00). Under the FOCUS Act, the TBR's policies are automatically adopted by the University and become the institution's policies in the pertinent areas.

Pursuant to TSU's New Program Development policy, which includes revised programs, requests for a new or revised program are initiated when the department proposing the new/revised academic program submits a new/revised academic program proposal for review. Once the department develops the proposal, it is reviewed at the departmental committee, college and University levels. The Vice President for Academic Affairs and the President must ultimately approve the proposals. The entire process, including a new program development process flow chart, is included in the Board's materials.

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 academic programs. Upon approval by the Board, THEC must provide final approval.

MOTION: To approve New/Revised Academic Programs, as contained in the written materials and attached hereto.

New Program Development Process per THEC Policy A 1.0



New and Revised Academic Programs

College	Academic Area	Degree Offered	Proposal
<i>New Programs - THEC Approval Needed</i>			
Agriculture	Agricultural Sciences	Masters	Environmental Sciences
Agriculture	Agricultural Sciences	Masters	Animal and Food Science
Education	Educational Leadership	PhD	Higher Education
Health Sciences	Public Health	PhD	Offer a PhD in Public Health degree
Health Sciences	Nursing	DNP	Offer a Doctor of Nursing Practice degree
Public Service	Non-profit management	BS	Develop a bachelor's degree in non-profit management
<i>Revised Programs - THEC Notification Only</i>			
Education	Teaching and Learning	MEd	Revise course offerings in Educational Technology concentration
Education	Teaching and Learning	MEd	Revise course offerings in Educational Technology concentration
Health Sciences	Health Sciences	MPH	Add online delivery option for the MPH program

**Tennessee State University
Board of Trustees**



**Approval of Academic
Unit and
Academic Program
Name Changes**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: June 15, 2017

ITEM: Approval of Academic Unit and Academic Program Name Changes

RECOMMENDED ACTION: Vote to Approve Academic Unit and Academic Program Name Changes

PRESENTED BY: Chair, Trustee Walker

Prior to the establishment of the Tennessee State University Board of Trustees under the FOCUS Act, Tennessee State University's new program development policies were governed by the Tennessee Board of Regents' policies on Academic Programs, Units, and Modifications at Universities (Policy 2:01:01:00). Under the FOCUS Act, the TBR's policies are automatically adopted by the University and become the institution's policies in the pertinent areas.

From time to time, departments/colleges at TSU submit requests to modify the names of colleges, academic departments (colleges and academic departments are collectively referred to as "units"), and academic programs in their respective colleges. Under the Academic Program Modification process, departments/colleges may propose unit and academic program name modifications through a 30-day review process, which involves a review at the college and University (Vice President and President) levels. Upon approval by the Vice President and President, the University is required to submit the proposed unit/academic program name modification to the Board for final approval. Unit/academic program name changes do not require THEC approval.

Pursuant to the FOCUS Act, Board Bylaws and Board's Delegation of Authority to the President Policy, the Board must approve program name changes. The entire academic program modification process is included in your board materials.

MOTION: For the Board of Trustees to approve the Academic Unit and Academic Program name changes, as contained in the written materials and attached hereto.

Tennessee State University
Academic Unit/Academic Program Modifications Process
2016-17

Academic Program Modifications Process

The Academic Program Modifications Process involves a 30-day review process. The following academic program actions are subject to the 30-day review process.

1. Name change

2. Change of degree designation.
3. Consolidation of existing academic programs.
4. Conversion of an existing on-ground program to a fully online delivery format.
5. Substantive curriculum modification (see <http://www.sacs.org>).
6. Establishment of an undergraduate certificate program or a graduate certificate program less than 24 SCH.
7. Establishment of a new concentration or minor.
8. Establish a free standing degree program from an existing concentration.
- 9. Establishment of a new academic unit or reorganization resulting in a net gain of an academic unit (i.e., department, on-campus center, institute, bureau, division, school, or college). This action also requires approval by the THEC Executive Director.**
10. Establishment of an articulation agreement between institutions.
- 11. Establishment of an Off-Campus Site/Off Campus Center.**
12. Revision of any admission, retention, and/or graduation policy (general or program specific).
- 13. Extension of an existing academic degree to be fully offered at an off-campus location.**
14. Termination, inactivation, or reactivation of a program.
15. Curriculum modifications which increase or decrease total hours required for a degree.

Thirty-Day Review Process

- A. Requests for academic program action (other than new degree programs) are received by 15th of each month (except December) by the Division of Academic Affairs.
- B. Academic Affairs will typically review the proposed action by the end of the month and prepare summaries for ultimate consideration by the President and the Board of Trustees.
- C. Upon approval by the President and the Board, letters will be sent to the academic units to authorize implementation of the proposed action. If the THEC approval is required, the letter will inform the academic unit of the approval by the Board and an explanation that the proposed academic action will be sent to the THEC for its review.
- D. Requests for program, concentration and minor name changes must be submitted on the appropriate form and by the President and Board, as appropriate. Approval through the THEC is not required per THEC Policy A 1.1.10D.

ACADEMIC UNIT AND ACADEMIC PROGRAM NAME CHANGES

College	Academic Area	Degree Offered	Current Name/Title/Designation	Proposed Name/Title/Designation	Major/ Concentration Dept. Name
<i>Requests to Change College/Department Name</i>					
Agriculture			College of Agriculture, Human and Natural Sciences	College of Agriculture	College Name
Agriculture			Family and Consumer Sciences	Human Sciences	Dept Name
Graduate School			School of Graduate Studies and Research	School of Graduate Studies and Professional Studies	School Name
Liberal Arts	Art	BS	Department of Art	Department of Art and Design	Dept Name
<i>Requests to Change Name of Major or Concentration</i>					
Engineering	Computer and Information Systems Engineering	MS	Computer and Information Systems Engineering	Engineering and Computational Sciences	Major
Engineering	Computer and Information Systems Engineering	PhD	Computer and Information Systems Engineering	Engineering and Computational Sciences	Major
Public Service & Urban Affairs	Public Administration	PhD	Public Administration	Public Policy and Administration	Major
Agriculture	Agricultural Sciences	BS	Animal and Food Sciences	Food and Animal Sciences	Concentration
Agriculture	Agricultural Sciences	MS	Animal and Food Sciences	Food and Animal Sciences	Concentration
Agriculture	Agricultural Sciences	MS	Plant Science	Biotechnology	Concentration
Agriculture	Family and Consumer Sciences	BS	Food and Nutrition	Food and Nutritional Sciences	Concentration
Agriculture	Family and Consumer Sciences	BS	Child Development and Family Relations	Child Development and Family Studies	Concentration
Business	Business Administration	BBA	Hospitality Management	Hospitality and Tourism Management	Concentration
Education	Teaching and Learning	EdD	Curriculum and Instruction Reading	Literacy in Education	Concentration
Education	Teaching and Learning	MEd	Curriculum and Instruction Reading	Literacy in Education	Concentration
Education	Teaching and Learning	MEd	Curriculum and Instruction/Non-English Language Background	Curriculum & Instruction/Teaching English Language Learners	Concentration
Education	Teaching and Learning	EdD	Higher Education Administration	Higher Education Leadership	Concentration
Education	Teaching and Learning	EdD	Special Education Administration	PreK-12 Leadership	Concentration
Education	Teaching and Learning	EdD	Curriculum Planning	Foundations & Curriculum	Concentration
Life & Physical Sciences	Chemistry	MS	Chemistry	Professional Chemistry	Concentration
Life & Physical Sciences	Chemistry	MS	Biochemistry	Professional Biochemistry	Concentration

**Tennessee State University
Board of Trustees**



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

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: June 15, 2017

ITEM: Approval of Off-campus Academic Program Sites

RECOMMENDED ACTION: Vote to Approve Off-campus Academic Program Sites

PRESENTED BY: Chair, Trustee Walker

Prior to the establishment of the Tennessee State University Board of Trustees under the FOCUS Act, Tennessee State University's new program development policies were governed by the Tennessee Board of Regents' policies on Academic Programs, Units, and Modifications at Universities (Policy 2:01:01:00). Under the FOCUS Act, the TBR's policies are automatically adopted by the University and become the institution's policies in the pertinent areas.

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 students, and increase convenience for working professionals. In this instance, the off-campus sites have been proposed to increase convenience for working professionals.

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, off-campus academic program requests must be submitted to the Board for approval. Upon approval by the Board, off-campus academic program site requests must be submitted to THEC for final approval.

Pursuant to the FOCUS Act, Board Bylaws and Board's Delegation of Authority to the President Policy, the Board must approve off-campus sites for academic programs. The entire off-campus site approval process is included in your board materials.

MOTION: For the Board of Trustees to approve the off-campus academic program sites, as contained in the written materials and attached hereto.

List of Off-campus Academic Program Proposed Sites

College	Academic Area	Degree Offered	Proposal
Business	Business Administration	MBA	To offer MBA program offerings at the Loews Vanderbilt Hotel in Nashville
Education	Educational Leadership	MEd, EdD	To offer College of Education courses in Cheatham County

**Tennessee State University
Board of Trustees**



**Approval of FY 2017-2018
New Mandatory
Fees/Tuition**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 15, 2017

ITEM: Approval of FY 2017-2018 New Mandatory Fees/Tuition

RECOMMENDED ACTION: Vote to Approve FY 2017-2018 New Mandatory Fees/Tuition

PRESENTED BY: Chair, Trustee Walker

The purpose of this agenda item is to request approval for FY 2017-2018 new mandatory fee/tuition recommendations.

Prior to the establishment of the Tennessee State University Board of Trustees under the FOCUS Act, Tennessee Board of Regents Guideline B-060 (*Fees, Charges, Refunds, and Fee Adjustments*) governed the TBR universities' (including Tennessee State University) imposition of fees and charges. Under the FOCUS Act, the TBR's policies and guidelines are automatically adopted by the University and become the institution's policies in the pertinent areas.

Pursuant to the FOCUS Act, the Board's Bylaws and Delegation of Authority to the President Policy, the Board must approve all mandatory institutional fees and charges. Pursuant to TSU/TBR Guideline B-060, the Board must approve all mandatory institutional fees and charges, unless specific exceptions are provided. According to Guideline B-060, fees that are *non-mandatory* (i.e., not assessed to all students), may be approved by the President. Mandatory fee recommendations may be presented to the Board one time per year for: (1) maintenance fees and out-of-state tuition and (2) all other mandatory fees.

"Maintenance" is a fee assessed to students based on the number of credit hours for which they are registered and is commonly referred to as "tuition," although for fee purposes, "tuition" is separately defined and assessed as the 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 late spring/early summer. All other mandatory fees may be presented at another Board meeting.

Pursuant to the FOCUS Act, fee increase ranges are established by the Tennessee Higher Education Commission. For FY2017-2018, the range for maintenance plus other mandatory fees, excluding out-of-state tuition, is 0% to 4%.

TSU is proposing an overall fee increase of 2.79%. The breakdown of the proposed fee adjustments is included your board materials.

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

Proposed Implementation Date: Fall Term 2017

MOTION: For the Board of Trustees to Approve the proposed FY 2017-2018 New Mandatory Fees/Tuition.

Tuition and Fees*

	<u>FY 2016-17</u>	<u>FY 2017-18</u>	<u>% Increase</u>
<u>Undergraduate</u>	<u>Current Fees</u>	<u>Proposed Fees</u>	
<i>Instate</i>			
Maintenance	\$ 3,264	\$ 3,362	3%
Prog Service Fee	520	525	1%
Total	<u>\$ 3,784.00</u>	<u>\$ 3,887.00</u>	3%
<i>Out of State</i>			
Maintenance	\$ 3,264	\$ 3,362	3%
Tuition	6,670	6,670	0%
Prog Service Fee	520	525	1%
Total	<u>\$ 10,454</u>	<u>\$ 10,557</u>	1%
<u>Graduate</u>			
<i>Instate</i>			
Maintenance	\$ 4,610	\$ 4,748	3%
Prog Service Fee	520	525	1%
Total	<u>\$ 5,130</u>	<u>\$ 5,273</u>	3%
<i>Out-of-State</i>			
Maintenance	\$ 4,610	\$ 4,748	3%
Tuition	6,400	6,400	0%
Prog Service Fee	520	525	1%
Total	<u>\$ 11,530</u>	<u>\$ 11,673</u>	1%

*Totals based on 15 credit hours

Regents Online Degree Program Fees*

	<u>FY 2016-17</u>	<u>FY 2017-18</u>	<u>% Increase</u>
<u>Undergraduate</u>	<u>Current Fees</u>	<u>Proposed Fees</u>	
	<u>Current Fees</u>	<u>Proposed Fees</u>	
<i>Instate</i>			
Maintenance Fee (Per credit hour)	\$ 259	\$ 267	3%
RODP Fee (Per credit hour)	104	104	0%
Total	\$ 363	\$ 371	2%
<i>Out-of-State</i>			
Maintenance Fee (Per credit hour)	\$ 259	\$ 267	3%
Tuition (Per credit hour)	530	530	0%
RODP Fee (Per credit hour)	104	104	0%
Total	\$ 893	\$ 901	1%
<u>Graduate</u>			
<i>Instate</i>			
Maintenance Fee (Per credit hour)	\$ 419	\$ 432	3%
RODP Fee (Per credit hour)	104	104	0%
Total	\$ 523	\$ 536	2%
<i>Out-of-State</i>			
Maintenance Fee (Per credit hour)	\$ 419	\$ 432	3%
Tuition (Per credit hour)	582	582	0%
RODP Fee (Per credit hour)	104	104	0%
Total	\$ 1,105	\$ 1,118	1%
AVERAGE OVERALL % INCREASE			2%

*Totals based on 15 credit hours

FEE APPROVALS:

2017-18 Academic Year

<u>Department</u>	<u>Name Fee</u>	<u>Fee Amount</u>		<u>Increase Amount</u>
		<u>Current</u>	<u>Proposed</u>	
Bookstore	Book Bundle Fee	\$70/course	\$80/course	20
Post Office	Postal Services Fee	15	20	10
				<u>30</u>
Maint. Fees (Current)	6,528	3,264x2 semesters		261
Mandatory	<u>1,040</u>	520x2 semesters		<u>42</u>
Maint. + Mandatory	7,568			303
Maint. Fee Increase	6,528	3%		196
Proposed Fee Increases				<u>30</u>
				226
% Increase				2.98% =-226/7568

**Tennessee State University
Board of Trustees**



**Approval of
Institutional Budgets**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 15, 2017

ITEM: Approval of Institutional Budgets

RECOMMENDED ACTION: Vote to Approve Funding for the Estimated Budget for the Fiscal Year 2016-2017 and the Proposed Budget for Fiscal Year 2017-2018

PRESENTED BY: Chair, Trustee Walker

Prior to the establishment of the Tennessee State University Board of Trustees under the FOCUS Act, Tennessee Board of Regents Policy 4:01:00:00 (*Budget Control*) governed the TBR universities' (including Tennessee State University) budgeting process. Under the FOCUS Act, the TBR's policies and guidelines are automatically adopted by the University and become the institution's policies in the pertinent areas.

Under the TBR (and now, TSU) budgeting process, 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. In view of this, the University submits detailed budgets for approval three times for each fiscal year.

Under the Budget Control policy, the original budget for each fiscal year is known as the *Proposed Budget* and is prepared in the spring of each year. This budget is based on the level of state funds recommended in the Governor's proposed budget, as well as early estimates of factors such as enrollment growth, research activities, and availability of federal funds. The *Proposed Budget* is normally submitted to the Board for approval at the Summer Board meeting. The *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.

Pursuant to the FOCUS Act, the Board's Bylaws and Delegation of Authority to the President Policy, and TSU policy, the Board must approve institutional budgets.

The purpose of this agenda item is to consider for approval both the *Estimated Budget* for Fiscal Year 2016-17 and the *Proposed Budget* for Fiscal Year 2017-18.

The materials related to the Estimated Budget and the Proposed Budget are included in your board materials, attached hereto.

MOTION: To approve Tennessee State University's Estimated Budget for Fiscal Year 2016-17 and the Proposed Budget for Fiscal Year 2017-18 in their entirety, as contained in the written materials and attached hereto.

TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2017-18

	Estimated Budget 2016-17	July Budget 2017-18
	<hr/>	<hr/>
Allocation for Encumbrances	4,326,700	4,210,000
Allocation for Working Capital	5,560,900	5,310,000
Special Allocations	6,037,700	8,889,400
Unallocated Balance	6,489,700	-
	<hr/>	<hr/>
Unrestricted Beginning Fund Balances	<u>22,415,000</u>	<u>18,409,400</u>
 <i><u>Revenues</u></i>		
Education and General	129,318,000	132,739,800
Auxiliary Services	24,713,100	24,338,300
	<hr/>	<hr/>
Total Unrestricted Revenues	<u>154,031,100</u>	<u>157,078,100</u>
 <i><u>Expenditures and Transfers</u></i>		
<i>Education and General Expenditures</i>	131,742,700	132,111,800
Mandatory Transfers	1,580,900	1,580,900
Non-Mandatory Transfers	-	-
	<hr/>	<hr/>
Total E&G Expenditures and Transfers	<u>133,323,600</u>	<u>133,692,700</u>

Auxiliaries

Auxiliary Services	21,697,000	21,427,300
Mandatory Aux Transfers for Principal & Interest	1,951,000	1,873,900
Non-Mandatory Aux Transfers	1,065,100	1,037,100
Total Auxiliary Services Expenditures and Transfers	<u>24,713,100</u>	<u>24,338,300</u>
Total Unrestricted Expenditures And Transfers	<u>158,036,700</u>	<u>158,031,000</u>
Total Ending Current Fund Balances	<u><u>18,409,400</u></u>	<u><u>17,456,500</u></u>

TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED REVENUES AND EXPENDITURES BY FUNCTION
JULY BUDGET 2017-18

	Estimated Budget 2016-17	July Budget 2017-18
	<hr/>	<hr/>
Unrestricted Beginning Fund Balances	22,415,000	18,409,400
 <u>Revenues</u>		
<i>Education and General</i>		
Tuition and Fees	87,505,300	88,675,900
State Appropriations	32,708,100	35,126,200
Federal Grants and Contracts	2,500,000	2,500,000
State Grants and Contracts	33,000	33,000
Private Grants and Contracts	47,000	47,000
Private Gifts	-	-
Sales & Services of Educ/Other Activities	5,794,600	5,627,700
Other Sources	730,000	730,000
	<hr/>	<hr/>
Total Education and General	<u>129,318,000</u>	<u>132,739,800</u>
 <i>Auxiliaries</i>		
	<hr/>	<hr/>
Total Sales/Services of Auxiliary Services	<u>24,713,100</u>	<u>24,338,300</u>
	<hr/>	<hr/>
Grand Total Revenues	<u><u>154,031,100</u></u>	<u><u>157,078,100</u></u>

TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED REVENUES AND EXPENDITURES BY FUNCTION
JULY BUDGET 2017-18

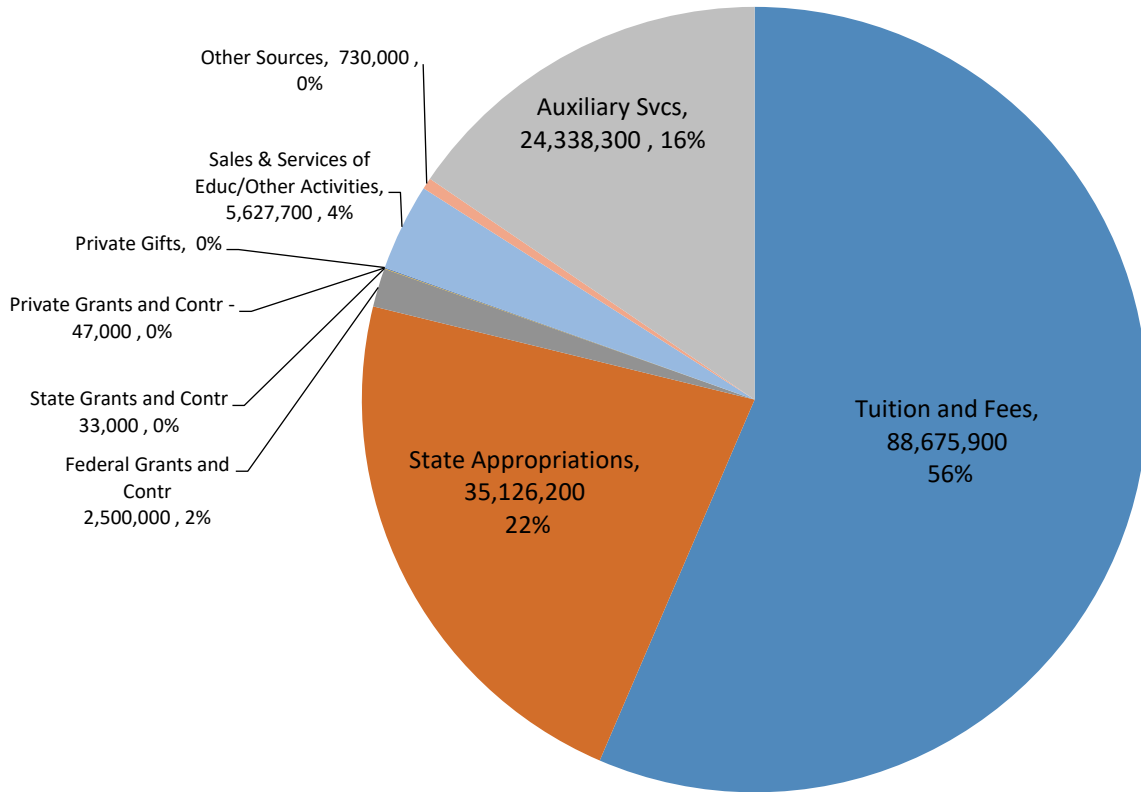
<u>Expenditures and Transfers</u>	Estimated Budget	July Budget
<i>Education and General</i>	<u>2016-17</u>	<u>2017-18</u>
Instruction	60,905,100	60,618,200
Research	2,923,100	2,925,500
Public Service	1,362,700	1,515,300
Academic Support	10,367,800	10,871,000
Student Services	20,137,400	20,167,000
Institutional Support	13,050,700	12,617,000
Operation & Maintenance of Plant	16,263,600	16,665,500
Scholarships & Fellowships	6,732,300	6,732,300
	<hr/>	<hr/>
Total E&G Expenditures	<u>131,742,700</u>	<u>132,111,800</u>
Mandatory Transfers	1,580,900	1,580,900
Non-Mandatory Transfers	-	-
	<hr/>	<hr/>
Total E&G Expenditures and Transfers	<u>133,323,600</u>	<u>133,692,700</u>
<i>Auxiliaries</i>		
Auxiliary Services Expenditures	21,697,000	21,427,300

Mandatory Transfers for Principal & Interest	1,951,000	1,873,900
Non-Mandatory Transfers	1,065,100	1,037,100
	<hr/>	<hr/>
Total Auxiliary Enterprises Expenditures and Transfers	<u>24,713,100</u>	<u>24,338,300</u>
	<hr/>	<hr/>
Grand Total Unrestricted Expenditures And Transfers	<u>158,036,700</u>	<u>158,031,000</u>
	<hr/>	<hr/>
Total Ending Current Fund Balances	<u><u>18,409,400</u></u>	<u><u>17,456,500</u></u>

TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED REVENUE DOLLARS BY BUDGET CATEGORY
JULY 2017-18 PROPOSED

<i>Education and General Revenues</i>	FY 2017-18	
	JULY	
Tuition and Fees	88,675,900	56.5%
State Appropriations	35,126,200	22.4%
Federal Grants and Contracts - F&A Recovery	2,500,000	1.6%
State Grants and Contracts - F&A Recovery	33,000	0.0%
Private Grants and Contracts - F&A Recovery	47,000	0.0%
Private Gifts	-	0.0%
Sales & Services of Educ/Other Activities	5,627,700	3.6%
Other Sources	730,000	0.5%
Auxiliary Services	24,338,300	15.5%
	157,078,100	100.0%

TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED REVENUE DOLLARS BY BUDGET CATEGORY
JULY 2017-18 PROPOSED (Cont.)



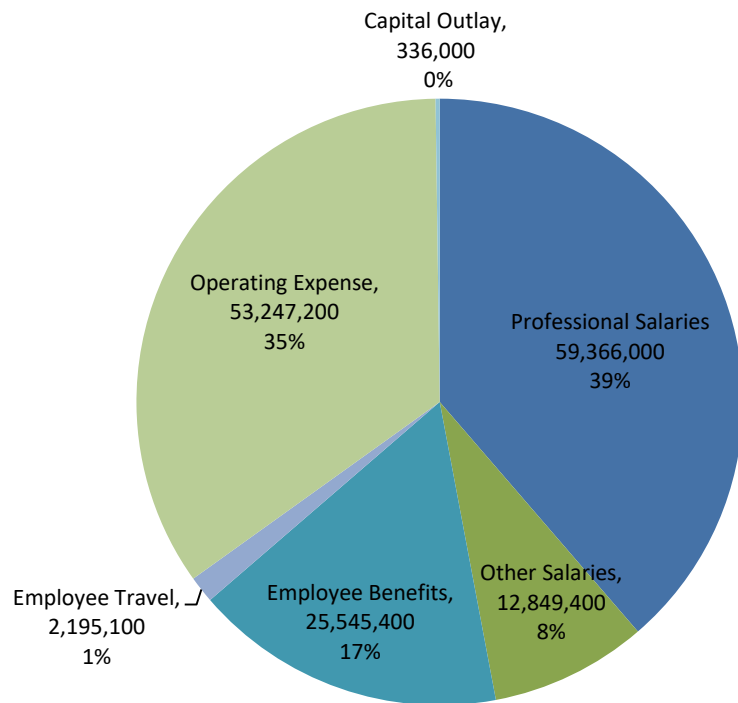
TENNESSEE STATE UNIVERSITY
 UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY FUNCTIONAL
 AREA
 JULY 2017-18 PROPOSED

<i>Education and General Expenditures & Transfers</i>	JULY PROPOSED 2017-18	
Instruction	60,618,200	38.4%
Research	2,925,500	1.9%
Public Service	1,515,300	1.0%
Academic Support	10,871,000	6.9%
Student Services	20,167,000	12.8%
Institutional Support	12,617,000	8.0%
Operation & Maintenance of Plant	16,665,500	10.5%
Scholarships & Fellowships	6,732,300	4.3%
E&G Transfers	1,580,900	1.0%
Auxiliaries Expenditures and Transfers	<u>24,338,300</u>	
Total Expenditures	<u>158,031,000</u>	100.0%

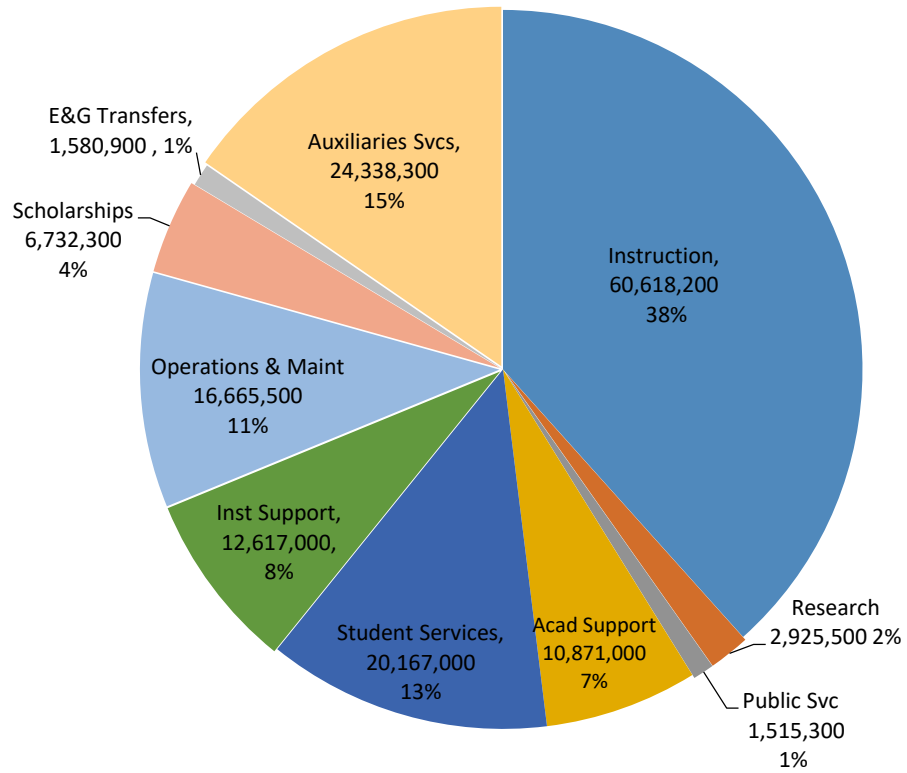
TENNESSEE STATE UNIVERSITY
 UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY BUDGET CATEGORY
 JULY 2017-18 PROPOSED

	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	Capital Outlay	Total	Total E & G
UNRESTRICTED EXPENDITURES EDUCATION AND GENERAL								
Instruction	35,522,000	1,669,300	13,017,000	731,400	9,678,500	-	60,618,200	39.5%
Research	1,108,300	34,000	399,800	18,500	1,364,900	-	2,925,500	1.9%
Public Service	721,100	91,100	284,300	6,400	412,400	-	1,515,300	1.0%
Academic Support	4,809,100	1,134,100	2,080,100	22,300	2,569,400	256,000	10,871,000	7.1%
Student Services	7,471,000	1,311,900	3,074,000	1,271,600	7,038,500	-	20,167,000	13.1%
Institutional Support	6,188,600	1,503,000	2,962,100	120,800	1,842,500	-	12,617,000	8.2%
Oper & Maint of Plant	2,007,800	5,117,700	2,493,900	11,600	7,034,500	-	16,665,500	10.9%
Scholarships & Fellow	-	-	-	-	6,732,300	-	6,732,300	4.4%

Total Educational and General	<u>57,827,900</u>	<u>10,861,100</u>	<u>24,311,200</u>	<u>2,182,600</u>	<u>36,673,000</u>	<u>256,000</u>	<u>132,111,800</u>	
Auxiliary Enterprises	1,538,100	1,988,300	1,234,200	12,500	16,574,200	80,000	21,427,300	14.0%
Total Unrestricted	<u>59,366,000</u>	<u>12,849,400</u>	<u>25,545,400</u>	<u>2,195,100</u>	<u>53,247,200</u>	<u>336,000</u>	<u>153,539,100</u>	100.0%
	38.7%	8.4%	16.6%	1.4%	34.7%	0.2%	100.0%	



TENNESSEE STATE UNIVERSITY
 UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY FUNCTIONAL AREA
 JULY 2017-18 PROPOSED (Cont.)



TSU COOPERATIVE EXTENSION
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY 2017-18

	Estimated Budget 2016-17	July Budget 2017-18
	<hr/>	<hr/>
Allocation for Encumbrances	350,200	350,800
Allocation for Working Capital	150,000	150,000
Special Allocations	128,300	132,800
Unallocated Balance	3,541,300	689,500
	<hr/>	<hr/>
Unrestricted Beginning Fund Balances	4,169,800	1,323,100
<u>Revenues</u>		
Co-Op Extension State Appropriations	3,320,300	3,428,000
	<hr/>	<hr/>
Total Revenues	3,320,300	3,428,000
	<hr/>	<hr/>

Expenditures and Transfers

Co-Op Extension Expenditures

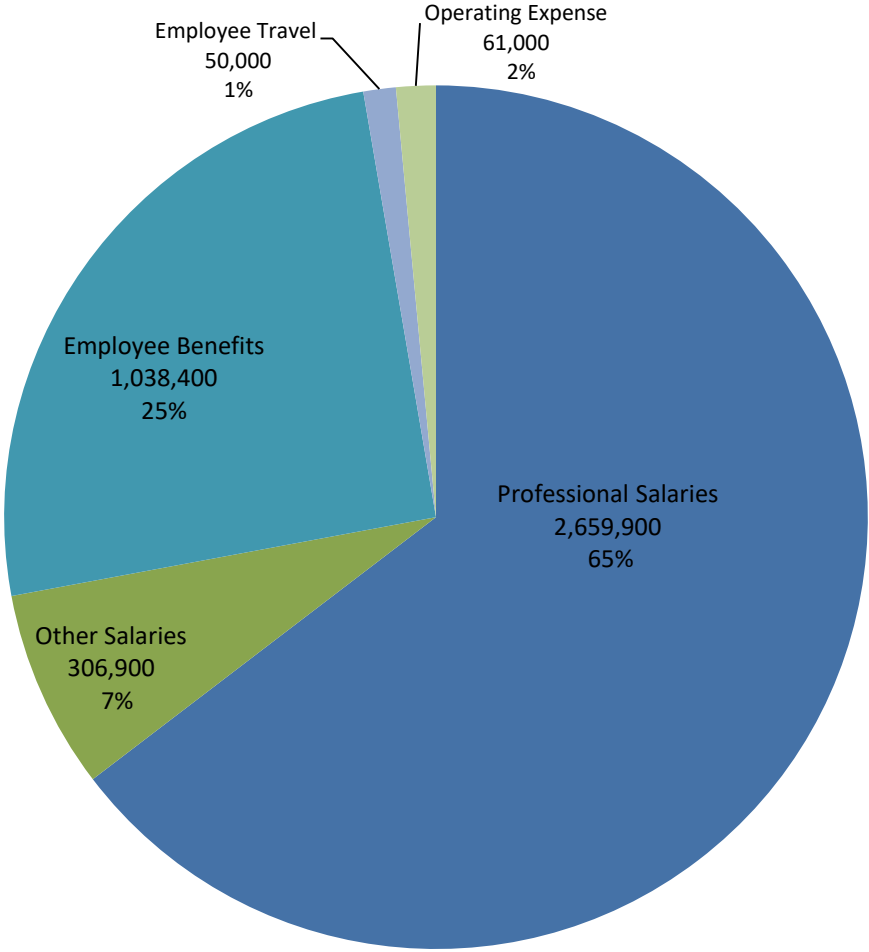
Public Service	6,167,000	4,116,200
Mandatory Transfers	-	-
Non-Mandatory Transfers	-	-
Total Expenditures and Transfers	<u>6,167,000</u>	<u>4,116,200</u>

Allocation for Encumbrances	350,800	351,200
Allocation for Working Capital	150,000	150,000
Special Allocations	132,800	133,700
Unallocated Balance	689,500	-
Total Ending Fund Balances	<u>1,323,100</u>	<u>634,900</u>

TSU COOPERATIVE EXTENSION
 UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY BUDGET CATEGORY
 JULY 2017-18 PROPOSED

	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	Capital Outlay	Total	% OF Total E & G
UNRESTRICTED EXPENDITURES CO-OP EXTENSION								
Public Service	2,659,900	306,900	1,038,400	50,000	61,000	-	4,116,200	100%
Total Unrestricted	<u>2,659,900</u>	<u>306,900</u>	<u>1,038,400</u>	<u>50,000</u>	<u>61,000</u>	<u>-</u>	<u>4,116,200</u>	
	65%	7%	25%	1%	1%		100%	

TSU COOPERATIVE EXTENSION
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY BUDGET CATEGORY
JULY 2017-18 PROPOSED (Cont.)



TSU FORESTRY
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2017-18

	Estimated Budget 2016-17	July Budget 2017-18
	<hr/>	<hr/>
Allocation for Encumbrances	6,500	6,300
Special Allocations	7,300	7,600
Unallocated Balance	624,700	-
	<hr/>	<hr/>
Unrestricted Beginning Fund Balances	638,500	13,900
	<hr/>	<hr/>
<u>Revenues</u>		
Forestry State Appropriations	189,400	193,300
	<hr/>	<hr/>
Total Revenues	189,400	193,300
	<hr/>	<hr/>

Expenditures and Transfers

Forestry Expenditures

Research	814,000	193,000
Mandatory Transfers	-	-
Non-Mandatory Transfers	-	-
	<hr/>	<hr/>
Total Expenditures and Transfers	<u>814,000</u>	<u>193,000</u>

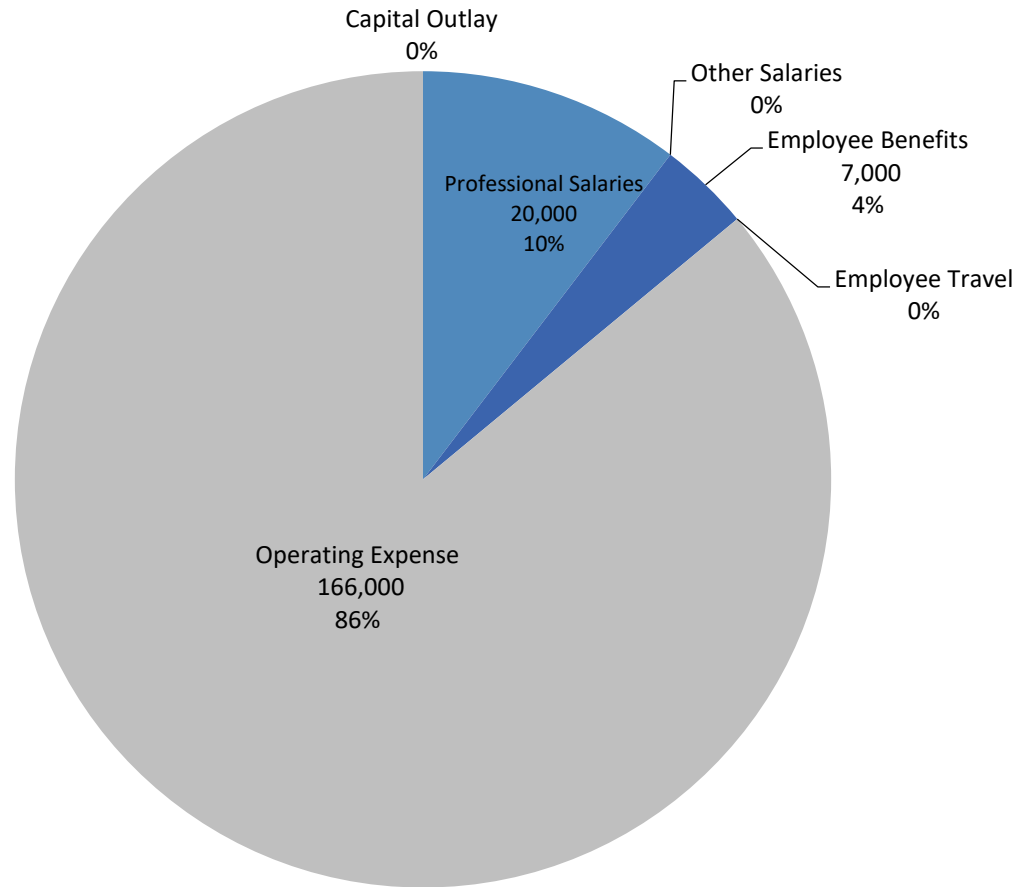
Unrestricted Current Fund Balances
at End of Period

Allocation for Encumbrances	6,300	6,500
Special Allocations	7,600	7,700
Unallocated Balance	-	-
	<hr/>	<hr/>
Total Unrestricted Current Fund Balances	<u><u>13,900</u></u>	<u><u>14,200</u></u>

TSU FORESTRY
 UNRESTRICTED AND GENERAL EXPENDITURES BY BUDGET CATEGORY
 JULY 2017-18 PROPOSED

	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	Capital Outlay	Total	% OF Total
UNRESTRICTED EXPENDITURES FORESTRY								
Research	20,000	-	7,000	-	166,000	-	193,000	100%
Total Unrestricted	<u>20,000</u>	<u>-</u>	<u>7,000</u>	<u>-</u>	<u>166,000</u>	<u>-</u>	<u>193,000</u>	
	10%	0%	4%	0%	86%	0%	100%	

TSU FORESTRY
UNRESTRICTED AND GENERAL EXPENDITURES BY BUDGET CATEGORY
JULY 2017-18 PROPOSED (Cont.)



**Tennessee State University
Board of Trustees**



**Approval of Institution's
FY 2017-2018
Compensation Plan**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 15, 2017

ITEM: Approval of the Institution's Fiscal Year 2017-18
Compensation Plan

RECOMMENDED ACTION: Vote to Approve Institution's Fiscal Year 2017-18
Compensation Plan

PRESENTED BY: Chair, Trustee Walker

The purpose of this agenda item is to consider approval of the University's compensation plan for Fiscal Year 2017-2018.

Prior to the establishment of the Tennessee State University Board of Trustees under the FOCUS Act, Tennessee Board of Regents Board Guideline P-043 (*Compensation Guideline*) governed the TBR universities' (including Tennessee State University) compensation setting process. Under the FOCUS Act, the TBR's policies and guidelines are automatically adopted by the University and become the institution's policies in the pertinent areas.

TBR (and now TSU) Guideline P-043 (*Compensation Guideline*) sets a University goal of providing all employees with compensation consistent with market, subject to satisfactory job performance and budget availability. The following strategies, in any combination, may be used to distribute a pool of funds designated for compensation adjustments:

- Compensation Plan: The University may provide salary adjustments: (1) consistent with its Board-approved plan; and/or (2) that address changes in market salaries as prescribed in the plan, if the plan has already been fully funded; and/or (3) that address specific equity issues and reclassifications consistent with the plan.
- Cost of Living Adjustment (COLA): The University may provide a COLA and may establish a minimum payment.
- Faculty Promotion: The University may fund faculty promotions consistent with its approved compensation plan.
- One-Time Payment: The University may provide one-time payments up to \$1,000.

- Merit Increases: The University may provide an increase based on the job performance of employees.
- Funding Additional Positions: The University may create new positions based on institutional needs.
- Other: The University may adjust the pay scales of various groups, such as adjuncts, graduate assistants, etc.

The salary pool for Fiscal Year 2017-2018 is 3%, consistent with the total allocated for regular State of Tennessee employees. No additional amount or percentage is proposed. Unless otherwise provided, these increases do not apply to adjunct faculty, temporary employees, graduate assistants, student workers, or employees on terminal leave status. Eligible employees are classified as “regular” or “post-retirement service,” unless a distribution includes those in the above-referenced “other” category. All eligible employees on the payroll prior to the proposed implementation dates below are eligible for these increases, regardless of the funding source (i.e., unrestricted, restricted, E&G, or auxiliary) or effort percent (although some categories may be prorated for employees on a part-time status).

Pursuant to the FOCUS Act, the Board’s Bylaws and Delegation of Authority to the President Policy, and TSU policy, the Board must approve institutional compensation plans.

Proposed Implementation Dates: July 1, 2017, for staff and twelve-month faculty; September 1, 2017, for nine-month faculty; and the date of return to employment for employees on modified ten-month contracts.

MOTION: To approve Tennessee State University’s 2017-2018 Compensation Plan, as contained in the written materials and attached hereto.

SALARY INCREASE METHODOLOGY

FY 2017-2018

A **3%** salary pool is available for distribution to employees. The following are proposed to be effective July 1, 2017:

1. **COMPENSATION PLAN**

Use 1% to increase the salary ranges of all pay grades by 10% to update the compensation plan, excluding ranges that have already been adjusted by special approval (e.g., for extension agents, police officers, etc.). This pool would increase the salaries of employees who may still fall below the new minimum rates as well as address compression issues at the lower end of pay ranges.

2. **MERIT**

Merit increases will not be granted in FY-2018, so that funds are available to update the compensation plan.

3. **ACROSS-THE-BOARD (ATB)**

Give a 2% ATB to employees hired prior to July 1, 2017. (Exclusions may be added at the discretion of the President, such as for employees with poor performance ratings, employees who have recently received promotions, etc.). The President would receive a 2% ATB as well, unless a separate President's Compensation Plan is developed and approved by the Board of Trustees.

4. **ADJUNCTS**

Increase adjunct rates as follows, using 0% of the salary pool, as this cost is already budgeted in the Part-Time Faculty account:

Engineering and Computer Science:

Level I	\$1,000/hr (now \$700)
Level II	\$1,250/hr (now \$800)
Level III	\$1,250/hr (now \$950)
Level IV	\$1,500/hr (now \$1,200)

All other disciplines will remain at the following rates:

Level I	\$550/hr
Level II	\$600/hr
Level III	\$650/hr
Level IV	\$700/hr

(Levels, similar to Rank, are based on degrees and number of years of experience. Masters in Social Work (MSW), Fine Arts (MFA), and Business (MBA/MAcc) are paid at terminal degree rates.)

**Tennessee State University
Board of Trustees**



President's Report

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: June 15, 2017
ITEM: President's Report
RECOMMENDED ACTION: Information
PRESENTED BY: Glenda Glover, President

To be presented by President Glover.

**Tennessee State University
Board of Trustees**



Adjournment