



Board of Trustees Materials November 18, 2021, Meeting

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**Tennessee State University
Board of Trustees**



Call to Order

**Tennessee State University
Board of Trustees**



**Welcome
and
Introductions**

**Tennessee State University
Board of Trustees**



**Roll Call/
Declaration
of a Quorum**

**Tennessee State University
Board of Trustees**



**Board Meeting
Agenda**

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

Tennessee State University
Thursday, November 18, 2021
2:00 p.m. CST

Board Committee Meetings Via Zoom
Live Stream: www.tnstate.edu/board/livestream.aspx

ORDER OF BUSINESS

- I. Call to Order
- II. Welcome and Introductions
- III. Roll Call/Declaration of a Quorum
- IV. Action Items:
 - A. Approval of the September 16, 2021, Board Meeting Minutes
 - B. Audit Committee Report
 - i. Approval of the September 16, 2021, Audit Committee Meeting Minutes
 - ii. Review of Completed Internal and External Audits
 - iii. Review of Outstanding Audit Issues
 - iv. Executive Session – Discussion of Items Deemed Confidential under State Law
 - C. Finance and Budget Committee Report
 - i. Approval of the September 16, 2021, Finance and Budget Committee Meeting Minutes
 - ii. Approval of Fiscal Year 2022 Institutional Revised Budget
 - iii. Capital Planning and Facilities Update
 - iv. Report on CARES Act Funding
 - v. Finance and Budget Report
 - vi. Report on Land Grant Study Committee Developments
 - vii. Report on Federal HBCU Funding
 - viii. Update on Enrollment
 - ix. Report on Institutional Development
 - D. Academic Affairs and Student Affairs Committee Report
 - i. Approval of the September 16, 2021, Academic Affairs and Student Affairs Committee Meeting Minutes
 - ii. Approval of Academic Program Modification - Admission Standards – Master of Occupational Therapy
 - iii. Approval of Academic Program Modification - Admission Standards – Master of Social Work
 - iv. Approval of New Academic Program – Ph.D. of Agricultural Science
 - v. Approval of New Academic Program – B.S. Elementary Education

- vi. Approval of New Academic Program – B.S. Africana Studies
 - vii. Report on SACSCOC Ten Year Accreditation Review
 - viii. Academic Affairs Report
 - ix. Report on Clery Act Crime Statistics
 - x. Student Affairs Report
- E. Executive Committee Report
- i. Approval of the September 16, 2021, Executive Committee Meeting Minutes
 - ii. Report on President’s Annual Performance Review Process
 - iii. Secretary’s Report
- V. Report on Clery Act Crime Statistics
- VI. Report on Federal HBCU Funding
- VII. President’s Report
- VIII. Board Chair’s Report
- IX. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
September 16, 2021,
Board Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 18, 2021

ITEM: Approval of the September 16, 2021, Board Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees, Deborah Cole

The document reflecting the minutes from the September 16, 2021, Board meeting is included in the November 18, 2021, Board materials.

MOTION: To approve the minutes from the Board of Trustees' September 16, 2021, meeting as contained in the Board materials for the Board's November 18, 2021, meeting.

**Tennessee State University Board of Trustees
Regular Meeting – September 16, 2021
Tennessee State University – Electronic**

MINUTES

Board Members Present: Trustees Deborah Cole, Andre Johnson, Pam Martin, Bill Johnson, Steve Corbeil, Joseph Walker III, Van Pinnock, and Tiara Thomas.

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost & Vice President for Academic Affairs; Douglas Allen, VP of Finance and Budget; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Dr. Frances Williams, Assoc. Vice President of Research & Sponsored Programs; Terrence Izzard, Assoc. Vice President of Enrollment Management; Dr. Robbie Melton, Dean of Graduate School; and Dr. Arlene Nicholas-Phillips, Liaison to BOT.

I. CALL TO ORDER

Chair Cole called the Board of Trustees meeting to order at 2:00 p.m., CDT on September 16, 2021. Chair Cole 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. The Board is scheduled to take up important and timely matters. 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 limit face-to-face contact whenever possible. Electronic participation for the Board meeting is necessary for the safety of Board members, staff, and guests. Trustee Corbeil seconded and the motion carried.

II. WELCOME AND INTRODUCTIONS

The Board Chair welcomed the attendees, giving a special welcome to the new Faculty Trustee, Dr. Bill Johnson, a Professor in the Department of Human Performance and Sport Science. Dr. Johnson also serves as the Director of the HCA Scholars Program and the Director of the HPSS Graduate Programs. Trustee Johnson will also serve as a member of the academic Affairs and Student Affairs Committee.

III. ROLL CALL/DECLARATION OF A QUORUM

Chair Cole asked the Board Secretary, Laurence Pendleton, to call the roll. The following Trustees were present during roll call: Trustee Deborah Cole, Andre Johnson, Pam Martin, Bill Johnson, Tiara Thomas, Steve Corbeil, Van Pinnock, and Joseph Walker III. Board Secretary Pendleton announced the presence of a quorum.

Chair Cole asked the Committee members to state now if any of the Committee members cannot hear or speak with each other. No Committee members answered in the affirmative. Chair Cole also asked the Committee members to indicate if someone is present with them from the location in which they are calling. No Committee members indicated there was anyone present.

IV. ACTION ITEMS

A. APPROVAL OF THE JUNE 17, 2021, BOARD MEETING MINUTES

Chair Cole introduced the first action item – the approval of the minutes of the June 17, 2021, Board meeting. Chair Cole moved to approve the board meeting minutes and Trustee Martin seconded the motion. There was no discussion. The motion carried unanimously by roll call vote.

B. APPROVAL OF THE 2022 TSU BOARD OF TRUSTEES MEETING CALENDAR

Chair Cole announced the next agenda item as the approval of the 2022 TSU Board of Trustees Meeting Calendar as presented in the September 16, 2021, Board materials.

Chair Cole moved to approve the 2022 TSU Board of Trustees Meeting Calendar dates as reflected and contained in the Board Materials for the September 16, 2021, Board Meeting. Trustee Martin seconded the motion. There was no discussion and the motion carried unanimously by roll call vote.

C. AUDIT COMMITTEE REPORT

As Audit Committee Chair, Chair Cole informed the board that the Audit Committee met to take action on one agenda item and received reports on two other items before going into Executive Session to discuss items deemed confidential under state law. The Audit Committee voted to recommend to the full Board the approval of the June 17, 2021, Audit Committee meeting minutes. Chair Cole added that the Audit Committee reviewed and discussed the completed Internal and External Audit reports and reviewed outstanding audit issues.

i. APPROVAL OF THE JUNE 17, 2021, AUDIT COMMITTEE MEETING MINUTES

Chair Cole moved to approve the minutes of June 17, 2021, Audit Committee meeting as contained in the board materials for the September 16, 2021, board meeting. Trustee Martin seconded the motion, which carried unanimously by roll call vote.

Chair Cole announced that this concluded the Audit Committee report and moved on to the next agenda item.

D. FINANCE AND BUDGET COMMITTEE REPORT

Trustee Corbeil, Vice Chair of the Finance and Budget Committee, stated that the Committee met to act on one action item and received reports on five other items. The Finance and Budget Committee voted to recommend to the full Board the approval of the June 17, 2021, Finance and Budget Committee meeting minutes. The Finance and Budget Committee heard reports from President Glover and her team on the University budget update, construction and facilities update, CARES Act funding, finance and budget overall report, and enrollment.

i. APPROVAL OF THE JUNE 17, 2021, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Corbeil moved to recommend to the full Board the approval of the June 17, 2021, Finance and Budget Committee meeting minutes, as contained in the board materials for the September 16, 2021, Board meeting. Trustee B. Johnson seconded the motion, which carried unanimously by roll call vote.

Chair Cole thanked Trustee Cobeil for his work and that of the Finance and Budget Committee members.

E. ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE REPORT

Trustee Martin reported that the Academic Affairs and Student Affairs Committee met to consider and vote on eight agenda items and to receive reports on five other agenda items.

Trustee Martin stated that the Academic Affairs and Student Affairs Committee voted to recommend to the full Board the approval of the June 17, 2021, Academic Affairs and Student Affairs Committee meeting minutes; approval of an Academic Program Modification – a Change to the Ph.D. in Biology admission standards; approval of an Academic Program Modification – a change to the M.S. in Professional School Counseling admission standards; approval of an Academic Program Modification – an additional method of instructional delivery of the Master in Business Administration via online; approval of an Academic Program Modification – an additional method of instructional delivery of the Master of Science in Agricultural Science via online. Trustee Martin also shared that the Committee voted to recommend to the full Board the approval of a new Academic Program – a Graduate Certificate in Higher Education Administration Leadership; the approval of a new Academic Program – a Graduate Certificate in Public Health, and the approval of additional AY 2020-2021 Tenure Recommendations.

Trustee Martin added that President Glover and her team provided reports on the SACSCOC Ten Year accreditation review, Academic Affairs, Research Funding and Programs, Student Housing, and Student Affairs.

i. APPROVAL OF THE JUNE 17, 2021, ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE MEETING MINUTES

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the minutes of the June 17, 2021, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the September 16, 2021, Board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

ii. APPROVAL OF AN ACADEMIC PROGRAM MODIFICATION – A CHANGE TO THE PH.D. IN BIOLOGY ADMISSION STANDSRDS

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the academic program modification – a Change to the Ph.D. in Biology admission standards recommendation as contained in the Board materials for the September 16, 2021, Board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

iii. APPROVAL OF THE ACADEMIC PROGRAM MODIFICATION – A CHANGE TO THE M.S. IN PROFESSIONAL SCHOOL COUNSELING ADMISSION STANDARDS

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the academic program modification – a change to the M.S. in Professional School Counseling admission standards recommendation, as contained in the Board materials for the September 16, 2021, Board meeting, Trustee Pinnock seconded and the motion carried unanimously by roll call vote.

iv. APPROVAL OF AN ACADEMIC PROGRAM MODIFICATION – AN ADDITIONAL METHOD OF INSTRUCTION DELIVERY OF THE MASTER IN BUSINESS ADMINISTRATION VIA ONLINE

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve an academic program modification – an additional method of instruction delivery of the Master in Business Administration via online recommendation, as contained in the Board materials for the September 16, 2021, Board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

v. APPROVAL OF AN ACADEMIC PROGRAM MODIFICATION – AN ADDITIONAL METHOD OF INSTRUCTIONAL DELIVERY OF THE MASTER OF SCIENCE IN AGRICULTURAL SCIENCE VIA ONLINE

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve an academic program modification – an additional method of instruction delivery of the Master of Science in Agricultural Science via online recommendation, as contained in the Board materials for the September 16, 2021, Board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

vi. APPROVAL OF A NEW ACADEMIC PROGRAM – A GRADUATE CERTIFICATE IN HIGHER EDUCATION ADMINISTRATION LEADERSHIP

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve an academic program modification – a graduate certificate in Higher Education Administration Leadership recommendation, as contained in the Board materials for the September 16, 2021, Board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

vii. APPROVAL OF A NEW ACADEMIC PROGRAM – A GRADUATE CERTIFICATE IN PUBLIC HEALTH

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve an academic program modification – a graduate certificate in Public Health recommendation, as contained in the Board materials for the September 16, 2021, Board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

viii. APPROVAL OF ADDITIONAL AY 2020-2021 TENURE RECOMMENDATIONS

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the additional AY 2020-2021 Tenure recommendations, as contained in the Board materials for the September 16, 2021, Board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

Trustee Martin concluded the Academic and Student Affairs report.

Chair Cole thanked Trustee Martin and the Academic Affairs and Student Affairs Committee for their hard work.

F. EXECUTIVE COMMITTEE REPORT

Chair Cole stated that the Executive Committee met today to discuss and vote on specified Committee agenda items. The Committee voted to recommend to the full Board the approval of the June 17, 2021, Executive Committee meeting minutes, as contained in the Board materials for the September 16, 2021 Board meeting.

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

i. APPROVAL OF THE JUNE 17, 2021, EXECUTIVE COMMITTEE MEETING MINUTES

On behalf of the Executive Committee, Chair Cole moved to approve the minutes of the June 17, 2021, Executive Committee meeting, as contained in the Board materials for the September 16, 2021, Board meeting. Trustee Martin seconded the motion and it was approved by roll call vote.

Chair Cole concluded the Executive Committee report.

V. REPORT ON STUDENT HOUSING AND RESEARCH FUNDING

Chair Cole called on President Glover to present information regarding this agenda item, the report on Student Housing and Research Funding. President Glover first asked Dean Stevenson, Dean of Students and Associate VP for Student Affairs, to report on Student Housing.

Dean Stevenson shared that over the past 5 years, the housing need was at 105% over capacity. This year the housing need was 112% over capacity. He pointed out that among other factors, he was faced with the following: there were 1600 freshmen students; COVID protocols; and a last minute surge of applicants. There were 350 students added to a waiting list. Dean Stevenson stressed that with the completion of the new residence halls next fall, there will be an added 700 beds which will reduce this issue of over-capacity. These new halls will offer live and learn opportunities to our students. He thanked President Glover and the State Building Commission for approving the use of several off-campus facilities in order to house all the students. Rooms at several hotels were leased for this purpose.

Dean Stevenson shared that with the new Residence Halls, TSU will once again offer graduate housing, as well as year-round housing to our students. Several of our students have a need for year-round housing. He thanked the housing staff who “really leaned in” to ensure that all our students were accommodated.

President Glover thanked the Governor, the legislators and the State Building Commission for the swift action taken in assisting TSU. They added TSU to the meeting agenda and assisted us in getting the long-term lease signed with an off-campus vendor, so that we could accommodate all our students. She then called on VP Frances Williams to report on Research Funding.

Dr. Williams excitedly shared that the TSU faculty and staff were awarded a record \$70.7 million for FY2021. This represented a 28% increase over FY2020. She reminded the Board that in FY2020 the funding received was at \$55.2 million. She stated that this increase in grant and contract awards illustrated the growth of TSU as a research institution and demonstrates President Glover’s commitment to the scholarly achievement of our researchers. She thanked the faculty and staff for their hard work, even during a pandemic, in submitting the highest number of proposals. She also thanked the RSP staff for their diligence in working with supporting the investigators in getting these proposals submitted timely. Details of the awarded grants and contracts can be found on pages 130/131 of the Board materials dated September 16, 2021.

Chair Cole thanked President Glover, Dean Stevenson and Dr. Williams for their hard work and wonderful reports. She reiterated the increase in students and the increase in funded awards.

VI. PRESIDENT’S REPORT

Chair Cole congratulated President Glover for her recent appointment to the Airport Authority Board and stressed the significance of that appointment. She made mention of former TSU Trustee, Mr. Bill Freeman who was now Chairman of the Nashville Airport Authority Board. Chair Cole then recognized President Glover to present the President’s Report.

President Glover provided reports on various items contained in the board materials for the September 16, 2021, Board Meeting and her President’s report PowerPoint slides. She provided reports on: COVID-19 update including the fact that the university operated in-person this fall. Classes started on August 16th and will end by Thanksgiving. Classes are in a hybrid format, as well as in-person and online. All safety protocols including face masks, hand sanitizing, temperature checks and other health measures have been adhered to throughout the university. Tele-counseling services are available for students 24 hours per day, 7 days per week. COVID testing is being performed regularly and plexiglass desk shields were installed throughout the campus. Although TSU did not have a vaccination mandate, she indicated that the institution strongly stressed vaccinations among our students, staff and faculty. Almost 60% of students residing on campus had been vaccinated.

President Glover also noted that TSU offered gift cards as incentives to encourage vaccinations. Regarding SACSCOC, she shared that we have corrected all of the deficiencies noted on the audit reports. She stated that TSU has updated its financial processes and implemented proper training for both the University and the Foundation. The institution also made staffing and other organizational changes. President Glover announced that the follow-up report addressing standards 13.2 and 13.4, the two standards relating to the audits, would be submitted by September 30, 2021. She also provided updates on enrollment and recruitment, sharing that enrollment was up this year for both

graduate and undergraduate students. A retention plan was developed to assist and improve returning students. The CARES Act provided funding for paying off prior student balances and this helped with the returning students' numbers. She reminded the Board of the two new Residence Halls and the new Health Sciences building on campus. President Glover reiterated the record amount awarded for Grants and Research funded. She mentioned that TSU was the top HBCU receiving USDA funds from NIFA, and also the fact that TSU ranks in the top 5 HBCUs in receiving research funding. President Glover concluded with an update on the Land Grant funding that is owed to TSU. She shared that the report was submitted to the Joint Land Grant Institutions Funding Study Committee on September 1, 2021. The Committee had charged TSU, THEC, and the Commissioner of Finance to identify TSU's needs related to the funding arrears. Now that the report has been submitted, she stated that we were hoping that parts of the arrearage will be included in the budget for next year.

President Glover thanked everyone and the Board.

Chair Cole thanked President Glover for her report.

VII. BOARD CHAIR'S REPORT

Chair Cole again welcomed Trustee Bill Johnson to the Board, Coach Eddie George to TSU and VP Doug Allen as the new Vice President of Budget and Finance and any other new members of the TSU family. She thanked President Glover and the leadership team for all the new programs being introduced and recognized the Dr. Levi Watkins, Jr. Institute and its collaboration with Meharry Medical College. She also thanked the Foundation for its efforts relative to TSU.

VIII. ADJOURNMENT

Chair Cole moved to adjourn which was seconded by Trustee Corbeil. The motioned carried by roll call vote. The meeting was adjourned at 2:50 p.m. CDT.

**Tennessee State University
Board of Trustees**



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

Tennessee State University
Thursday, November 18, 2021
10:00 a.m. CST

Board Committee Meetings Via Zoom
Live Stream: www.tnstate.edu/board/livestream.aspx

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the September 16, 2021, Audit Committee Meeting Minutes
- IV. Review of Completed Internal and External Audits
- V. Review of Outstanding Audit Issues
- VI. Executive Session Discussion of Items Deemed Confidential Under State Law
- VII. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
September 16, 2021,
Audit Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 18, 2021

ITEM: Audit Committee Report - Approval of the September 16, 2021, Audit Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The document reflecting the minutes from the September 16, 2021, Audit Committee meeting is included in the November 18, 2021, Board materials.

MOTION: To approve the minutes from the Board of Trustees' September 16, 2021, Audit Committee meeting, as contained in the Board materials for the Board's November 18, 2021, meeting.

Meeting of the Tennessee State University Board of Trustees
Audit Committee Meeting
September 16, 2021
Tennessee State University – Electronic

MINUTES

Committee Members Present: Trustees Deborah Cole and Van Pinnock.

Other Board Members Present: Joseph W. Walker, III, Pam Martin, Andre Johnson, Steve Corbeil, Bill Johnson, and Tiara Thomas.

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost & Vice President for Academic Affairs; Douglas Allen, Vice President of Finance and Budget; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Dr. Frances Williams, Assoc. Vice President of Research & Sponsored Programs; and Terrence Izzard, Assoc. Vice President of Enrollment Management; Adrian Davis, Auditor and Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees.

I. CALL TO ORDER

Trustee Cole called the meeting to order at 9:43 a.m. CDT on September 16, 2021. Trustee Cole 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. The Committee found that there were various important matters that required immediate action by the Committee. Participation by electronic means was 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 was necessary for the safety of Board members, staff, and guests. Trustee Pinnock seconded and the motion carried.

II. ROLL CALL/DECLARATION OF A QUORUM

Trustee Cole asked Board Secretary Pendleton to call the roll. Board Secretary Pendleton called the roll. Present: Trustees Deborah Cole and Van Pinnock. A quorum was established.

III. APPROVAL OF THE JUNE 17, 2021, AUDIT COMMITTEE MEETING MINUTES

Trustee Cole moved to recommend to the full Board the approval of the minutes from the June 17, 2021, Audit Committee meeting, as contained in the September 16, 2021, Board materials. Trustee Pinnock seconded the motion, which carried.

Trustee Cole took time to thank Secretary Pendleton and Dr. Nicholas-Phillips for the preparation and timely delivery of the Board materials.

IV. REVIEW OF COMPLETED INTERNAL AND EXTERNAL AUDITS

Trustee Cole introduced the next item on the agenda, the review of completed internal and external audits. She then asked President Glover and Director of Internal Audit, Ms. Adrian Davis, to provide pertinent information related to this agenda item. The material is included in the September 16, 2021, Board Meeting packet. This was an informational and discussion item, so no vote was required.

President Glover called on Ms. Davis to report on this agenda item. Ms. Davis then stated that she had two internal audits and one external audit to discuss.

Director Davis reviewed the audit of expenditures generated by the Student Assistance Fund for the year ended June 30, 2021, as performed at the request of the Ohio Valley conference (OVC). Details of the review are outlined in the Board materials on pages #35 and #36. Upon completion of the audit, it was found that the Athletics Department had the appropriate controls in place to ensure that student-athletes were eligible to receive SAF benefits and that expenditures were in compliance with NCAA guidelines.

The Comptroller of the Treasury, Division of State Audit, issued a report related to its TSU 2020 Single Audit showing two findings. This follow-up review was to ascertain the current status of these findings. Director Davis stated that the first finding pertained to the Office of Financial Aid not adequately reconciling its Direct Loan records to the Direct Loan Servicing System's records. Details of this can be found in the Board materials on pages #40 and #41. The current status showed that the findings were not sufficiently corrected. Chair Cole commented that this needed to be corrected and all information should be presented to Director Davis in a timely manner. She also asked that another follow-up be conducted on this finding. The details of the finding condition and recommendations are outlined on pages #42 to #46 in the Board materials.

Trustee Cole expressed that she wanted these findings corrected and did not expect these to be presented again to the Board. She asked Director Davis to follow-up again with these areas and report at the next meeting. She specifically made that address to VP Doug Allen and to President Glover. Her dismay was that there was ample time to correct these findings and yet they persist.

President Glover assured her that corrections will be made and added that this area of responsibility was added to VP Allen as of September 1st. She was certain that VP Allen would be able to get all the corrections done and would work with Director Davis.

Director Davis shared that the Comptroller of the Treasury, Division of State Audit, had performed a financial and compliance audit of the financial statements and related notes on the financial statements of TSU and the TSU Foundation. The Division of Audit issued an unmodified audit opinion but with five audit findings. This resulted in the University's unaudited net position being decreased by \$423,537.25 and the Foundation's unaudited net position being increased by \$1,179,764.67. The five findings, recommendations and management's response are all outlined in the Board materials on pages #48 to #52.

Director Davis went on to share that the Division of State Audit was charging TSU with correcting these repeat findings and that management had taken necessary steps to do so. Several vacant positions were now filled with knowledgeable and competent personnel who would be responsible for the timely reconciliations of the statements, preparations of the financial statements and reporting. These positions were filled both at TSU and the Foundation.

Regarding the preparation of the current financial statements, the University did engage a reputable Accounting firm to assist with this matter.

A lengthy discussion followed with President Glover reiterating the steps that were taken to correct these deficiencies, which included hiring VP Doug Allen and several other key positions in the Business & Finance Division. She assured the Board that the findings from 2019 will not reoccur in the 2020 financial statements and in fact there will be “a marked change” in the way things will be reported.

VP Allen added that he recently brought on a Director for Student Collections, since this was a key area of concern. He also shared that the bank reconciliations were now current and will be reflected in the package being prepared for SACSCOC submission.

Trustee Cole thanked Director Davis and President Glover for the report. She stressed that she was aware of the extent of work that was done regarding the bank reconciliations and looks forward to moving ahead in this new direction.

V. REVIEW OF OUTSTANDING AUDIT ISSUES

Trustee Cole announced the next item on the agenda, the review of outstanding audit issues and asked President Glover to provide pertinent information related to this agenda item. The material is included in the September 16, 2021, Board Meeting packet. This was an informational and discussion item, so no vote was required.

President Glover again asked Director Davis to discuss this item as included in the Board Meeting packet. She pointed out that her office prepares a review of all outstanding audit issues which resulted from both internal and external audits. She shared that included in her report were the follow-up dates. A detail outline of these outstanding issues can be found on pages #55 to #57 in the Board materials. Director Davis stated that the purpose preparing this review was to meet the requirement of the Audit Committee. Trustee Pinnock added that this report was very helpful in keeping the Committee properly informed.

Trustee Cole thanked Director Davis for her report on this agenda item.

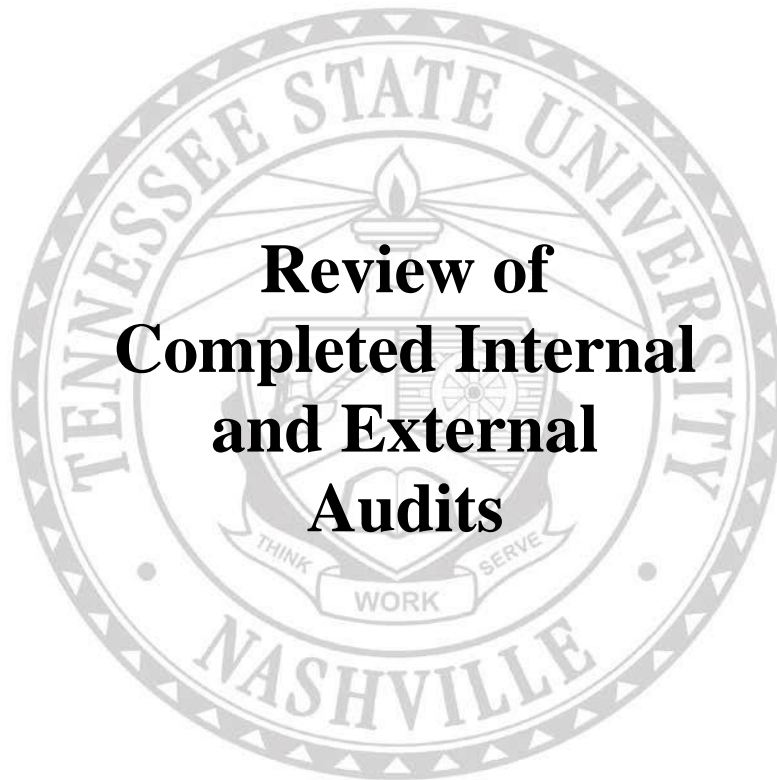
VI. EXECUTIVE SESSION FOR DISCUSSION OF ITEMS DEEMED CONFIDENTIAL UNDER STATE LAW

Trustee Cole moved for the Audit Committee to go into Executive Session to discuss items deemed confidential under State law. Trustee Pinnock seconded the motion, which was carried unanimously. The Committee then transitioned into the executive session.

VII. ADJOURNMENT

There was no further discussion. Trustee Cole moved to adjourn the meeting and the motion was seconded by Trustee Pinnock. The motion carried unanimously by roll call vote. The meeting was adjourned at 11:15 a.m. CDT.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 18, 2021

ITEM: Audit Committee Report – Review of Completed Internal and External Audits

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

Director of Internal Audit, Ms. Adrian Davis, President Glover and/or her designee will discuss the results of recent audits completed by the Tennessee State University Department of Internal Audit, including the audit of the financial statements for Tennessee State University and the Tennessee State University Foundation. The details of the audit findings will be discussed.



DEPARTMENT OF INTERNAL AUDIT

**Follow-up Report to the
Financial and Compliance Audit of
Tennessee State University
For the Fiscal Year Ended June 30, 2019**



November 1, 2021
Dr. Glenda Glover, President
Tennessee State University
3500 John A. Merritt Boulevard
Nashville, TN 37209-1561

Dear Dr. Glover:

Transmitted herewith is the Department of Internal Audit's report on our follow-up of the status of management's implementation of the audit recommendations for the findings included in the Division of State Audit's finance and compliance report for the fiscal year ended June 30, 2019. The review was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* issued by The Institute of Internal Auditors.

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

We wish to express our appreciation for the cooperation of university staff contacted during our review.

Sincerely,

Adrian R. Davis

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

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

Tennessee State University
Follow-up to the State Audit Report
For the Fiscal Year Ended June 30, 2019
Executive Summary

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| <p>Key Areas: Office of Business and Finance; Tennessee State University Foundation</p> | <p>Auditor: Adrian R. Davis, <i>CPA, CGFM</i> Director of Internal Audit Tennessee State University</p> |
| <p>Introduction: On August 13, 2021, the Comptroller of the Treasury, Division of State Audit, issued the audit report related to its financial and compliance audit of the financial statements and related notes to the financial statements of Tennessee State University for the fiscal year ended June 30, 2019. The report included five audit findings.</p> | |
| <p>Objective: The objective of this review was to determine whether adequate corrective actions have been taken to address the audit findings, implement the audit recommendations, and mitigate the risks that either errors or fraud could occur and not be detected in a timely manner.</p> | |
| <p>Findings:</p> <p>Finding 1: TSU management did not ensure staff performed key fiscal and financial reporting functions, which led to a pervasive breakdown of controls that resulted in errors in the financial statements and delays in required audits</p> <p>Current Status: Corrected</p> <p>Finding 2: As noted in the prior four audits, management needs to improve procedures for preparing and reviewing financial statements</p> <p>Current Status: Corrected</p> <p>Finding 3: As noted in the prior two audits, the university and foundation’s accounting records did not reconcile to the bank statements</p> <p>Current Status: Not Corrected; significant improvement made</p> <p>Finding 4: As noted in the prior two audits, the university did not perform adequate procedures for accounts receivable</p> <p>Current Status: Not Corrected; improvement made</p> <p>Finding 5: Tennessee State University did not provide adequate internal controls in four areas, including one area reported for the sixth consecutive audit {<i>Details are confidential per state law</i>}</p> <p>Current Status: Not Corrected; improvement made</p> | |

FINDINGS AND CURRENT STATUS

1. **FINDING:** TSU management did not ensure staff performed key fiscal and financial reporting functions, which led to a pervasive breakdown of controls that resulted in errors in the financial statements and delays in required audits.

- Management did not prepare timely financial statements.
- Management was unresponsive to the auditors' requests for audit data, which impacted the auditors' ability to perform the audit.
- For the sixth consecutive audit, TSU management had not implemented adequate internal controls in one area. In addition, management did not implement adequate internal controls in three additional areas for the current audit (see finding 5).
- For the fifth consecutive audit, TSU management did not have adequate procedures for preparing and reviewing the financial statements (see finding 2).
- For the third consecutive audit, the university and the foundation's accounting records did not reconcile to the bank statements (see finding 3).
- For the third consecutive audit, TSU management did not have adequate policies and procedures to collect accounts receivable (see finding 4).

CURRENT STATUS:

- Management submitted timely financial statements to the Tennessee Board of Regents on October 5, 2021. After addressing questions and comments from the Tennessee Board of Regents based on their review, revised financial statements and notes were submitted on October 15, 2021.
- The Division of State Audit will begin its audit of Tennessee State University in mid-November 2021. In connection with this audit, management of the university was provided with an extensive listing of items commonly requested during the audit process. The 7-page document lists the information needed for the audit of the financial statements, the audit of federal funds expended (Single Audit), and the agreed-upon procedures to be performed related to NCAA revenues and expenses. To ensure timely information is provided to auditors, management distributed the listing to all individuals responsible for providing necessary information included on the listing. Management plans to create a shared folder where the requested audit information will be uploaded and available for auditors. Management set a November 1, 2021 deadline for all individuals to provide requested information related to their respective areas.
- ****See the Current Status for the remaining items/findings below.**

2. **FINDING:** As noted in the prior four audits, management needs to improve procedures for preparing and reviewing financial statements

The university's financial statements were prepared by the former Associate Vice President for Accounting and Payroll. The Director of Fiscal Affairs for Institutional Advancement provided information included for the foundation. The financial statements for both the university and the foundation were the ultimate responsibility of the Vice President of Business and Finance. The

Director of Fiscal Affairs made several errors when preparing the foundation's financial statements and notes to the financial statements for the fiscal year ended June 30, 2019.

Management stated that the errors occurred because the Director of Fiscal Affairs did not take adequate care in preparing and reviewing the foundation's financial statements and notes. As noted in the prior four audits, it appears that rushing to meet financial reporting deadlines resulted in a lack of attention necessary to ensure compliance with accounting principles. In addition, the Director of Fiscal Affairs struggled with the information system and its recording of certain transactions, as well as the complexity of the foundation's investments.

CURRENT STATUS:

The university hired new staff members with extensive accounting experience to prepare and review the financial statements and notes to the financial statements for the fiscal year ended June 30, 2021. The university's financial statements were prepared by the Controller (hired November 2020). The foundation's financial statements were prepared by the Executive Director for Foundation Fiscal Operations (hired July 2021). The Vice President for Business and Finance reviewed the financial statements and notes to the financial statements for the university and foundation prior to their submission to the Tennessee Board of Regents.

3. **FINDING:** As noted in the prior two audits, the university and foundation's accounting records did not reconcile to the bank statements.

As noted in the prior three audits, Tennessee State University has written policies and procedures for completing bank reconciliations; however, they were not adequate. While current best practices recommend that management prepare and review bank reconciliations within 30 calendar days after month's end, TSU's policy states that reconciliations should be prepared and completed within 60 days after month's end. Even though TSU's policy allowed additional time, employees did not follow the policy. TSU Business Office personnel did not complete any monthly bank reconciliations for the fiscal year ended June 30, 2020.

In fall 2020, TSU management contracted with a CPA firm to reconcile fiscal year 2020 bank statements. On January 12, 2021, TSU received one combined bank reconciliation for the university operating account, university payroll account, and foundation operating account for the entire fiscal year ended June 30, 2020. This reconciliation included unreconciled foundation deposits in the general ledger totaling \$1,064,738.60 and unreconciled foundation disbursements totaling \$220,275.23. The reconciliation also included unresolved reconciling items of \$368,182.24 for the university. In addition, this reconciliation took into account the prior-audit adjustments that had not been made by management. Management examined the reconciliations to determine the cause of the adjusting amounts that existed at fiscal year-end. As of February 17, 2021, roughly 7 months after June 30, 2020, management was able to reconcile \$820,924.49 of the unreconciled foundation deposits of \$1,064,738.60. Management's examination also uncovered additional unresolved reconciling items for the foundation of \$138,360.96.

CURRENT STATUS:

The Division of State Audit stated that the university had not prepared any bank reconciliations during the fiscal year ended June 30, 2020. Management implemented procedures during fiscal year 2021 that included the preparation of monthly bank reconciliations. The university hired

experienced personnel in fiscal year 2021 to perform the university and foundation accounting functions. The newly-hired personnel prepared monthly reconciliations for the university and foundation operating accounts. An external CPA firm prepared one combined reconciliation (university operating account, university payroll account, foundation operation account) for the period July 2020 through February 2021. University and foundation personnel prepared individual monthly bank reconciliations beginning January 2021 for the foundation's operating account and March 2021 for the university's operating account.

The combined bank reconciliation prepared for the months July 2020 through February 2021 included several material reconciling items from the prior year and an unresolved plug amount. We did not receive a subsequent bank reconciliation that addressed the reconciling or unidentified items included in the combined reconciliation.

We obtained individual bank reconciliations for the foundation operating account for January 2021 through August 2021 and the university operating account for March 2021 through June 2021. The purpose of a bank reconciliation is to compare cash balances and activity according to the bank to the institution's accounting records and reconcile or follow up on any differences.

- The individual reconciliations compared/reconciled monthly activity per the bank and the accounting system.
 - There was no monthly reconciliation of the cash balance per the bank to the cash balance according to the institution's accounting records during this timeframe.
 - Beginning July 2021, the Foundation's operating account reconciliation documented the beginning and ending balances for the bank and the general ledger, respectively. There was no reconciliation of the ending bank balance to the ending book balance.
 - Bank reconciliations for the period July 2020 through February 2021 were not prepared within the best practices timeframe of 30 days after the month's end.
 - We were unable to determine if the bank reconciliations prepared after this period were timely. There was no signature or date for the preparer and reviewer of the subsequent monthly bank reconciliations.
4. **FINDING:** As noted in the prior two audits, the university did not perform adequate procedures for accounts receivable.

Our review of Tennessee State University's accounts receivable collection procedures revealed that the university did not consistently perform timely collection procedures and collection agency assignments. As accounts receivable cannot be written off until the university has exhausted all collection efforts, accounts receivable reported in the notes may not accurately reflect the amount that the university expects to collect.

At June 30, 2020, the university had 6,873 separate accounts receivable totaling \$26,818,896.40.

From that group, we selected the largest receivable, representing \$8.1 million, and 27 random accounts, representing \$84,600.93, subject to collection procedures. We did not note any problems with the largest receivable account, but for 20 of the 27 random student accounts

(74.1%), we could either find no evidence of collection efforts or the collection attempts and collection agency assignments were not timely based on the university's procedures during the period under audit. Also, 5 of 20 accounts totaling \$8,623 were returned from the second collection agency as 83 uncollectable and should have been submitted for write-off.

CURRENT STATUS:

We requested the 2021 year-end student accounts receivable listing. The listing included 9,855 separate accounts receivable totaling \$33,199,003.37 as of June 30, 2021. At October 20, 2021, the university had 9,557 separate accounts receivable totaling \$30,549,939.50.

We selected a sample of 25 accounts receivable balances from the listing of accounts receivable as of June 30, 2021. For students included in the sample, the last semester attended ranged from spring 2007 to spring 2021. Discussions with university management and review of the student accounts for these 25 student accounts receivable found that:

- 2 of these 25 balances were not valid as the student never attended the university. The receivables totaled \$225.
- For 18 of these 23 receivable accounts, which included students whose last semester attended was before the fall 2019 semester, management did not provide copies of the collection letters sent to the students.
 - Management did identify where 8 of the accounts were sent to one or more collection agencies. We could not determine if the placement was timely because we were not provided with placement dates.
- For 5 of these 23 receivable accounts, which included students whose last semester attended was from fall 2019 to spring 2021, management provided a copy of the collection letters sent during the applicable semester.
 - The collection attempts were made in accordance with university policy.
 - Management did not indicate if any of these accounts were sent to a collection agency after unsuccessful initial attempts to collect.

Our discussions with management and review of supporting documentation for the 25 student accounts revealed that the university is able to support due diligence performed for receivable balances incurred after the revised receivable policy went into effect on July 1, 2019. Over 70% of the university's student accounts receivable balance is related to student charges incurred prior to July 1, 2019. To further support management's assertion of compliance since July 1, 2019, we obtained the receivables aging schedule as of June 30, 2021. From this schedule, we selected a sample of 20 student receivables for review.

Management at Tennessee State University used federal funds received to address the impact of the COVID-19 pandemic to assist students in paying outstanding student balances incurred during COVID-related semesters (Spring 2020 through present) if the student re-enrolled at the university for the fall 2021 semester. Contrary to the university's policy which prohibits registration for a student with an outstanding prior semester balance, this decision allowed students with outstanding balances to re-enroll at the university. This also impacted our ability to determine compliance with the current receivables policy for the 20 selected account balances because collection procedures are not performed for currently enrolled students. While we were

unable to use the newly selected sample to support compliance with the receivables policy, our review of the 20 student accounts did reveal that management needs to review its student receivables account for invalid student receivables. Several account balances in the newly selected sample were charges that were not properly reversed for a student who registered but did not attend the university.

5. **FINDING:** Tennessee State University did not provide adequate internal controls in four areas, including one area reported for the sixth consecutive audit.

CURRENT STATUS: Management has corrected several issues cited by auditors and is strengthening controls in other areas.



**TENNESSEE
STATE UNIVERSITY**
DEPARTMENT OF INTERNAL AUDIT

**Details of External Audit Report -
Financial and Compliance Audit for the
Year Ended June 30, 2020**

**Tennessee State University
Department of Internal Audit
Executive Summary**

Introduction:

The Comptroller of the Treasury, Division of State Audit, performed a financial and compliance audit of the financial statements and related notes to the financial statements of Tennessee State University and the Tennessee State University Foundation. The audit was for the fiscal year ended June 30, 2020. The Division of State Audit issued an unmodified audit opinion (i.e., the financial statements for the university and foundation were fairly presented in accordance with generally accepted accounting principles in the United States). However, the report included seven audit findings. As a result of the audit, the university's unaudited net position remained unchanged and the foundation's unaudited net position decreased by \$113,075.38.

Finding Recommendations and Management's Responses:

1. **TSU management allowed a breakdown of controls that has resulted in errors in the financial statements, inadequate daily operations, and deficiencies in oversight of federal programs.**

Recommendation

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

Management's Response

We concur. As this finding is essentially a summary of the following findings, we refer you to our comments for findings 2-7. Additionally, the newly formed Executive Leadership Team of the Division of Business and Finance has established regular communication with members of the Tennessee Comptroller's office and is committed to meeting the financial and audit deadlines. Please see our responses to findings 2 through 7.

Reports developed in conjunction with our Office of Technology are currently being used to identify students who have withdrawn or stopped attending. These reports are reviewed weekly after census date each term, and the Return to Title IV calculation is performed for each student. These reports also help to identify and confirm if an enrolled student ever attended classes. (If it is determined the student never attended classes, this is not considered a Return of Title IV situation. For students in this category, all federal aid is cancelled.)

Beginning spring 2021, we will continue communicating monthly with the Tennessee State University Records Office and the Tennessee State University Financial Aid Office. Prior to the start of each term, the Assistant Vice President of Financial Aid confirms with the Registrar that any break of five

or more days has been recorded in the Banner system by Records Office personnel and any changes in start and end dates for the terms have been made prior to the start of classes.

Effective July 1, 2021, procedures regarding drawdown of federal funds will be modified. Instead of drawing down 100% of funds available at the time, the university will leave a cushion of approximately 10% not drawn down. This will help ensure that the university maintains compliance with returning Title IV funds to the Department of Education (ED) in a timely manner. The need to initiate refunds to ED should be greatly diminished as there will always be a cushion of funds that have not been drawn down.

Effective April 1, 2021, within the first 10 days of each month, the Assistant Director of Loans will reconcile the university's Direct Loan records to the Direct Loan Servicing System's records for the prior month. The reconciliation will be prepared using instructions in the Federal Student Aid Handbook. The Assistant Director of Loans will ensure that the reconciliations are documented and complete. Any identified variances will be investigated and resolved at the time of reconciliation. The Assistant Vice President of Financial Aid will review the completed monthly reconciliations and verify the accuracy and completeness of the reconciliations.

The Director of Financial Aid (or designee) and a member of the Business Office will review each reconciliation each month and at award year-end to ensure accuracy and completeness. This reconciliation and review will be documented and maintained for audit purposes. The Financial Aid Office and the Business Office will develop policies and procedures for the reconciliation process.

2. As noted in the prior five audits, management needs to improve procedures for preparing and reviewing financial statements.

Recommendation

As noted in the prior five audits, the new Vice President of Business and Finance should ensure improved communication and cooperation between all staff with accounting responsibilities and should ensure staff timely complete the information necessary to compile and review the financial statements and notes. The Vice President of Business and Finance should ensure all staff are properly trained and should institute procedures that ensure the accuracy, proper classification, and disclosure of information presented in the financial statements and the accompanying notes. These procedures should address the preparation of the financial statements and the notes, as well as the subsequent review process. Management should perform adequate reviews on the statements and the notes to mitigate the risk of errors. Management should ensure staff preparing and/or reviewing the financial statements have adequate knowledge of governmental accounting and reporting requirements to properly perform their responsibilities.

Management's Comment

We concur. Errors were made by inadequate personnel staff and that has been revamped with new staffing members with accounting experience and expertise. To ensure the specific errors documented in the audit finding do not recur, we are implementing necessary changes in processes and internal controls.

Additional personnel with the proper background in accounting and finance have been hired to specifically perform the accounting duties of the Foundation and to ensure the accuracy, proper classification, and disclosure of information presented in the financial statements and accompanying notes.

TSU management has undertaken several corrective measures to address Finding #1 and the related recommendations:

- Staffing Changes. To address the deficiencies and issues contained in the audit report, the Division of Business and Finance (Division) overtook significant staffing changes, including effectuating staff departures and the hiring of new personnel to ensure TSU has corrected understaffing issues, and have a professional and experienced team to implement and follow the policies, procedures, and actions required to address the deficiencies reflected in Finding #1.
- Key Senior Personnel Hired. The personnel changes and hires include the hiring of a new Vice President for Business and Finance, who is a CPA with extensive experience in managing financial services-related staff in a state university system; the hiring of an experienced Controller with significant experience in the Tennessee Board of Regents system in managing accounting functions (including bank reconciliations) and preparing financial statements; and the hiring of a new Director of Grants Accounting with several years of management and grants accounting experience.
- Additional Personnel Hired/Personnel Changes. We have also hired a Director of Foundation Accounting and a Director of General Accounting and Financial Reporting. TSU also converted three Business and Finance positions to accountants and will be adding a fourth accountant by the end of fiscal year 21. Each accountant has been assigned specific duties that must be completed on a monthly basis.
- Organizational Structure Changes. The Division's organizational structure has been modified to create a Controller position. The Director of Foundation Accounting position now reports directly to the Controller.
- Retained CPA Firm. TSU retained the services of a reputable CPA firm to assist with preparation and submission of outstanding financial statements and bank reconciliations.
- Training. TSU personnel have solicited and received input on training information to upgrade the practices for Business and Finance financial related personnel. Business and Finance staff members completed trainings in several different areas, including the use of Banner and the running of various processes and reports. In addition, two staff members completed two days of government accounting and auditing training that was recommended by peer institutions. Additional trainings have occurred and are ongoing on accounting processes. In addition, TSU continues to use the services of a reputable CPA firm to assist with questions as processes are evaluated and updated.

The accounting for transactions is now being maintained monthly by the Director of Foundation Accounting to ensure that year-end adjustments are minimal. The Director of Foundation Accounting prepares the foundation financial statements and notes timely so that the Executive Director of the Foundation and Fiscal Operations now reviews them to ensure completion and accuracy.

Additional personnel have also been hired to specifically perform the accounting duties of the university and to ensure the accuracy, proper classification, and disclosure of information presented

in the financial statements and accompanying notes. The accounting for transactions is being maintained monthly by the General Accounting staff; which has been staffed with experienced personnel. It is supervised by the Director of General Accounting to ensure that year-end adjustments are minimal. The General Accounting team prepares the university financial statements and notes timelier now so that the Director of General Accounting can review them to ensure completion and accuracy.

In addition, the Controller and the Vice President for Business and Finance reviews the final year-end financial statements and notes of the university and foundation to ensure completion and accuracy.

Management will continue to ensure staff preparing and/or reviewing the financial statements have the adequate knowledge of governmental accounting and reporting requirements to properly perform their responsibilities.

- 3. As noted in the prior three audits, the university's and the university foundation's accounting records did not reconcile to the bank statements.**

Recommendation

Each month, Business Office personnel should prepare and review separate bank account reconciliations for each bank statement, soon after receiving the bank statements but no later than 30 days after the end of the month. Bank reconciliation policies should be updated to require TSU Business Office personnel to perform reconciliations within 30 days. Once those policies are modified as needed, management should ensure TSU staff follow them consistently and are properly trained to complete the reconciliations. Management should investigate the unresolved differences between cash per the bank and cash per the accounting records and determine whether fraud or error caused the differences. After making necessary adjustments to the accounting records, management should forward the results of this examination to the Comptroller of the Treasury.

Management's Comment

We concur. Each month, business office personnel prepares and reviews separate bank reconciliations for each bank account. Currently bank reconciliations are performed within 10-60 days. We are refining the policy to complete reconciliations within 30 days soon after receiving the bank statements but no later than 30 days after the end of the month. Management are investigating the unresolved differences between cash per bank and cash per the accounting records to determine the bases for the differences. Management is then making necessary adjustments to the accounting records. Additional care has been taken to ensure that all banking transactions are recorded in the general ledger.

New staff members have been trained on how to properly and timely perform bank reconciliations. TSU staff members have undergone additional training to prepare and complete bank reconciliations in a timely manner. Staff from other areas of the university and/or temporary external personnel will be secured to assist with bringing the university's bank reconciliations to current and complete status if necessary.

- 4. As noted in the prior three audits, university personnel did not perform adequate collection procedures for accounts receivable.**

Recommendation

Management should ensure that policies are clear about what is expected of staff and that policies do not contain language that is in contrast to current practice. Management should also ensure that staff perform collection efforts timely and that the tracking system maintains documentation of when staff sent billing and collection letters. Management should provide oversight and review of the collection process to ensure that staff complete each step properly. When the university has exhausted its collection efforts, management should submit the receivables for write-off. After the write-off of accounts receivable is approved, management should remove them from the accounting records, thus reducing the amount of gross receivables reported in the notes to the financial statements.

Management's Comment

We concur. The Associate Vice President for Financial Services worked with the Bursar's Office to write up-to-date policies and procedures for collection of accounts receivable. This updated policy was approved at the November 19, 2020, Tennessee State University Board of Trustees Meeting. The updated policy includes: 1) a schedule defining delinquent periods; 2) the timing of collection letters; 3) when an account should be considered in default; 4) a statement concerning when the account should be sent to a collection agency after the final collection letter has been sent and the debtor has not responded; and 5) a statement regarding the retention of collection records.

Members of the newly formed Executive Leadership Team of the Division of Business and Finance will work with Bursar's Office Staff to ensure that collection efforts are timely and to develop an efficient tracking system that maintains documentation of when collection letters are mailed. In addition, a dedicated position has been created as of August 2021 to focus primarily on collection of accounts receivable. This position will ensure that staff perform collection efforts timely, and that the tracking system maintains documentation of when collection letters are mailed. This position will meet with the Business and Finance Executive Staff monthly to ensure progress is made.

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

Recommendation

The Registrar's Office and the Financial Aid Office should follow federal regulations. Although the Registrar's Office is responsible for entering the number of days, including breaks, in the period of enrollment into the Banner information system, the Financial Aid Office should verify that the Registrar's Office entered the information correctly. Management should ensure that the Financial Aid Office reperforms all return of Title IV funds calculations and makes necessary corrections to student and federal fund accounts for the 2019–2020 academic year. Management should ensure that the Registrar's Office communicates any status changes to the Financial Aid Office.

Management's Comment

Management concurs with the finding. To ensure that the university is in compliance with federal regulations regarding Title IV funds, the following actions will be taken:

- Necessary adjustments will be made to student accounts identified during the performance of the audit for differences not considered immaterial by auditors. Tennessee State University Office of Financial Aid staff will make the corrections by March 15, 2021.

- Reports developed in conjunction with our Office of Technology are currently being used to identify students who have withdrawn or stopped attending. These reports are reviewed weekly after census date each term, and the Return to Title IV calculation is performed for each student. These reports also help to identify and confirm if an enrolled student ever attended classes. (If it is determined the student never attended classes, this is not considered a Return of Title IV situation. For students in this category, all federal aid is cancelled.)
- Beginning spring 2021, we will continue to remove aid for students identified as having never attended. Notification will be made to the Records Office and the Bursars Offices. The Records Office is responsible for the removal of any classes for which the student was enrolled but never attended. Further, Records Office will update Clearinghouse regarding student's enrollment status. The Bursar's Office staff will determine whether the student owes any funds back to the university. If there is a balance owed, the Records Office will not remove enrolled classes until the student returns any outstanding funds.
- Beginning spring 2021, we will continue communicating monthly with the Tennessee State University Records Office and the Tennessee State University Financial Aid Office. Prior to the start of each term, the Assistant Vice President of Financial Aid confirms with the Registrar that any break of five or more days has been recorded in the Banner system by Records Office personnel and any changes in start and end dates for the terms have been made prior to the start of classes.
- Effective July 1, 2021, procedures regarding drawdown of federal funds will be modified. Instead of drawing down 100% of funds available at the time, the University will leave a cushion of approximately 10% not drawn down. This will help ensure that the University maintains compliance with returning Title IV funds to the Department of Education (ED) in a timely manner. The need to initiate refunds to ED should be greatly diminished as there will always be a cushion of funds that have not been drawn down.

6. The Financial Aid Office did not adequately reconcile its Direct Loan records to the Direct Loan Servicing System's records, as required by federal regulations, and did not resolve discrepancies timely.

Recommendation

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

Management's Comment

Management concurs with the finding. Effective April 1, 2021, within the first 10 days of each month, the Assistant Director of Loans will reconcile the university's Direct Loan records to the Direct Loan Servicing System's records for the prior month. The reconciliation will be prepared using instructions in the *Federal Student Aid Handbook*. The Assistant Director of Loans will ensure that the reconciliations are documented and complete. Any identified variances will be investigated and

resolved at the time of reconciliation. The Assistant Vice President of Financial Aid will review the completed monthly reconciliations and verify the accuracy and completeness of the reconciliations.

The Director of Financial Aid (or designee) and a member of the Business Office will review each reconciliation each month and at award year-end to ensure accuracy and completeness. This reconciliation and review will be documented and maintained for audit purposes. The Financial Aid Office and the Business Office will develop policies and procedures for the reconciliation process.

- 7. Tennessee State University did not provide adequate internal controls in three areas, including one area reported for the seventh consecutive audit.**

Recommendation

The President should ensure that management across the university's various departments thoroughly evaluate the details of this finding and collaborate to correct these conditions by promptly developing and effectively implementing internal controls in these areas. Management should implement effective controls to address the risks noted in this finding, update the risk assessment as necessary, and take action if deficiencies occur. As part of this process, management should assign staff to continually monitor risks and assess mitigating controls.

Management's Comment

We concur. We have either corrected the issues or are in the process of correcting the issues brought to our attention.



Follow-up Review
Tennessee State University 2020 Single Audit

UPDATED



October 29, 2021

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

Dear Dr. Glover:

We recently issued a follow-up report on management's actions taken in response to the audit findings included in the Division of State Audit's *Tennessee State University 2020 Single Audit Report* for the year ended June 30, 2020. The results of our review determined that management had not taken the appropriate steps to ensure that the findings were corrected. The TSU Audit Committee requested that we provide an update on management's actions taken to correct the findings included in the Single Audit report. This review was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* issued by The Institute of Internal Auditors.

The results of our subsequent follow-up review are in the attached report.

We appreciate the cooperation and assistance of university personnel during our review.

Sincerely,

Adrian R. Davis

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

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

**Tennessee State University Department of Internal Audit
Follow-up Review
TSU Single Audit Report FY 2020
Executive Summary**

| | |
|---|---|
| Key Areas: Office of Financial Aid; Office of the Registrar | Auditor: Adrian R. Davis, <i>CPA, CGFM</i> , Director of Internal Audit |
| <p>Introduction: The Comptroller of the Treasury, Division of State Audit, issued a report related to its <i>Tennessee State University 2020 Single Audit</i>. The report included two audit findings. On August 24, 2021, we reported on the corrective actions taken by management to address the findings included in the report. It was determined that management had not adequately addressed the findings. This report presents the current status of management’s actions taken to address the issues cited in the two findings.</p> | |
| <p>Objective: The objective of this review was to determine whether adequate corrective actions have been taken to address the audit findings.</p> | |
| <p>Scope: The audit included a review of the current status of actions taken by Tennessee State University management to correct deficiencies reported by the Division of State Audit for the fiscal year ended June 30, 2020.</p> | |
| <p>State Audit Findings:</p> <p>Finding 1: The Financial Aid Office did not adequately reconcile its Direct Loan records to the Direct Loan Servicing System’s records, as required by federal regulations, and did not resolve discrepancies timely.</p> <p>Finding 2: Tennessee State University did not return Title IV funds in compliance with federal regulations.</p> | |
| <p>Conclusions:</p> <p>Finding 1 - Management in the Office of Financial Aid has not implemented all recommended corrective actions to ensure that the finding is corrected. Management did ensure that monthly reconciliations are documented. Management did not ensure that the reconciliations are accurate and complete and that differences are timely resolved.</p> <p>Finding 2- Management in the Office of Financial Aid has not implemented all recommended corrective actions to ensure that return of Title IV fund calculations are accurate. Management ultimately corrected erroneous return calculations prepared for the fall 2021 semester and ensured that returns were made within the required 45-day timeframe.</p> | |

FINDINGS AND CURRENT STATUS

1. **The Financial Aid Office did not adequately reconcile its Direct Loan records to the Direct Loan Servicing System's records, as required by federal regulations, and did not resolve discrepancies timely.**

State Audit Recommendation

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

Results from August 24, 2021 Follow-Up Report

We requested the monthly Direct Loan reconciliations prepared during the fiscal year ended June 30, 2021 from management. We were provided with four of the 12 required monthly reconciliations prepared during the fiscal year. The reconciliations were not accompanied with enough supporting documentation to allow us to determine if they were complete.

CURRENT STATUS

We obtained monthly Direct Loan reconciliations for August 2020 through September 2021, excluding August 2021. The September 2021 reconciliation supported there being no August 2021 Direct Loan disbursements.

Our review of the monthly reconciliations provided found:

- The reconciliations were not accurate and complete
 - Five of the reconciliations were not accompanied by both original reports from the Department of Education and the Banner system to support the completeness of the reconciliations.
 - The January 2021 reconciliation included the September 2020 reconciliation listings.
 - The November 2020 reconciliation supported there being Direct Loan disbursements in October 2020. The December 2020 reconciliation supported there being Direct Loan disbursements in November 2020 and December 2020.
- Identified differences were not always timely resolved each month.
 - The September 2020 and October 2020 reconciliations were the same. Non-reconciling disbursement totals would not repeat in the following month if corrections were made in the preceding month.
 - The July 2021 reconciliation included differences for disbursements made as early as August 2020.

The *2021-2022 Federal Student Aid Handbook*, Volume 4, page 4-138, states “A school has completed its monthly reconciliation when all differences between the Direct Loan SAS and the school’s internal records (Direct Loan system, financial aid office, and business office system) have been resolved or documented and the school’s ending cash balance is zero. Schools should clearly outline their method of documentation in both business office and financial aid office procedures.” Page 4-139, states, “Each month you should identify, resolve, and document all discrepancies...”

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

State Audit Recommendation

The Registrar’s Office and the Financial Aid Office should follow federal regulations. Although the Registrar’s Office is responsible for entering the number of days, including breaks, in the period of enrollment into the Banner information system, the Financial Aid Office should verify that the Registrar’s Office entered the information correctly. Management should ensure that the Financial Aid Office reperforms all return of Title IV funds calculations and makes necessary corrections to student and federal fund accounts for the 2019-2020 academic year. Management should ensure that the Registrar’s Office communicates any status changes to the Financial Aid Office.

Results from August 24, 2021 Follow-Up Report

We obtained a population of 208 Title IV financial aid recipients who officially or unofficially withdrew from all classes at the university during the fiscal year ended June 30, 2021. We selected for testing a sample of 40 students from this population of Title IV aid recipients. We reperformed the return of Title IV funds calculations for these 40 students who withdrew during the fall 2020 and spring 2021 semesters.

For the 40 Title IV financial aid recipients included in our sample, we found that:

- The amount of Title IV funds returned for 6 of these 40 (15%) Title IV financial aid recipients was not accurate. The university calculated a total return of \$9,614 for these 6 students. The corrected total for the 6 students is \$12,077, which is a difference of \$2,463.
- The calculated return amount for 20 of the 40 (50%) Title IV financial aid recipients selected for testing was not returned within the required timeframe. Management returned Title IV funds from 48 to 321 days after the students withdrew, which is from 3 to 276 days late.
 - Unearned funds for 16 of these 20 recipients were returned from 48 to 70 days after the student withdrew, which is from 3 to 25 days late.
 - Unearned funds for 4 of these 20 recipients were from 171 to 321 days after the student withdrew.
 - These 4 Title IV aid recipients are those mentioned above for whom management needed to correct the return calculation.

CURRENT STATUS

On October 5, 2021, we obtained the listing of students that withdrew during the fall 2021 semester. There were 32 Title IV aid recipients included in the listing. It was determined that a return of Title IV calculation was required to be performed for 23 of these 32 students. Our review of the return calculations for these 23 students found that:

- ❖ Management in the Office of Financial Aid did not ensure that the semester start and end dates were accurate prior to performing the return of Title IV calculations for 9 of these 23 students. In response to the COVID-19 pandemic, university management determined that the fall 2021 semester would conclude on November 24, 2021. The fall 2021 semester was originally scheduled to end on December 3, 2021. Management did not ensure that the dates were updated in the university's student information system before preparing the return of Title IV calculations on September 22, 2021.
 - Once it was brought to their attention, management corrected the 9 return calculations. The remaining 14 reconciliations were also performed after the semester start and end dates were corrected.
 - Management in the Office of Financial Aid did ensure that the Title IV funds for the 23 withdrawn students were returned within the required 45-day timeframe.



Audit of
President's Expense Schedules
for the fiscal year ended June 30, 2021



October 28, 2021

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

Dear Chairwoman Cole:

Enclosed is the internal audit report of the expenses of the Office of the President for Tennessee State University for the fiscal year ended June 30, 2021. This audit is required by Tennessee Code Annotated, Title 49, Chapter 7. The objectives of the audit were to determine compliance with state statutes and institutional policies regarding expenses and to identify and report all expenses for the fiscal year that were made by, at the direction of or for the benefit of the president regardless of the funding source.

The audit revealed no significant statutory or policy violations, material omissions from the expense reports or deficiencies in internal controls.

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

Sincerely,

Adrian R. Davis

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

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

Tennessee State University
Audit of President's Expenses
For the Fiscal Year July 1, 2020 – June 30, 2021

| President | Dr. Glenda Baskin Glover | Internal Auditor | Adrian R. Davis, <i>CPA, CGFM</i> , Director of Internal Audit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|-------------------------|---|-------------------|--|--|----------------------|-------------------|-----------------|--------------|-------------------|--|--|--|--|---------------------|------------|------|------|------------|-------------------------|-------|---|---|-------|------------------------------|-----|---|---|-----|-----------------------------------|---------|---|---|---------|---------------------|---|---|---|---|--|---|-------|--------|--------|-----------------------------|--------|---|---|--------|----------------------------|--|--|--|--|---------------------|---------|---|---|---------|---|-------|---|---|-------|-----------------------|-------------------|-----------------|------------------|-------------------|
| Objectives | To comply with Tennessee Code Annotated, Title 49, Chapter 7, by performing an internal financial audit of the Office of the President for the fiscal year July 1, 2020 to June 30, 2021; to determine compliance with state statutes and institutional policies regarding expenses; and to identify and report all expenses made by, at the direction of or for the benefit of the President regardless of the funding source. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scope | The audit included all accounts under the direct budgetary control of the President, whether funded by institutional funds, foundation funds or external sources and other accounts as necessary. The audit was conducted in accordance with the <i>International Standards for the Professional Practice of Internal Auditing</i> , issued by the Institute of Internal Auditors and included tests of the accounting records and such other auditing procedures considered necessary. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Analysis | <p>The following is a summary by funding source of (1) certain expenses made by, at the direction of, or for the benefit of the President, and (2) salary and benefits and any other operating expenses for the President's office during the fiscal year ended June 30, 2021:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="text-align: right; border-bottom: 1px solid black;"><i>Institutional</i></th> <th style="text-align: right; border-bottom: 1px solid black;"><i>Foundation</i></th> <th style="text-align: right; border-bottom: 1px solid black;"><i>External</i></th> <th style="text-align: right; border-bottom: 1px solid black;">Total</th> </tr> </thead> <tbody> <tr> <td colspan="5">President:</td> </tr> <tr> <td>Salary and Benefits</td> <td style="text-align: right;">\$ 389,063</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 389,063</td> </tr> <tr> <td>Discretionary Allowance</td> <td style="text-align: right;">5,000</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td>Other Allowances (longevity)</td> <td style="text-align: right;">800</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">800</td> </tr> <tr> <td>Salary, Benefits & Other Payments</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">394,863</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">-</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">-</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">394,863</td> </tr> <tr> <td>Travel (Schedule A)</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Business Meals and Hospitality (Schedule B)</td> <td style="text-align: right;">-</td> <td style="text-align: right;">7,178</td> <td style="text-align: right;">29,282</td> <td style="text-align: right;">36,460</td> </tr> <tr> <td>Other Expenses (Schedule C)</td> <td style="text-align: right;">22,399</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">22,399</td> </tr> <tr> <td colspan="5">President's Office:</td> </tr> <tr> <td>Salary and Benefits</td> <td style="text-align: right;">272,527</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">272,527</td> </tr> <tr> <td>Other Expenses (supplies, copies, etc.)</td> <td style="text-align: right;">6,026</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">6,026</td> </tr> <tr> <td>Total Expenses</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$ 695,815</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$ 7,178</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$ 29,282</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$ 732,275</td> </tr> </tbody> </table> <p>Additional Disclosures:</p> <p>Discretionary Allowance – The President was provided a discretionary spending allowance. Use of the allowance was not included in tests performed during the audit because the President elected for it to be paid as taxable income.</p> <p>Housing – The President is provided the use of a residence. Costs to maintain the home are paid by the university and totaled \$13,396 for the period.</p> <p>External Sources – This report includes the cost of items provided, paid, or reimbursed by external sources for the benefit of the President.</p> | | | | | | <i>Institutional</i> | <i>Foundation</i> | <i>External</i> | Total | President: | | | | | Salary and Benefits | \$ 389,063 | \$ - | \$ - | \$ 389,063 | Discretionary Allowance | 5,000 | - | - | 5,000 | Other Allowances (longevity) | 800 | - | - | 800 | Salary, Benefits & Other Payments | 394,863 | - | - | 394,863 | Travel (Schedule A) | - | - | - | - | Business Meals and Hospitality (Schedule B) | - | 7,178 | 29,282 | 36,460 | Other Expenses (Schedule C) | 22,399 | - | - | 22,399 | President's Office: | | | | | Salary and Benefits | 272,527 | - | - | 272,527 | Other Expenses (supplies, copies, etc.) | 6,026 | - | - | 6,026 | Total Expenses | \$ 695,815 | \$ 7,178 | \$ 29,282 | \$ 732,275 |
| | <i>Institutional</i> | <i>Foundation</i> | <i>External</i> | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| President: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Salary and Benefits | \$ 389,063 | \$ - | \$ - | \$ 389,063 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Discretionary Allowance | 5,000 | - | - | 5,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Allowances (longevity) | 800 | - | - | 800 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Salary, Benefits & Other Payments | 394,863 | - | - | 394,863 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Travel (Schedule A) | - | - | - | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Business Meals and Hospitality (Schedule B) | - | 7,178 | 29,282 | 36,460 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Expenses (Schedule C) | 22,399 | - | - | 22,399 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| President's Office: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Salary and Benefits | 272,527 | - | - | 272,527 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Expenses (supplies, copies, etc.) | 6,026 | - | - | 6,026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Expenses | \$ 695,815 | \$ 7,178 | \$ 29,282 | \$ 732,275 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | |
|-------------------------------------|---|-------------------|-----|
| Observations | No issues were noted. | | |
| Questioned Costs | None | Recoveries | N/A |
| Conclusion | The objectives of the audit of the expenses of the Office of the President for Tennessee State University for the fiscal year July 1, 2020 through June 30, 2021 were achieved. The audit revealed no significant statutory or policy violations, material omissions from the expense reports or deficiencies in internal controls. The supplemental schedules included with this report fairly represent the expenses of the President's office. | | |
| Restriction on Use of Report | <i>This report is intended solely for the internal use of the Tennessee State University Board of Trustees and Tennessee State University. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be approved by the TSU Audit Committee and Tennessee State University Office of Internal Audit, and handled in accordance with institutional policies; however, this report is a matter of public record.</i> | | |

Tennessee State University
Schedule A- Travel Expenses for the President
For the Period July 1, 2020 to June 30, 2021

| Description | <i>President's Budgetary Accounts</i> | | | Total |
|--|---------------------------------------|-------------------|-------------------------|--------------|
| | Institutional | Foundation | External Sources | |
| (None) | \$ - | \$ - | \$ - | \$ - |
| Total Travel Expenses for the President | \$ - | \$ - | \$ - | \$ - |

Tennessee State University
Schedule B- Business Meals & Hospitality for the President
For the Period July 1, 2020 to June 30, 2021

| Description | <i>President's Budgetary Accounts</i> | | | Total |
|--|---------------------------------------|-------------------|-------------------------|------------------|
| | Institutional | Foundation | External Sources | |
| Aramark (President's Hospitality Account 2020-2021) | \$ - | \$ - | \$ 29,282 | \$ 29,282 |
| Levy Restaurant at Nissan Stadium (Catering for suites - Tennessee Titans football games) | - | 7,178 | - | 7,178 |
| Total Business & Meals & Hospitality Expenses | \$ - | \$ 7,178 | \$ 29,282 | \$ 36,460 |

Tennessee State University
Schedule C - Other Expenses for the President
For the Period July 1, 2020 to June 30, 2021

| Description | <i>President's Budgetary Accounts</i> | | Total |
|--|---------------------------------------|-------------------|------------------|
| | Institutional | Foundation | |
| Holmes Pest Control (pest control services during the fiscal year) | \$ 925 * | \$ - | \$ 925 |
| Johnson Controls Security Solutions (alarm system installation and services) | 9,682 * | | 9,682.00 |
| Proctor and Graves Service Co LLC (HVAC maintenance and inspection) | 1,890 * | | 1,890.00 |
| Lowe's Home Centers LLC (supplies for the President's home) | 88 * | | 88.00 |
| Staples Advantage Inc (miscellaneous supplies for President's home) | 811 * | | 811.00 |
| Arlene Nicholas Phillips (reimbursement for purchase of plaque) | 28 | | 28.00 |
| Women in Higher Education in Tennessee (institutional membership) | 425 | | 425.00 |
| Women Corporate Directors (membership dues) | 500 | | 500.00 |
| The Community Foundation of Middle Tennessee (membership dues) | 500 | | 500.00 |
| Nashville Area Chamber of Commerce (Partnership 2020 Initiative) | 5,000 | | 5,000.00 |
| Brand Lamb (graphic design service) | 300 | | 300.00 |
| Thurgood Marshall College Fund (membership dues) | 1,250 | | 1,250.00 |
| ESP Education & Leadership Institut (full-page ad) | 1,000 | | 1,000 |
| Total Other Expenses for the President | \$ 22,399 | \$ - | \$ 22,399 |

* Expense for the President's home

**Tennessee State University
Board of Trustees**



**Review of
Outstanding
Audit Issues**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: November 18, 2021

ITEM: Audit Committee Report – Review of Outstanding Audit Issues

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

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

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

Director of Internal Audit, Ms. Adrian Davis, and President Glover and/or her designee will discuss the outstanding audit issues.

Tennessee State University
 Department of Internal Audit
 Audit Issues Outstanding as of November 1, 2021

INTERNAL AUDITS

| | Audit Issues | Status |
|-----------|---------------------------------------|----------------------------|
| 2/12/2021 | Follow-Up Review of Admissions | <i>Testing in Progress</i> |

The university did not always obtain required immunization history records for applicable newly admitted and readmitted students registered for full-time enrollment during the spring 2021 semester

| | | |
|-----------|---|---|
| 2/11/2021 | Audit of TSU Department of Human Resources | <i>Follow-up to begin December 2021</i> |
|-----------|---|---|

1. Management did not provide the required U.S. Citizenship and Immigration Services (USCIS) Form I-9, Employment Eligibility Verification, for 1 of 44 employees selected for testing. In addition, forms were not completed in the required timeframe for 15 of 44 employees selected for testing.
2. Management did not ensure that employee performance evaluations for approximately 50% of non-faculty personnel were submitted to the Tennessee State University Department of Human Resources for inclusion in employees' personnel file folders during the fiscal year ended June 30, 2020.
3. Details of noncompliance in the area of Pre-Employment Screening/Employee Background Checks was determined to be confidential pursuant to Section 10-7-504(i), Tennessee Code Annotated.
4. University management did not provide us with a copy of the signed Employee Confidentiality Agreement for 1 of 44 employees tested.

| | | |
|-----------|---|---|
| 2/11/2021 | Follow-Up Review of Federal Work-Study Timesheets- Fall 2020 | <i>Follow-up to begin February 2022</i> |
|-----------|---|---|

1. For 6 of 14 (43%) timesheets selected for detailed review, we found where the students performed FWS duties during scheduled class hours for at least one day during the month(s) under review.
2. For 8 of the 40 (20%) timesheets reviewed, the students worked more than 20 hours a week for at least one week while classes were in session.
3. For 2 of the 8 (25%) timesheets reviewed where the student worked in excess of 6 hours for at least one day in the month, we found where the student did not take the required minimum 30-minute unpaid rest/meal break.
4. A net overpayment of \$599.10 was paid to 9 of the 17 students whose timesheets were selected for review. The related supervisor did not ensure that documented time worked was accurately calculated.

Audit Issues

Status

| | | |
|-----------|---------------------------------------|--|
| 3/19/2021 | Student Housing Revenue Review | <i>Follow-up to begin March 2022</i> |
|-----------|---------------------------------------|--|

1. During the fall 2020 and spring 2021 semesters, management in the Department of Residence Life and Housing posted approximately \$100,000 in adjustments to the housing and/or meal plan charges on student accounts for charges incurred in previous fiscal years ranging from fall 2016 to spring 2020. While the charges did not relate to the fiscal year under review, the charges impact the revenue amounts to be reported for the fiscal year ending June 30, 2021.
2. Details of noncompliance in the area of Pre-Employment Screening/Employee Background Checks was determined to be confidential pursuant to Section 10-7-504(i), Tennessee Code Annotated.

| | | |
|-----------|-------------------------|---|
| 3/19/2021 | Foundation Gifts | <i>Testing to Begin December 2021</i> |
|-----------|-------------------------|---|

1. The Former Director of Fiscal Affairs did not ensure that gifts received in the Office of the Tennessee State University Foundation were always timely deposited during the period under review. For 1 of 13 daily deposits tested, daily gifts were not taken to the Office of the Bursar to be deposited within 1 business day. The funds were deposited three business days late.
2. The Former Director of Fiscal Affairs did not ensure that gifts deposited into the bank account of the Tennessee State University Foundation were always recorded or timely recorded during the period under review. For 46 of 66 (60.7%) bank deposits selected for testing, the deposits were either not recorded or not recorded within 10 days of the receipt of the donated funds.
3. The Former Director of Fiscal Affairs did not ensure that donated funds were always spent in accordance with donor intent. For 12 of 212 (5.67%) scholarship recipients selected for testing, the awarded students did not meet the documented awarding criteria as determined by the donor.

EXTERNAL AUDITS

| Report Date | Audit Issues | Status |
|-------------|---|---|
| 9/21/2020 | Division of State Audit, Financial & Compliance Audit, Endowment For Educational Excellence at the Tennessee State University Foundation for the Fiscal Year Ended June 30, 2018 | <i>Awaiting reports for FY 2019 and FY 2020</i> |

As noted in the prior two audits, management needs to improve procedures for preparing and reviewing financial statements

| | | |
|-----------|--|---|
| 3/29/2021 | Division of State Audit, Financial & Compliance Audit, Tennessee State University Single Audit 2020 | <i>Follow-Up Report Issued 08/24/2021</i> |
|-----------|--|---|

1. Tennessee State University did not return Title IV funds in compliance with federal regulations
2. The Financial Aid Office did not adequately reconcile its Direct Loan records to the Direct Loan Servicing System's records, as required by federal regulations, and did not resolve discrepancies timely

Subsequent Follow-Up Issued 10/29/2021

| | | |
|-----------|--|--|
| 9/29/2021 | Division of State Audit, Financial & Compliance Audit, Tennessee State University for the Fiscal Year Ended June 30, 2019 | <i>Follow-Up Report Due 03/29/2021</i> |
|-----------|--|--|

1. TSU management allowed a breakdown of controls that has resulted in errors in the financial statements, inadequate daily operations, and deficiencies in oversight of federal programs
2. As noted in the prior five audits, management needs to improve procedures for preparing and reviewing financial statements
3. As noted in the prior three audits, the university and the university foundation's accounting records did not reconcile to the bank statements
4. As noted in the prior three audits, university personnel did not perform adequate collection procedures for accounts receivable
5. Tennessee State University did not return Title IV funds in compliance with federal regulations
6. The Financial Aid Office did not adequately reconcile its Direct Loan records to the Direct Loan Servicing System's records, as required by federal regulations, and did not reconcile discrepancies timely
7. Tennessee State University did not provide adequate internal controls in three areas, including one area reported for the seventh consecutive audit

**Tennessee State University
Board of Trustees**



**Executive Session –
Discussion of Items
Deemed Confidential
under State Law**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: November 18, 2021

ITEM: Audit Committee Report – Executive Session. Discussion of
Items Deemed Confidential under State Law

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

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

**Tennessee State University
Board of Trustees**



**Finance and Budget
Committee Report**

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

Tennessee State University
Thursday, November 18, 2021
11:00 a.m. CST

Board Committee Meetings Via Zoom
Live Stream: www.tnstate.edu/board/livestream.aspx

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the September 16, 2021, Finance and Budget Committee Meeting Minutes
- IV. Approval of Fiscal Year 2022 Institutional Revised Budget
- V. Capital Planning and Facilities Update
- VI. Report on CARES Act Funding
- VII. Finance and Budget Report
- VIII. Report on Federal HBCU Funding
- IX. Update on Enrollment
- X. Report on Institutional Development
- XI. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
September 16, 2021,
Finance and Budget
Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 18, 2021

ITEM: Approval of the September 16, 2021, Finance and Budget Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance and Budget Committee, Trustee Richard Lewis

The document reflecting the minutes from the September 16, 2021, Finance and Budget Committee meeting is included in the November 18, 2021, Board materials.

MOTION: To approve the minutes from the Board of Trustees' September 16, 2021, Finance and Budget Committee meeting, as contained in the Board materials for the Board's November 18, 2021, meeting.

**Tennessee State University Board of Trustees
Finance and Budget Committee Meeting
September 16, 2021
Tennessee State University. Electronic**

MINUTES

Committee Member Present: Trustees Steve Corbeil and Andre Johnson.

Other Board Members Present: Deborah Cole, Terrence Izzard, Pam Martin, Bill Johnson, Van Pinnock, Tiara Thomas, and Joseph W. Walker, III.

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost and Vice President for Academic Affairs; Doug Allen, Vice President for Finance and Budget; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Dr. Frances Williams, Assoc. Vice President of Research & Sponsored Programs; Terrence Izzard, Assoc. Vice President of Enrollment Management and Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees.

I. CALL TO ORDER

Trustee Corbeil called the meeting to order at 11:17 a.m. CDT on September 16, 2021. 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 A. Johnson seconded and the motion carried unanimously by roll call vote.

II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at the Committee chair’s request. Present: Trustees Steve Corbeil and Andre Johnson. A quorum was established.

III. APPROVAL OF THE JUNE 17, 2021, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Corbeil moved to recommend to the full Board the approval of the minutes from the June 17, 2021, Finance and Budget Committee meeting, as contained in the September 16, 2021, Board materials. Trustee A. Johnson seconded the motion, which carried unanimously by roll call vote.

IV. UNIVERSITY BUDGET UPDATE

Trustee Corbeil introduced the next agenda item as the University Budget Update. This was an informational item so no vote was required. Trustee Corbeil asked President Glover or her designee to report on this agenda item. President Glover called on VP Douglas Allen to report on this item.

VP Allen directed the Committee to page # 71 of the Board materials for September 16, 2021 and proceeded to review the information related to incoming funds, expenditures, and transfers. VP Allen asked if there were any questions related to the university budget. Trustee Corbeil stated that his impression was that the university is on track despite the timing issues related to receipt of some funds. VP Allen confirmed that the university is in a good place and has a \$115,000 surplus as of August 31, 2021.

Trustee A. Johnson then asked for the status of the university's COVID funds and the Committee chose to move on to the Report on CARES Act Funding.

V. REPORT ON CARES ACT FUNDING

Trustee Corbeil introduced the next agenda item, the Report on Cares Act Funding, and VP Allen continued his presentation by directing the Committee to page #81 of the Board materials for September 16, 2021 and then discussed the use of the CARES Act funds. This was an informational item so no vote was required. President Glover asked VP Allen to remark on CARES Act funds currently earmarked. VP Allen reported that the university has earmarked funds for technology for classrooms, students, and faculty members; student balances in the fall 2021 semester; scholarships; auxiliary housing; and PPE equipment.

After questions from Trustee A. Johnson and Trustee Pinnock, VP Allen clarified that CARES Act funds are one-time funds which are used for needs outside of normal operating costs and are not used to balance the university's budget. There were no further questions or comments.

VI. CONSTRUCTION AND FACILITIES UPDATE

Trustee Corbeil introduced the Construction and Facilities Update agenda item. This was an informational item so no vote was required. Trustee Corbeil asked President Glover or her designee to report on this agenda item. President Glover called on VP Douglas Allen to report on this item.

VP Allen directed the Committee to pages #76 and #77 in the Board materials for September 16, 2021, and proceeded to review the progress of the tornado recovery project and the university's new residence hall. Trustee Corbeil asked for a status report on the engagement of minority and women-owned contractors for new projects and Dr. Glover invited Dr. Curtis Johnson to provide an update. Dr. Curtis Johnson provided information as to the percentage of minority and women-owned contractors working on TSU projects.

Trustee Walker thanked VP Allen for the details included in his presentation to the Committee. Trustee Martin asked Dr. Curtis Johnson for clarification as to how minority business owners are identified. Dr. Curtis Johnson and President Glover provided information as to the identification of minority business owners through the State's list and by the university through vendor education efforts.

Trustee Corbeil asked if there were any additional questions about the Construction and Facilities Update. There were no additional questions and Trustee Corbeil thanked VP Allen for his presentation.

VII. FINANCE AND BUDGET REPORT

Trustee Corbeil introduced the next agenda item as the Finance and Budget report. This was an informational item so no vote was required. Trustee Lewis asked President Glover or her designee to report on this agenda item. President Glover once again called on VP Douglas Allen to report on this item.

VP Allen discussed three items: the financial statements including the FY19 audit and the university's corrective plan; financial planning and operations matters to be revisited in November with further information on budget preparation and CARES Act funding; and satisfaction of the SACSCOC accreditation standards.

Trustee A. Johnson asked VP Allen how the university will ensure future audits are timely and issue-free. VP Allen responded with information about President Glover's initiative to hire the right personnel to handle the audits, the university's policies and procedures, and in-house training. Trustee Cole commented that the Board has made it clear that past audit issues will not be repeated.

Trustee Corbeil thanked VP Allen for the timely information provided and the details included.

VIII. UPDATE ON ENROLLMENT, MARKETING AND STUDENT RECRUITMENT PLAN

Trustee Corbeil introduced the next agenda item as the Update on Enrollment, Marketing and Student Recruitment. This was also an informational item so no vote was required. Trustee Corbeil asked President Glover or her designee to report on this agenda item. President Glover called on Mr. Terrence Izzard to report on this item

Mr. Izzard reported that both undergraduate and graduate student enrollment is currently increased as a collective result of faculty, students, staff, and administration, under the leadership of President Glover. Mr. Izzard thanked President Glover for her vision, tenacity and passion to ensure that TSU students continue to matriculate despite the pandemic. Mr. Izzard also thanked TSU recruiters, admissions associates, enrollment specialists, student support team, and new student program team. Mr. Izzard noted that the Board materials included preliminary enrollment numbers and provided an updated total enrollment of 8,077 students. Total enrollment at this time last year was 6,715. Mr. Izzard then directed the Committee to the September 16, 2021, Board materials for further comparisons of enrollment numbers. Mr. Izzard reported that recruitment for fall 2022 has already begun with over 2,000 applicants and highlighted the recruitment efforts as described in the September 16, 2021, Board materials. Finally, Mr. Izzard pointed to the strategic priorities for recruitment and retention in fall 2022: focusing on in-state students, marketing and promoting the opening of the new dormitory, enhancing technological infrastructure and data analytics, and promoting dynamic new academic programs. Trustee Cole commented on the tremendous media coverage at Meharry regarding the Levi Watkins Institute initiative.

Trustee Corbiel thanked Mr. Izzard and his team for the great job they are doing and noted that the Board will want to talk more about student retention in the future. Trustee Martin commented that the university has had issues in the past with customer service and would like to ensure that the topic is elevated moving forward. Trustee Thomas also commented on customer service stating that customer services efforts by TSU staff are key to retaining juniors and seniors.

Trustee B. Johnson asked Mr. Izzard to provide data in his next report about applicant conversion/customer acquisition costs.

Trustee Corbiel then thanked Mr. Izzard for the report and asked if there were any additional comments from or business for the Committee. Seeing none, Trustee Corbiel asked for a motion to adjourn the meeting and Trustee A. Johnson moved to adjourn the meeting. Trustee Corbiel then seconded which carried by roll call vote. The meeting was adjourned at 12:12 p.m. CDT.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 18, 2021

ITEM: Approval of Fiscal Year 2022 Institutional Revised Budget

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance and Budget Committee, Trustee
Richard Lewis

Background Information:

TSU Policy 4:01:00:00 (*Budget Control*) recognizes budgeting as the process whereby the plans of the University are translated into an itemized, authorized, and systematic plan of operation, expressed in dollars, for a given period. This policy also recognizes that a budget is a plan and that circumstances may necessitate revisions or changes to the original plan from time to time. To that end, the University submits three detailed budgets for approval each fiscal year.

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

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

The purpose of this agenda item is to consider approval of the *Revised Budget* for Fiscal Year 2021-22. Due to increased enrollment the revised budget includes an upward adjustment in revenues of \$13.0 million and an increase in operating expenses of \$9.1 million. There were no adjustments for mandatory debt service principal and interest payments of \$3.7 million. Non-mandatory transfers for auxiliary services decreased by \$1.1 million. The net effect of these changes results in a projected increase in our overall fund balance of \$1.4 million.

MOTION: To approve the Fiscal Year 2022 Institutional Revised Budget, as contained in the Board materials for the Board’s November 18, 2021, meeting.

FORM I

TENNESSEE STATE UNIVERSITY

SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

| | Actual 2020-21 | July 1 Budget 2021-22 | October 31 Budget 2021-22 | Percent Change Over Actual |
|---|--------------------|-----------------------------|---------------------------------|----------------------------------|
| Unrestricted Current Fund Balances at Beginning of Period: | | | | |
| 0505 Allocation for Encumbrances | 3,196,683 | 580,590 | 3,922,600 | 22.71% |
| 0510 Allocation for Working Capital | 9,219,298 | 219,600 | 8,743,100 | -5.17% |
| 0515 Special Allocations | 6,894,442 | 5,399,220 | 7,844,000 | 13.77% |
| 0520 Unallocated Balance | (13,130,937) | - | (15,644,400) | 19.14% |
| Total Balances | <u>6,179,486</u> | <u>6,199,410</u> | <u>4,865,300</u> | -21.27% |
| Revenues | | | | |
| A. Educational and General | | | | |
| 1005 Tuition and Fees | 56,430,019 | 68,513,200 | 77,068,700 | 36.57% |
| 1015 State Appropriations | 41,056,400 | 42,126,200 | 42,166,200 | 2.70% |
| 1025 Federal Grants and Contracts | 4,246,260 | 4,500,000 | 4,500,000 | 5.98% |
| 1030 State Grants and Contracts | 2,381 | 33,000 | 33,000 | 1285.72% |
| 1035 Local Gifts, Grants and Contracts | 5 | - | - | -100.00% |
| 1040 Private Gifts, Grants and Contracts | 57,819 | 47,000 | 47,000 | -18.71% |
| 1045 Foundation Gifts | - | 25,000 | 25,000 | |
| 1050 Sales & Services of Educ. Depts. | 5,254 | 84,300 | 84,300 | 1504.49% |
| 1055 Sales & Services of Other Activities | 3,550,067 | 5,971,200 | 8,014,500 | |
| 1060 Other Sources | 11,046,548 | 5,730,000 | 5,730,000 | |
| Total Educ. & General | <u>116,394,754</u> | <u>127,029,900</u> | <u>137,668,700</u> | 18.28% |
| B. Sales/Svs Aux Enterprises | | | | |
| 1505 B. Sales/Svs Aux Enterprises | <u>27,436,154</u> | <u>26,534,900</u> | <u>28,957,000</u> | 5.54% |
| Total Revenues | <u>143,830,908</u> | <u>153,564,800</u> | <u>166,625,700</u> | 15.85% |

TENNESSEE STATE UNIVERSITY

SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

| | Actual 2020-21 | July 1 Budget 2021-22 | October 31 Budget 2021-22 | Percent Change Over Actual |
|--|--------------------|-----------------------------|---------------------------------|----------------------------------|
| Expenditures | | | | |
| A. Education & General Expenditures | | | | |
| 2000 Instruction | 55,551,466 | 61,029,500 | 64,498,500 | 16.11% |
| 2500 Research | 1,880,908 | 2,259,400 | 2,539,800 | 35.03% |
| 3000 Public Service | 1,733,962 | 2,387,900 | 2,434,400 | 40.40% |
| 3500 Academic Support | 8,348,041 | 10,610,400 | 11,142,900 | 33.48% |
| 4000 Student Services | 14,601,225 | 17,331,800 | 20,677,800 | 41.62% |
| 4500 Institutional Support | 12,452,638 | 12,180,200 | 13,066,300 | 4.93% |
| 5000 Operation & Maint. of Plant | 14,963,191 | 13,614,600 | 14,088,500 | -5.85% |
| 5500 Scholarships & Fellowships | 5,701,192 | 5,222,500 | 5,246,500 | -7.98% |
| | <u>115,232,623</u> | <u>124,636,300</u> | <u>133,694,700</u> | 16.02% |
| Educ. & Gen. Expenditures | | | | |
| Mandatory Transfers | | | | |
| 6005 Principal & Interest | <u>2,476,344</u> | <u>2,364,900</u> | <u>2,364,900</u> | -4.50% |
| Total Mandatory Transfers | <u>2,476,344</u> | <u>2,364,900</u> | <u>2,364,900</u> | -4.50% |
| Non-Mandatory Transfers for: | | | | |
| 6505 Transfers to Unexpended Plant Fund | - | - | - | 0.00% |
| 6507 Transfers to Renewal and Replacement | - | 150,000 | 150,000 | 0.00% |
| 6510 Other Transfers | - | - | - | 0.00% |
| 6511 Transfers from Unexpended Plant Fund | - | - | - | -100.00% |
| 6512 Transfers from Renewal and Replacement | - | - | - | 0.00% |
| 6515 Transfers from Other Funds | - | - | - | 0.00% |
| Total Non-Mandatory Transfers | <u>-</u> | <u>150,000</u> | <u>150,000</u> | 0.00% |
| Total Education and General | <u>117,708,967</u> | <u>127,151,200</u> | <u>136,209,600</u> | 15.72% |

TENNESSEE STATE UNIVERSITY

SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

| | Actual 2020-21 | July 1 Budget 2021-22 | October 31 Budget 2021-22 | Percent Change Over Actual |
|---|--------------------|-----------------------------|---------------------------------|----------------------------------|
| B. Auxiliary Enterprises Expenditures | | | | |
| 7005 Auxiliary Enterprises Expenditures | 17,402,476 | 22,325,500 | 25,887,400 | 48.76% |
| Mandatory Transfers for: | | | | |
| 7505 Principal and Interest | 1,389,372 | 1,313,900 | 1,313,900 | -5.43% |
| Total Mandatory Transfers | <u>1,389,372</u> | <u>1,313,900</u> | <u>1,313,900</u> | -5.43% |
| Non-Mandatory Transfers for: | | | | |
| 8005 Transfers to Unexpended Plant Fund | 8,021,306 | 1,928,700 | 667,800 | -91.67% |
| 8007 Transfers to Renewal and Replacement | 623,000 | 966,800 | 1,087,900 | 74.62% |
| 8010 Other Transfers | - | - | - | 0.00% |
| 8015 Transfers from Unexpended Plant | - | - | - | 0.00% |
| Total Non-Mandatory Transfers | <u>8,644,306</u> | <u>2,895,500</u> | <u>1,755,700</u> | -79.69% |
| Total Auxiliary Enterprises | <u>27,436,154</u> | <u>26,534,900</u> | <u>28,957,000</u> | 5.54% |
| Total Expenditures & Transfers | <u>145,145,121</u> | <u>153,686,100</u> | <u>165,166,600</u> | 13.79% |
| Unrestricted Current Fund Balances at End of Period: | | | | |
| 8505 Allocation for Encumbrances | 3,922,585 | 530,890 | 296,651 | -92.44% |
| 8510 Allocation for Working Capital | 8,743,122 | 200,000 | 200,000 | -97.71% |
| 8515 Special Allocations | 7,843,999 | 5,347,220 | 5,827,749 | -25.70% |
| 8520 Unallocated Balance | (15,644,427) | - | - | -100.00% |
| Total Balances | <u>4,865,279</u> | <u>6,078,110</u> | <u>6,324,400</u> | 29.99% |

INSTITUTE OF AGRICULTURAL AND ENVIRONMENTAL RESEARCH
SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

| | Actual 2020-21 | July Budget 2021-22 | October Budget 2021-22 |
|---|-------------------|---------------------------|------------------------------|
| Unrestricted Current Fund Balances at Beginning of Period: | | | |
| 0505 Allocation for Encumbrances | 123,375 | 470,000 | 119,690 |
| 0510 Allocation for Working Capital | - | 100,000 | - |
| 0515 Special Allocations | 143,154 | 238,580 | 143,810 |
| 0520 Unallocated Balance | 5,245,641 | - | 7,741,330 |
| Total Balances | <u>5,512,170</u> | <u>808,580</u> | <u>8,004,830</u> |
| Revenues | | | |
| A. Educational and General | | | |
| 1015 State Appropriations | 4,793,700 | 4,860,100 | 4,858,100 |
| Total Revenues | <u>4,793,700</u> | <u>4,860,100</u> | <u>4,858,100</u> |
| Expenditures | | | |
| A. Education & General Expenditures | | | |
| 2500 Research | 2,301,032 | 4,545,680 | 12,140,000 |
| Educ. & Gen. Expenditures | <u>2,301,032</u> | <u>4,545,680</u> | <u>12,140,000</u> |
| Mandatory Transfers | | | |
| 6005 Principal & Interest | - | - | - |
| 6010 Renewals & Replacements | - | - | - |
| Total Mandatory Transfers | <u>-</u> | <u>-</u> | <u>-</u> |
| Non-Mandatory Transfers for: | | | |
| 6505 Transfers to Unexpended Plant Fund | - | - | - |
| 6507 Transfers to Renewal and Replacement | - | - | - |
| 6510 Other Transfers | - | - | - |
| 6511 Transfers from Unexpended Plant Fund | - | - | - |
| Total Non-Mandatory Transfers | <u>-</u> | <u>-</u> | <u>-</u> |
| Total Education and General | <u>2,301,032</u> | <u>4,545,680</u> | <u>12,140,000</u> |
| Total Expenditures & Transfers | <u>2,301,032</u> | <u>4,545,680</u> | <u>12,140,000</u> |
| 8405 Prior Period Adjustments | - | - | - |
| Unrestricted Current Fund Balances at End of Period: | | | |
| 8505 Allocation for Encumbrances | 119,693 | 480,000 | 480,030 |
| 8510 Allocation for Working Capital | - | 100,000 | - |
| 8515 Special Allocations | 143,811 | 243,000 | 242,900 |
| 8520 Unallocated Balance | 7,741,334 | - | - |
| Total Balances | <u>8,004,838</u> | <u>823,000</u> | <u>722,930</u> |

SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

| | Actual 2020-21 | July Budget 2021-22 | October Budget 2021-22 |
|---|-------------------|---------------------------|------------------------------|
| Unrestricted Current Fund Balances at Beginning of Period: | | | |
| 0505 Allocation for Encumbrances | 387,009 | 430,100 | 276,780 |
| 0510 Allocation for Working Capital | - | 150,000 | - |
| 0515 Special Allocations | 111,105 | 185,260 | 112,370 |
| 0520 Unallocated Balance | 2,231,736 | - | 2,933,080 |
| Total Balances | 2,729,850 | 765,360 | 3,322,230 |
| Revenues | | | |
| A. Educational and General | | | |
| 1015 State Appropriations | 3,745,700 | 3,867,200 | 5,685,100 |
| Total Revenues | 3,745,700 | 3,867,200 | 5,685,100 |
| Expenditures | | | |
| A. Education & General Expenditures | | | |
| 3000 Public Service | 3,153,322 | 5,189,200 | 8,123,030 |
| Educ. & Gen. Expenditures | 3,153,322 | 5,189,200 | 8,123,030 |
| Mandatory Transfers | | | |
| 6005 Principal & Interest | - | - | - |
| 6010 Renewals & Replacements | - | - | - |
| Total Mandatory Transfers | - | - | - |
| Non-Mandatory Transfers for: | | | |
| 6505 Transfers to Unexpended Plant Fund | - | (1,000,000) | - |
| 6507 Transfers to Renewal and Replacement | - | - | - |
| 6510 Other Transfers | - | - | - |
| 6511 Transfers from Unexpended Plant Fund | - | - | - |
| Total Non-Mandatory Transfers | - | (1,000,000) | - |
| Total Education and General | 3,153,322 | 4,189,200 | 8,123,030 |
| Total Expenditures & Transfers | 3,153,322 | 4,189,200 | 8,123,030 |
| 8405 Prior Period Adjustments | - | - | - |
| Unrestricted Current Fund Balances at End of Period: | | | |
| 8505 Allocation for Encumbrances | 276,781 | 150,000 | 449,950 |
| 8510 Allocation for Working Capital | - | 100,000 | 150,000 |
| 8515 Special Allocations | 112,371 | 193,360 | 284,250 |
| 8520 Unallocated Balance | 2,933,076 | - | - |
| Total Balances | 3,322,228 | 443,360 | 884,200 |

FORM I

TENNESSEE STATE UNIVERSITY FORESTRY

SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

| | Actual 2020-21 | July Budget 2021-22 | October Budget 2021-22 |
|---|-------------------|---------------------------|------------------------------|
| Unrestricted Current Fund Balances at Beginning of Period: | | | |
| 0505 Allocation for Encumbrances | - | 5,055 | - |
| 0515 Special Allocations | 5,967 | 9,945 | 6,000 |
| 0520 Unallocated Balance | 722,565 | - | 823,300 |
| Total Balances | 728,532 | 15,000 | 829,300 |
| Revenues | | | |
| A. Educational and General | | | |
| 1015 State Appropriations | 201,100 | 207,800 | 207,800 |
| Total Revenues | 201,100 | 207,800 | 207,800 |
| Expenditures | | | |
| A. Education & General Expenditures | | | |
| 2500 Research | 100,323 | 207,300 | 1,026,710 |
| Educ. & Gen. Expenditures | 100,323 | 207,300 | 1,026,710 |
| Total Education and General | 100,323 | 207,300 | 1,026,710 |
| Total Expenditures & Transfers | 100,323 | 207,300 | 1,026,710 |
| 8405 Prior Period Adjustments | - | - | |
| Unrestricted Current Fund Balances at End of Period: | | | |
| 8505 Allocation for Encumbrances | - | 5,110 | - |
| 8515 Special Allocations | 6,033 | 10,390 | 10,390 |
| 8520 Unallocated Balance | 823,276 | - | - |
| Total Balances | 829,309 | 15,500 | 10,390 |

**Tennessee State University
Board of Trustees**



**Capital Planning
and Facilities
Update**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: November 18, 2021

ITEM: Capital Planning and Facilities Update

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Finance and Budget Committee, Trustee Richard Lewis

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

Background Information:

TORNADO RECOVERY

Several projects are currently in the design or construction phase. TSU is working with the TBR and the insurance adjuster to complete each project and make TSU whole from the tornado losses.

Temporary Greenhouses

The permanent greenhouse rebuilding project is over 9 months from completion. Because of this, TSU has worked with the insurance adjuster to build a temporary greenhouse to support TSU's agricultural research and avoid losing another growing/planting season. The temporary greenhouse is currently near completion and it is expected to be substantially completed within the next few weeks.

Animal Shelter

Most animal shelters have been completed and are being used. A few larger shelters remain, and we expect their completion within the next 4 weeks.

Fence Repairs

Pasture fence installation is near completion, but has stalled due to issues with the contractor's schedule. We are currently working with the contractor to come back to complete the project. We are anticipating two additional weeks to complete the project once the contractor is back on site.

Wetlands Cleanup

Hand cleanup of the wetlands has been completed. We are still waiting for the Department of Environmental Quality to issue the necessary permit to use equipment to complete the cleanup.

Greenhouses

All three Greenhouses have been designed and bid. We are currently working with the insurance company before issuing contracts.

Ag Pavilion

Bidding documents are out for bids. We anticipate bids will be received within the next 4 weeks.

Ag Education Building

Bidding documents are out for bids. We anticipate bids will be received within the next 4 weeks.

General Services Building

A new temporary roof was recently installed. The bids for the new roof were received and approved by the insurance company. Contract will be awarded to the low bidder within the next few weeks.

Other Farm Structures

Hoop Houses; Poultry Building rebuilt; Education Building at Poultry Site; Hay Storage Building: no report at this time.

ELECTRICAL LOOP REPAIRS (Electrical Master Plan)

TSU and NES are currently working to finalize the Memorandum of Understanding (MOU). TSU Legal office, VP of Business and Finance, and President Glover will be reviewing this document before the document is finalized.

NEW RESIDENCE HALL

Under construction with expected completion summer 2022. Project is currently on budget and within schedule. Work continues inside and outside the structure.

NEW FOOD SCIENCE BUILDING

This project was issued for bids in early spring, but the bid numbers were over our budget by roughly \$3 million dollars. The project scope was reduced, and the project was rebid, but even with substantial reductions, the rebid costs were still over \$2.5 million over our budget. It is believed that the cost overruns are the result of COVID 19 in the construction industry due to labor shortages, and approximately 45% cost increase of some building materials.

The project has been “shelved” until the fall 2021, when it may be rebid, hoping that the COVID 19 effects have levelled off. – **PROJECT IS STILL ON HOLD**

QUARTERLY DISCLOSURE PROJECTS

TSU will be disclosing the following projects for FY 21-22 3rd Quarter:

New Athletics Support and Operations Building

New pre-engineered building to house support spaces for TSU Athletic programs (Football Operations). The new building will provide spaces for team / athlete’s meetings, offices, locker rooms, sports medicine / trainer spaces, athletes lounge, and equipment storage.

New building and the opinion of probable cost is \$1,600,000 - (Gifts and Plant Funds)

Tennessee State University

Board of Trustees



**Report on
CARES Act Funding**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: November 18, 2021

ITEM: Report on CARES Act Funding

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Finance and Budget Committee, Trustee Richard Lewis

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

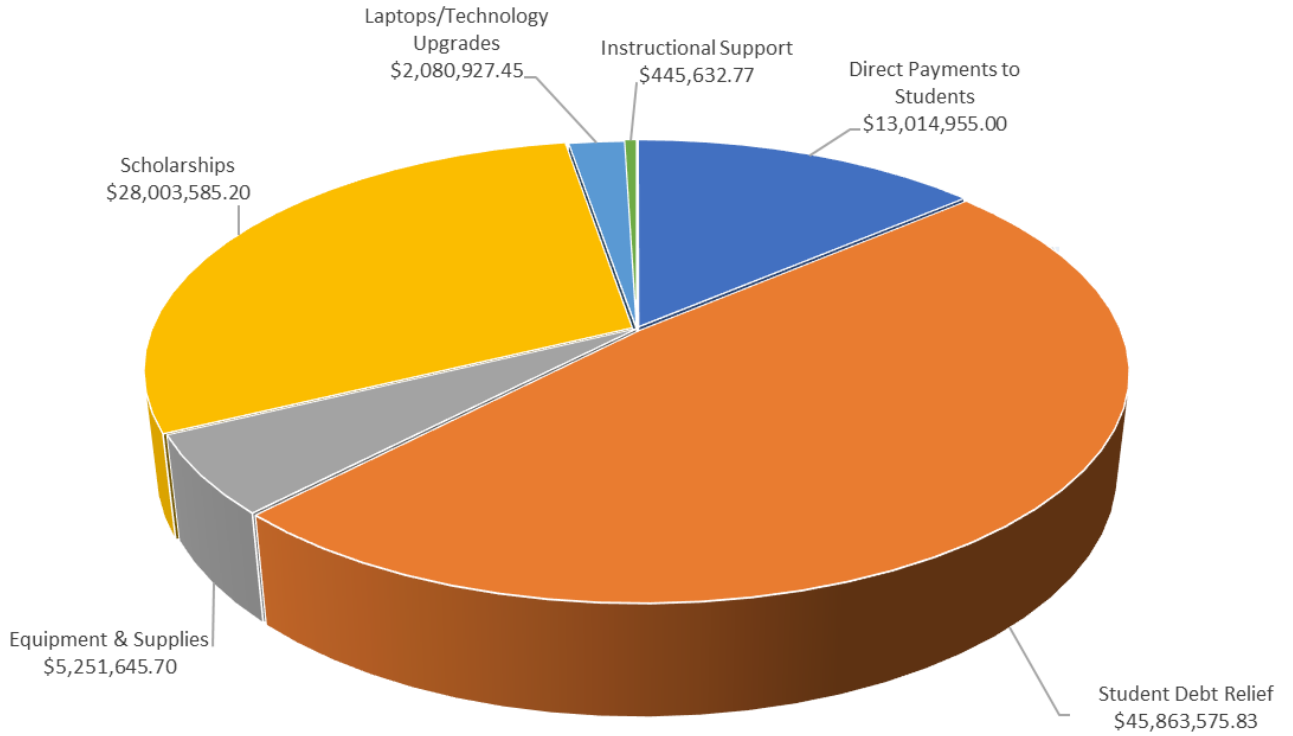
TENNESSEE STATE UNIVERSITY
Higher Education Emergency Relief Funds
As of October 29, 2021

| HEERF I (CARES Act) | | Award Amount | Budget | Expenditures Per Banner | Encumbrances | Balance Available | Expenditure Deadline |
|--|------------------------------------|-----------------------|-----------------------|------------------------------------|---------------------|--------------------------|---------------------------------|
| 228074-12826-550 | HEERF - Student Portion | 3,607,331.00 | 3,607,331.00 | 3,556,840.00 | - | 50,491.00 | 30-Sep-22 |
| 226047-70116-450 | HEERF - Institution Portion | 3,607,330.00 | 3,607,330.00 | 3,266,452.57 | - | 340,877.43 | 30-Sep-22 |
| 226046-70116-450 | HBCU Funds - Institutional Support | | 2,873,455.70 | 2,749,469.26 | 123,986.44 | - | 30-Sep-22 |
| 221399-70116-200 | HBCU Funds - Academic Technology | | 2,387,560.46 | 2,080,927.45 | 221,625.83 | 85,007.18 | 30-Sep-22 |
| 228075-12826-550 | HBCU Funds - Scholarships | | 10,358,768.84 | 10,349,688.84 | - | 9,080.00 | 30-Sep-22 |
| 221397-70116-200 | HBCU Funds - Instruction | | 616,648.00 | 445,632.77 | 27,242.88 | 143,772.35 | 30-Sep-22 |
| Total HBCU Funds | | <u>16,236,433.00</u> | <u>16,236,433.00</u> | <u>15,625,718.32</u> | <u>372,855.15</u> | <u>237,859.53</u> | |
| Total HEERF I Funds (CARES Act) | | 23,451,094.00 | 23,451,094.00 | 22,449,010.89 | 372,855.15 | 629,227.96 | |
| HEERF II (CRRSSA) | | Award Amount | Budget | Expenditures Per Banner | Encumbrances | Balance Available | Expenditure Deadline |
| 228080-12826-550 | HEERF II - Student Portion | 3,607,331.00 | 3,607,331.00 | 3,605,545.00 | - | 1,786.00 | 30-Sep-22 |
| 226051-70116-450 | HEERF II - Institution Portion | 9,699,052.00 | 9,699,052.00 | 6,927,894.29 | - | 2,771,157.71 | 30-Sep-22 |
| 228081-12826-550 | HEERF II - HBCU Scholarship Funds | 17,653,896.36 | 17,653,896.36 | 17,653,896.36 | - | - | 30-Sep-22 |
| 226050-70116-450 | HEERF II -HBCU Funds | <u>2,523,109.64</u> | <u>2,523,109.64</u> | <u>2,502,176.44</u> | <u>1,429,724.61</u> | <u>(1,408,791.41)</u> | 30-Sep-22 |
| Total HBCU Funds | | <u>20,177,006.00</u> | <u>20,177,006.00</u> | <u>20,156,072.80</u> | <u>1,429,724.61</u> | <u>(1,408,791.41)</u> | |
| Total HEERF II Funds (CRRSSA) | | 33,483,389.00 | 33,483,389.00 | 30,689,512.09 | 1,429,724.61 | 1,364,152.30 | |
| | | 20,177,006.00 | | | | | |
| HEERF III (ARP) | | | | | | | |
| 228085-12826-550 | HEERF - Student Portion | 11,727,888.00 | 11,727,888.00 | 5,852,570.00 | - | 5,875,318.00 | 30-Sep-22 |
| 228086-70116-450 | HEERF - Institution Portion | 11,600,946.00 | 11,600,946.00 | 8,286,390.00 | - | 3,314,556.00 | 30-Sep-22 |
| 228084-70116-450 | HBCU Funds | <u>35,309,909.00</u> | <u>35,309,909.00</u> | <u>27,382,838.97</u> | <u>-</u> | <u>7,927,070.03</u> | 30-Sep-22 |
| Total HEERF III Funds (ARP) | | 58,638,743.00 | 58,638,743.00 | 41,521,798.97 | - | 17,116,944.03 | |
| Total HEERF Funds | | 115,573,226.00 | 115,573,226.00 | 94,660,321.95 | 1,802,579.76 | 19,110,324.29 | |
| Total Award Student Portion | | 18,942,550.00 | | 13,014,955.00 | - | 5,927,595.00 | |
| Total Award Institution Portion | | 24,907,328.00 | | 18,480,736.86 | - | 6,426,591.14 | |
| Total Award HBCU Funds | | <u>71,723,348.00</u> | | <u>63,164,630.09</u> | <u>1,802,579.76</u> | <u>8,558,717.91</u> | |
| | | 115,573,226.00 | | 94,660,321.95 | 1,802,579.76 | 20,912,904.05 | |

TENNESSEE STATE UNIVERSITY
Higher Education Emergency Relief Funds
As of October 29, 2021

| Fund | FY20 | FY21 | FY22 | TOTAL | Primary Expense |
|----------------------------------|---------------------|----------------------|----------------------|----------------------|--|
| 228074 | 3,100,800.00 | 456,040.00 | 0.00 | 3,556,840.00 | Direct Payments to Students |
| 228080 | 0.00 | 3,605,970.00 | (425.00) | 3,605,545.00 | Direct Payments to Students |
| 228085 | 0.00 | 0.00 | 5,852,570.00 | 5,852,570.00 | Direct Payments to Students |
| Total Student Portion | 3,100,800.00 | 4,062,010.00 | 5,852,145.00 | 13,014,955.00 | |
| 226047 | 2,414,259.00 | 0.00 | 852,193.57 | 3,266,452.57 | FY20 Revenue Loss and FY22 Student Debt Relief |
| 226051 | 0.00 | 0.00 | 6,927,894.29 | 6,927,894.29 | FY22 Student Debt Relief |
| 228086 | 0.00 | 0.00 | 8,286,390.00 | 8,286,390.00 | FY22 Student Debt Relief |
| Total Institution Portion | 2,414,259.00 | 0.00 | 16,066,477.86 | 18,480,736.86 | |
| 226046 | 0.00 | 2,745,694.83 | 3,774.43 | 2,749,469.26 | Equipment and Supplies |
| 221399 | 0.00 | 2,080,927.45 | 0.00 | 2,080,927.45 | Laptops/Technology Upgrades |
| 228075 | 0.00 | 9,937,034.09 | 412,654.75 | 10,349,688.84 | Scholarships |
| 221397 | 0.00 | 436,347.80 | 9,284.97 | 445,632.77 | Instructional Support |
| 228081 | 0.00 | 1,937,695.93 | 15,716,200.43 | 17,653,896.36 | Scholarships |
| 226050 | 0.00 | 101,920.00 | 2,400,256.44 | 2,502,176.44 | Equipment and Supplies/Student Debt Relief |
| 228084 | 0.00 | 20,881,431.81 | 6,501,407.16 | 27,382,838.97 | FY21 Revenue Loss and FY22 Student Debt Relief |
| Total HBCU Portion | 0.00 | 38,121,051.91 | 25,043,578.18 | 63,164,630.09 | |
| Total By Fiscal Year | 5,515,059.00 | 42,183,061.91 | 46,962,201.04 | 94,660,321.95 | |
| Cummulative Total | | | 94,660,321.95 | | |

Tennessee State University
Higher Education Emergency Relief Fund
As of October 31, 2021



Tennessee State University

Board of Trustees



**Finance and Budget
Report**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: November 18, 2021
ITEM: Finance and Budget Report
RECOMMENDED ACTION: None
PRESENTED BY: Chair of Finance and Budget Committee, Trustee Richard Lewis

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

Financial Statements:

During the month of November, the State Comptroller's Office is scheduled to conduct the NCAA Agreed Upon Procedures review. The State Comptroller's office will begin their FY 2021 financial statement audit fieldwork in January 2022.

Financial Planning and Operations:

On December 1, 2021 the office of Equity and Inclusion will begin compliance training to students, faculty, and staff for Title VI "Discrimination of Race, Color, or National Origin" and Title IX "Sexual Discrimination."

During the month of January, The Office of Business and Finance will begin initial procedures to process forms 1098-T "Annual Tuition Statements," W-2 "Wage and Tax Statements," and 1099-MISC "Payments to Contractors." All tax forms are due by January 31, 2022.

Tennessee State University

Board of Trustees



**Report on
Land Grant Study
Committee
Developments**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: November 18, 2021

ITEM: Report on Land Grant Study Committee Developments

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Finance and Budget Committee, Trustee Richard Lewis

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

Tennessee State University

Board of Trustees



**Report on
Federal HBCU Funding**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: November 18, 2021

ITEM: Report on Federal HBCU Funding

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Finance and Budget Committee, Trustee Richard Lewis

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

Tennessee State University

Board of Trustees



Update on Enrollment

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: November 18, 2021
ITEM: Update on Enrollment
RECOMMENDED ACTION: None
PRESENTED BY: Chair of Finance and Budget Committee, Trustee Richard Lewis

President Glover and/or her designee will provide an update on enrollment related matters.



**BOARD OF TRUSTEES
ENROLLMENT UPDATE - NOVEMBER 18, 2021**

I. Official Fall 2021 Enrollment Update

Fall 2021 Enrollment Update

| Semester | Headcount | FTE |
|--------------|--------------|-----------------|
| UG | 6,375 | 5,464.73 |
| GR | 1,702 | 1,059.25 |
| Total | 8,077 | 6,523.98 |

Fall Enrollment Comparison

| Headcount | | | | Full-Time Equated (FTE) | | | |
|--------------|--------------|--------------|--------------|-------------------------|-----------------|-----------------|--------------|
| Semester | Fall 2020 | Fall 2021 | % Diff | Semester | Fall 2020 | Fall 2021 | % Diff |
| UG | 6,000 | 6,375 | 6.25% | UG | 5,311.07 | 5,464.73 | 2.89% |
| GR | 1,615 | 1,702 | 5.39% | GR | 980.50 | 1,059.25 | 8.03% |
| Total | 7,615 | 8,077 | 6.07% | Total | 6,291.57 | 6,523.98 | 3.69% |

II. Fall 2022 Application Data

Undergraduate Applications Year to Year Comparison

| Semester | As of Date | Total Admitted | Net Admitted | Denied | Incomplete | Withdrawn/Cancelled | Grand Total |
|----------------|------------|----------------|--------------|--------|------------|---------------------|-------------|
| Fall Term 2018 | 15-Nov-17 | 1450 | 1441 | 92 | 2546 | 9 | 4088 |
| Fall Term 2019 | 15-Nov-18 | 1397 | 1392 | 61 | 2665 | 5 | 4123 |
| Fall Term 2020 | 15-Nov-19 | 749 | 743 | 62 | 2524 | 6 | 3335 |
| Fall Term 2021 | 15-Nov-20 | 1196 | 1195 | 81 | 2772 | 1 | 4049 |
| Fall Term 2022 | 15-Nov-21 | 4322 | 4320 | 101 | 4563 | 2 | 8986 |

III. Enhanced Recruitment Efforts for Fall 2022

- A. Increased staffing of our Recruitment Team
- B. Expanded our Admission Processing Center
- C. Selected high-achieving graduating seniors and began distributing scholarship offers in September
- D. Opened new Admissions Welcome Center in Floyd Payne Campus Center Room 125
- E. Opened new Admissions Information Center in Floyd Payne Room 323
- F. Added new virtual service center Zendesk to better track and monitor student requests
- G. Offered weekly virtual meet and greet Admissions sessions
- H. Hosted On-site and Virtual Campus Tours
- I. Hosted multiple Preview Days with on-site admissions and scholarship offers
- J. Launched new Recruit CRM in August with new user-friendly application
- K. Attended numerous virtual recruitment fairs and high school visits

IV. Enhanced Retention Efforts for Fall 2022

- A. Hosted President's Freshman Assembly
- B. Hosted Freshman Advisement Fair in partnership with various student support service teams and academic colleges
- C. Conducted Freshman Experience Survey to capture valuable feedback from our students
- D. Launched the TSU Freshman Institute with strategic retention initiatives for first-year students
- E. Created first-year affinity groups to keep first-year students motivated and supported
- F. Created the Center for Achievement, Retention, and Engagement (CARE) which will coordinate additional initiatives and programs that facilitate the academic success of undergraduate students

Tennessee State University

Board of Trustees



**Report on
Institutional
Development**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: November 18, 2021

ITEM: Report on Institutional Development Funding

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Finance and Budget Committee, Trustee Richard Lewis

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

Tennessee State University
 Constituent Giving
 Comparison Report FY 2021-FY 2022

| Constituent Groups | FY 2021 | | FY 2022 | |
|--------------------------------|-----------------------------|---------------|----------------------------|---------------|
| | July 1, 2020 – Nov. 6, 2020 | | July 1, 2021 - Nov 6, 2021 | |
| | Amount | No. of Donors | Amounts | No. of Donors |
| ALUMNI (Degree and non-Degree) | \$ 526,788.49 | 1773 | \$ 439,704.35 | 1338 |
| ALUMNI ESTATE | \$ 119,598.00 | 1 | \$ - | 0 |
| ALUMNI ORGANIZATIONS | \$ 1,650.00 | 5 | \$ 11,300.00 | 7 |
| CORPORATIONS/BUSINESSES | \$ 870,145.47 | 49 | \$ 2,993,210.06 | 73 |
| ESTATES/TRUSTS | \$ - | 0 | \$ - | 0 |
| FACULTY AND STAFF (Non-Alumni) | \$ 19,652.52 | 96 | \$ 16,222.29 | 77 |
| FOUNDATIONS | \$ 478,102.17 | 8 | \$ 136,000.00 | 5 |
| FRIENDS | \$ 110,479.74 | 233 | \$ 188,158.97 | 216 |
| OTHER ORGANIZATIONS | \$ 68,268.14 | 11 | \$ 89,867.29 | 14 |
| PARENTS | \$ 900.00 | 7 | \$ 2,394.97 | 12 |
| RELIGIOUS ORGANIZATIONS | \$ 4,200.00 | 6 | \$ 7,150.00 | 4 |
| STUDENTS | \$ 935.08 | 84 | \$ 363.00 | 11 |
| Totals | \$2,200,719.61 | 2,273 | \$ 3,884,370.83 | 1,757 |

**Tennessee State University
Board of Trustees**



**Academic Affairs
and
Student Affairs
Committee Report**

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

Tennessee State University
Thursday, November 18, 2021
8:30 a.m. CST

Board Committee Meetings Via Zoom
Live Stream: www.tnstate.edu/board/livestream.aspx

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the September 16, 2021, Academic Affairs and Student Affairs Committee Meeting Minutes
- IV. Approval of Academic Program Modification – Admissions Standards – Master of Occupational Therapy
- V. Approval of Academic Program Modification – Admissions Standards – Master of Social Work
- VI. Approval of New Academic Program – Ph.D. of Agricultural Science
- VII. Approval of New Academic Program – B.S. Elementary Education
- VIII. Approval of New Academic Program – B.S. Africana Studies
- IX. Report on SACSCOC Ten Year Accreditation Review
- X. Academic Affairs Report
- XI. Report on Clery Act Crime Statistics
- XII. Student Affairs Report
- XIII. Adjournment

Tennessee State University

Board of Trustees



**Approval of the
September 16, 2021,
Academic Affairs
and
Student Affairs
Committee Meeting
Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 18, 2021

ITEM: Approval of the September 16, 2021, Academic Affairs and Student Affairs Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the September 16, 2021, Academic Affairs and Student Affairs Committee meeting is included in the November 18, 2021, Board materials.

MOTION: To approve the minutes from the Board of Trustees' September 16, 2021, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's November 18, 2021, meeting.

**Meeting of the Tennessee State University Board of Trustees
Academic Affairs and Student Affairs Committee Meeting
September 16, 2021
Tennessee State University – Electronic
MINUTES**

Committee Members Present: Trustees Pam Martin, Andre Johnson (later joined), Bill Johnson and Tiara Thomas.

Other Board Members Present: Trustees Deborah, Van Pinnock and Joseph Walker III

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost and Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Douglas Allen, Vice President of Business and Finance; Dr. Frances Williams, Assoc. Vice President of Research & Sponsored Programs; Terrence Izzard, Assoc. Vice President of Enrollment Management; Dr. Robbie Melton, Graduate School Dean and Assoc. Vice President and Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees.

I. CALL TO ORDER

Trustee Martin called the meeting to order at 8:35 a.m. on September 16, 2021. She formally welcomed Dr. William Johnson to the Board and to the Academic Affairs and Student Affairs Committee, as the new Faculty Trustee. Trustee Martin then 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. The Committee is set to take up important matters. 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 limit face-to-face contact whenever possible. Electronic participation for the Committee meeting is necessary for the safety of Board members, staff, and guests.

II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at the committee chair’s request. Trustees Pam Martin, Bill Johnson and Tiara Thomas were present. Secretary Pendleton announced the presence of a quorum.

III. APPROVAL OF THE JUNE 17, 2021, COMMITTEE MEETING MINUTES

Trustee Martin proceeded to the approval of the June 17, 2021, Academic Affairs and Student Affairs Committee meeting minutes.

Trustee Martin moved to recommend to the full Board the approval of the June 17, 2021, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the September 16, 2021, Board meeting. Trustee B. Johnson seconded the motion, which carried unanimously by roll call.

IV. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – ADMISSION STANDARDS – PH.D. IN BIOLOGY

Trustee Martin announced the next agenda item as the approval of academic program modification – a change to the Ph.D. in Biology Admission Standards. She asked President Glover or her designee to provide pertinent information related to this agenda item. The material for this agenda item is contained in the Board Meeting materials for September 16, 2021.

President Glover called on Provost Harris to respond to this item. Provost Harris stated that they were asking for the GRE requirement to be removed so that it would no longer be needed for admission to the program.

Trustee Martin moved to recommend to the full Board the approval of the academic program modification – a change to the Ph.D. in Biology admission standards, as contained in the Board materials for the September 16, 2021, board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

V. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – A CHANGE TO THE M.S. PROFESSIONAL SCHOOL COUNSELING ADMISSION STANDARDS

Trustee Martin announced the next item on the agenda is the approval of an academic program modification – a change to the M.S. Professional School Counseling admission standards. She asked President Glover or her designee to provide pertinent information related to this agenda item. The material for this agenda item is contained in the September 16, 2021, Board Meeting materials.

President Glover asked Provost Harris to respond to this agenda item. Provost Harris again stated that they were requesting the removal of the GRE and MAT as requirements for admission to the stated program.

Trustee Martin moved to recommend to the full Board the approval of an academic program modification – a change to the MS Professional School Counseling admission standards, as contained in the Board materials for the September 16, 2021, board meeting. Trustee Johnson seconded and the motion carried unanimously by roll call vote.

VI. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – METHOD OF INSTRUCTIONAL DELIVERY VIA ONLINE – MASTER IN BUSINESS ADMINISTRATION

Trustee Martin introduced the next item on the agenda as the approval of the academic program modification – change to the method of instructional delivery via online – Master in Business Administration in the College of Business. She asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the September 16, 2021 Board Meeting materials.

President Glover again asked Provost Harris to present on this item. Provost Harris explained that they were asking permission from the Board to approve the online delivery of the Master of Business Administration in the College of Business.

Trustee Martin moved to recommend to the full Board the approval of an academic program modification – a change to the method of instructional delivery via online – Master in Business Administration, as contained in the Board materials for the September 16, 2021, board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

VII. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – METHOD OF INSTRUCTIONAL DELIVERY VIA ONLINE – MASTER OF SCIENCE IN AGRICULTURAL SCIENCE

Trustee Martin introduced the next item on the agenda as the approval of the academic program modification – change to the method of instructional delivery via online – Master of Science in Agricultural Science in the College of Agriculture. She asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the September 16, 2021 Board Meeting materials.

President Glover asked Provost Harris to once again present on this item. Provost Harris stated that they were asking permission from the Board to approve the online delivery of the Master of Science in Agricultural Science from the College of Agriculture.

Trustee Martin moved to recommend to the full Board the approval of an academic program modification – a change to the method of instructional delivery via online – Master of Science in Agricultural Science, as contained in the Board materials for the September 16, 2021, board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

VIII. APPROVAL OF A NEW ACADEMIC PROGRAM – GRADUATE CERTIFICATE IN HIGHER EDUCATION ADMINISTRATION LEADERSHIP

Trustee Martin introduced the next item on the agenda as the approval of a new academic program – Graduate Certificate in Higher Education Administration Leadership. She asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the September 16, 2021 Board Meeting materials.

President Glover asked Provost Harris to present on this item. Provost Harris explained that they were asking permission from the Board to approve a new academic program – a Graduate Certificate in Higher Education Administration Leadership (H.E.A.L.) in the College of Education.

Trustee Martin moved to recommend to the full Board the approval of a new academic program – a Graduate Certificate in Higher Education Administration Leadership in the College of Education, as contained in the Board materials for the September 16, 2021, board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

IX. APPROVAL OF A NEW ACADEMIC PROGRAM – GRADUATE CERTIFICATE IN PUBLIC HEALTH

Trustee Martin introduced the next item on the agenda as the approval of a new academic program – a Graduate Certificate in Public Health. She asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the September 16, 2021 Board Meeting materials.

President Glover asked Provost Harris to present on this item. Provost Harris said that they were asking permission from the Board to approve the new academic program – the Graduate Certificate in Public Health in the College of Public Health.

Trustee Martin moved to recommend to the full Board the approval of an academic program – a Graduate Certificate in Public Health in the College of Health, as contained in the Board materials for the September 16, 2021, board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

X. APPROVAL OF ADDITIONAL AY 2020-2021 TENURE RECOMMENDATIONS

Trustee Martin introduced the next item on the agenda as the approval of additional AY 2020-2021 Tenure Recommendations. Trustee Martin asked President Glover or her designee to provide pertinent information related to this agenda item, as contained in the Board materials for the September 16, 2021, Board Meeting.

President Glover asked Provost Harris to present on this item. Provost Harris explained that we were asking permission from the Board to approve the Tenure Recommendations for two additional faculty members who were inadvertently left off the previous list presented to the Board. He assured the Board that these two additional faculty did meet the necessary requirements for Tenure and had earned it.

Trustee Martin moved to recommend to the full Board the approval of the additional AY 2020-2021 Tenure Recommendations, as contained in the Board materials for the September 16, 2021, board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

XI. REPORT ON SACSCOC ACCREDITATION REVIEW MATTERS

Trustee Martin introduced the next item on the agenda as the report on SACSCOC accreditation review matters. Trustee Martin asked President Glover or her designee to provide pertinent information related to this agenda item, as contained in the Board materials for the September 16, 2021, Board Meeting. This is an informational discussion item only so no vote will be required.

President Glover called on Provost Harris to give information relating to this agenda item. Dr. Harris stated that the University received the Report of the Reaffirmation Committee on April 30, 2021 and all Standards were found to be compliant with two exceptions: Standard 13.2 – Financial Documents; and

Standard 13.4 – Control of Finances. An outline of these Standards could be found in the Board Materials on page #122. He went on to advise that the University was currently preparing its Response Report which was due to SACSCOC on September 30, 2021. He then described the next steps, stating that the SACSCOC Board of Trustees will review the University’s Response as well as the Report of the Reaffirmation Committee in December, 2021. The Reaffirmation Decision will be made by the SACSCOC Board of Trustees by December 4-7, 2021.

President Glover added that the audits for Standard 13.2 and 13.4 were almost complete and will be ready to be sent off to SACSCOC soon. Upon submission we would have met the outstanding requirements.

Trustee Martin then thanked Dr. Anderson for her role in getting the University to this point. She also thanked Provost Harris and President Glover. President Glover clarified a question by Trustee B. Johnson noting that our work was complete and sent on to the Auditors. As soon as they are through, we will be submitting our reports to SACSCOC.

XII. ACADEMIC AFFAIRS REPORT

Trustee Martin announced the next agenda item as the Academic Affairs Report. Information regarding this Academic Affairs and Student Affairs Committee agenda item is included in your board materials dated September 16, 2021. Trustee Martin asked President Glover and her designee to provide pertinent information related to this agenda item. This is an informational discussion item only so no vote will be required.

President Glover asked Provost Harris to comment on this agenda item. Provost Harris detailed the outline found on pages #125 through #127 in the September 16, 2021, Board Meeting materials. He gave highlights of the UNIV1000 course changes and the new procedure regarding Transfer Advising Holds. He added that we were making strides to strengthen the bond between freshman students and the University. He shared some of the academic program planning as it related to the proposed Ph.D. in Agriculture, B.S. in Africana/Black Studies, Ph.D. in Higher Education, and the Online MBA.

Provost Harris then went on to briefly mention the implementation of the strategic plan “The Pathway to Excellence 2025”, the quality enhancement plan “CADENCE” and professional development opportunities for faculty and staff. Provost Harris stressed that the changes and revisions made were all strategic and intentional.

Several other comments were made by Trustee B. Johnson, and Trustee Pinnock regarding programs and the strategic plan. Trustee Martin then thanked President Glover, Provost Harris and all others for the report. She also thanked everyone for their comments.

XIII. REPORT OF RESEARCH FUNDING AND PROGRAMS

Trustee Martin introduced the next item on the agenda as the report of research funding and programs. Trustee Martin asked President Glover or her designee to provide pertinent information related to this

agenda item. Information pertaining to this agenda item is included in the September 16, 2021 board materials.

President Glover asked AVP Frances Williams to provide the information related to this agenda item. Since this was an informational discussion item, no vote was required. Dr. Williams then excitedly shared that the TSU faculty and staff were awarded a record \$70.7 million for FY2021. This represented a 28% increase over FY2020. She reminded the Board that in FY2020 the funding received was at \$55.2 million. She stated that this increase in grant and contract awards illustrated the growth of TSU as a research institution, and demonstrates President Glover's commitment to the scholarly achievement of our researchers. She thanked the faculty and staff for their hard work, even during a pandemic, in submitting the highest number of proposals. She also thanked the RSP staff for their diligence in working with supporting the investigators in getting these proposals submitted timely. Details of the awarded grants and contracts can be found on pages #130/131 of the Board materials dated September 16, 2021.

Trustee Martin congratulated President Glover and everyone for the work that was done in getting the University to this point of funding and research awards. Trustee Walker also added his support.

XIV. REPORT ON STUDENT HOUSING

Trustee Martin introduced the next item on the agenda as the report on student housing. Trustee Martin asked President Glover or her designee to provide pertinent information related to this agenda item. Information pertaining to this agenda item is included in the September 16, 2021 board materials.

President Glover asked Dean Stevenson to provide the information related to this agenda item. The detailed outline is included in the Board materials on pages #134 to 135. Dean Stevenson proceeded to share that over the past 5 years the housing need was at 105% over capacity. This year the housing need was 112% over capacity. He pointed out that among other factors, he was faced with the following: there were 1600 Freshman students; COVID protocols; last minute surge of applicants. There were 350 students added to a waiting list. Dean stressed that with the completion of the new state-of-art, Residence Halls next fall, there will be an added 700 beds which will reduce this issue of over-capacity. These new Halls will offer live and learn opportunities to our students. He thanked President Glover and the State Building Commission for approving the use of several off-campus facilities in order to house all of the students. Rooms at several hotels were leased for this purpose.

Dean shared that with the new Residence Halls, TSU will once again offer Graduate Housing, as well as year-round housing to our students. Several of our students have a need for year-round housing. He thanked the housing staff who "really leaned in" to ensure that all of our students were accommodated.

President Glover added that she wanted, on behalf of TSU, to thank the Governor, the legislators and the State Building Commission for the swift action taken in assisting TSU. They added TSU to the meeting agenda at the last minute, and called a special hearing so that we could get the funding needed to secure the long-term lease which was signed with an off-campus vendor. Also she wanted to thank the Congressional Black Caucus for us getting the CARES funding and other necessary funding to help with this housing issue. Because of these efforts we were able to accommodate all of our students.

Trustee Thomas added her special ‘Thank You’ to President Glover and Dean Stevenson for the extra effort made to assist the students. She added a request from the students to improve the technology on campus with the new residence halls and across campus. President Glover assured her that discussions were already being held regarding improving technology and VP Allen confirmed that \$2 million was already air-marked for improving technology on campus.

XV. STUDENT AFFAIRS REPORT

Trustee Martin introduced the next item on the agenda as a Student Affairs report. Trustee Martin asked President Glover or her designee to provide pertinent information related to this agenda item. Information pertaining to this agenda item is included in the September 16, 2021 board materials.

President Glover asked Dean Frank Stevenson to provide pertinent information related to this agenda item. Since this was an informational discussion item, no vote was required. Dean Stevenson shared that overall it was exciting walking through campus and seeing students back on campus. He thanked all of the ‘front line’ workers, namely the housing staff and Residence Life, the TSU Police Department and those working the IQ Zones. He shared that there was a high level of excitement among the students and staff, mentioning specifically that the new student leadership was to be sworn in that evening: SGA President, Derek Sanders (Cincinnati, OH); SGA Vice President, Jabari Jefferson (Memphis, TN); Ms. TSU, Mallory Moore (Huntsville, AL); and Mr. TSU, Mark Davis (Cincinnati, OH). He made mention to the upcoming Career Fair, where over 140 employers were scheduled to participate. He also mentioned that he was getting calls from other institutions asking about our Tele-Health model, where students can access health advice virtually. Dean Stevenson then proceeded to review the COVID-19 protocols for students. A detailed outline can be found in the Board materials on pages #138/139. He wanted the Board to be aware that since school started TSU has had 100 positive cases and presently only 7 students were positive. He stressed that when compared to the other institutions, TSU has performed very well in keeping the case numbers down and protecting our students. This was in part to the students being responsible, wearing their masks and socially distancing themselves. Dean Stevenson credited the introduction of the “Gift Card” incentive with getting the high number of students vaccinated. He reported that presently an excess of 50% of the student population was vaccinated. He commended the students for coming forward to be tested and stated that we were averaging approximately 1,000 students per week being tested. He mentioned that will be adding a dashboard where these numbers would be publicly reported.

Trustee Martin had some questions whether or not the incentive was still being used, to which Dean Stevenson confirmed that it was. He mentioned that students were able to get vaccinated on campus and he also credited some of our local partners for their assistance in this process, namely Meharry Medical Center and Metro Nashville Health.

Trustee Martin reached out to Trustee Thomas for any ideas in encouraging more students to get vaccinated. Trustee Thomas added that she thought the “Gift Card” incentive was an amazing idea and maybe attendance at some events should be restricted to only those who are vaccinated, this way, students who did not want to “miss out” will get the vaccine so that they could be in attendance. Trustee B. Johnson congratulated President Glover and Dean Stevenson for the great work done surrounding this pandemic. He thought that it was a great time to let the HBCU community and others know the good and positive things that are going on at TSU.

Dr. Cole took the opportunity to thank Dr. Glover, Dean Stevenson and the Student Affairs staff for the fantastic job they did during the pandemic and keeping everyone safe. Trustee Walker added to that sentiment.

President added that incentive cards were also given to faculty and staff who were vaccinated. In doing this, we gauged over 800 faculty and staff were vaccinated, another very high percentage when comparing other institutions. Trustee Martin publicly thanked President Glover and the administration.

XVI. ADJOURNMENT

Trustee Martin asked if there was any additional business. Seeing none, she moved to adjourn the meeting, and the motion was seconded by Trustee Johnson which carried unanimously by roll call vote. The meeting was adjourned at 9:31 am.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 18, 2021

ITEM: Approval of Academic Program Modification –
Admissions Standards – Master of Occupational Therapy

RECOMMENDED ACTION: Approval

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

The University, with the support of the College of Health Science (Master of Occupational Therapy) requests approval to proceed with revised admission standards. This admission standard is outlined below:

Master of Occupational Therapy

- **One Modification to the Admission Criteria is Proposed:**
 - a. **Remove the GRE as a requirement for admission**, based on lack of research evidence that these are significant predictors of completion of the degree.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes revised admission standards, the department chair initiates the process. The Dean, Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve the revision of admissions standards.

MOTION: To approve an academic program modification by revising the admission standards for the Master of Occupational Therapy, as contained in the Board materials for the Board's November 18, 2021, meeting.

Tennessee State University

Board of Trustees



**Approval of
Academic Program
Modification
– Admissions Standards –
Master of Social Work**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 18, 2021

ITEM: Approval of Academic Program Modification – Admissions Standards – Master of Social Work

RECOMMENDED ACTION: Approval

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

The University, with the support of the College of Public Service (Master of Social Work) requests approval to proceed with revised admission standard. This admission standard is outlined below:

Master of Social Work

• **Two Modifications to the Admission Criteria are Proposed:**

Lower GPA Admission Requirement – 1) Lower the admissions GPA requirement for Advanced Standing from 3.0 to 2.75 and 2) lower the admissions GPA requirement for our Regular program from 2.75 to 2.65.

- We have found there are strong MSW program candidates in the application pool for both programs who do not meet the current admissions GPA requirement. Not only will this reduction in GPA make it more streamlined for our admissions process, it will likely attract additional applicants to our MSW program who would otherwise, not apply.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes revised admission standards, the department chair initiates the process. The Dean, Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve the revision of admissions standards.

MOTION: To approve an academic program modification by changing the admission standards for the Master of Social Work, as contained in the Board materials for the Board's November 18, 2021, meeting.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 18, 2021

ITEM: Approval of New Academic Program – Ph.D. of
Agricultural Science

RECOMMENDED ACTION: Approval

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

The University, with the support of the College of Agriculture, requests approval to proceed with approval of its Ph.D. in Agricultural Sciences.

Pursuant to TSU’s Academic Programs, Units and Modifications process, which includes new academic programs, academic departments may seek the establishment of a new academic program initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

Background

The number of minority doctoral degree holders in Agricultural Sciences, especially in the State of Tennessee, is very low. TSU, being an 1890 Land Grant institution, has a history of producing a large number of minority master’s degree holders in Agricultural Sciences and the Natural Resources. Thus, the PhD degree in Agricultural Sciences would also increase the number of minority doctoral graduates in the Agricultural Sciences and at the same time enable TSU to enhance its Land Grant Programmatic thrust in teaching and research

The initial concept for this academic program was proposed and approved by the TSU Board of Trustees on March 12, 2020. The department and college developed a proposal for the program and worked with THEC using a comprehensive process. An external reviewer, in conjunction with our THEC Academic Affairs Bureau, conducted a virtual review of the proposed program. At the conclusion of the visit, our external reviewer provided this summation:

“We recommend approval of the proposed program. It is our view that the DAES has demonstrated a clear need for the program and has documented that there is an adequate and sustainable number of students with interest in the program. There is adequate demand in the marketplace to support the level of anticipated graduates from the program, and the applied nature of the degree program will position students to provide needed expertise in the workforce. The DAES has an outstanding faculty with the expertise needed to train PhD students, and they

are absolutely committed to the success of all their students. The admission requirements are adequate to ensure high quality students will enter the program, and the curriculum provides a sound basis for instruction over a wide range of agricultural disciplines. The department has both the lab and farm infrastructure to support the program and program quality research programs for the students. The department, college, and university already have in place adequate support services for the program, and there is clear administrative support at the department, college, and university levels for the program. Importantly, the new program has potential to attract minority students into agricultural and environmental sciences fields.”

Pursuant to the FOCUS Act, the Board’s Bylaws, and the Board’s Delegation of Authority to the President Policy, the Board must approve the preliminary and final iteration of proposed academic programs.

MOTION: To approve a new program to offer a Ph.D. of Agricultural Science, as contained in the Board materials for the Board’s November 18, 2021, meeting.

**Tennessee State University
Board of Trustees**



**Approval of
New Academic Program –
B.S. Elementary Education**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 18, 2021

ITEM: Approval of New Academic Program – B.S. Elementary Education

RECOMMENDED ACTION: Approval

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

The University, with the support of the College of Education, requests approval to proceed with the offering of its Bachelor of Science in Elementary Education.

Pursuant to TSU’s Academic Programs, Units and Modifications process, which includes new academic programs, academic departments may seek the establishment of a new academic program initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

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

Background

The College of Education herewith seeks approval to submit to the Tennessee Higher Education Commission (THEC) a Letter of Notification (LON) for the proposed Bachelor of Science in Elementary Education. The Bachelor of Science in Elementary Education prepares teachers to identify their students' strengths and weaknesses. Based on those insights, teacher candidates will tailor content, instruction, and assessments that meet diverse student needs and interests. Teacher candidates will receive culturally responsive teaching strategies to promote diversity and inclusive teaching and learning best practices in the classroom. The program of study is designed to prepare highly effective teacher candidates to meet the academic challenges in inclusive elementary education K-5 classrooms. The program consists of 120 credit hours of general education courses, education courses, electives, and a year-long residency path with an on-campus course length of 16 weeks and an online course length of 7 weeks, leading to an elementary education licensure degree program. The program integrates coursework (reading/language, mathematics, science, social studies, art, music, physical education, and applications) with virtual and in-person field experiences with a year residency that prepares teacher candidates for the challenges and rewards of real-world classroom environments. The

curriculum aligns with state elementary education certification requirements, including both theory and practice. Teacher candidates will learn how to differentiate instruction, implement trauma-informed practices, and utilize social and emotional learning strategies, be responsive to culturally and linguistically diverse students, implement inclusion strategies to prepare elementary education teacher candidates to teach in an inclusive environment. The BS in Elementary Education degree curriculum at TSU includes lesson planning and development, methods for teaching English Learners, strategies teaching students with disabilities, early and adolescent development, reflective practice, and research-based and evidence-based best practices in teaching and learning.

With the Board's approval of this program, the item will be submitted to THEC for approval before the Board grants final approval for the program.

MOTION: To approve a new program to offer a B.S. Elementary Education, as contained in the Board materials for the Board's November 18, 2021, meeting.

**Tennessee State University
Board of Trustees**



**Approval of
New Academic Program –
B.S. Africana Studies**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 18, 2021

ITEM: Approval of New Academic Program – B.S. Africana Studies

RECOMMENDED ACTION: Approval

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

The University, with the support of the College of Liberal Arts, requests approval to proceed with the offering of its Bachelor of Science in Africana Studies.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes new academic programs, academic departments may seek the establishment of a new academic program initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve the offering of a new academic program. Upon approval by the Board, THEC must provide final approval.

Background

The College of Liberal Arts herewith seeks approval to submit to the Tennessee Higher Education Commission (THEC) a Letter of Notification (LON) for the proposed Bachelor of Science in Africana Studies. The Bachelor of Science in Africana Studies prepares graduates to conduct research and analysis designed to foster intellectual inquiry into the origin, evolution and development of the peoples of Africa and the African Diaspora and the discipline of Africana Studies. Graduates will be prepared for graduate and professional school as well as to pursue careers having substantial contact with people of African descent, such as ambassadors to African countries, translators for the United Nations, lawyers, or serving locally as public servants, policy makers, community leaders, and teachers in African American communities.

The proposed program will include completion of the University's General Education curriculum (41 hours) and an Africana Studies major curriculum (36 hours). The major curriculum includes major core requirements (21 hours) and major electives (15 hours) supporting specific concentrations and career paths. The concentrations include Africana Community and Family

Studies, African Cosmology, Ontology and Psychology, and Africana Political Thought and Social Justice.

With the Board's approval of this program, the item will be submitted to THEC for approval before the Board grants final approval for the program.

MOTION: To approve a new program to offer a Bachelor of Science in Africana Studies, as contained in the Board materials for the Board's November 18, 2021, meeting.

**Tennessee State University
Board of Trustees**



**Report on
SACSCOC
Ten Year
Accreditation Review**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: November 18, 2021

ITEM: Report on SACSCOC Ten Year Accreditation Review

RECOMMENDED ACTION: None

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

The President and/or designee will provide a report on the SACSCOC Ten Year Accreditation Review.

SACSCOC

University's Reaffirmation of Accreditation

The SACSCOC On-Site Reaffirmation Committee conducted its virtual on-site visit March 16-18, 2021. The University received the Report of the Reaffirmation Committee on April 30, 2021, and all standards were found to be compliance with the following two (2) exceptions:

Standard 13.2 *Financial Documents*: Recommendation 1: The On-Site Reaffirmation Committee recommends that the institution provide an institutional audit (or Standard Review Report for those institutions audited as part of a system-wide or statewide audit) for FY2019 and FY2020.

Standard 13.4 *Control of Finances*: Recommendation 2: The On-Site Reaffirmation Committee recommends that the institution document that it exercises appropriate control over all its financial resources.

The university submitted its Response Report to the Visiting Committee to address the two recommendations in the Report of the Reaffirmation Committee. It included two clean audits FY2019 and FY2020 and the plan for exercising appropriate control over all its financial resources.

The Report was submitted timely and received by SASCOC by the established deadline of September 30, 2021.

Next Steps and Timeline

- December 2021 – The Report of the Reaffirmation Committee and the university's Response to any formal recommendation contained in the Committee's Report will be reviewed by the SACSCOC Board of Trustees.
- December 4-7, 2021 - SACSCOC Board of Trustees Reaffirmation Decision.

**Tennessee State University
Board of Trustees**



**Academic Affairs
Report**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: November 18, 2021

ITEM: Academic Affairs Report

RECOMMENDED ACTION: None

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

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

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM
ACADEMIC AFFAIRS REPORT
November 18, 2021

Over the past two months, Academic Affairs successfully transitioned to the fall semester. Academic Affairs continues to seek to promote and elevate educational excellence through the pursuit of program review, faculty development opportunities, process design, tenure and promotion, and student outreach and mentoring. The Office of the Provost and Vice President for Academic Affairs has a foundation of collaboration and institutional effectiveness built on the individual, programmatic, and division-wide strengths of the faculty, staff, and students.

STRATEGIC PLAN

The Tennessee State University Strategic Plan, *Pathways to Excellence 2025*, (the “Plan”) was crafted with five goals, and twenty-four (24) objectives. The Annual Strategic Plan Evaluation Report was submitted and approved by Provost and President. The evaluation of Year One’s implementation was guided by an evaluation which proposed further tapering of the Plan. The Plan was evaluated using the SMART model (Specific - simple, sensible, significant; Measurable - meaningful, motivating; Achievable - agreed, attainable; Relevant - reasonable, realistic and resourced, results-based; Time bound - time-based, time limited, time/cost limited, timely, time sensitive) with an eye toward focusing the plan on achievable directions. The reduction in the number of objectives and strategies enables the ability to concentrate the focus of the Plan toward achievable targets. Adoption of modifications to the Plan for year two have been approved and will reduce the objectives from 24 to 19 and the strategies from 55 to 37.

The Year Two implementation of the TSU Strategic Plan will focus on guiding departments in the assessment of and data collection for established strategies. Staff are meeting with departments to 1) update them on the reductions in the plan and 2) ensure they are collecting data in preparation for the June data collection and reporting period.

QUALITY ENHANCEMENT PLAN – CADENCE

In partnership with various departments on campus, we launched the Student Satisfaction Inventory survey, which will give us important data and perspectives from students regarding their experiences, to help guide the implementation of CADENCE. The survey had a 21% response rate (829 students).

CADENCE staff has organized two workshops for university stakeholders in collaboration with EAB, to provide insights and guidance related to implementing Academic Advising, Coordinate Care and Career Development.

We have successfully added the University Counseling Center as a user to EAB Navigate and we are working with deans to provide faculty with an introduction/refresher training for EAB Navigate. Currently, our team is working with TSU IT and web design professionals to boost the presence of CADENCE on TSU webpages and create consistency across access to EAB Navigate.

OAA UPDATES

Faculty Development

Academic Affairs continues to offer new opportunities for faculty development. Below are some of the development opportunities and initiatives available to TSU faculty initiated by the Office of the Provost and Vice President for Academic Affairs.

- **Thurgood Marshall College Fund & the Association of College and University Educators** – The Office of the Provost was awarded a grant valued at over \$100,000 to offer 60 TSU faculty with a yearlong training intensive on online pedagogy and classroom development. This program began in August 2021 and feedback from participants has been overwhelming including one participant calling it the best professional development she has ever received at TSU.
- **National Council of Faculty Development and Diversity** – The Office of the Provost initiated a partnership with NCFDD which offers any full-time, part-time, post-doc, and graduate student access to professional development workshops, writing groups, seminars, and other resources. On October 1st, the Office of the Provost hosted “Every Semester Needs a Plan” with NCFDD which was attended by over 45 TSU faculty.
- **Georgia International Studies Consortium** – The Office of the Provost initiated a partnership with the Consortium which offers ten cost-free slots to TSU faculty each month to attend conferences with scholars, researchers, and practitioners focused on integrating global perspectives across the curriculum.
- **Hanover** – Through a collaboration with Hanover, TSU faculty have access to free resources on the Hanover research website. These include resources aimed at program improvement, curriculum design, and market-based content assessment.

STUDENT OUTREACH

The Office of the Provost and Vice President for Academic Affairs continues to work directly with students. These efforts include the following:

- **Major Fair** – A Major Fair was held on October 15th, 2021. The virtual Major Fair was attended by over 300 students. The fair provides students with information on each academic program – its requirements, employment preparation, and structure.
- **Georgia International Studies Consortium** – As part of our partnership with the Consortium, students have the opportunity to attend sessions with international leaders free of charge. Thus far, TSU students have been invited to attend two sessions – one with the Swiss Consulate in Atlanta and the other with executives from Coca-Cola.
- **Student Satisfaction Inventory Survey** – In order to assess student satisfaction as part of the Quality Enhancement Plan – CADENCE, students were given the opportunity to respond to a Student Satisfaction Survey in October 2021. This data will allow TSU to analyze its strengths and opportunities for improvement in relation to student success.
- **National Survey of Student Engagement (NSSE)** - NSSE identifies certain opportunities institutions make available to students as high-impact practices covering several traits, such as those which demand student time and effort, learning outside of classroom, or

meaningful interactions with faculty. Compared to pre-established comparison groups please note the following highlights:

- a. Service Learning – First Year Students: TSU scored higher compared to comparison groups by 14 – 28 percentage points. Seniors: TSU students scored higher compared to comparison groups by 1-10 percentage points.
- b. Research with Faculty – First Year Students: TSU scored higher compared to comparison groups by 5-6 percentage points. Seniors: TSU students scored higher compared to comparison groups by 7-10 percentage points.
- c. Culminating Senior Exp. – TSU scored higher compared to comparison groups by 10-21 percentage points.
- d. Study Abroad – TSU scored higher compared to comparison groups by 10-21 percentage points.

The Office of the Provost and Vice President for Academic Affairs worked diligently through the pandemic to engage and, subsequently, enhance the student experience at TSU. This work continues.

**Tennessee State University
Board of Trustees**



**Report on
Clery Act
Crime Statistics**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: November 18, 2021

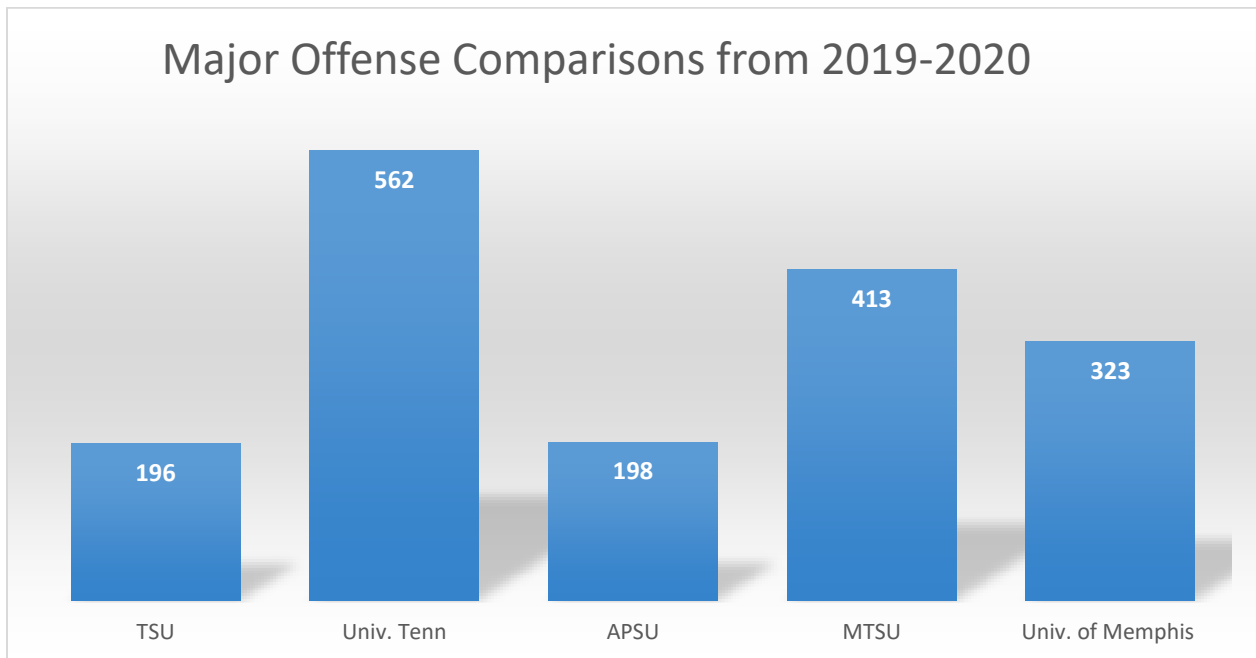
ITEM: Report on Clery Act Crime Statistics

RECOMMENDED ACTION: None

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

The President and/or designee will provide a report on Clery Act crime statistics.

In 2020, TSU reported a total of 63 Major Crimes; this is in contrast to 133 reported in 2019, totaling 196. This decrease in reported Major crimes comes at a 52.63% clip from 2019-2020. There are many reasons for the decline including COVID-19, but this still does not remove the fact that diligence continues to be a factor in our success. We continue to ride on the success from 2019 where Tennessee State University was ranked in the top 8% of safest colleges in America. I continually state that “in this business, anything can happen on any given day.” Still, we have done an excellent job minimizing victimization opportunities and continue to strive to be even better. Below are some combined numbers from selected universities and selected crimes that show our continued progress in combating crime.



To give some specifics, in 2019, we had a reported number of assaults at 46, but last year, those numbers dropped to 18, meaning there was a reduction in assaults of 60.87%. Larceny went from 59 to 15, a decrease of 74.58%. And sexual assaults declined by 33.33%. We continue to make every effort to combat opportunities on our campus. With the help of our many stakeholders, we continue to do everything we possibly can to provide the safest environment possible on our campus here at Tennessee State University.

**Tennessee State University
Board of Trustees**



**Student Affairs
Report**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: November 18, 2021

ITEM: Student Affairs Report

RECOMMENDED ACTION: None

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

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

Division of Student Affairs Board Report

November 2021

Tennessee State University Division of Student Affairs Fall 2021 Semester Highlights

COVID-19 Response

The Tennessee State University Health Services team remain the primary testing source for students, faculty, and staff on campus and have continued to test regularly throughout the week for COVID-19. As was last year, the Isolation and Quarantine Zone (I/Q Zone) was established again this semester and moved to the Sleep Inn Suites Hotel to accommodate our students either with or exposed to COVID-19. At our highest in early fall, our COVID-19 positive rates for student infections were running between 22-30 students per week who were immediately sent home or housed in the IQ Zone while recovering. The DSA is happy to report over the last 5 weeks of the semester, we have received no reports of COVID-19 positives for our student population. Both the Mask Up initiative and continued education, along with compliant students have all contributed to lowered rates and instances of COVID-19 infections on campus and continue to keep Tennessee State University's community rates of infection quite low, particularly in comparison to our counterparts across the State.

Tiger Food Pantry

On October 7, 2021 Tennessee State University and Kroger celebrated the grand opening of the newly expanded and relocated Tiger Food Pantry. The DSA staff worked tirelessly to get this initiative moved forward and celebrated with the ribbon-cutting ceremony that took place outside Wilson Hall on the campus of TSU. The new TSU Tiger Pantry is the result of a partnership between Kroger and TSU to help continue to address food insecurity on campus. The College and University Food Bank Alliance estimates that 30 percent of college students in the U.S. are food insecure. The Tiger Pantry will offer TSU students in need access to shelf stable food items, frozen meals, and fresh product at no cost. The pantry will be open Mondays, Wednesdays, and Fridays from 11am – 3pm, and will be staffed in part by student volunteers.

Iris Booth (Professional Photo Booth)

On October 6th, 2021 the Career Development Center hosted a grand opening celebration for the arrival of the Iris Booth. The Iris Booth is a self-service high-quality studio lighting and photography equipment that allows users to have a perfect professional headshot picture taken either contactless (using a QR Code) or using a touch screen. Users can crop, touch up blemishes, whiten teeth, and apply filters instantly delivering digital photos directly to the user's email. This booth is an immediate career solution that demonstrates the universities commitment to offer

Division of Student Affairs Board Report November 2021

resources to our current students, as well as alumni. Students will own the rights to professional quality headshots pictures which will also prepare them for competitive internships and full/part-time jobs. Currently the booth is used by corporations and hospitals in North America, Europe and Asia. Tennessee State university is the 6th school to own the booth and the first HBCU.

Homecoming 2021, October 24-31

Tennessee State University *Homecoming 2021 The Return* was a success! The DSA along with the TSU community hosted a week of amazing activities and events well attended by students, faculty, staff, and alumni! Specifically, the DSA kicked off Homecoming week with College Sunday hosted by Associate Vice-President and Dean of Students Frank Stevenson, where student organizations and leaders were acknowledged and awarded for service. This was followed up by a well-attended gospel concert featuring Tye Tribitt, Earnest Pugh, and Lisa Knowles-Smith. The remaining week activities hosted by DSA included:

- *Monday- The first Jazz on the Lawn* featuring multiple student-led bands and featuring our own Brassville (made up primarily of TSU Band Staff).
- *Tuesday-TSU Stamped in Time-* the time capsule ceremony initiated by our own Student Board trustee Ms. Tiara Thomas, and beautifully documented the 2020 year and the University's COVID-19 response.
- *Wednesday- Courtyard Wednesday* was well attended by students and included multiple vendors, activities, artist, etc. The *Mr and Miss TSU Coronation* Celebration of Miss Mallory Moore and Mr. Mark Davis along with our remaining campus Queens and Kings was beautifully done and held inside of Kean Hall with a well-attended audience along with the support of Fisk University and Meharry College students, as well as other community organizations.
- *Thursday- Homecoming Concert* featuring both local and national artist. This event was well-attended and without incident!
- *Friday- Stomp the Yard* the annual NPHC step show went off without a hitch, showcasing all of Tennessee State University's Black Greek Organizations.
- *Saturday- TSU Parade* was an all-hands-on deck effort with many DSA staff working directly with the Homecoming committee for this event. Even in the rain, the parade was well-attended.

Overall, this remains an exciting time at Tennessee State University and for the Division of Student Affairs as we continue to expand and improve our services to our student population.

**Tennessee State University
Board of Trustees**



**Executive Committee
Report**

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

Tennessee State University
Thursday, November 18, 2021
9:30 a.m. CST

Board Committee Meetings Via Zoom
Live Stream: www.tnstate.edu/board/livestream.aspx

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the September 16, 2021, Executive Committee Meeting Minutes
- IV. Report on President's Annual Performance Review Process
- V. Secretary's Report
- VI. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
September 16, 2021,
Executive Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: November 18, 2021

ITEM: Approval of the September 16, 2021, Executive Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of the Executive Committee,
Board Chair Deborah Cole

The document reflecting the minutes from the September 16, 2021, Executive Committee meeting is included in the November 18, 2021, Board materials.

MOTION: To approve the minutes from the Board of Trustees' September 16, 2021, Executive Committee meeting, as contained in the Board materials for the Board's November 18, 2021, meeting.

**Tennessee State University Board of Trustees
Executive Committee Meeting – September 16, 2021
Via Zoom Link**

MINUTES

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

Other Board Members Present: Trustees Corbeil, William Johnson, Andre Johnson, Pinnock, and Thomas.

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

I. CALL TO ORDER

Chair Cole called the Executive Committee meeting to order at 9:33 a.m. Chair Cole 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. Chair Cole indicated that the Board is scheduled to take up important and timely matters. 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 limit face-to-face contact whenever possible. Electronic participation for the Board meeting is necessary for the safety of Board members, staff, and guests. Trustee Martin seconded. Secretary Pendleton called the roll and the motion carried unanimously.

II. ROLL CALL/DECLARATION OF A QUORUM

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

Secretary Pendleton announced the presence of a quorum.

Chair Cole asked the committee members to state now if any of the committee members cannot hear or speak with each other. No committee members answered in the affirmative. Chair Cole also asked the committee members to indicate if someone is present with them from the location in which they are calling. No committee members indicated there was anyone present.

III. APPROVAL OF THE JUNE 17, 2021, EXECUTIVE COMMITTEE MEETING MINUTES

Chair Cole introduced the first order of business — the approval of the June 17, 2021, Executive Committee meeting minutes. Chair Cole informed the Committee that the minutes for the Executive Committee’s June 17, 2021, meeting are included in the Board materials for the September 16, 2021, Board meeting.

Chair Cole moved to recommend to the full Board the approval of the June 17, 2021, Executive Committee meeting minutes, as contained in the Board materials for the September 16, 2021, Board meeting. Trustee Cole seconded the motion. With there being no discussion, Chair Cole called for a roll call vote. Secretary Pendleton called the roll. The motion carried unanimously.

IV. REPORT ON PRESIDENT'S ANNUAL PERFORMANCE REVIEW PROCESS

Chair Cole provided a report on the President's Annual Performance Review Process. She noted that the Executive Committee administers the review by appointing a member to carry out the process with the President. Chair Cole noted that a person will be appointed soon to work with President Glover as part of the review process and in communicating with the Board.

VI. SECRETARY'S REPORT

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

Secretary Pendleton noted that President Glover, THEC and the State Finance Commissioner were working to provide a report to the General Assembly's Joint Land Grant Study Committee, addressing TSU's capital and other needs.

Chair Cole thanked Secretary Pendleton for his report.

VII. ADJOURNMENT

Chair Cole opened the floor for any additional business. With no further business, Chair Cole moved for adjournment. Trustee Martin seconded the motion. With there being no discussion, Chair Cole called for a roll call vote. Secretary Pendleton called the roll and the motion carried unanimously. Chair Cole adjourned the meeting at 9:45 a.m.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: November 18, 2021

ITEM: Report on President's Annual Performance Review Process

RECOMMENDED ACTION: None

PRESENTED BY: Chair of the Executive Committee,
Board Chair Deborah Cole

Chair Cole will provide a report on the President's annual performance review process.

**Tennessee State University
Board of Trustees**



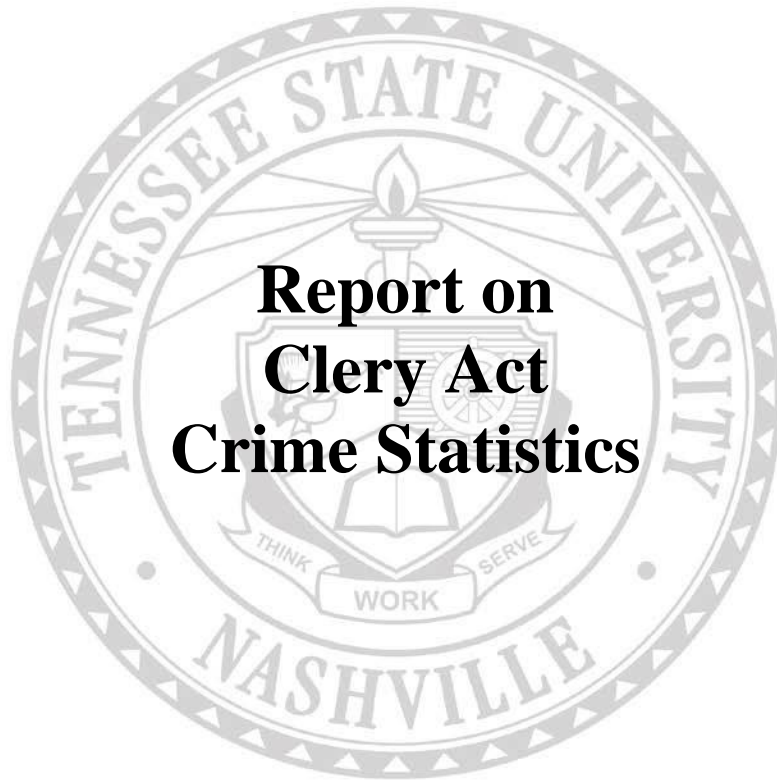
Secretary's Report

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: November 18, 2021
ITEM: Secretary's Report
RECOMMENDED ACTION: None
PRESENTED BY: Chair of the Executive Committee,
Board Chair Deborah Cole

Secretary Pendleton will provide a report.

**Tennessee State University
Board of Trustees**



**Report on
Clery Act
Crime Statistics**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 18, 2021

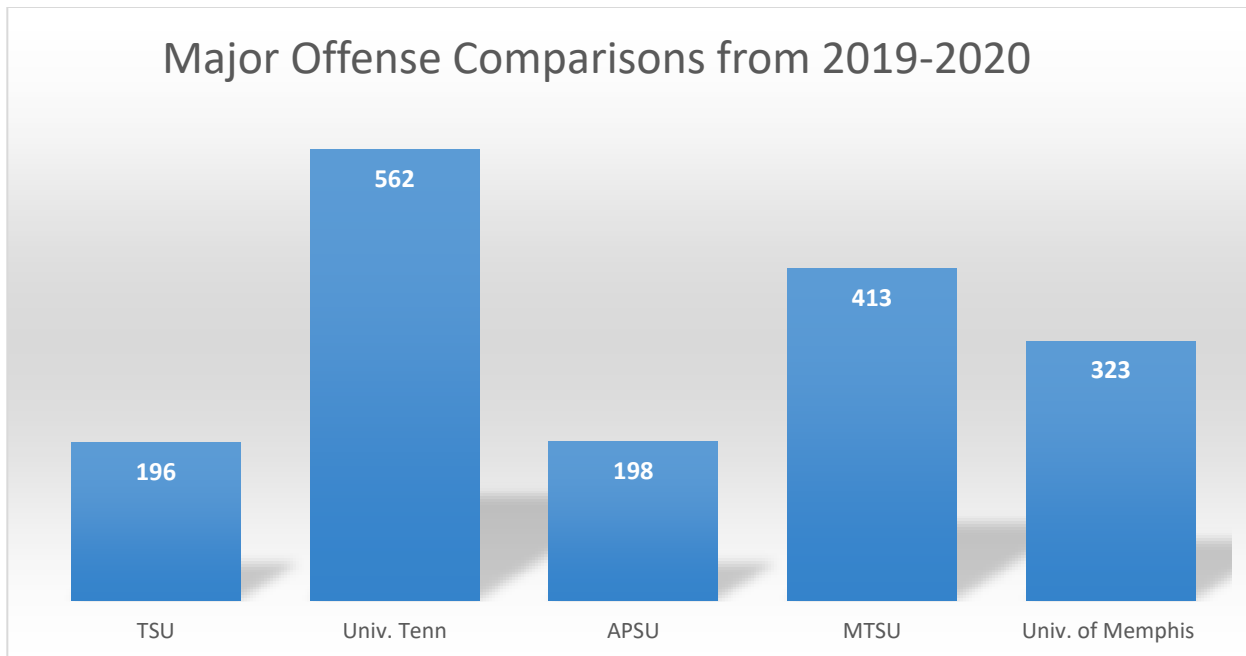
ITEM: Report on Clery Act Crime Statistics

RECOMMENDED ACTION: None

PRESENTED BY: Chair Deborah Cole

President Glover and/or her designee will provide a report on Clery Act crime statistics.

In 2020, TSU reported a total of 63 Major Crimes; this is in contrast to 133 reported in 2019, totaling 196. This decrease in reported Major crimes comes at a 52.63% clip from 2019-2020. There are many reasons for the decline including COVID-19, but this still does not remove the fact that diligence continues to be a factor in our success. We continue to ride on the success from 2019 where Tennessee State University was ranked in the top 8% of safest colleges in America. I continually state that “in this business, anything can happen on any given day.” Still, we have done an excellent job minimizing victimization opportunities and continue to strive to be even better. Below are some combined numbers from selected universities and selected crimes that show our continued progress in combating crime.



To give some specifics, in 2019, we had a reported number of assaults at 46, but last year, those numbers dropped to 18, meaning there was a reduction in assaults of 60.87%. Larceny went from 59 to 15, a decrease of 74.58%. And sexual assaults declined by 33.33%. We continue to make every effort to combat opportunities on our campus. With the help of our many stakeholders, we continue to do everything we possibly can to provide the safest environment possible on our campus here at Tennessee State University.

**Tennessee State University
Board of Trustees**



BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 18, 2021
ITEM: Report on Federal HBCU Funding
RECOMMENDED ACTION: None
PRESENTED BY: Chair Deborah Cole

President Glover and/or her designee will provide a report on Federal HBCU funding.

**Tennessee State University
Board of Trustees**



President's Report

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 18, 2021
ITEM: President's Report
RECOMMENDED ACTION: None
PRESENTED BY: Glenda Glover, President

The President shall provide a report at the November 18, 2021, Tennessee State University Board of Trustees meeting.

**Tennessee State University
Board of Trustees**



**Board Chair's
Report**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 18, 2021

ITEM: Board Chair's Report

RECOMMENDED ACTION: None

PRESENTED BY: Board Chair Deborah Cole

Board Chair Deborah Cole will provide a report at the November 18, 2021, Tennessee State University Board of Trustees meeting.

**Tennessee State University
Board of Trustees**



Adjournment

Tennessee State University
Board of Trustees
Appendix I

TENNESSEE STATE UNIVERSITY
Higher Education Emergency Relief Funds
As of October 29, 2021

| Funds | Award Amount | Expenditures Per Banner | Encumbrances | Balance Available |
|--|---------------------|------------------------------------|---------------------|--------------------------|
| HBCU Funds | 16,236,433 | | | |
| HEERF I Funds | 7,214,661 | | | |
| Total HEERF I Funds (CARES Act) | 23,451,094 | 22,449,011 | 372,855 | 629,228 |
| | | | | |
| HBCU Funds | 20,177,006 | | | |
| HEERF II Funds | 13,306,383 | | | |
| Total HEERF II Funds (CRRSSA) | 33,483,389 | 30,689,512 | 1,429,725 | 1,364,152 |
| | | | | |
| HBCU Funds | 35,309,909 | | | |
| HEERF III Funds | 23,328,834 | | | |
| Total HEERF III Funds (ARP) | 58,638,743 | 41,521,799 | - | 17,116,944 |
| | | | | |
| Total HEERF Funds | 115,573,226 | 94,660,322 | 1,802,580 | 19,110,324 |
| | | | | |
| Total HBCU Funds | 71,723,348 | 63,164,630 | 1,802,580 | 8,558,718 |
| Total HEERF I, II, III Funds | 43,849,878 | 31,495,692 | - | 12,354,186 |
| Total HEERF Funds | 115,573,226 | 94,660,322 | 1,802,580 | 20,912,904 |

Tennessee State University
Board of Trustees
Appendix II

- TSU was briefed and provided a copy of this report for comment prior to its submission to the Land Grant Committee.
- TSU has also provided additional non-facilities items to address the University's overall needs.

Please find below the items developed based on the August meeting, other communications between THEC, TSU and F&A, and information provided by TSU.

Facilities Assessment: A facility condition assessment for the TSU campus was conducted by JLL in September 2020. This assessment (attached) concludes that TSU's 5-year deferred maintenance needs total \$337,500,000. This reflects years of deferred maintenance items that require critical attention. The proposal below attempts to mitigate these needs within the bounds of the State's budgetary processes.

Proposed projects: The following planning, life safety/infrastructure improvements, capital maintenance and capital outlay projects will provide priority programmatic improvements, reduce the magnitude of deferred maintenance, and significantly improve the functioning of campus infrastructures systems.¹

Planning:

- TSU updates its Campus Master Plan, as needed.

Life Safety and Infrastructure Improvements, including but not limited to:

- Campus-wide utility systems
- Electrical Infrastructure
- Mechanical, electrical, plumbing (MEP) and life safety projects
- Reroof and building envelope improvements
- Parking, roads, and sidewalk improvements
- Safety and security (i.e., lighting, fencing, gates, cameras, etc.)

Housing:

- Demolish Boyd, Watson, Eppse and Wilson Halls
- Construct new residence halls and apartments (including graduate housing) in accordance with updated Campus Master Plan.
 - o These residence halls/apartments will replace demolished Boyd, Watson, Eppse and Wilson Halls, in alignment with enrollment projections.

Capital Outlay:

- New Engineering Building

¹ These improvements would be separate and apart from the annual THEC Capital Maintenance and Outlay recommendation processes, to meet TSU's unique needs and ensure that other higher education institutions are not denied critical maintenance/outlay projects as the State works to improve TSU's campus infrastructure.

- Agriculture Complex
- Academic Classroom building
- Student Union and Wellness Center
- Jackson Hall (major renovation)
- New Library

Next steps:

- JLL will update its facilities assessment and/or another party can conduct an additional assessment to confirm whether the projects proposed above align with TSU's needs.
 - o TSU will begin updating its Campus Master Plan in accordance with additional facilities assessments.
- F&A and THEC will determine if any of these projects qualify for funding under the American Rescue Plan allocations to the State of Tennessee/Tennessee State University.
- F&A, THEC, and TSU will determine who will provide leadership/serve as the project manager for these proposed projects
 - o Further, will determine whether staffing needs at THEC, TSU, or the Tennessee Board of Regents (TBR) exist.

Funding Needs in Addition to Facilities: In addition to discussions regarding facilities, THEC, F&A, and TSU discussed non-facility related campus needs. TSU has provided to THEC and F&A a list of student-centered investments to bolster student success and degree completion on campus. These proposed investments include:

- o Institutional financial aid for students
- o New academic programs/program enhancements
- o Retention and graduation support initiatives
- o Mental health counseling and student services
- o Student support services