

**Tennessee State University  
Board of Trustees**



**Approval of the  
September 20, 2018,  
Executive Committee  
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 15, 2018

ITEM: Approval of the September 20, 2018, Executive Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the September 20, 2018, Executive Committee meeting is included in the November 15, 2018, Board materials.

**MOTION: To approve the minutes from the Board of Trustees' September 20, 2018, Executive Committee meeting, as contained in the Board materials for the Board's November 15, 2018, meeting.**

**Tennessee State University Board of Trustees  
Executive Committee Meeting. September 20, 2018  
Tennessee State University – Main Campus – McWherter Administration Building,  
President’s Conference Room – 3500 John A. Merritt Blvd., Nashville, Tennessee**

**MINUTES**

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

**Other Board Members Present:** Trustees Steve Corbeil, Bill Freeman, Edith Peterson Mitchell, Ali Sekmen, and Braxton Simpson.

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

**I. CALL TO ORDER**

Chair Walker called the meeting to order at 11:30 p.m. He then proceeded to the second item on the agenda.

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

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

Secretary Pendleton announced the presence of a quorum.

**III. APPROVAL OF THE JUNE 21, 2018 EXECUTIVE COMMITTEE MEETING MINUTES**

Chair Walker introduced the first order of business — the approval of the June 21, 2018, Executive Committee meeting minutes. Chair Walker informed the Committee that the minutes for the Executive Committee’s June 21, 2018, meeting were included in the Board materials for the September 20, 2018, Board meeting.

Chair Walker moved to recommend to the full Board the approval of the June 21, 2018, Executive Committee meeting minutes, as contained in the Board materials for the September 20, 2018, Board meeting. Trustee Cole seconded the motion. With there being no discussion, Chair Walker called for a vote. The motion carried unanimously.

**IV. APPROVAL OF THE AUGUST 15, 2018 EXECUTIVE COMMITTEE MEETING MINUTES**

Chair Walker introduced the second order of business — the approval of the August 15, 2018, Executive Committee meeting minutes. Chair Walker informed the Committee that the minutes

for the Executive Committee's August 15, 2018, meeting were included in the Board materials for the September 20, 2018, Board meeting.

Chair Walker moved to recommend to the full Board the approval of the August 15, 2018, Executive Committee meeting minutes, as contained in the Board materials for the September 20, 2018, Board meeting. Trustee Martin seconded the motion. With there being no discussion, Chair Walker called for a vote. The motion carried unanimously.

## **V. APPROVAL OF AN AMENDMENT TO BOARD POLICY 002: COMMITTEES OF THE BOARD POLICY**

Chair Walker introduced the next order of business—the approval of an amendment to Board Policy 002: Committees of the Board Policy. Chair Walker asked Secretary Pendleton to address this agenda item.

Secretary Pendleton noted that pursuant to the FOCUS Act, all policies of the Tennessee Board of Regents are deemed to be the policies of the state university board and their respective institutions, unless the Board or institution revises or rescinds a particular policy. He further noted that under the TSU grievance policy authorizes appeals of the President's decision under applicable circumstances. The TBR appeals policy authorizes individuals to submit a petition seeking a review of the President's grievance decision. The TBR appeals policy provides that an appropriate standing committee of the Board shall review a petition for appeal and determine whether to grant the petition. The TBR appeals policy does not specify the "appropriate standing committee" to review the petition.

Secretary Pendleton commented that the proposed amendment to the Committees of the Board policy specifies that the Executive Committee shall be deemed the appropriate standing committee to review a petition to appeal the President's grievance decision to the Board. The amendment also authorizes the Board Chair, as Chair of the Executive Committee, to assign the petition to a member of the Executive Committee for review and a determination as to whether to grant the petition, taking into consideration the factors reflected in the TBR appeals policy.

Chair Walker asked President Glover if she had any comments on the proposed policy. President Glover indicated that she had no comments.

Chair Walker moved for the Executive Committee to recommend to the full Board the approval of an amendment to Board Policy 002: Committees of the Board Policy, as contained in the materials for the September 20, 2018, Board meeting. Trustee Cole seconded the motion. Chair Walker called for a vote. The motion carried unanimously.

## **VI. APPROVAL OF BOARD POLICY 005: BOARD SELF-ASSESSMENT AND TRUSTEE ORIENTATION POLICY**

Chair Walker moved to the next agenda item – approval of Board Policy 005: Board Self-Assessment and Trustee Orientation Policy. Chair Walker asked Secretary Pendleton to address this agenda item.

Secretary Pendleton noted that Tennessee State University's accrediting body, the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC"), requires that TSU's governing board conduct regular self-assessments to evaluate board effectiveness. The proposed policy, in part, establishes the mechanism by which the Board shall conduct a self-assessment of its performance as a governing body.

Secretary Pendleton also noted that with the potential appointment of new Trustees next year, the proposed policy establishes a Trustee orientation policy and program for ensuring that new Trustees are appropriately oriented to the institution's mission and operations, and Board policies and applicable laws governing their role as trustees.

Chair Walker asked President Glover if she had any comments on the proposed policy. President Glover indicated that she had no comments.

Chair Walker moved for the Executive Committee to recommend to the full Board the approval of Board Policy 005: Board Self-Assessment and Trustee Orientation Policy, as contained in the materials for the September 20, 2018, Board meeting. Trustee Martin seconded the motion. Chair Walker called for a vote. The motion carried unanimously.

## **VIII. UPDATE ON STATUS OF PRESIDENT'S ANNUAL PERFORMANCE REVIEW**

Chair Walker stated that the Executive Committee met on August 15, 2018, to develop action items and a timeline for the completion of the President's Annual Performance review. At the meeting, he charged Vice Chair Cole with leading and coordinating the performance review process on behalf of the Executive Committee, including the solicitation of confidential feedback on President Glover's confidential self-assessment, meeting with President Glover, and ultimately creating a performance review document.

Chair Walker asked Vice Chair Cole to provide an update on the status of the performance review process. Vice Chair Cole noted that she submitted the President's confidential self-assessment to the Board and selected invitees on August 17, 2018, and asked for the Board and invitees to submit written feedback on the President's confidential written self-assessment by August 27, 2018. Vice Chair Cole commented that she had received most of the feedback solicited. She also noted that Chair Walker had granted her request for an extension of time beyond the September 30, 2018, deadline to complete the administering of the performance evaluation review.

Chair Walker thanked Vice Chair Cole for her hard work on administering the annual performance review process.

## **IX. ADJOURNMENT**

Chair Walker opened the floor for any additional business. After seeing none, Chair Walker moved for adjournment. Trustee Martin seconded the motion.

With there being no discussion, Chair Walker called for a vote. The motion carried unanimously. Chair Walker adjourned the meeting at 12:05 p.m.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 15, 2018

ITEM: Approval of Board Policy 006 – Policy Governing Board  
Consideration of Tuition and Mandatory Fee Increases

RECOMMENDED ACTION: Approval

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

The Tennessee Tuition Transparency and Accountability Act (“Act”), T.C.A. § 49-7-1601 et seq., which became effective on July 1, 2018, requires that university governing boards take certain actions prior to and in connection with considering and approving increases in tuition and mandatory fees. Specifically, the Act requires that the Board post, on the Board’s website, notice of the Board’s scheduled consideration of proposed increases in tuition and mandatory fees at least fifteen (15) days prior to the Board meeting at which the Board will consider such increases.

The Act also requires that the Board develop factors for consideration in the development of recommendations to increase tuition and mandatory fees. Additionally, the Act requires the issuance of reports and the posting of tuition and mandatory fees increase information on the institution’s website.

The proposed policy sets forth the action items and process for complying with the Act.

**MOTION: To approve Board Policy 006 – Policy Governing Board Consideration of Tuition and Mandatory Fee Increases, as contained in the Board materials for the Board’s November 15, 2018, meeting.**

## **Tennessee State University Board of Trustees**

### **Policy No. 006: Board Consideration of Increases in Tuition and Mandatory Fees**

#### **I. Purpose**

The purpose of this policy is to comply with Tennessee's Tuition Transparency and Accountability Act ("Act") by: (1) implementing a notice period prior to the Board's scheduled consideration of proposed tuition and mandatory fee increases; (2) developing factors to be considered in the development of recommendations to increase tuition and mandatory fees; and (3) authorizing the issuance of required reports and other actions.

#### **II. Notice Prior to Board Meeting to Adopt Increases in Tuition and Mandatory Fees**

##### **A. Notice Period.**

- (1) At least fifteen (15) days prior to holding a Board meeting to adopt an increase in tuition and mandatory fees, the Board shall give public notice of the proposed tuition and mandatory fee increase as an action item on the board's meeting agenda.
- (2) At least fifteen (15) days prior to holding a Board meeting to adopt an increase in tuition and mandatory fees, the Board shall also give public notice of the proposed increase in tuition and mandatory fees by displaying the following information, at a minimum, on the Board website:
  - (a) An explanation for the proposed tuition and mandatory fee increase;
  - (b) A statement specifying the purposes for which revenue derived from the tuition and mandatory fee increase will be used; and
  - (c) A description of the efforts to mitigate the effect of the tuition and mandatory fee increase on students.
- (3) The Board Chair shall coordinate with the President and other Board staff to effectuate the notice requirements.
- (4) Tennessee State University shall post on its website a summary of the recommendations contained in section II.A (2) of the policy.

##### **B. Comment Period.**

- (1) TSU shall create, on the Board website, a mechanism by which individuals can submit comments on the tuition and mandatory fee increases.



- (2) Individuals shall be permitted to provide comments during the fifteen-day period through a comment section contained on the Board website.

### **III. Factors to be Considered When Developing Recommendations for Increases in Tuition and Mandatory Fees**

#### **A. Factors to be Considered**

- (1) The following factors shall be considered when developing recommendations to increase tuition and mandatory fees:
- a. Level of State support;
  - b. Total cost of attendance, which includes cost of tuition, mandatory fees, room and board, books and other applicable educational expenses;
  - c. Efforts to mitigate the financial effect on students;
  - d. THEC mandatory tuition and fee ranges;
  - e. Inflationary cost;
  - f. Tuition and fee levels at peer institutions;
  - g. Tuition and fee levels at competing institutions;
  - h. Student demand; and
  - i. Other factors pertinent to the cost of the University's operations and programs of study.

### **IV. Board Authorization regarding Reports and Other Requirements under the Act**

#### **A. Board Authorization regarding Reports Required under the Act**

- (1) The Board authorizes the Tennessee State University President to develop and provide to legally designated authorities any reports required to be submitted under the Act.
- (2) The TSU President shall report to the Board pertinent information involving any report submitted under this policy.

#### **B. Board Authorization regarding Other Actions Required by the Act**

- (1) The TSU President shall be authorized to take any other actions required under the Act, including providing predictive cost estimates to applicants for admission to undergraduate degree programs.

### **V. Citation of Authority for Policy**

T.C.A. § 49-7-1601 et seq.

Approved by Board of Trustees: \_\_\_\_\_

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: September 20, 2018

ITEM: Update on Status of President's Annual Performance Review

RECOMMENDED ACTION: None

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

Chair Walker will provide an update on the status of the President's Annual Performance Review.

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: September 20, 2018

ITEM: Secretary's Report

RECOMMENDED ACTION: None

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

Chair Walker will ask Secretary Pendleton to provide a report on Board related matters.