



**Board of Trustees Materials**

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**Tennessee State University  
Board of Trustees**



**Tennessee State University  
Board of Trustees**



**WELCOME AND  
INTRODUCTIONS**

**Tennessee State University  
Board of Trustees**



**ROLL CALL/  
DECLARATION OF  
A QUORUM**

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

1:30pm CST  
Thursday, November 15, 2018

Tennessee State University  
Main Campus – Hankal Hall  
3500 John A. Merritt Blvd.  
Nashville, TN 37209

**ORDER OF BUSINESS**

- I. Call to Order
- II. Welcome and Introductions
- III. Roll Call/Declaration of a Quorum
- IV. Action Items:
  - A. Approval of the September 20, 2018, Board Meeting Minutes
  - B. Approval of the Board of Trustees' 2019 Meeting Calendar
  - C. Audit Committee Report
    - i. Approval of the September 20, 2018, Audit Committee Meeting Minutes
    - ii. Review of Completed Internal Audit Reports
    - iii. Review of the External Quality Assessment Report
    - iv. Executive Session – Discussion of Litigation and other Items Deemed Confidential Under State Law
  - D. Finance and Budget Committee Report
    - i. Approval of September 20, 2018, Finance and Budget Committee Meeting Minutes
    - ii. Approval of the Institutional Revised Budget
    - iii. Authorization to Execute Notice of Intent for TSU to Sever from the Tennessee Board of Regents on Capital Management Function
    - iv. Report on Enrollment, Student Recruitment and Marketing Plan
    - v. Report on the TSU Foundation's Scholarship Funding

- E. Academic Affairs and Student Affairs Committee Report
  - i. Approval of the September 20, 2018, Academic Affairs and Student Affairs Committee Meeting Minutes
  - ii. Approval of Off-Campus Academic Dual Enrollment Program at Knowledge Academies Charter School
  - iii. Report on SACSCOC Ten Year Reaffirmation Review
  - iv. Report on the College of Health Sciences' Nursing Program
  - v. Academic Affairs Report
  - vi. Student Affairs Report
- F. Executive Committee Report
  - i. Approval of the September 20, 2018, Executive Committee Meeting Minutes
  - ii. Approval of Board Policy 006 – Policy Governing Board Consideration of Tuition and Mandatory Fee Increases
  - iii. Update on Status of President's Annual Performance Review
  - iv. Secretary's Report
  
- V. Report on Athletics
  
- VI. President's Report
  
- VII. Board Chair's Report
  
- VIII. Adjournment

**Tennessee State University  
Board of Trustees**



**Approval of the  
September 20, 2018,  
Board Meeting Minutes**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 15, 2018

ITEM: Approval of the September 20, 2018, Board Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees, Joseph Walker, III

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

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

**Regular Meeting – September 20, 2018**  
**Tennessee State University – Main Campus – Hankal Hall.**  
**3500 John A. Merritt Blvd., Nashville, Tennessee**

**MINUTES**

**Board Members Present:** Dr. Joseph Walker, III, Dr. Deborah Cole, Mr. Stephen Corbeil, Mr. William Freeman, Dr. Edith Peterson Mitchell, Dr. Ali Sekmen, Dr. Obie McKenzie, Ms. Pam Martin, and Ms. Braxton Simpson.

**Board Staff Present:** President Glenda Glover, General Counsel and Board Secretary, Laurence Pendleton, Arlene Nicholas-Phillips, Board Liaison.

**University Staff Present to Assist the Board:** Ms. Kelli Sharpe and Ms. Tamika Parker.

**Guests:** Members of the President’s Cabinet, Members of the Deans’ Council, Representatives of the Tennessee Higher Education Commission (THEC), and university staff.

**I. CALL TO ORDER**

Chair Walker called the September 20, 2018, Board of Trustees meeting to order at 1:47 p.m., CST. The Board Chair welcomed the attendees. Dean Frank Stevenson gave the invocation.

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

Chair Walker asked the Board Secretary, Laurence Pendleton, to call the roll. The following Trustees were present: Dr. Deborah Cole, Mr. Stephen Corbeil, Mr. William Freeman, Dr. Edith Peterson Mitchell, Dr. Ali Sekmen, Dr. Obie McKenzie, Ms. Pam Martin, Dr. Joseph Walker, III, and Ms. Braxton Simpson. Board Secretary Pendleton announced the presence of a quorum and noted that he would conduct roll call to record votes for the meeting because Trustee McKenzie was attending the meeting via conference call.

**III. ACTION ITEMS**

**A. APPROVAL OF MINUTES OF THE JUNE 21, 2018 BOARD MEETING**

Chair Walker introduced the first action item – the approval of the minutes of the June 21, 2018, board meeting. Trustee Cole moved to approve the June 21, 2018, board meeting minutes and Trustee Mitchell seconded the motion. There was no discussion. The motion carried unanimously (8 Ayes/ 0 Nays).

## **B. APPROVAL OF THE REAPPOINTMENT OF AUDIT COMMITTEE CHAIR**

Chair Walker announced that the term of the Audit Committee Chair was up for renewal and moved to reappoint Trustee Cole to a second term as the Audit Committee Chair. Trustee Corbeil moved to reappoint Trustee Cole to a second term as the Audit Committee Chair. Trustee Mitchell seconded the motion. There was no discussion. The motion carried unanimously (8 Ayes/ 0 Nays).

## **C. AUDIT COMMITTEE REPORT**

Trustee and Audit Committee Chair Cole provided the report of the September 20, 2018, Audit Committee meeting.

Trustee Cole noted that the Audit Committee voted to recommend approval of the June 21, 2018, Audit Committee meeting minutes to the full board, reviewed and discussed both internal and external audits, and moved into executive session.

Trustee Cole moved to approve the June 21, 2018, Audit Committee meeting minutes as contained in the September 20, 2018, Board materials. Trustee Mitchell seconded the motion. There was no discussion and the motion carried unanimously (8 Ayes / 0 Nays).

## **D. FINANCE AND BUDGET COMMITTEE REPORT**

Trustee Corbeil provided the report of the September 20, 2018, Finance and Budget Committee meeting.

Trustee Corbeil noted that the Committee voted to recommend the June 21, 2018, Finance and Budget Committee meeting minutes to the board. Trustee Corbeil introduced the newly appointed Vice President of Business and Finance, Horace Chase. Trustee Corbeil informed attendees that the committee also received reports on institutional budgets, enrollment, and TSU Foundation activities including the comprehensive campaign and the Cumberland Shores development project.

Trustee Corbeil moved to approve the minutes of the June 21, 2018, Finance and Budget meeting. Trustee Freeman seconded the motion, which carried unanimously. (8 Ayes/ 0 Nays).

Chair Walker opened the floor to other discussion. Trustee Sekmen asked to provide the faculty's insight on the items related to the Finance and Budget committee. He stated that according to the Association of Governing Boards, the Board of Trustees is charged with ensuring academic quality and proficient fiscal management for the university. Trustee Sekmen commented on the sources of revenues for the institution and an 8 percent decrease in headcount and FTE. He also relayed concerns regarding the lack of student purges and student balances exceeding \$5,000.

Trustee Sekmen conveyed his belief that the University's true revenue generating enrollment is lower than presented to the board, a trend that continued from the previous academic year. Trustee Sekmen commented that allowing students with unpaid fees to remain on the enrollment list presents an undue burden on students and results in other negative financial consequences.

Trustee Sekmen stated that TSU is not in a sound financial position and surmised that further budget cuts, furloughs, and lay-offs might be necessary to continue operations.

Trustee Sekmen moved that the administration base the October 2018-Revised budget on actual revenues received rather than on per capita student counts or FTE.

Chair Walker thanked Trustee Sekmen for his comments and informed the attendees that the President would address many of the items Trustee Sekmen raised.

President Glover noted that only 25% - 28% of the university's revenue comes from state appropriations and that to base the Revised October budget on the state appropriations would be inaccurate and noted that Trustee Sekmen is neither an accountant nor a CPA (certified public accountant.).

Trustee Sekmen noted his participation on the Board of Trustees since its inception and commented that the opinions and statements he made were not his personally, but those expressed from the faculty body. Trustee Sekmen also clarified that his motion was to base the October 2018-Revised budget on tuition and fees actually received and state appropriations.

Trustee Cole commented that the board reviews the budget in three phases over a fiscal year and that the audit committee conducts extensive reviews as well. Trustee Cole noted that she had personal knowledge of the President's decision to not purge students this year and felt very comfortable with the fact that students were not purged. She thanked Trustee Sekmen for his comments and asked that the board allow the President to present information on enrollment in her report.

Trustee Corbeil commented that as the chair of the Finance and Budget committee, two additional updates to the budget will be made including a revised budget in November, and then a final budget. He commented that many of the trustees have backgrounds in finance, understand budgets and finance, and that after additional reviews, the board will have a sound understanding of the university's financial position and will make the necessary adjustments to protect the university.

Chair Walker called for a second. No second was made and the motion failed.

## **E. ACADEMIC AFFAIRS / STUDENT AFFAIRS COMMITTEE REPORT**

Trustee Martin provided the committee report for the Academic Affairs and Student Affairs Committee.

Trustee Martin stated that the Academic Affairs and Student Affairs Committee voted to recommend the approval of the following to the full Board as contained in the September 20, 2018, Board meeting materials: 1) the June 21, 2018, Academic Affairs and Student Affairs Committee meeting minutes; 2) TSU's Policy on SACSCOC Substantive Change; and 3) New certificate academic programs for public health and local government. Trustee Martin noted that the committee voted to refer the inactivation of the School of Psychology concentration in the M.S. program in Psychology back to the Academic Affairs and Student Affairs Committee.

Trustee Martin reported that the Academic Affairs and Student Affairs Committee also received reports on academic affairs and student affairs, and Trustee Simpson reported on her recent experience participating in the THEC sponsored statewide orientation session for Student Trustees.

Trustee Martin thanked Trustee Simpson for her work as the student Trustee.

Trustee Martin moved to approve the minutes of the June 21, 2018, Academic Affairs and Student Affairs committee meeting minutes as contained in the September 20, 2018, Board materials. Trustee Freeman seconded the motion. There was no discussion and the motion carried (7Ayes/ 0 Nays).

Trustee Sekmen asked to provide faculty comments regarding items reviewed in the Academic Affairs/ Student Affairs committee. Trustee Sekmen commented on the decline of TSU's academic rankings according to US News and World Reports and moved that the administration provide a plan to improve the university's rankings to the board at the next board meeting.

Chair Walker responded by quoting TSU's ranking among historically black colleges and universities as reported by [www.HBCU-colleges.com](http://www.HBCU-colleges.com). He provided the rankings on various TSU programs.

President Glover commented that US News and World Report uses enrollment and other retention factors to rank universities. She noted that the university's change in strategic position has affected the university's rankings by US News and World Report.

Trustee Corbeil asked whether there is an appropriate committee to address the university's rankings. President Glover asked that the board allow the university to review rankings and requested that the Academic Affairs and Student Affairs committee be allowed to own the issue.

Trustee Cole asked whether Trustee Sekmen would withdraw his motion to allow her to refer the issue of rankings to the Academic Affairs Committee. Trustee Sekmen withdrew his motion. Trustee Cole moved to refer the issue of rankings to the Academic Affairs and Student Affairs Committee. Trustee Corbeil seconded the motion. The motion carried (7Ayes/ 0 Nays).

Trustee Sekmen asked to provide a second faculty insight related to the Academic Affairs and Student Affairs committee. He stated that based on a THEC report, TSU's headcount and FTE were as the lowest of the Tennessee land grant institutions, that TSU's enrollment has continued to decline over the previous three consecutive years, and that TSU's graduation rate has declined over the previous four or five previous consecutive years. Trustee Sekmen moved that the administration provide a plan to the board explaining the cause of and actions to be taken to correct the declining enrollment and graduation rates.

Chair Walker commented that the items Trustee Sekmen raised would later be addressed by the President in her report and noted that the university's strategic direction is designed to increase both enrollment and graduation rates.

Trustee Corbeil noted that a long, detailed, and robust conversation regarding the strategic plan and its effects on enrollment and graduation occurred in the Finance and Budget meeting. Items discussed included marketing, student engagement, and alumni engagement. The report also included the causes of the decline in enrollment including the nursing program and students that did not return. Trustee Corbeil expressed that he was puzzled as to why the item that had been so thoroughly discussed in committee was being raised as a motion in the full board meeting.

Trustee Cole noted that President Glover would present a preview of the enrollment correction plan to the full board.

Chair Walker called for a second. No second was made and the motion failed.

Trustee Martin also reported that the Academic Affairs and Student Affairs Committee considered and voted to recommend to the full Board the approval of TSU's policy on SACSCOC Substantive Change.

Trustee Martin noted that the Division of Academic Affairs has developed a policy governing the conditions and process by which TSU shall notify or obtain approval from TSU's accrediting body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), before the institution implements any substantive change in its academic programs. The notification to SACSCOC would occur after the requisite approvals at the institution and Board levels. Based on the Committee's review of the policy and discussion of the policy with University personnel, the Academic Affairs and Student Affairs Committee voted to recommend to the full Board the approval of the TSU policy on SACSCOC substantive change, as contained in the Board's September 20, 2018, meeting materials.

Trustee Martin moved to approve the TSU policy on SACSCOC substantive change, as contained in the Board's September 20, 2018, meeting materials. Trustee Mitchell seconded the motion, which carried. (7Ayes/ 0 Nays. Trustee McKenzie abstained).

Chair Walker asked Trustee Martin to continue with her report. Trustee Martin reported that the Academic Affairs and Student Affairs Committee discussed and voted to recommend to the full board for approval, the institution's proposed new certificate programs in public health and local

government. The institution is proposing the creation of the Certificate in Public Health Management to train public health managers and physicians in partner countries to work with scientists, advance public health agendas, and improve health outcomes by using the newest tools of public health. The Local Government program is a short-term program to train current and future local government employees, in Tennessee, on how effectively and efficiently to manage public sector organizations at the local government level.

Trustee Martin noted that pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve new academic programs. Upon approval by the Board, THEC must provide final approval. Based on the Committee's review of the policy and discussion of the policy with University personnel, the Committee voted to recommend for approval by the full board the institution's proposed new certificate programs in public health and local government, as contained in the Board's September 20, 2018, meeting materials.

Trustee Martin moved to approve the institution's new certificate programs in public health and local government, as contained in the Board's September 20, 2018, meeting materials. Trustee Cole seconded the motion, which carried. (7Ayes/ 0 Nays).

Trustee Martin reported that the last action item taken up by the Academic Affairs and Student Affairs Committee involved the institution's proposed inactivation of the School of Psychology Concentration in the M.S. program in Psychology.

Trustee Martin reported that based on the Committee's review and discussion of this agenda item, the Committee voted to refer this agenda item back to the committee for further study and consideration. Trustee Martin moved to approve the referral of the inactivation of the School of Psychology Concentration in the M.S. program in Psychology, as contained in the September 20, 2018, Board meeting materials back to the Academic Affairs and Student Affairs committee. (7Ayes/ 0 Nays).

## **F. EXECUTIVE COMMITTEE REPORT**

Chair Walker provided the committee report for the Executive Committee.

Chair Walker noted that the Executive Committee voted to recommend to the full Board: (1) the approval of the minutes of the June 21, 2018, Executive Committee meeting, (2) the approval of the minutes of the August 15, 2018, Executive Committee meeting, (3) the approval of an amendment to Board Policy 002: Committees of the Board Policy, and (4) approval of Board Policy 005: Board Self-Assessment and Trustee Orientation.

Chair Walker moved to approve the minutes of the June 21, 2018, Executive Committee meeting, as contained in the Board materials for the September 20, 2018, Board meeting. Trustees Cole and Mitchell seconded the motion. There was no discussion and the motion carried unanimously (8 Ayes/ 0 Nays).

Chair Walker moved to approve the minutes of the August 15, 2018, Executive Committee meeting, as contained in the Board materials for the September 20, 2018, Board meeting. Trustee Mitchell seconded the motion. There was no discussion and the motion carried unanimously (8 Ayes/ 0 Nays).

Chair Walker moved to approve the amendment of Board Policy 002: Committees of the Board Policy, as contained in the Board materials for the September 20, 2018, Board meeting. Trustees Cole seconded the motion. There was no discussion and the motion carried unanimously (8 Ayes/ 0 Nays).

Chair Walker moved to approve the amendment of Board Policy 005: Board Self-Assessment and Trustee Orientation Policy, as contained in the Board materials for the September 20, 2018, Board meeting. Trustees Cole seconded the motion. There was no discussion and the motion carried unanimously (8 Ayes/ 0 Nays).

## **G. THE PRESIDENT'S REPORT**

The President provided a report to the Board and attendees on (1) Enrollment of the New Freshmen class. She noted that the average grade point average and ACT scores were higher for this year's class as compared to previous years' classes. The President confirmed that a decline in enrollment was recognized. She noted that Tennessee Promise, a program offering free tuition to in-state students to community colleges, contributed to declining enrollment. The President also noted that the increased admission standards resulted in the denial of admission to over 900 students and she noted that the increased enrollment standards resulted in part from a faculty mandate for higher performing students. President Glover commented that financial constraints on returning students resulted in reduced enrollment. The President clarified for attendees that Tennessee's state appropriations funding model does not rest on enrollment, but on student progress through the program and graduation. President Glover acknowledged and thanked Alpha Kappa Alpha Sorority, Thurgood Marshall Foundation, and Cigna Corporation for providing funding to help students return to school.

President Glover noted that she has received criticism for not purging students and commented that her leadership philosophy rests on doing all in her and the university's power to help students stay in school. She acknowledged that purging students is only a last resort. President Glover acknowledged that students who do not come from wealthy families have to borrow money to attend university and that the university has an obligation to help these students to manage their debt.

President Glover moved onto improvements to campus IT systems and highlighted improvements in marketing and online application processes.

President Glover detailed the "ground-game" the university is implementing to increase enrollment. She highlighted an MOU she and Dr. Jackie Mitchell signed with Nashville State's president to create a Nashville State Community College to TSU pipeline. President Glover



recounted the paradigm shift the university is developing for its graduating seniors to consider obtaining a graduate degree from TSU.

President Glover discussed the TSU Renaissance consisting of the new academic standards, marketing plan, and associated costs.

President Glover reported on the enrollment by major throughout the university. President Glover also touched on retention initiatives including Winter Xpress where students can take classes over the winter break. President Glover discussed potential changes to work-study programs where funds earned by students could be paid directly to student accounts to lower balances and improve retention.

President Glover commented on the increase in degree production from 2014 through 2017 from 988 to 1,173. She noted that the graduation rates will be evaluated under the new model, which will count part time students.

President Glover moved onto salary adjustments. She noted that effective July 1, 2018, all faculty received a 2% salary increase while staff received a 1.5% salary increase. All faculty salaries were brought up to \$55,000 minimum annually, all department chair annual salaries were brought up to \$90,000 minimum, and the President's cabinet did not receive an increase. President Glover also noted that no faculty cuts are planned and have not been discussed. She commented that cuts may be necessary to balance the budget, but those cuts will be from auxiliary expenses including employee cell phones and car allowances.

President Glover moved onto SACSCOC accreditation and the emphasis on student placement.

President Glover then moved to Grants and Research and noted that from FY 2014-15 to FY 2017-18, the total awards increased from \$51,528,795 to \$52,860,542. She noted that the FY 2017-2018 goal was exceeded by \$2,860,542.

President Glover reported on the HBCU Endowment rankings and showed that TSU's endowment is ranked at 10 of all HBCUs and number 2 of public school endowments. The value of the endowment is \$56,767,885.

President Glover noted that during HBCU week, Alpha Kappa Alpha raised over \$1.1 million, \$100,000 of which will be awarded to Tennessee State. She invited other members of the National Pan-Hellenic council to participate in raising funds for HBCUs.

President Glover then reported on campus safety. The university has increased police visibility, access to campus is better controlled, \$1.9 million in funding was awarded to the university for campus safety initiatives, and 93% of freshmen report feeling safe on campus.

President Glover reported on planned campus construction of two residence halls, a Health Sciences building, a campus gateway entrance, an Alumni House and Welcome Center, engineering building, and the Cumberland Project.

President Glover highlighted TSU newsworthy items, including AOB's performance with Keith Urban, the James Shaw Jr. Foundation kickoff, and swearing in of Martesha Johnson (TSU alum) as Nashville's new Public Defender. President Glover commended Trustee Mitchell on being awarded the Jefferson Clinical award from Thomas Jefferson University.

The Chair commended President Glover on being awarded the Thurgood Marshall Fund's HBCU President of the Year this fall and thanked her for the President's report.

## **H. THE CHAIRMAN'S REPORT**

Chair Walker thanked the Cabinet, faculty, and administration. Chair Walker reiterated the critical work that occurs in the Board committees and the heavy lifting being done by the board members in the committees. He noted his appreciation for their work, including the Student Trustee. Chair Walker opened the floor for other discussion.

Trustee Sekmen asked to bring a final faculty comment to the board. Trustee Sekmen commented that based on his twenty years of service to TSU, his roles as faculty representative to the board, past chair of the council of chairs, he is in a position to garner significant input from the campus community. He noted that the campus stakeholders have deep concerns about the state of the university and questioned whether the board is effectively able to affect the direction of the university.

Trustee Sekmen moved that the board authorize an independent third party to conduct a comprehensive campus wide climate survey of faculty prior to the November 15, 2018, board meeting. Chair Walker commented that as Chair, he has a responsibility to gate keep the integrity of the process. He also commented that the Board members devote their time and attention to the Board and analyze and challenge institutional data. He also referred to the committees in addressing and mitigating many items. He further commented that based on his extensive experience serving on other boards, the Board of Trustees is one of the most effective and responsible boards on which he has served.

Trustee Sekmen repeated his motion and Chair Walker asked if there was a second. There was no second, and the motion failed.

Chair Walker moved to adjourn the meeting. The motion was seconded by Trustee Mitchell. There was no discussion and the motion carried (8 ayes/ 0 nays.) The meeting was adjourned at 3:37 p.m. CST.

**Tennessee State University**

**Board of Trustees**



**Approval of the  
Board of Trustees' 2019  
Meeting Calendar**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 15, 2018

ITEM: Approval of the Board of Trustees' 2019 Meeting Calendar

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees, Joseph Walker, III

The following Board meeting calendar has been proposed for the Board's 2019 calendar year meetings:

Board of Trustees Meetings:

February 21, 2019  
June 13, 2019  
September 26, 2019  
November 21, 2019

The Board may schedule other regular and special meetings in the manner prescribed under its Bylaws and Board policies.

**MOTION: To approve the Board of Trustees' 2019 Meeting Calendar**

**Tennessee State University  
Board of Trustees**



**AUDIT  
COMMITTEE  
REPORT**

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

8:00 a.m. CST  
Thursday, November 15, 2018

Tennessee State University – Main Campus  
McWherter Administration Building,  
President’s Conference Room  
3500 John A. Merritt Blvd. Nashville, TN 37209

**ORDER OF BUSINESS**

- I. Approval of the September 20, 2018, Audit Committee Meeting Minutes
- II. Review of Completed Internal and External Audit Reports
- III. Review of the External Quality Assessment Report
- IV. Executive Session – Discussion of Litigation and other Items Deemed Confidential Under State Law

**Tennessee State University  
Board of Trustees**



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

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 15, 2018

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

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

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

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



**Tennessee State University Board of Trustees  
Audit Committee Meeting. September 20, 2018  
Tennessee State University. 3500 John A. Merritt Blvd. Nashville, Tennessee  
McWherter Administration Building  
President's Conference Room**

**MINUTES**

**Committee Members Present:** Dr. Deborah Cole, Dr. Edith Peterson Mitchell, and Obie McKenzie.

**Other Board Members Present:** Dr. Richard Lewis and Mr. Stephen Corbeil.

**University Staff Present:** President Glenda Glover; Mr. Laurence Pendleton, General Counsel and Board Secretary; Ms. Cynthia Brooks; Mr. Horace Chase, Vice President for Business and Finance; Dr. Curtis Johnson, Chief of Staff and Associate Vice President of Administration; Ms. Adrian Davis, Director of Internal Audit; and Ms. Tamika Parker, Executive Assistant to the General Counsel.

**Guests:** Ms. Lauren Collier, Tennessee Higher Education Commission, Director of Institution and Board Affairs.

**I. CALL TO ORDER**

Trustee Cole called the meeting to order at 8:15 a.m. and welcomed all attendees.

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

Board Secretary Pendleton called the roll at the committee chair's request. All members of the Audit Committee were present. Secretary Pendleton announced the presence of a quorum.

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

Trustee Cole proceeded to the approval of the June 21, 2018, Audit Committee Meeting Minutes, as included in the September 20, 2018, board materials. Trustee Cole moved to recommend to the full Board the approval of approve the minutes. Trustee Mitchell seconded the motion, which carried unanimously.

**IV. REVIEW OF COMPLETED INTERNAL AUDITS**

Dr. Glover asked Adrian Davis, Director of Internal Audit to provide the report for this item as the

President's designee.

Director Davis reported that the expenditures of the Athletics Office largely were in compliance with NCAA guidelines. The audit results showed that the Athletics Office made two overpayments totaling \$101.99.

Trustee Mitchell requested fund recovery. Chair Walker suggested that the university request a credit to the university's accounts as opposed to reimbursement. He also suggested a second review be added to the approval processes to reduce errors and avoid negative publicity.

Director Davis reported on the travel expense audit. She noted that 15% of the \$3.67 million spent on authorized travel was audited. Of 67 transactions reviewed, twelve instances of noncompliance with travel policies were noted. Four of the 67 travel transactions showed that the travelers failed to return advanced funds within 72 hours of the conclusion of travel. Out-of-state travel was coded to in-state travel. Training on travel will be provided annually to reinforce compliance with the travel policies.

Trustee Cole thanked the administration for their efforts.

This was an information item, thus no vote was taken.

## **V. DISCUSSION OF THE EXTERNAL AUDIT PROCESS**

President Glover asked Director Davis to present information on the external audit. Director Davis commented that consecutive external annual audits have begun.

This was a discussion item, thus no vote was taken.

## **VI. ADJOURNMENT TO GO INTO EXECUTIVE SESSION TO DISCUSS THE ITEMS DEEMED CONFIDENTIAL UNDER STATE LAW**

Trustee Cole moved to adjourn the public segment of the meeting to go into Executive Session to discuss items deemed confidential under state law. Trustee Mitchell seconded the motion, the motion carried, and the meeting was adjourned at 8:35 to go into Executive Session.

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 15, 2018

ITEM: Review of Completed Internal Audit Reports

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The Tennessee State University Department of Internal Audit has completed audit work on two audits. The results of the audits will be discussed.



Follow-up Report for FY 2017  
Student Financial Assistance Cluster Finding  
Issued by the  
Tennessee Division of State Audit



October 26, 2018

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

Dear Dr. Glover:

Transmitted herewith is the Department of Internal Audit's report on our follow-up of the status of management's implementation of the audit recommendations for the Student Financial Assistance Cluster finding issued by the Division of State Audit for the fiscal year ended June 30, 2017. The review was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* issued by The Institute of Internal Auditors.

Based upon our review, while management in the Office of Financial Aid and the Office of the Registrar have implemented corrective actions to address the issues identified in the finding, corrections made to student accounts for fiscal years ended June 30, 2017 and June 30, 2018 require further review and adjustment.

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

Sincerely,  
*Adrian R. Davis*

Adrian Davis, CPA, CGFM, Director  
Department of Internal Audit

CC: Dr. Deborah A. Cole, Audit Committee Chair  
Mr. Horace Chase, Vice President for Business and Finance  
Dr. John Cade, Vice President, Enrollment Management and Student Success

**Tennessee State University  
 Department of Internal Audit  
 Follow-Up Report  
 For the Fiscal Year Ended June 30, 2017**

<b>Key Departments:</b> Office of Financial Aid; Office of the Registrar	<b>Auditor:</b> Adrian Davis, CPA CGFM, Director of Internal Audit
<b>Introduction:</b> The Comptroller of the Treasury, Division of State Audit, performed an audit of the Student Financial Assistance cluster at Tennessee State University for the fiscal year ended June 30, 2017. One finding was noted as a result of the audit.	
<b>Objective:</b> The objective of this review was to determine whether adequate corrective actions have been taken to address the audit finding, implement the audit recommendations, and mitigate the risks that either errors or fraud could occur and not be detected in a timely manner.	
<b>Recommendation and Current Status:</b>  <b>Recommendation:</b> The Registrar’s Office and the Student Financial Aid Office should ensure federal regulations are followed. While the Registrar’s Office is responsible for entering the number of days in the period of enrollment, including breaks, into the Banner information system, the Student Financial Aid Office should verify that the Registrar’s Office entered the information correctly. Management should ensure that the Student Financial Aid Office reperforms all return of Title IV funds calculations and makes necessary corrections to student and federal fund accounts. Management should ensure that the Registrar’s Office communicate any status change to the Financial Aid Office.  <b>Current Status:</b> Management has taken action to address the audit finding, implement the audit recommendation, and mitigate the risks that either errors or fraud could occur and not be detected in a timely manner. Beginning in fiscal year 2019, management in the Office of Financial Aid and the Office of the Registrar have implemented procedures to ensure that the number of days in the period (exclusive of accurately determined break days of 5 or more) are correctly calculated and return amounts are accurate. In addition, the daily student withdrawal report is compared to an independent withdrawal report run by personnel in the Office of Financial Aid to ensure no required returns are omitted and federal funds are returned to the Department of Education within required timeframes. However, management in the Office of Financial Aid should ensure that the return calculations reperfomed by the former Assistant Director of Financial Aid for fiscal years ended June 30, 2017 and June 30, 2018 are reviewed and accurate adjustments are made to federal or student accounts.	

## **DIVISION OF STATE AUDIT FINDING**

### **Return of Title IV funds were not in compliance with federal regulations**

#### **Condition**

We selected a sample of 39 students from a population of 120 Title IV aid recipients at Tennessee State University who officially or unofficially withdrew from classes during the 2016-2017 award year. When we re-performed return of Title IV funds calculations, we found that the university did not perform its return of Title IV funds calculations in compliance with federal regulations for 20 of the 39 Title IV aid recipients tested (51%). For the Fall Semester 2016, the university did not exclude fall break week from the total number of calendar days in the period of enrollment and the number of calendar days completed, resulting in an additional six class days in the calculation.

For the spring semester 2017, the university recorded seven days for spring break instead of six and included an extra day in the semester. Because the days in the semester were incorrectly calculated, the date on which the student had earned his or her financial aid (and, therefore, the date past which no return of funds calculation would be necessary) was incorrect for the return of funds calculation. These errors resulted in the university returning more aid than required. In addition, for 13 of 39 students tested (33%), financial aid personnel did not return Title IV funds to the Department of Education (ED) in a timely manner. The number of days that these funds were returned to ED ranged from 2 days late to 67 days late.

#### **Effect**

The total return of Title IV funds calculated by the university was \$230,465. The total return of Title IV funds calculated by the university for the sample of 39 students was \$92,251. The

corrected total to be returned by the university for the 39 students was \$91,199, which is \$1,052 less than was returned to the U.S. Department of Education. Returning Title IV funds to ED untimely could result in adverse actions against the university.

### **Recommendation**

The Registrar's Office and the Student Financial Aid Office should ensure federal regulations are followed. While the Registrar's Office is responsible for entering the number of days in the period of enrollment, including breaks, into the Banner information system, the Student Financial Aid Office should verify that the Registrar's Office entered the information correctly. Management should ensure that the Student Financial Aid Office reperforms all return of Title IV funds calculations and makes necessary corrections to student and federal fund accounts. Management should ensure that the Registrar's Office to communicate any status change to the Financial Aid Office.

### **Management's Comment**

We concur. Daily reports are currently provided to the university's Records Office and the Financial Aid Office of students who are no longer attending due to official withdrawal or due to reporting of nonattendance by faculty. The Financial Aid Office reviews these reports, calculates the amount of aid that needs to be returned, adjusts students' accounts, and notifies students of all adjustments made. To ensure compliance with federal regulations, the following corrective actions will be taken:

- Within two weeks of the first day of class, the Assistant Vice President for Financial Aid and Scholarships will verify that the published academic calendar aligns with the information in the Banner system. This verification will be performed to ensure the number



of break days includes all applicable weekend days and the start and end dates of the semesters are accurate. The Assistant Vice President for Financial Aid and Scholarships will document this review in an email to the Registrar and the Vice President for Enrollment Management and Student Success.

- The Assistant Vice President for Financial Aid and Scholarships will review the parameters of the current daily report with the Office of Technology Services by March 31, 2018, to ensure all students are being captured so that the return of funds is accurate and timely. The results of the review will be reported to the Vice President for Enrollment Management and Student Success by April 30, 2018.
- The Registrar will ensure all status changes are communicated via email to the Assistant Vice President for Financial Aid and Scholarships at the time of determination.
- The Assistant Vice President for Financial Aid and Scholarships will recalculate all returns of Title IV funds and make necessary corrections to student and federal fund accounts by April 30, 2018. The Vice President for Enrollment Management and Student Success will document his review of the recalculations.

## **CURRENT STATUS**

### *Fiscal Year ended June 30, 2017*

Management in the Office of Financial Aid provided us with a listing of all student withdrawals, official and unofficial, that occurred during the fiscal year ended June 30, 2017. There were 170 student withdrawals identified – 93 withdrawals in fall 2016 and 77 in spring 2017. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Of these 170 students, management determined that 86 of the students earned 100% of the Title IV funds received by remaining enrolled through the 60% point. The remaining 84 students required the performance of the Return of Title IV Funds (R2T4) calculation to determine the amount of Title IV funds earned by the student, and the resulting amount of Title IV funds to return to the Department of Education (ED). These return calculations were originally calculated incorrectly according to the finding noted by the Division of State Audit. In response to the finding, the former Assistant Director of Financial Aid (former Assistant Director) reperformed the R2T4 calculations for the 84 students (41 students in fall 2016 and 43 students in spring 2017) that withdrew during the period prior to earning all Title IV funds received. The Associate Director of Financial Aid provided us with the recalculations. The Division of State Audit determined that the correct number of days in the period for fall 2016 was 103 days, based on the use of federal guidelines and review of the university's academic calendar. While reperforming calculations for the 41 students who withdrew prior to the 60% point in the fall 2016 semester, the former Assistant Director of Financial Aid used 101 days as the total number of days in the period. Because the former Assistant Director resigned her employment with the university in early September, we were not able to

inquire of her why the decision was made to use 101 days in the period and not 103 days. Further corrections are needed to student accounts due to this error.

	<b>Corrections using 103 day period</b>	<b>Financial Aid corrected totals using 101 day period</b>	<b>Over / (Under)</b>
Student 1	\$ 107	\$ 145	\$ 38
Student 2	56	-	(56)
Student 3	3	3	-
Student 4	61	81	20
Student 5	52	69	17
Student 6	58	75	17
Student 7	11	8	(3) *
Student 8	28	40	12
Student 9	9	13	4
Student 10	35	48	13
Student 11	63	84	21
Student 12	75	101	26
Student 13	100	135	35
Student 14	78	106	28
Student 15	46	46	-
Student 16	76	76	-
Student 17	7	9	2
Student 18	56	-	(56)
Student 19	50	(1,521)	(1,571) **
Student 20	81	81	-
	<b>\$ 1,052</b>	<b>(401)</b>	<b>\$ (1,453)</b>
			3 *
			<b>\$ (1,450)</b> Total amount to correct

\* Financial Aid personnel's adjustment amount was determined to be accurate based on independent recalculation by Internal Audit.

\*\* Our reperformance of the calculation did not lend evidence to support the former Assistant Director's calculation. We determined the corrected amount was \$50.

Fiscal Year ended June 30, 2018

The former Assistant Director also reviewed the days in the period calculated for the previously completed R2T4 calculations performed for fiscal year 2017-2018 student withdrawals. It was determined that the calculated days in the period used to calculate the original return amounts was not correct. The former Assistant Director re-performed the return calculations for the student withdrawals using the correct number of days in the period. We reviewed the break dates included in the university's academic calendar for the fall 2017 and spring 2018 semesters. We compared these dates to the federal guidelines for calculating break days and found the dates used by the former Assistant Director in the revised calculations were correct.

We re-performed 20 of the return calculation performed for students who withdrew during the 2017-2018 academic year. We found that 3 of 20 (15%) corrected return calculations performed by the former Assistant Director contained errors.

The results of our testing determined that:

- For one of the three errors noted, the former Assistant Director performed the student's return calculation timely on February 28, 2018 and returned \$84.00 to the federal government. The calculation was re-performed on April 13, 2018 and a return amount of \$85 was calculated. The former Director credited \$85 to the student's account on this date resulting in an \$84 overstatement as only a \$1 adjustment was needed to the prior calculation.
- For one of the three errors noted, the former Assistant Director performed a return calculation that showed the student's institutional charges as \$0. The return calculation is designed to return the lower of the unearned portion of Title IV funds received or the

unearned institutional charges. Because the student's charges were shown as \$0, the return calculation determined no funds were to be returned. The student was enrolled for 29 days and received over \$10,000 in federal aid. The university should have returned \$2,138 to the Department of Education within 45 days of determining that the student withdrew from all courses.

- For one of three errors noted, the former Assistant Director performed the student's return calculation timely on February 28, 2018 and determined that \$1,120 of the federal funds disbursed to the student during spring 2018 was required to be returned to ED. The former Assistant Director, however, did not return the funds or make the appropriate adjustment to the related student's account.

In addition, for 6 of 20 (30%) students tested where federal funds were required to be returned to the Department of Education, the funds were not returned within 45 days of determining that the student ceased attendance at the university.

- For four of the seven students, the funds were returned from 1 to 127 days late.
- For the student noted above as having no federal funds returned to the Department of Education due to her R2T4 calculation being performed using \$0 in institutional charges, at October 23, 2018, the funds are 355 days late.
- For the student noted above as having owed the Department of Education \$1,120 but no funds were returned at the time of this determination, the Assistant VP of Financial Aid and Scholarships initiated the return process on October 23, 2018. This is 210 days after the funds were required to be returned.

One of the 20 students (5%) was due a post-withdrawal disbursement. The disbursement was not made within the required 30-day timeframe. The disbursement was 28 days late.

*Fiscal Year ending June 30, 2019*

Prior to the start of the fall 2019 semester, the Assistant VP of Financial Aid and Scholarships (Assistant VP), the Registrar, and the Vice President for Enrollment consulted to ensure the university's information system was correct with regard to start and end dates for the period and start and end dates for breaks of 5 or more days. The Assistant VP stated that she also confirmed the information in the system with the State Auditor in late August/early September. We compared the information in the Banner system to the university's academic calendar and federal guidelines for calculating break days and found the information to be correctly entered for the fall 2018 semester. The break dates for spring 2019 were not in agreement with the academic calendar at the time of our review. The Registrar stated that the spring 2019 academic calendar was not finalized so the break dates entered in the system have not been updated. The Registrar indicated that the break dates would be updated prior to the start of the spring 2019 semester.

Unofficial withdrawals occur when a student stops attending all classes and the related professor(s) or the student themselves report in the system that the student is no longer enrolled. The daily student withdrawal reports will identify and report the withdrawal during the following days' report process. For official withdrawals, where students obtain all required signatures on the withdrawal form and submit the form to the Office of the Registrar, personnel in the Office of the Registrar will enter the withdrawal information into the Banner system at the time the form is received, while the student is present. This helps to ensure that unofficial and official withdrawal information is reported on the daily reports in a timely manner to allow the personnel in the Office

of Financial Aid sufficient time to prepare R2T4 calculations and make required returns to ED and/or adjustments to students' accounts.

The Assistant VP reviews the results of the daily student withdrawal report to identify students included in the report that received Title IV aid. For those students identified as receiving Title IV aid, a R2T4 calculation is performed to determine if funds are required to be returned to ED. The performance of return calculations was the duty of the former Assistant Director until her separation. Until her position is filled, the Assistant VP performs the return calculations. The results of the daily report, which is run according to parameters set by the Registrar, are compared to the results of a separate withdrawal report run by personnel in the Office of Financial Aid. According to the Assistant VP, the Bursar's report appears to be running appropriately as no discrepancies have been noted between the two reports since she began performing R2T4 calculations in early September 2018.

## **CONCLUSION**

Management has taken action to address the audit finding, implement the audit recommendation, and mitigate the risks that either errors or fraud could occur and not be detected in a timely manner. Beginning in fiscal year 2019, management in the Office of Financial Aid and the Office of the Registrar have implemented procedures to ensure that the number of days in the period (exclusive of accurately determined break days of 5 or more) are correctly calculated and return amounts are accurate. In addition, the daily student withdrawal report is compared to an independent withdrawal report run by personnel in the Office of Financial Aid to ensure no required returns are omitted and federal funds are returned to the Department of Education within required timeframes.

However, management in the Office of Financial Aid should ensure that the return calculations reperformed by the former Assistant Director of Financial Aid for fiscal years ended June 30, 2017 and June 30, 2018 are reviewed and accurate adjustments are made to federal or student accounts.





DEPARTMENT OF INTERNAL AUDIT

Audit of  
President's Expense Schedules  
for the fiscal year ended June 30, 2018



October 25, 2018

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

Dear Chairwoman Cole:

Enclosed is the internal audit report of the expenses of the Office of the President for Tennessee State University for the fiscal year July 1, 2017 to June 30, 2018, as required by Tennessee Code Annotated, Title 49, Chapter 7, and Tennessee State University Policy 4:03:03:60. The objectives of the audit were to determine compliance with state statutes and institutional policies regarding expenses and to identify and report all expenses for the fiscal year that were made by, at the direction of or for the benefit of the president regardless of the funding source.

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

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

Sincerely,

*Adrian R. Davis*

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

CC: Dr. Glenda Baskin Glover, President  
Mr. Horace Chase, Vice President for Business and Finance

**Tennessee State University**  
**Audit of President's Expenses**  
**For the Fiscal Year July 1, 2017 – June 30, 2018**

<b>President</b>	Dr. Glenda Baskin Glover	<b>Internal Auditor</b>	Adrian R. Davis, CPA, CGFM , Director of Internal Audit																																																																			
<b>Objectives</b>	To comply with Tennessee Code Annotated, Title 49, Chapter 7 and Tennessee State University Policy 4:03:03:60, by performing an internal financial audit of the Office of the President for the fiscal year July 1, 2017 to June 30, 2018; to determine compliance with state statutes and institutional policies regarding expenses; and to identify and report all expenses made by, at the direction of or for the benefit of the president regardless of the funding source.																																																																					
<b>Scope</b>	The audit included all accounts under the direct budgetary control of the president, whether funded by institutional funds, foundation funds or external sources and other accounts as necessary. The audit was conducted in accordance with the <i>International Standards for the Professional Practice of Internal Auditing</i> , issued by the Institute of Internal Auditors and included tests of the accounting records and such other auditing procedures considered necessary.																																																																					
<b>Analysis</b>	<p>The following is a summary by funding source of (1) certain expenses made by, at the direction of, or for the benefit of the president, and (2) salary and benefits and any other operating expenses for the president's office during the fiscal year ended June 30, 2018:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: right;"><i>Institutional</i></th> <th style="text-align: right;"><i>Foundation</i></th> <th style="text-align: right;"><i>External</i></th> <th style="text-align: right;"><b>Total</b></th> </tr> </thead> <tbody> <tr> <td>President:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    Salary and Benefits</td> <td style="text-align: right;">\$ 379,279</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 379,279</td> </tr> <tr> <td>    Discretionary Allowance</td> <td style="text-align: right;">5,000</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td>    Other Allowances</td> <td style="text-align: right;">400</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">400</td> </tr> <tr> <td>    Salary, Benefits &amp; Other Payments</td> <td style="text-align: right;"><u>384,679</u></td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;"><u>384,679</u></td> </tr> <tr> <td>    Travel (Schedule A)</td> <td style="text-align: right;">400</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">400</td> </tr> <tr> <td>    Business Meals and Hospitality (Schedule B)</td> <td style="text-align: right;">28,448</td> <td style="text-align: right;">22,351</td> <td style="text-align: right;">41,663</td> <td style="text-align: right;">92,462</td> </tr> <tr> <td>    Other Expenses (Schedule C)</td> <td style="text-align: right;">17,263</td> <td style="text-align: right;">10,033</td> <td style="text-align: right;">-</td> <td style="text-align: right;">27,296</td> </tr> <tr> <td>President's Office:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    Salary and Benefits</td> <td style="text-align: right;">253,219</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">253,219</td> </tr> <tr> <td>    Other Expenses</td> <td style="text-align: right;">22,043</td> <td style="text-align: right;">10,032</td> <td style="text-align: right;">-</td> <td style="text-align: right;">32,075</td> </tr> <tr> <td><b>Total Expenses</b></td> <td style="text-align: right;"><b><u>\$ 706,052</u></b></td> <td style="text-align: right;"><b><u>\$ 42,416</u></b></td> <td style="text-align: right;"><b><u>\$ 41,663</u></b></td> <td style="text-align: right;"><b><u>\$ 790,131</u></b></td> </tr> </tbody> </table> <p><b>Additional Disclosures:</b></p> <p><b>Discretionary Allowance</b> – The President was provided a discretionary spending allowance. Use of the allowance was not included in tests performed during the audit because the President elected for it to be paid as taxable income.</p>						<i>Institutional</i>	<i>Foundation</i>	<i>External</i>	<b>Total</b>	President:					Salary and Benefits	\$ 379,279	\$ -	\$ -	\$ 379,279	Discretionary Allowance	5,000	-	-	5,000	Other Allowances	400	-	-	400	Salary, Benefits & Other Payments	<u>384,679</u>	-	-	<u>384,679</u>	Travel (Schedule A)	400	-	-	400	Business Meals and Hospitality (Schedule B)	28,448	22,351	41,663	92,462	Other Expenses (Schedule C)	17,263	10,033	-	27,296	President's Office:					Salary and Benefits	253,219	-	-	253,219	Other Expenses	22,043	10,032	-	32,075	<b>Total Expenses</b>	<b><u>\$ 706,052</u></b>	<b><u>\$ 42,416</u></b>	<b><u>\$ 41,663</u></b>	<b><u>\$ 790,131</u></b>
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	<p><b>Other Allowances</b> – The university paid the Professional Privilege Tax on behalf of the President. The \$400 is included as taxable income to the President and is included in the Other Payments amount above.</p> <p><b>Athletic Tickets</b> – The President was provided tickets to university athletic events. The face value of the tickets totaled \$30,825 and parking passes totaled \$2,600 for the period.</p> <p><b>Housing</b> – The President is provided the use of a residence. Costs to maintain the home are paid by the university and totaled \$14,899 for the period.</p> <p><b>External Sources</b> – This report includes the cost of items provided, paid, or reimbursed by external sources for the benefit of the President.</p>		
<b>Observations</b>	No issues were noted.		
<b>Questioned Costs</b>	None	<b>Recoveries</b>	N/A
<b>Conclusion</b>	The objectives of the audit of the expenses of the Office of the President for Tennessee State University for the fiscal year July 1, 2017 through June 30, 2018 were achieved. The audit revealed no significant statutory or policy violations, material omissions from the expense reports or deficiencies in internal controls. The supplemental schedules included with this report fairly represent the expenses of the president’s office.		
<b>Restriction on Use of Report</b>	<i>This report is intended solely for the internal use of the Tennessee State University Board of Trustees and Tennessee State University. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be approved by the TSU Audit Committee and Tennessee State University Office of Internal Audit, and handled in accordance with institutional policies; however, this report is a matter of public record.</i>		

**Tennessee State University**  
**Schedule A- Travel Expenses for the President**  
**For the Period July 1, 2017 to June 30, 2018**

<b>Description</b>	<i>President's Budgetary Accounts</i>			<b>Total</b>
	<b>Institutional</b>	<b>Foundation</b>	<b>External Sources</b>	
Registration for APLU Annual Meeting	\$ 400	-	-	\$ 400
<b>Total Travel Expenses for the President</b>	<b>\$ 400</b>	<b>-</b>	<b>-</b>	<b>\$ 400</b>

**Tennessee State University**  
**Schedule B- Business Meals & Hospitality for the President**  
**For the Period July 1, 2017 to June 30, 2018**

<b>Description</b>	<i>President's Budgetary Accounts</i>			<b>Total</b>
	<b>Institutional</b>	<b>Foundation</b>	<b>External Sources</b>	
Aramark (President's Hospitality Account 2017-2018)	\$ -	\$ -	\$ 41,663	\$ 41,663
Reimbursement to Executive Assistant to the President for food items	-	63	-	63
Levy Restaurant at Nissan Stadium (Catering for suites -Tennessee Titans football games)	-	8,181	-	8,181
Aramark (University Holiday Celebration)	-	14,107	-	14,107
Levy Restaurant at Nissan Stadium (Catering for suites -Tennessee State University football games)	26,291	-	-	26,291
Reimbursement to President for Cabinet meeting meal	206	-	-	206
Catering for spring recruitment event in Memphis, TN	1,951	-	-	1,951
<b>Total Business &amp; Meals &amp; Hospitality Expenses</b>	<b>\$ 28,448</b>	<b>\$ 22,351</b>	<b>\$ 41,663</b>	<b>\$ 92,462</b>

**Tennessee State University**  
**Schedule C - Other Expenses for the President**  
**For the Period July 1, 2017 to June 30, 2018**

<b>Description</b>	<i>President's Budgetary Accounts</i>		<b>Total</b>
	<b>Institutional</b>	<b>Foundation</b>	
Holmes Pest Control (Pest control services for the President's home)	\$ 1,430 *	\$ -	\$ 1,430
Tycos Integrated Security (Quarterly Billing for security system at President's home)	1,320 *	-	1,320
Tycos Integrated Security (Repair lines for security system at President's home)	373 *	-	373
J Co. Lawn Care (Christmas lights and installation at President's home)	9,745 *	-	9,745
Travel Expenses for the former VP for Administration	1,174	-	1,174
Conference registration for the Executive Assistant to the President	125	-	125
Nashville Glass Company (furnish and install tempered glass unit)	661 *	-	661
Solar Insulation, Inc. (Repair Window Pane Film)	185 *	-	185
Reimbursement to computer lab technician for purchase of printer	270	-	270
Workman Company (carpet repair)	150 *	-	150
Travel reimbursement for the Chief of Staff	805	-	805
Bradford Hardwood Floors LLC (screen and coat floors)	853 *	-	853
Miscellaneous supplies for President's home	172 *	-	172
Joy's Flowers (Funeral sprays for several deceased individuals)	-	505	505
Rebel Hill Florist (Funeral spray for deceased individual)	-	148	148
Nashville Area Chamber of Commerce (membership fee for President)	-	5,000	5,000
Vast Resources (TSU power banks)	-	4,380	4,380
<b>Total Other Expenses for the President</b>	<b>\$ 17,263</b>	<b>\$ 10,033</b>	<b>\$ 27,296</b>

\* Expense for the President's home

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: November 15, 2018

ITEM: Review of the External Quality Assessment Report

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

Standard 1312, *External Assessments*, issued by the Institute of Internal Auditors, states that “External assessments must be completed at least every five years by a qualified, independent assessor or assessment team from outside the organization.” The external assessment may be accomplished through a full external assessment, or a self-assessment with independent external validation. The Tennessee State University Department of Internal Audit performed a self-assessment. An assessment team from Kraft CPAs performed an independent validation of our self-assessment. The report issued as a result of the self-assessment and independent validation will be discussed.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: November 15, 2018

ITEM: Executive Session - Discussion of Litigation and other Items  
Deemed Confidential under State Law

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole



**Tennessee State University  
Board of Trustees**



**FINANCE AND  
BUDGET  
COMMITTEE  
REPORT**

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

9 a.m. CST  
Thursday, November 15, 2018

Tennessee State University – Main Campus  
McWherter Administration Building,  
President’s Conference Room  
3500 John A. Merritt Blvd. Nashville, TN 37209

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the September 20, 2018, Finance and Budget Committee Meeting Minutes
- IV. Approval of the Institutional Revised Budget
- V. Authorization to Execute Notice of Intent for TSU to Sever from the Tennessee Board of Regents on Capital Management Function
- VI. Report on Enrollment, Student Recruitment and Marketing Plan
- VII. Report on the TSU Foundation’s Scholarship Funding

**Tennessee State University  
Board of Trustees**



**Approval of the  
September 20, 2018,  
Finance and Budget  
Committee  
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 15, 2018

ITEM: Approval of the September 20, 2018, Finance and Budget Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

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

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

**Tennessee State University Board of Trustees  
Finance and Budget Committee Meeting. September 20, 2018  
Tennessee State University. 3500 John A. Merritt Blvd. Nashville, Tennessee 37209  
McWherter Administration Building  
President's Conference Room**

**MINUTES**

**Committee Members Present:** Stephen Corbeil, Bill Freeman, and Dr. Richard Lewis

**Other Board Members Present:** Joseph W. Walker, III, Dr. Deborah Cole, Dr. Edith Peterson Mitchell, Obie McKenzie, Dr. Ali Sekmen, and Braxton Simpson.

**University Staff Present:** President Glenda Glover; Mr. Laurence Pendleton, General Counsel and Board Secretary; Dr. Curtis Johnson, Chief of Staff; Dr. John Cade, Vice President for Enrollment; Ms. Cynthia Brooks; Horace Chase, Vice President for Business and Finance; Dr. Lesia Crumpton-Young, Vice President for Research and Sponsored Programs, and Tamika Parker, Executive Assistant to the General Counsel.

**Guests Present:** Lauren Collier, Tennessee Higher Education Commission, and Brittany Mosely, HBCU Success.

**I. CALL TO ORDER**

Trustee Corbeil called the meeting to order at 9:05 a.m. and welcomed all attendees.

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

Board Secretary Pendleton called the roll at the committee chair's request. Trustee Corbeil, Trustee Freeman, and Trustee Lewis were present. Secretary Pendleton announced the presence of a quorum.

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

Trustee Corbeil proceeded to the approval of the June 21, 2018, Finance and Budget Committee meeting minutes, as included in the September 20, 2018, board materials. Trustee Corbeil moved to recommend to the full Board the approval of the Finance and Budget Committee minutes. Trustee Freeman seconded the motion, which carried unanimously.

**IV. REPORT: FORMAL INTRODUCTION OF NEWLY APPOINTED VICE PRESIDENT FOR BUSINESS AND FINANCE**

President Glover asked Cynthia Brooks to present the report on the newly appointed Vice President for Business and Finance. Trustee Corbeil and all the attendees welcomed Mr. Chase to the TSU family.

## **V. REPORT: BUDGET UPDATE**

President Glover designated Cynthia Brooks and Vice President Chase to present the report for this item.

Ms. Brooks reported that the institution will present the revised October budget to the board at the November 15, 2018, Board meeting reflecting the revenue figures and other budgetary adjustments.

Trustee Corbeil stated that the administration must plan to adjust expenditures if the anticipated reduced revenues are realized.

Trustee Freeman asked about the reduced budget and for enrollment numbers. President Glover informed attendees that enrollment numbers would be discussed in the next agenda item.

Trustee Lewis asked for projections for the November 15, 2018 meeting for budget and expenditures. Ms. Brooks and V.P. Chase asked for more time. Ms. Brooks commented that the budget was cut by \$5 million, enrollment is about 2/3 of the yearly average, and state appropriations will also affect revenue projections.

Trustee Corbeil stated that the university has the ability to cut expenses to adjust to the \$5 million cut in the budget and that the university can act only on projected revenue.

President Glover state that no faculty cuts are planned. Every position the Chairs and Deans requested was granted. President Glover continued to clarify that auxiliary costs like cell phones and vehicle allowances will be open to cuts if necessary. She confirmed that faculty and staff were informed about enrollment issues and the possible related impact on the budget at the faculty/staff institute.

## **VI. REPORT ON ENROLLMENT**

President Glover designated Dr. John Cade to present the report for this item.

Dr. Cade referred attendees to the Enrollment Management and Student Support Services report dated September 12, 2018. The report shows that 6,073 students were admitted for the fall semester 2018, of which 4,723 were freshmen. The Fall FTE or full time equivalent student head count is 5,578.67, reflecting a 9.2% reduction in enrollment as compared to FY 2016-17.

Dr. Cade commented that he identified three factors that contributed to the reduced enrollment numbers: recruitment, enrollment, and retention. He noted that the university needs to ensure projections and acknowledge the effect the change in admission standards has on enrollment. The university lost over one thousand students due to performance in the nursing program as compared to FY 2017-18. The university lost over 280 nursing students and admitted over 900 fewer freshmen due to the higher admission standards. On an average five year cycle, we gain

approximately four thousand new students a year.

Dr. Cade explained that in his opinion, TSU's retention is a serious issue and analogized it as a water bucket with a hole in the bottom. Dr. Cade also highlighted the effect of TN Connect and TN Promise on TSU's enrollment. Finally, Dr. Cade noted that the lack of merit based scholarships contributed to reduced enrollment.

President Glover reported that the administration is certain of factors that contributed to reduced enrollment. While the nursing program contributed to the reduction in enrollment, it was not a significant factor. President Glover commented that over 2,000 students did not return to campus because they had unpaid balances and were prevented from re-enrolling.

President Glover acknowledged Alpha Kappa Alpha Sorority for contributing over \$100,000, the Thurgood Marshall Foundation for providing scholarships to 46 students, and USDA for providing \$500,000 in scholarships to students, which prevented further reductions in enrollment numbers.

Trustee Sekmen recounted a discussion he had with President Glover about a plan to recruit students from local magnet high schools including Martin Luther King (MLK) and Hume Fogg. The goal of the plan is to attract local students that tend to enroll in other local universities including MTSU and Austin Peay. Trustee Sekmen asked if there is a way to reserve full scholarships for higher achieving students and to grant them on-the-spot conditional admission.

President Glover mentioned that she and Jackie Mitchell signed a memorandum of understanding with Nashville State Community College to work in tandem to promote TSU to graduates of Nashville State. President Glover also noted that a team from TSU visited Whitehaven high school and other high schools in the area as the first step in a comprehensive groundwork plan.

Trustee Corbeil supported Dr. Sekmen's comments noting that TSU's administration needs to develop scholarships for twenty to thirty local high performing students to recruit them to TSU.

Trustee Mitchell agreed with Trustee Sekmen's comments as well and added that we might leverage TSU's alumni, especially those who are members of fraternities and sororities, to help recruit high performing students local to them.

President Glover mentioned that the administration has considered a "Celebrity Mentor" program that would pair well known TSU alumni with high performing local students to support recruitment.

Dr. Cade noted that the Scholar Rate, Scholar Rate +, and the 250-mile Radius merit scholarships have been positive. Dr. Cade requested the board consider lowering the out-of-state tuition rates to the in-state rate.

Chair Walker requested more information on the marketing strategies TSU uses to attract students and suggested that an Internet based plan designed to appeal to potential students through their cell phones. Trustee Simpson concurred.

Trustee Freeman stated that this is the third year, as he recalls, of declining enrollment. Trustee Freeman asked for more information to explain the decline. He noted that MTSU is the largest university in the state and asked what their board and administration are doing to attract and retain their “customers.” Trustee Freeman emphasized that we cannot “sweep this under the rug,” as an alarm is going off. He noted that this year’s attrition is double the losses from the previous year, which he characterized as a, “big deal,” and ended with a request that the administration submit to the board a plan to stop and correct the declining enrollment.

President Glover responded that the decline in enrollment was an anticipated effect of the strategic plan where higher performing students were targeted because of their ability to progress through the university and graduate. She noted that over 900 students did not return to the university because they did not have the grades to progress. President Glover noted that lack of funding was also a major contributor to the declining enrollment.

Trustee Corbeil asked the administration to specify the plan and detail what it means to go after better students and what the plan will cost the university. He asked the administration to detail the marketing strategy, outline the roles the faculty and staff will play, and project future enrollment, retention and revenue generated as a result of implementation of the plan. He also asked for the administration to develop an enrollment plan as part of its efforts.

Trustee Mitchell asked if bridge courses could be implemented to grant conditional acceptance to the approximate one-thousand students who were not admitted to help them attain the necessary skills and knowledge that would qualify them for admittance. She asked that the administration consider a bridge program in the future. Trustee Mitchell also commented that Moorehouse College partnered with National Geographic to produce a documentary on the college that is being used as an effective marketing tool.

## **VII. REPORT ON THE TSU FOUNDATION**

President Glover designated Dr. Lesia Crumpton-Young to present the report for this item.

Dr. Crumpton-Young informed the attendees that the strategic planning stage was completed and that the focus was on the Comprehensive Campaign and alumni giving. The campaign is entitled “We Are One.” Goldman Sachs was retained to manage the endowment. She noted that she needs additional staff to work on the foundation.

Dr. Crumpton-Young stated that giving doubled as compared to 2014, although most of the giving was designated for scholarships and restricted programs. 5.36% of the alumni pool gave as compared to 1.5% in 2014.

Dr. Crumpton-Young covered the 3-to-1 program, which “meets 3 needs in one check.” Planned gifts totaled \$2 million while \$10 million is required. She noted that a major gift is defined as a gift of \$25,000 minimum and noted that two board of trustees gave major gifts in FY2018-19. The fair market value of the endowment exceeds \$60 million. Just over \$13 million of the



endowment is restricted net assets. The monthly operating expenses are just over \$81,000 per month while the operating income is just over \$371,000.

Trustee Lewis extolled the importance of scholarships as a tool to retain students and stave off attrition. He asked how much money the foundation has transferred to the university over the previous ten years for scholarships. Trustee Lewis asked that a joint Foundation/ Board of Trustees meeting be scheduled for the next board meeting to discuss foundation distributions and scholarships as opposed to reinvesting. Trustee Lewis stated that the foundation board members need to be reminded of the underlying purpose of the foundation and suggested that the foundation board members may have deviated from their purpose, which is to raise revenue to fund scholarships and help students. Trustee Lewis informed attendees of actions past TSU presidents took to retain students. Trustee Lewis requested that the Board of Trustees contact the TSU Foundation Board and request a one-time \$10 million transfer from the TSU Foundation to the university. Trustee Lewis stated that the President needs the board's help.

Trustee Freeman applauded Trustee Lewis for his points and candor. He then asked what options exist if criteria for restricted funds for scholarships are not met. Dr. Crumpton-Young responded that Research and Planned Giving representatives go back and ask donors to lift or revise some of the restrictions with memoranda of understanding. Foundation best practices were reviewed.

Trustee Corbeil commented that trustees need to provide contacts to the administration to secure donations in fulfillment of their charge as board members.

Trustee Cole commented that the board needs to focus on the one-time \$10 million transfer from the foundation to the university and not only convince the foundation of their purpose but remind them of it. Trustee Cole also suggested connecting with Tennessee banks to secure scholarships.

Chair Walker stated that he planned to move during the full board meeting to add this item to the agenda for the next board meeting.

Trustee Lewis reiterated that securing scholarships for students was heavy on his heart.

## **VIII. REPORT ON THE CUMBERLAND PROJECT**

President Glover designated Dr. Lesia Crumpton-Young to present the report for this item.

Dr. Crumpton-Young referred attendees to the report materials and summarized that the Cumberland Shores project is planned development for 128 acres of TSU land along the Cumberland River. The intent of the planning phases is to develop a plan to best benefit TSI.

Trustee McKenzie asked what firm was designated to produce the highest and best use plan.

Dr. Crumpton-Young confirmed that MKSK did the analysis in the early part of 2018 and verified that MKSK are master planners only and do not do construction.

Trustee McKenzie asked if any African American firms were considered.

Trustee Lewis responded that we have one of the best real estate experts in Nashville on the Board of Trustees. (Bill Freeman)

Dr. Crumpton-Young commented that thus far, the proposal is to utilize ground leases, but that TSU will continue to own the land.

Trustee Corbeil inquired about the process for making recommendations related to and reviewing the development package. He suggested the formation of a working group to evaluate the Cumberland Shores development project.

Trustee Freeman commented that he believed that a plan based on leasing land to be developed and managed by others would eliminate 90% of the interested developers. He then suggested that the plan be modified to allow the consideration of the sale of parts of the land.

Trustee Lewis state that the State of Tennessee has to give permission for the sale of the land and asked whether the proceeds will be transferred to the foundation or the university's ledgers.

Trustee Mitchell suggested that consideration be given to developing a research program on the land focused on environmental engineering programs on protected water fowl and other aquatic life in conformance with TSU's mission.

Trustee Corbeil moved to adjourn the meeting. Trustee Freeman seconded the motion. The motion carried and the meeting was adjourned at 10:34 a.m.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 15, 2018

ITEM: Approval of the Institutional Revised Budget

RECOMMENDED ACTION: Approval- Roll Call Vote

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

**Background Information:**

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

Under the Budget Control policy, the first budget – the original budget - for each fiscal year is known as the *Proposed Budget* and is prepared in the spring of each year. This budget is based on the level of state funds recommended in the Governor’s proposed budget as well as early estimates of factors such as enrollment growth, research activities, and availability of federal funds.

The *Proposed Budget* is normally submitted to the Board for approval at the late Summer/early fall Board meeting. The Proposed Budget was presented to the Board’s Finance and Budget Committee and reported to the Board at the June 21, 2018, meeting.

The second budget – the *Revised Budget* - is prepared in the fall of each year and is normally submitted to the Board for approval at the Winter Board meeting.

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

The purpose of this agenda item is to consider for approval the *Revised Budget* for Fiscal Year 2018-19. The Revised Budget includes a \$15.3 million downward adjustment (from \$132.7 million to 117.4 million) to the unrestricted revenues reflected in the July Proposed Budget. Of the \$15.3 million adjustment, \$13.3 million represents an adjustment to projections of tuition revenue, with the remaining adjustment in the following areas: \$575k of non-mandatory fees, \$577k of State Appropriations, \$400k of Athletic fee revenue, and \$50k of other revenue.

The institution has developed a plan to reduce costs to be in line with the revised budget. This plan includes freezing positions, reducing operational costs, reducing costs in service related areas, achieving savings from contractual arrangements, as well as implementing reductions in other areas. University administrators will address the plan at the Finance and Budget Committee and the plan will be reflected in the Revised Budget.

Additionally, the institution is reviewing a long-term cost-reduction plan related to its finances, including retaining a consultant to evaluate its organizational structure and staffing. The institution is also evaluating revenue enhancing measures, including increasing revenues through our auxiliary services and increases in enrollment.

**MOTION: To approve the Institutional Revised Budget, as contained in the Board materials for the Board’s November 15, 2018, meeting.**

**TENNESSEE STATE UNIVERSITY**  
**SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED**

	Actual 2017-18	July 1 Budget 2018-19	October 31 Budget 2018-19	Percent Change Over Actual
<b>Unrestricted Current Fund Balances at Beginning of Period:</b>				
0505 Allocation for Encumbrances	5,076,808	3,100,000	5,076,800	0.00%
0510 Allocation for Working Capital	2,910,011	2,124,000	2,910,000	0.00%
0515 Special Allocations	6,168,289	5,520,600	6,168,300	0.00%
0520 Unallocated Balance	(1,737,156)	-	(1,737,200)	0.00%
<b>Total Balances</b>	<b>12,417,952</b>	<b>10,744,600</b>	<b>12,417,900</b>	<b>0.00%</b>
<b>Revenues</b>				
<b>A. Educational and General</b>				
1005 Tuition and Fees	79,274,325	85,852,000	71,574,500	-9.71%
1015 State Appropriations	35,881,200	37,984,400	37,406,800	4.25%
1025 Federal Grants and Contracts	2,627,563	2,500,000	2,500,000	-4.85%
1030 State Grants and Contracts	7,745	33,000	33,000	326.08%
1035 Local Gifts, Grants and Contracts	-	-	-	0.00%
1040 Private Gifts, Grants and Contracts	69,952	47,000	47,000	-32.81%
1045 Foundation Gifts	25,000	-	-	
1050 Sales & Services of Educ. Depts.	122,102	139,300	124,300	1.80%
1055 Sales & Services of Other Activities	5,356,851	5,406,700	4,705,100	-12.17%
1060 Other Sources	830,217	730,000	730,000	-12.07%
<b>Total Educ. &amp; General</b>	<b>124,194,955</b>	<b>132,692,400</b>	<b>117,120,700</b>	<b>-5.70%</b>
<b>B. Sales/Svs Aux Enterprises</b>				
1505 B. Sales/Svs Aux Enterprises	26,402,972	27,099,800	26,225,900	-0.67%
<b>Total Revenues</b>	<b>150,597,927</b>	<b>159,792,200</b>	<b>143,346,600</b>	<b>-4.82%</b>

**TENNESSEE STATE UNIVERSITY**

**SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED**

	Actual 2017-2018	July 1 Budget 2018-19	October 31 Budget 2018-19	Percent Change Over Actual
<b>Expenditures</b>				
<b>A. Education &amp; General Expenditures</b>				
2000 Instruction	58,140,095	60,078,700	58,458,600	0.55%
2500 Research	2,558,107	2,579,400	2,264,200	-11.49%
3000 Public Service	1,342,606	1,441,000	1,413,600	5.29%
3500 Academic Support	9,620,447	11,180,100	10,191,300	5.93%
4000 Student Services	16,296,305	17,467,900	16,815,700	3.19%
4500 Institutional Support	13,181,330	12,651,500	13,153,700	-0.21%
5000 Operation & Maint. of Plant	17,304,497	16,448,300	15,944,900	-7.86%
5500 Scholarships & Fellowships	10,422,591	8,682,200	6,542,100	-37.23%
Educ. & Gen. Expenditures	128,865,978	130,529,100	124,784,100	-3.17%
<b>Mandatory Transfers</b>				
6005 Principal & Interest	2,345,364	1,440,900	1,440,900	-38.56%
Total Mandatory Transfers	2,345,364	1,440,900	1,440,900	-38.56%
<b>Non-Mandatory Transfers for:</b>				
6505 Transfers to Unexpended Plant Fund	-	-	-	0.00%
6507 Transfers to Renewal and Replacement	110,000	-	-	-100.00%
6510 Other Transfers	1,063,601	-	(9,300,000)	-974.39%
Total Non-Mandatory Transfers	1,173,601	-	(9,300,000)	-892.43%
Total Education and General	132,384,943	131,970,000	116,925,000	-11.68%

TENNESSEE STATE UNIVERSITY

SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

	Actual 2017-18	July 1 Budget 2018-19	October 31 Budget 2018-19	Percent Change Over Actual
<b>B. Auxiliary Enterprises Expenditures</b>				
7005 Auxiliary Enterprises Expenditures	22,811,233	24,228,400	23,482,300	2.94%
<b>Mandatory Transfers for:</b>				
7505 Principal and Interest	1,736,811	1,783,200	1,783,200	2.67%
Total Mandatory Transfers	1,736,811	1,783,200	1,783,200	2.67%
<b>Non-Mandatory Transfers for:</b>				
8005 Transfers to Unexpended Plant Fund	494,828	108,200	9,100	-98.16%
8007 Transfers to Renewal and Replacement	1,360,100	980,000	951,300	-30.06%
Total Non-Mandatory Transfers	1,854,928	1,088,200	960,400	-48.22%
Total Auxiliary Enterprises	26,402,972	27,099,800	26,225,900	-0.67%
Total Expenditures & Transfers	158,787,915	159,069,800	143,150,900	-9.85%
<b>Unrestricted Current Fund Balances at End of Period:</b>				
8505 Allocation for Encumbrances	5,076,808	3,632,800	4,436,800	-12.61%
8510 Allocation for Working Capital	2,910,011	2,230,300	2,718,800	-6.57%
8515 Special Allocations	6,168,289	5,603,900	5,458,000	-11.52%
8520 Unallocated Balance	(1,737,156)	-	-	-100.00%
Total Balances	12,417,952	11,467,000	12,613,600	1.58%
VARIANCE	(8,189,988)	0	0	

## SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

	Actual 2017-18	July Budget 2018-19	October Budget 2018-19
<b>Unrestricted Current Fund Balances at Beginning of Period:</b>			
0505 Allocation for Encumbrances	68,807	69,200	69,200
0510 Allocation for Working Capital	40,000	40,000	40,000
0515 Special Allocations	17,835	18,200	24,300
0520 Unallocated Balance	605,853	-	545,100
	<u>732,495</u>	<u>127,400</u>	<u>678,600</u>
Total Balances			
<b>Revenues</b>			
<b>A. Educational and General</b>			
1015 State Appropriations	608,200	619,000	619,400
	<u>608,200</u>	<u>619,000</u>	<u>619,400</u>
Total Revenues			
<b>Expenditures</b>			
<b>A. Education &amp; General Expenditures</b>			
2500 Research	662,070	611,300	1,159,700
Educ. & Gen. Expenditures	<u>662,070</u>	<u>611,300</u>	<u>1,159,700</u>
<b>Mandatory Transfers</b>			
6005 Principal & Interest	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Mandatory Transfers			
<b>Non-Mandatory Transfers for:</b>			
6505 Transfers to Unexpended Plant Fund	-	-	-
6507 Transfers to Renewal and Replacement	-	-	-
6510 Other Transfers	-	-	-
6511 Transfers from Unexpended Plant Fund	-	-	-
6512 Transfers from Renewal and Replacement	-	-	-
6515 Transfers from Other Funds	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Non-Mandatory Transfers	-	-	-
Total Education and General	<u>662,070</u>	<u>611,300</u>	<u>1,159,700</u>
Total Expenditures & Transfers	<u>662,070</u>	<u>611,300</u>	<u>1,159,700</u>
8405 Prior Period Adjustments	-	-	-
<b>Unrestricted Current Fund Balances at End of Period:</b>			
8505 Allocation for Encumbrances	69,200	70,300	73,500
8510 Allocation for Working Capital	40,000	40,000	40,000
8515 Special Allocations	24,328	24,800	24,800
8520 Unallocated Balance	545,097	-	-
	<u>678,625</u>	<u>135,100</u>	<u>138,300</u>
Total Balances			



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

	Actual 2017-18	July Budget 2018-19	October Budget 2018-19
<b>Unrestricted Current Fund Balances at Beginning of Period:</b>			
0505 Allocation for Encumbrances	314,043	317,300	315,400
0510 Allocation for Working Capital	100,000	100,000	100,000
0515 Special Allocations	103,704	106,300	106,300
0520 Unallocated Balance	1,891,136	-	2,022,900
	<u>2,408,883</u>	<u>523,600</u>	<u>2,544,600</u>
<b>Total Balances</b>			
<b>Revenues</b>			
<b>A. Educational and General</b>			
1015 State Appropriations	3,541,700	3,607,200	3,613,700
	<u>3,541,700</u>	<u>3,607,200</u>	<u>3,613,700</u>
<b>Total Revenues</b>			
<b>Expenditures</b>			
<b>A. Education &amp; General Expenditures</b>			
2500 Research	3,406,075	3,603,900	5,634,700
	<u>3,406,075</u>	<u>3,603,900</u>	<u>5,634,700</u>
<b>Total Education and General</b>			
<b>Mandatory Transfers</b>			
6005 Principal & Interest	-	-	-
6010 Renewals & Replacements	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Mandatory Transfers</b>			
<b>Non-Mandatory Transfers for:</b>			
6505 Transfers to Unexpended Plant Fund	-	-	-
6507 Transfers to Renewal and Replacement	-	-	-
6510 Other Transfers	-	-	-
6511 Transfers from Unexpended Plant Fund	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Non-Mandatory Transfers</b>			
Total Education and General	<u>3,406,075</u>	<u>3,603,900</u>	<u>5,634,700</u>
	<u>3,406,075</u>	<u>3,603,900</u>	<u>5,634,700</u>
<b>Total Expenditures &amp; Transfers</b>			
8405 Prior Period Adjustments	-	-	-
<b>Unrestricted Current Fund Balances at End of Period:</b>			
8505 Allocation for Encumbrances	315,400	318,700	317,300
8510 Allocation for Working Capital	100,000	100,000	100,000
8515 Special Allocations	106,251	108,200	106,300
8520 Unallocated Balance	2,022,857	-	-
	<u>2,544,508</u>	<u>526,900</u>	<u>523,600</u>
<b>Total Balances</b>			

## SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

	Actual 2017-18	July Budget 2018-19	October Budget 2018-19
<b>Unrestricted Current Fund Balances at Beginning of Period:</b>			
0505 Allocation for Encumbrances	305,440	307,300	305,400
0510 Allocation for Working Capital	150,000	150,000	150,000
0515 Special Allocations	99,609	107,100	105,300
0520 Unallocated Balance	3,416,521	-	2,729,700
Total Balances	3,971,570	564,400	3,290,400
<b>Revenues</b>			
<b>A. Educational and General</b>			
1015 State Appropriations	3,510,100	3,605,100	3,610,200
Total Revenues	3,510,100	3,605,100	3,610,200
<b>Expenditures</b>			
<b>A. Education &amp; General Expenditures</b>			
3000 Public Service	4,191,262	3,602,900	6,331,000
Educ. & Gen. Expenditures	4,191,262	3,602,900	6,331,000
<b>Mandatory Transfers</b>			
6005 Principal & Interest	-	-	-
6010 Renewals & Replacements	-	-	-
Total Mandatory Transfers	-	-	-
<b>Non-Mandatory Transfers for:</b>			
6505 Transfers to Unexpended Plant Fund	-	-	-
6507 Transfers to Renewal and Replacement	-	-	-
6510 Other Transfers	-	-	-
6511 Transfers from Unexpended Plant Fund	-	-	-
Total Non-Mandatory Transfers	-	-	-
Total Education and General	4,191,262	3,602,900	6,331,000
Total Expenditures & Transfers	4,191,262	3,602,900	6,331,000
8405 Prior Period Adjustments	-	-	-
<b>Unrestricted Current Fund Balances at End of Period:</b>			
8505 Allocation for Encumbrances	305,440	308,400	311,300
8510 Allocation for Working Capital	150,000	150,000	150,000
8515 Special Allocations	105,300	108,200	108,300
8520 Unallocated Balance	2,729,668	-	-
Total Balances	3,290,408	566,600	569,600

## TENNESSEE STATE UNIVERSITY FORESTRY

## SUMMARY OF UNRESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED

	Actual 2017-18	July Budget 2018-19	October Budget 2018-19
<b>Unrestricted Current Fund Balances at Beginning of Period:</b>			
0505 Allocation for Encumbrances	8,174	8,300	8,200
0515 Special Allocations	5,682	6,300	5,700
0520 Unallocated Balance	660,375	-	691,200
Total Balances	674,231	14,600	705,100
<b>Revenues</b>			
<b>A. Educational and General</b>			
1015 State Appropriations	193,300	196,100	196,200
Total Revenues	193,300	196,100	196,200
<b>Expenditures</b>			
<b>A. Education &amp; General Expenditures</b>			
2500 Research	162,506	195,300	887,100
Educ. & Gen. Expenditures	162,506	195,300	887,100
Total Education and General	162,506	195,300	887,100
Total Expenditures & Transfers	162,506	195,300	887,100
8405 Prior Period Adjustments	-	-	-
<b>Unrestricted Current Fund Balances at End of Period:</b>			
8505 Allocation for Encumbrances	8,200	9,000	8,300
8515 Special Allocations	5,656	6,400	5,900
8520 Unallocated Balance	691,169	-	-
Total Balances	705,025	15,400	14,200

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 15, 2018

ITEM: Authorization to Execute Notice of Intent for TSU to Sever from the Tennessee Board of Regents on Capital Management function

RECOMMENDED ACTION: Approval

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

Under the FOCUS Act, effective April 13, 2017, the six locally-governed institutions (LGIs) that were formerly a part of the Tennessee Board of Regents severed from the TBR in all areas except three: (1) procurement; (2) capital project planning and management; and (3) data systems.

With respect to the aforementioned functions, TSU, as well as the other locally governed former TBR universities, must apply to, and receive approval from, the Tennessee Higher Education Commission (THEC) in order to assume the performance of the above-referenced functions.

THEC issued guidance to the institutions to inform them about the conditions and requirements to sever from the TBR in the three respective functional areas.

Per the FOCUS Act and THEC guidance, TSU may sever from the TBR for the purpose of capital project planning and management, subject to THEC's approval.

**PROCUREMENT**

At the November 16, 2017 Board of Trustees meeting, the Board granted the President authority to notify THEC of the university's plan to sever from TBR procurement effective July 1, 2018. The procurement office and the General Counsel's office worked diligently to meet all THEC requirements and conditions for independence, and severance was approved at the THEC meeting on May 17, 2018.

## **CAPITAL**

The University's facilities staff members have been participating in the capital severance training offered by THEC. TSU initially contemplated severing from the TBR on the capital management function at the June 18, 2018, Board meeting. However, the University decided to move its severance to a later date, due to vacancies in key positions (such as the Assistant Vice President of Facilities Management, the Director of Capital Initiatives, and the Vice President for Business and Finance) related to capital management.

TSU has now hired a Vice President for Business and Finance; the Assistant Vice President of Facilities Management position has been posted with a plan to hire within the next few months. The Vice President for Business and Finance is in ongoing communications with THEC staff regarding appropriate steps for severance; and TSU facilities staff have been participating in the appropriate capital severance training.

Tennessee State University is required to inform THEC in writing six months prior its intent to sever from TBR. The university wishes to notify THEC by no later than December 15, 2018, of its plan to sever from TBR on the capital project planning and management function as early as July 1, 2019, with the understanding that the severance process may extend beyond July 1, 2019, if necessary.

## **DATA**

None of the LGIs has started the process of severing from TBR in the area of data systems, and THEC has not yet provided any instructions for severing in this area. Therefore, TSU has no plans, at this time, to sever from the TBR in the data systems area.

**MOTION: To authorize the President to Execute a Notice of Intent to Sever from the Tennessee Board of Regents on the capital management function as early as July 1, 2019, as contained in the Board materials for the Board's November 15, 2018, meeting.**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 15, 2018

ITEM: Report on Enrollment, Student Recruitment, and  
Marketing Plan

RECOMMENDED ACTION: None

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

President Glover and her designees will present a report on this item at the Finance and Budget Committee meeting.

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 15, 2018  
ITEM: Report on the TSU Foundation's Scholarship Funding  
RECOMMENDED ACTION: None  
PRESENTED BY: Chair of Finance and Budget Committee, Trustee Stephen Corbeil

The materials for this information item are attached.

**Tennessee State University Foundation**  
**Unaudited Statement of Funds Net Position**  
**June 30, 2018**

**NET POSITION**

Restricted for

Nonexpendable:

Scholarships and fellowships	\$	8,419,118.00
Research		802,015.00
Instructional department uses		915,395.00
Other		46,631,382.00

Expendable:

Scholarships and fellowships	2,504,371.00
Research	228,976.00
Institutional department uses	642,010.00
Other	1,284,299.89

Unrestricted	508,811.02
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Total Net Position	<u>\$ 61,936,377.91</u>
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**TSU FOUNDATION**  
**Scholarship Disbursements FY 18 and FY 19 as of 10/22/2018**

<b>FUND</b>	<b>FY18</b>	<b>FY19 (as of 10-22-2018)</b>
A. B Jones & R. Bradshaw Scholarship (Endowed)	\$15,000.00	\$7,500.00
ACS-HACH Schlarship	\$10,000.00	\$5,000.00
Ada Jackson Scholarship	\$2,000.00	\$750.00
Aladdin Scholarship (Endowed)	\$6,644.00	\$2,000.00
Alfred and Rosa Coleman Scholarship (Endowed)	\$10,000.00	\$6,000.00
Alfred Gordon Engineering Scholarship (Endowed)	\$1,000.00	\$1,000.00
Alger Boswell Scholarship (Endowed)	\$500.00	\$500.00
Alonzo Moody Memorial Book Scholarship	\$500.00	\$0.00
Alpha Phi Alpha Tau Lambda (Endowed)	\$0.00	\$500.00
Alpha Psi--AKA Scholarship	\$500.00	\$250.00
Alpha Theta Network Restricted Sch	\$2,000.00	\$0.00
Alpha Theta Network Sch. (Endowed)	\$4,000.00	\$3,000.00
Alphonso Sherman Scholarship (Endowed)	\$500.00	\$0.00
Alumni Majorette Sophisticated Legacies Sch.	\$500.00	\$250.00
Alumni Million Dollar Challenge Sch.	\$8,500.00	\$2,500.00
Amos Otis/Sobran Sch. (Endowed)	\$4,000.00	\$1,500.00
Amos-Leon and Brenda Otis Scholarship	\$5,000.00	\$2,500.00
Antoinette Humphries Scholarship (Endowed)	\$3,000.00	\$750.00
Arthur and Era Kinnard Scholarship (Endowed)	\$1,000.00	\$500.00
Audrey Stradford Scholarship	\$650.00	\$0.00
Avon Williams Pre-Legal Sch. (Endowed)	\$1,000.00	\$0.00
Avon-Sylvia C. Coleman Scholarship (Endowed)	\$1,000.00	\$0.00
Bank of America Scholarship	\$10,000.00	\$5,000.00
Baptist Southern Heritage	\$5,000.00	\$2,500.00
Barbara J Bozeman Sch. (Endowed)	\$0.00	\$1,250.00
Ben Glo Foundation Scholarship	\$1,200.00	\$600.00
Beta Alpha PSI	\$1,000.00	\$500.00
Beta Omicron / King Pugh Sch.	\$3,100.00	\$1,500.00
Beta Omicron Alvin Marley Scholarship	\$1,000.00	\$1,500.00
Biology	\$1,000.00	\$1,250.00
Black Women In Sisterhood Scholarship (Endowed)	\$20,000.00	\$9,500.00
Booker T. Banks Scholarship	\$500.00	\$500.00
Brown Family Scholarship (Endowed)	\$1,000.00	\$0.00
Bryan Collins Scholarship	\$22,000.00	\$14,000.00
Bud (K.S.) Adams Jr. Scholarship (Endowed)	\$8,000.00	\$2,500.00
Calvin Campbell Scholarship	\$1,390.00	\$0.00
Carl & Mary Inez Crutchfield Scholarship	\$1,000.00	\$750.00
Carrie Dunn Denney Scholarship (Endowed)	\$900.00	\$150.00
Centennial Scholarship	\$10,234.00	\$0.00
Charles Dungey Scholarship (Endowed)	\$250.00	\$0.00
Charles F. Hamilton Tn. Chicago Chapter Sch. (Endowed)	\$3,000.00	\$2,500.00
Chemical Ecology Sch	\$0.00	\$5,000.00

**TSU FOUNDATION**  
**Scholarship Disbursements FY 18 and FY 19 as of 10/22/2018**

<b>FUND</b>	<b>FY18</b>	<b>FY19 (as of 10-22-2018)</b>
Chicago Alumni Chapter/Alvin Marley Sch. (Endowed)	\$4,500.00	\$2,000.00
Chicago Chapter Scholarship	\$1,000.00	\$0.00
Class of 1950 Scholarship (Endowed)	\$1,500.00	\$500.00
Class of 1966 Scholarship	\$4,000.00	\$2,000.00
Clinton Woods Scholarship (Endowed)	\$1,000.00	\$2,000.00
Clyde and Gladys Bond Sch. (Endowed)	\$500.00	\$250.00
College of Business Alumni & Friends Sch.	\$9,000.00	\$7,839.48
College of Business Alumni Advisory Board	\$3,500.00	\$0.00
College of Business-Boeing Scholarship	\$6,710.96	\$6,149.48
College of Engineering - Boeing Scholarship	\$15,000.00	\$1,375.00
College of Engineering Alumni Endowment Fund	\$12,000.00	\$6,000.00
College of Engineering Luster Emergency Fund	\$0.00	\$2,000.00
College of Liberal Arts	\$2,936.00	\$0.00
Collier Foley Brothers Keeper Sch.	\$500.00	\$500.00
Computer Science	\$2,000.00	\$0.00
CO-OP Education Book Sch.	\$1,250.00	\$3,000.00
Cooperative Ext Hall	\$0.00	\$500.00
Council of Co-Ops/College of Agriculture	\$2,236.00	\$19,959.00
Cox-Caroline Sch. (Endowed)	\$2,000.00	\$1,500.00
Criminal Justice Program	\$0.00	\$550.00
Cross the Finish Line Sch.	\$39,793.70	\$16,535.96
Crump/Hamilton Music City Links Sch. (Endowed)	\$0.00	\$1,250.00
Cynthia Howe Sch. (Endowed)	\$0.00	\$500.00
Damon and Rachel Lee Endowed (Endowed)	\$9,000.00	\$4,500.00
Delores A Harris Sch.	\$0.00	\$245.00
Dennis E Obregon Sch.	\$0.00	\$1,000.00
Dental Hygiene Academic	\$1,000.00	\$1,000.00
Detroit Alum Chapter Award (Endowed)	\$3,000.00	\$1,500.00
Detroit Alumni Chapter Book	\$0.00	\$250.00
Devaraj Vennapusa Merit Sch.	\$0.00	\$500.00
Dr. Clifford Hendrix Sch (Endowed)	\$0.00	\$1,000.00
Dr. E. F.Ferguson Chem. Merit Awd.	\$1,250.00	\$0.00
Dr. Glenda Baskin Glover Scholarship (Endowed)	\$0.00	\$11,605.00
Dr. Glover AKA 30th Int. Sch.	\$0.00	\$17,126.00
Dr. Humphries Agric/Con. Sci Sch.	\$500.00	\$250.00
Dr. Jesse James Scholarship	\$1,000.00	\$500.00
Dr. Lonnie Haynes Sch.	\$1,000.00	\$500.00
Dr. Melvin Johnson Sch.	\$1,000.00	\$0.00
Dr. Melvin N. Johnson Academic Sch.	\$7,200.00	\$0.00
Dr. Portia H. Shields Sch.	\$0.00	\$568.00
Dr. Robert J.Hudson Memorial Sch.	\$2,000.00	\$750.00
Dr. Ulysses Spiva Memorial Restricted Sch.	\$2,000.00	\$0.00

**TSU FOUNDATION**  
**Scholarship Disbursements FY 18 and FY 19 as of 10/22/2018**

<b>FUND</b>	<b>FY18</b>	<b>FY19 (as of 10-22-2018)</b>
Dr. Ulysses Spiva Memorial Sch. (Endowed)	\$0.00	\$500.00
Durrell Family Sch. Fund (Endowed)	\$1,500.00	\$375.00
E.G.& V.T. Gray Memorial Sch. (Endowed)	\$18,662.00	\$10,000.00
Eary & James White Scholarship (Endowed)	\$500.00	\$0.00
East TN Chapter Scholarship	\$1,000.00	\$500.00
Ed Wisdom Jr. Scholarship	\$1,997.00	\$1,000.00
Edna Rucker Barham Scholarship (Endowed)	\$3,000.00	\$500.00
Edward Isibor-Ebony & Ivory Sch. (Endowed)	\$1,000.00	\$1,000.00
Edward S. Temple Scholarship	\$1,000.00	\$0.00
Emerson and Annie Able Sch.	\$500.00	\$0.00
Endowment for Educational Excellence	\$283,373.00	\$103,642.00
Engineering General Sch.	\$9,000.00	\$7,500.00
Enterprise Housing Internship	\$500.00	\$0.00
Evelyn Robinson Delta Sigma Theta Sch. (Endowed)	\$1,500.00	\$500.00
FedEx Endowed Scholarship (Endowed)	\$4,000.00	\$1,500.00
Foundation General Scholarship	\$170,356.89	\$139,889.00
Foundation/Marching Band	\$132,200.75	\$0.00
Frank and Doris Henderson Sch.	\$2,000.00	\$2,000.00
Frederick Liggin Scholarship (Endowed)	\$0.00	\$250.00
Frederick S. Humphries Sch. (Endowed)	\$2,000.00	\$500.00
GCA Group Services Scholarship	\$6,250.00	\$738.00
General Motors Endowed Scholarship (Endowed)	\$10,000.00	\$3,750.00
Getahn Ward Memorial Sch (Endowed)	\$0.00	\$2,000.00
Gilliam Scholarship Fund	\$2,100.00	\$350.00
Grandville Jr. and Anna Lyons Sch.	\$1,000.00	\$466.00
Greater Gallatin Alumni Chapter Sch.	\$500.00	\$250.00
Greater Indianapolis Alumni Chapter Sch. (Endowed)	\$250.00	\$250.00
Gretchen B. Payne Scholarship	\$920.00	\$0.00
H.C. & C.M. Gentry Scholarship (Endowed)	\$7,500.00	\$0.00
Hannah Thomas Scholarship	\$19,000.00	\$4,000.00
Hazel E Welton Scholarship (Endowed)	\$1,500.00	\$1,500.00
HCA Scholars	\$0.00	\$14,756.00
HCA Special Assistance	\$52,365.00	\$1,500.00
Henderson K. Wood Scholarship	\$500.00	\$0.00
Hershey and Shirley Winrow Sch.	\$2,000.00	\$1,000.00
Honda Campus All Star Challenge	\$4,750.00	\$3,625.00
I Am A STAR Scholarship	\$1,000.00	\$500.00
Individuals Providing Positive Presence (IPPP) Sch.	\$500.00	\$250.00
Iota Phi Theta-Delta Beta Chapter Sch.	\$1,000.00	\$500.00
James Edward Seay Jr. Sch.	\$500.00	\$500.00
James Farrell Scholarship	\$3,000.00	\$500.00
James Shaw Jr. Scholarship	\$0.00	\$3,972.00

**TSU FOUNDATION**  
**Scholarship Disbursements FY 18 and FY 19 as of 10/22/2018**

<b>FUND</b>	<b>FY18</b>	<b>FY19 (as of 10-22-2018)</b>
Jean Bolejack Whitaker Sch.	\$500.00	\$0.00
Jessie P. Walker Scholarship	\$1,000.00	\$500.00
Joan C. Elliott/Hendersonville Area Links Sch. (Endowed)	\$4,000.00	\$1,500.00
Jocelyn Gardiner Memorial Sch.	\$0.00	\$225.00
Joe and Esther Crowell Sch.	\$2,500.00	\$3,750.00
John & Betty Tanner Sch. (Endowed)	\$800.00	\$0.00
Joseph L Perry Sch. (Endowed)	\$0.00	\$500.00
Julia, Dwayne & Carmen Tucker Sch. (Endowed)	\$0.00	\$450.00
Kevin and Arlene Williams Sch.	\$5,000.00	\$2,500.00
Kurdish American Sch.	\$1,000.00	\$0.00
Lawanda P Gordon Nursing Sch.	\$0.00	\$1,500.00
Lawrence & Betty Redd Sch.	\$500.00	\$0.00
Leatrice Conley Gradford Sch.	\$3,500.00	\$500.00
Lenzora & Lucille Collier Sch. (Endowed)	\$4,000.00	\$1,000.00
Leslie Drummond Sch.	\$0.00	\$251.66
Lewis R. Holland Memorial Sch.	\$1,000.00	\$500.00
Lucy Dye Scholarship (Endowed)	\$1,000.00	\$500.00
Luel Earl Dansby Scholarship (Endowed)	\$2,000.00	\$1,000.00
Luther & Mary Ida Vandross Sch.	\$0.00	\$2,500.00
Luther and Naomi Chrisp Sch. (Endowed)	\$2,000.00	\$1,000.00
Luther Wright Sr. Memorial Sch. (Endowed)	\$500.00	\$500.00
Madelyn Montgomery and Reginald Grant Sch. (Endowe	\$2,500.00	\$1,250.00
Mae Theo Massey Book Sch.	\$1,000.00	\$500.00
Margaret C Whitfield Sch. (Endowed)	\$0.00	\$250.00
Mary Freeman Sholarship (Endowed)	\$250.00	\$500.00
Mary H Greer Sch. (Endowed)	\$0.00	\$500.00
Mary Lynn Scott Thompson Scholarship	\$4,750.00	\$1,000.00
Mary Yancey Love Math Sch.	\$0.00	\$500.00
McDonnell Douglas	\$0.00	\$1,189.00
Melvin N. Johnson Scholarship	\$2,458.25	\$0.00
Memphis & Shelby County Chapter Scholarship	\$4,750.00	\$2,500.00
Mens Basketball	\$26,280.00	\$16,000.00
Merritt Family Scholarship (Endowed)	\$1,000.00	\$500.00
Metro-Nashville Air. Auth.Sch. (Endowed)	\$750.00	\$1,250.00
Miami Chapter Scholarship	\$0.00	\$1,500.00
Miller & Martin/Alfred E. Abbey Scholarship	\$7,598.80	\$2,054.00
Morella Siner Goodlow Sch. (Endowed)	\$10,000.00	\$5,000.00
Nashville Black Chamber	\$500.00	\$0.00
Nashville Chapter TSUNAA Sch.	\$13,000.00	\$3,000.00
Neil Schaffer Scholarship	\$3,000.00	\$0.00
Norma Jean Arnold Hopkins Sch.	\$0.00	\$500.00
Northeast Region TSUNAA Scholarship	\$500.00	\$0.00

**TSU FOUNDATION**  
**Scholarship Disbursements FY 18 and FY 19 as of 10/22/2018**

<b>FUND</b>	<b>FY18</b>	<b>FY19 (as of 10-22-2018)</b>
One Party One Purpose One TSU Sch.	\$0.00	\$6,000.00
Otis Floyd & Maggie Floyd Sch.	\$0.00	\$1,000.00
Pacesetters Scholarship (Endowed)	\$1,000.00	\$0.00
Paul Thompson Scholarship	\$500.00	\$500.00
Pearl Banks Elliot Sch. (Endowed)	\$3,000.00	\$1,500.00
Pearlie Casaway Scholarship (Endowed)	\$1,000.00	\$500.00
Phillip M. Trella Scholarship	\$5,000.00	\$500.00
Physics and Math Dept	\$306.00	\$0.00
President's Challenge Need Based Sch.	\$101,397.00	\$4,250.00
R Wilson Scholarship	\$0.00	\$150.00
R.H.Boyd Sch. (Endowed)	\$3,000.00	\$0.00
Ralph Boston Scholarship	\$1,500.00	\$500.00
Raymond Stratton III AOB Sch.	\$2,000.00	\$500.00
Reginald Coolmill Shareef Sch.	\$1,000.00	\$375.00
Regions Scholarship	\$20,000.00	\$0.00
RHO PSI Alumni Sch.	\$3,000.00	\$3,000.00
Rhonda Hodge Memorial Scholarship	\$3,000.00	\$1,000.00
Richard Lee Henderson Sch. (Endowed)	\$500.00	\$0.00
Robert E & Jean A Williams Sch.	\$1,000.00	\$500.00
Robert Myers Memorial Scholarship (Endowed)	\$1,000.00	\$1,000.00
S.H. Howard MBA Scholarship (Endowed)	\$700.00	\$0.00
Samuel and Gladys Abernathy Sch.	\$5,000.00	\$2,500.00
Samuel Whitmon Sch. (Endowed)	\$0.00	\$500.00
Sandra Walters Holt Sch.	\$1,000.00	\$500.00
Sandra Wills Scales Sch.	\$0.00	\$2,500.00
Senior Class Scholarship	\$1,500.00	\$1,500.00
Sharon Banks Smith Scholarship	\$1,000.00	\$1,000.00
Sondra J. Morris Crusor Sch.	\$2,500.00	\$2,500.00
South Central TN Alumni Sch.	\$1,000.00	\$500.00
Southern Heritage Classic Sch.	\$18,950.00	\$7,000.00
St. Louis Chapter Emergency Sch.	\$1,000.00	\$0.00
Staff Senate Scholarship	\$1,860.00	\$0.00
Steve Crawford Fund	\$2,750.00	\$500.00
Student Affairs Fund	\$500.00	\$0.00
Teasley Family Sch. (Endowed)	\$21,000.00	\$2,000.00
Telecounselors	\$0.00	\$16,537.00
Teran Terry Memorial Sch.	\$0.00	\$500.00
The Boyz Inc. Scholarship	\$4,000.00	\$1,000.00
The Danner Fund Scholarship	\$3,750.00	\$0.00
The Gaiter Scholars	\$1,000.00	\$500.00
The Vine Legacy Scholarship	\$1,000.00	\$3,000.00
Tiger Paw	\$17,050.00	\$9,325.72

**TSU FOUNDATION**  
**Scholarship Disbursements FY 18 and FY 19 as of 10/22/2018**

<b>FUND</b>	<b>FY18</b>	<b>FY19 (as of 10-22-2018)</b>
Title III	\$275,952.81	\$69,904.00
Tn Juvenile Court Scholarship (Endowed)	\$600.00	\$600.00
Toby Lee Prather Sch. (Endowed)	\$2,000.00	\$1,000.00
Tom Joyner Foundation Sch.	\$3,000.00	\$0.00
TSU Alumni Assoc. Cincinnati Chapter Sch.	\$1,000.00	\$1,000.00
TSU Alumni-Louisville Chapter Sch.	\$500.00	\$0.00
TSU Atlanta Chapter Sch. (Endowed)	\$1,000.00	\$500.00
TSU Chicago Alumni Scholarship (Endowed)	\$1,000.00	\$500.00
TSU -Foundation Unrestricted	\$104,641.41	\$105,391.94
TSU Foundation-Marching Band	\$10,136.25	\$0.00
TSU Nashville Chapter Scholarship (Endowed)	\$1,000.00	\$500.00
TSU National Alumni Assoc. Sch.	\$16,500.00	\$5,000.00
TSU National Alumni Assoc. Sch. (Endowed)	\$7,500.00	\$0.00
TSUAA-Houston Chapter Scholarship (Endowed)	\$750.00	\$750.00
TSU-Effie P. Coakley Scholarship (Endowed)	\$3,000.00	\$1,000.00
TSUNAA- Clarksville TN Chapter Sch.	\$0.00	\$500.00
TSUNAA Midsouth Region Sch.	\$2,500.00	\$2,500.00
Tyree J Miller Sch.	\$0.00	\$750.00
Vendolyn Stephenson Harris Scholarship (Endowed)	\$500.00	\$500.00
Vintagers Scholarship	\$82,129.00	\$36,875.00
Volkswagen of America	\$2,000.00	\$0.00
W. R. & E. Pitts Stamp-Miller Sch. (Endowed)	\$600.00	\$300.00
Washington, DC Alumni Sch. (Endowed)	\$4,000.00	\$1,000.00
Will Ann Avery Sch.	\$1,500.00	\$1,000.00
William A Kean Sch.	\$0.00	\$100.00
William J. Hale Scholarship (Endowed)	\$1,500.00	\$0.00
Willie Whitfield Jr. Memorial Scholarship (Endowed)	\$2,500.00	\$0.00
Women's Center	\$9,180.00	\$0.00
Y.Y. Clark Engineering Sch.	\$1,000.00	\$0.00
Zeta Phi Beta - Epsilon Alpha Sch.	\$0.00	\$250.00
	\$1,932,358.82	\$868,994.24

**Tennessee State University  
Board of Trustees**



**ACADEMIC AFFAIRS  
AND STUDENT AFFAIRS  
COMMITTEE REPORT**

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

10:00 a.m. CST  
Thursday, November 15, 2018

Tennessee State University – Main Campus  
McWherter Administration Building,  
President’s Conference Room  
3500 John A. Merritt Blvd. Nashville, TN 37209

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the September 20, 2018, Academic Affairs and Student Affairs Committee Meeting Minutes
- IV. Approval of an Off-Campus Academic Dual Enrollment Program Site at Knowledge Academies Charter School
- V. Report on SACSCOC Ten Year Reaffirmation Review
- VI. Report on the College of Health Sciences’ Nursing Program
- VII. Academic Affairs Report
- VIII. Student Affairs Report
- IX. Adjournment



**Tennessee State University  
Board of Trustees**



**Approval of the  
September 20, 2018,  
Academic Affairs and  
Student Affairs  
Committee Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 15, 2018

ITEM: Approval of the September 20, 2018, Academic Affairs and Student Affairs Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

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

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

**Meeting of the Tennessee State University Board of Trustees  
Academic Affairs and Student Affairs Committee Meeting  
September 20, 2018  
Tennessee State University – Main Campus –  
McWherter Administration Building. President’s Conference Room  
3500 John A. Merritt Blvd., Nashville, Tennessee 37209**

**MINUTES**

**Committee Members Present:** Trustees Pam Martin, Richard Lewis, Ali Sekmen, and Braxton Simpson

**Other Board Members Present:** Trustees Deborah Cole, Edith Peterson Mitchell, Joseph Walker, III, Stephen Corbeil, and Bill Freeman

**University Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Alisa Mosley, Associate Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dr. Tracey Ford, Vice President of Student Affairs; Cynthia Brooks, Horace Chase, Vice President of Business and Finance; and Tamika Parker, Executive Assistant to the General Counsel.

**I. CALL TO ORDER**

Trustee Martin called the meeting to order at 10:40 a.m.

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

Board Secretary Pendleton called the roll at the committee chair’s request. All member of the committee were present. Secretary Pendleton announced the presence of a quorum.

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

Trustee Martin proceeded to the approval of the June 21, 2018, Academic Affairs and Student Affairs Committee meeting minutes.

Trustee Martin moved to recommend to the full Board the approval of the June 21, 2018, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the September 20, 2018, Board meeting. Trustee Lewis seconded the motion, which carried unanimously.

**IV. APPROVAL OF TSU’S POLICY ON SACSCOC SUBSTANTIVE CHANGE**

President Glover asked Dr. Mosley, Associate Vice President of Academic Affairs, to provide the report for this item as her designee.

Dr. Mosley stated that the proposed policy on SACSCOC substantive change is being presented in accordance with TSU Board Policy 003, Delegation of Authority to the President, in which the Board delegated authority to the President to establish and approve policies governing the institution, except for policies reserved for the Board's approval. The proposed policy falls within the policies reserved for the Board's approval.

Dr. Mosley reported that the Division of Academic Affairs has developed a policy governing the conditions and processes by which TSU shall notify or obtain approval from TSU's accrediting body, SACSCOC, before it implements any substantive change in its academic programs. The notification to SACSCOC would occur after the requisite approvals at the institution and Board levels.

Trustee Martin moved to recommend to the full Board the approval of TSU's Policy on SACSCOC Substantive Change, as contained in the Board materials for the September 20, 2018, Board meeting. Trustee Lewis seconded the motion, which carried unanimously.

#### **V. APPROVAL OF NEW CERTIFICATE ACADEMIC PROGRAMS FOR PUBLIC HEALTH MANAGEMENT AND LOCAL GOVERNMENT**

President Glover asked Dr. Mosley, Associate Vice President of Academic Affairs to provide the report for this item as her designee.

Dr. Mosley advised that Pursuant to TSU's New Program Development policy, which includes revised programs, academic departments might seek the creation of a new academic program or the revision of an existing program by initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Vice President for Academic Affairs and the President must ultimately approve the proposals. The entire review process was included in the Board's June 21, 2018, meeting materials.

Dr. Mosley reported that the institution is proposing the creation of the Certificate in Public Health Management to train a cadre of highly trained public health managers and physicians in partner countries to work with scientists, advance public health agendas, and improve health outcomes by using the newest tools of public health. Benefits of the Certificate in Public Health Management are to collaborate with the Centers of Disease Control and Prevention (CDC) to improve Public Health Management for Action through the IMPACT Program, provide Generation X'ers and Baby-boomers options to progress their careers, and to provide stackable certificates that can be applied toward the credit requirements for degree programs. The certificates are anticipated to be valued from 15-18 credit hours.

Trustee Martin moved to recommend to the full Board the approval of the new certificate academic programs for public health management and local government, as contained in the Board materials for the September 20, 2018, Board meeting. Trustee Lewis seconded the motion, which passed unanimously.

## **VI. APPROVAL OF THE INACTIVATION OF THE SCHOOL OF PSYCHOLOGY CONCENTRATION IN THE M.S. PROGRAM IN PSYCHOLOGY**

President Glover asked Dr. Mosley to provide the report for this item as her designee.

Dr. Mosley reported to the attendees that the discussion item does not relate to the elimination of a program, but the inactivation of the program due to unforeseen faculty turnover. Dr. Mosley stated that the program is expected to be restored once faculty positions for the position are filled. The faculty vacancies resulted from two unexpected retirements including the retirement of the head of one of the admission committees.

Trustee Martin moved to recommend to the full board that this item be returned to the committee for further consideration. Trustee Lewis seconded the motion. Trustee Sekmen asked for clarification on why the committee chair moved to revisit the item. Trustee Martin commented that the motion was in response to Trustee Lewis' inquiry whether the faculty turnover was anticipated.

Trustees Martin and Lewis voted to approve the motion. Trustee Sekmen abstained. The motion carried.

## **VII. ACADEMIC AFFAIRS REPORT**

President Glover asked Dr. Mosley to provide the report for this item as her designee.

Dr. Mosley reported to the attendees that the Aristocrat of Bands performed with Keith Urban in performing the closing song, "Wasted Time," for his Nashville concert. Dr. Mosley also mentioned that Kodak Black presented the university with six gold records and visited the campus to speak with students about scholarships.

Dr. Mosley reported that the U.S. Department of Education (Department) awarded TSU an additional \$1.5 million authorized by Title III, Part F, Section 371 of the Higher Education Act of 1965 (HEA), as amended. This additional funding is due to our university's ability to meet or exceed the grant objectives. The funds will be used for the Bridge-to-Doctorate program, which provides funding to underrepresented students for academic studies through the attainment of their doctorate degrees. The funds were provided in part by the National Science Foundation.

Dr. Mosley also reported that the university has launched online course and academic program approvals as well as an online promotion and tenure application process.

Trustee Martin commended the efforts of the university's administration. Trustee Sekmen commended the efforts of the university's administration in supporting the electronic letter of recommendation process.

## **VIII. STUDENT AFFAIRS REPORT**

President Glover asked Dr. Ford to provide the report for this item as her designee.

Dr. Ford noted that TSU's participating students won the Wingate Collegiate Police Academy Award and awards from the United Negro College Fund. The university is in the process of

developing a Men's Empowerment initiative. The university is seeing gains using the Handshake application for student hiring. Dr. Ford noted that some of the success is attributed to the fact that many potential employers use Handshake. TSU's use of Handshake helps to facilitate relationships with these potential employers and is an added benefit to students. For FY 2016-17, 578 students were registered in Handshake. That number increased to 1,896 students in FY 2017-18. For FY 2016-17, 514 students participated in internships. That number increased to 909 students in FY 2017-18.

Trustee Lewis commended Dr. Ford on the work of student affairs and warmly referred to her as Ms. Sasser.

Trustee Sekmen suggested that hiring and salary data be compiled and used as a marketing tool to help recruit students to TSU.

Trustee Simpson reported that she has been awarded a three-year internship with Monsanto where she spent her first year in Corn production. She anticipated that her second year will be spent in Customer Service and her third year in sales, which will give her a comprehensive view of Monsanto's agri-business. Trustee Simpson further state that she will be eligible to apply as a Production Associate upon graduation.

#### **IX. STUDENT TRUSTEE ORIENTATION REPORT**

Dr. Glover asked Trustee Simpson to provide the Student Trustee Orientation Report as her designee.

Trustee Simpson reported that she attended the Tennessee Higher Education Commission's student trustee orientation, which was provided by Lauren Collier at THEC. She reported that the training made clear that the role of the student trustee is to be a student ambassador for the university. Ms. Simpson recommended that the student trustee attend training with the full board when it is next provided.

Trustee Martin reiterated that the student trustee's role is to bring the student's perspective to the board.

#### **X. ADDITION BUSINESS**

Trustee Sekmen asked for an update on the Nursing program. President Glover asked if Trustee Sekmen would be willing to table his request until the Association of Applied Science in Nursing's review board presented the results of TSU's students' performance on the most recent standardized test. Trustee Sekmen agreed to defer his request for an update.

President Glover reported the preliminary finding that of the thirty-one students in the associate of nursing program, twenty-five took and passed the exam, thus the tested students achieved a 100% passage rate.

## **XI. ADJOURNMENT**

There was no further business. Trustee Martin moved to adjourn. Trustee Lewis seconded the motion, which carried unanimously.

The Board of Trustees' Academic Affairs and Student Affairs Committee meeting adjourned at 11:22 a.m.

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

ACTION ITEM

DATE: November 15, 2018

ITEM: Approval of Off-Campus Academic Dual Enrollment Program Site at Knowledge Academies Charter School

RECOMMENDED ACTION: Approval

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

Background Information

Knowledge Academies, Inc. (KA) is an open enrollment public charter school available to families residing in Davidson County with children eligible for middle through high school. The mission of Knowledge Academies is to prepare students to make the best academic and social choices leading to a successful life, connected to college, community, creativity, and culture. The KA team is committed to the service of students and families who often reside near poverty, and in many cases are English language learners.

Knowledge Academies is the first middle or high school in Tennessee to be recognized, nationally, as an Ashoka Changemaker school, where everyone has the opportunity to build positive momentum and share their talents or passion for the public good. Knowledge Academies began in 2012 with 144 students enrolled in the 5<sup>th</sup> and 6<sup>th</sup> grades. The high school was added in 2015 and currently there are 355 students enrolled. The student population is 43% African American and 38% Latino.

The initial high school graduating class will transition in May 2019. With the addition of high school students in 2015, the staff of KA wanted to insure they were offering a variety of options to enhance students' preparation for college. Dual enrollment was one of these options. KA's leadership approached Tennessee State University (TSU) faculty and staff with the idea to expand the college level courses they were currently offering their students specifically in the area of music. One of the many specialized programs offered at KA is Music for Life, a family-based, creative arts project that mobilizes communities towards the celebration of music, dance, the arts and STEM. TSU is internationally known for outstanding music programming so this was a natural partnership.

The partnership with KA will be a return to dual enrollment classes for TSU. Previously dual enrollment courses were primarily limited to Animal Science, Plant Science, and Agribusiness courses. Several years ago TSU transitioned to dual credit classes in Agriculture, Family and Consumer Science and Engineering because of an outreach initiative within Metropolitan



Nashville Public Schools. Dual credit classes are an attractive alternative because there are no GPA minimums and minimal costs to participate. However, credit for these classes is usually only accepted by a limited number of local institutions. Dual enrollment requires a minimum GPA to participate and students must be admitted to the university to participate. Students pay tuition and are taught by university faculty. At the conclusion of the course, students receive a transcript, which is accepted across the country. Dual enrollment offers a wider variety of possibilities for the student.

The initial classes to be offered in January 2019 will be Music Appreciation and General Psychology. TSU faculty will work with the KA administration to insure that the high school and university schedules are in sync and that students receive the same quality of instruction they would receive if they were taking the class on the TSU main campus. Recruitment for the classes will begin in early December.

Students will complete the TSU admission application online and the application fee will be paid by KA. TSU staff will work with counselors at KA to obtain copies of transcripts and test scores. The costs of the course will be limited to the amount of the Dual Enrollment Grant which is \$500 for the first and second course. KA staff will assist each student in completing an application for the Dual Enrollment Grant. Students who do not complete the grant application or are ineligible to receive the full grant amount will be responsible for the tuition costs. KA will also be responsible for the purchase of the books for every student who is admitted to participate.

**Motion: To approve the off-campus academic dual enrollment program site at Knowledge Academies Charter School, as contained in the Board materials for the Board's November 15, 2018, meeting.**

**Tennessee State University  
Board of Trustees**



**Report on  
SACSCOC Ten Year  
Reaffirmation Review**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 15, 2018

ITEM: Report on SACSCOC Ten Year Reaffirmation Review

RECOMMENDED ACTION: None

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

The materials for this information item can be found on the next page.

## Report on SACSCOC Ten Year Reaffirmation Review

### Timeline for SACSCOC Accreditation

Selection of On-site Committee Chair	September 20, 2018
Compliance Certification Due	September 10, 2019
Off-site committee review due	November 19, 2019
Institution Responds to Off-site report and submits the Quality Enhancement Plan	4-6 weeks before visit
Reaffirmation On-site Committee Visits TSU	March 30 - April 2, 2020
SACSCOC Reaffirmation Decision (public announcement)	December 20, 2020

The SACSCOC Accreditation Committee has been meeting and the subcommittees are developing drafts to be submitted by the semester's end. Currently, the university can demonstrate compliance in all areas. Enhanced activities are being developed to ensure compliance in:

- Student Achievement
- Faculty Credentialing
- Institutional Effectiveness

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 15, 2018

ITEM: Report on the College of Health Sciences' Nursing Program

RECOMMENDED ACTION: None

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

**Report on the College of Health Sciences' Nursing Program**

Accreditation Commission for Education in Nursing (ACEN)

Bachelor of Science in Nursing (BSN)

The Board of Commissioners of the ACEN affirmed continuing accreditation for the baccalaureate nursing program following a decline in licensure examination pass rates, placed the program on good cause, and requested that the institution submit a Follow-Up Report.

Associate of Applied Science in Nursing (AASN)

The Board of Commissioners of the ACEN affirmed continuing accreditation for the associate nursing program following a change in status with the Tennessee Board of Nursing and a decline program outcomes, changed the program's status to conditions, and requested that the institution submit a Follow-Up Report.

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 15, 2018

ITEM: Academic Affairs Report

RECOMMENDED ACTION: None

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

**Academic Affairs Report**

Dean searches are underway in two Colleges:

- College of Education
- College of Health Sciences

Fall 2018 Commencement – December 8, 2018

Over 560 applications have been submitted for degree and certificate conferment. Departments with large numbers of students include

- Arts and Sciences
- Communications
- Criminal Justice
- Health Sciences
- Psychology

HBCU Rankings

The Division of Academic Affairs, through Dr. Alisa Mosley, Interim Vice President for Academic Affairs, has undertaken a review of TSU's standing in the numerous HBCU rankings, including U.S. News and World Report, Best Colleges.com, and ranking sources directly connected to HBCUs. Dr. Mosley is reviewing the criteria used in these rankings and working with the

Cabinet, Deans, Department Chairs, and faculty to ensure the application of the criteria to the institution's academic programs, enrollment, admissions, and overall operations. She will also be working with campus personnel and students to ensure that TSU enhances its strategic presence at conferences and other higher education events to bolster its reputation within the university community of scholars, academics, and students.

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 15, 2018

ITEM: Student Affairs Report

RECOMMENDED ACTION: None

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

The materials for this information item can be found on the following page.



**Student Affairs Report**  
**Student Training and Employment Program (STEP)**

*Professional Growth for Student Employees*

**Program Overview**

Several national reports have indicated that the employment community does not believe students are career ready upon graduation. The higher education community is responding by implementing more programs and services that address these concerns. In a 2014 survey of employers, the Lumina Foundation found only 11% of business leaders strongly agreed that graduating students have the skills and competencies their businesses need.

TSU is implementing STEP, which will provide student employees the opportunity to enhance their professional skill sets, knowledge base, and leadership potential so they can excel in the student workforce and in their future career. Students who complete STEP will receive a certification that can be used on resumes and professional and graduate school applications. The UNCF Career Pathways Initiative, Student Affairs and the Career Development Center are working collaboratively to develop and implement STEP.

Traditionally, student employees have not been expected to gain competencies and skills needed for the 21<sup>st</sup> century learning environment. The goal of the program is to move students from “work-study” or “work-aid” mindset to student employment which will require them to view their assignments as real work where they will be required to learn and grow in the nine competencies outlined by the National Association of Colleges and Employers:

- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.
- **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.
- **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.
- **Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.
- **Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates

integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

- **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.
- **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

### **Benefits of Participating**

The STEP Program gives students the chance to attend free, one-hour workshops on a variety of topics related to employment and work/life balance. Students will:

- Turn their student employment into a personal and professional development opportunity
- Learn to connect their student job to their career goals
- Improve their communication, time management, and stress management skills
- Discover valuable resources available to them across campus
- Increase their cultural competency and ability to work effectively with others

### **How Do Students Participate?**

Participation in the STEP Program will be free and open to all student employees across the campus. To earn credit for attending a STEP workshop, students must register through TigerTRACK (Handshake). The STEP workshops will be presented by experts and training specialists from across campus, alumni and the business community.

In addition to student employees, student leaders will also be eligible to participate in STEP to improve their skills as well. Students in leadership programs such as these below and others are encouraged to participate.

- Student Government Association.
- Freshman Innovation Council.
- Leadership TSU
- Tap Into My Future
- Career Development Center Student Advisory Board
- Thurgood Marshall Leadership Institute

**Tennessee State University  
Board of Trustees**



**EXECUTIVE  
COMMITTEE  
REPORT**

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

11:00 a.m. CST  
Thursday, November 15, 2018

Tennessee State University – Main Campus  
McWhorter Administration Building,  
President’s Conference Room  
3500 John A. Merritt Blvd. Nashville, TN 37209

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the September 20, 2018, Executive Committee Meeting Minutes
- IV. Approval of Board Policy 006 – Policy Governing Board Consideration of Tuition and Mandatory Fee Increases
- V. Update on Status of President’s Annual Performance Review
- VI. Secretary’s Report
- VII. Adjournment

**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.

**Tennessee State University  
Board of Trustees**



**REPORT ON  
ATHLETICS**



TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 15, 2018

ITEM: Report on Athletics

RECOMMENDED ACTION: None

PRESENTED BY: Teresa Phillips, Director of Athletics

The materials for this information item follow this document.

# ATHLETICS REPORT

## **History**

From its Tennessee A&I days, Tennessee State University (TSU) has had a storied history of athletic excellence. The university claims three iconic coaches: John McLendon, with 3 national small college basketball championships and credited as the father of the fast break offense; John A. Merritt, the legendary and beloved football coach with 174 wins, 7 Black College National Championships, and over 90 NFL players including 2 Pro Football Hall of Famers, Richard Dent & Claude Humphreys; and Edward S. Temple, coach of the famed Tiger-belles, Olympic Coach and Track & Field Hall of Famer.

All of our great coaches and athletes caused TSU to make her mark nationally and internationally in the sports world. Even today, we continue to have athletes who are making their mark on the national track scene, in the NFL, the NBA, and oversees professionally in the sport of men and women's basketball.

## **Quick Facts**

- Tennessee State is a member of the National Collegiate Athletic Association (NCAA) with Division-I affiliation playing in the Football Championship Subdivision.
- TSU is a member of the Ohio Valley Conference, which consists of 11 other four-year institutions.
- The TSU Athletic budget is approximately \$11 million annually.

## **Student-Athletes**

TSU sponsors 15 sport teams with 8 women and 7 men sports. There are approximately 255 student-athletes on these teams.

- 76% of eligible student-athletes are on some level of athletic aid
- Total aid given to student-athletes for 2017-18 academic year was \$3.1 million (approximately 29% of total athletic budget)
- Academic Progress Rate is 94%
- NCAA Graduation Success Rate is 62%
- Federal Graduation Rate is 53%
- Over 55% of student-athletes maintain a 3.0+ gpa
- Student-athletes meet the CCTA benchmarks at a high rate
- Student-athletes have a wide-range of majors led by Health Sciences, Business, Arts & Sciences, Engineering and Mass Communications

## **Athletic Honors for 2017-18**

- Defensive Player of the Year in M. Basketball
- OVC Indoor W. Track & Field Freshman of the Year
- OVC Indoor M. Track & Field Freshman of the Year
- 11 All-OVC Team Athletes

- 2 W. Basketball All-Americans
- 2 Football All-Americans
- 10 W. Indoor and 14 W. Outdoor Medalists in the Championship
- 4 women made the NCAAS regionals
- 8 M. Indoor and 12 M. Outdoor Medalists in the Championship
- 2 men made the regionals
- Women's Tennis won the HBCU National Tournament and Men's Tennis placed 4<sup>th</sup>
- 10 Athletes earned the OVC Medal of Honor with a 4.0 gpa
- 138 SA had a 3.0 Fall 2017; 128 had a 3.0 Spring 2018
- Stellar departmental community service

## **Athletic Administration**

### **Director of Athletics**

Teresa Phillips is in her 16<sup>th</sup> year as the Director of Intercollegiate Athletics at Tennessee State. She came to TSU as the Head Women's Basketball Coach in 1989 and led that program to four OVC Championships while garnering three OVC Coach of the Year and one National Coach of the Year honors.

Team Championships under her tenure as AD have been achieved in Women's Indoor and Outdoor Track & Field, Volleyball, Women's Basketball, Men's Golf (HBCU National) and Women's Tennis (HBCU National). She has served on numerous national boards such as the NCAA Basketball Rules Committee, Championship Cabinet and the Administrative Cabinet. She is currently a member of the NCAA-HBCU Advisory Board and is serving a five year term as one of 10 college administrators on the highly coveted and powerful NCAA Division I Women's Basketball Committee. She is the new Chair of the Board of Athletic Directors of the Ohio Valley Conference.

### **Athletic Department Units**

#### *Academic Services:*

This unit within athletics is staffed by an Assistant AD, 2 full-time counselors and a graduate assistant. This area services our student-athletes with mandatory study hall monitoring, tutorial management utilizing both university faculty and peer tutoring as well as weekly face-to face meetings with all first year students. They also play a role in the recruitment process for pre-evaluations of prospective student-athletes and assisting with on-campus meetings with prospects and their parents/guardians during official as well as unofficial visits.

### *Athletic Media Relations:*

The unit's primary purpose is to serve as the liaison between TSU athletics and the local, state and national media. They are the chief public relations branch of TSU Athletics maintaining our web-site (tsutigers.com) and all print and electronic/social media to ensure the best and most accurate coverage for the 15 sport teams.

### *Compliance:*

This unit is led by an Associate AD and 2 Assistant ADs. This unit assures the University that there is institutional control of our intercollegiate athletic program. That is done by providing educational support to our coaches, students, administrators, professional staff and supporters including alumni & boosters. They enforce adherence to the rules and regulations of the NCAA, the OVC and the University as it relates to athletics.

### *Digital Streaming & Radio Broadcasts:*

This unit handles the OVC Digital Platform that is transitioning to ESPN+. The production, camera crew, graphics and on-air talent is all provided by the Athletics Department. This responsibility, while a non-budgeted burden, is also a huge opportunity for the schools of the OVC. Additionally, all football games and all home men & women basketball games are broadcast on local radio by TSU play by play and color analysts.

### *Equipment:*

This area handles all equipment for the sports teams and assists in the ordering, care of and inventorying of all apparel. Specialized certification is required. Safety and health concerns are essential to their daily function.

### *Sports Medicine:*

This unit within athletics is charged with providing effective and efficient care to help prevent, manage and treat athletic related injuries. The goal is to provide each student with the opportunity to perform at the highest possible level throughout their career.

The staff in-house is comprised of 4 full-time ATCs or board certified athletic trainers. Team practices and competitions are covered by an ATC and trainers travel with team sports. We are contracted with Tennessee Orthopedic Alliance (TOA) and have an assigned primary surgeon who works as our team orthopedist. We also utilize the services of St. Thomas Medical for our EMT coverage of practices and games. We have an internal medicine doctor, a neurologist, two dentists as well as a mental health professional. This area handles all insurance claims, oversees the NCAA Concussion protocol and the Departmental Drug Testing Program under Drug Free Sports.

### *Strength & Conditioning:*

This unit is staffed by two full-time professionals who are certified and 2 interns and a grad assistant. The core goal of this area is to develop successful athletes by designing and implementing programs that are targeted to improve athletic performance while decreasing the chance of injury. Student-athletes are assessed by this staff with the sports medicine staff prior to training in order to identify optimal individualized plans for overall health, strength and nutrition.

*Ticket Office:*

This office handles all athletic and other ticket sales as occurs at major events on our campus such as concerts and plays. Athletic tickets are sold utilizing the national Ticketmaster system and all monies follow strict depository rules and this area is audited annually by the internal audit department of the university.

**Upcoming High Profile Games**

The Men and Women Basketball teams have a few non-conference games of note this season:

*Men:*

11/17 Fisk

11/23 @ Kentucky

12/15 N. Carolina A & T

12/22 @ Memphis

12/29 @ Vanderbilt

*Women:*

11/21 @ Vanderbilt

11/23 Arkansas

11/24 Wisconsin

11/25 Pittsburgh

12/2 @ Louisville

**Tennessee State University  
Board of Trustees**



**THE PRESIDENT'S  
REPORT**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 15, 2018

ITEM: President's Report

RECOMMENDED ACTION: None

PRESENTED BY: President Glover

The President will present her report to the Board.

**Tennessee State University**

**Board of Trustees**



**THE BOARD  
CHAIR'S REPORT**



TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 15, 2018

ITEM: Board Chair's Report

RECOMMENDED ACTION: None

PRESENTED BY: Board Chair, Joseph Walker, III

The Board Chair will present his report to the Board.

**Tennessee State University  
Board of Trustees**



**ADJOURNMENT**