

# **Board of Trustees Materials**

# TABLE OF CONTENTS

Call to Order	3
Welcome and Introductions	4
Roll Call/Declaration of a Quorum	5
Board of Trustees – Regular Meeting Agenda	6
Approval of the March 17, 2022, Board Meeting Minutes	8
Approval of Reappointment of Audit Committee Chair	
Approval of the Appointment of Student Trustee	20
Audit Committee Report	22
Approval of the March 17, 2022, Audit Committee Meeting Minutes	
Annual Report on the Audit Office's Audit Activities	
Discussion of the Audit Office's Internal Quality Assessment	
Review of Outstanding Audit Issues	
Approval of the Fiscal Year 2022-2023 Audit Plan	71
Executive Session – Discussion of Items Deemed Confidential Under State Law	
Finance and Budget Committee Report	76
Approval of the March 17, 2022, Finance and Budget Committee Meeting Minutes	
Approval of Fiscal Year 2022-2023 Compensation Plan Six Percent Increase	
Approval of Fiscal Year 2022-2023 Non-Mandatory Fees/Fee Increase – Housing Fee	
Approval of Fiscal Year 2022-2023 Non-Mandatory Fees/Fee Increase – Dental Hygiene Fee	
Approval of Institutional Estimated Budget	
Approval of Institutional Proposed Budget	
Approval of University's FY 23 \$250 Million Capital Construction Plan	
Report on Capital Construction Public Private Partnerships Residence Halls	
Update on CARES Act Funds	
Finance and Budget Report	148
Enrollment Report	150
Academic Affairs and Student Affairs Committee Report	154
Approval of the March 17, 2022, Academic Affairs and Student Affairs Committee M	leeting
Minutes	157
Approval of Academic Year 2022-2023 Tenure and Promotion Recommendations	166
Approval of Updated International Admissions Policy	
Approval of New Academic Program – Minor in Design within Existing B.S. in Art	175

Approval of New Academic Concentration - Multidisciplinary Studies within the Existing B.S. Arts
and Sciences Program
Approval of Academic Program Modifications
Approval of New Admission Standards – Doctor of Physical Therapy182
Approval of Name Change for an Existing Program – Change Current Masters' of Science in
Psychology Program to Masters' of Science in Counseling184
Approval of Name Change for an Existing Concentration – Change Current Counseling
Psychology Concentration within the Masters' of Science in Psychology Program to Clinical
Mental Health Counseling Concentration186
Update on Ph.D. in Agricultural Science
Report on SACSCOC Accreditation Review Matters
Research and Sponsored Programs End of Fiscal Year Report194
Academic Affairs Report
Student Affairs Report
Executive Committee Report
Approval of the March 17, 2022, Executive Committee Meeting Minutes
Report on President's Annual Performance Review Process
Approval of Salary Adjustment Payment for President
Approval of Delegation of Authority to the Board Chair to Execute Amendment No. 1 to the
President's Employment Agreement
Secretary's Report
Report on Research and Sponsored Programs
President's Report
Board Chair's Report234
Adjournment
J







# **TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES**

# REGULAR MEETING AGENDA

2:00 p.m. CDT Thursday, June 16, 2022 Tennessee State University Via Zoom link: <u>http://www.tnstate.edu/board/livestr</u> <u>eam.aspx</u>

#### ORDER OF BUSINESS

- I. Call to Order
- II. Welcome and Introductions
- III. Roll Call/Declaration of a Quorum
- IV. Action Items:
  - A. Approval of the March 17, 2022, Board Meeting Minutes
  - B. Approval of Reappointment of Audit Committee Chair
  - C. Approval of the Appointment of Student Trustee
  - D. Audit Committee Report
    - i. Approval of the March 17, 2022, Audit Committee Meeting Minutes
    - ii. Annual Report on the Audit Office's Audit Activities
    - iii. Discussion of the Audit Office's Internal Quality Assessment
    - iv. Review of Outstanding Audit Issues
    - v. Approval of the Fiscal Year 2022-2023 Audit Plan
    - vi. Executive Session Discussion of Items Deemed Confidential Under State Law
  - E. Finance and Budget Committee Report
    - i. Approval of the March 17, 2022, Finance and Budget Committee Meeting Minutes
    - ii. Approval of Fiscal Year 2022-2023 Compensation Plan Six Percent Increase
    - iii. Approval of Fiscal Year 2022-2023 Non-Mandatory Fees/Fee Increase – Housing Fee
    - iv. Approval of Fiscal Year 2022-2023 Non-Mandatory Fees/Fee Increase – Dental Hygiene Fee
    - v. Approval of Institutional Estimated Budget
    - vi. Approval of Institutional Proposed Budget
    - vii. Approval of University's FY 23 \$250 Million Capital Construction Plan
    - viii. Report on Capital Construction Public Private Partnerships For Resident Halls
    - ix. Update on CARES Act Funds
    - x. Finance and Budget Report
    - xi. Enrollment Report

- F. Academic Affairs and Student Affairs Committee Report
  - i. Approval of the March 17, 2022, Academic Affairs and Student Affairs Committee Meeting Minutes
  - ii. Approval of Academic Year 2022-2023 Tenure and Promotion Recommendations
  - iii. Approval of Updated International Admissions Policy
  - iv. Approval of New Academic Program Minor in Design within Existing B.S. in Art
  - v. Approval of New Academic Concentration Multidisciplinary Studies within the existing B.S. Arts and Sciences program
  - vi. Approval of Academic Program Modifications
    - a. Approval of New Admission Standards Doctor of Physical Therapy
    - b. Approval of Name Change for an Existing Program Change Current Masters' of Science in Psychology Program to Masters' of Science in Counseling
    - c. Approval of Name Change for an Existing Concentration Change Current Counseling Psychology Concentration within the Masters' of Science in Psychology Program to Clinical Mental Health Counseling Concentration.
  - vii. Update on Ph.D. in Agricultural Science
  - viii. Report on SACSCOC Accreditation Review Matters
  - ix. Research and Sponsored Programs End of Fiscal Year Report
  - x. Academic Affairs Report
  - xi. Student Affairs Report
- G. Executive Committee Report
  - i. Approval of the March 17, 2022, Executive Committee Meeting Minutes
  - ii. Report on President's Annual Performance Review Process
  - iii. Approval of Salary Adjustment Payment for President
  - iv. Approval of Delegation of Authority to the Board Chair to Execute Amendment No. 1 to the President's Employment Agreement
  - v. Secretary's Report
- V. Report on Research and Sponsored Programs
- VI. President's Report
- VII. Board Chair's Report
- VIII. Adjournment

# Approval of the March 17, 2022 Board Meeting Minutes

WORK

0

ATE

### TENNESSEE STATE UNIVERSITY

# BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of the March 17, 2022, Board Meeting Minutes
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair, Board of Trustees, Deborah Cole

The document reflecting the minutes from the March 17, 2022, Board meeting is included in the June 16, 2022, Board materials.

MOTION: To approve the minutes from the Board of Trustees' March 17, 2022, meeting as contained in the Board materials for the Board's June 16, 2022, meeting.

#### Tennessee State University Board of Trustees Regular Meeting – March 17, 2022 Tennessee State University – Electronic

#### MINUTES

**Board Members Present**: Trustees Deborah Cole, Andre Johnson, Bill Johnson, Obie McKenzie, Richard Lewis, Stephen Corbeil, Pam Martin, and Tiara Thomas.

**University Staff Present**: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost and 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. Quincy Quick, 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 the Board.

# I. CALL TO ORDER

Chair Cole called the Board of Trustees meeting to order at 2:00 p.m., CDT on March 17, 2022. 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 Pam Martin seconded and the motion carried.

## **II. WELCOME AND INTRODUCTIONS**

The Board Chair welcomed the attendees, and Dean Frank Stevenson gave the invocation. Chair Cole also asked for a moment of silence on the recent passing of Mr. Steve Harris, newly elected Chairman of the Foundation Board. President Glover stated that he will be greatly missed.

## **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, Bill Johnson, Richard Lewis, Tiara Thomas, Steve Corbeil, Obie McKenzie, and Pam Martin. Board Secretary Pendleton announced the presence of a quorum.

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

# **IV. ACTION ITEMS**

### A. APPROVAL OF THE NOVEMBER 18, 2021, BOARD MEETING MINUTES

Chair Cole introduced the first action item – the approval of the minutes of the November 18, 2021, Board of Trustees meeting. Trustee Bill Johnson moved to approve the minutes and Trustee Steve Corbeil seconded the motion. There was no discussion. The motion carried unanimously by roll call vote.

# **B. 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 three 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 November 18, 2021, Audit Committee meeting minutes. Chair Cole added that the Audit Committee reviewed and discussed the completed Internal Audit reports, outstanding audit issues and the University's Risk Assessment process.

# I. APPROVAL OF THE NOVEMBER 18, 2021, AUDIT COMMITTEE MEETING MINUTES

Chair Cole moved to approve the minutes of November 18, 2021, Audit Committee meeting as contained in the Board materials for the March 17, 2022, Board meeting. Trustee Obie McKenzie 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.

# C. FINANCE AND BUDGET COMMITTEE REPORT

Trustee Lewis of the Finance and Budget Committee stated that the Committee met to act on two action items and received reports on seven other items. The Finance and Budget Committee voted to recommend to the full Board the approval of the November 18, 2021, Finance and Budget Committee meeting minutes and the approval of the University's Travel Card Policy. The Finance and Budget Committee heard reports and updates from President Glover and her team on the fiscal year 2022 institutional budget, the Governor's FY23 proposed budget allocation for TSU, CARES Act funding, and finance and budget facilities report. The Committee also heard reports on enrollment, institutional development, and athletics.

# I. APPROVAL OF THE NOVEMBER 18, 2021, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Lewis moved to recommend to the full Board the approval of the November 18, 2021, Finance and Budget Committee meeting minutes, as contained in the Board materials for the March 17, 2022, board meeting. Trustee McKenzie seconded the motion, which carried unanimously by roll call vote.

# **II. APPROVAL OF THE UNIVERSITY'S TRAVEL CARD POLICY**

Trustee Lewis moved to recommend to the full Board the approval of the University's Travel Card Policy, as contained in the Board materials for the March 17, 2022, Board meeting. Trustee Martin seconded the motion, which carried unanimously by roll call vote.

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

# D. ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE REPORT

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

Trustee Pam Martin stated that the Academic Affairs and Student Affairs Committee voted to recommend to the full Board the approval of the November 18, 2021, Academic Affairs and Student Affairs Committee meeting minutes; approval of a new Academic Program – Graduate Certificate in Biotechnology; approval of an Academic Program Modification – Admission Standards – Master's in Business Administration; approval of an Academic Program Modification – Admission Standards – PhD in Public Policy and Administration; approval of an Academic Program Modification – Admission Standards – Doctorate of Education; and approval of an Academic Program Modification – Admission Standards – Doctorate of Education. Trustee Pam Martin also shared that the Committee voted to recommend to the full Board the approval of an Academic Program Modification – Admission Standards – Post-Master's Level Educational Specialist in Instructional Leadership; approval of a New Mode of Delivery of an Academic Program – Bachelor's in Business Administration; and approval of a Program Offering at Avon Williams Campus Location – Master's in Business Administration (MBA).

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

# I. APPROVAL OF THE NOVEMBER 18, 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 November 18, 2021, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the March 17, 2022, Board meeting. Trustee Bill Johnson seconded, and the motion carried unanimously by roll call vote.

# II. APPROVAL OF A NEW ACADEMIC PROGRAM – GRADUATE CERTIFICATE IN BIOTECHNOLOGY

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Pam Martin moved to approve a new Academic Program – Graduate Certificate in Biotechnology recommendation as contained in the Board materials for the March 17, 2022, Board meeting. Trustee Bill Johnson seconded and the motion carried unanimously by roll call vote.

# **III.APPROVAL OF THE ACADEMIC PROGRAM MODIFICATION – CHANGE OF ADMISSION STANDARDS – MASTER'S IN BUSINESS ADMINISTRATION**

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the Academic Program Modification – Change of Admission Standards – Master's in Business Administration recommendation, as contained in the Board materials for the March 17, 2022, Board meeting, Trustee Bill Johnson seconded and the motion carried unanimously by roll call vote.

# IV. APPROVAL OF AN ACADEMIC PROGRAM MODIFICATION – CHANGE IN ADMISSION STANDARDS – PHD IN PUBLIC POLICY AND ADMINISTRATION

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve an Academic Program Modification – Change in Admission Standards – PhD in Public Policy and Administration recommendation, as contained in the Board materials for the March 17, 2022, Board meeting. Trustee McKenzie seconded and the motion to approve was carried unanimously by roll call vote.

# V. APPROVAL OF AN ACADEMIC PROGRAM MODIFICATION – CHANGE IN ADMISSION STANDARDS – DOCTORATE IN EDUCATION

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve an Academic Program Modification – Change in Admission Standards – Doctorate in Education recommendation, as contained in the Board materials for the March 17, 2022, Board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

## VI. APPROVAL OF AN ACADEMIC PROGRAM MODIFICATION – CHANGE IN ADMISSION STANDARDS – MASTER'S IN EDUCATION

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Pam Martin moved to approve an Academic Program Modification – Change in Admission Standards – Master's in Education recommendation, as contained in the Board materials for the March 17, 2022, Board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

### VII. APPROVAL OF AN ACADEMIC PROGRAM MODIFICATION – CHANGE IN ADMISSION STANDARDS – POST-MASTER'S LEVEL EDUCATIONAL SPECIALIST IN INSTRUCTIONAL LEADERSHIP

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Pam Martin moved to approve an Academic Program Modification – Change in Admission Standards – Post-Master's Level Educational Specialist in Instructional Leadership recommendation, as contained in the Board materials for the March 17, 2022, Board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

# VIII. APPROVAL OF A NEW MODE OF DELIVERY OF AN ACADEMIC PROGRAM – BACHELOR'S IN BUSINESS ADMINISTRATION

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Pam Martin moved to approve a New Mode of Delivery of an Academic Program – Bachelor's in Business Administration recommendation, as contained in the Board materials for the March 17, 2022, Board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

## IX. APPROVAL OF A PROGRAM OFFERING AT AVON WILLIAMS CAMPUS LOCATION – MASTER'S IN BUSINESS ADMINISTRATION (MBA)

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Pam Martin moved to approve a Program Offering at Avon Williams Campus Location – Master's in Business Administration (MBA) recommendation, as contained in the Board materials for the March 17, 2022, Board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

Trustee Pam 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.

#### E. 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 November 18, 2021, Executive Committee meeting minutes, as contained in the Board materials for the March 17, 2022, 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 NOVEMBER 18, 2021, EXECUTIVE COMMITTEE MEETING MINUTES

On behalf of the Executive Committee, Chair Cole moved to approve the minutes of the November 18, 2021, Executive Committee meeting, as contained in the Board materials for the March 17, 2022, Board meeting. Trustee Lewis seconded the motion and it was approved by roll call vote.

Chair Cole concluded the Executive Committee report.

# V. REPORT ON THE GOVERNOR'S FY23 PROPOSED BUDGET ALLOCATION FOR TENNESSEE STATE UNIVERSITY

Chair Cole called on President Glover to present information regarding this agenda item. President Glover asked VP Business and Finance, Mr. Doug Allen, to report on the Governor's FY23 Budget Allocation for Tennessee State University.

VP Allen shared that the Governor has allocated \$250 million towards capital outlay for strategic initiatives at TSU. Also allocated was \$8 million for construction maintenance and \$60 million for

a new engineering classroom building. This represented a total of \$318 million.

President Glover thanked the Governor as well as all the Trustees and anyone else who worked to get this allocation for TSU. She specifically mentioned Rep. Harold Love and Leah Dupree Love and their efforts in helping to secure this for TSU.

Chair Cole thanked President Glover, and VP Allen for the good news.

# VI. REPORT ON ATHLETICS

Chair Cole called on President Glover to present information regarding this agenda item, the Report on Athletics. President Glover called on Athletic Director, Dr. Mikki Allen to make this report.

Dr. Allen thanked the Board for the opportunity to represent the Athletic program with the 230 athletes and 15 NCAA sponsored sports programs. He stated that he would address speculation about TSU conference affiliation and also the Southern Heritage Classic.

Dr. Allen stated that there was an announcement that the Big South Conference and the OVC will form an alliance in 2023. He noted that several schools including TSU, UT Martin, Tennessee Tech and others will join this alliance. As he explained, the purpose of forming this alliance was to combine the football membership and give both conferences championship access to the FCS playoffs. He went on to explain some of the procedures regarding game schedules and additional costs associated with playing these other games. He noted that the Big South and the OVC were looking into ways to supplement some of these additional costs. Dr. Allen pointed out that he did form a committee comprising of university leaders, coaches and alumni to evaluate TSU's position in the conference and future conference alignment.

Regarding the Southern Heritage Classic, Dr. Allen stated that this year would be the 33<sup>rd</sup> year for this event. He explained that earlier Jackson State University announced that they were terminating future participation with this historic match up with TSU. President Glover stated her disappointment at the decision and the importance of the Classic to the Memphis economy. JSU then decided that they will play this year but not in 2023 and 2024 calendar years. There continues to be on-going discussions around the future of the SHC and whether it will move from Memphis or even other classics coming to Nashville or Atlanta.

Chair Cole thanked Dr. Allen for this information and for the great report.

## VII. PRESIDENT'S REPORT

Chair Cole called on President Glover to present information regarding this agenda item, the President's Report.

President Glover provided reports on various items contained in the Board materials for the March 17, 2022, Board meeting and her President's Report PowerPoint slides. She announced that the reports were all good and proceeded to share reports on: SACSCOC accreditation being reaffirmed; a clean audit report with most deficiencies being corrected; enrollment being up for both undergraduate and graduate; R2 Carnegie Research classification maintained; historic growth in endowment; a historic high in research funding; and the Governor's inclusion of TSU in his budget recommendation.

The COVID-19 update included the fact that the university operated in-person and online. Faculty were prepared to transition to online delivery if the pandemic conditions required it. The omicron and delta variants were closely monitored. Students, faculty and staff continue to wear masks at all times while indoors but the University will continue to monitor this requirement. Tele-counseling services were available for students 24 hours per day, 7 days per week. Tele-health services are also being offered. COVID testing was being performed regularly. Health and safety protocols continued to be observed with face coverings being worn at all times on campus when in public places; social distancing implemented at all times; and temperature checks being conducted. Plexiglass desk shields were installed throughout the campus.

Although the University did not have a vaccination mandate, President Glover noted that the institution was strongly stressing vaccinations among our students, staff and faculty. Aggressive testing is still being performed. Over 60% of students residing on campus had been vaccinated while 80% of employees had been vaccinated.

President Glover reminded the Board that the SACSCOC Board of Directors met in December and voted to reaffirm TSU's accreditation for another 10 years. TSU will submit a monitoring report in September 2022. President Glover shared that regarding the audit update, the University is correcting all deficiencies noted in the audit reports. She also provided updates on enrollment and recruitment, sharing that enrollment was up this year for both graduate and undergraduate students. She shared the areas of increased recruitment including dual enrollment and the addition of Dr. Arlene Nicholas-Phillips to assist the Office of International Affairs in recruiting internationally. She also noted that a retention plan was developed to assist and improve returning students.

President Glover also indicated that 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 that will open Fall 2022 and the new Health Sciences building the was opened in June 2021 on campus. She shared that the University continues to make repairs, handle building maintenance across campus, and perform major upgrades of technology across campus.

President Glover reiterated the record amount awarded for Grants and Research funded in FY 20-21 at \$70.7 Million. 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. She pointed out that FY21-22 to date, the University has been awarded almost as much as the entire year for past years. Special mention was made of our corporate partners and those who donated \$1 million or more to TSU.

President Glover further noted that TSU's forensic team continues to reign as the national champion and the Aristocrat of Bands continues to make us all proud. President Glover concluded with an update on the Land Grant funding that is owed to TSU. She shared that TSU was included in the Governor's budget and will received \$250 million for infrastructure and another \$68 million for other needs. She reiterated the need for the University to move from R2 Carnegie Classification to an R1 institution.

President Glover thanked everyone and the Board. Trustee Lewis requested an opportunity to tour the new buildings on campus.

Chair Cole thanked President Glover for her report.

### VIII. BOARD CHAIR'S REPORT

Chair Cole thanked Dr. B. Johnson, Student Trustee Tiara Thomas, and faculty. She stated that she hoped special attention was paid to President Glover's report on all that was going on at TSU including the new programs, athletics, etc. and expressed her appreciation for all that was being done at the University. She also thanked President Glover for putting TSU on the national and international stage.

## **IX. ADJOURNMENT**

Chair Cole moved to adjourn which was seconded by Trustee Lewis and Trustee Pinnock. The motioned carried by roll call vote. The meeting was adjourned at 3:08 p.m. CDT.



#### TENNESSEE STATE UNIVERSITY

#### BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of Reappointment of Audit Committee Chair
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Vice Chair, Board of Trustees, Pamela Martin

The State of Tennessee Comptroller of the Treasury has determined that, pursuant to T.C.A. 4-35-102, each state higher education governing board must establish an Audit Committee and approve the Audit Committee's members and chair. The Audit Committee Charter also requires Board approval of the Audit Committee members and the Chair of the Audit Committee. The Audit Committee members serve a two-year term, and the Audit Committee Chair serves a one-year term.

To ensure compliance with state law and the Board Audit Committee Charter, the Board must annually approve the Chair of the Audit Committee. With the reappointment, the Audit Committee Chair will serve a new one-year term. The Vice Chair is recommending the reappointment of Trustee Cole to serve as Audit Committee Chair.

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



#### TENNESSEE STATE UNIVERSITY

#### BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of the Appointment of Student Trustee
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair, Board of Trustees, Deborah Cole

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

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

Mr. Wimberly will be a junior in the fall 2022 semester. He is pursuing a Bachelor of Agricultural Science degree in Agribusiness and holds a 3.7 grade point average. He serves as a Brand Ambassador for the Men's Initiative, and among his many awards and honors, he received the National Academy of Future Scientists and Technologists Award of Excellence.

MOTION: To approve the appointment of Shaun Wimberly to serve a one-year term as the Student Trustee for the 2022-23 fiscal year.



# TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES AUDIT COMMITTEE MEETING AGENDA

10:00 a.m. CDT Thursday, June 16, 2022

Tennessee State University – Main Campus Via Zoom link: http://www.tnstate.edu/board/livestream.aspx

#### ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the March 17, 2022, Audit Committee Meeting Minutes
- IV. Annual Report on the Audit Office's Audit Activities
- V. Discussion of the Audit Office's Internal Quality Assessment
- VI. Review of Outstanding Audit Issues
- VII. Approval of the Fiscal Year 2022-2023 Audit Plan
- VIII. Executive Session Discussion of Items Deemed Confidential Under State Law



## TENNESSEE STATE UNIVERSITY

#### BOARD OF TRUSTEES

#### ACTION ITEM

June 16, 2022
Audit Committee Report - Approval of the March 17, 2022, Audit Committee Meeting Minutes
Approval
Chair of Audit Committee, Trustee Deborah Cole

The document reflecting the minutes from the March 17, 2022, Audit Committee meeting is included in the June 16, 2022, Board materials.

MOTION: To approve the minutes from the Board of Trustees' March 17, 2022, Audit Committee meeting, as contained in the Board materials for the Board's June 16, 2022, meeting.

### Meeting of the Tennessee State University Board of Trustees Audit Committee Meeting March 17, 2022 Tennessee State University – Electronic

#### MINUTES

Committee Members Present: Trustee Deborah Cole, Obie McKenzie and Van Pinnock.

**Other Board Members Present**: Pam Martin, Andre Johnson, Richard Lewis, 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, Associate Vice President of Student Affairs; Dr. Quincy Quick, Associate Vice President of Research & Sponsored Programs; Terrence Izzard, Associate 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 10:25 a.m. CDT on March 17, 2022. 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 McKenzie seconded and the motion carried.

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

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

## **III. APPROVAL OF THE NOVEMBER 18, 2021, AUDIT COMMITTEE MEETING MINUTES**

Trustee Cole moved to recommend to the full Board the approval of the minutes from the November 18, 2021, Audit committee meeting, as contained in the March 17, 2022, Board materials. Trustee Pinnock seconded the motion, which carried.

## **IV. REVIEW OF COMPLETED INTERNAL AUDITS**

Trustee Cole introduced the next item on the agenda, the review of completed internal 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 March 17, 2022, 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 stated that the Comptroller of the Treasury, Division of State Audit issued a follow-up report for FY Ending June 30, 2020. The objective of this review was to determine whether adequate corrective action had been taken to address the findings, implement the recommendations and mitigate any risks that could occur.

In the audit report related to the financial and compliance audit of the financial statements and related notes to the financial statements of TSU for FY Ending June 30, 2020, Director Davis explained that there were seven audit findings, one was deemed to be confidential so it was not discussed in public. Of the remaining six findings: one was an overall finding relating to the corrective actions taken by the university; three related to repeat findings regarding the foundation's accounting records and the University's bank reconciliation to bank statements; and two were pertaining to financial aid. Details of the review are outlined in the Board materials on pages #29 to #35.

Chair Cole called on VP Allen to explain the findings that were still not corrected and give clarity on the issue of the reconciliations. VP Allen explained that some of the reconciliations had been performed by an outside CPA firm and his new team members are now handling the other reconciliations. He stressed to the Committee the fact that over the past five years reconciliations had not been completed in a timely manner and now, with the work of his team within the past 10 months, they were current and being completed monthly.

Chair Cole, Trustee Pinnock and VP Allen continued a discussion regarding the reconciliations. Chair Cole again commended VP Allen for the strides made regarding bringing the reconciliation issue current. She did remind the Committee that there will be more repeat findings on this issue in the next audit report, due to unresolved past findings. With the current improvements, she anticipates that with the FY22 report, all be cleared.

Trustee Pinnock again asked VP Allen about the measures put in place to improve the outcome of the department. VP Allen shared that increased staffing, added communication, and improved training will prove to be adequate measures for improving the overall performance of the Business and Finance area as well as other areas at the University. Director Davis confirmed that she had seen an improvement though she could not confirm the timeliness.

In the audit report related to the procedures for accounts receivables, Director Davis pointed out that a new bursar had been hired to ensure the efficient operations of the Bursar's office and the collection of accounts receivable. After a short discussion, Chair Cole stressed that she wanted to be sure that the University was adhering to the policy approved by the Board regarding students' accounts and outstanding balances. VP Allen assured her that this was the case. Trustee Johnson then inquired about the amount that was written off' for the FY2019 balances. VP Allen shared that \$12 million was the amount written off for FY2019, even though attempts are still being made to collect.

Director Davis then went on and explained that the additional two findings were regarding Title IV funds and financial aid records. Details of these are outlined in the Board materials on pages #34 to #35. She stated that the first finding related to the return of Title IV funds in a timely manner and that with 26 of 33 students audited, the calculation was correct and returned timely. VP Allen spoke to the 7 exceptions. The other finding pertained to the Office of Financial Aid not adequately

reconciling its Direct Loan records to the Direct Loan Servicing System's records. The current status showed that though monthly reconciliations were performed, they were not always timely resolved. Chair Cole asked that Director Davis get with VP Allen and bring back some additional information on this item.

Next, Director Davis addressed the audit of TSU Foundation Gifts. She stated that the objective here was to determine if gifts were being timely deposited, timely recorded and spent in accordance with donor intent. Based on the findings, Director Davis concluded that the TSU Foundation management did not always ensure that donated funds were timely deposited; gifts were not always recorded timely and gifts were not always spent in accordance with donor intent. Details of the findings are outlined on pages #39 to #44 in the Board materials. VP Allen shared some clarity on these findings.

Chair Cole again asked that VP Allen and Director Davis get together and provide additional information on these findings, since they were both seemingly "on different pages" regarding the requirements.

Director Davis recapped the review of Federal Work Study Timesheets. She stated that 47% (14 of 30) of the timesheets reviewed found that students performed work duties during scheduled class hours; 30% (15 of 50) revealed that students worked more than 20 hours per week; and 10% (5 of 50) showed that the supervisor did not accurately calculate the hours worked. She did state that an automated process had now been implemented so as to eliminate any human error going forward. VP Allen commented on these findings that are outlined on pages #47 to #50 in the Board materials.

In her follow-up review on Admissions, Director Davis pointed out that her team reviewed 33 students enrolled in the spring 2021 semester and found that the required immunization documentation was not obtained for 4 of 33 (12%) students. This represented 2 graduate students and 2 undergraduate students. The current review of fall 2021 revealed that 231 of 1,997 (11.6%) students did not present the required immunization documentation. This represented 11 graduate students and 220 undergraduate students. Details of this finding are outlined on pages #53 to #55 in the Board materials.

# 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 March 17, 2022, 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 internal audits. She shared that included in her report were also the follow-up dates. A detail outline of these outstanding issues can be found on pages #58 to #60 in the Board materials. Director Davis stated that the purpose preparing this review was to meet the requirement of the Audit Committee. Chair Cole asked that everyone take time to read through the findings and note the follow-up dates as listed on Director Davis' report.

## VI. REVIEW OF RISK ASSESSMENT PROCESS

Trustee Cole announced that the next item on the agenda was the Review of the University's Risk Assessment Process and asked President Glover to provide pertinent information related to this agenda item. President Glover called on Director Davis to present on this item. The material is included in the March 17, 2022, Board meeting packet. This was an informational discussion item, so no vote was required.

Director Davis shared that in order to document compliance, TSU must annually perform a management assessment of risk, incorporating several controls such as obligations and cost compliance review; ensuring that funds, property and other assets are safeguarded against waste and misappropriation; and ensuring that revenues and expenditures are properly recorded. The objectives of the risk assessment are to provide accountability, promote operational efficiency, improve reliability of financial statements and strengthen compliance with laws and regulations.

Director Davis confirmed that the University's risk assessment was performed, completed and presented in a timely fashion to the Comptroller of the Treasury and the Commission of Finance and Administration. Trustee Cole thanked Director Davis for her report on this agenda item.

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

Trustee Cole stated that seeing there were no items for discussion, there was not need to enter into an Executive Session.

## VIII. ADJOURNMENT

There was no further discussion. Trustee Cole moved to adjourn the meeting and the motion was seconded by Trustee McKenzie. The motion carried unanimously by roll call vote. The meeting was adjourned at 11.30 a.m. CDT.



# TENNESSEE STATE UNIVERSITY

# BOARD OF TRUSTEES

#### **INFORMATION ITEM**

DATE:	June 16, 2022
ITEM:	Audit Committee Report – Annual Report on the Audit Office's Audit Activities
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Audit Committee, Trustee Deborah Cole

# **Background Information:**

The Tennessee State University Audit Committee Charter and The Institute of Internal Auditors standards both require the Director of Internal Audit to discuss the Office of Internal Audit's annual activities.

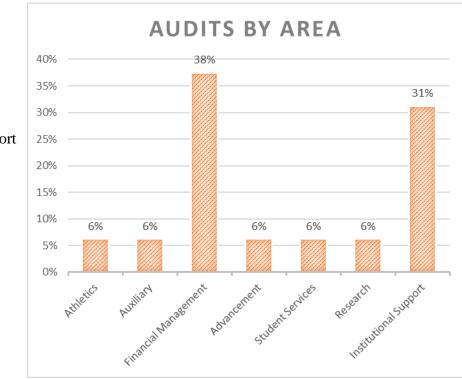
The Director of Internal Audit will discuss the Office of Internal Audit's Year End Report for fiscal year 2022.



2022 Year-End Report of Audit Activity

# Tennessee State University Department of Internal Audit **Report on Annual Audit Activity** Fiscal Year Ending June 30, 2022

Rank	Area	Audit/Reviews/Projects	Audit Status	Report Date
Required	AT	NCAA Student Assistance Fund FY 2021	Complete	August 11, 2021
Required	FM	State of Tennessee Single Audit FY 2020- Follow-Up	Complete	August 24, 2021
Required	FM	President's Expenses FY 2021	Complete	October 28, 2021
Required	FM	State of Tennessee Single Audit FY 2020- Updated	Complete	October 29, 2021
Required	FM	State Audit Follow-up for FY 2019	Complete	November 1, 2021
Risk Assessment	IS	Review Management's Risk Assessments	Complete	November 10, 2021
Follow-Up Review	SS	Admissions - Immunizations Compliance	Complete	February 12, 2022
Follow-Up Review	FM	Federal Work-Study	Complete	February 16, 2022
Follow-Up Review	AD	Foundation Gifts	Complete	February 21, 2022
Required	FM	State Audit Follow-up for FY 2020	Complete	February 24, 2022
Required	IS	Review of Conflict of Interest Forms	Complete	March 11, 2022
Required	IS	Office of Internal Audit Manual Review and Update	Complete	March 23, 2022
Follow-Up Review	IS	Department of Human Resources	Complete	May 12, 2022
Required	IS	Quality Assessment Review- Internal	Complete	May 23, 2022
Risk-Based	FM	Grants Management	Complete	May 26, 2022
Follow-Up Review	AX	Student Housing	Complete	May 16,2022
Required	FM	Cash Counts	Not Yet Started	perform on: 6/30/2022
Risk-Based	FM	CARES Act Funding Review	In Progress	estimated: 6/30/2022
Risk-Based	FM	Procurement Card Transactions Review	In Progress	estimated: 7/15/2022
Required	IT	Banner Access Reviews	In Progress	estimated: 08/15/2022



Functional Areas

- AD Advancement
- AT Athletics
- AX Auxiliary
- FM Financial Management
- IA Instruction & Academic Support
- IS Institutional Support
- IT Information Technology
- PP Physical Plant
- RS Research
- SS Student Services

# **Audits Results**

# Audit: Review of the NCAA Student Assistance Fund for FYE June 30, 2021

No issues were noted during our review of expenses

# Audit: State of Tennessee Single Audit FY 2020 - Findings Follow-Up

**Results:** 1. We requested the monthly Direct Loan reconciliations prepared for each month from July 2020 through June 2021. Management in the Office of Financial Aid stated that the required monthly reconciliations were prepared. However, we were only provided with reconciliations prepared for 4 of the 12 months requested.

2. Management in the Office of Financial Aid implemented recommended corrective actions to ensure that return of Title IV fund calculations are accurate. However, we identified inaccuracies in several calculations prepared during the fiscal year ended June 30, 2021, and unearned Title IV funds were not always returned within the required timeframes.

# Audit: State of Tennessee Single Audit FY 2020 - Findings Follow-Up - UPDATED

**Results:** 1. Monthly reconciliations prepared for the period August 2020 through September 2021 were obtained. The reconciliations were accurate and complete. However, identified differences were not always timely resolved each month.

2. We obtained the listing of student withdrawals for the fall 2021 semester. There were 23 return of Title IV calculations that were required. Nine of the calculations had been prepared using the incorrect semester start and end date. Once it was brought to their attention, management ensured that the calculations were re-performed. All calculations were ultimately prepared accurately and within the 45-day required timeframe.

# Audit: President's Expenses FY 2021

No issues were noted during our review of expenses

# Audit: Tennessee State University Financial and Compliance audit FY 2019 - Findings Follow-Up

**Results:** 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 Current Status: Corrected

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

Current Status: Corrected

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

Current Status: Not Corrected; Significant improvement made

4. As noted in the prior two audits, the university did not perform adequate procedures for accounts receivable

Current Status: Not Corrected; improvements made

5. Tennessee State University did not provide adequate internal controls in four areas, including one area reported for the sixth consecutive audit {Details are confidential per state law}

Current Status: Not Corrected; improvements made

#### Audit: Tennessee State University Financial and Compliance audit FY 2020 - Findings Follow-Up

**Results:** 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

Current Status: Management has implemented corrective actions to address the findings resulting from the fiscal year 2020 audit, except where indicated below

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

Current Status: Management has implemented corrective actions to address the finding. 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. Financial statements were submitted timely to facilitate the audit process.

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

Current Status: Management has implemented corrective actions to address the finding. However, current bank reconciliations include unsupported reconciling items.

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

Current Status: Management has begun implementing corrective actions to address the finding. However, additional effort is required to ensure due diligence is performed for all receivable balances.

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

Current Status: Management has implemented corrective actions to address the finding. However, we identified errors in 3 of 33 return of Title IV calculations selected for review. 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

Current Status: Management has implemented corrective actions to address the finding. The Financial Aid Office provided us with monthly Direct Loan reconciliations prepared from October 2021 to January 2022. However, we found that identified discrepancies are not always timely resolved each month.

7. Tennessee State University did not provide adequate internal controls in three areas, including one area reported for the seventh consecutive audit {Details are confidential per state law}

Current Status: Management has implemented corrective actions to correct two of the three areas. Controls continue to be strengthened in the third area.

#### Audit: Follow-Up Review of Admissions - (Immunizations Compliance) Fall 2021 Semester

**Result:** 1. The university did not always obtain required immunization history records for applicable newly admitted students registered for full-time enrollment during the fall 2021 semester

#### Audit: Audit of TSU Department of Human Resources - Follow-Up

**Results:** 1. For 5 of 30 employees selected for testing, the related U.S.Citizenship and Immigration Services (USCIS) Form I-9 was not completed in the required timeframe.

2. Details of noncompliance in the area of Pre-Employment Screening was determined to be confidential pursuant to Section 10-7-504(i), Tennessee Code Annotated.

3. University management provided us with a copy of the signed Employee Confidentiality Agreement for all employees included in our sample.

#### Audit: Follow-Up Review of Federal Work-Study Timesheets- Fall 2020

**Results:** 1. For 14 of 30 (47%) timesheets selected for detailed review, we found where the students performed FWS duties during scheduled class hours for at least one day during the month(s) under review.

2. For 15 of the 50 (30%) timesheets reviewed, the students worked more than 20 hours a week for at least one week while classes were in session.

3. For 3 of the 20 (15%) timesheets reviewed where the student worked in excess of 6 hours for at least one day in the month, we found where the student did not take the required minimum 30-minute unpaid rest/meal break.

4. For 5 of the 50 (10%) monthly timesheets reviewed, the related supervisor did not ensure that the hours worked was accurately calculated. A net underpayment of \$262.00 was identified in our student sample. In addition, an overaward of \$340 was also identified.

#### Audit: Student Housing Review- Fall 2020 and Spring 2021

**Result:** 1. Details of noncompliance was determined to be confidential pursuant to Section 10-7-504(i), Tennessee Code Annotated.

#### Audit: Foundation Gifts - July 1, 2021 through February 28, 2022

Results: 1. For 3 of 18 (17%) daily deposits tested, daily gifts were not deposited within one business day. The funds were deposited from one to four business days late.
2. For 9 of 22 (41%) bank statement credit transactions selected for testing, the transaction was not recorded within 10 days of receipt of the donated funds.
3. For 3 of 56% (5%) scholarship recipients selected for testing, the awarded students did not meet the documented awarding criteria as determined by the donor. For 1 of 20 (5%) non-scholarship disbursements, \$24,000 in consulting fees were erroneously paid from a fund where proceeds were solicited to provide scholarships to university students.

#### Audit: Grants Management

Results: 1. (a) Project/Progress reports were submitted timely for 18 of the 19 grants included in our sample. For 1 of 19 grants, the related project/progress report was submitted 114 days late.
(b) For 2 of 16 financial reports included in our sample, the financial reported was timely submitted. 11 of the 16 financial reports were submitted timely. Two of 16 financial reports were not provided. Therefore, we were unable to determine if the report was submitted or timely submitted.

2. Expenses included in our sample were determined to be allowable, allocable, reasonable, and in accordance with award terms

3. Management did not always ensure that time and effort was timely certified or that there was evidence to support timely certification



# **Grants Management**

January 1, 2020 to September 30, 2021



May 26, 2022

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

Dear Dr. Glover:

Enclosed is the internal audit report related to our audit of the university grant's management. Our scope included active grants during the period January 1, 2020 to September 30, 2021. The primary objective of the audit was to determine if the university has the appropriate procedures in place to ensure the proper management of sponsored programs and activities involving external funding sources. The audit was performed in accordance with the *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors.

The results of our audit are documented in the attached report.

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

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

#### **Table of Contents**

Executive Summary	.3
Introduction	.3
Objectives	.3
Scope	.3
Audit Finding Ranking	.3
Findings	.3
Conclusion	
Introduction	.4
Audit Results	.5
Audit Recommendations and Management's Responses	.9

## Tennessee State University Department of Internal Audit Grants Management Executive Summary

Key Area	Grants Accounting Office; Faculty and Staff participating	Internal Auditor	Adrian R. Davis, <i>CPA</i> , <i>CGFM</i> Director of Internal Audit
	in sponsored projects	1100101	
Introduction Objectives	<ul> <li>In sponsored projects</li> <li>Tennessee State University (TSU) receives awards for research, instruction, academic support, public service, training, and other specified purposes from extramural funding sources. A sponsored project is defined as an activity that is sponsored or funded, by an external organization, such as a federal, state, or private organization or agency. The administration of sponsored projects involves personnel from the Office of Grants Accounting, the Office of Research and Sponsored Programs, and the various college faculty and staff who are involved in the programs.</li> <li>1. To determine if financial and performance reports are timely submitted to sponsoring agencies</li> </ul>		
	reasonable, and in accordance	e with award reporting sy	stems ensure accurate and properly
Scope	Active grants during the period J	anuary 1, 202	20 through September 30, 2021
Audit Finding Ranking	Audit findings are rated as high, medium or low depending on auditor judgment. Some of the factors considered in judging the seriousness of a finding include: (1) level of financial impact, (2) extent of violation of laws, regulations and restrictions, (3) lack of a university policy or noncompliance with a matter in an important matter, (4) lack of internal controls or ineffective controls and procedures, and (5) fraud, theft, conflicts of interest or serious waste of university resources.		
Findings	Objective 1 – Management did no always timely submitted during t [financial reports - high] [perfor Objective 2 - No findings in the	ot ensure that he period und mance report is area not ensure tha	financial and performance reports were der review
Conclusion	and procedures in place to ensure activities involving external fu	the proper n nding source	termined that the university has policies nanagement of sponsored programs and es. However, addressing the issues ove would further improve the grants

#### **Introduction**

Tennessee State University (TSU) receives awards for research, instruction, academic support, public service, training, and other specified purposes from extramural funding sources. A sponsored project is defined as an activity that is sponsored or funded, by an external organization, such as a federal, state, or private organization or agency. Many of the university's awards are in the area of research. Tennessee State University is designated by the Carnegie Classification of Institutions of Higher Education as a *R2: Doctoral Institution – High Research Activity*.

We reviewed the controls over the administration and management of grants and contracts at Tennessee State University. The administration of sponsored projects involves personnel from the Office of Grants Accounting, the Office of Research and Sponsored Programs (RSP), and the various college faculty and staff who are involved in the programs. RSP assists faculty in soliciting awards and provides overall guidance on sponsored projects to university faculty and staff. The Office of Grants Accounting is responsible for vendor invoicing and financial reporting compliance. The Project Director (PD) /Principal Investigator (PI) is responsible for administering and overseeing the activities performed for a particular project. The PD/PI is also responsible for ensuring project/progress reporting compliance.

The United States government requires recipients of federal grants, such as Tennessee State University, to adhere to specific terms and conditions. The overarching requirement is referred to as *Uniform Guidance*. Uniform Guidance is a government-wide framework for grants management and provides an authoritative set of rules and requirements for federal awards.

We obtained a population of all university grants as of September 30, 2021. We isolated active grants having project end dates after January 1, 2020. Total awards for active grants during this time, excluding student financial aid, totaled over \$200 million dollars. This list includes awards from 98 agencies. Award amounts for the grants in our sample totaled over \$13 million dollars.

While the University operates in a decentralized manner, the University is viewed as an integrated whole. Errors and noncompliance of one department or researcher can have ramifications for the entire university, including:

- Fines and penalties
- Additional oversight/monitoring by the government
- Potential reduction in funding
- Professional integrity compromised
- Suspension, debarment, exclusion of individuals or the University as a whole

#### AUDIT RESULTS

# **Objective 1:** To determine if financial and performance reports are timely submitted to sponsoring agencies

Our sample included 25 grants with project/progress and/or financial reports which were due during the period January 1, 2020 through September 30, 2021.

- A. Project/Progress Reports were due for 19 of the grants included in our sample. The Principal Investigator (PI) is responsible for ensuring the timely submission of related project/progress reports.
  - Project/Progress reports were submitted timely for 18 of the 19 (95%) grants included in our sample
  - For 1 of these 19 grants (5%), the related project/progress report was not timely submitted. The progress report was submitted 114 days late. The report was due in June 2021 but was not submitted until October 2021.
    - Subsequent quarterly reports submitted for the project were provided to our office. It was determined that reporting for the project is current as of February 2022.
- B. Financial Reports were due for 16 of the grants included in our sample during the period under review. The Office of Grants Accounting is responsible for ensuring the timely submission of financial reports.
  - ✤ Financial reports were submitted timely for 3 of the 16 (19%) grants included in our sample
  - For 11 of these 16 grants (69%), the related financial report was not submitted timely. These reports were submitted 6 to 283 days late (an average of 87 days late). The eleven reports were due to four agencies.
    - Nine of the reports were due from May 2021 through September 2021. Two of the reports were due in 2020 (January 2020 and December 2020)
  - For 2 of these 16 grants (12%), management did not provide us with the required financial reports that were due during our audit period. Therefore, we are unable to determine if the report was submitted or timely submitted.

# **Objective 2**: To determine if costs charged to sponsored agreements are allowable, allocable, reasonable, and in accordance with award terms

We selected for review 25 grants with total expenses of \$6,969,311.83 during the period January 1, 2020 through September 30, 2021. The breakdown of these expenses is documented below.

CATEGORY	EXPENSES
Salaries and Benefits	\$ 3,790,643.58
Operating Expenses	1,957,772.51
Travel	30,331.05
Scholarships and Stipends	798,465.55
Total Direct Charges	\$ 6,577,212.69
Indirect Expense	392,099.14
TOTAL Expenses	\$ 6,969,311.83

- A. We reviewed a sample of operating expenses charged to 25 awards totaling \$1,570,618.77. We tested these expenditures for proper supporting documentation, proper signature approvals, proper recording, proper allocation and allowance of costs per the grant award.
  - $\checkmark$  No issues were noted. All costs appeared to be allowable, allocable and reasonable.
- B. We reviewed a sample of travel expenses charged to 20 awards totaling \$23,185.38. We tested these expenditures for proper supporting documentation, proper signature approvals, proper recording, proper allocation, compliance with university travel policies and procedures, and allowance of costs per the grant award.
  - $\checkmark$  No issues were noted. All costs appeared to be allowable, allocable and reasonable.
- C. We reviewed the scholarship awards totaling \$798,465.55 made to 54 university students. We tested these expenditures for proper supporting documentation, proper recording, proper allocation, and allowance of costs per the grant award.
  - $\checkmark$  No issues were noted. All costs appeared to be allowable, allocable and reasonable.
- D. We reviewed the indirect expense charges to the awards included in our sample. Our review was performed to determine if the approved rate was used for allowable categories of expenses.
  - $\checkmark$  No issues were noted.

# **Objective 3: To determine that time and effort reporting systems ensure accurate and properly documented evidence of work performed**

Personnel expenditures charged to three of the twelve awards totaled \$3,102,624.33, or 85% of total salaries and benefits included in our sampled grants. We randomly selected 13 individuals who charged time to one of these three federal awards for testing. Salary and benefit payments during the period under review to these thirteen individuals totaled \$583,359.57. Our testing was performed to determine if effort reports were timely and accurately completed.

The Uniform Guidance requires records of salaries and wages charged to awards to be supported by a system of internal control that provides reasonable assurance the charges are accurate, allowable, and properly allocated. To comply with this requirement, the university's Grants Accounting Office has a time and effort reporting policy that requires effort reports be completed three times per year (January 1<sup>st</sup> to May 31<sup>st</sup>, June 1<sup>st</sup> to August 31<sup>st</sup>, and September 1<sup>st</sup> to December 31<sup>st</sup>) for all faculty and staff (professional and non-professional, graduate students) whose salary is charged in whole or in part, to federally sponsored projects.

In June 2020, the College of Agriculture had a separate policy that also required effort certifications be completed three times per year (January 1<sup>st</sup>, May 1<sup>st</sup>, and September 1<sup>st</sup>). This policy was superseded by a revised policy in February 2021. The revised policy allowed annual certifications (October 1<sup>st</sup> to September 30<sup>th</sup>) by "non-faculty paid monthly, employees paid bi-weekly, and county Extension employees."

- A. Management did not always ensure that time and effort was timely certified or that there was evidence to support timely certification
  - ✤ Four of the 13 (31%) time and effort certifications were not timely prepared and reviewed.
    - For one employee, a quarterly time and effort certification was completed 73 days late. The certification was due on January 1, 2022 but was prepared and reviewed on March 15, 2022.
    - Three certifications that covered an annual period were completed 116, 124, and 131 days after the annual period being certified.
  - Six of the 13 certifications (46%), did not include a date for the preparer or reviewer's signature, which prevented our determination of the timeliness of the preparation and review of the effort certifications

- B. Management did not ensure that time and effort certifications were supported by the underlying payroll charges to the projects
  - For 10 of 13 (77%) effort certifications, the effort certification did not agree with the underlying payroll charges to the projects
    - For one of these 10 certifications, the effort certifications only included charges to one grant. For six months, approximately 24% of the monthly payment to the employee from a second sponsored project, was excluded from the certification.
    - For two of these 10 certifications, there were six quarterly certifications completed during the period under review. We found that the documented effort allocations in four of the six quarterly certifications did not agree with the payroll allocations.
    - For one of these 10 certifications, the certification documented 60% of the employee's time to be charged to the state match. However, we found that 60% of the employee's time was allocated to the federal award throughout the period under audit.
      - The effort certification was for an annual period. The extended timeframe for effort certification precludes timely reconciliation of certified effort to the underlying payroll charges.
    - For 6 of these 10 certifications, the certification documented 100% of the employee time to be charged to the state match. However, for each individual, we found that the employee's payroll charges were also allocated to the federal award throughout the period under audit.
      - The six effort certifications were for an annual period. The extended timeframe for effort certification precludes timely reconciliation of certified effort to payroll charges.

During our review of time and effort certifications for the College of Agriculture, we identified redistributions of payroll allocations that occurred from 130 to 600 days after a respective month. As the grants being adjusted include a state match, to ensure transparency and accuracy, it is imperative that charges are accurate and timely to ensure compliance with matching requirements.

## **AUDIT RECOMMEDATIONS AND MANAGEMENT'S RESPONSES**

## 1) Audit Recommendation- Objective 1

The timely submission of financial reports decreases the university's exposure to noncompliance with federal regulations. To ensure compliance with federal reporting requirements, management in the Grants Accounting Office should implement procedures to ensure that staff are aware of, and adhere to, reporting requirements as established by the grantor agency.

## Management's Response -

Management agrees timely reporting is of paramount importance to ensure continued funding for the University and its vital programs. To ensure timely reporting, management has taken the following immediate action:

- 1. Replacement of the Director of Grants Accounting
- 2. Recent hiring of an Assistant Director of Grants Accounting
- 3. System access to all federal reporting systems for these two positions as well as the Executive Director Foundation and Fiscal Operations to monitor reporting deadlines
- 4. Active engagement with a number of federal agencies and additional training of personnel by these agencies to ensure timely and accurate reporting for missing reports
- 5. Increased interaction with University departments and PIs to ensure timely communication of reporting deadlines and items necessary for reporting

## 2) Audit Recommendation - Objective 2

Not applicable- no issues noted

## 3) Audit Recommendation Objective 3

Complete, timely and accurate effort reporting decreases the university's exposure to noncompliance with federal regulations. To ensure compliance with federal regulations, management should:

1. Ensure that employees are aware of the university's policy requiring timely and accurate effort reporting

- 2. Ensure that employees adhere to university and department policies and procedures related to effort certifications
- 3. Consider revising the College of Agriculture's Documentation of Effort policy to include the original requirement that all individuals complete effort certifications three times a year (This is also in agreement with the Grants Accounting Office policy for all other university departments)
- 4. Ensure that effort certifications are dated by the preparer and reviewer to support their timely completion
- 5. Ensure that effort certifications includes identifying information for the award to be charged
- 6. Review completed effort certifications and underlying payroll charges and make necessary adjustments
- 7. Ensure that all necessary adjustments to underlying payroll charges occur immediately after the certification period ends

### Management's Response -

College of Agriculture:

This report identifies some of the same concerns we have in the College of Agriculture regarding the timeliness and accuracy of our grant reporting. Unfortunately, it's beyond our ability to control several, if not all of the fiscal processes at the university.

The lateness in processing the personnel actions (PARFs) and availability of accurate budget balances have been impacting our ability to generate time and effort reports accurately and timely and has been resulting in considerable redistributions and reconciliations. The Department also lacks appropriate software in processing the restrictive retirement benefits of the federal government requiring tedious manual work by college staff in adjusting these items; traditionally this work was handled by the GAO.

The period chosen for this review by auditors happens to be the worst period in our history due to employee turnover and retirements in different key offices of the university dealing with grants and budgets. This is also the intense COVID period which adversely affected the efficiency and effectiveness of many offices at the campus.

In the recent period, we have had several meetings with the current Vice President for Business and Finance, who assured us that there will be a revamping of the grants management processes, and required software will be added to fix these concerns. At the College level, we hired a Faculty/Staff Resource Manager to manage the Time and Effort reporting in collaboration with the Associate Deans.



## Follow-Up Review Tennessee State University Department of Human Resources

July 1, 2021, through February 28, 2022



May 12, 2022

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

Dear Dr. Glover:

Enclosed is the internal audit report related to our follow-up review of the Tennessee State University Department of Human Resources. This follow-up review was performed to determine if the department has adequately addressed the issues cited in our previous report related to adherence to state, federal, and institutional human resource policies and procedures. The audit was performed in accordance with the *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors.

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

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

Sincerely,

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

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

## Tennessee State University Department of Internal Audit TSU Department of Human Resources – Follow-Up Executive Summary

Key Area	TSU Department of HumanInternalAdrian R. Davis, CPA, CGFMResourcesAuditorDirector of Internal Audit			
Introduction	The <i>Tennessee State University Department of Human Resources</i> (HR) provides continuing support and service for all university personnel. HR supports the university's endeavors to create a successful work environment. HR is responsible for supporting the recruitment of faculty and staff, assisting the State department with administering benefits to employees, and assisting the administration in determining and setting salary and pay rates. HR also helps to ensure that the university maintains compliance with university, state, and federal employment policies, regulations, and acts.			
Objective	The objective of our audit was to determine if the university was in compliance with applicable policies, procedures, rules, regulations, etc. for select human resource processes as they relate to hiring, pre-employment screening, and employee evaluations.			
Scope	July 1, 2021 through February 28, 2022			
Audit Finding Ranking	Audit findings are rated as high, medium, or low depending on auditor judgment. Some of the factors included in judging the seriousness of a finding include: (1) level of financial impact, (2) extent of violation of laws, regulations and restrictions, (3) lack of a university policy or noncompliance with an important matter, (4) lack of internal controls or ineffective controls and procedures, and (5) fraud, theft, conflicts of interest or serious waste of university resources.			
Prior Audit Results	<ol> <li>For 1 of 44 employees selected for testing Management did not provide the required U.S. Citizenship and Immigration Services (USCIS) Form I-9, <i>Employment Eligibility Verification</i>. In addition, forms were not completed in the required timeframe for 15 of 44 employees selected for testing. [<i>High</i>]</li> <li>Managment 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. [<i>High</i>]</li> <li>Details of noncompliance in the area of Pre-Employment Screening was determined to be confidential pursuant to Section 10-7-504(i), <i>Tennessee Code Annotated</i>. [<i>Medium</i>]</li> <li>University management did not provide us with a copy of the signed <i>Employee Confidentiality Agreement</i> for 1 of 44 (2.1%) employees tested. [<i>Low</i>]</li> </ol>			
Current Audit Results	1) For 5 of 30 employees selected for testing, the related U.S. Citizenship and Immigration Services (USCIS) Form I-9, <i>Employment Eligibility Verification</i> , was not completed in the required timeframe. [Medium]			

	<ol> <li>Performance evaluations for non-faculty personnel are due on June 30, 2022. They were not due during the period under review. There is a new electronic process that supervisors must use to complete performance evaluations. The Department of Human Resources held several training sessions in April and May 2022 to assist supervisors with the use of the new system In progress</li> <li>Details of noncompliance in the area of Pre-Employment Screening were determined to be confidential pursuant to Section 10-7-504(i), <i>Tennessee Code Annotated</i>. [Medium]</li> <li>University management provided us with a copy of the signed <i>Employee Confidentiality Agreement</i> for the 30 employees included in our sample.</li> </ol>			
Conclusion	-Corrected The objective of our audit was met. It was determined that the university was in compliance with applicable policies, procedures, rules, regulations, etc. for selected			
	human resource processes, except as noted above.			
Restriction on	This report is intended solely for the internal use of Tennessee State University (TSU) and the Tennessee			
Use of Report	State University Audit Committee, a standing committee of the Tennessee State University Board of Trustees. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be approved by the TSU Audit Committee and Tennessee State University Office of Internal Audit, and handled in accordance with institutional policies; however, this report is a matter of public record.			

## **Audit Results**

We obtained from management a listing of employees hired during the period July 1, 2021 through February 28, 2022. We selected a sample of 30 employees hired during this period for testing.

#### 1. U.S. Citizenship and Immigration Services Form I-9

U.S. Citizenship and Immigration Services (USCIS) Form I-9, *Employment Eligibility Verification*, is used to verify the identity and employment authorization of individuals hired for employment in the United States. Federal regulations requires employers to retain a UUSCIS Form I-9 for each person hired for three years after the date of hire, or one year after the date employment ends, whichever is later. In addition, federal guidelines for completing the form are that the employee must complete and sign section 1 of the form no later than his/her first day of employment, and the university's authorized representative should complete and sign section 2 of the form within three business days of the employee's first day of employment. Failure to adhere to federal regulations pertaining to obtaining, retaining, and completing the form could result in fines or penalties for the university.

- For 5 of the 30 employees (17%) included in our sample, university management did not ensure that the employee and/or the university representative completed the applicable sections of the USCIS Form I-9 within the required timeframe.
  - For 4 of these 5 employees, the employee completed and signed section 1 of the USCIS Form I-9 from 1 to 46 days late (an average of 24 days).
  - For these 5 employees, the university representative completed and signed section 2 of the USCIS Form I-9 from 1 to 37 days late (an average of 16 days).

## Audit Recommendation:

To ensure compliance with federal regulations and eliminate the potential for fines and penalties due to noncompliance, management should ensure that both the employee and university representative timely complete applicable portions of the USCIS Form I-9.

## Management's Response:

Every effort is made to comply with all federal, state, and university policies and procedures. University compliance with the federal regulations surrounding Form I-9 compliance is a joint effort between university hiring supervisors and HR personnel. Employees sign their employment contracts and other paperwork and return these documents to HR. Sometimes an employee will omit necessary supporting documentation. The Form I-9 is not signed until all required supporting documents are collected. Hiring supervisors are not always timely in notifying HR management of a new/potential hire which impacts the Department's ability to timely on-board an employee. The Department of Human Resources will implement measures to further educate hiring supervisors on

the importance of not allowing an employee to begin work until all required documentation has been submitted to our office.

#### 2. <u>Pre-Employment Screening</u>

We observed a condition in violation of federal regulations and/or university policies. The details of this finding are confidential pursuant to Section 10-7-504(i), *Tennessee Code Annotated*.

#### Audit Recommendation:

Management should implement procedures necessary to ensure compliance with federal regulations and/or university policies in this area.

#### Management's Response:

We continue to implement procedures to prevent future instances of non-compliance in this area.

#### 3. Employee Confidentiality Agreement for Access to Classified Records

University employees have access to sensitive information, including social security numbers, student education records, personnel records, etc. when carrying out their daily responsibilities. Newly hired employees complete an *Employee Confidentiality Agreement for Access to Classified Records* form, whereby the employee agrees to act responsibly and avoid disclosure of confidential data maintained by the university, during and after employment at the university. The employee also acknowledges that there are consequences for noncompliance, including dismissal from employment, as well as criminal penalties and liability.

✓ University management provided us with a copy of the Employee Confidentiality Agreement signed by each employee included in our sample.

#### 4. <u>Employee Performance Evaluations</u>

Tennessee State University Department of Human Resources Policy 6.29, *Performance Evaluation*, states, "During the initial year of employment, employees will be evaluated at least twice: once within the 6-month probationary period and at the conclusion of their first year. Thereafter, evaluations will be conducted annually or more frequently as deemed appropriate by supervisory personnel". Performance evaluations for non-faculty personnel at the university are to be submitted to the Tennessee State University Department of Human Resources to be included in respective employees' personnel file folders. Performance evaluations for faculty members are handled by the Division of Academic Affairs. Non-faculty supervisory personnel are to submit completed annual employee performance evaluations by June 30<sup>th</sup> of each year.

Performance evaluations are due on June 30, 2022. They were not due during the period under review. According to HR management, as of May 20, 2022, very few performance evaluations have been completed. There is a new electronic process that supervisors must use to complete performance evaluations. The Department of Human Resources held several training sessions in April and May 2022 to assist supervisors in the use of the new system.

**NOTE**: We will continue to perform follow-up procedures to determine the level of compliance with the university's policies and procedures related to employee evaluations.

**Tennessee State University Board of Trustees** 



#### TENNESSEE STATE UNIVERSITY

#### **BOARD OF TRUSTEES**

#### **DISCUSSION ITEM**

DATE:	June 16, 2022
ITEM:	Audit Committee Report – Discussion of the Audit Office's Quality Assessment
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Audit Committee, Trustee Deborah Cole

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

The results of the Office of Internal Audit's annual internal quality assessment will be discussed.



# Internal Quality Assessment Review May 2022



May 23, 2022

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

Dear President Glover:

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

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

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

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

A summary of our assessment is attached.

Sincerely,

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

CC: Dr. Deborah A. Cole, Tennessee State University Audit Committee Chair

#### **Table of Contents**

Executive Summary	61
Requirement for Quality Assessments	61
Procedures Performed	61
Opinion as to Conformity with the Standards	61
Rating Definitions	62
Attachment A - Evaluation Summary	63

#### **EXECUTIVE SUMMARY**

The Tennessee State University Department of Internal Audit conducted a quality self-assessment of the internal audit activity during fiscal year 2022. The principal objective of the quality self-assessment was to determine the internal audit activity's conformity to The Institute of Internal Auditors' (IIA) *International Standards for the Professional Practice of Internal Auditing (Standards)*, the *Definition of Internal Auditing* and the *Code of Ethics*.

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

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

#### **Requirement for Quality Assessments**

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

#### **Procedures Performed**

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

#### **Opinion as to Conformity with the Standards**

The overall opinion is that Tennessee State University's internal audit activity generally conforms to The IIA's *Standards, Definition of Internal Auditing* and *Code of Ethics*. Efforts to conform to the spirit and intent of the *IIA Standards* are evident. The internal audit activity is well-structured and progressive and audit management is endeavoring to provide useful audit tools and implement appropriate practices.

## **RATING DEFINITIONS**

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

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

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

## ATTACHMENT A – EVALUATION SUMMARY

	GC	РС	DNC
Overall Evaluation	Х		

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

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

Performar	nce Standards (2000 through 2600)	GC	РС	DNC
2000	Managing the Internal Audit Activity	Х		
2010	Planning	Х		
2020	Communication and Approval	Х		
2030	Resource Management	X		
2040	Policies and Procedures	X		
2050	Coordination and Reliance	Х		
2060	Reporting to Senior Management and the Board	X		
2070	External Service Provider and Organizational Responsibility for Internal Auditing	Х		
2100	Nature of Work	X		
2110	Governance	Х		
2120	Risk Management	Х		
2130	Control	Х		
2200	Engagement Planning	Х		
2201	Planning Considerations	Х		
2210	Engagement Objectives	Х		

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

Code of Ethics		GC	РС	DNC
	Code of Ethics	Х		

**Tennessee State University Board of Trustees** 



#### TENNESSEE STATE UNIVERSITY

#### BOARD OF TRUSTEES

#### **DISCUSSION ITEM**

DATE:	June 16, 2022
ITEM:	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.

#### Tennessee State University Department of Internal Audit Audit Issues Outstanding as of May 26, 2022

## **INTERNAL AUDITS**

INTERNAL AUDITS		
Report Date	Audit Issues	Status
2/12/2022	Follow-Up Review of Admissions (Immunizations Compliance)- Fall 2021	Additional Follow-up in fall 2022
The university of during the fall 2	lid not always obtain required immunization history records for newly admitted students a 021 semester.	registered for full-time enrollment
2/16/2022	Follow-Up Review of Federal Work-Study Timesheets- Fall 2021	Additional Follow-up in fall 2022
<ul><li>performed 1</li><li>2. For 15 of the classes were</li><li>3. For 3 of the found where</li></ul>	20 (15%) timesheets reviewed where the student worked in excess of 6 hours for at least the student did not take the required minimum 30-minute unpaid rest/meal break. bayment of \$262.00 was paid to 5 of the students included in our sample. In addition, and	view least one week while st one day in the month, we
2/21/2022	Foundation Gifts	Additional Follow-up in fall 2022
four business 2. For 9 of 22 ( of the donate 3. For 3 of 56 determined	41%) bank statement credit transactions selected for testing, the transaction was not record	ded within 10 days of the receipt ocumented awarding criteria as
5/12/2022	Audit of TSU Department of Human Resources	Additional follow-up in spring 2023
representativ 2. Managment	30 employees (17%) included in our sample, university management did not ensure that re completed the applicable sections of the USCIS Form I-9 within the required timefrant did not ensure that employee performance evaluations for approximately 50% of non-fact ssee State University Department of Human Resources for inclusion in employees' person	ne. culty 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. (\*Follow- up in Progress spring 2022 for this issue)

3. Details of noncompliance in the area of Pre-Employment Screening was determined to be confidential pursuant to Section 10-7-504(i), Tennessee Code Annotated.

5/16/2022	Student Housing Revenue Review	Additional follow-up
		in spring 2023

Details of noncompliance in the area of Pre-Employment Screening was determined to be confidential pursuant to Section 10-7-504(i), Tennessee Code Annotated.

### **EXTERNAL AUDITS**

Report Date	Audit Issues
3/7/2022	Division of State Audit, Financial & Compliance Audit, Endowment For Educational Excellence at
	the Tennessee State University Foundation for the Fiscal Year Ended June 30, 2019
Finding:	As noted in the prior three audits, management needs to improve procedures for preparing and reviewing financial statements
3/10/2022	Division of State Audit, Financial & Compliance Audit, Endowment For Educational Excellence at the Tennessee State University Foundation for the Fiscal Year Ended June 30, 2020
Finding:	As noted in the prior four audits, management needs to improve procedures for preparing and reviewing financial statements
EEE Status :	On May 5, 2022, we obtained the corrective action plan submitted to the TN Comptroller's Office to address this repeat finding. Corrective actions include both the preparation and review of the Trust's financial statements and the related notes by newly-hired, qualified personnel. The Trust's financial statements and related notes for the year ended June 30, 2021 were not complete as of May 25, 2022. The statements are typically prepared near the end of the audit of the university and foundation's financial statements. That audit is currently in progress and Foundation management has confirmed that preparation of the Trust's FY 2021 statements has begun. The University's Controller and Vice President for Business and Finance will review the statements after they are prepared, prior to submission to external auditors.
9/29/2021	Division of State Audit, Financial & Compliance Audit, Tennessee State University for the Fiscal Year Ended June 30, 2020
Finding:	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
Status:	Management has implemented corrective actions to address the findings resulting from the fiscal year 2020 audit. *See the Status for each finding below.
Finding:	2. As noted in the prior five audits, management needs to improve procedures for preparing and reviewing financial statements
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. These financial nstatements were submitted timely to facilitate the audit process.

- **Finding:** 3. As noted in the prior three audits, the university and the university foundation's accounting records did not reconcile to the bank statements
  - Status: University The University is current in the preparation of its bank reconciliations as of May 25, 2022. Unreconciled amounts included in the monthly reconciliations total less than 5% of the respective month's ending cash balance.
  - Status: Foundation The TSU Foundation is current in the preparation of its bank reconciliations as of May 10, 2022. Each monthly reconciliation from September 2021 through April 2022 includes a \$377,518.31 amount described as "Prior Year Owed to University". The university's monthly reconciliations during this same period includes prior-year foundation-related transactions that total \$463,878.53.
- Finding: 4. As noted in the prior three audits, university personnel did not perform adequate collection procedures for accounts receivable
  - Status: The university's Bursar began employment on March 1, 2022. The Bursar is in the final stages of selecting a system to implement at the university to address the issues resulting in the inconsistent accounts receivable collection practices. The new system will interface with Banner, the university's student information system, and allow for effective and efficient billing and payment processing. The system will also send the required collection letters and retain copies of the communications. The Bursar anticipates a July/August 2022 implementation of Phase 1 of the integrated system.
- Finding: 5. Tennessee State University did not return Title IV funds in compliance with federal regulations
  - Status: We obtained the listing of 41 Title IV aid recipients that withdrew during the spring 2022 semester. Thirty-one of these students withdrew prior to the 60% point in the enrollment period, which required a return of title IV calculation be performed. We found the returns to be accurate and timely.
- **Finding:** 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
  - Status: The Financial Aid Office provided us with monthly Direct Loan reconciliations prepared through April 2022 of the current fiscal year. It appears that management is preparing the reconciliations and timely reconciling discrepancies.
- Finding: 7. Tennessee State University did not provide adequate internal controls in three areas, including one area reported for the seventh consecutive audit
  - Status: Management has implemented corrective actions to correct two of the three areas. Controls continue to be strengthened for the third area.

**Tennessee State University** 

## **Board of Trustees**



#### TENNESSEE STATE UNIVERSITY

#### **BOARD OF TRUSTEES**

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Audit Committee Report – Approval of Fiscal Year 2022- 2023 Audit Plan
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Audit Committee, Trustee Deborah Cole

#### **Background Information:**

The annual audit plan for the Department of Internal Audit was prepared using a risk-based approach as required by the International Standards for the Professional Practice of Internal Auditing, issued by the Institute of Internal Auditors. The audit plan covers the annual audit period ending June 30, 2023. Risk factors (e.g. internal controls, results of prior internal and external audits, results of management's risk assessment, etc.) were considered when determining the items to be included in the audit plan.

The purpose of this agenda item is to consider for approval the Annual Audit Plan for fiscal year 2022-2023.

Item Details: See attachment.

MOTION: To approve the Fiscal Year 2022-2023 Audit Plan, as contained in the Board materials for the Board's June 16, 2022, meeting.

#### Tennessee State University Department of Internal Audit Annual Audit Plan 2022-2023

#### Tennessee State University Department of Internal Audit Internal Audit Plan Fiscal Year Ending June 30, 2023

				Budget		
Rank	Туре	Area	Audit	(Hours)	Estimated Start	Estimated Completion
Risk-Based	A	П	Systems Access Review (carry-forward)	225	May 2022	August 2022
Required	R	AT	NCAA Student Assistance Fund FY 2022	125	July 2022	August 2022
Required	R	FM	State Audit (EEE Audit FY 2019) Follow-up	25	June 2022	July 2022
Required	R	FM	State Audit (EEE Audit FY 2020 ) Follow-up	25	June 2022	July 2022
Required	R	FM	State Audit Follow-up for FY 2022	150	July 2022	September 2022
Consultation	С	FM	Book Bundle Revenue Review	175	August 2022	October 2022
Risk-Based	Α	П	General IT Controls Review	200	September 2022	November 2022
Required	R	FM	President's Expenses FY 2022	125	September 2022	November 2022
Risk Assessment	М	IS	Review Management's Risk Assessments	75	October 2022	November 2022
Risk-Based	Α	FM	Accounts Payable/ Disbursements	225	September 2022	December 2022
Risk-Based	Α	FM	CARES Act Funding Review	100	July 2022	June 2023
Follow-Up Review	F	IS	Follow-Up Reviews of Internal Audit Findings	550	July 2022	June 2023
Follow-Up Review	F	SS	(A) Admissions - Immunizations Compliance			
Follow-Up Review	F	FM	(B) Federal Work-Study			
Follow-Up Review	F	IS	(C) Department of Human Resources			
Follow-Up Review	F	AD	(D) Foundation Gifts			
Follow-Up Review	F	SS	(E) Student Housing			
Follow-Up Review	F	RS	(F) Grants Management			
Risk-Based	А	FM	Capital Asset Review	225	October 2022	January 2023
Investigation	1	IS	Unscheduled Audits/Projects/Investigations	150	TBD	TBD
Consultation	С	IS	Unscheduled Consultations	100	TBD	TBD
Risk-Based	Α	IS	Title IX Compliance Review	225	January 2023	April 2023
Required	R	IS	Review of Conflict of Interest Forms	100	January 2023	March 2023
Risk-Based	Α	FM	Travel Card Transactions and Program Review	225	February 2023	April 2023
Required	R	IS	Quality Assessment Review-Internal	50	April 2023	May 2023
Required	R	FM	Cash Counts	10	June 2023	June 2023
			Total	3085		

#### Audit Types:

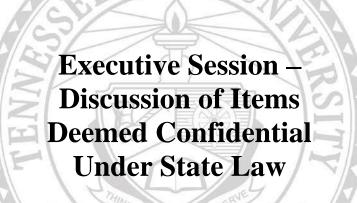
R - Required

- A Risk-Based (Assessed)
- S Special Request
- I Investigation
- M Management's Risk Assessment
- C Consultation F - Follow-up Review

#### **Functional Areas:**

- AD Advancement
- AT Athletics
- AX Auxiliary
- FM Financial Management
- IA Instruction & Academic Support
- IS Institutional Support
- IT Information Technology
- PP Physical Plant
- RS Research
- SS Student Services

Tennessee State University Board of Trustees



WORK

#### TENNESSEE STATE UNIVERSITY

### **BOARD OF TRUSTEES**

#### **DISCUSSION ITEM**

DATE:	June 16, 2022
ITEM:	Executive Session – Discussion of Items Deemed Confidential Under State Law
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Audit Committee, Trustee Deborah Cole

Audit Committee Chair, Trustee Cole, will lead the Audit Committee into Executive Session to discuss items deemed confidential under State law.

**Tennessee State University Board of Trustees** 

.

# FINANCE AND BUDGET COMMITTEE REPORT

WORK

E

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

11:00 a.m. CDT Thursday, June 16, 2022

Tennessee State University – Main Campus Via Zoom link: http://www.tnstate.edu/board/livestream.aspx

#### ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the March 17, 2022, Finance and Budget Committee Meeting Minutes
- IV. Approval of Fiscal Year 2022-2023 Compensation Plan Six Percent Increase
- V. Approval of Fiscal Year 2022-2023 Non-Mandatory Fees/Fee Increase Housing Fee
- VI. Approval of Fiscal Year 2022-2023 Non-Mandatory Fees/Fee Increase Dental Hygiene Fee
- VII. Approval of Institutional Estimated Budget
- VIII. Approval of Institutional Proposed Budget
  - IX. Approval of University's FY 23 \$250 Million Capital Construction Plan
  - X. Report on Capital Construction Public Private Partnerships for Residence Halls
  - XI. Update on CARES Act Funds
- XII. Finance and Budget Report
- XIII. Enrollment Report
- XIV. Adjournment

# **Tennessee State University Board of Trustees**



#### TENNESSEE STATE UNIVERSITY

#### **BOARD OF TRUSTEES**

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of the March 17, 2022, 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 March 17, 2022, Finance and Budget Committee meeting is included in the June 16, 2022, Board materials.

MOTION: To approve the minutes from the Board of Trustees' March 17, 2022, Finance and Budget Committee meeting, as contained in the Board materials for the Board's June 16, 2022, meeting.

#### Tennessee State University Board of Trustees Finance and Budget Committee Meeting March 17, 2022 Tennessee State University, Electronic

#### MINUTES

**Committee Members Present:** Trustees Richard Lewis, Steve Corbeil, and Andre Johnson.

**Other Board Members Present:** Trustees Deborah Cole, Pam Martin, Van Pinnock, Obie McKenzie, Bill Johnson, and Tiara Thomas.

**University Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost and Vice President for Academic Affairs; Douglas Allen, Vice President of Finance and Budget; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Associate Vice President of Student Affairs; Dr. Quincy Quick, Associate Vice President of Research and Sponsored Programs; Terrence Izzard, Associate Vice President of Enrollment Management; Dr. Robbie Melton, Dean of Graduate School; Dr. Mikki Allen, Athletics Director; Kelli Sharpe, Assistant Vice President of Public Relations and Communications; Adrian Davis, Director of Internal Audit; and Dr. Arlene Nicholas-Phillips, Liaison to the Board.

#### I. CALL TO ORDER

Chair Lewis called the meeting to order at 11:26 a.m. CDT on March 17, 2022. Trustee Lewis 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 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 Corbiel seconded and the motion carried unanimously by roll call vote.

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

Board Secretary Pendleton called roll at the Committee chair's request. Present: Trustees Richard Lewis, Andre Johnson, and Steve Corbiel. A quorum was established.

#### **III. APPROVAL OF THE NOVEMBER 18, 2021, FINANCE AND BUDGET COMMITTEE MEETING MINUTES**

Trustee Lewis moved to recommend to the full Board the approval of the minutes from the November 18, 2021, Finance and Budget Committee meeting, as contained in the March 17, 2022, Board materials. Trustee Andre Johnson seconded the motion, which carried unanimously by roll call vote.

#### IV. REPORT ON FISCAL YEAR 2022 INSTITUTIONAL BUDGET

Chair Lewis presented the Report on Fiscal Year 2022 Institutional Budget as the next item on the agenda. President Glover asked VP Allen to provide this update.

VP Allen directed the Committee to operating budget information on pages 75-76 of the Board materials and discussed the University's healthy financial situation for fiscal year 2022, year to date. Trustee Bill Johnson asked why our State appropriation amount was \$20 million less than what was expected. VP Allen explained that the State funds are provided quarterly so the university has not yet received its full allotment.

#### V. REPORT ON GOVERNOR'S FY 23 PROPOSED BUDGET ALLOCATION FOR TENNESSEE STATE UNIVERSITY

Chair Lewis then presented the Report on Governor's FY 23 Proposed Budget Allocation for Tennessee State University as the next item on the agenda. This is an informational item and no vote is required. President Glover asked VP Allen to provide this update.

VP Allen described the items in the Governor's \$250,000,000 budget for University deferred maintenance and buildings. Dr. Glover added that the State toured the campus and appreciated the University's needs. VP Allen went on to say that TSU will receive another \$60,000,000 for an engineering classroom building and \$8,000,000 for ongoing maintenance needs.

Chair Lewis asked how realistic this contribution is. President Glover stated that it's very realistic and that the University will be able to draw down this money for the specified projects. Chair Lewis then stated that the University should focus on adding student residential dormitory halls as we communicate with the Governor and legislators about the additional money owed to TSU. Dean Stevenson added that we need to replace some of the existing residence halls. President Glover expressed her appreciation for the comments and believes we are on the right track for being heard at the capitol, with the help of Leah Love and Representative Harold Love. Secretary Pendleton added that President Glover has testified in public hearings as to the expensive nature of housing in Nashville and the impact on the students. Chair Lewis encouraged the University to make PR efforts to let the public know about TSU's housing needs. Trustee Bill Johnson congratulated President Glover and her team on their work with the State legislature and added that the Governor's budget is requesting that we not raise tuition with the promise that the lost increase in tuition will be covered in the next state budget.

#### VI. APPROVAL OF TRAVEL CARD POLICY

Chair Lewis introduced the next agenda item as the Approval of a Travel Card Policy. Chair Lewis called upon Dr. Glover who called on VP Allen to provide information on this item. VP Allen directed the Committee to pages 80 to 103 of the Board materials for the travel card narrative and policy and explained how the travel card will allow the university to be more efficient and will provide for employees who do not have the funds to pay for travel costs and be reimbursed later.

The University will also receive rebate dollars through the travel card. VP Allen addressed the University's controls over cards and training that will prevent abuse of the travel cards.

Trustee Cole agreed that the travel card program will be much more efficient and asked for the reason why personal expenses were not completely banned. VP Allen confirmed that the University's policies and procedures would manage any risk related to travel card use. Trustee Corbiel asked how it would be determined who will receive travel cards. VP Allen replied that there is a tier approach based on expected travel, and that cards can be deactivated when they will not be in use.

Chair Lewis then moved to recommend to the full Board the approval of the Travel Card Policy. Trustee Corbiel seconded the motion, which carried unanimously by roll call vote.

#### VII. UPDATE ON CARES ACT FUNDING

Chair Lewis introduced the CARES Act Funding agenda item and asked President Glover or her designee to provide pertinent information related to this agenda item. This is an informational item and so no vote is required.

President Glover asked VP Allen to report on this item. VP Allen directed the committee to pages 108 and 109 of the Board materials and provided an update on CARES Act fund disbursements including laptops and other equipment and supplies, and student debt relief. The federal government has extended the term in which can spend the University's remaining funds and will provide detail on future expenditures at the next Committee meeting.

Trustee Thomas asked if the remaining funds for students will be applied to student accounts this semester. President Glover replied that the funds will be applied in the Fall, but that it is not yet determined how that will be dispersed.

#### VIII. FINANCE AND BUDGET/FACILITIES REPORT

Chair Lewis introduced the Finance and Budget/Facilities Report agenda item. Chair Lewis asked President Glover or her designee to provide pertinent information related to this agenda item.

Dr. Glover asked VP Allen to report on this agenda item. VP Allen has closed out all FY 19 and FY 2020 audits and is currently making progress on the FY21 audit. Finance and Budget staff are currently being trained on the Banner system by a consultant as previously requested by the Committee. The University is currently in the process of drafting the FY 23 budget to bring to Dr. Glover and then to the Board in June.

The University is still working on tornado recovery and making progress. Trustee Andre Johnson asked if we have been able to lock down insurance proceeds for the costs of the damaged buildings. Dr. Johnson added that a preliminary analysis of the property has resulted in a disagreement but we have funds that we can draw down while we work out the details. Trustee Andre Johnson cautioned that replacement costs are based on the date of the loss, but costs continue to skyrocket

while we settle on the amount. Dr. Johnson stated that we do not allow and adjustment to the costs after we have locked in a bid.

Trustee Lewis asked if there is possibility that we will need Banner consultants longer than scheduled and Provost Harris replied that we have the option to extend the term as needed. Trustee Cole asked whether there are any remaining IT issues with Banner and Provost Harris stated that issues have been resolved and we are committed to receive a full return on our investment. Trustee Cole asked for a detailed report to be provided at the next Committee meeting on the elements we had problems with and if and how they were cleared. President Glover added that the University is aware that there are aspects of Banner that we are not using and are looking into those things. Provost Harris added that his office has been pushing to maximize and utilize our agreement with Ellucian. VP Allen reported that his department meets with the Banner consultant several times a week and frequently brings other areas to the table to better manage its time with the consultant while he is here.

Chair Lewis thanked Dr. Glover for her team's presentation.

#### IX. UPDATE ON ENROLLMENT

Chair Lewis moved on to the Update on Enrollment agenda item and asked Dr. Glover to provide pertinent information related to this agenda item.

Dr. Glover called upon Terrence Izzard to provide the update. Mr. Izzard acknowledged the leadership of Dr. Glover's and her support in the University's initiatives to grow TSU's enrollment and noted that all departments at the University are involved in supporting enrollment. Mr. Izzard directed the Committee to page 113 of the Board materials for a review of current enrollment numbers. Mr. Izzard then directed the Committee to a list of high-yielding recruitment and retention efforts on page 116 of the Board materials.

Provost Harris noted that we were able to register students earlier this year. Trustee Pinnock asked about the difference between in-state and out-of-state applications and enrollment and President Glover provided the requested information.

Trustee Cole noted that the Dr. Levi Watkins program received significant attention at Meharry.

#### X. REPORT ON INSTITUTIONAL DEVELOPMENT

Trustee Lewis introduced the Report on Institutional Development agenda item and asked President Glover or her designee to provide pertinent information related to the agenda item. Dr. Glover called on Jamie Isabel to make this report. This is an informational item and no vote is required.

Mr. Isabel directed the Committee to page 120 of the Board materials for information on funds raised in this fiscal year and their impressive increases over former fiscal years, as well as our increase in funds held in the bank. Mr. Isabel thanked Dr. Glover for her successes in fundraising and her relationships that have increased TSU's opportunities.

Trustee Pinnock thanked Mr. Isabel for the information and asked about how the University is doing in the area of student internships. President Glover offered to create a report on student internships and which companies we partner with in that area.

#### **XI. REPORT ON ATHLETICS**

Trustee Lewis introduced the Report on Athletics agenda item and asked President Glover or her designee to provide pertinent information related to the agenda item. Dr. Glover called on Dr. Mikki Allen to make this report. This was an informational item and no vote is required.

Dr. Allen thanked the trustees for their services to TSU and TSU Athletics and addressed the rumors regarding TSU possibly changing conferences. Dr. Allen gave an update on the upcoming alliance between the OVC and the Big South conferences which will combine the football membership of both conferences to ensure FCA playoff access. Travel costs will be increased as a result of the alliance. Dr. Allen has formed a committee to evaluate our membership in the OVC conference.

Dr. Allen noted the Southern Heritage Classic has also been in the press as a result of Jackson State terminating their future participation in the contest and that Dr. Glover publicly expressed her disappointment. There are ongoing discussions about the future of the Southern Heritage Classic and the possible options for other institutions to play TSU.

Dr. Allen recognizes how important Athletic facility enhancements are and announced that the Gentry Center has been renovated with new paint and technology and the indoor complex will soon feature a state-of-the-art training facility. He then highlighted some of the University's Fall sports successes and announced that our Spring Game will be held April 9<sup>th</sup>.

Chair Lewis thanked Dr. Glover for her team's presentation. Trustee Martin thanked Dr. Glover for reaching out and expressing her disappointment regarding the Southern Heritage Classic and credited her for saving the game.

#### **XII.ADJOURNMENT**

Trustee Lewis asked if there was any additional business. Seeing none, he asked for a motion to adjourn. Trustee Corbiel made a motion to adjourn and Chair Lewis seconded the motion. The meeting was adjourned at 1:01 p.m. CDT.

# **Tennessee State University Board of Trustees**

.



WORK

## TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES <u>ACTION ITEM</u>

DATE:	June 16, 2022
ITEM:	Approval of the Institution's Fiscal Year 23 Compensation Plan Six Percent Increase
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Richard Lewis

The purpose of this agenda item is to consider approval of the University's compensation plan for Fiscal Year 2022-2023.

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

- <u>Compensation Plan:</u> The University may provide salary adjustments: (1) consistent with its Board-approved plan; and/or (2) that address changes in market salaries as prescribed in the plan, if the plan has already been fully funded; and/or (3) that address specific equity issues and reclassifications consistent with the plan.
- <u>Cost of Living Adjustment (COLA)</u>: The University may provide a COLA and may establish a minimum payment.
- <u>Faculty Promotion</u>: The University may fund faculty promotions consistent with its approved compensation plan.
- <u>One-Time Payment:</u> The University may provide one-time payments up to \$1,000.
- <u>Merit Increases</u>: The University may provide an increase based on the job performance of employees.
- <u>Funding Additional Positions:</u> The University may create new positions based on institutional needs.

• <u>Other:</u> The University may adjust the pay scales of various groups, such as adjuncts, graduate assistants, etc.

The proposed compensation plan salary adjustment for FY 23 reflects a six percent (6%) salary increase, effective July 1, 2022 for all eligible employees. Unless otherwise provided, these increases do not apply to adjunct faculty, temporary employees, graduate assistants, student workers, or employees on terminal leave status. Eligible employees are classified as "regular" or "post-retirement service," unless a distribution includes those in the above-referenced "other" category. All eligible employees on the payroll prior to the proposed implementation dates below are eligible for these increases, regardless of the funding source (i.e., unrestricted, restricted, E&G, or auxiliary) or effort percent (although some categories may be prorated for employees on a part-time status).

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

**Proposed Implementation Dates:** Salary increases will be effective July 1, 2022, for fiscal-year employees; August 1, 2022, for modified-year employees; and September 1, 2022 (the beginning pay cycle), for nine-month faculty.

MOTION: To approve the Institution's Fiscal Year 2022-23 Compensation Plan, which provides a six percent (6.0%) across the board increase for faculty and staff, as contained in the Board materials for the Board's June 16, 2022, meeting.

# **Tennessee State University Board of Trustees**



# TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

#### **IINFORMATION ITEM**

DATE:	June 16, 2022
ITEM:	Approval of Fiscal Year 2022-2023 Non-Mandatory Fees/Fee Increase – Housing Fee
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Richard Lewis

The purpose of this agenda item is to request approval for the proposed FY2022-23 non-mandatory fee increase of 5.0 percent for Housing.

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

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

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

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

#### **Proposed Implementation Date:** Fall Term 2022

Item Details: See attachment.

MOTION: To approve the Institution's Fiscal Year 2022-2023 Housing Non-Mandatory Fee Increase, as contained in the Board materials for the Board's June 16, 2022, meeting.

#### TENNESSEE STATE UNIVERSITY Fee Increase/Change Request FY 2022-2023

Name of Fee	Current Amount	Proposed Amount	Comments	Responsible Department
Auxiliaries				
<b>Traditional Residence Halls:</b>				
Boyd Hall				
Single Occupancy Double Occupancy Triple Occupancy Eppse Hall	3,742 1,979 1,325	3,929 2,078 1,391	5% Increase	Residence Life Residence Life Residence Life
Single Occupancy Double Occupancy Triple Occupancy Watson Hall	3,742 1,979 1,325	3,929 2,078 1,391	5% Increase	Residence Life Residence Life Residence Life
Single Occupancy Double Occupancy Triple Occupancy Wilson Hall	3,742 1,979 1,325	3,929 2,078 1,391	5% Increase	Residence Life Residence Life Residence Life
Single Occupancy Double Occupancy Triple Occupancy Suite Style Halls:	3,742 1,979 1,325	3,929 2,078 1,391	5% Increase	Residence Life Residence Life Residence Life
Rudolph Hall				
Double Occupancy Triple Occupancy Hale Hall	2,104 1,379	2,209 1,448	5% Increase	Residence Life Residence Life
Double Occupancy Triple Occupancy Apartments:	2,104 1,379	2,209 1,448	5% Increase	Residence Life Residence Life
Ford New Residence Complex	3,272 3,272	3,436 3,436	5% Increase	Residence Life Residence Life
New Residence Hall		4,562		Residence Life

# **Tennessee State University Board of Trustees**



### TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

### **IINFORMATION ITEM**

DATE:	June 16, 2022
ITEM:	Approval of Fiscal Year 2022-2023 Non-Mandatory Fees/Fee Increase – Health Science Fee
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Richard Lewis

The purpose of this agenda item is to request approval for the proposed FY2022-23 non-mandatory one-time dental hygiene instruments supply kit fee of \$7,489.

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

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

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

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

#### **Proposed Implementation Date:** Fall Term 2022

Item Details: See attachment.

MOTION: To approve the Fiscal Year 2022-23 Tuition and Non-mandatory dental hygiene instruments supply kit fee of \$7,489, as contained in the Board materials for the Board's June 16, 2022, meeting.

#### TENNESSEE STATE UNIVERSITY Fee Increase/Change Request FY 2022-2023

Name of Fee	Current Amount	Proposed Amount	Justification	Additional Revenue Generated	Comments	Responsible Department
Maintenance and Tuition Academic Affairs						
Dental Hygiene Instruments/Supply's Kit Fee	N/A	7,489	This kit addresses all instruments and general supplies needed for each student once accepted to the Dental Hygiene Program. These supplies are needed for use in each of the clinical courses throughout the student's matriculation. This fee is a one-time fee, paid in the Fall semester of the first year in the program, and may be subject to change in accordance with the market fluctuation of items each year.	7,489	Currently, each student is responsible to purchase his/her kit on their own. Thisproposed fee will allow the cost of the fee to be includedlin the student's fees. The university will order the kits and each student will have akit on the first day of class. Additionally, the university may get a better price on thekits than individual students. We request that this fee be allowed to increase/decreasebased on the market each year without having to get board approval to adjust the fee. The university does not profit from this fee.	Dental Hygiene/College of Health Sciences

Total E&G Projected Revenue from Fee Increase

\$ 7,489

**Tennessee State University Board of Trustees** 



#### TENNESSEE STATE UNIVERSITY

#### BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of Institutional Estimated Budget
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Richard Lewis

See Attachment.

MOTION: To approve Tennessee State University's Estimated Budget for Fiscal Year 2021-2022, as contained in the Board materials for the Board's June 16, 2022, meeting.

### Budget Narrative Fiscal Year 2022-23

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

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

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

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

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

#### FY22 Estimated Budget – Education and General

The FY22 Estimated Budget for E&G funds reflects a revenue increase over the FY22 October Revised Budget. October Revised E&G total revenues were budgeted for \$137,668,700, and the Estimated Budget revenues are projected to be \$138,090,700 based on collection data available for the Estimated budget cycle. The overall E&G revenue budget was increased by \$422,000.

Maintenance and Tuition revenue and the State Appropriation remained flat between the Revised Budget and the Estimated. The revenue budget increase was due primarily to:

- \$442,000 increase for Program Service mandatory fee revenue and other Non-Mandatory Fee collections
- \$20,000 decrease for Sales of Other Activities and miscellaneous revenue collections falling short of expected budget

Education and General expenditures were budgeted at \$133,694,700 for the Revised budget and were increased to \$133,957,300 for the Estimated. The details of this \$262,600 net increase in expenditures are:

- \$296,200 increase for added personnel in Student Services due to increase in responsibilities and reorganization of duties within the area
- \$733,700 increase for additional resources allocated to Operations and Maintenance category to provide Facilities Management necessary funds to address urgent maintenance issues
- \$946,800 increase in the Scholarship category for awarded scholarships and the reinstatement of required scholarships
- \$1,714,100 combined net decrease within the categories of Instruction, Research, Public Service, and Institutional Support. Expenditures were decreased for areas where spending activity was not as expected.

Mandatory and Non-Mandatory transfers, budgeted at \$2,514,900, did not change between the Revised and Estimated budgets.

#### FY22 Estimated Budget – Auxiliary Enterprises

Auxiliary Enterprise revenues increased from \$28,957,000 in the Revised Budget to \$30,604,600 in Estimated, an increase of \$1,647,600. This net increase in the Estimated projected revenue was due to:

- \$75,000 decrease in projected Bookstore revenue; collections were not expected to meet projections
- \$518,100 increase to Food Service revenue for increase in sales of meal plans
- \$871,100 increase to Housing revenue budget based on actual collection figures

• \$333,400 increase to Other Auxiliary revenue budget due to actual collections within the categories of Vending, Parking, Post Office, etc.

Auxiliary Enterprise expenditures were increased from \$25,887,400 in the Revised budget to \$27,534,700 for the Estimated Budget, an increase of \$1,647,300. This net increase is attributed to:

- \$993,214 increase to Housing Custodial for contract increase and other custodial needs
- \$905,940 increase to Bookstore for additional resources needed for payment to book supplier
- \$251,854 combined total decrease in various Auxiliary Enterprise operating budgets

Auxiliary mandatory and non-mandatory transfers were budgeted at \$1,755,700 for Revised and increased slightly to \$1,756,000 in the Estimated Budget. The mandatory Retirement of Indebtedness amount did not change. The \$300 immaterial difference is due to minor adjustments made within Unexpended Plant and Renewal and Replacement transfer amounts.

The beginning FY22 Estimated fund balance for E&G and Auxiliaries combined totaled \$4,865,300 and did not change from the FY22 October Revised. Auxiliaries' fund balance represents \$1,318,870 of this combined total. The beginning fund balance of \$4,865,300 added to combined E&G and Auxiliary revenues of \$168,695,300, less total expenditures and transfers of 167,076,800 leaves a net operating balance of \$6,483,800. Comparing this amount to the FY22 Estimated ending fund balance of \$6,483,800 represents a balanced budget.

#### FY23 Proposed Budget – Education and General

The FY23 Proposed Budget for E&G reflects a net revenue increase of \$3,159,000 over the Estimated Budget. The Estimated projected revenues were budgeted at \$138,090,700 and were increased to \$141,249,700 for Proposed. The Maintenance and Tuition Fee revenue budget remained flat from the Estimated to Proposed budget. Tuition and Fee revenue performance will be analyzed for Fall 2022 and may be adjusted for the FY23 October Revised Budget. The \$3,159,000 increase is attributed to:

- A \$6,421,000 increase in Tuition and Fee revenue
  - \$6,485,200 projected revenue increase; Bad Debt, a contra-revenue account, was reduced from (\$8,400,000) in Estimated to (\$1,914,800) for Proposed. CARES funds were applied towards clearing past student account balances for FY22, resulting in a decrease in the estimated bad debt going forward.
  - \$64,200 net decrease in Other Fee revenue based on Estimated Budget revenue collections; consists of \$324,100 increase in Program Service Fee and \$388,300 decrease in nonmandatory fee revenue
- A \$4,364,900 increase in the E&G State Appropriation. FY22 Estimated appropriation was \$42,166,200 while the FY23 Proposed appropriation is \$46,531,100. The appropriation increased due to:

- \$2,066,700 to supplement cost of 4% salary pool for across-the-board pay increases
- \$1,796,300 increase due to net adjustments within the student outcomes formula. This allocation was increased for the additional HOPE Scholarship funds provided by the State and for other resources needed for student progression and retention
- o \$501,900 increase to supplement the costs of group insurance increases for the year
- \$2,000,000 decrease in Federal Grants and Contracts revenue
  - Federal Grants revenue is being reset to the normal annual budget level. The FY22 Estimated Budget projection was attributed to the indirect costs received for administering the CARES Act grant funds. CARES funds are not expected for FY23.
- \$5,641,900 decrease in projected revenue for Sales and Services of Educational & Other Activities and Other Sources
  - \$5,000,000 decrease for CARES revenue loss allowance. Revenue was credited and fully applied towards FY22 expenditures and will not be available for FY23.
  - \$571,900 net decrease in projected Athletics revenue due to fewer confirmed game guarantees and other adjustments for ticket sales, fundraising, concessions, parking, and miscellaneous athletic revenue based on prior year revenue performance.
  - \$70,000 net decrease for expected revenue from other sources, which include recycling, facility rental, career fairs, miscellaneous etc.

FY23 Proposed E&G expenditures are budgeted for \$138,767,200, while FY22 Estimated was budgeted for \$133,957,300. The details for this \$4,809,900 increase over Estimated are:

- \$4,779,545 net increase in salaries and corresponding benefits for 6% across-the-board pay increases and other salary equity adjustments
- \$283,402 decrease for reduction in confirmed travel plans
- \$906,176 increase in operating budgets for departmental operating needs and scholarship increases
- \$592,419 decrease in capital outlay for reduction in confirmed equipment purchases

FY23 E&G Proposed mandatory and non-mandatory transfer budget amounts did not change from the Estimated Budget to Proposed.

#### FY23 Proposed Budget – Auxiliary Enterprises

Auxiliary Enterprise FY23 Proposed revenue is budgeted for a total of 35,302,000 and will see an increase over the FY22 Estimated total revenue budget of \$30,604,600. The \$4,697,400 revenue increase stems from:

- \$25,000 Bookstore revenue increased for expected Book Bundle sales
- \$218,100 revenue decrease for Food Service until meal plan revenue can be determined
- \$5,003,900 Housing revenue increase for opening of New Residence facility; Housing was also adjusted for a 5% fee increase and other factors
- \$113,400 decrease in Other Auxiliary revenue based on estimated revenue collection activity; includes Vending, Parking, Post Office, etc.

FY23 Proposed Auxiliary Enterprise expenditures are budgeted for \$26,080,300, which is a \$1,454,400 decrease from the FY22 Estimated budget of \$27,534,700. The decreases are a result of:

- \$707,087 net decrease in total salaries and benefits due to temporary positions not being funded in original budget; includes Graduate Assistant, temps, and student employee salaries. The across-the-board salary increase pool is included in this figure.
- \$65,521 decrease for reduction in confirmed travel plans
- \$410,562 decrease in operating budgets; adjusted down based on FY22 Estimated one-time non-recurring expenditures
- \$271,230 reduction in capital outlay budget due to no confirmed major equipment purchases

Auxiliary FY23 Proposed mandatory and non-mandatory transfers were budgeted for \$7,907,800 and FY22 Estimated for \$1,756,000. This difference represents a \$6,151,800 increase from the Estimated to the Proposed Budget. The transfer increases are due to:

- \$234,800 increase for Renewal and Replacement; adjusted according to changes in gross margin for Auxiliaries
- \$5,917,000 increase for unexpended plant; excess of expenditures over revenues are transferred to unexpended plant for use on future projects and major acquisitions
- Retirement of Indebtedness remained the same

The beginning FY23 Proposed fund balance for E&G and Auxiliaries combined was \$6,483,800 and derives from the ending FY22 Estimated fund balance. Auxiliary Enterprises' fund balance represents \$1,318,870 of this combined and remained unchanged between the FY22 Estimated and FY23 Proposed budget cycles. The beginning total fund balance of \$6,483,800 added to total overall revenues of \$176,551,700, less total expenditures and transfers of \$176,584,100 leaves a net operating balance of \$6,451,400. Comparing this amount to the FY22 Estimated ending fund balance of \$6,451,400 represents a balanced budget.

Tennessee State University manages the land-grant agricultural budgets for the Institute of Agricultural and Environmental Research, Cooperative Extension, and Forestry. The McMinnville Nursery Crop Research Station is also included with this although it is not part of the land grant. These budgets are allocated their own individual non-formula annual appropriations from the State of Tennessee. *State Appropriations* are the only source of revenue for these budgets. Expenditures and transfers for these units are budgeted within the classifications of Research or Public Service and may only be utilized for the designated purpose of each unit. The same budgeting concept applied to the E&G fund balances is also applied to these. However, for these budgets, excess funds carried forward from the previous fiscal year as an unallocated fund balance are moved into the operating budgets each year.

#### McMinnville Nursery Center – FY22 Estimated Budget

McMinnville's FY22 Estimated Budget state appropriation is \$1,466,200. This amount did not change from the FY22 October Revised Budget.

McMinnville's FY22 Estimated expenditures were budgeted for \$2,078,500 and did not change from the FY22 Revised Budget.

There were no transfers budgeted for McMinnville's FY22 Revised or Estimated budgets. McMinnville's FY22 Estimated beginning fund balance of \$835,800 was the same as FY22 October Revised at \$835,800. The beginning fund balance of \$835,800 added to appropriation revenue of \$1,466,200, less expenditures of \$2,078,500 leaves a net operating balance of \$223,500. Comparing this amount to McMinnville's FY22 Estimated ending fund balance totaling \$223,500 represents a balanced budget.

#### Institute of Agricultural and Environmental Research – FY22 Estimated Budget

Agriculture's FY22 Estimated state appropriation is \$4,858,100 and did not change from the FY22 October Revised Budget.

Agriculture's FY22 Estimated expenditures are budgeted for \$12,138,800. FY22 October Revised was budgeted for \$12,140,000, a \$1,200 decrease. This decrease is due to:

• \$1,200 decrease in operating for immaterial adjustments

Agriculture had no transfers budgeted to compare for the FY22 Estimated and FY22 October Revised budgets.

Agriculture's FY22 Estimated beginning fund balance is \$8,004,800 and did not change from the FY22 October Revised budget. The beginning fund balance of \$8,004,800 added to appropriation revenue of \$4,858,100, less expenditures of \$12,138,800 leaves a net operating balance of \$724,100. Comparing this amount to the FY22 Estimated ending fund balance of \$724,100 represents a balanced budget.

### **Cooperative Extension – FY22 Estimated Budget**

Extension's FY22 Estimated Budget state appropriation is \$5,865,100. FY22 October Revised was budgeted at \$5,685,100, representing a \$180,000 increase over Revised. The increase is due to:

• \$180,000 increase to correct keystroke error from FY22 Revised Budget

Extension's expenditures were budgeted for \$8,123,100 for FY22 October Revised and increased to \$8,294,100 for the FY22 Estimated Budget. This \$171,100 increase is due to:

- \$1,066,765 net decrease in salaries and benefits due to reduction in temporary and student employee appointments or salary allocations to other funding sources
- \$1,237,865 net increase in operating due to carryforward funds from prior fiscal year

Extension had no transfers budgeted to compare for the FY22 Estimated or FY22 October Revised budgets.

Extension's FY22 Estimated beginning fund balance is \$3,322,300 and did not change from the FY22 October Revised budget. The beginning FY22 Estimated fund balance of \$3,322,300 added to appropriation revenue of \$5,865,100, less expenditures of \$8,294,100 leaves a net operating balance of \$893,300. Comparing this amount to the FY22 Estimated ending fund balance of \$893,300 represents a balanced budget.

### Forestry – FY22 Estimated Budget

Forestry's FY22 Estimated Budget state appropriation is \$207,800 and did not change from the FY22 October Revised Budget.

Expenditures for FY22 Estimated were budgeted for \$1,026,700 and did not change from the FY22 October Revised Budget.

Forestry had no transfers budgeted to compare for the FY22 Estimated or FY22 October Revised budgets. The beginning fund balance of \$829,300 added to Forestry's appropriation revenue of \$207,800, less expenditures of \$1,026,700 leaves a net operating balance of \$10,400. Comparing this amount to the FY22 Estimated ending fund balance of \$10,400 represents a balanced budget.

### McMinnville Nursery Center – FY23 Proposed Budget

The McMinnville Nursery Center's FY23 Proposed Budget state appropriation is \$1,504,200. This represents a \$38,000 increase over the FY22 Estimated budget's \$1,466,200. The increase is due to:

• \$38,000 increase to subsidize cost of the 6% across-the-board salary increase

McMinnville's FY23 Proposed expenditures were budgeted for \$1,496,800, a \$581,700 decrease from FY22 Estimated expenditures of \$2,078,500. The decrease is attributed to:

- \$236,200 net decrease in salaries and benefits due to adjustments and temporary and student salaries not being funded in the original budget
- \$20,300 decrease for travel budget; planned travel is funded on as-needed basis by the Unit
- \$100,000 decrease in capital outlay; there are no planned capital purchases

• \$225,200 decrease in operating due to decrease in planned spending

There were no transfers budgeted for McMinnville's FY23 Proposed or FY22 Estimated budgets. McMinnville's FY23 beginning fund balance of \$223,500 is derived from the ending fund balance from the FY22 Estimated budget. The beginning fund balance of \$223,500 added to appropriation revenue of \$1,504,200, less expenditures of \$1,496,800 leaves a net operating balance of \$230,900. Comparing this to McMinnville's FY23 Proposed ending fund balance of \$230,900 represents a balanced budget.

### Institute of Agricultural and Environmental Research – FY23 Proposed Budget

Agriculture's FY23 Proposed Budget appropriation is \$4,946,100, an \$88,000 increase over the FY22 Estimated of \$4,858,100. This increase is due to:

• \$88,000 increase to subsidize cost of the 6% across-the-board salary increase

The FY23 Proposed expenditures are budgeted for \$4,835,400, a \$21,500 decrease from FY22 Estimated expenditures of \$4,856,900. This decrease is due to:

- \$2,548,700 net decrease in salaries and benefits; for graduate assistant and temporary salaries not being funded in the original budget and other adjustments
- \$2,570,200 increase in operating for planned projects

Agriculture had no transfers budgeted for the FY22 Estimated or FY23 Proposed budgets. Agriculture's FY23 Proposed Budget beginning fund balance of \$724,100 is derived from the FY22 Estimated Budget ending fund balance. The beginning fund balance of \$724,100 added to appropriation revenue of \$4,946,100, less expenditures of \$4,835,400 leaves a net operating balance of \$834,800. Comparing this to Agriculture's FY23 Proposed ending fund balance of \$834,800 represents a balanced budget.

#### **Cooperative Extension – FY23 Proposed Budget**

Extension's FY23 Proposed Budget state appropriation is \$6,051,900. FY22 Estimated Budget appropriation was \$5,865,100, representing a \$186,800 increase. The increase is due to:

• \$186,800 increase to subsidize cost of the 6% across-the-board salary increase

Extension's FY23 Proposed expenditures were budgeted for \$6,002,600, and \$8,294,100 for FY22 Estimated representing a \$2,291,500 decrease. This decrease is attributed to:

- \$1,951,700 net decrease in salaries and benefits for graduate assistant and student employee appointments; not funded in the original budget
- \$339,800 decrease in operating due to reduction in planned projects

Extension had no transfers budgeted for the FY23 Proposed or FY22 Estimated budgets. Extension's FY23 Proposed beginning fund Balance of \$893,300 is derived from the FY22 Estimated ending fund balance. The beginning fund balance of \$893,300 added to appropriation revenue of \$6,051,900, less expenditures of \$6,002,600 leaves a net operating balance of \$942,600. Comparing this amount to Extension's FY23 Proposed ending fund balance of \$942,600 represents a balanced budget.

#### **Forestry – FY22 Proposed Budget**

Forestry's FY23 Proposed Budget state appropriation is \$213,800, a \$6,000 increase over the FY22 Estimated appropriation of \$207,800. This increase is due to:

• \$6,000 increase to subsidize cost of the 6% across-the-board salary increase

Forestry's expenditures for FY23 Proposed were budgeted for \$213,500, which is a \$819,200 decrease from FY22 Estimated expenditures of \$1,026,700. The decrease is due to:

- \$340,000 net decrease in salaries and benefits for reduction in graduate assistant appointment; not funded in the original budget
- \$25,000 decrease in travel; planned travel is funded on as-needed basis by Unit
- \$454,200 decrease in operating due to reduction in planned projects and capital purchases

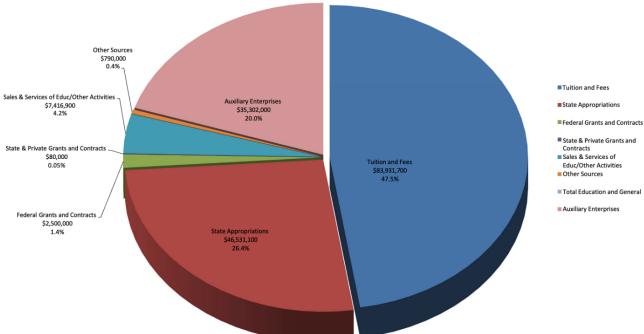
Forestry had no transfers to compare for the FY23 Proposed or FY22 Estimated budgets. Forestry's FY23 Proposed beginning fund balance of \$10,400 added to appropriation revenue of \$213,800, less expenditures of \$213,500 leaves a net operating balance of \$10,700. Comparing this to Forestry's FY23 Proposed ending fund balance of \$10,700 represents a balanced budget.

#### TENNESSEE STATE UNIVERSITY SUMMARY OF UNRESTRICTED FUNDS EXPENDITURES AND TRANSFERS JULY BUDGET 2022-23

Expenditures and Transfers Education and General	Estimated Budget 2021-22			July Budget 2022-23	
Instruction	\$	63,402,800	\$	63,947,600	
Research		2,395,200		2,477,100	
Public Service		2,426,600		2,091,700	
Academic Support		10,931,900		11,552,600	
Student Services		20,974,000		21,795,800	
Institutional Support		12,811,300		14,683,900	
Operation & Maintenance of Plant		14,822,200		15,831,000	
Scholarships & Fellowships		6,193,300		6,387,500	
Total E&G Expenditures	\$	133,957,300	\$	138,767,200	
Mandatory Transfers	\$	2,364,900	\$	2,364,900	
Non-Mandatory Transfers		150,000		150,000	
Total E&G Expenditures and Transfers	\$	136,472,200	\$	141,282,100	
Auxiliary Enterprises					
Auxiliary Enterprises Expenditures	\$	27,534,700	\$	26,080,300	
Mandatory Transfers for Principal & Interest		1,313,900		1,313,900	
Non-Mandatory Transfers for:					
Transfers to Unexpended Plant Fund		670,700		6,587,700	
Transfers to Renewal & Replacements		1,085,300		1,320,100	
Total Auxiliary Enterprises Expenditures and Transfers	\$	30,604,600	\$	35,302,000	
Grand Total Unrestricted Expenditures And Transfers	\$	167,076,800	\$	176,584,100	

# TENNESSEE STATE UNIVERSITY SUMMARY OF UNRESTRICTED FUNDS JULY BUDGET 2022-23

Revenues	FY 2022-23 JULY
Education and General	
Tuition and Fees	\$ 83,931,700 47.5%
State Appropriations	46,531,100 26.4%
Federal Grants and Contracts	2,500,000 1.4%
State & Private Grants and Contracts	80,000 0.05%
Sales & Services of Educ/Other Activities	7,416,900 4.2%
Other Sources	790,000 0.4%
Total Education and General	\$ 141,249,700
Sales and Services of Aux Enterprises	
Auxiliary Enterprises	\$ 35,302,000 20.0%
Total Revenues	<u>\$ 176.551.700</u> 100.0%



#### Tuition and Fees

State Appropriations

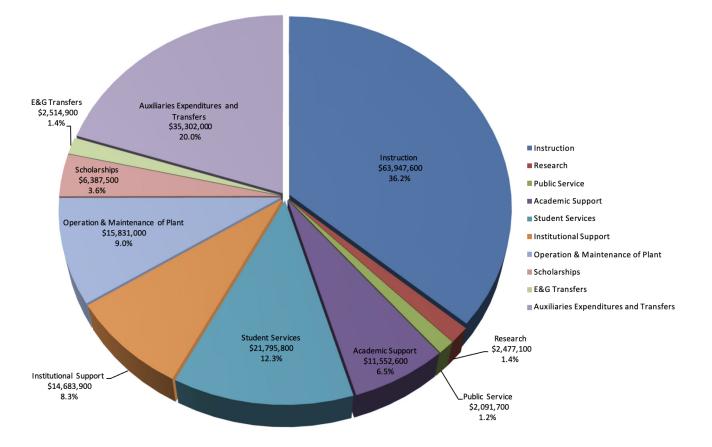
Federal Grants and Contracts

State & Private Grants and Contracts
 Sales & Services of Educ/Other Activities
 Other Sources

Auxiliary Enterprises

#### TENNESSEE STATE UNIVERSITY SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2022-23

	JULY PROPOSED	
Expenditures and Transfers	2022-23	
Education & General		
Instruction	\$ 63,947,600	36.2%
Research	2,477,100	1.4%
Public Service	2,091,700	1.2%
Academic Support	11,552,600	6.5%
Student Services	21,795,800	12.3%
Institutional Support	14,683,900	8.3%
Operation & Maintenance of Plant	15,831,000	9.0%
Scholarships	6,387,500	3.6%
E&G Transfers	2,514,900	1.4%
Auxiliaries Expenditures and Transfers	35,302,000	20.0%
Total Expenditures and Transfers	\$ 176,584,100	100.0%

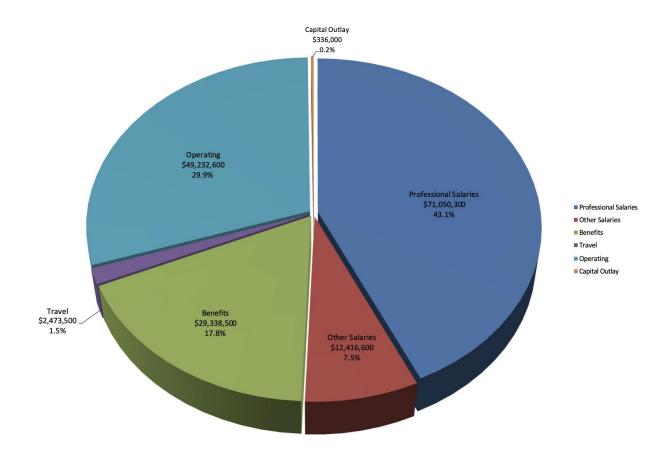


#### TENNESSEE STATE UNIVERSITY SUMMARY OF UNRESTRICTED CURRENT FUNDS REVENUES JULY BUDGET 2022-23

**+** Estimated July Budget Budget 2021-22 2022-23 **Unrestricted Beginning Fund Balances** \$ 4,865,300 \$ 6,483,800 **Revenues** Education and General 77,510,700 **Tuition and Fees** \$ \$ 83,931,700 State Appropriations 42,166,200 46,531,100 **Federal Grants and Contracts** 4,500,000 2,500,000 State & Private Grants and Contracts 80,000 80,000 Sales & Services of Educ/Other Activities 8,063,800 7,416,900 **Other Sources** 5,770,000 790,000 138,090,700 **Total Education and General** \$ \$ 141,249,700 Auxiliaries **Total Sales/Services of Auxiliary Services** 30,604,600 35,302,000 Ś \$ **Grand Total Revenues** Ś 168.695.300 176.551.700 

#### TENNESSEE STATE UNIVERSITY SUMMARY OF UNRESTRICTED CURRENT FUNDS EXPENDITURES JULY BUDGET 2022-23

UNRESTRICTED EXPENDITURES EDUCATION AND GENERAL	Ρ	rofessional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	Capital Outlay	Total	Total E & G
Instruction	\$	39,856,800	\$ 1,680,800	\$ 14,295,000	\$ 568,100	\$ 7,546,900	\$ 2	\$ 63,947,600	38.8%
Research		924,300	30,800	334,300	18,500	1,169,200		2,477,100	1.5%
Public Service		1,430,800	52,700	519,200	6,400	82,600		2,091,700	1.3%
Academic Support		5,447,600	1,160,800	2,499,500	25,400	2,163,300	256,000	11,552,600	7.0%
Student Services		10,213,300	1,620,400	4,141,900	1,634,300	4,185,900		21,795,800	13.2%
Institutional Support		8,979,300	1,653,500	3,903,100	198,100	(50,100)	-	14,683,900	8.9%
Oper & Maint of Plant		2,332,200	4,220,400	2,293,400	11,600	6,973,400	8 6	15,831,000	9.6%
Scholarships & Fellow				-	-	6,387,500	2	6,387,500	3.9%
Total Educational and General	\$	69,184,300	\$ 10,419,400	\$ 27,986,400	\$ 2,462,400	\$ 28,458,700	\$ 256,000	\$ 138,767,200	
Auxiliary Enterprises	\$	1,866,000	\$ 1,997,200	\$ 1,352,100	\$ 11,100	\$ 20,773,900	\$ 80,000	\$ 26,080,300	15.8%
Total Unrestricted	\$	71,050,300 43.1%	\$ 12,416,600 7.5%	\$ 29,338,500 17.8%	\$ 2,473,500 1.5%	\$ 49,232,600 29.9%	\$ 336,000 0.2%	\$ 164,847,500 100.0%	100.0%

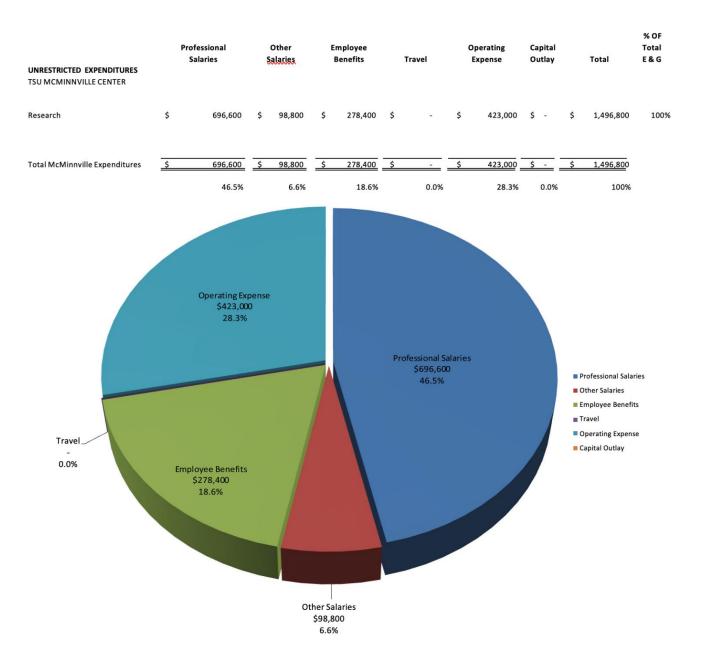


### TSU MCMINNVILLE CENTER SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2022-23

<b>⊕</b>	Estimated Budget 2021-22	July Budget 2022-23
Allocation for Encumbrances Allocation for Working Capital Special Allocations Unallocated Balance	\$ 172,000 - 119,700 143,800	\$ 110,200 40,000 73,300
Unrestricted Beginning Fund Balances	\$ 7,741,300	\$ 223,500
Revenues		
McMinnville Appropriations	\$ 1,466,200	\$ 1,504,200
Total Revenues	\$ 1,466,200	\$ 1,504,200
<u>Expenditures and Transfers</u> McMinnville Expenditures	\$ 2,078,500	\$ 1,496,800
Mandatory Transfers Non-Mandatory Transfers	12,138,800 -	-
Total Expenditures and Transfers	\$ 14,217,300	\$ 1,496,800
Unrestricted Current Fund Balances at End of Period Allocation for Encumbrances Allocation for Working Capital Special Allocations Unallocated Balance	\$ 110,200 40,000 73,300 -	\$ 115,700 40,000 75,200
Total Ending Fund Balances	\$ 223,500	\$ 230,900

#### TSU MCMINNVILLE CENTER SUMMARY OF UNRESTRICTED CURRENT FUNDS

JULY BUDGET 2022-23



### TSU AGRICULTURAL AND ENVIRONMENTAL RESEARCH SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2022-23

Estimated July Budget Budget 2021-22 2022-23 Allocation for Encumbrances \$ 119,700 \$ 481,200 Allocation for Working Capital 143,800 242,900 **Special Allocations Unallocated Balance** 7,741,300 **Unrestricted Beginning Fund Balances** Ś 8,004,800 \$ 724,100 Revenues 4,858,100 \$ 4,946,100 Agr and Envir Research Appropriations Ś **Total Revenues** \$ 4,858,100 \$ 4,946,100 Expenditures and Transfers Agr and Envir Research Expenditures Research \$ 12,138,800 \$ 4,835,400 **Mandatory Transfers Non-Mandatory Transfers Total Expenditures and Transfers** \$ 12,138,800 \$ 4,835,400 \$ Allocation for Encumbrances 481,200 \$ 487,500 Allocation for Working Capital 100,000 **Special Allocations** 242,900 247,300 Unallocated Balance \$ \$ **Total Ending Fund Balances** 724,100 834,800

**+** 

#### TSU AGRICULTURAL AND ENVIRONMENTAL RESEARCH SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2022-23

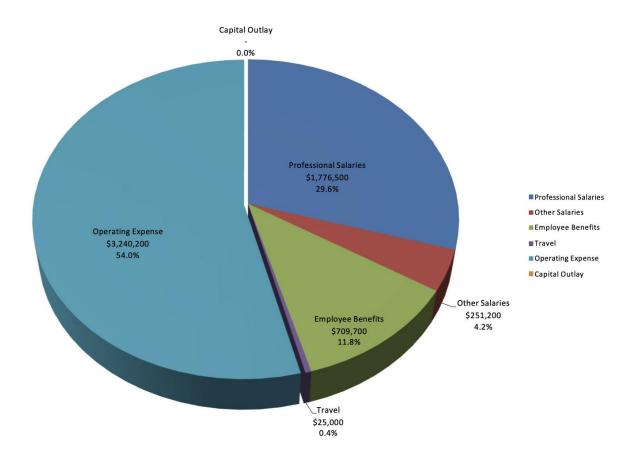
+ % OF Professional Other Employee Operating Capital Total E & G Salaries Benefits Salaries Travel Expense Outlay Total UNRESTRICTED EXPENDITURES AGR & ENVIR RESEARCH Research \$ 589,600 \$ 56,200 \$ 226,000 \$ 44,400 \$ 3,919,200 \$ -\$ 4,835,400 100% **Total Unrestricted** \$ 589,600 \$ 56,200 \$ 226,000 \$ 44,400 \$ 3,919,200 \$ -\$ 4,835,400 12.2% 100% 1.2% 4.7% 0.9% 81.1% 0.0% Capital Outlay -**Other Salaries** 0.0% \$56,200 1.2% Employee Benefits \$226,000 4.7% Professional Salaries \$589,600 Travel \$44,400 12.2% 0.9% Professional Salaries Other Salaries Employee Benefits Travel Operating Expense \$3,919,200 81.1% Operating Expense Capital Outlay

### TSU COOPERATIVE EXTENSION SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2022-23

		stimated Budget 2021-22		July Budget 2022-23		
Allocation for Encumbrances Allocation for Working Capital Special Allocations Unallocated Balance <b>Unrestricted Beginning Fund Balances</b>	\$ \$	276,800 - 112,400 2,933,100 3,322,300	\$	450,000 150,000 293,300 - 893,300		
Revenues						
Co-Op Extension State Appropriations	\$	5,865,100	\$	6,051,900		
Total Revenues	\$	5,865,100	\$	6,051,900		
Expenditures and Transfers Co-Op Extension Expenditures Public Service	\$	8,294,100	\$	6,002,600		
Mandatory Transfers Non-Mandatory Transfers		-		-		
Total Expenditures and Transfers	\$	8,294,100	\$	6,002,600		
Allocation for Encumbrances Allocation for Working Capital Special Allocations Unallocated Balance	\$	450,000 150,000 293,300 -	\$	475,000 165,000 302,600 -		
Total Ending Fund Balances	\$	893,300	\$	942,600		

#### TSU COOPERATIVE EXTENSION SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2022-23

UNRESTRICTED EXPENDITURES CO-OP EXTENSION	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	apital Putlay	Total	% OF Total E & G
Public Service	\$ 1,776,500	\$ 251,200	\$ 709,700	\$ 25,000	\$ 3,240,200	\$ -	\$ 6,002,600	100%
Total Unrestricted	\$ 1,776,500	\$ 251,200	\$ 709,700	\$ 25,000	\$ 3,240,200	\$ -	\$ 6,002,600	
	29.6%	4.2%	11.8%	0.4%	54.0%	0.0%	100%	

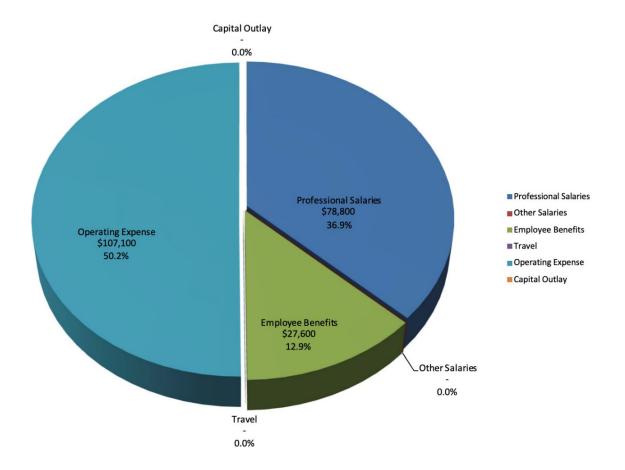


### TSU FORESTRY SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2022-23

	Estimated Budget 2021-22	July Budget 2022-23
Allocation for Encumbrances Special Allocations Unallocated Balance	\$ 6,000 119,700 143,800	\$ 10,400 - -
Unrestricted Beginning Fund Balances	\$ 7,741,300	\$ 10,400
Revenues		
Forestry State Appropriations	\$ 207,800	\$ 213,800
Total Revenues	\$ 207,800	\$ 213,800
<u>Expenditures and Transfers</u> Forestry Expenditures Research	\$ 1,026,700	\$ 213,500
Mandatory Transfers Non-Mandatory Transfers	12,138,800	-
Total Expenditures and Transfers	\$ 13,165,500	\$ 213,500
Unrestricted Current Fund Balances at End of Period Allocation for Encumbrances Special Allocations Unallocated Balance	- \$ 10,400 -	\$ 10,700 -
Total Unrestricted Current Fund Balances	\$ 10,400	\$ 10,700

#### TSU FORESTRY SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2022-23

	essional laries	Other alaries	Employee Benefits	т	ravel	. Change	Operating Expense	apital utlay	Total	% OF Total
UNRESTRICTED EXPENDITURES FORESTRY										
Research	\$ 78,800	\$ -	\$ 27,600	\$	~	\$	107,100	\$ -	\$ 213,500	100%
Total Unrestricted	\$ 78,800	\$ -	\$ 27,600	\$	-	\$	107,100	\$ -	\$ 213,500	
	36.9%	0.0%	12.9%		0.0%		50.2%	0.0%	100%	



**Tennessee State University Board of Trustees** 



ALE

# TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

### ACTION ITEM

DATE:

June 16, 2022

Approval

ITEM:

Approval of Institutional Proposed Budget

RECOMMENDED ACTION:

PRESENTED BY:

Chair of Finance and Budget Committee, Trustee Richard Lewis

See attachment for Institutional Estimated Budget Action Item.

MOTION: To approve Tennessee State University's Proposed Budget for Fiscal Year 2022-2023, as contained in the Board materials for the Board's June 16, 2022, meeting.

# **Tennessee State University Board of Trustees**



# TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of University's FY 23 \$250 Million Capital Construction Plan
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Richard Lewis

The purpose of this agenda item is to consider for approval the Capital Outlay, Maintenance, and Disclosed funding requests (Capital Construction Plan), which, if approved by the Board, will be submitted to THEC staff for their review and presentation to the THEC.

### STRATEGIC INVESTMENT REQUEST

The following strategic plan is comprised of three phases, totaling a \$250,000,000 state general fund investment, with the goal of eliminating life-safety issues, addressing deferred maintenance, and investing in academic buildings. This investment will continue our commitment for academic excellence. Concurrently, \$173,000,000 in additional funding can be achieved through school bonds/plant funds to renovate or construct revenue-generating housing availability. This investment will be paired with a plan for professional maintenance and operations.

Item details: See attachment

### MAINTENANCE REQUEST

Each governing board will submit a request to THEC for capital maintenance projects. The Commission's recommendations for projects to be funded will be based on a prioritization process/rubric that incorporates criteria that was newly developed for last year's FY22-23 submissions.

Approval is requested to submit the following projects totaling \$10,305,300: Campus Electrical System Upgrade Phase 4 budgeted at \$4,220,300 Multiple Building Roof Replacement budgeted at \$3,585,000 Multiple Building Steam Systems Upgrades at \$500,000 Multiple Building Electrical Upgrades Phase 2 at \$2,000,000 Item details: See attachment

### **DISCLOSED REQUEST**

Each governing board must submit a list of all anticipated capital projects to be funded in FY22-23 from sources other than state appropriations, such as institutional funds, auxiliary funds, reallocations of existing capital funds, Tennessee State School Bond Authority funds, or gift funds. Any new building or structure that is planned for construction or erection at a cost in excess of \$100,000 must be disclosed to THEC. In addition, any major maintenance project that involves repairs or renovations in excess of \$500,000 must be disclosed.

Approval is requested for the listed projects totaling \$146,200,000: Hale Stadium Upgrades budgeted at 2,200,000 New Football Operations Building budgeted at 41,500,000 New Residence Hall budgeted at 102,500,000

Item Details: See attachment.

MOTION: To approve Tennessee State University's \$250,000,000 Capital Construction Plan, as contained in the Board materials for the Board's June 16, 2022, meeting.





# Phase 1 (Fiscal Years 2023 and 2024)

# **Proposed State Appropriations**

New Campu	is Master Plan
\$50	00,000
Description:	Goal:
The project will develop a facilities master planfor	Master Plans are an extension of the University's
the TSU campus, including long-range plans for	strategic plan and guide physical campus
new and existing facilities improvements, student	development to best support the institution's
housing, and infrastructure improvements.	mission and programs. The TSU Master Plan will
	confirm existing facility conditions and status of
Campus Master Plans are typically updated every	previous master plangoals, will define broad
5 to 10 years; the previous TSU MasterPlan was	program needs and
completed in 2016.	priorities for new facilities, renovations, capital
	maintenance, infrastructure, and housing
	development. A new master plan will engage TSU
	leadership, students, staff, and community, and will
	provide a clear direction
	toward a revitalized campus.

Infrastructure Planning and Construction								
\$36,400,000								
Description	Goal:							
The project will assess campus-wide utility	Utility systems updates will support future							
systems, including steam, chilled water, natural	development of the campus with improved							
gas, storm sewer, sanitary sewer, domestic	conditions, efficiencies, and system capacities, and							
water, and tel/data infrastructure, and will design	will reduce the possibility of system failures.							
and construct replacements								
and major maintenance to these systems.								

Capital Maintenance							
\$41,535,000							
Description:	Goal:						
A campus wide maintenance project, prioritized by	Major maintenance and repairs are needed toaddress						
the campus Master Plan, will provide major	a backlog of deferred maintenance.						
maintenance and repairs to themajor academic	The scope of work will primarily consist of						
campus buildings.	building envelope repairs, and repairs and						
	replacements of mechanical, electrical, and						
	plumbing, and life safety systems.						





Humphries Hall									
\$40,000									
Description: Goal:									
Constructed in 1969, Humphries Hall is home	The equipment is nearing the end of its useful								
to Human Sciences. The maintenance fundingwill	life and replacement will avoid potential								
provide replacement of switchgear. equipment failure.									



Kean Hall		
\$5,02	\$5,020,000	
Description:	Goal:	
Kean Hall is occupied by Student Services, andwas	Major capital maintenance repairs will extend the	
constructed in 1993. This capital maintenance	functionality of the building, extend the useful	
project will provide exterior envelope repairs, brick	life, and improve aesthetics of the building.	
repairs, window repairsand replacements, roof		
repairs, interior railing repairs, HVAC maintenance,		
and lighting		
maintenance.		







Elliott Hall	
\$374	1,000
Description:	Goal:
Elliott Hall is occupied by multiple academic	Maintenance is needed to upgrade life-safety
departments (Art, Sociology, Community	equipment, improve safety, and provide priority
Organization, African Studies) and Events Services,	equipment replacements.
and was constructed in 1927. The building's future	
functions will be evaluated by the new Master Plan.	
Near-term capital maintenance includes replacement	
of lighted exit signs, domestic water backflow	
preventer replacement, removal of water-cooled	
chillers,	
repair and replacement of area sidewalks.	



McCord Hall	
\$365,000	
Description:	Goal:
McCord Hall is occupied by Biology and	Maintenance is needed to upgrade life-safety
Information Technology/Computer Science and	equipment, improve safety, and provide priority
was built in 1950. The project will replace steam	equipment replacements.
piping, replace exit signs, andrepair exterior stairs	
and area sidewalks.	







Clay Hall	
\$1,266,000	
Description:	Goal:
The project will replace the roof, replace steam	Maintenance is needed to upgrade life-safety
piping, replace exit signs, and repair surrounding	equipment, improve safety, and provide priority
sidewalks. The building was constructed in 1959,	equipment replacements.
and is occupied by	
Education and Psychology.	



New Library Planning	
\$4,250,000	
Description:	Goal:
A new library will be designed to serve the	The existing Brown-Daniel library, constructed
student community in a centralized campus	1977, is in marginal condition. The building does
location as confirmed in the Master Plan.	not adequately provide the spaces needed for
	contemporary library services, including student
	study and computer lab areas, group study and
	collaboration spaces, meeting spaces, storage, and
	library holdings. The campus community will
	benefit from a library that can function as a
	successful centralstudy, collaboration, and student
	community
	space.







Jackson Hall Renovation Planning	
\$1,250,000	
Description:	Goal:
ackson Hall, constructed and occupied in 1933, will	The Art Department needs improved facilities
be renovated for the Art Departmentand related	with appropriate studio lab space, and improved
programs. This project provides programming and	building systems to support the labfunctions. A
design services for the project.	renovated lackson Hall was identified in the
	previous Master Plan as an appropriate location
	for consolidated art
	program functions.



Center for Food and Animal Sciences	
\$18,320,000	
Description:	Goal:
Construction funding is needed for the new Center for Food and Animal Sciences. The facility will contain classrooms, labs, offices, and research areas in support of the Food Sciences and Agriculture programs.	There is a deficit of space dedicated to Ag research. The project will enable TSU to increase research activities in the areas of Food Safety, Material Science, Nutrition, and other Agriculture programs; will support newlyapproved Ph.D. in Agricultural Science PhD in Agricultural Science (approved at January 2022 THEC meeting.) ting.)





## **Proposed Tennessee State University-funded projects**

Housing Planning and Design	
\$7,200,000	
Goal:	
New housing will provide the capacity and	
quality of housing for students who desire tolive	
on campus. A new residence hall now in	
construction will add 700 beds to the current	
capacity of 2900 beds; the new facility was	
recommended by the previous master plan and	
will be ready for occupancy Fall 2022.	
Additional housing will be needed to keep pace	
with the demand for on-campus housingpartly as a	
result of the Nashville housing	
market.	







Ford Complex A, B, C, D Maintenance	
\$ 868,800	
Description:	Goal:
The Ford Complex was constructed in 1998, and	The complex offers 2- and 4-bedroom apartments
the project will complete priority capital	and consists of 3 apartment buildings and a
maintenance and repairs, consisting primarily of	commons area serving upperclass students with
exterior repairs to the building envelopes, siding,	60+ credit hours. The project will improve
soffits, and stairs. (Ford Complex	functionality and
Building A pictured below.)	aesthetics of the apartments.



New Residence Center E, F, G, H Maintenance	
\$ 2,103,600	
Description:	Goal:
The New Residence Center was constructed in2002, and the project will complete priority capital maintenance and repairs, consisting primarily of exterior repairs to the building envelopes, siding, soffits, and stairs. <i>(New</i>	The complex offers 2- and 4-bedroom apartments and consists of 3 apartment buildings and a commons area serving upperclass students with 60+ credit hours. The project will improve functionality and
Residence Hall E pictured below.)	aesthetics of the apartments.







# Phase 2 (Fiscal Years 2025 and 2026)

# **Proposed State Appropriations**

Capital Maintenance	
\$42,000,000	
Description:	Goal:
The project will continue campus-wide major	Major maintenance and repairs are needed toaddress
maintenance and repairs to the major academic	a backlog of deferred maintenance.
campus buildings as prioritized in the campus	The scope of work will primarily consist of
Master Plan.	building envelope repairs, and repairs and
	replacements of mechanical, electrical,
	plumbing, and life safety systems.

Capital Outlay Planning	
\$4,000,000	
Description:	Goal:
Following the completion of the Master Plan, a	The project will supplement and improve primary
project that addresses critical academic facilityneeds	academic facilities with contemporary classrooms
will be prioritized and defined. This project will	and labs in the core of campus.
provide design services for the project.	The goals of the project will be to improve
	academic program delivery for both on-
	campus and online coursework for all
	students.

New Library Construction						
\$55,	\$55,750,000					
Description:	Goal:					
A new library will be designed in Phase 1 to serve	The existing Brown-Daniel library, constructed					
the student community in a centralized campus	1977, does not adequately provide the facilities					
location as confirmed in the master plan. This	needed for contemporary library services. The					
project will provide funding to bid and construct	completed project will provide contemporary					
the project.	central study areas, collaboration and group study					
	spaces, academic community spaces, classrooms,					
	and					
	adequate library stacks, and storage.					





Jackson Hall Renovation				
\$11,250,000				
Description:	Goal:			
lackson Hall was constructed and occupied in 1933.	The Art Department needs improved facilities with			
This project will bid and construct a major	appropriate studio lab space, and improved			
renovation suitable for the Art Department and	building systems to support the labfunctions. A			
related programs.	renovated Jackson Hall was identified in the			
	previous master plan as an appropriate location for			
	consolidated art program functions. The project			
	will also preserve and revitalize a heritage building			
	in			
	the core of campus.			

# Proposed Tennessee State University-funded projects

New Housing Construction						
\$56,5	00,000					
Description:	Goal:					
Following the planning and design in Phase 1, this	New housing will further enrich student campus					
funding will support the bidding and construction	life and will provide the capacity and quality of					
of new student housing, assumedto be up to 400	housing for students who seek to have an on-					
beds including graduate housing. The housing type	campus experience. A new residence hall now in					
and bed count will be recommended by the housing	construction will add 700beds to the current					
study in the master plan to accommodate projected	capacity of 2900 beds; the new facility was					
future enrollment and housing demand. (New 700	recommended by the previous master plan and will					
bed Residence Hall pictured below – in	be ready for occupancy Fall 2022. Additional					
construction.)	housing will be needed tokeep pace with the					
	demand for on-campus housing partly because of					
	the Nashville					
	housing market.					







New Housing Planning, Demolitions Planning						
\$6,500,000						
Description:	Goal:					
This project will continue to implement the	Continuing planning and design of new housingwill					
programming and design of the type housingand	be needed to fully satisfy the housing capacity					
bed count that will be recommended by the	demands for the campus and will further improve					
housing study in the master plan. If warranted,	the quality of available housing. New housing will					
the project will also provide funding for future	enrich student campus life and will provide the					
demolitions of existing housing at the end of its	capacity and quality of housing for students who					
useful life.	seek to have an on-campus experience. New beds					
	are nowin construction (700 beds), and additional					
	beds to be completed in Phase 2 (up to 400 beds)					
	willprovide up to 1100 new beds on campus.					
	Additional beds, potentially up to 700 beds, willbe					
	needed to complete the housing long-range plan and					
	to remove housing nearing the end of its useful life.					
	Additional housing will be needed to keep pace with					
	the demand for on-campus housing partly as a result					
	of the Nashville					
	housing market.					





# Phase 3 (Fiscal Years 2027 and beyond)

## **Proposed State Appropriations**

Capital Outlay Construction				
\$27,680,000				
Description:	Goal:			
Following the completion of the Master Plan, a	The project will supplement primary academic			
project that addresses critical academic facilityneeds	facilities with contemporary classrooms and labs in			
will be prioritized and defined, and is planned to be	the core of campus. The goals of the project will be			
designed in Phase 2. This funding will construct the	to improve academic program delivery for both on-			
project.	campus and online			
	coursework for all students.			

# Proposed Tennessee State University-funded projects

New Housing Construction					
\$93,800,000					
Description:	Goal:				
This project will bid and construct the type and quantity of housing that will be recommended by the housing study in the new Master Plan. This project may construct up to 700 additional new beds to fully accommodate housing demand and to remove buildings nearing the end of useful life.	Continuing planning and design of new housing will be needed to fully satisfy the housing capacity demands for the campus, and will further improve the quality of available housing. New housing will further enrich the student campus life, and will provide the capacity and quality of housing for students who seek to have an on-campus experience. New beds are now in construction(700 beds), and additional beds to be completed in Phase 2 (up to 400 beds) will provide up to 1100 new beds on campus. Additional beds, potentially up to 700 beds, will be needed to complete the housing long- range plan and to remove housing nearing theend of its useful life. Additional housing will beneeded to keep pace with the demand for on- campus housing partly as a result of the Nashville housing market.				





New Housing Planning, Demolitions Planning				
\$6,250,000				
Description: Goal:				
Continue to monitor and update housing	Enrollment and campus housing conditions will			
planning, and remove outmoded buildings	evolve over the course of the overall project, and			
following construction of new beds.	continuing planning will be needed to fully			
	implement the housing plan, and to continue to			
	improve on-campus			
	housing and enrich the campus vitality.			

<b>•</b> • • •		Fisca
Project New Master Plan	\$	State 500,000
New Housing Plan	2	
Total	\$	500,000
	·	
Infrastructure and Maintenance		
Infrastructure Planning &		
Construction	\$	5,400,000
Maintenance, E&G Buildings Humphries Hall*		21,535,000
Kean Hall*		40,00( 5,020,00(
Elliot Hall*		5,020,000
(Confirm Status per Master Plan)		374,000
McCord Hall*		365,000
Clay Hall*		1,266,000
Ford Complex D*		
Ford Complex A*		-
Ford Complex B*		-
Ford Complex C*		-
New Residence Center E*		-
New Residence Center F*		
New Residence Center G*		-
New Residence Center H* Total	\$	- 34,000,000
- Ctul	ľ	54,000,000
Capital Outlay Planning		
New Library	\$	4,250,000
Jackson Hall Renovation		1,250,000
Academic E&G Improvements,		
Renovation and/or New		
Construction confirmed by Master		
Plan		-
New Housing Planning, Demolitions		
Planning Demolitions, Boyd (358 beds),		-
Watson (316 beds), Eppse (272		
Beds), Wilson (540 beds)		
Total	\$	5,500,000
	Ľ	-,,
Construction		
New Library	\$	-
Jackson Hall Renovation		
Academic E&G Improvements,		
Renovation and/or New		
Construction confirmed by Master		
Plan Center for Food and Animal Sciences		-
(State/Grant/ARP)		18,320,000
New Housing		
New Housing		-
Total	\$	18,320,000
	Ľ	
Grand Total	Ś	58,320,000

\* Representative Love Listed Projects, assigned cost is Year 1 JLL/Prosite

# Capital Projects and Disclosures

									Funding		
Institution	Disclosure Year C (Quarter)	ommitment Letter Issue Date	Project Name	Project Type	New Sq. Ft.	Project Description	Project Cost	TSSBA	Auxiliary	Plant Funds	State Funds
TSU	FY21-22 Q1	5/7/2022	Floyd Payne Campus Center Kitchen Elevator	Quarterly Disclosure - Maintenance	N/A	Repair/Replace existing elevator to bring up to all applicable safety codes.	\$250,000			\$250,000	
TSU	FY21-22 Q2	5/7/2022	Rudolph Hall Elevator Upgrade	Quarterly Disclosure - Maintenance	N/A	Repair/Replace existing elevator components to include motor replacement, new controls, modernize cab, and bring up to all applicable safety codes.	\$355,000		\$355,000		
TSU	FY22-23	4/12/2022	New Engineering Building	Capital Outlay	70,000	Construction of a new Engineering Building, Project includes the demolition of Torrence Engineering Building, (Project has been approved by the state. Commitment letter for the committed external funds (\$3,120,000) has been issued.	\$60,000,000			\$3,120,000	\$56,880,000
TSU	FY22-23 Q4	4/20/2022	Emergency Generator - Queen Washington	Quarterly Disclosure - Maintenance	N/A	Add an emergency generator and new distribution work at Queen Washington	\$185,000			\$185,000	
TSU	FY23-24 Capital Budget Submission in July	5/13/2022	Hale Stadium Field Turf Project	Disclosure	N/A	Install artificial football field turf in Hale Stadium and underground infrastructure needed for new scorebard. (This project will be submitted during the Capital Budget Submission in July)	\$2,200,000	\$1,650,000		\$550,000	
TSU	FY23-24 Capital Budget Submission in July		New Residence Hall	Disclosure	185,000	Construct new 600-bed co-ed housing facility(s) and take facilities out of inventory, as dictated by new bed spaces and housing population trends. Construct 1 or 2 facilities, totaling approximately 185,000 SF.	\$102,500,000	\$98,500,000	\$4,000,000		
TSU	FY23-24 Capital Budget Submission in July		New Football Operations Building	Disclosure	52,358	New football operations building. This facility will house all necessary spaces needed for football program operations, including staff offices, team meeting rooms, locker rooms, trainer room, laundry room, equipment storage rooms, and team/staff lounge. (This project is a re-disclosure. Project cost and the building program have been updated)	\$41,500,000	\$41,500,000			
TSU	FY23-24 Capital Budget Submission in July	4/20/2022	Campus Master Plan Update	Master Plan	N/A	Develop a full comprehensive update to our current Campus Master Plan completed in 2016. <b>(Money from State Strategic Initiative)</b>	\$500,000				\$500,000
TSU	FY23-24 Capital Budget Submission in July	N/A	Electrical Upgrades Phase IV	Capital Maintenance	N/A	Upgrade cam pus electrical infrastructure based on recently completed electrical master plan. (final phase, total project cost 19.2M)	\$4,220,300				\$4,220,300
TSU	FY23-24 Capital Budget Submission in July	N/A	Multiple Building Roof Replacement	Capital Maintenance	N/A	Replace roof systems at Gentry Center, Harned Hall, and Performing Arts Building, including all related systems.	\$3,585,000				\$3,585,000
TSU	FY23-24 Capital Budget Submission in July	N/A	Multiple Building Steam Systems Upgrades	Capital Maintenance	N/A	Replace/upgrade PRVs, isolation valves; controls, heat exchangers, condensate receivers, pumps, and misc, piping used for building heat and domestic hot water: at (FPCC, Kean Hall, Gentry, McWherter, LRC, Humanities, Clay Hall, Elliott Hall, Crouch Hall	\$500,000				\$500,000
TSU	FY23-24 Capital Budget Submission in July	N/A	Multiple Building Electrical Upgrades Phase 2	Capital Maintenance	N/A	Upgrade electrical systems and install metersat (Gentry, Holland Hall, Operations, Power Plant, Elliott Hall, Queen Washington)	\$2,000,000				\$2,000,000
							\$217,795,300	\$141,650,000	\$4,355,000	\$4,105,000	\$67,685,300

Fiscal Year 2023-24 2023-24
2023-24

2023-24

\* Requests are not limited tc

# **Tennessee State University Board of Trustees**

# Report on Capital Construction Public Private Partnerships for Residence Halls

WORK

ATE

# TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES <u>INFORMATION ITEM</u>

DATE:	June 16, 2022
ITEM:	Report on Capital Construction Public Private Partnerships For Residence Halls
RECOMMENDED ACTION:	Information Item

President Glover and/or her designee will provide a report on the institution's review of possible capital construction public-private partnerships for residence hall.

President Glover

The purpose of this report agenda item is to provide information regarding TSU's exploration of P3 options for a move in ready residence hall, including the potential benefits to the University. P3s, in the University campus context, can increase program efficiency and transparency of public expenditures, improve service delivery, while shifting the project risk to the developer.

Item details: See attachment

PRESENTED BY:

# The Principles of Public Private Partnerships (P3s)

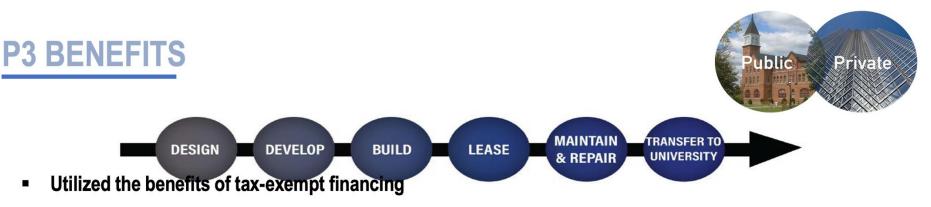


- P3's meet a public need with private expertise.
- P3s are a cooperative arrangement between a public institution and the private sector, typically long-term in nature
- A private developer will design, finance, build, own, and maintain the building for a set period of time.
  - Typically, with student housing this time period ranges from 25 35 years.
  - The public institution, in this case, a <u>University</u>, will sign a long-term lease on the asset.
  - At the conclusion of the lease term, the property and assets transfer to the University.
- The P3 process transfers risk to the developer for project financing, construction performance, and long termmaintenance. The private developer must deliver the project on time and within budget and assumes those risks.
- The University's balance sheet will reflect a capitalized lease in the asset in its entirety

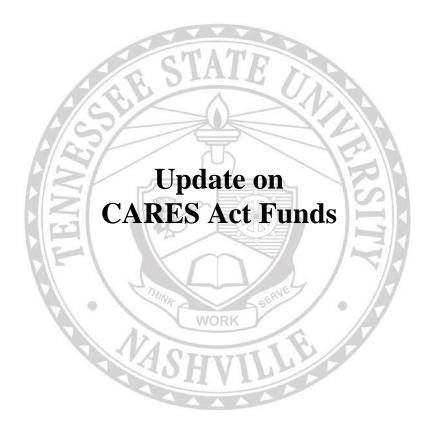
# The Maintenance of Public Private Partnerships (P3s)



- The private developer is responsible for maintenance of the building over the lease term.
- A portion of the lease payment is allocated for ongoing operations and maintenance as well as infusion of a capital reserve fund to be used as needed on the asset.
  - This methodology ensures that funds will be available, and the asset will be maintained for the life of the lease, allowing the University to obtain a well-maintained and valuable asset.
- The building and maintenance costs are pre-funded to ensure the asset is protected long term.
- <u>Well funded</u> and disciplined maintenance results in a well-maintained building at the end of the lease.
- The developer is required to allocate capital reserve funds for long-term financial health of the asset.



- Credit rating dependent upon the Tenant / Governmental entity (whichever is lower)
- Shift risks to the <u>Developers</u>
- Developer is financially responsible for funding (bond/traditional)
- Motivated to complete the project on time and on budget, **100% of risk absorbed**
- Appropriately funded and disciplined maintenance results in a well-maintained building at the end of the lease
- Building and maintenance costs are prefunded with built-in inflationary increases to ensure the asset is protected long term
- Trustee bank disperses all project and O&M Funds
- Developer required to allocate capital reserve funds for long term financial health of the asset
- Beneficial Owner has a consistent lease payment over the life of the lease



## TENNESSEE STATE UNIVERSITY

# BOARD OF TRUSTEES

# **INFORMATION ITEM**

DATE:June 16, 2022ITEM:Update on Cares Act FundsRECOMMENDED ACTION:Information ItemPRESENTED BY:President Glover

President Glover and/or her designee will provide a report on a CARES Act funds. The report is included in the June 16, 2022, Board materials.

#### TENNESSEE STATE UNIVERSITY Higher Education Emergency Relief Funds As of June 1, 2022

Fund	Total Award	FY20	FY21	FY22	TOTAL	Available	Primary Expense
228074	3,607,331.00	2 100 800 00	456 040 00	0.00	2 556 840 00	50,491.00	
		3,100,800.00	456,040.00		3,556,840.00		Direct Payments to Students
228080	3,607,331.00	0.00	3,605,970.00	51,575.00	3,657,545.00	(50,214.00)	Direct Payments to Students
228085	11,727,888.00	0.00	0.00	7,109,020.00	7,109,020.00	4,618,868.00	Direct Payments to Students
Total Student Portion	18,942,550.00	3,100,800.00	4,062,010.00	7,160,595.00	14,323,405.00	4,619,145.00	
226047	3,607,330.00	2,414,259.00	0.00	988,006.57	3,402,265.57	205,064.43	FY20 Revenue Loss and FY22 Student Debt Relief
226051	9,699,052.00	0.00	0.00	6,927,894.29	6,927,894.29	2,771,157.71	FY22 Student Debt Relief
228086	11,600,946.00	0.00	0.00	8,717,477.00	8,717,477.00	2,883,469.00	FY22 Student Debt Relief
<b>Total Institution Portion</b>	24,907,328.00	2,414,259.00	0.00	16,633,377.86	19,047,636.86	5,859,691.14	
226046		0.00	2,745,694.83	3,774.43	2,749,469.26		Equipment and Supplies
221399		0.00	2,080,927.45	(3,355.83)	2,077,571.62		Laptops/Technology Upgrades
228075		0.00	9,937,034.09	533,932.36	10,470,966.45		Scholarships
221397	16,236,433.00	0.00	436,347.80	34,671.51	471,019.31	467,406.36	Instructional Support
228081		0.00	1,937,695.93	29,345,913.53	31,283,609.46		Scholarships
226050	20,177,006.00	0.00	101,920.00	1,553,956.59	1,655,876.59	(12,762,480.05)	Equipment and Supplies/Student Debt Relief
228084	35,309,909.00	0.00	20,881,431.81	7,071,450.56	27,952,882.37	7,357,026.63	FY21 Revenue Loss and FY22 Student Debt Relief
Total HBCU Portion	71,723,348.00	0.00	38,121,051.91	38,540,343.15	76,661,395.06	(4,938,047.06)	
Cummulative Total	115,573,226.00	5,515,059.00	42,183,061.91	62,334,316.01	110,032,436.92	5,540,789.08	

+



# TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES <u>INFORMATION ITEM</u>

DATE:June 16, 2022ITEM:Finance and Budget ReportRECOMMENDED ACTION:Information ItemPRESENTED BY:President Glover

The President and/or her designee will provide the Finance and Budget Report.



# TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES <u>INFORMATION ITEM</u>

DATE:

June 16, 2022

ITEM: Enrollment Report

RECOMMENDED ACTION: Information Item

PRESENTED BY:

President Glover

The President and/or her designee will provide the Enrollment Report.

# Enrollment Report & Strategic Enrollment, Recruitment, and Marketing Update Board of Trustees Meeting June 16, 2022

Semester	As of Date	Total Admitted	Net Admitted	Denied	Incomplete	Withdrawn/Cancelled	Grand Total
Fall Term 2018	8-Jun- 18	5101	5020	730	4025	81	9856
Fall Term 2019	8-Jun- 19	5198	5143	1073	3479	55	9750
Fall Term 2020	8-Jun- 20	5669	5436	799	4379	233	10847
Fall Term 2021	8-Jun- 21	5801	5771	721	4678	30	11200
Fall Term 2022	8-Jun- 22	13271	13187	895	7928	84	22094

## FALL 2022 UNDERGRADUATE APPLICATION ANALYSIS

# HIGHLIGHTS AND ACCOMPLISHMENTS FOR ENROLLMENT MANAGEMENT EFFORTS

#### **Enrollment Services and Digital Media**

- Hosted special Admitted Students Days to allow students and parents to experience TSU.
- Hosted successful annual Spring Preview Day on Saturday, April 9, 2022, with 4,000 guests, including prospective undergraduate students and their families.
- Mailed over 12,000 National College Decision Day packets which were shared by students on social media using the hashtags #TSUBound, #TSU26.
- Rebranded recruitment viewbooks, table skirts, retractable banners, pole banners, etc.
- Increased significantly social media posts and online engagement on @tsuadmissions digital channels.

#### Admissions, Records, Recruitment, and Advisement

- Launched a new partnership with Metro Nashville Public Schools to increase the recruitment pipeline for 9-12 grade students.
- Created a new partnership with the nonprofit community agency, *For Others*, offering opportunities for a cohort of 18 students who have graduated from foster care to attend TSU.
- Recruited and admitted Cohort #2 of Dr. Levi Watkins, Jr. Scholars and Congresswoman Frederica Wilson Scholars.
- Realigned the Academic Success Center to serve students better and streamlined the advisement process.
- Fixed the transcript related issues in the admissions process
- Expanded Admissions processing and team to better support increased volume of applications, admit letters processing, and student support requests.

- Added a unique feature for students to request their electronic diploma beginning Spring 2022.
- Updated electronic transcript delivery options for all students who have attended TSU.
- Hosted 52 virtual recruitment events.
- Hosted the Dr. Levi Watkins virtual sessions each Tuesdays.
- Hosted TSU Admissions information sessions each Thursdays.
- We have reached students globally; including but not limited to Saudi Arabia, Tennessee, Georgia, Florida, Illinois, and Indianapolis.
- Launched an aggressive international recruitment team to expand our global reach of talented international students.
- Hosted multiple dual enrollment partner informational sessions to increase outreach to qualified dual enrollment high school students.

# **New Student Programs**

- Hosted March Momentum Project for freshmen and offered month-long series of services for 1st-year students on academic probation, including academic success tips, mandatory study hall, and virtual one-on-ones w/ Student Development Specialists
- Launched an Early Registration Drive for to encourage all first-year students to registered prior to May 1.
- Sponsored the inaugural Sophomore Readiness Academy and provided weeklong sessions with Freshman Institute Students to prepare them for their second year, including guest speakers, leadership tips, and a self-assessment of goals and aspirations.
- Presented Preview Day Parent Sessions, which provided an informational platform for all visiting guests/parents with tips for supporting your college student
- Relaunched University Ambassadors: the return of student leadership opportunity, 35 students selected.
- Hosted a very successful New Student Orientation session serving over 1200 guests, with four upcoming sessions are scheduled for June 24, July 15, July 20, and August 16.

# ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE REPORT

WORK

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

8:30 a.m. CDT Thursday, June 16, 2022 Tennessee State University – Main Campus Via Zoom link: http://www.tnstate.edu/board/livestream.aspx

#### ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the March 17, 2022, Academic Affairs and Student Affairs Committee Meeting Minutes
- IV. Approval of Academic Year 2022-2023 Tenure and Promotion Recommendations
- V. Approval of Updated International Admissions Policy
- VI. Approval of New Academic Program Minor in Design within Existing B.S. in Art
- VII. Approval of New Academic Concentration Multidisciplinary Studies within the Existing B.S. Arts and Sciences Program
- VIII. Approval of Academic Program Modifications
  - a. Approval of New Admissions Standards Doctor of Physical Therapy
  - Approval of Name Change for an Existing Program Change Current Masters' of Science in Psychology Program to Masters' of Science in Counseling
  - c. Approval of Name Change for an Existing Concentration Change Current Counseling Psychology Concentration within the Masters' of Science in Psychology Program to Clinical Mental Health Counseling Concentration
- IX. Update on Ph.D. in Agricultural Science
- X. Report on SACSCOC Accreditation Review Matters
- XI. Research and Sponsored Programs End of Fiscal Year Report
- XII. Academic Affairs Report

- XIII. Student Affairs Report
- XIV. Adjournment



WORK

**ATE** 

#### TENNESSEE STATE UNIVERSITY

#### BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	June 16, 2022			
ITEM:	Approval of the March 17, 2022, Academic Affairs and Student Affairs Committee Meeting Minutes Approval			
RECOMMENDED ACTION:				
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin			

The document reflecting the minutes from the March 17, 2022, Academic Affairs and Student Affairs Committee meeting is included in the June 16, 2022 Board materials.

MOTION: To approve the minutes from the Board of Trustees' March 17, 2022, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's June 16, 2022, meeting.

## Meeting of the Tennessee State University Board of Trustees Academic Affairs and Student Affairs Committee Meeting March 17, 2022 Tennessee State University, Electronic

## MINUTES

#### Committee Members Present: Trustees Pam Martin, Andre Johnson, and Bill Johnson.

**Other Board Members Present:** Trustees Deborah Cole, Van Pinnock, Obie McKenzie, Richard Lewis, Steven Corbiel, and Tiara Thomas.

**University Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost and Vice President for Academic Affairs; Douglas Allen, Vice President of Business and Finance; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Associate Vice President of Student Affairs; Dr. Quincy Quick, Associate Vice President of Research and Sponsored Programs; Charlise Anderson, Executive Director of Institutional Effectiveness; Terrence Izzard, Associate Vice President of Enrollment Management; Mikki Allen, Athletics Director; Kelli Sharpe, Assistant Vice President of Public Relations and Communications; Adrian Davis, Director of Internal Audit; and Dr. Arlene Nicholas-Phillips, Liaison to the Board.

## I. CALL TO ORDER

Chair Martin called the meeting to order at 8:32 a.m. CDT on March 17, 2022. Trustee Martin then moved to make certain findings on the records 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 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. Trustee Andre Johnson seconded the motion.

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

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

# **III. APPROVAL OF THE NOVEMBER 18, 2021, ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE MEETING MINUTES**

Trustee Martin moved to recommend to the full Board the approval of the November 18, 2021, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the March 17, 2022, Board meeting. Trustee Bill Johnson seconded the motion, which was carried unanimously by roll call vote.

# IV. APPROVAL OF NEW ACADEMIC PROGRAM – GRADUATE CERTIFICATE IN BIOTECHNOLOGY

Chair Martin announced the next agenda item as the approval of a new academic program, a Graduate Certificate in Biotechnology. Chair Martin 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 materials for March 17, 2022.

President Glover designated Provost Harris to present on this item. Dr. Harris explained that biotechnology as a significant, emerging field important to many agricultural applications. Currently there is a strong demand from students for certificate programs in this area, and the certificate program typically leads students to enter a master's program in the field of study to the benefit of the University.

Chair Martin moved to recommend to the full Board the approval of a new academic program, a Graduate Certificate in Biotechnology, as contained in the Board materials for the March 17, 2022, Board meeting. Trustee Bill Johnson seconded the motion and the motion carried unanimously by roll call vote.

# V. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – ADMISSION STANDARDS – MASTER'S IN BUSINESS ADMINISTRATION

Chair Martin announced the Master's in Business Administration Admissions Standards agenda item and asked President Glover or her designee to provide pertinent related information. The material for this agenda item is contained in the Board materials for March 17, 2022.

President Glover designated Provost Harris to present on this agenda item. Dr. Harris stated that TSU has begun to eliminate the GRE as the exam has been an obstacle to students entering graduate programs and there is a nationwide trend among higher education institutions to eliminate the exam. Upon approval of the elimination of the GRE requirement, students will be admitted to the Master's in Business Administration program if they meet certain criteria. The GRE removal will help students succeed by increasing enrollment and removing what the University believes to be a biased exam. Dr. Glover added that as a former business school dean, the GRE score is not required by many universities at this time and by removing this requirement TSU will now be in line with the norm.

Chair Martin moved to recommend to the full Board the approval of an academic program modification – a change to the Master's in Business Administration admission standards, as contained in the Board materials for the March 17, 2022, Board meeting. The motion was seconded by Trustee Bill Johnson and carried unanimously by roll call vote.

# VI. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – ADMISSION STANDARDS – PH.D. IN PUBLIC POLICY AND ADMINISTRATION

Chair Martin announced the Ph.D. in Public Policy and Administration Admissions Standards agenda item and asked President Glover or her designee to provide pertinent related information. The material for this agenda item is contained in the Board materials for March 17, 2022.

President Glover designated Provost Harris to present on this agenda item. Dr. Harris proposed to the Committee the removal of the GRE requirement from the Ph.D. in Public Policy and Administration academic program. Instead, students will be able to be admitted with a GPA of 3.7 from any university in the United States, not just from TSU. If a student has a GPA of 3.5 to 3.7 they will be able to enter a certificate program and then move into the Ph.D. program by consistently maintaining a GPA of 3.7.

Chair Martin moved to recommend to the full Board the approval of an academic program modification – a change to the Ph.D. in Public Policy and Administration admission standards, as contained in the Board materials for the March 17, 2022, Board meeting. The motion was seconded by Trustee Bill Johnson and carried unanimously by roll call vote.

# VII.APPROVAL OF ACADEMIC PROGRAM MODIFICATION – ADMISSION STANDARDS – DOCTOR OF EDUCATION

Chair Martin announced the Doctor of Education Admissions Standards agenda item and asked President Glover or her designee to provide pertinent related information. The material for this agenda item is contained in the Board materials for March 17, 2022.

President Glover designated Provost Harris to present on this agenda item. Dr. Harris proposed to the Committee the removal of the GRE and/or MAT admission exam requirement from the Doctor of Education academic program. Instead, a student will be able to be admitted with a GPA of 3.25. If a student has a lower GPA they will have the option of an appeal process. Dr. Harris mentioned that the removal of the GRE and/or MAT exam requirement is consistent with national standards.

Chair Martin moved to recommend to the full Board the approval of an academic program modification – a change to the Doctor of Education admission standards, as contained in the Board materials for the March 17, 2022, Board meeting. The motion was seconded by Trustee Andre Johnson and carried unanimously by roll call vote.

# VIII. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – ADMISSION STANDARDS – MASTER'S IN EDUCATION

Chair Martin announced the Master's in Education Admissions Standards agenda item and asked President Glover or her designee to provide pertinent related information. The materials for this agenda item is contained in the Board materials for March 17, 2022.

President Glover designated Provost Harris to present on this agenda item. Dr. Harris proposed to the Committee the removal of the GRE and/or MAT from the Master's in Education admission requirements. Instead, students will require a GPA of 2.75 to enter a non-licensure program and a GPA of 3.25 for a licensure program with an appeal process for both paths for students with lower

GPAs. Dr. Harris also explained that these exam removal requests have come after faculty approval and consent of each college.

Chair Martin moved to recommend to the full Board the approval of an academic program modification - a change to the Master's in Education admission standards, as contained in the Board materials for the March 17, 2022, Board meeting. The motion was seconded by Trustee Andre Johnson and carried unanimously by roll call vote.

## IX. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – ADMISSION STANDARDS – POST-MASTER'S LEVEL EDUCATIONAL SPECIALIST IN INSTRUCTIONAL LEADERSHIP

Chair Martin announced the Post-Master's Level Educational Specialist in Instructional Leadership Admissions Standards agenda item and asked President Glover or her designee to provide pertinent related information. The material for this agenda item is contained in the Board materials for March 17, 2022.

President Glover designated Provost Harris to present on this agenda item. Dr. Harris shared that this is the third program in Education requesting to remove the GRE and/or MAT admission requirement. After removal of the exam requirement, students can be admitted to the Post-Mater's Level Educational Specialist in Instructional Leadership program with a 3.25 GPA for both the licensure and non-licensure programs. If a student has a lower GPA, there is an alternative admission method.

Chair Martin moved to recommend to the full Board the approval of an academic program modification – a change to the Post-Master's Level Educational Specialist in Instructional Leadership admission standards, as contained in the Board materials for the March 17, 2022, Board meeting. The motion was seconded by Trustee Andre Johnson and carried unanimously by roll call vote.

# X. APPROVAL OF NEW MODE OF DELIVERY OF ACADEMIC PROGRAM – BACHELOR'S IN BUSINESS ADMINISTRATION

Chair Martin introduced the next item on the agenda as the approval of a new mode of delivery of an academic program, the Bachelor's in Business Administration. She asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the March 17, 2022, Board materials.

President Glover designated Provost Harris to present on this item. Provost Harris explained that the University is seeking approval to permanently deliver the Bachelor's in Business Administration program online. TSU was given temporary permission to provide this program online during COVID and now would like approval to continue.

Chair Martin moved to recommendation to the full Board the approval of the new mode of deliver for the Bachelor's in Business Administration academic program, as contained in the Board

materials for the March 17, 2022, Board meeting. The motion was seconded by Trustee Bill Johnson. The motion carried unanimously by roll call vote.

# XI. APPROVAL OF A PROGRAM OFFERING AT AVON WILLIAMS CAMPUS LOCATION – MASTER'S IN BUSINESS ADMINISTRATION (MBA)

Chair Martin introduced the next item on the agenda as the approval of a program offering at the Avon Williams campus location, the Master's in Business Administration. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item, as contained in the Board materials for the March 17, 2022, Board meeting.

President Glover designated Provost Harris to present on this item. Provost Harris reported that when the University went through the SACSCOC accreditation process, SACSCOC noted the Avon Williams campus should be designated by the university as an instructional campus for any program where over 50% of its instruction is offered at that location. Dr. Glover notified SACSCOC in March of 2021 of TSU's designation of the campus as instructional and the onsite committee was satisfied with our request. TSU now wishes to receive approval to provide more than 50% of the MBA program at Avon Williams. Upon approval by the Board, Dr. Glover will notify SACSCOC of its intention to provide the MBA program at Avon Williams. Dr. Glover added that we are taking a closer look at our academic programs and is excited to see where we are headed through reengineering of academic programs and increased online offerings.

Chair Martin moved to recommend to the full Board the approval of the Master's in Business Administration program offering at the Avon Williams campus location. Trustee Bill Johnson seconded the motion and asked if the McMinnville farm will be included in our notifications to SACSCOC. Dr. Glover stated that we do not offer enough courses there to require that type of notification, however, TSU has disclosed the program offerings at that location to SACSCOC. The approval of the MBA program offering at the Avon Williams Campus then carried unanimously by roll call vote.

# XII.REPORT ON SACSCOC TEN YEAR ACCREDITATION REVIEW

Chair Martin introduced the next item on the agenda as the report on SACSCOC 10 year accreditation review. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item, as contained in the Board materials for the March 17, 2022, Board meeting. This is an informational discussion item only so not vote is required.

President Glover designated Dr. Charlise Anderson to present on this agenda item. Dr. Anderson reported that on December 2, 2021, SACSCOC voted to reaffirm accreditation for TSU for the maximum period of 10 years. SACSCOC has also required the submission of a one-year report to verify compliance with finance report standard 13.4, and a 5<sup>th</sup> year interim report in the Spring of 2026.

Trustee Martin thanked Dr. Anderson, Dr. Harris, and President Glover for all their hard work related to the SACSCOC accreditation process.

## XIII. ACADEMIC AFFAIRS REPORT

Chair 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 the Board materials dated March 17, 2022. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item. This is an informational discussion item only so no vote will be required.

Dr. Glover designated Provost Harris to comment on this agenda item. Provost Harris shared Academic Affairs highlights including the quality enhancement program, Gateway to 8 employee professional development program, Faculty Wellness Institute, annual academic program health checks, New Faculty Orientation, Assessment Day, and data accessibility for faculty. Provost Harris provided an updated on the Ph.D. in Agricultural Sciences program which the Board approved at its last meeting by stating the program has also been approved by THEC and is now submitted for approval to SACSCOC.

Trustee Cole had a question concerning student advising, particularly as it relates to upper academic levels. Trustee Cole has heard complaints of students unable to find or reach advisors. President Glover volunteered that she has been working with Provost Harris to put together strategies to address issues in upper level student advising. Provost Harris added that the university is talking to advisors, chairs, and deans to make it clear that advisors must be available to students and has requested and received from each dean a list of advisors. Every Monday the deans present a report for each program listing advisors' weekly activities and the outcome of each student interaction. Trustee Cole asked for an update on this issue at the next Committee meeting and whether Mr. Izzard handles upper level advising. President Glover stated that upper level students are advised by their individual departments, not Mr. Izzard's office. Dr. Harris stated that the Provost's office has the authority to fix these issues and is stepping in and taking very strong actions. President Glover apologized that advising complaints have been directed to the Board. Trustee Cole then gave Trustee McKenzie condolences for the passing of his mother.

Trustee Pinnock noted that TSU updated its strategic plan in August and commended Dr. Glover and Dr. Harris on the enhancements discussed in this Committee meeting which speak to the strategic goals. Trustee Pinnock also noted that the strategic plan's updates look the same as the previous plan and ask for an explanation of the updates. Provost Harris stated that the strategic plan hasn't changed but the implementation of the programs is being monitored to ensure they are consistent with the strategic plan. Trustee Pinnock asked for updates on graduation rates and retention rates and Provost Harris replied that those numbers will be presented. Trustee Pinnock also asked if the Chair in Banking and Finance position is still open. President Glover confirmed the chair is still open and that she will be meeting with the dean to get the chair filled, even on an interim basis. Provost Harris stated that we are aware we need to stay current and relevant in our academic offerings. Trustee McKenzie added that the current paradigm shifts make it imperative that our students understand the current national and international conditions.

Trustee Martin thanked the Committee for their comments and questions and asked for follow-up from the University at the next Committee meeting on the items discussed.

# XIV. STUDENT AFFAIRS REPORT

Chair Martin introduced the next item on the agenda as the Student Affairs report. Chair 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 March 17, 2022, Board materials.

Dr. Glover designated Dean Frank Stevenson to report on this agenda item. Dean Stevenson reviewed the University's current status as it relates to the pandemic and stated that we are starting to get back to our pre-pandemic student life. Dean Stevenson went on to state that he has charged each of Student Affairs' 14 units to evaluate their services. As for student housing, housing requests have greatly increased for the Fall 2022 semester and the new residential hall will be open to students at that time. Dean Stevenson noted that we cannot wait another 25 years to build a new residence hall. Dr. Glover gave appreciation for Harold Love and Trustees A. Johnson, Pinnock, Cole, Martin, and Lewis in their efforts related to the Governor's budget. Dr. Glover believes this upcoming funding can eventually provide for an additional residence hall.

Dean Stevenson then highlighted the Spring Career Fair, Greek organizations, SGA elections and training, and focused on the success of the Aristocrat of Bands representing TSU at the 2033 Rose Bowl Parade and NBA and NFL games. Dean Stevenson then asked Student Trustee Tiara Thomas to provide information on the university's voting registration efforts. Trustee Thomas expressed appreciation to the University as an Aristocrat of Bands member and directed the Committee to the materials addressing student voting and political participation information in the Board materials. Trustee Thomas was excited to share that student voting registration rates have increased from 31% to 59% and described the student activities and events that helped lead to this success.

Chair Martin thanked Trustee Thomas for her report and hard work.

# XV.ADJOURNMENT

Chair Martin asked if there were any additional comments or business. Hearing none she asked for a motion to adjourn the meeting. Trustee Bill Johnson moved to adjourn the meeting and a roll call vote was taken to adjourn. Trustees B. Johnson and Martin assented to adjournment. The meeting was adjourned at 9:50 a.m. CDT.



## TENNESSEE STATE UNIVERSITY

#### **BOARD OF TRUSTEES**

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of 2022-2023 Tenure and Promotion Recommendations
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin

Background Information: Per university policy, the President recommends the granting of tenure and/or promotion to eligible faculty members. The recommendations are based upon the requirements of TSU policy on promotion. The process includes review and recommendations at the departmental, College and University levels, with the opportunity for appeals. All of the faculty members recommended for tenure and/or promotion have gone through the requisite process.

Proposed Implementation Date: August 2022

Item Details: A total of 15 faculty members are recommended for tenure and a total of 20 faculty members are recommended for promotion. The lists of faculty members recommended are attached.

**MOTION:** To approve the list of recommended candidates for tenure and promotions, as contained in the Board materials for the Board's June 16, 2022, meeting.

# TENURE RECOMMENDATIONS

	Name	Department	Current Academic Rank
1	Barwick, Corey	History, Political Science, Geography & Africana Studies	Assistant Professor
2	Battiste, Gwendolyn	Dental Hygiene	Assistant Professor
3	Batts, Brenda	Respiratory Care & Health Information	Assistant Professor
4	Brown, Keisha	History, Political Science, Geography & Africana Studies	Assistant Professor
5	Bryan, Kisha	Teaching & Learning	Assistant Professor
6	Clark, Richard	Physical Therapy	Assistant Professor
7	Clement, Akumu	Agricultural & Environmental Sciences	Assistant Professor
8	Gadsden, Cynthia	Art & Design	Assistant Professor
9	Huskey, Julia	Libraries & Media Centers	Assistant Professor
10	Jenkins, Larry	Music	Instructor
11	Kakoti, George	Criminal Justice	Associate Professor
12	Miah, Muhammed	Business Information Systems	Assistant Professor
13	Ondzighi-Assoume, Christine	Agricultural & Environmental Sciences	Assistant Professor
14	Sang, Yongming	Agricultural & Environmental Sciences	Assistant Professor
15	Watson, Danielle	Speech Pathology & Audiology	Assistant Professor

# **PROMOTION RECOMMENDATIONS**

	Name	Department	Current Rank	Proposed Rank
1	Barwick, Corey	History, Political Science, Geography & Africana Studies	Assistant Professor	Associate Professor
2	Bekele, Gashawbeza	History, Political Science, Geography & Africana Studies	Associate Professor	Professor
3	Bignall, Orville	Mathematical Sciences	Associate Professor	Professor
4	Brown, Keisha	History, Political Science, Geography & Africana Studies	Assistant Professor	Associate Professor
5	Bryan, Kisha	Teaching and Learning	Assistant Professor	Associate Professor
6	Clark, Richard	Physical Therapy	Assistant Professor	Associate Professor
7	Clement, Akumu	Agricultural & Environmental Sciences	Assistant Professor	Associate Professor
8	De Koff, Jason	Agricultural & Environmental Sciences	Associate Professor	Professor
9	Gadsden, Cynthia	Art & Design	Assistant Professor	Associate Professor
10	Ge, Xuemei	Libraries & Media Centers	Assistant Professor	Associate Professor
11	Huskey, Julia	Libraries & Media Centers	Assistant Professor	Associate Professor
12	Lin, Show-Mei	Teaching & Learning	Associate Professor	Professor
13	Miah, Muhammed	Business Information Systems	Assistant Professor	Associate Professor
14	Ondzighi-Assoume, Christine	Agricultural & Environmental Sciences	Assistant Professor	Associate Professor
15	Quick, Quincy	Biological Sciences	Associate Professor	Professor
16	Sang, Yongming	Agricultural & Environmental Sciences	Assistant Professor	Associate Professor
17	Stanberry, Martene	Mathematical Sciences	Associate Professor	Professor
18	Watson, Danielle	Speech Pathology & Audiology	Assistant Professor	Associate Professor
19	Williams Jr., Learotha	History, Political Science, Geography & Africana Studies	Associate Professor	Professor
20	Young-Seigler, Artenzia	Biological Sciences	Associate Professor	Professor



# TENNESSEE STATE UNIVERSITY

## **BOARD OF TRUSTEES**

## ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of Updated International Admissions Policy
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin

The TSU International Online Admissions Policy implements and contains the terms and conditions for allowing international students flexibility of remaining in their home country, while being able to access certain online programs being offered by Tennessee State University at the dual enrollment, undergraduate and graduate levels. International students who want to study at an American college or university can sometimes be faced with difficulty in receiving the necessary student visa and other required documentation. Immigrating to the United States can be very expensive because of air travel costs in addition to other necessary living expenses such as room and board and meal plans. The burden of these costs is eliminated if an international student chooses to stay in their native country and earn an online degree from an accredited U.S. school. Furthermore, tuition costs for accredited online colleges are vastly cheaper than the traditional on-ground delivery.

As we expand our brand globally, Tennessee State University is determined to provide this flexible option to international students. By implementing this policy, our international students can study from anywhere in the world so long as they have access to the internet. The same guidelines will apply to the international online student as to domestic online students. If a student chooses to later become an on-ground student, an additional application and all required immigration documentation will be necessary.

The International Recruitment team, comprising of individuals from the graduate school, dual enrollment, enrollment management, and global Initiatives, will be responsible for compliance with these guidelines.

MOTION: To approve the updated International Admissions Policy, as contained in the Board materials for the Board's June 16, 2022, meeting.



# INTERNATIONAL ADMISSIONS POLICY UPDATE

Title: International Admissions Policy and Procedures for Online Courses and Programs

Date: June 6, 2022

Division: Division of Enrollment Services and Student Success

Effective Date: Upon Approval

#### **Purpose of Policy**

The purpose of this policy is to expand upon the current admissions policy for international students seeking enrollment at Tennessee State University who will remain in their native country and receive instruction through online courses only. In addition, this updated policy will provide procedures and requirements for granting admission to international students seeking enrollment as undergraduate or graduate students at Tennessee State University (TSU) via distance education.

#### **Policy Overview**

Tennessee State University values the diversity of its student body. This diversity includes recruiting students from various countries and cultural backgrounds who seek to further their academic studies at Tennessee State University.

#### Policy

The policy for granting admission to international students interested in enrolling in online classes via distance education is listed below.

- A. Students are considered prospective international applicants if they are not U.S. citizens or U.S. permanent residents.
- B. Tennessee State University offers online undergraduate admissions to prospective international high school students, college transfers, transient, and special non-degree seeking students.
- C. Tennessee State University offers online graduate admissions to college graduates who have earned a bachelor's or master's degree.
- D. Prospective international students studying in their native country and not in the U.S. may only apply for admission to fully online degree programs and/or courses
- E. Prospective international students may not be admitted or enrolled in both online and on-ground degree programs or classes at TSU at the same time.
- F. Prospective international students who apply and are admitted to online degree programs who desire to study on-ground must reapply for admission to TSU as a traditional on-ground student and provide all required supporting documents by the admissions deadlines established within this policy update.

- G. Prospective international students applying for entrance into an online graduate degree program must meet all applicable requirements for acceptance into the graduate school and the desired degree program.
- H. International students residing outside of the US and taking online classes will be granted conditional admission status with an unofficial and unverified transcript for one semester (not to exceed more than nine credit hours). International students who are admitted under this conditional admission status will not be issued documents to apply for an F1 visa to enter the US. If these students would like to enter the US they must comply with the full admission requirements for international students.

#### Procedure

International students interested in enrolling in online courses and remaining in their native country may be considered for admission as undergraduate, transfer, transient/special students, or graduate students. The procedures and requirements for granting online admission to international students are listed below.

- A. Prospective undergraduate students must submit the following items before the posted deadline to be considered for online international admissions:
  - 1. Admissions Application and \$25 application fee; application fee may be waived under University approved incentive programs.
  - 2. Official scores from the Test of English as a Foreign Language (TOEFL), Duolingo English Test, International English Language Testing System (IELTS), TSU Intensive English Center (IEC) level 7 or the equivalent from other U.S. accredited English language programs. Minimum acceptable level of performance required for tests are 61 on the TOEFL-Internet Based Test (IBT), 75 on the Duolingo English Test, and 5.0 on the IELTS Academic. Those who have completed TSU IEC Level 7, or other accredited English language programs, must submit official transcripts from the English language program attended. These English proficiency tests shall be waived for students from English-speaking countries or students who have obtained a grade of "C" or better in college-level English Comp I.
  - 3. Official transcripts from any colleges/universities attended in the United States.
  - 4. Official transcripts and authorized school records with a course-by-course listing of courses and grades received if the student is degree-seeking; such transcripts must have been evaluated by a foreign educational credential agency at the student's expense. The agency must be accredited by National Association of Credential Evaluation Services (NACES) www.naces.org/members. One such example is World Education Services (WES) www.wes.org. Non-degree seeking applicants may have unofficial transcripts sent to Tennessee State University directly from the institution where such course credits were earned.
  - 5. Copy of passport or other government or school issued identification for proof of identification. Online international students are exempt from all Tennessee State University health immunization requirements.
  - 6. ACT/SAT scores must be provided if the student is under the age of 21. Students who have ACT/SAT equivalent scores will be placed according to these scores. Students who have not had college-level English and/or Math must undergo placement testing.
- B. Prospective graduate students must submit an official application to the graduate school along with all required documents for the designed program of study and the following items before the posted deadline to be considered for online international admissions:
  - 1. All online graduate applicants whose native language is not English must submit a test score of 71 as the minimum acceptable level of performance on the TOEFL--IBT, 6.0 on the IELTS Academic, or 95 on the Duolingo English Test. Those who have completed

TSU IEC Level 8, or other accredited English language programs, must submit official transcripts from the English language program attended.

- 2. Graduate applicants must submit official transcripts with a course-by-course listing of courses and grades received and degree(s) conferred. If an institution attended is located outside the United State of America, transcripts must have been evaluated by a foreign educational credential agency at the applicant's expense. The agency must be accredited by National Association of Credential Evaluation Services (NACES) www.naces.org.members. One such example is World Education Services (WES) www.wes.org.
- 3. Copy of passport or other government or school issued identification for proof of identification. Online international students are exempt from all Tennessee State University health immunization requirements.
- C. Application Deadlines for Undergraduates (for Graduate students please refer to Graduate School timeline on tnstate.edu/graduate)
  - 1. Spring Semester All supplemental documents such as official transcripts, test scores, application fees, etc., must be received by the posted deadlines to be considered for admission.
  - 2. Summer Semester (Transfer students only) All supplemental documents such as official transcripts, test scores, application fees, etc., must be received by the posted deadlines to be considered for admission.
  - 3. Fall Semester All supplemental documents such as official transcripts, test scores, application fees, etc., must be received by the posted deadlines to be considered for admission.
- D. All student applications will be evaluated in accordance with this policy and current University and program-specific admissions requirements.



#### TENNESSEE STATE UNIVERSITY

#### **BOARD OF TRUSTEES**

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of New Academic Program – Minor in Design within Existing B.S. in Art
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin

The University, with support from the College of Liberal Arts, requests approval to proceed with the establishment of a new minor – Design within the existing Bachelor of Science (B.S.) in Art degree.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes establishing new minors, academic departments may seek the establishment of a new academic minor initiating an internal review process. The department initiates the review process by developing and proposing the new academic minor 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 minor.

Background

The College of Liberal Arts herewith seeks approval for the proposed minor in Design within the Bachelor of Science in Art degree program. Currently, Design is offered as a concentration.

A minor in Design with a focus on Interiors offers students from various disciplines the opportunity to further their career opportunities through an understanding of sustainable design, material properties, furnishings, codes, and clearances. The proposed minor curriculum ensures students gain the skills that allow them to manipulate the principles and elements of design and create functional and aesthetically pleasing interior spaces that meet the needs of the client while safeguarding the health, safety, and welfare of the building's occupants.

Each student participant will learn disciplinary specific content knowledge to strengthen their own core competencies. Each class will be cumulative and will include core content, professional ethics and behavior, writing, communication, and professional presentation.

**MOTION:** To approve a new academic program – a minor in Design within the existing B.S. in Art program, as contained in the Board materials for the June 16, 2022, meeting.



#### TENNESSEE STATE UNIVERSITY

#### **BOARD OF TRUSTEES**

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	New Academic Concentration – Multidisciplinary Studies within the Existing B.S. in Arts and Sciences Program
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 establishment of a new concentration – Multidisciplinary Studies within the existing Bachelor of Science (B.S.) in Arts & Sciences degree program.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes establishing new concentrations, academic departments may seek the establishment of a new academic concentration initiating an internal review process. The department initiates the review process by developing and proposing the new academic concentration 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/concentration. Upon approval by the Board, THEC Policy A1.5D Academic Actions Notification: Establish a New Concentration within an Existing Academic Program will be submitted.

Background

The College of Liberal Arts herewith seeks approval for the proposed Multidisciplinary Studies Concentration within the Bachelor of Science in Arts & Sciences degree program.

The Multidisciplinary Studies concentration allows students to construct a program of study with selections from disciplines across the University that can be used to fulfill the major requirements and includes a capstone experience. This concentration will better serve the University's students because it recognizes the dynamic nature of the current moment and the need to promote multi-faceted approaches to traditional disciplines and their intersectionality. The new concentration meets the needs of the rising number of mixed-concentration students coming out of other programs not currently covered. Multidisciplinary Studies situates the University to better serve transfer students, returning students, and students from majors not

represented in the current curriculum, and it will enable Tennessee State University to better recruit older students who need a completion degree.

MOTION: To approve a new academic concentration – Multidisciplinary Studies within the existing B.S. in Arts and Sciences program, as contained in the Board materials for the Board's June 16, 2022, meeting.

**Tennessee State University Board of Trustees** 



#### TENNESSEE STATE UNIVERSITY

#### BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of New Admission Standard – Doctor of Physical Therapy
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin

Approval of New Admission Standard

The University, with the support of the College of Health Sciences (Doctor of Physical Therapy), requests approval to proceed with revised admission standards. These admission standards are outlined below:

- 1. Remove the minimal GRE score requirement
- 2. Include assessment of Emotional Intelligence (EI) and/or GRIT.
  - Currently, we ask emotional intelligence formatted questions during admissions interviews and consider characteristics associated with EI and GRIT in review of essays submitted by applicants. We would like to add validated questionnaires that evaluate GRIT and EI to the application requirements. Evidence indicates these characteristics are meaningful and useful measures in admissions that are associated with student success in physical therapy clinical practice.
- 3. Include both the cumulative GPA and the pre-requisite GPA in the DPT Admissions criteria reviewed by the Admissions Committee.
  - Currently only the pre-requisite GPA is considered by the DPT Admissions Committee when selecting students for interview and making final admissions decisions. The GPA has been shown to have predictive ability for physical therapy program graduation rates and performance on the National Physical Therapy Exam (NPTE) in published reports from other schools. Adding the cumulative GPA (cGPA) will provide a broader context and perspective of the applicant's academic ability to the Admissions Committee. This change will place value on the student's full body of academic work rather than placing

emphasis on only a small portion of their academic history as occurs when we only consider the pre-requisite GPA.

- 4. Modify prerequisite courses required for admission to the TSU DPT program to be consistent with the recommendations of the American Council of Academic Physical Therapy.
  - The DPT Required Pre-Requisites courses will be as listed below. The only change to current pre-requisites is eliminating a required second psychology, and a required math course. It also adds recommended courses.

Successful completion (C or better) of the following prerequisite courses:

- One course in anatomy with lab AND one course in physiology with lab (or)
- A two-course sequence in anatomy and physiology, each with lab
- Two courses in biological sciences (not botany)
- Two courses in general chemistry with lab
- Two courses in general physics with lab OR One (1) Physics course and s Movement Science course (i.e., Biomechanics, Kinesiology.
- One course in psychology
- One course in statistics

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 the proposed new admission standards for the Doctor of Physical Therapy academic program, as contained in the Board materials for the Board's June 16, 2022, meeting.

#### TENNESSEE STATE UNIVERSITY

#### **BOARD OF TRUSTEES**

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of Name Change for an Existing Program – Change Current Masters' of Science in Psychology Program to Masters' of Science in Counseling
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin

The University, with the support of the Education, requests approval to proceed with changing the name of the existing Masters' of Science in Psychology program to Masters' of Science in Counseling.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes name change for program/concentration, academic departments may seek the name change initiating an internal review process. The department initiates the review process by developing and proposing the academic modification 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 modification of existing programs. Upon approval by the Board, THEC Policy A1.5B Academic Actions Notification: Program Name Change will be submitted.

Background

The College of Education herewith seeks approval for changing the name of the existing Masters' of Science in Psychology to Masters' of Science in Counseling. The proposed revision is intended to meet requirements for licensure as a Licensed Professional Counselor (LPC) at the Masters' level for graduates from the M.S. program, and to improve both the quality of the degree and the experiences of graduate psychology majors pursuing the degree. This will be in line with language consistent with State LPC licensure laws and the CACREP accreditation standards.

MOTION: To approve the proposed name change of the current Masters' of Science in Psychology program to Masters' of Science in Counseling, as contained in the Board materials for the Board's June 16, 2022, meeting.

#### TENNESSEE STATE UNIVERSITY

#### **BOARD OF TRUSTEES**

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of Name Change for an Existing Concentration – Change Current Counseling Psychology Concentration within the Masters' of Science in Psychology Program to Clinical Mental Health Counseling Concentration
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 changing the name of the existing Counseling Psychology Concentration within the Masters' of Science in Psychology program to Clinical Mental Health Counseling Concentration.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes name change for program/concentration, academic departments may seek the name change initiating an internal review process. The department initiates the review process by developing and proposing the academic modification 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 modification of existing programs. Upon approval by the Board, THEC Policy A1.5B Academic Actions Notification: Program Name Change will be submitted.

#### Background

The College of Education herewith seeks approval for changing the name of the existing Counseling Psychology Concentration within the Masters' of Science in Psychology program to Clinical Mental Health Counseling Concentration. The proposed revision is intended to meet requirements for licensure as a Licensed Professional Counselor (LPC) at the Masters' level for graduates from the M.S. program, and to improve both the quality of the degree and the experiences of graduate psychology majors pursuing the degree. This will be in line with language consistent with State LPC licensure laws and the CACREP accreditation standards. **MOTION:** To approve the proposed name change for the current Counseling Psychology concentration within the Masters' of Science in Psychology program to the Clinical Mental Health Counseling concentration, as contained in the Board materials for the Board's June 16, 2022, meeting.

# **Tennessee State University Board of Trustees**



# TENNESSEE STATE UNIVERSITY

#### **BOARD OF TRUSTEES**

#### **INFORMATION ITEM**

DATE:June 16, 2022ITEM:Update on Ph.D. in Agricultural ScienceRECOMMENDED ACTION:NonePRESENTED BY:President Glover

On March 18, 2022, the Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials submitted by the University seeking approval of the Doctor of Philosophy (Ph.D.) degree program in Agricultural Sciences. It was the decision of the Board to approve the program and include it in the scope of the current accreditation.

# **Tennessee State University Board of Trustees**



# TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES <u>INFORMATION ITEM</u>

DATE:

June 16, 2022

ITEM:

Report on SACSCOC Accreditation Review Matters

RECOMMENDED ACTION: None

PRESENTED BY: President Glover

President Glover and/or her designee will provide a report on accreditation matters. Information pertaining to this agenda item is included in the June 16, 2022, Board materials.

# **SACSCOC**

#### I. University's Reaffirmation of Accreditation

The Board of Trustees of the Southern Association of Colleges and Schools (SACSCOC), at its December 2-6, 2021 meeting, voted to reaffirm the accreditation of Tennessee State University for the ten-year maximum. The next reaffirmation is 2030.

The SACSCOC Action Letter was received on January 12, 2022 with a request for TSU to submit a report (Monitoring) to verify continued compliance with standard 13.2.

Next Steps and Timeline

• September 8, 2022 – Monitoring Report with documentation, including financial audit reports for the two most recent fiscal years and its most recent financial aid audit, are due to SACSCOC.

#### SACSCOC Review Process:

The Monitoring Report is reviewed by SACSCOC Board of Trustees and is subject to the review procedures of SACSCOC's standing committees, including the continuation of a monitoring period.

#### **II.** Verification Visit

In response to the COVID-19 pandemic, SACSCOC conducted over 150 virtual visits by peer review committees in 2020-2021 and per established protocol, all institutions whose committee visits were held virtually will require a follow-up visit. On April 25, 2022, the University received SACSCOC communication advising that TSU's follow-up visit will be scheduled as an on-campus visit in early fall and conducted by our SACSCOC staff person, Dr. Crystal Baird.

The follow-up visit will concentrate on verifying substantial compliance with the standards under review, in a similar fashion to the way an On-Site Reaffirmation Committee would confirm USDE standards already found to be compliant by the Off-Site Reaffirmation Committee

#### **Tentative Itinerary:**

- Welcome, Purpose of Verification Visit, and Interview with TSU's President and Leadership Team
- Interview with Representative Group of Faculty
- Interview with Representative Group of Students
- Interview with Student Affairs Staff (to include review of student complaint logs)
- Interview with Institutional Effectiveness Staff
- Tour of campus
- Debrief with President

# SACSCOC Review Process:

Verification visit confirmed institutional information provided to the On-Site Reaffirmation Committee and to the SACSCOC Board of Trustees – OR – Verification visit did not confirm institutional information provided.

# **Tennessee State University Board of Trustees**



# TENNESSEE STATE UNIVERSITY

#### **BOARD OF TRUSTEES**

#### **INFORMATION ITEM**

June 16, 2022 DATE:

ITEM:

Research and Sponsored Programs End of Fiscal Year Report None

**RECOMMENDED ACTION:** 

President Glover PRESENTED BY:

President Glover or her designee will provide an end of year fiscal report on Research and Sponsored Programs.

#### Research and Sponsored Programs Report Board of Trustees Meeting (June 2022)

The research enterprise and the amount of funded grant awards at Tennessee State University reached a historical level last year with a total of \$70.7 million in grants and contracts received from various funding agencies and sponsors, surpassing the University's previous record of \$55.2 million. To that end, over the last (4) years there has been an average of 203 awards submitted, 156 awards funded, totaling \$58,678,134.

**Submissions and awards (FY22)** This fiscal year to date there have been 196 grant-awards submitted as of May 23; with funded awards and contracts totaling \$67,011,630 (the 2<sup>nd</sup> highest total in awarded grants and contracts at Tennessee State University to date) representing a 13% increase over the average amount of grant awards for the prior (4) years.

#### Funding by source (FY22)

- 73% Federal
- 18% State
- 9% other

#### **Faculty and staff highlights**

- Dr. Anita McGaha in the Office of Disability Services received a grant award for a certificate program for Intellectually Developmental Disabled students; making Tennessee State University the first public institution in Middle Tennessee and first HBCU that will offer such a program.
- Dr. Kimberly Smith, the Director of the Center of Excellence in Learning Sciences and her staff in the Division of Research and Sponsored Programs, procured state and federal awards totaling \$17, 971,297.
- Drs. Chandra Reddy, De'Etra Young, and William Sutton in the College of Agriculture received a Center grant for \$1.92M from the USDA to establish a Center of Excellence in Natural Resources, Renewable Energy, and the Environment.

#### FY 2022-2023 outlook

#### **Expected performance: Outperform**

It is expected that the amount of funded grant awards and contracts for FY 22-23 will exceed the average amount of funded awards of the prior 4 years; maintaining the status of outperformance. This is determined from the following:

- No. of grants submitted the last (6) months of FY21 (62)
- No. of grants submitted the last (6) months of FY22 (92)
- This represents a 48% increase in the number of grants submitted the last (6) months of this FY as compared to FY21, when Tennessee State University received the highest amount of grant funding in the institution's history.

Lastly, as part of the effort to achieve the new goal and target of \$150,000,000 in 10 years; the Office of RSP will continue to support research efforts of faculty and staff by awarding mini-seed

grants bi-annually and by providing more robust and targeted faculty-development for departments, colleges, and administrative units that have not traditionally received research grants, contracts, and awards.

# **Tennessee State University Board of Trustees**



# TENNESSEE STATE UNIVERSITY

# BOARD OF TRUSTEES

#### **INFORMATION ITEM**

DATE:

June 16, 2022

ITEM:

Academic Affairs Report

RECOMMENDED ACTION: None

PRESENTED BY: President Glover

President Glover or her designee will provide a report on Academic Affairs.

#### TENNESSEE STATE UNIVERSITY **BOARD OF TRUSTEES INFORMATION ITEM** ACADEMIC AFFAIRS REPORT June 16, 2022

Over the past three months, Academic Affairs successfully ended another academic year. Academic Affairs continues to elevate educational excellence through the pursuit of program review, faculty development opportunities, process design, tenure and promotion, and student outreach and mentoring. Academic Affairs demonstrates ongoing success across the academic and non-academic units. 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 TSU Strategic Planning Steering committee presented the Pathway to Excellence 2025 Strategic Plan (Plan) to the Board of Trustees at the September 2020 meeting; the plan received full board approval. The first stage of the strategic plan implementation began in September 2020 and focused on developing strategies for each of the objectives. Forty-seven (47) faculty and staff from every college and every academic support unit worked with representatives from university support units such as human resources, IT, facilities management and alumni affairs.

Academic year 2021-2022 represented the second year for the University's Pathway to *Excellence 2025* Strategic Plan implementation. The evaluation and tapering of the plan in 2021 resulted in an approved reducing of objectives from 24 to 19 and reducing strategies from 55 to 37. The Strategic Plan Sub-Committee indicated the remaining objectives and strategies are focused and achievable. The focus of the Year Two implementation of the strategic plan has been on continuing to guide departments and units in assessment and data collection for each of the strategies. The Year Two data collection has begun and results will be updated for all strategies in mid-July 2022.

#### **University Scorecard**

The attached University Dashboard (Internal) provides performance metrics results for baseline, Year One 2020-2021, and Year Two 2021-2022 progress. In summary, of the 38 data indicators, the University has met the target for 7 indicators or 18%, significant progress towards the 2025 goal on 19 indicators or 50%, and no progress on 11 indicators or 29%

#### Next Steps

- June-July Meet with Strategic Planning Steering Committee to discuss evaluation of internal and external factors and the feasibility of modifying the forecast metrics projections.
- Submit Year Two Progress Report to Provost and President. July

University Dashboard (Internal)	Baseline 2019-2020	Year 1 2020-2021	Year 2 2021-2022	Progress	2025 Goal
ENROLLMENT (Fall 2021)					
Total Enrollment	8081	7615	8077		10313
Undergraduate	5875	6000	6375		7498
Transfer Student	502	327	493		410
Online Undergraduate	157	400	885		500
Graduate Enrollment	2206	1615	1702		2815
Online graduate enrollment	256	461	390		575
RESEARCH AND DEVELOPMENT (FY 2020)					
Total Research Expenditures (FY20)	15,636,928	15,236,000	15,377,000		25,183,429
Total Research Salaries and Wages (FY20)	9,398,894	8,216,972	8,278,862		11,995,635
STUDENT SUCCESS					
First-Year Retention Fall 2021	64%	64%	53%		78%
Four Year Graduation Rate (2017 cohort)	13%	11%	19%		26%
Six Year Graduation Rate (2015 cohort)	32%	27%	31%		41%
Degrees Awarded by fiscal year (2020)	5270	2770	51/0		41/0
Total Degrees Awarded	1533	1425	1470		1957
Bachelors	1081	968	985		1380
Masters	336	354	303		429
Doctorates	75	94	88		96
STEM Discipline Graduates	218	236	267		278
New Graduate Programs (AY 2021)			2		
Certificates	0	4	2		_
Masters	2	2	1		5
Doctorates Number of graduating seniors who pursue	1 76	1 144	0 185		5 100
Graduate school and professional degrees FINANCIAL RESOURCES (FY 2020)					
	45,552,833	49,127,338	54,886,375		64,800,000
State appropriations	631,141				75,000,000
Government grants and contracts		65,162,280	70,391,767		
Private gifts, grants, and contracts	1,280,013	1,458,854	1,434,757		2,574,563
Investment Income	820,457	1,569,311	1,201,082		3,200,000
Value of Endowment Assets (End of Year)	61,064,388	61,551,259	63,020,117		77,935,353
FACULTY (2021)					
Faculty to student ratio	14:1	12:1	14:1		19:01
Full-Time Faculty	320	366	337		420
Faculty Tenured	209	227	200		260
Faculty Tenured-track	91	121	128		140
Full professor	100	100	94		115
Associate	16	13	15		15
Endowment / Chairs of Excellence	2	2	2		5
Staff FTE (2021)					
Staff FTE	1355	1207	1267		1400
RANKING AND RECOGNITION					
US News (HBCU Ranking) 2023	29	31	35		Top 5
US News (National Ranking) 2023	TBD	298-389	299-391		Top 200
College Affordability and Transparency (Net Price Change)*	7.51%	4.50%	11.00%		TBD
College Affordability and Transparency (Tuition &Fee Price Change)*	9.34%	21.20%	15.90%		5%
Carnegie Classification 2021	R2	R2	R2		R1

\*2022 Report (2019)

Data Sources: IPEDS, HERDS, Carnegie Classification, U.S. News

Green =Target Met Yellow = Progress to Target Red = Target not met/No Progress

# ACADEMIC PROGRAM ACCREDITATIONS AND REVIEWS

The Tennessee Higher Education Commission (THEC) Quality Assurance Funding (QAF) standards are evaluated every five years to ensure alignment with the public agenda and state higher education priorities. Standard 3: Academic Programs, Accreditation and Program Evaluation is designed to provide incentives for institutions to achieve and maintain program excellence through external evaluation.

#### I. Program Review

During the 2021-2022 academic year, six academic program reviews were conducted by external reviewer.

Undergraduate Programs								
Academic Program	Degree	Total Standards	"NA" Standards	Rating of 0 Poor	Rating of 1 Fair	Rating of 2 Good	Rating of 3 Excellent	Average
BIOLOGY	BS	26				6	20	2.77
HISTORY	BA/BS	26				2	24	2.92
MATHEMATICAL SCIENCES	BS	26			1	10	15	2.54
URBAN STUDIES	BS	26				4	22	2.85
		Graduate	Programs					
Academic Program	Degree	Total Standards	"NA" Standards	Rating of 0 Poor	Rating of 1 Fair	Rating of 2 Good	Rating of 3 Excellent	Average
BIOLOGY	4.2 MS	28	1			5	22	2.82
CHEMISTRY	4.2 MS	28	1		3	1	23	2.74

# II. Programmatic Accreditation

During the 2021-2022 academic year, there were three programmatic accreditation virtual site visits conducted for seven academic programs.

Academic Program	Degree	Accrediti ng Agency	Accreditat ion Cycle Begin	Accreditati on Cycle End	Site Visit Date	Accreditat ion Letter Date	Status	Notes
Civil Engineering	BS	ABET	8/23/2016	09/30/22	11/10/21	Pending	Accredited	Accreditor Board Decision Expected July 2022
Electrical Engineering	BS	ABET	8/23/2016	09/30/22	11/10/21	Pending	Accredited	Accreditor Board Decision Expected July 2022
Mechanical Engineering	BS	ABET	8/27/2018	09/30/22	11/10/21	Pending	Accredited	Accreditor Board Decision Expected July 2022
Architectural Engineering	BS	ABET	8/23/2016	09/30/22	11/10/21	Pending	Accredited	Accreditor Board Decision Expected July 2022
Computer Science	BS	ABET/CA C	8/30/2016	09/30/22	11/10/21	Pending	Accredited	Accreditor Board Decision Expected July 2022
Dental Hygiene	AAS	ADA	2015	2021	4/06/22	Pending	Accredited	Accreditor Board Decision Expected July 2022
Occupational Therapy	4.2 MOT	ACOTE	2016-2017	0/0/2027	0/0/2027	0/0/2016	Accredited	Annual Report Approval Letter Rcvd 5/13/2022
Social Work	MSW	CSWE	2022	2030	11/15/21	03/07/22	Accredited	Accreditor Board Decision Letter Rcvd 3/7/2022
Speech & Hearing Science	MS	ASHA	7/1/2019	06/30/27	07/01/27	12/10/20	Accredited	Annual Report Approval Letter Rcvd 1/14/2022

# **QUALITY ENHANCEMENT PLAN**

#### Recent QEP [CADENCE] developments

- Coordinated research study with Hanover Research to gather feedback from dropped students.
- Experiential Major Map steering committee organized with involvement from Bank of America curriculum committee members.
- NACADA Consultant visit completed to assess and evaluate academic advising at TSU.
- Implemented the 2022 National Survey of Student Engagement for freshman and senior students, resulting in a 21.4% response rate.
- Organized stakeholder group to begin planning process for co-curricular transcripts.

#### Future activities

- Working with ten programs/departments to design and structure major maps.
- Collaborating with Gallup, Inc. staff to begin the process of TSU becoming a strengths-based campus. This work will begin with revising the UNIV 1000 course and integrating CliftonStrengths into the course and other co-curricular activities. The overall goal of CliftonStregnths is to institutionalize the implementation of the Quality Enhancement Plan, to achieve the goal of, "Assessing personal interests, values, strengths, and goals." Gallup, Inc. will provide TSU with provide student access codes to participate in the CliftonStrengths training to faculty and staff who work in advising and student services. Training will help faculty and staff to understand CliftonStrengths and how to use them to support student success.
- Develop a process for promoting high impact practices at TSU and create a mechanism to track student participation in high impact practices.

# ADVISING – ACADEMIC SUCCESS CENTER

The following update provides an overview of the work being conducted and completed by the Academic Success Center to improve, enhance, and facilitate advising processes and procedures.

The ASC Advisement Team is a student-centered advising unit--emphasizing care by understanding our students' needs and teachable skill-building to help students achieve their educational and professional goals. We express our advising process through applied practices and theoretical core competencies described by NACADA and other professional organizations focused on academic standards, advising, and career development.

For the AY 21-22, we served all freshmen, including first year students until November 1, 2021. Onward, we have implemented a revised advising process for continuing freshmen.

#### **Continuing Freshmen**

Upon completing the first year (two semesters) at TSU or readmission, students are assigned an academic advisor in the ASC for individualized, one-on-one, and group advising support in the following areas:

- Major selection/exploration
- General education and major requirements that are recommended in year 1 or 2
- Course selection and registration
- Self-awareness and belonging
- Academic progress monitoring
- Goal setting and educational planning for academic and career goals
- Department transitioning
- Campus and other resource referrals

#### Advising Process for Continuing Freshmen (CF)

- 1. Pre-Semester Outreach Create a Path for Easy Access to Advisor and Registration
  - Contact Information Shared
  - Registration Assistance Provided
  - 15 to Finish, Finish in 4 Encouraged

#### 2. 1st Week of Class - Troubleshoot and Connect

- Late Registration and Other Schedule Changes/Adjustments Finalized
- First Week Success Communications

#### 3. Week 2-3 – Troubleshoot and Set the Tone

- Continue with Late Registration and Adjustments
- Launch appointment campaign and/or targeted messaging
- Establish Relationship with Drop-In or Group Event

#### 4. Week 3-5 Advising, Pre-Registration, and Early Alert

- Non-Mandatory Advisement Appointments
- Tutoring Encouraged
- Wellbeing, Early Alert, and Course Progress Discussed (How Is the student doing?)

## 5. Week 6-9 Advising, Pre-Registration, and Midterm Evaluation

• Follow up with students who have not been advised, doing well, or need a second appointment due to midterm grades or a wellness check

#### 6. Week 10-End of Semester Advising

• Focus on Finishing Strong and Preparing for the upcoming term

# Transfers

Students with T1 type are students transferring with less than 60 earned credit hours as received by the Admissions Office.

#### **Transfer Advising Process**

#### 1. T1 students attend transfer orientation.

During the Summer 2021, we assisted 201 transfers through 3 virtual orientations resulting in a collaborative effort between the ASC, Records Office, and Academic Departments. Beginning Winter 2021, the orientation is facilitated by the Division of Enrollment Management.

#### 2. T1 students are advised.

Upon confirming students have less than 30 earned credit hours, advisors in the ASC assist students with course recommendations and registration. The ASC also provides a dedicated drop-in for all Transfers every 2<sup>nd</sup> Tuesday to help students transition to TSU. Students with 30 or more earned credit hours are advised by faculty or an assigned advisor in the academic department. Additionally, the ASC assists academic departments with holds and academic support.

# Readmits

Students readmitted with less than 30 earned credit hours are advised in the ASC and follow the continuing freshmen advising process.

# Academic Recovery (Probation/Suspension)

Continuing Freshmen with academic probation or suspension standing are advised in the ASC and follow the continuing freshmen advising process.

# Highlights from Summer 2021 to Spring 2022

- Overview
  - o 1871 students served
  - 865 students were continuing freshmen and above, including transfers and transient students
- Registration
  - Summer Pilot Access Success 2021
    - Student connection began in April 2021 and sessions began early June before New Student Orientation
    - 89% of attendees persisted to spring 2022
    - 99% of students who persisted to the spring also progressed to the end of the 2022 term
    - 99 hours of dedicated drop-in and Parent/Family Post-Orientation Sessions
    - 4 published guides for students and parents to navigate the summer and fall 2021 terms
  - o 17 Registration Outreach events
  - Assisted academic departments with 7-week course enrollment to decrease late registration
- Student Services and Feedback
  - 4106 Appointment Summaries Completed
  - o 315 survey respondents using TSU credentials indicated:
    - 97% indicated overall satisfaction
    - 99% felt welcomed and heard
    - 98% indicated agree or strongly agree to advisor being knowledgeable and helping them understand degree and other requirements
- NACADA Advising Program Review
  - ASC perceived as a constant and good source for partnership and resources for faculty and students
- Technology-Enabled Advising and Training
  - EAB-Navigate utilization and training
    - Completed EAB-Navigate Trainings in departments within the College of Business, College of Agriculture, College of Business, and College of Education
  - Centralized landing and web presence that serves as a repository of advising information for the campus community and other stakeholders
    - This was increasingly important after the transition of FY Advising in the fall 2021 term.

## Upcoming Summer 2022

- Faculty and Staff
  - Increase staff to support higher number of students needing support in the fall and streamline services with the academic department for non-FY students.
  - Continue DEI training and initiate career competency conversations with ASC staff
  - Establish new goals and objectives based on new advising structure implemented fall 2021
  - Develop course sequences for faculty and staff advisor training and development beginning summer 2022 per NACADA recommendations
  - Increase faculty and staff use of EAB Navigate by implementing a train the trainer program. All faculty trainers have been selected by their College Dean.
  - Continue collaboration with departments for 7-week course registration to decrease repeat courses and late registration
- Students
  - Continue early outreach and engagement to understand student academic, professional, and holistic needs.
  - o Establish relationship with students interested in the Engaged Council.
  - o Published Freshmen and Family Guides for New and Continuing Freshmen.

# EMPLOYEE SEPARATION ADMINISTRATION

The OTS Applications Team implemented a new web-based procedure in 2019 for submitting and processing Employee Separation Administration (ESA) information using Banner WorkFlow. This procedure captures all relevant ESA data in a web form, saves that data to the database and automatically sends the ESA email to the appropriate users/departments. It also allows OTS to process access revocation procedures within 24 hours of notification.

The previous ESA process relied on users completing a PDF form and emailing that document to the appropriate departments. The relevant data on that document was not saved anywhere other than on the PDF and access revocation relied on manual methods to track the appropriate date for action. By saving the data to the database using the WorkFlow web form, OTS can automate the selection of accounts due for access revocation on a given day and execute the access removal process that expires and locks accounts. This automated process provides the timely access revocation required, that being within 24 hours of the last physical workday of the employee. An additional benefit of this process is that is allow OTS to report on several ESA related issues.

The ESA process is outlined here:

- Supervisory user logs into myTSU and accesses WorkFlow via link on myTSU homepage
- User completes data fields on ESA WF screen; data fields include employee T#, last worked date, termination date, disable access date, reason for termination, etc.
- User submits the web form; data is saved to an Oracle table.
- Email notification is sent automatically by WF to the same ESA recipients as the existing/old process
- A separate automated daily process looks for ESA records in that Oracle table that requires processing today (i.e. a record that was submitted indicating the last worked date/termination date/disable access date is on or before the current date)
- If it finds any matching records, the process expires and locks the Banner account

In the absence of an ESA, OTS runs a separate process to capture terminations entered into the Banner HR system by Human Resources personnel - that process is outlined here:

- HR personnel enter data into Banner for employees leaving TSU employment; employee record status is to be changed from Active to Terminated and appropriate termination/work dates are to be entered
- An automated daily process looks for employee records:
  - With status not equal to Active
  - o or termination date before current date or last worked date before current date
  - o or employee does not have an active/current Primary or Secondary job record

# CURRICULUM – Cryptocurrency and Blockchain

In response to the changing world of finance and alternate markets, it is essential that our curriculum updates to reflect those changes. As such, the following courses have been implemented and/or approved for the delivery of content on cryptocurrency and/or blockchain.

Computer Science:

• COMP 4910/5900 Special Topics: Blockchain and Cryptocurrency [offered spring 2022]

*Course Description:* In this semester, this course will provide the fundamentals of Blockchain and Blockchain Technology. The most well-known example of Blockchain Technology in wide use today is as the storage and transaction mechanism for the cryptocurrency Bitcoin. This course will use historical examples, key concepts, key challenges, and their proposed (and implemented) solutions to help explain Blockchain Fundamentals.

**Business Information Systems:** 

• BISI 2500: Blockchain Technology and Applications [in approval process]

*Course Description:* The foundation technology of digital currency or cryptocurrency "Bitcoin", Blockchain is the distributed and decentralized database technology behind this cryptocurrency. This course explores the fundamentals of the Blockchain technology and its applications. The course will introduce students to the components, structure, types, applications and use cases in different sectors, challenges, risks, opportunities, and legal issues of Blockchain Technology. Students will also gain hands-on experience on Blockchain.

**Tennessee State University Board of Trustees** 



#### TENNESSEE STATE UNIVERSITY

#### BOARD OF TRUSTEES

#### **INFORMATION ITEM**

DATE:

June 16, 2022

ITEM:

Student Affairs Report

RECOMMENDED ACTION: None

PRESENTED BY: President Glover

President Glover or her designee will provide a report on the Student Affairs.

#### Division of Student Affairs Board Report

The Division of Student Affairs continues to support the student experience on the campus of Tennessee State University.

#### **Career Development Center**

The Career Development Center emphasized university objectives while cultivating overall scholar success. The focus centered on providing access to exploratory learning, enhancing employer engagement opportunities thus affording greater career opportunities. These key directives improve the overall placement of graduates, concentrating on the future endeavors.

We experienced a 100% increase in student participation which included two successful in-person career fairs as well as two virtual career fairs. Additionally, we increased our professional development workshops and employee recruitment. Most recently our center added complimentary professional-quality photos, further assisting in transitioning into the workforce. As a result of our increased revenue through our sponsorship packages, we were also able to donate over \$40K to students in need.

Employer Collaborations: The Career Development Center partners with employers in a variety of activities and resources to engage and partner with the campus community to enhance student career exploration and preparedness, as they transition to the workforce or pursue professional /graduate studies. The following are a few of the top companies we connected with during the AY of 2021-2022.

#### **Employer Engagement**

Total # of Employers registered in Handshake: 17,784 Total # of Corporate Employers: 50 Fall 2021 Back to School Career Fair Employer Registration: 137 Fall 2021 Virtual Career Fair Employer Registrations: 18 Spring 2022 Jump Start Your Career Fair Employer Registration: 140 Spring 2022 Virtual Career Fair Employment Registrations: 35

# Top Corporation Engagement for 2021-2022 through Career Development Center

a. Aamark, Kroger, Cardinal Health, Waste Management, BAE Systems, Nike, Dollar General, Western Express, YMCA, Cigna, PetSmart, HCA, Community Health Network, Lockheed, Tennessee Lottery, Turner Construction, DTE, Altria, PepsiCo, Rocket Mortgage/Quicken Loans, Nashville Predators, Regions, Bank of America, Fifth Third, Kohls, Schneider Electric, Eli Lilly, Best Buy, Deloitte, Sweetwater, Honeywell, b. Top Employer Sponsorships: Schneider Electric, Enterprise Holding, NTT Data, DTE, HCA Healthcare, Berkshire, Altria, Cigna, Honeywell, Enbridge, RICH, Berry Global, Bank of America **Metrics/ Data Collection** Career Center Resume/Career Coaching/Advising/Handshake/In-Person Total 1:1 Student Interactions (not including career fairs 2020-2021): 657 Total 1:1 Student Interactions (not including career fairs 2021-2022) 708 (Handshake Appointments/Student Sign in Sheets)

Increase/Decrease: 7.8 %

# Student Event Participation 2021-2022

Total # of Events Hosted by CDC: 92 Total # of Participants for the year: 2,504 (based on Qualtrics) Total # Fall 2021 Virtual Career Fair Student Participation: 82 Total # Spring 2022 Virtual Career Fair Student Participation: 70 Total # 2021 Back to Campus Career Fair Student Participation: 588 Total # 2022 Jump Start Your Career Fair Student Participation: 396 **Student Event Participation** 2020-2021 Total # of Events Hosted by CDC: 79 Total # of Participants for the year: 926 Total # Fall 2020 Career Fair Student Participation: 569 Total # Spring 2021 Career Fair: 369 Increase in # of events 16% Increase in participation: 170 % 2021 - 2022 Student Internship Data Total # of My TSU Submitted Internships/ by Students: 217 (increase of 161%) 2020- 2021 Student Internship Data Total # of My TSU Submitted Internships by Students: 83 Total # of Internships by Courses: 588

#### **Office of Student Activities and Leadership**

The office of Student Activities was able to recover from 2 years of Virtual programming by welcoming our students back to an open and safe campus. We were successful with our annual welcome week for our freshmen. The success of our Welcome Week was followed up by our first in person homecoming since COVID-19. We were able to provide a week of in-person activities that reclaimed the Big Blue spirit. As we closed out the fall semester, we had 8 Non-Greek Organizations to participate in membership intake with over 200 students inducted into their respective organizations.

As we approached the spring semester, we were able to capitalize on the enthusiasm from the fall. We had 8 active Greek letter organizations submit for membership intake as all 8 were approved. This allowed the office to have the first in person new member presentation shows for the nearly 240 students who were inducted into their respective organizations. We closed out our Spring semester with SEC successfully hosting our campaign week where we identified the new leaders for the 82nd Administration. This office made intentional efforts with over 100 in person events that saw roughly 6000 student engagements. **Tennessee State University Board of Trustees** 

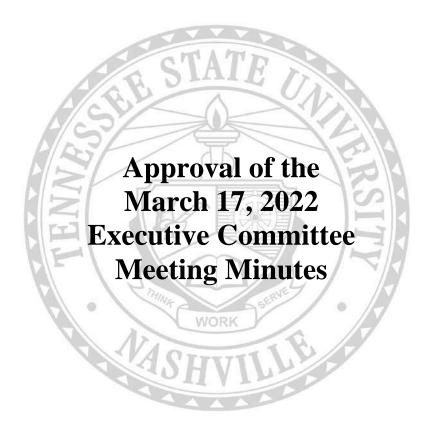


# TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES EXECUTIVE COMMITTEE MEETING AGENDA

9:30 a.m. CDT Thursday, June 16, 2022 Tennessee State University – Main Campus Via Zoom link: http://www.tnstate.edu/board/livestream.aspx

#### ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the March 17, 2022, Executive Committee Meeting Minutes
- IV. Report on President's Annual Performance Review Process
- V. Approval of Salary Adjustment Payment for President
- VI. Approval of Delegation of Authority to the Board Chair to Execute Amendment
   No. 1 to the President's Employment Agreement
- VII. Secretary's Report
- VIII. Adjournment



#### **BOARD OF TRUSTEES**

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of the March 17, 2022, 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 March 17, 2022, Executive Committee meeting is included in the June 16, 2022, Board materials.

MOTION: To approve the minutes from the Board of Trustees' March 17, 2022, Executive Committee meeting, as contained in the Board materials for the Board's June 16, 2022, meeting.

#### **Tennessee State University Board of Trustees Executive Committee Meeting – March 17, 2022**

#### MINUTES

**Executive Board Members Present**: Trustees Deborah Cole, Richard Lewis, 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 9:55 a.m. CDT. 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, Lewis, 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 NOVEMBER 18, 2021, EXECUTIVE COMMITTEE MEETING MINUTES

Chair Cole introduced the first order of business — the approval of the November 18, 2021, Executive Committee meeting minutes. Chair Cole informed the Committee that the minutes for the Executive Committee's November 18, 2021, meeting are included in the Board materials for the March 17, 2022, Board meeting.

Chair Cole moved to recommend to the full Board the approval of the November 18, 2021, Executive Committee meeting minutes, as contained in the Board materials for the March 17, 2022, Board meeting. Trustee Martin 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 the evaluation had been completed and would be distributed to the Board members.

#### V. SECRETARY'S REPORT

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

Secretary Pendleton noted that the General Assembly was considering various pieces of legislation, including protecting students from expressing political viewpoints and limiting the communication of divisive concepts, and requiring that THEC issue a report addressing issues of food insecurity on college campuses. Secretary Pendleton also noted that for over ten years, TSU has had Tiger Pantry, with several community partners, including Kroger, that contribute to the pantry.

Secretary Pendleton commented that the University had undertaken the process for presenting a recommendation on the selection of the next Student Trustee.

Chair Cole thanked Secretary Pendleton for his report.

#### VI. 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 10:20 a.m. CDT.



# BOARD OF TRUSTEES

# INFORMATION ITEM

DATE:	June 16, 2022
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.



#### BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of Salary Adjustment Payment for President
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of the Executive Committee, Board Chair Deborah Cole

President Glover's employment agreement commenced on July 1, 2018. Under the agreement, the Board may approve salary adjustments for the President. The Board approved across-theboard salary percentage adjustments for all University employees, except President Glover, from July 1, 2019, through July 1, 2021. However, during that period, President Glover mistakenly received across-the-board salary adjustments, totaling \$19,740, from the University through the University's Banner system, which applied the Board approved salary percentage adjustments to all University employees, including the President.

The Board's approval of the salary adjustment payment of \$19,740 operates to ratify the acrossthe-board salary adjustment payment that President Glover received through the University.

**MOTION:** To approve a \$19,740 salary adjustment payment for President Glover, as contained in the materials for the June 16, 2022, Board meeting.

> Approval of Delegation of Authority to the Board Chair to Execute Amendment No. 1 to the President's Employment Agreement

ATE

#### BOARD OF TRUSTEES

#### ACTION ITEM

DATE:	June 16, 2022
ITEM:	Approval of Delegation of Authority to the Board Chair to Execute Amendment No. 1 to the President's Employment Agreement
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of the Executive Committee, Board Chair Deborah Cole

At its June 21, 2018, meeting, the Board approved an employment agreement for President Glover. The Board also authorized then Board Chair, Trustee Walker, to execute the employment agreement with President Glover. The employment agreement included a five-year term, salary provision, and automobile allowance provision, among other terms. The employment agreement expires on June 30, 2023.

During the last several weeks, Board Chair Cole commenced a review of President Glover's employment agreement, approached President Glover about possible amendments to her employment agreement, and asked General Counsel Pendleton to confer with other members of the Executive Committee on possible amendments to President Glover's employment agreement. Board Chair Cole recognized that the Board had not addressed or discussed the President's employment agreement, including any discussion of a salary increase, since the Board executed the employment agreement in June 2018.

In examining possible amendments to President Glover's employment agreement, Board Chair Cole and the other members of the Executive Committee focused on the term, salary, and automobile allowance provisions in the current employment agreement. In developing amendments to the agreement, General Counsel Pendleton shared comparative data involving other HBCU Presidents and Presidents at some other former Tennessee Board of Regents universities.

As to the amendment related to the term of the employment agreement, the proposed amendment provides for a five year extension to the employment agreement. Multiple year University-based employment agreements, including agreements involving Presidents and athletic coaches, are often extended a year or two prior to the expiration of the agreement.

With respect to the salary provision, the proposed amendment provides a new proposed annual salary of \$425,000 for President Glover based on a consideration of the average salaries among HBCU Presidents and Presidents at some former TBR Universities. The proposed amendment

to the salary provision also provides for an annual \$25,000 retention payment to be paid to President Glover as long as she is President on June 30, 2023, and on June 30 of each year during the remaining term of the extended agreement. The proposed amendment would also authorize the Board to approve additional salary raises based on President Glover's meritorious performance, as evaluated through the annual performance evaluation process.

The final proposed amendment involves the employment agreement's automobile allowance. The proposed amendment increases President Glover automobile allowance from \$8,400 to \$12,000 and expands the automobile allowance provision to allow the President to use the automobile allowance to purchase a vehicle or to cover cost and expenses for private transportation related to her role as President. President Glover has not previously utilized the automobile allowance, as she has maintained her own personal vehicle.

This action item delegates Board authority to Board Chair Cole to execute an Amendment No. 1 to the President's employment agreement to reflect the proposed amendments described above.

**MOTION:** To approve delegation of authority to the Board Chair to execute Amendment No. 1 to the President's employment agreement, as contained and reflected in the materials for the June 16, 2022, Board materials.



### BOARD OF TRUSTEES

## **INFORMATION ITEM**

DATE: June 16, 2022

Secretary's Report

RECOMMENDED ACTION: None

PRESENTED BY:

ITEM:

Chair of the Executive Committee, Board Chair Deborah Cole

Secretary Pendleton will provide a report.



### BOARD OF TRUSTEES

#### **INFORMATION ITEM**

DATE: June 16, 2022

ITEM:Report on Research and Sponsored ProgramsRECOMMENDED ACTION:None

PRESENTED BY: Dr. Glenda Glover, President

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



#### **BOARD OF TRUSTEES**

#### **INFORMATION ITEM**

DATE: June 16, 2022

ITEM: President's Report

RECOMMENDED ACTION: None

PRESENTED BY: Glenda Glover, President

To be presented by President Glover at the June 16, 2022, Tennessee State University Board of Trustees meeting.



#### BOARD OF TRUSTEES

#### **INFORMATION ITEM**

DATE: June 16, 2022

ITEM: Board Chair's Report

RECOMMENDED ACTION: None

PRESENTED BY: Board Chair Deborah Cole

To be presented by Board Chair, Deborah Cole, at the June 16, 2022, Tennessee State University Board of Trustees meeting.



#### BOARD OF TRUSTEES

#### ACTION ITEM

DATE: June 16, 2022

ITEM: Adjournment

RECOMMENDED ACTION: None

PRESENTED BY: Board Chair Deborah Cole

Board Chair, Deborah Cole, will move to adjourn the meeting.

Motion: To adjourn the June 16, 2022, Board of Trustees meeting.