



Board of Trustees Materials

June 17, 2021, Meeting

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**Tennessee State University
Board of Trustees**



**Tennessee State University
Board of Trustees**



**Tennessee State University
Board of Trustees**



**Tennessee State University
Board of Trustees**



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

Tennessee State University
Thursday, June 17, 2021
2:00 p.m. CST

Board
Committee Meetings: Via Zoom: Meeting ID:
944 7006 3664
Passcode: 578001
Board Meeting: Via
link:<http://www.tnstate.edu/board/livestream.aspx>

ORDER OF BUSINESS

- I. Call to Order
- II. Welcome and Introductions
- III. Roll Call/Declaration of a Quorum
- IV. Action Items:
 - A. Approval of the March 11, 2021, Board Meeting Minutes
 - B. Appointment of Board Chair
 - C. Appointment of Board Vice Chair
 - D. Appointment of at-large Executive Committee members
 - E. Approval of Appointment of Audit Committee Members
 - F. Approval of Appointment of Audit Committee Chair
 - G. Appointment of the Student Trustee
 - H. Audit Committee Report
 - i. Approval of the March 11, 2021, Audit Committee Meeting Minutes
 - ii. Annual Report on the Audit Office's Audit Activities
 - iii. Discussion of the Audit Office's Internal Quality Assessment
 - iv. Approval of the Fiscal Year 2021-2022 Audit Plan
 - v. Executive Session – Discussion of Items Deemed Confidential under State Law
 - I. Finance and Budget Committee Report
 - i. Approval of the March 11, 2021, Finance and Budget Committee Meeting Minutes
 - ii. Approval of Fiscal Year 2021-22 Tuition and Mandatory Fee Increase of 1.9 percent
 - iii. Approval of Institutional Budgets – Estimated Budget FY21, Proposed Budget FY22
 - iv. Approval of FY21 Supplemental Compensation Payment to Eligible Employees
 - v. Approval of the Institution's Fiscal Year 2021-22 Compensation Plan
 - vi. Finance and Budget Report
 - vii. Approval of the Institution's FY 2021-2022 Capital Construction Plan
 - viii. Update on Enrollment, Marketing and Student Recruitment
 - ix. Report on Athletics
 - J. Academic Affairs and Student Affairs Committee Report

- i. Approval of the March 11, 2021, Academic Affairs and Student Affairs Committee Meeting Minutes
- ii. Approval of 2020-2021 Tenure and Promotion Recommendations
- iii. Approval of Academic Program Modification – A Change to the MS Psychology, Counseling Psychology Concentration Admission Standards
- iv. Approval of Academic Program Modification – A Change to the MS Biology Admission Standards
- v. Approval of Academic Program Modification – A Move of the Department of Criminal Justice from the College of Liberal Arts to the College of Public Service
- vi. Approval of TSU Intellectual Property Policy
- vii. Report on SACSCOC Ten Year Accreditation Review
- viii. Academic Affairs Report
- ix. Student Affairs Report

K. Executive Committee Report

- i. Approval of the March 11, 2021, Executive Committee Meeting Minutes
- ii. Report on Board Committee Assignments
- iii. Secretary's Report

V. Report and Update on TSU Athletics

VI. President's Report

VII. Board Chair's Report

VIII. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
March 11, 2021,
Board Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of the March 11, 2021, Board Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the March 11, 2021, Board meeting is included in the June 17, 2021, Board materials.

MOTION: To approve the minutes from the Board of Trustees' March 11, 2021, meeting as contained in the Board materials for the Board's June 17, 2021, meeting.

Tennessee State University Board of Trustees
Regular Meeting – March 11, 2021
Tennessee State University – Electronic

MINUTES

Board Members Present: Trustees Deborah Cole, Obie McKenzie, Richard Lewis, Andre Johnson, Pam Martin, Ali Sekmen, Steve Corbeil; Joseph Walker III, Van Pinnock, and Tiara Thomas.

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

I. CALL TO ORDER

Chair Walker called the Board of Trustees meeting to order at 2:00 p.m., CST on March 11, 2021. Chair Walker moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. The Board is scheduled to take up important and timely matters. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to limit face-to-face contact whenever possible. Electronic participation for the Board meeting is necessary for the safety of Board members, staff, and guests. Trustee Corbeil seconded and the motion carried by a roll call vote.

II. WELCOME AND INTRODUCTIONS

The Board Chair welcomed the attendees and gave the invocation. Chair Walker took a moment to formally introduce and welcome the newest Board Member, Trustee Van Pinnock, Chief Administrative Officer at duGard Communications.

III. ROLL CALL/DECLARATION OF A QUORUM

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

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

IV. ACTION ITEMS

A. APPROVAL OF THE NOVEMBER 19, 2020, BOARD MEETING MINUTES

Chair Walker introduced the first action item – the approval of the minutes of the November 19, 2020 board meeting. Chair Walker moved to approve the board meeting minutes and Trustee Martin seconded the motion. There was no discussion. The motion carried unanimously by roll call vote.

B. AUDIT COMMITTEE REPORT

Trustee Cole informed the board that the audit committee met to take action on one item and received reports on three other items. The Audit Committee voted to recommend to the full Board the approval of the November 19, 2020, Audit Committee meeting minutes. Trustee Cole added that the Audit Committee reviewed and discussed completed internal and external audits, outstanding audit issues and the University's risk assessment process.

I. APPROVAL OF THE NOVEMBER 19, 2020, AUDIT COMMITTEE MEETING MINUTES

Trustee Cole moved to approve the minutes of November 19, 2020, audit committee meeting, as contained in the board materials for the March 11, 2021, board meeting. Trustee Martin seconded the motion, which carried unanimously by roll call vote.

Trustee Cole concluded the Audit Committee report.

Chair Walker thanked the Audit Committee for their work.

C. FINANCE AND BUDGET COMMITTEE REPORT

Trustee Lewis stated that the Finance and Budget Committee met this morning to take action on one item and received reports on five other items. The Finance and Budget Committee voted to recommend to the full Board the approval of the November 19, 2020, Finance and Budget Committee meeting minutes. In addition, the Finance and Budget Committee heard reports from President Glover and her team on the CARES Act funding related to COVID-19, the General Assembly's Land Grant Committee proceedings, and the FY 21 Institutional Revised Budget. The committee also heard reports on the enrollment, marketing and recruitment plan, and on institutional advancement.

I. APPROVAL OF THE NOVEMBER 19, 2020, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Lewis moved to approve the November 19, 2020, Finance and Budget Committee meeting minutes, as contained in the board materials for the March 11, 2021, board meeting. Trustee Corbeil seconded the motion, which carried unanimously by roll call vote.

Trustee Lewis concluded the Finance and Budget report.

Chair Walker thanked the Finance and Budget Committee members for their work.

D. ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE REPORT

Trustee Martin reported that the academic affairs and student affairs committee met to consider and vote on four agenda items and to receive reports on four other agenda items.

Trustee Martin stated that the Academic Affairs and Student Affairs Committee voted to recommend to the full Board the approval of the November 19, 2020, Academic Affairs and Student Affairs Committee meeting minutes; approval of the termination of the design concentration in the Bachelor of Science in Family Consumer Science program, approval of the termination of School Psychology concentration in the Ph.D. in Psychology program, and approval of a new academic program – the M.S. in Data Science.

Trustee Martin added that the Academic Affairs and Student Affairs Committee also received reports on COVID-19 Coronavirus Pandemic Academic and Student Issues, SACSCOC accreditation review matters, academic affairs, and student affairs.

I. APPROVAL OF THE NOVEMBER 19, 2020, ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE MEETING MINUTES

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the minutes of the November 19, 2020, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the March 11, 2021, Board meeting. Trustee Cole seconded the motion and the motion carried unanimously by roll call vote.

II. APPROVAL OF THE ACADEMIC PROGRAM MODIFICATION – THE TERMINATION OF THE DESIGN CONCENTRATION IN THE BACHELOR OF SCIENCE IN FAMILY CONSUMER SCIENCE PROGRAM

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the academic program modification – the termination of the design concentration in the Bachelor of Science in Family Consumer Science program as contained in the Board materials for the March 11, 2021, Board meeting. Trustee Cole seconded the motion and the motion carried unanimously by roll call vote.

III. APPROVAL OF THE ACADEMIC PROGRAM MODIFICATION – THE TERMINATION OF THE SCHOOL PSYCHOLOGY CONCENTRATION IN THE PH.D. IN PSYCHOLOGY PROGRAM.

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the academic program modification – the termination of the School Psychology concentration in the Ph.D. in Psychology program as contained in the Board materials for the March 11, 2021, Board meeting, Trustee Corbeil seconded the motion and the motion carried unanimously by roll call vote.

IV. APPROVAL OF THE NEW ACADEMIC PROGRAM – THE M.S. IN DATA SCIENCE.

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve a new academic program – the M.S. in Data Science, as contained in the Board materials for the March

11, 2021, Board meeting. Trustee Sekmen seconded and the motion carried unanimously by roll call vote.

Trustee Martin concluded the Academic and Student Affairs report.

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

E. EXECUTIVE COMMITTEE REPORT

Chair Walker stated that the Executive Committee met today to discuss and vote on specified committee agenda items. The Committee voted to recommend to the full Board the approval of the November 19, 2020, Executive Committee meeting minutes, as contained in the Board materials for the March 11, 2021 Board meeting.

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

I. APPROVAL OF THE NOVEMBER 19, 2020, EXECUTIVE COMMITTEE MEETING MINUTES

On behalf of the Executive Committee, Chair Walker moved to approve the minutes of the November 19, 2020, Executive Committee meeting, as contained in the Board materials for the March 11, 2021, Board meeting. Trustee Martin seconded the motion and it was approved by roll call vote.

Chair Walker concluded the Executive Committee report.

V. REPORT ON TSU'S RESEARCH FUNDING

Chair Walker called on President Glover to present information regarding this agenda item. the update on COVID-19 issues affecting the TSU community. President Glover asked Dr. Frances Williams to report on this item.

Dr. Frances Williams presented on several areas of research funding including giving a research update, overview of highlights, mention of past awards for last five years, current status of funding and current activities in the unit.

She stressed that the number of grantsmanship activities had increased among faculty and staff, which demonstrates the university's level of competitiveness and focus. She reminded the Board that TSU's Carnegie Classification as an R2 Doctoral University was a direct reflection of this increased activity. Dr. Williams highlighted several faculty members who recently received significant grant awards: Dr. Karla Adesso – USDA; Dr. Swastik Brahma – NSF; Dr. Jerri Haynes – Department of Education; and Drs. Margaret Whalen & Venkataswarup Tiriveedhi – NIH. Some of these researchers are leading national teams in their research, and forging paths of significant impact. Dr. Williams also shared that within this consortium lies many other TSU faculty that are involved in these awards.

Over the past five years through 2020, TSU had averaged approximately \$50 million in awards per year, last year we were awarded \$55 million. This can be attributed to the focus of our faculty. Dr.

Williams proudly shared that our YTD awards have already exceeded that of last year with \$60 million already received representing 119 grants.

Dr. Williams indicated that the source of our funding was represented as follows: 30% - State; 2% - other sources; while a very small percent (0.2%) of funding comes from private sources (corporate), the vast majority (68%) was federally funded. Some of our top funding agencies are USDA, USDHHS, NSF and Department of Education.

The unit continues to conduct our Research symposium and Writing retreats. We have several proposals pending and will continue to increase our activity.

Chair Walker thanked President Glover and her team for the update.

VI. PRESIDENT'S REPORT

Chair Walker recognized President Glover to present the President's Report, including an update on COVID-19.

President Glover provided reports on various items contained in the board materials for the March 11, 2021, Board Meeting and her President's report power-point slides. She provided reports on: COVID-19 update including the fact that we will be following the same procedures in the Spring 2021 that we followed in Fall 2020, and that the health and safety protocols will remain in place; and audit update and SACSCOC update including the upcoming On-Site visit by the Accreditation Committee scheduled for March 22-25, 2021.

She also provided updates on enrollment and recruitment, explaining some factors that impacted the Fall 2020 enrollment; Dual Enrollment; CARES Act Funding for higher education institutions and for HBCUs; Grants awarded and Research funded. President Glover announced the establishment of the Dr. Levi Watkins, Jr. Institute and the historic partnership with Meharry Medical College. This collaboration creates a pipeline for early entry into medical school. Students applying must have a minimum GPA 3.5 and ACT 28. She also shared her excitement about the \$70 billion pledged to HBCUs by the Biden-Harris administration. Several additional partnerships were highlighted including the Sony Music Group and the Southern Company.

President Glover thanked everyone and the Board.

VII. BOARD CHAIR'S REPORT

Chair Walker thanked President Glover for her leadership. Chair Walker thanked Provost Harris and all others. He expressed his gratitude for the 'heavy lifting' that goes on behind the scenes to make everything work at TSU. He confirmed that we are moving in the correct direction.

On behalf of the Board, Chair Walker thanked everyone for supporting the students particularly during this time of the pandemic and of social unrest. He thanked the corporations and alumni who have been partnering with TSU towards the advancement of our students.

VIII. ADJOURNMENT

Chair Walker moved to adjourn which was seconded by Trustee Cole. The motioned carried by roll call vote. The meeting was adjourned at 2:55 p.m. CST.

**Tennessee State University
Board of Trustees**



**Election of Board
Chair and Vice Chair**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Election of Board Chair

RECOMMENDED ACTION: Vote to Elect

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

Article IV of the Bylaws establishes two specific board officers: a Chair and a Vice Chair.

The officers shall be elected from among the voting membership of the Board by a majority of those present and voting. The Chair serves a two-year term until the Board elects a successor or a vacancy occurs. The Chair may serve for a maximum of two (2) full consecutive terms.

The Chair will open the floor for nominations for the Chair. The elected Chair will become Chair, effective July 1, 2021.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Election of Board Vice Chair

RECOMMENDED ACTION: Vote to Elect

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

Article IV of the Bylaws establishes two specific board officers: a Chair and a Vice Chair.

The officers shall be elected from among the voting membership of the Board by a majority of those present and voting. The Vice Chair shall serve a two-year term until the Board elects a successor or a vacancy occurs. The Vice Chair may serve for a maximum of two (2) full consecutive terms.

The Chair will open the floor for nominations for the Vice Chair. The elected Vice Chair will become Vice Chair, effective July 1, 2021.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Board Selection of Executive Committee Members

RECOMMENDED ACTION: Vote to Select Executive Committee Members

PRESENTED BY: Chair, Trustee Walker

Pursuant to the Board's Committees of the Board policy, the Board's Executive Committee is comprised of the Board Chair, Board Vice Chair, and at least one at-large voting member elected by the Board. Members of the Executive Committee serve for a term of two years. Historically, the Chairs of each Board Committee have served as the at-large members of the Executive Committee.

With the expiration of the terms of the current and inaugural Board Chair and Board Vice Chair, under this proposal, the Executive Committee's at-large members for the next two-year term would be comprised of the non-Board Officer Board Committee Chairs (Trustee Richard Lewis) and the currently serving and soon-to-be former Board Chair (Trustee Walker).

MOTION: To select the non-Board Officer Committee Chairs and immediate Board Chair to serve on the Board of Trustees' Executive Committee as at-large members for the next two-year term.

**Tennessee State University
Board of Trustees**



**Approval of Audit
Committee Members
and Chair**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021
ITEM: Approval of Audit Committee Members
RECOMMENDED ACTION: Approval
PRESENTED BY: Chair, Board of Trustees Joseph Walker

The State of Tennessee Comptroller of the Treasury has determined that, pursuant to T.C.A. 4-35-102, each state higher education governing board must establish an Audit Committee and approve the Audit Committee's members and chair. The Audit Committee Charter, which is contained in the Board's materials, also requires Board approval of the Audit Committee members and the Chair of the Audit Committee.

Pursuant to the Board's Committees of the Board Policy and state law, the Board Chair selects the Audit Committee members, subject to Board approval. The Audit Committee members serve a two (2) year term.

In consultation with the Audit Committee Chair, Chair Walker has selected the following Trustees to serve a two-year term on the Audit Committee, subject to Board approval: Trustee Deborah Cole, Trustee Obie McKenzie, and Trustee Van Pinnock.

To ensure compliance with state law and the Board Audit Committee Charter, the Board must approve the Audit Committee members. The Chair is recommending the appointment of the Trustee Deborah Cole, Trustee Obie McKenzie, and Trustee Van Pinnock to serve a two-year term on the Audit Committee.

MOTION: To approve Trustee Deborah Cole, Trustee Obie McKenzie, and Trustee Van Pinnock to serve on the Audit Committee.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of Audit Committee Chair

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees Joseph Walker

The State of Tennessee Comptroller of the Treasury has determined that, pursuant to T.C.A. 4-35-102, each state higher education governing board must establish an Audit Committee and approve the Audit Committee's members and chair. Pursuant to the Board's Committees of the Board Policy, the Board established an Audit Committee. The Audit Committee Charter, which is contained in the Board's materials, also requires Board approval of the Audit Committee members and the Chair of the Audit Committee.

The Board has approved the composition of the Audit Committee. Chair Walker has selected Trustee Cole to continue to chair the Audit Committee, subject to Board approval. The Audit Committee Chair shall serve a one-year term as chair.

To ensure compliance with state law and the Board Audit Committee Charter, the Board must approve the Chair of the Audit Committee. The Chair is recommending the reappointment of Trustee Cole to serve as Audit Committee Chair.

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

**Tennessee State University
Board of Trustees**



**Approval of the
Appointment
of
Student Trustee.**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of the Appointment of Student Trustee

RECOMMENDED ACTION: Approval

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

Pursuant to the FOCUS Act, T.C.A. § 49-8-201 (f), a Tennessee State University student shall serve as a non-voting student member of the Board. The Board shall appoint the non-voting student member to serve a term of one (1) year. The FOCUS Act does not prohibit a student member from serving more than one term.

At its June 18, 2020, meeting, the Board approved the President’s recommendation to appoint Ms. Tiara Thomas to serve as the Student Trustee for the 2020-2021 fiscal year.

Pursuant to the institution’s Student Trustee recommendation process, the Tennessee State University Student Government Association (“SGA”) solicited and conducted a preliminary review of the candidates to serve as Student Trustee for the 2021-2022 fiscal year and forwarded three candidates for further consideration. The Board Secretary, the Chief of Staff, and Associate Vice President for Student Affairs then met with the finalist candidates and made a recommendation to the President for interviews.

At the conclusion of the recommendation process, President Glover decided to recommend the reappointment of Trustee Thomas to serve another term as the Student Trustee. Trustee Thomas has served admirably and productively during this unprecedented COVID-19 pandemic period. Her service has included serving as a member of the Academic Affairs and Student Affairs Committee, attending the other Board Committee meetings, being an active voice in providing a student perspective on the Board, and acting as a valuable resource for TSU students.

MOTION: To approve the appointment of Tiara Thomas to serve another one-year term as the Student Trustee for the 2021-2022 fiscal year.

**Tennessee State University
Board of Trustees**



**Audit Committee
Report**

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

10:00 a.m. CST
Thursday, June 17, 2021

Board Committee Meetings: Via Zoom link:
Via Zoom: Meeting ID: 944 7006 3664
Passcode: 578001

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the March 11, 2021, Audit Committee Meeting Minutes
- IV. Annual Report on the Audit Office's Audit Activities
- V. Discussion of the Audit Office's Internal Quality Assessment
- VI. Approval of the Fiscal Year 2021-2022 Audit Plan
- VII. Executive Session Discussion of Items Deemed Confidential Under State Law
- VIII. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
March 11, 2021,
Audit Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Audit Committee Report - Approval of the March 11, 2021, Audit Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The document reflecting the minutes from the March 11, 2021, Audit Committee meeting is included in the June 17, 2021, Board materials.

MOTION: To approve the minutes from the Board of Trustees' March 11, 2021, Audit Committee meeting as contained in the Board materials for the Board's June 17, 2021, meeting.

**Meeting of the Tennessee State University Board of Trustees
Audit Committee Meeting
March 11, 2021
Tennessee State University – Electronic**

MINUTES

Committee Members Present: Trustees Deborah Cole, Obie McKenzie and Richard Lewis;

Other Board Members Present: Joseph W. Walker, III, Pam Martin, Andre Johnson, Steve Corbeil, Van Pinnock, Dr. Ali Sekmen, and Tiara Thomas.

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

I. CALL TO ORDER

Trustee Cole called the meeting to order at 10:13 a.m. on March 11, 2021. Trustee Cole moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. The Committee found that there were various important matters that required immediate action by the Committee. Participation by electronic means was necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to enforce social distancing guidelines, including limiting face-to-face contact whenever possible. Electronic participation for the Committee meeting was necessary for the safety of Board members, staff, and guests. Trustee Lewis seconded and the motion carried by a roll call vote.

II. ROLL CALL/DECLARATION OF A QUORUM

Trustee Cole asked the secretary to the board to call the roll. Board Secretary Pendleton called the roll. Present: Trustees Deborah Cole, Richard Lewis, and Obie McKenzie. A quorum was established.

III. APPROVAL OF THE NOVEMBER 19, 2020, AUDIT COMMITTEE MEETING MINUTES

Trustee Cole moved to recommend to the full Board the approval of the minutes from the November 19, 2020, Audit committee meeting, as contained in the March 11, 2020, Board materials. Trustee Lewis seconded the motion, which carried by a roll call vote.

IV. REVIEW OF COMPLETED INTERNAL AUDIT REPORTS

Trustee Cole asked President Glover and Director of Internal Audit, Ms. Adrian Davis, to provide pertinent information related to this agenda item. The material is included in the March 11, 2021, Board Meeting packet. This was an informational and discussion item, so no vote was required.

President Glover called on Ms. Davis to report on this agenda item. Ms. Davis then stated that in the previous Board meeting audit findings reported that management had not complied with state law as it related to obtaining required immunization documentation for certain students. The report stated that the error rate was 6 of 29 students (20.7%), but information obtained subsequent to the release supported the university's stance that the error rate should have been 3 of 29 students (10.3%). Director Davis explained that due to the ever changing COVID-19 pandemic, several courses that were designed to be delivered in a hybrid format, were actually delivered 100% online. Her team then went back to the course professors, who confirmed that 3 of those students actually enrolled 100% online. Following the institute of internal audit (IIA) standards, a reissuance of that report was done with the correct rating.

Director Davis stated that her team did a follow-up for the Spring 2021 semester and reviewed 33 students who were enrolled to determine if all required immunization documentation had been obtained. They found that documentation had not been obtained for 4 of 33 students (12%). This included 2 graduate students and 2 undergraduate students. The good news is that management has implemented procedures to eliminate the recurrence of this issue in the future.

Director Davis shared the audit findings from the Department of Human Resources. She stated that there were two with high status, one with medium and one that was of low status. The two that carried a high status related to (1) the finding of 1 of 44 employees where the I-9 Employment Eligibility Verification was not provided; (2) where 15 of 44 employees had forms that were not completed in the required timeframe. The other high-status finding was related to the performance evaluations of non-faculty employees. The audit found that the performance evaluations of approximately 50% of non-faculty employees were not submitted to the employees' personnel file by December 17. This procedure is being automated for the future and training in using the system is underway. The medium status finding related to pre-employment screening and background checks, details needed to be discussed in the executive session due to confidentiality. Of the 44 employee files audited, 1 file did not contain the Employee Confidentiality Agreement.

The other area of findings was with the Federal Work-Study timesheets. The findings revealed a net difference in wages in the amount of \$599.10. The Office of Payroll will be making recovery of these funds. Management has implemented correction action plan to address this issue and will be holding supervisors of FWS students accountable. Director Davis confirmed that the process is in place.

Trustee Cole asked Director Davis if she was satisfied that the proper procedures had been implemented so as to prevent a recurrence of these violations, and Director Davis confirmed that indeed she was satisfied with the new practices put in place. President Glover added that she had met with these work study supervisors to ensure that the changes were put in place to prevent any of these violations from happening again.

Director Davis added that of the 128 employees who participated in the VESP, her team reviewed 33 of the payments made and found no improper payments.

Trustee Sekmen commented about the current I-9 verification procedure and inquired if we had any plans to move to the E Verify system. He stated the new system could attract more international faculty to our campus. Ms. Davis said that she would follow-up and present that at the next meeting. She then thanked Ms. Davis for the report.

V. REVIEW OF OUTSTANDING AUDIT ISSUES

Trustee Cole asked President Glover to provide pertinent information related to this agenda item. The material is included in the March 11, 2021, Board Meeting packet. This was an informational and discussion item, so no vote was required.

President Glover again asked Director Davis to discuss the list of outstanding internal and external audit issues as of March 11, 2021 as included in the Board Meeting packet. She pointed out that the list of internal outstanding audits included federal work study, department of HR audit, and follow up of undergraduate admissions. The external outstanding audit issues related to the division of state audit, financial and compliance audit for fiscal year 2018; and the performance audit released in November. Director Davis itemized each external finding and confirmed that a CPA firm had been engaged to assist with the outstanding bank reconciliations. She confirmed that the bank reconciliations had been completed through 6/30/2020.

President Glover added that a new controller, Jay Turney, had been hired and that he was implementing some processes that will make a dramatic improvement. She shared that he and his team, along with Provost Harris and others, have made a vast improvement in getting this done.

Trustee Martin praised President Glover for all that she has done in making personnel changes and working to correct this issue. President Glover added that the university side of things had been corrected and now everyone was working on the foundation side. A new foundation accountant had recently been hired. Trustee Cole thanked Trustee Lewis and others for giving the ‘go ahead’ to management to get the necessary new hires. She then thanked Ms. Davis for the report

VI. REVIEW OF UNIVERSITY’S RISK ASSESSMENT PROCESS

Trustee Cole asked President Glover to provide pertinent information related to this agenda item. The material is included in the March 11, 2021, Board Meeting packet. This was an informational and discussion item, so no vote was required.

President Glover looked to Director Davis to comment on this agenda item. Director Davis shared that all state agencies are required to annually perform a risk assessment. The details of the risk assessment are considered confidential and are to be discussed in the executive session. She shared that this agenda item was to go on record that the audit committee did review management’s risk assessment, as required by the charter during executive session of the November 19, 2020 board meeting.

Director Davis added that the reports are due annually to the controller, and the department of finance and administration by December 31. Each year we submit ahead of the deadline by December 10th.

With no further questions or comments, Trustee Cole moved to recommend to the full Board the motion to adjourn the meeting to enter into Executive Session. Trustee Lewis seconded the motion, which carried unanimously by roll call vote.

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

Trustee Cole moved for the Audit Committee to go into Executive Session to discuss items deemed confidential under State law. Trustees Lewis seconded the motion, which was carried unanimously by a roll call vote. The committee then transitioned into the executive session.

VIII. ADJOURNMENT

There was no further discussion. Trustee Cole moved to adjourn the meeting and the motion was seconded by Trustee Lewis. The motion carried unanimously by roll call vote. The meeting was adjourned at 11:10 am.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 17, 2021

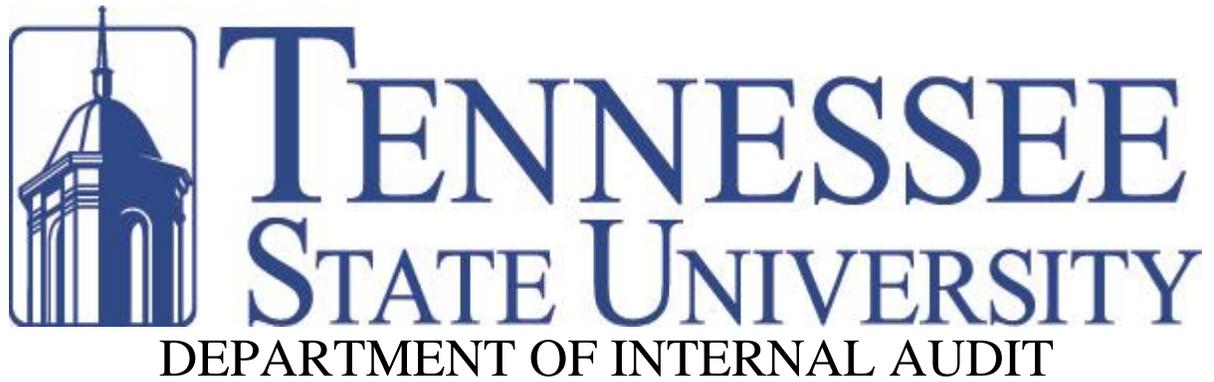
ITEM: Audit Committee Report – Annual Report on the Audit Office’s Audit Activities

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The Tennessee State University Board of Trustees Audit Committee Charter requires the Audit Committee to review the Audit Office’s annual activities with the Director of Internal Audit.

The Director of Internal Audit will discuss the Office of Internal Audit’s Year End Report for fiscal year 2020-2021.



Year-End Report on
Audit Activity for the
Year Ending June 30, 2021

Rank	Area	Audit/Reviews/Projects	Audit Status	Report Date
Required	AT	NCAA Student Assistance Fund FY 2020	Complete	August 20, 2020
Follow-Up	SS	Follow- Up Review of Undergraduate Admissions	Complete	October 21, 2020
Follow-Up	SS	Follow- Up Review of Graduate Admissions	Complete	October 21, 2020
Required	FM	President Expenses FY 2020	Complete	October 25, 2020
Required	IS	Review of Management's Risk Assessment	Complete	December 2, 2020
Risk-Based	IS	TSU Department of Human Resources	Complete	February 11, 2021
Follow-Up	SS	Follow-Up Review of Federal Work-Study (FWS) Timesheets Fall 2020	Complete	February 11, 2021
Follow-Up	SS	Follow- Up Review of Undergraduate Admissions (<i>Re-issued and Updated</i>)	Complete	February 12, 2021
Required	FM	Follow-Up TSU FYE 06/30/2018 Status of Implementation of Audit Recommendations	Complete	March 2, 2021
Required	FM	Follow-Up TSUEEE FYE 06/30/2018 Status of Implementation of Audit Recommendations	Complete	March 2, 2021
Risk-Based	AX	Student Housing Revenue	Complete	May 19, 2021
Risk-Based	AD	Foundation Gifts	Complete	May 19, 2021
Project	IS	Audit Committee Request - eVerify	Complete	May 20, 2021
Consultation	RS	FCOI Policy Revision and Disclosure Form Draft	Complete	May 21, 2021
Required	IS	Internal Quality Assessment Review	Complete	May 24, 2021
Risk-Based	FM	CARES Act Funding Review	In Progress	June 11, 2021
Risk-Based	SS	FERPA Compliance Review	In Progress	June 25, 2021
Consultation	FM	Allowance Calculation Review	In Progress	July 16, 2021

Functional Areas

AD - Advancement

AT - Athletics

AX - Auxiliary

FM - Financial Management

IA - Instruction & Academic Support

IS - Institutional Support

IT - Information Technology

PP - Physical Plant

RS - Research

SS - Student Services

Tennessee State University
Department of Internal Audit
Report on Annual Audit Activity
Fiscal Year Ending June 30, 2021

Outstanding Issues from Internal Audits

Audit: Review of the NCAA Student Assistance Fund for FYE June 30, 2020

Issue: 1. Two university students were paid a total of \$13,914.00 for providing tutoring services to student-athletes during the fall 2019 and spring 2020 semesters. The payments were erroneously applied to the students' accounts as scholarships. SAF guidelines allow scholarship payments in the summer semester only and the recipient must be a student-athlete. These payments to non-student athletes should have been made via the university's procurement system as they are not eligible scholarship payments.

Audit: Follow-Up Review of Graduate Admissions for Fall 2020 Semester

Issues: 1. The university did not always obtain and/or retain required supporting documentation (e.g final undergraduate transcripts, student applications, official test scores, etc) to support admission decisions

Status : Corrected

2. The university did not always obtain required immunization history records for applicable newly admitted and readmitted students registered for full-time enrollment during the fall 2019 semester

Status : Not Corrected

Audit: Audit of TSU Department of Human Resources

Issues: 1. Management did not provide the required U.S. Citizenship and Immigration Services (USCIS) Form I-9, Employment Eligibility Verification, for 1 of 44 employees selected for testing. In addition, forms were not completed in the required timeframe for 15 of 44 employees selected for testing.

2. Management did not ensure that employee performance evaluations for approximately 50% of non-faculty personnel were submitted to the Tennessee State University Department of Human Resources for inclusion in employees' personnel file folders during the fiscal year ended June 30, 2020.

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

4. University management did not provide us with a copy of the signed Employee Confidentiality Agreement for 1 of 44 employees tested.

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

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

Audit: Follow-Up Review of Undergraduate Admissions for Fall 2020 Semester - **Re-Issued & Updated**

- Issues:**
1. Management exceeded the 10% limit for conditionally admitted first-time freshmen students
Status : Corrected
 2. Management did not ensure that supporting documentation (final high school transcript, test scores, etc.) was obtained for all enrolled students
Status : Corrected (First-Time Freshmen)
Status : Improved, Not Corrected (Dual Enrollment)
***Spring 2021 Update-** Management has achieved 100% compliance in this area for Dual Enrollment students who remained enrolled during the Fall 2020 semester.
 3. Management did not ensure that required immunization support was obtained for all enrolled students
 4. Management did not ensure that all exceptions to admission criteria were properly documented
Status : Corrected
 5. Management did not ensure adherence to the state laws requiring newly admitted and readmitted full-time students and those who reside in student housing to provide valid proof of certain immunizations, or valid support for exemption, prior to residing in student housing or being enrolled full-time in a Tennessee higher education institution
Status : Not Corrected
- CORRECTION:** Our initial report indicated documentation was not obtained for 6 of 29 students (20.7%). Information obtained subsequent to the release of the report support the university's non-compliance should have been 3 of 29 students (10.3%).
- *SPRING 2021 UPDATE:** We reviewed the accounts of 33 students enrolled in the Spring 2021 semester to determine if all required immunization documentation was obtained. Our testing included 17 graduate students and 16 undergraduate students. We found where required documentation was not obtained for 4 of the 33 students (12%). This total includes 2 graduate students and 2 undergraduate students.

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

Issues: 1. During the fall 2020 and spring 2021 semesters, management in the Department of Residence Life and Housing posted approximately \$100,000 in adjustments to the housing and/or meal plan charges on student accounts for charges incurred in previous fiscal years ranging from fall 2016 to spring 2020. While the charges did not relate to the fiscal year under review, the charges impact the revenue amounts to be reported for the fiscal year ending June 30, 2021.

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

Audit: Foundation Gifts - July 1, 2020 through March 31, 2021

- Issues:** 1. The Former Director of Fiscal Affairs did not ensure that gifts received in the Office of the Tennessee State University Foundation were always timely deposited during the period under review. For 1 of 13 daily deposits tested, daily gifts were not taken to the Office of the Bursar to be deposited within 1 business day. The funds were deposited three business days late.
2. The Former Director of Fiscal Affairs did not ensure that gifts deposited into the bank account of the Tennessee State University Foundation were always recorded or timely recorded during the period under review. For 46 of 66 (69.7%) bank deposits selected for testing, the deposits were either not recorded or not recorded within 10 days of the receipt of the donated funds.
3. The Former Director of Fiscal Affairs did not ensure that donated funds were always spent in accordance with donor intent. For 12 of 212 (5.66%) scholarship recipients selected for testing, the awarded students did not meet the documented awarding criteria as determined by the donor.

Audit: Follow-up to the Division of State Audit, Financial & Compliance Audit of Tennessee State University for the Year Ended June 30, 2018

- Issues:** 1. As noted in the prior three audits, management needs to improve procedures for preparing and reviewing financial statements
- Status :* The Division of Business and Finance has made staffing changes and is in the process of adding additional personnel to address the issue of understaffing, which has plagued the division for several years and contributed to management not being able to accurately prepare, and thoroughly review, prior years' financial statements. Using knowledge gained from prior years' experience, the Controller is implementing procedures that contribute to the timely recording of financial information throughout the year, allowing for the preparation of timely, accurate and thoroughly reviewed financial statements at year-end.
2. As noted in the prior audit, the university and the university foundation's accounting records show more cash on hand than the bank statements show; this variance is again unexplained
- Status :* The university retained the services of a reputable CPA firm to prepare university and foundation bank reconciliations. The CPA firm has reconciled bank and book records through June 30, 2020. Management in the Office of Accounting and Payroll analyzed the completed bank reconciliations. To ensure that bank reconciliations prepared for months subsequent to June 30, 2020 are accurately prepared, management is implementing processes and procedures to ensure the financial information in the university and foundation's accounting system is accurate, up-to-date and complete.

3. As noted in the prior audit, the university did not have adequate policies and procedures for the collection of accounts receivable

Status : A revised accounts receivable policy was submitted for approval by university management and approved by the Tennessee State University Board of Trustees (BOT) during its June 13, 2019 board meeting. Additional revisions were made to the policy and a newly-revised policy was approved by the BOT on October 31, 2020.

4. As noted in the prior four audits, Tennessee State University did not provide adequate internal controls in one area [*Details of the finding are confidential according to TN law]

Status : Management continues to improve internal controls in order to remedy this issue

Audit: Division of State Audit, Financial & Compliance Audit of the Endowment for Educational Excellence at the Tennessee State University Foundation for the Year Ended June 30, 2018

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

Status : The newly-hired Controller, Office of Business and Finance, reviewed the trust's unaudited financial statements and notes for accuracy prior to their submission to the Division of State Audit



Audit of
TSU Foundation Gifts
(July 1, 2020 through March 31, 2021)



**TENNESSEE
STATE UNIVERSITY**
Department of Internal Audit
3500 John A. Merritt Boulevard
Nashville, TN 37209-1561

May 19, 2021

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

Dear Dr. Glover:

Enclosed is the internal audit report related to our audit of gifts received by the Tennessee State University Foundation for the period July 1, 2020 through March 31, 2021. The audit was performed in accordance with the *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors.

The primary objectives of the audit were to determine if gifts received by the Tennessee State University Foundation were deposited timely, recorded timely, and spent in accordance with donor intent. Our findings are documented in the attached report.

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

Sincerely,

Adrian R. Davis

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

CC: Dr. Deborah A. Cole, Chair, Tennessee State University Audit Committee
Mr. Amos L. Otis, Chair, Tennessee State University Foundation Board of Directors
Mr. Douglas Allen, Vice President for Business and Finance, Tennessee State University

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**Tennessee State University
Department of Internal Audit
Audit of TSU Foundation Gifts
Executive Summary**

Key Area	Tennessee State University Foundation	Internal Auditor	Adrian R. Davis, <i>CPA, CGFM</i> , Director of Internal Audit
Introduction	The Tennessee State University Foundation (TSU Foundation) is a legally separate, tax-exempt organization supporting Tennessee State University. The mission of the Foundation is to promote and support literary, scientific, educational, scholarship, research, charitable and development purposes and goals at the university. The Foundation raises and invests contributions on behalf of the university.		
Objective	The objectives of our audit were to determine if gifts received by the Tennessee State University Foundation were timely deposited, timely recorded, and spent in accordance with donor intent.		
Scope	Gifts (restricted and unrestricted) received from July 1, 2020 through March 30, 2021		
Audit Finding Ranking	Audit findings are rated as high, medium or low depending on auditor judgment. Some of the factors considered in judging the seriousness of a finding include: (1) level of financial impact, (2) extent of violation of laws, regulations and restrictions, (3) lack of a university policy or noncompliance with a matter in an important matter, (4) lack of internal controls or ineffective controls and procedures, and (5) fraud, theft, conflicts of interest or serious waste of university resources.		
Findings	<ul style="list-style-type: none"> ▪ Objective 1 – The Former Director of Fiscal Affairs did not ensure that gifts received in the Office of the Tennessee State University Foundation were always deposited timely during the period under review. For 1 of 13 daily deposits tested, daily gifts were not taken to the Office of the Bursar to be deposited within 1 business day. The funds were deposited three business days late. [medium] ▪ Objective 2 – The Former Director of Fiscal Affairs did not ensure that gifts deposited into the bank account of the Tennessee State University Foundation were always recorded or timely recorded during the period under review. For 46 of 66 (60.7%) bank deposits selected for testing, the deposits were either not recorded or not recorded within 10 days of the receipt of the donated funds. [high] ▪ Objective 3 - The Former Director of Fiscal Affairs did not ensure that donated funds were always spent in accordance with donor intent. For 12 of 212 (5.67%) scholarship recipients selected for testing, the awarded students did not meet the documented awarding criteria as determined by the donor. [high] 		
Conclusion	The objectives of the audit were met. It was determined that TSU Foundation management did ensure that funds received in the Office of the TSU Foundation were timely deposited during the period under review, except as noted above. It was determined that donations received in the TSU Foundation bank account were not always recorded or recorded in a timely manner, and donations were not always spent in accordance with donor intent during the period under review.		
Restriction on Use of Report	<i>This report is intended solely for the internal use of Tennessee State University and the Tennessee State University Audit Committee, a standing committee of the Tennessee State University Board of Trustees. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be approved by the TSU Audit Committee and Tennessee State University Office of Internal Audit, and handled in accordance with institutional policies; however, this report is a matter of public record.</i>		

Introduction

The Tennessee State University Foundation (TSU Foundation) is a legally separate, tax-exempt organization supporting Tennessee State University. The mission of the Foundation is to promote and support literary, scientific, educational, scholarship, research, charitable, and development purposes and goals at the university. According to the TSU Foundation website, gifts made to the TSU Foundation “allows us to provide scholarships, departmental support, and other special projects that benefit our students.” Gifts are received in various forms, including liquid funds (cash, checks, credit cards, etc.), endowments, stocks, and other types of assets (i.e. gift-in-kind). The Foundation raises and invests contributions on behalf of the university. Donations are classified into two categories: restricted or unrestricted. Restricted donations can only be used for the designated purpose.

Other Audits

The latest annual audit of the financial statements for the TSU Foundation, for the fiscal year ended June 30, 2018, resulted in two repeat audit findings. The first multi-year repeat audit finding was due to numerous errors included in the TSU Foundation’s financial statements and the accompanying notes to the financial statements. The second repeat audit finding was due to the TSU Foundation’s bank reconciliation (which was a combined reconciliation with Tennessee State University) containing several unidentified reconciling items resulting in the bank statement and general ledger not being completely reconciled.

Current Audit

Our audit was performed to determine if gifts received by the TSU Foundation on behalf of Tennessee State University were being deposited timely, recorded timely, and spent in accordance with donor intent. Properly addressing these areas will help the TSU Foundation to address the core issues that caused the repeat findings included in the most recent audit report for the annual audit of its financial statements.

The results of our review are summarized in this report.

AUDIT RESULTS

A. Audit Objective: To determine if gifts received by the TSU Foundation were timely deposited.

Gifts received in the office of the Tennessee State University Foundation (TSU Foundation) are detailed in the daily gift log. In response to the COVID-19 pandemic, university and Foundation personnel worked remotely during 2020, beginning in March 2020. However, Foundation personnel would travel to campus twice a week to record gifts received at that time. Foundation gifts are taken to the cashiers in the Tennessee State University Bursar's Office to be receipted and taken to the bank for deposit.

Audit Results:

We requested and obtained the daily gift logs for the period January 1, 2020 through March 31, 2021. We selected for testing the 13 dates with the largest gifts received from September 2020 through March 31, 2021. The gifts received on the sampled dates included 461 gifts totaling \$678,493.70.

Our review of the documentation provided by TSU Foundation personnel to support these gift amounts found that:

- For 12 of the 13 dates selected, gifts were timely recorded and taken to the Office of the Bursar to be deposited within 1 business day.
- For 1 of the 13 dates selected, gifts received on October 9, 2020 totaling \$17,710.50 were not taken to the Bursar's Office to be deposited until October 15, 2020, four business days later.

Conclusion: The Former Director of Fiscal Affairs did ensure that gifts received in the TSU Foundation Office were deposited timely for 12 of 13 dates selected for testing. Gifts should be deposited within 1 business day of receipt. For 1 of the 13 dates selected for testing, funds were deposited 3 business days late.

B. Audit Objective: To determine if gifts received by the TSU Foundation were timely recorded

To ensure that all transactions in a monthly period are accounted for and to minimize the risk of having unidentified amounts impact bank reconciliations going forward, management must ensure that all transactions in a given month are recorded and recorded timely. For purposes of our testing, we set a timeliness threshold of 10 days after the receipt of a donation. We performed a review to determine if transactions were being recorded within ten days after the receipt of funds.

We requested and obtained the TSU Foundation's bank statements for January 1, 2020 through March 2021. We randomly selected 66 deposits totaling \$904,102.34 from the bank statements for July 2020 through March 2021. For the selected deposits, we requested documentation from Foundation management to support the deposit amounts and the recording of the funds in the Foundation's information system. The Former Director of Fiscal

Affairs (Former Director) was charged with ensuring the appropriate recording of Foundation gift transactions from July 1, 2020 through March 7, 2021. Beginning March 8, 2021, this became the responsibility of the Director of Foundation Accounting (Director).

Our review of the supporting documentation provided by Foundation personnel to support the 66 individual deposits selected for review found that:

- For 20 of the 66 deposits selected for review, the deposits were recorded within 10 days of the receipt of funds (an average of 3.1 days). These funds were received during August 2020 to March 2021 (excluding November 2020).
- For 3 of the 66 deposits selected for review, TSU Foundation management did not record the deposits totaling \$42,000. These deposits were received in October 2020, January 2021, and February 2021.
 - As of April 28, 2021, the deposits were 204, 98, and 83 days unrecorded.
- For 20 of the 66 deposits selected for review, TSU Foundation management could not verify that the transactions totaling \$118,726 were recorded. The Director is currently reconciling all gifts received since July 1, 2020 with transactions recorded in the information system. These funds were received from July 2020 to December 2020.
 - If determined to be unrecorded, the transactions would be unrecorded from 114 to 301 days as of April 28, 2021.
- For 23 of the 66 deposits selected for review, the deposits totaling \$591,994.89 were recorded from 11 to 266 days (an average of 99 days) after the funds were received. 11 of the 23 deposits were recorded within 40 days of the receipt of funds. All deposits were dated on or before March 1, 2021.
 - A \$250,000 deposit received on December 1, 2020 was initially posted to the suspense account. We obtained documentation to show that Foundation management was made aware of the source of these funds on February 28, 2021. As of April 28, 2021, the funds had not been moved to the appropriate fund to allow for use of the funds for their stated purpose.
 - The source for a \$30,000 deposit was identified by Foundation management 2 days prior to the anticipated funds being deposited into the bank on October 26, 2020. The funds remained unrecorded for 25 days after being deposited in the TSU Foundation's bank account.
 - The applicable donor for a \$20,000 deposit was identified by Foundation management one month prior to the anticipated funds being deposited into the bank on October 23, 2020. The funds remained unrecorded for 153 days after being deposited. The funds were recorded in the suspense account at that time.

Conclusion: The Former Director did not ensure that all donations received in the TSU Foundation bank account were recorded and/or recorded timely from July 2020 through March 7, 2021.

C. Audit Objective: To determine if gifts received by the TSU Foundation were spent in accordance with donor intent.

1. We obtained a listing of foundation expenses in the university's accounting system for the period July 1, 2020 through March 31, 2021. The expenses totaled \$1,982,300.14, of which \$1,621,193.09 (82%) were scholarship expenses.
 - a. The \$1,621,193.09 scholarship expenses consisted of scholarship disbursements from 212 scholarship funds to 261 students for the fall 2020 and spring 2021 semesters. We reviewed disbursements from 9 scholarship funds totaling \$939,453.09 in scholarship expenses. This total included scholarship payments to 212 students.

Our review of the scholarship disbursements to these 212 students found that:

 - 200 of the 212 students met the awarding criteria as established by the donor
 - 12 of the 212 students did not meet all awarding criteria as established by the donor for four scholarship funds
 - Award 1 > Four students awarded a total of \$7,234.75 did not meet the stated criteria of being enrolled in 12 credit hours during the semester of award
 - Award 2 > Three students awarded a total of \$9,500 did not meet the stated criteria of being enrolled full-time
 - Award 3 > Two students awarded a total of \$4,000 exceeded the GPA threshold included in the award criteria. One of these two students also did not meet the criteria for being on the TSU Track Team on scholarship during the semester awarded. The student was on the TSU Track Team in the prior fiscal year.
 - Award 4 > Three students awarded a total of \$3,415 did not meet the stated criteria of being full-time enrolled in one of six allowable undergraduate majors. One of these three students also was a male student when award criteria stated the awarded student should be a female student.
 - b. We randomly selected 25 disbursements from the \$361,107.05 operating expense disbursement total. The 25 selected transactions totaled \$241,546.36. No issues were noted during our review of these transactions.

Conclusion: The Former Director did not ensure that expenditures were always in agreement with the intent of the donor during the period under review.

OTHER ISSUES NOTED

- We performed a cursory review of all bank statements for the period January 1, 2020 through May 31, 2021. While reviewing the bank statements, we identified a *Paypal* deposit into the Foundation bank account in February 2020. We inquired of management why no other *Paypal* deposits were received since that time. It was discovered that the Former Director had not drawn down approximately \$45,000 in *Paypal* funds since February 2020. The Director of Foundation Accounting initiated the drawdown of the outstanding gift amounts in April 2021. *Paypal* gift drawdowns were current as of May 2021. We inquired of the recording of these funds since February 2020 and were told that the funds were being recorded but were not being drawn down.

- As of April 28, 2021, the former Director of Fiscal Affairs had not posted related journal entries during the fiscal year for the TSU Foundation's investments.

Audit Recommendations:

1. The Vice President of Institutional Advancement should ensure that the Director of the Tennessee State University Foundation (the Former Director of Fiscal Affairs):
 - ✓ Provides the Director of Foundation Accounting with all the resources and account access (e.g. online access to bank accounts, and portals that detail donor information to support the proper recording of donations to be deposited in the TSU Foundation bank account) necessary to allow for the timely and complete recording of all financial transactions related to the TSU Foundation to bring the accounting for the TSU Foundation to a current state.
 - ✓ Provides a complete and accurate listing of all cash and investment accounts managed by the TSU Foundation
 - ✓ Ensures that all gifts received in the TSU Foundation Office are deposited within 1 business day
 - ✓ Ensures that all outstanding journal entries related to the TSU Foundation's investment accounts are recorded
 - The Vice President of Institutional Advancement should ensure that Foundation management timely provides investment statements to the Director of Foundation Accounting so that outstanding entries can be recorded.
 - ✓ Reviews transactions recorded in the Foundation's suspense account. These transactions should be compared with the related description of the gift per the applicable bank statement or gift log and any email communications received by Foundation personnel related to these funds. Identified funds should be moved to the applicable fund to be used for the stated purpose.
 - During our testing, it was discovered that Foundation personnel were alerted of the impending receipt of several donations. However, once received the funds were not always timely recorded and/or recorded to the appropriate fund in the information system. Instead, funds were recorded to the suspense account.
 - ✓ Implements procedures that ensure scholarship disbursements made to students who did not meet the awarding criteria are immediately credited back to the appropriate fund.
2. The Controller should document timeframes for the timely recording of gifts and investment income.

Management's Comments: The State Comptroller, Division of State Audit, is currently finalizing its audit of the TSU Foundation's financial statements for FY ended 2019 and FY ended 2020. The State Comptroller's office has emphasized the need for TSU to immediately correct issues related to the recording and reporting of TSU Foundation financial activity. In addition to the procedures documented below, a controller will be hired and assigned to the TSU Foundation to ensure that the Foundation immediately addresses all accounting issues.

Audit Objective A- *Timely Depositing of Gifts*

Management concurs with the analysis and the recommendations outlined in the audit report. The Director of Foundation Accounting will ensure that TSU Foundation staff are depositing gifts within 1 business day of receipt.

Procedures will be reviewed with staff to ensure that all gifts are deposited within 1 business day of receipt. Due to the limited staff available and the number of events in October, special emphasis will

be given to that month. The requirement that all gifts are deposited within 1 business day will be reviewed during this next fiscal year to determine if 1 business day is a reasonable timeframe.

Audit Objective B- *Timely Recording of Gifts*

Management concurs with the analysis and the recommendations outlined in the audit report.

Procedures have been changed to ensure that all donations received in the TSU Foundation bank account are recorded timely.

- The Director of Foundation Accounting sends out a report of bank transactions daily. This report shows all transactions to date for the month highlighting any new or unusual deposits.
- The Director of Foundation Accounting will reconcile the Foundation's bank account by the 15th of the following month. The month of April 2021 has been reconciled.
- A weekly meeting will be scheduled between the Foundation Director and the Director of Foundation Accounting for review of any financial issues or concerns. The intention of the meeting will be to ensure the proper recording of gifts and contributions to the Foundation.

Audit Objective C- *Compliance with Donor Intent*

Management concurs with the analysis and the recommendations outlined in the audit report. The Director of Foundation Accounting will ensure that all scholarship disbursements made to students who did not meet the awarding criteria are credited back to the appropriate fund by June 30, 2021.

Procedures will be reviewed and changed to ensure those students awarded scholarships meet all awarding criteria as established by the donor.

The current process requires departments to submit scholarship authorizations to the Foundation Office for approval. In the case of two of the awards included in the audit finding in this report, this process was not followed.

A revised process review will be implemented where scholarship awarding will go through a formal process using a scholarship committee to make a more detailed review of the scholarship recipients. Before the recipient is awarded, the committee will submit scholarship authorizations to the Foundation Director for approval.

Other Audit Recommendations:

- The former Director of Fiscal Affairs will provide a complete and accurate listing of all cash and investment accounts managed by the TSU Foundation by June 1, 2021.
 - The Director of Foundation Accounting will be provided online account access to all cash and investment accounts by June 30, 2021.
 - The Director of Foundation Accounting has been provided with account access to bank accounts and payment portals to support the proper recording of donations to be deposited in the TSU Foundation bank account.
- The Director of Foundation Accounting will submit all investment journal entries monthly.
 - The investment journal entries for FY21 through April will be recorded by May 31.
- The recording of gifts and investment income will be done on a current basis as well.
- The Director of Foundation Accounting will work with TSU Foundation personnel to review all transactions recorded in the Foundation's suspense account by June 15, 2021.

- These transactions will be compared with the related description of the deposit per the applicable bank statement or gift log and email communications received by TSU Foundation personnel.
- Entries will be made to transfer identified funds from the suspense account to the applicable fund to be used for the stated purpose.

Going forward, the suspense account will be reviewed monthly by TSU personnel and the appropriate adjustments will be made.

May 20, 2021

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

Dear Chairwoman Cole:

During our last Audit Committee Meeting held on March 11, 2021, we presented the results of our audit of the Tennessee State University Department of Human Resources (Department). Dr. Ali Sekmen, Faculty Trustee, *Tennessee State University Board of Trustees*, inquired if we had obtained any insight into the Department's plans to use *E-Verify* in the future. Dr. Sekmen stated that the decision not to use *E-Verify* has prevented the university from hiring several qualified individuals. We had not obtained any information on the Department's intentions to use E-Verify at the time of our previous board meeting. As a result, you directed us to report back on the status of the Department's intentions at the upcoming Audit Committee meeting to be held in June 2021.

According to its website, "*E-Verify* is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. E-Verify employers verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS)...the employer usually receives a response within a few seconds either confirming the employee's employment eligibility or indicating that the employee needs to take further action to complete the case." The employer is not charged any service fees for using the E-Verify service.

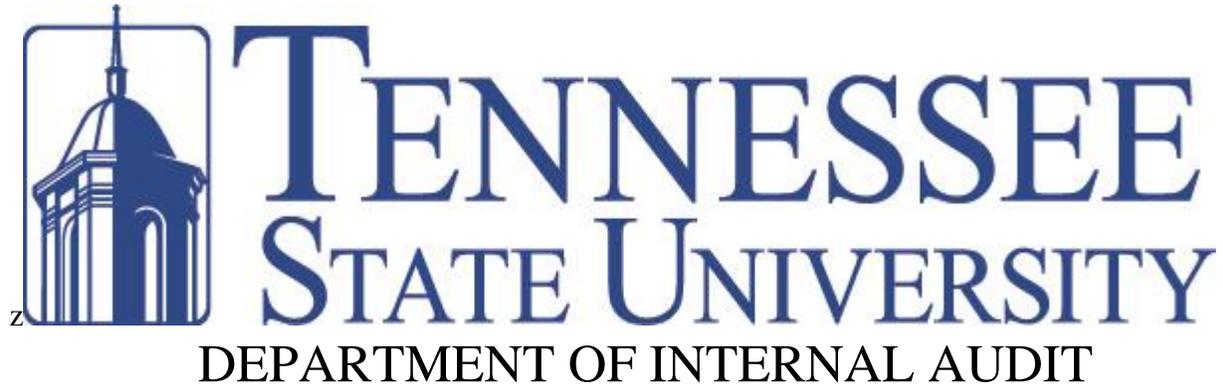
The Associate Vice President for Human Resources confirmed that the Department will begin using the *E-Verify* service at the beginning of the fiscal year 2022. As part of the *E-Verify* enrollment process, organizations must sign and agree to the *Memorandum of Understanding for the Employer (MOU)*. The 13-page agreement is between the Department of Homeland Security (DHS) and the Employer. The purpose of this agreement is to set forth the terms and conditions which the Employer will follow while participating in E-Verify. The university is currently reviewing the terms included in the MOU.

Sincerely,

Adrian R. Davis

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

CC: Dr. Glenda Baskin Glover, President



Student Housing Revenue
Fall 2020 and Spring 2021



May 19, 2021

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

Dear Dr. Glover:

Enclosed is the internal audit report related to our review of student housing revenue for Tennessee State University. The scope of our audit is fall 2020 and spring 2021 semester housing revenue. The audit was performed in accordance with the *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors. The results of our audit are included in the attached report.

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

Sincerely,

Adrian R. Davis

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

CC: Dr. Deborah A. Cole, Tennessee State University Audit Committee Chair
Mr. Frank Stevenson, Associate Vice President and Dean of Students

**Tennessee State University
Department of Internal Audit
Audit of Student Housing Revenue
Executive Summary**

Key Area	Department of Residence Life and Housing	Internal Auditor	Adrian R. Davis, CPA, CGFM Director of Internal Audit
Background	The Department of Residence Life and Housing is a department in the Tennessee State University Division of Student Affairs. The Department of Residence Life and Housing is responsible for managing all student residence halls and student apartments, including, room assignments and transfers, and providing training and oversight of Residence Hall Managers, Resident Assistants, and Graduate Assistants.		
Objective	<p>The objectives of our audit were:</p> <ul style="list-style-type: none"> ▪ To determine if there were effective controls in place to ensure accurate recording of Student Housing revenue, and ▪ To determine if the university was in compliance with federal guidelines, state laws, and/or institutional policies related to employees working in student housing 		
Scope	Fall 2020 and Spring 2021		
Audit Finding Ranking	Audit findings are rated as high, medium, or low depending on auditor judgment. Some of the factors included in judging the seriousness of a finding include: (1) level of financial impact, (2) extent of violation of laws, regulations and restrictions, (3) lack of a university policy or noncompliance with an important matter, (4) lack of internal controls or ineffective controls and procedures, and (5) fraud, theft, conflicts of interest or serious waste of university resources.		
Audit Findings	<ol style="list-style-type: none"> 1. During the fall 2020 and spring 2021 semesters, management in the Department of Residence Life and Housing posted approximately \$100,000 in adjustments to the housing and/or meal plan charges on student accounts for charges incurred in previous fiscal years ranging from fall 2016 to spring 2020. While the charges did not relate to the fiscal year under review, the charges impact the revenue amounts to be reported for the fiscal year ending June 30, 2021. [Low] 2. Details of noncompliance in the area of Pre-Employment Screening/Employee Background Checks was determined to be confidential pursuant to Section 10-7-504(i), <i>Tennessee Code Annotated</i>. [High] 		
Conclusion	The objective of our audit was met. It was determined that the university was in compliance with applicable policies, procedures, rules, regulations, etc. for student housing, except as noted in the finding above.		
Restriction on Use of Report	<i>This report is intended solely for the internal use of Tennessee State University (TSU) and the Tennessee State University Audit Committee, a standing committee of the Tennessee State University Board of Trustees. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be approved by the TSU Audit Committee and Tennessee State University Office of Internal Audit, and handled in accordance with institutional policies; however, this report is a matter of public record.</i>		

Introduction

The Department of Residence Life and Housing is a department in the Tennessee State University Division of Student Affairs. The Department of Residence Life and Housing is responsible for managing all student residence halls and student apartments, including, room assignments and transfers, and providing training and oversight of Residence Hall Managers, Resident Assistants, and Graduate Assistants.

Tennessee State University offers 8 on-campus housing facilities (6 residence halls and 2 student apartments) for university students with a combined capacity of 1,861 rooms. The housing rates established by the university are subject to the approval of the Tennessee State University Board of Trustees. During the fall 2020 and spring 2021 semesters, the housing rates were \$3,272 for student apartments and ranged from \$1,325 to \$3,742 to reside in a one to three-bedroom residence hall space.

To be eligible for on-campus housing, a student must be admitted for enrollment and registered for courses during the applicable semester. The Department of Residence Life and Housing uses the *RMS Mercury* software system to manage the student housing process. Student housing information entered into the *RMS Mercury* system is electronically transferred to the Banner Student system. The *RMS Mercury* software system provides students access to an online application. To submit a housing application, students must pay a \$100 housing deposit, which is applied as a pre-payment to that portion of the housing fee for the applicable semester. Students gain access to the online housing application via their *myTSU* account. The student's classification (e.g. freshman, sophomore, graduate student, etc.) is used to determine which residence hall or student apartment that the student qualifies to reside in. Freshman students are given the opportunity to apply for on-campus housing before other student classifications. Student housing assignments are made on a first-come, first-serve basis after the submission of a housing application. There are also certain meal plan requirements for freshmen students residing in the residence halls and for students choosing to reside in on-campus student apartments. These meal plan charges were posted to applicable student accounts by personnel in the Department of Residence Life and Housing during the period under review.

Audit Results

1. Compliance with TSU Board of Trustees Approved Housing Rates

We reviewed housing rates entered into the RMS Mercury system and the housing rates posted to student accounts in the Banner Student system for the fall 2020 and spring 2021 semesters.

Conclusion: Housing rates charged to students during the semesters under review were in agreement with board-approved housing rates, as presented on the university's Student Housing webpage.

2. Reconciliation between Banner Student and Banner Finance

We obtained a listing of Residence Life charges (student housing and meal plan charges) in Banner Student. We also obtained a listing of all Residence Life transactions in the Banner Finance system as of May 7, 2021. (We included meal plan revenue in this total because the two revenue amounts are reported as one amount on the face of the financial statements for the university's latest annual audit.)

- Residence Life charges in the Banner Finance system for the fall 2020 and spring semesters totaled \$14,167,546.64
- Residence Life charges in the Banner Student system for the fall 2020 and spring 2021 semesters totaled \$14,267,114.63

- ❖ Our review of the \$99,567.99 difference between the two systems found that the majority of this difference relates to adjustments to housing and meal plan charges incurred in prior fiscal years. There were adjustments to over 80 student accounts for terms ranging from fall 2016 to spring 2020. During our review, it was discovered that many of the adjustments were adjustments to student meal plans. It appears that the adjustments were not timely due to a miscommunication between *Residence Life and Housing* management and *Auxiliary Services* management regarding whose responsibility it was to post adjustments during the period under review. At the time of testing, we were informed that Auxiliary Services was in the process of transferring the management of meal plan charges to Auxiliary Services. While the charges did not relate to the fiscal year under review, the charges impact the revenue amounts to be reported for the fiscal year ending June 30, 2021. More importantly, the charges result in a change to the balances owed by students or the amount to be refunded to students. Student account charges should be reconciled between the student information system and external housing management system timely (i.e. when the need for an adjustment arises during each semester) and at the end of the applicable semester.

Conclusion: Management has controls in place to ensure that board-approved rates charged to student accounts are appropriately transferred from the Banner Student system and recorded to the appropriate housing account in the Banner Finance system. This ensures that current-year housing and meal plan revenue is accurately recorded. However, when an adjustment to a student account is required (e.g. a student never moves into student housing, a student moves out of student housing prior to the semester purge date, a student decides not to attend the university after securing housing and/or a meal plan, etc.), these adjustments were not always made timely during the applicable semester. We identified several housing and meal plan charge adjustments that should have been made during the applicable previous semester.

3. Reconciliation between Banner Student and RMS Mercury

We obtained the student housing roster from the RMS Mercury system for the fall 2020 and spring 2021 semesters. The roster includes housing details, such as the student's name, room type, assigned room, room rate, check-in/check-out dates, and residence hall. We compared the student's occupancy per the RMS Mercury roster with housing charges on the student's account in the university's Banner Student system. Students were appropriately charged based on the dates of occupancy. Pro-rated charges were based on the board-approved rates.

- Our comparison between the two systems involved 2,167 student accounts. For 7 of these students, we identified system errors due to the duplicate application or removal of a housing charge. Once we pointed out the errors, management posted corrections to the applicable student accounts.

Conclusion: Student housing occupancy information included in the RMS Mercury system accurately supported the applicable student charges in Banner Student, except for the errors noted above.

4. Compliance with State Law(s) Related to Employment in Student Housing Facilities

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

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 17, 2021

ITEM: Audit Committee Report – Discussion of the Audit Office’s Quality Assessment

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

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

The Director will discuss the results of the Office of Internal Audit’s internal quality assessment.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Audit Committee Report – Approval of Fiscal Year 2021-2022 Audit Plan

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The annual audit plan for the Department of Internal Audit was prepared using a risk-based approach as required by the *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors. The audit plan covers the annual audit period ending June 30, 2022. Risk factors (e.g. internal controls, results of prior internal and external audits, results of management’s risk assessment, etc.) were considered when determining the items to be included in the audit plan.

The purpose of this agenda item is to consider for approval the Annual Audit Plan for fiscal year 2021-2022.

See Attachment.

MOTION: To approve the Fiscal Year 2021-2022 Audit Plan, as contained in the Board materials for the Board’s June 17, 2021, meeting.

Tennessee State University
 Department of Internal Audit
 Annual Audit Plan 2021 – 2022

**Tennessee State University
 Department of Internal Audit
 Internal Audit Plan
 Fiscal Year Ending June 30, 2022**

Rank	Type	Area	Audit	Budget (Hours)	Estimated Start	Estimated Completion
Required	R	AT	NCAA Student Assistance Fund FY 2021	150	July 2021	August 2021
Required	R	FM	State of Tennessee Single Audit FY 2020- Follow-Up	150	July 2021	September 2021
Required	R	IS	Audit Manual Review and Update	25	July 2021	August 2021
Risk-Based	A	IT	Banner Access Review - Finance Module	225	August 2021	October 2021
Risk-Based	A	FM	Grants External Reporting Process Review	175	August 2021	October 2021
Risk-Based	A	IT	Banner Access Review - HR Module	225	September 2021	December 2021
Risk-Based	A	FM	CARES Act Funding Review	150	July 2021	June 2022
Follow-Up Review	F	IS	Follow-Up Reviews of Internal Audit Findings	275	July 2021	June 2022
	F	SS	(A) Admissions - Immunizations Compliance			
	F	FM	(B) Federal Work-Study			
	F	IS	(C) Department of Human Resources			
	F	AD	(D) Foundation Gifts			
	F	AX	(E) Student Housing			
Required	R	FM	President's Expenses FY 2021	100	October 2021	November 2021
Risk-Based	A	SS	Department of Financial Aid- Efficiency Review	225	October 2021	December 2021
Risk Assessment	M	IS	Review Management's Risk Assessments	50	November 2021	December 2021
Required	R	FM	State Audit Follow-up for FY 2019	110	October 2021	February 2022
Required	R	FM	State Audit Follow-up for FY 2020	110	October 2021	February 2022
Investigation	I	IS	Unscheduled Audits/Projects/Investigations	200	TBD	
Consultation	C	IS	Unscheduled Consultations	100	TBD	
Risk-Based	A	IT	Banner Access Review - Student Module	225	February 2022	April 2022
Risk-Based	A	IS	Title IX Compliance Procedures Review	225	January 2022	April 2022
Required	R	IS	Review of Conflict of Interest Forms	100	January 2022	March 2022
Risk-Based	A	SS	Office of the Bursar- Efficiency Review	225	March 2022	May 2022
Consultation	C	FM	University Lease Analysis (carry-forward)	55	March 2022	April 2022
Required	R	IS	Quality Assessment Review- Internal	25	April 2022	May 2022
Risk-Based	A	FM	Procurement Card Transactions Review	75	May 2022	June 2022
Required	R	FM	Cash Counts	10	June 2022	June 2022
			Total	3210		

<p>Audit Types: R - Required A - Risk-Based (Assessed) S - Special Request I - Investigation M - Management's Risk Assessment C - Consultation F - Follow-up Review</p>	<p>Functional Areas: AD - Advancement AT - Athletics AX - Auxiliary FM - Financial Management IA - Instruction & Academic Support IS - Institutional Support IT - Information Technology PP - Physical Plant RS - Research SS - Student Services</p>
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TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 17, 2021

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

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

**Tennessee State University
Board of Trustees**



**Finance and Budget
Committee Report**

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

11 a.m. CST
Thursday, June 17, 2021

Board Committee Meetings:
Via Zoom link: Meeting ID: 944 7006 3664
Passcode: 578001

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the March 11, 2021, Finance and Budget Committee Meeting Minutes
- IV. Approval of Fiscal Year 2021-2022 Tuition and Mandatory Fee Increase of 1.9 percent
- V. Approval of Institutional Budgets – Estimated Budget FY21, Proposed Budget FY22
- VI. Approval of FY21 Supplemental Compensation Payment to Eligible Employees
- VII. Approval of the Institution’s Fiscal Year 2021-2022 Compensation Plan
- VIII. Finance and Budget Report
- IX. Approval of Institution’s FY 2021-2022 Capital Construction Plan
- X. Update on Enrollment, Marketing and Student Recruitment Plan
- XI. Report on Athletics
- XII. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
March 11, 2021,
Finance and Budget
Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of the March 11, 2021, Finance and Budget Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the March 11, 2021, Finance and Budget Committee meeting is included in the June 17, 2021, Board materials.

MOTION: To approve the minutes from the Board of Trustees' March 11, 2021, Finance and Budget Committee meeting, as contained in the Board materials for the Board's June 17, 2021, meeting.

**Tennessee State University Board of Trustees
Finance and Budget Committee Meeting.
March 11, 2021
Tennessee State University. Electronic**

MINUTES

Committee Members Present: Trustees Steve Corbeil, Van Pinnock and Richard Lewis

Other Board Members Present: Joseph W. Walker, III, Dr. Deborah Cole, Pam Martin, Obie McKenzie, Andre Johnson, Dr. Ali Sekmen, and Tiara Thomas.

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

I. CALL TO ORDER

Trustee Lewis called the meeting to order at 11:10 am. on March 11, 2020. Trustee Lewis moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. There is important action to be conducted by the Finance and Budget Committee. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to enforce social distancing guidelines, including limiting face-to-face contact, whenever possible. Electronic participation for the Committee meeting is necessary for the safety of Board members, staff, and guests. Trustee Corbeil seconded and the motion carried unanimously by roll call vote.

II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at the committee chair’s request. Board Secretary Pendleton called the roll. Present: Trustees Richard Lewis, Van Pinnock and Steve Corbeil. A quorum was established.

III. APPROVAL OF THE NOVEMBER 19, 2020, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Lewis moved to recommend to the full Board the approval of the minutes from the November 19, 2020, Finance and Budget committee meeting, as contained in the March 11, 2021, board materials. Trustee Corbeil seconded the motion, which carried unanimously by roll call vote.

IV. REPORT ON CARES ACT FUNDING RELATED TO COVID-19 CORONAVIRUS

Trustee Lewis announced the next item on the agenda as the report of CARES Act funding related to COVID-19 and asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the November 19, 2020, Board Meeting packet. This was an informational item and so no vote was required.

President Glover reported on this item to identify the CARES Act funds received and the amounts which had been disbursed. A breakdown of the funds are included on pages #70 of the November 19, 2020 Board Meeting materials. President Glover asked Dr. Frances Williams to share information about this agenda item. She shared that the initial funding for emergency grants to students amounted to \$3.6 million and for institutional expenses related to COVID-19, that amounted to \$3.6 million. The university also received \$16.2 million via the Higher Education Emergency Relief Fund (HEERF) HBCU allotment. This brought a total TSU allotment of \$23.4 million from the federal government.

The HEERF II, authorized by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) provided additional funding to TSU for COVID related expenses. This additional relief amounted to \$3.6 million for emergency grants to students, \$9.6 million for institutional use, and \$20 million from the HEERF II HBCU allotment. This additional allotment totaled \$33.2 million.

Trustee Pinnock asked what were the plans for these CARES Act funds, to which President Glover stated that she wanted to use these funds for student scholarships. Trustee Corbeil added that it was important not to use these funds to just cover the university's deficit. President Glover concurred. She said that we would have a structured plan for the use.

Trustee Lewis reminded the committee that we never expected to receive these funds and therefore he suggested that the Board of Trustees might need to give some guidance and direction to management on how best to use these funds. President Glover offered to provide to the Board, for their review, a schedule of how the funding was going to be used. She stated that after the impending SACSCOC visit, she would get this information to them. President Glover also shared some background information on personally working with several legislators on these Bills and getting them passed for the benefit of not just STEM schools but also HBCUs.

Trustee Corbeil asked for specifics with regards to discretionary spending of these funds. President Glover responded that bullet points will be provided.

Trustee Lewis then thanked everyone for this important information.

V. REPORT OF GENERAL ASSEMBLY'S LAND GRANT STUDY COMMITTEE DISCUSSIONS

Trustee Lewis introduced the next agenda item, the report of the general assembly's land grant study committee discussions and asked President Glover or her designee to provide pertinent information related to this Finance and Budget Committee agenda item. The material was included in the March 11, 2021, Board Meeting.

President Glover shared that she presented to the committee on January 11, 2021 as discussion began about the Land Grant funding issue and the discriminatory aspects on why TSU was not funded. She stated that Representative Harold Love chaired the committee which is now known as the Joint Land Grant Institutions Funding Study Committee (JLGIFC). They heard presentations from the State officials and Tennessee State University. The purpose of the committee was to study the inequities of prior years' federal and state funding for land grant institutions of higher education. The committee was focused on studying the impacts of the funding, including its effects on maintenance, operations of institutions and benefits of the funding. They covered the impact that the shortage of funding has had on the university. President Glover shared that the committee expressed that they were not aware of the impact until they spoke with us. More discussions were held in relations to the arrears owed to TSU.

President Glover explained that there is a one-to-one match that is required by the government. It was determined that there are three parts or three pools of funding. The committee went back to the year 2000 to 2017. They met with the Governor back in 2017 to determine if we could get that amount which was approximately \$40 million. We received \$2 million which was deemed to be a part of the \$40 million owed. That leaves \$38 million. Since then (2018), we have begun receiving our full match but prior to 2000, there is a second pot. She continued to share that there is a budget analyst working with the committee, including with her and with Rep. Love. She suggested that it was better that the legislature determined the base amount that is owed, since we can then add to that amount or challenge it.

From a historical standpoint, President Glover continued to explain that the TSU funds were paid to the state while UT's portion would be paid directly to them, TSU's portion would be paid to the State Treasury Department for distribution. She stated that there was evidence that at times no funding distribution was made to TSU. Another issue was that of the state funding, UT's portion would be 75%, while TSU's portion would equal 25% and although UT always received their 75 %, TSU sometimes did not. Now we are calculating all of the Land Grant funding that was allotted to UT and developing a formula to calculate what is owed to TSU. As further developments take place with this, President Glover has promised to keep the Board updated

Trustee Lewis suggested that President Glover and the JLGIFC consider using the expertise and influence of some members of the Board, namely Trustee Johnson or Trustee Martin as they move forward in this pursuit.

Trustee Corbeil agreed with this suggestion.

VI. REPORT ON THE FY2021 INSTITUTIONAL REVISED BUDGET

Trustee Lewis introduced the next agenda item, the report of the FY21 revised institutional budget and asked President Glover or her designee to provide pertinent information related to this Finance and Budget Committee agenda item. The material was included in the March 11, 2021, Board Meeting materials and is an informational item only.

President Glover commented on the details of this agenda item. She updated the committee on the fact that Mr. Horace Chase is retiring but will be back to represent the university at the SACSCOC visit. He has made himself available for information needed as we continued to prepare. President Glover shared that she is working with the accounting team as they work through ways of reducing

the operating expenses since we are still working with \$10.7 million of expenses in excess of revenues. They have considered several budget cuts including travel, and supplies. She said that the budget was still a very fluid document that is ever changing. Several departments have been asked to evaluate their expenses and make the necessary cuts. Following the VESP many faculty and staff positions will not be filled.

President Glover added that regarding the estimated budget that is in process now, the expenses have been reduce by almost \$1 million bringing the excess to \$9.5 million instead of \$10.7 million. She reiterated that \$5 million will be used from the CARES Act towards institutional support, and so that figure again will be adjusted. She also added information about several sources of additional funding that were expected in and that will directly affect the numbers of revenue dollars on the proposed budget. Although tuition and fees were down, research grants and contracts were up. She itemized several areas where revenue was directly impacted.

Trustee Corbeil agreed with her explanations.

President Glover also mentioned the position of Vice President of Business & Finance. She shared that there were 26 applicants in the pool, with approximately 5 or 6 holding a CPA certification.

Trustee Lewis thanked President Glover for her report and cautioned that the selection of this new VP should be someone with not only credentials, but someone who is experienced and can provide leadership with the President.

VII. UPDATE ON ENROLLMENT, MARKETING, AND STUDENT RECRUITMENT PLAN

Trustee Lewis introduced the next agenda items, the report on enrollment, marketing, and student recruitment and asked President Glover or her designee to provide pertinent information related to these joint Finance and Budget Committee agenda items. The material was included in the March 11, 2021 Board Meeting packet and were informational items and so no vote was required.

President Glover asked Mr. Terrence Izzard to report on this agenda item. Mr. Izzard stated that that he was excited to share an update of the Spring enrollment, the application data for the Fall 2021 and recruiting and marketing efforts. Mr. Izzard directed everyone to page #77 - 79 of the March 11, 2021 Board Meeting materials for a breakdown of the enrollment, recruitment and marketing update, comparison and admission analyses. Mr. Izzard praised the leadership of President Glover and the Cabinet for the semester's success. He stated that although we would have loved to have had higher numbers, we were grateful for those that we did have. He stated that everyone entered Spring 2021 with a lot of concern since we were facing students whose parents may have lost their jobs, or parents who had been deceased due to COVID. These students were discouraged and stressed more than usual. Efforts were made across campus to assist these students and we were thankful for the show of teamwork from everyone.

Regarding recruiting, Mr. Izzard shared that beginning March 2020, everyone flipped into a virtual environment – high schools began to shut down and his team could not visit students in person. The team became very innovative with their recruiting approach and started doing everything in a virtual space. There was a total collaboration on campus between enrollment management, student affairs, academic affairs, auxiliary services and all other campus partners. Everyone plugged in and worked

together for the students.

The application data shows that the numbers are trending upward. Those students who have been admitted are actually up by 11% when compared to prior periods. Housing deposit numbers are also trending upward surpassing the number this time last year.

Awards to high achieving students (GPA 3.0 or higher) have already been made. Mr. Izzard remarked that this was the first time, since he has been here, that these awards have been done in February. He stated that parents have until March 15th to confirm their acceptance and he had already received approximately 500 scholarship acceptance. Additionally, these were all students with GPA 3.8 or higher. The financial aid team and the marketing efforts contributed to this turn-around. Since students were not on campus, seeing and hearing from the student leaders played an important roll in keeping the students engaged. This was instrumental with the returning students.

Mr. Izzard spoke about the virtual office hours, with access to live agents, that his entire team was engaging in, all in an effort to provide exceptional service to our students. He made mention of the Dual Enrollment FIVE career pathway course offerings, the new Fall 2021 International Africa Dual Enrollment project, and several new student program efforts. Mr. Izzard mentioned Dr. Robbie Melton and several of the innovative recruitment efforts coming out of the graduate school.

Trustee Thomas asked about the time it takes a prospective student to receive the acceptance letter form after applying. She pointed out that many students make choices to attend other schools due to the delay in communicating acceptance to TSU. Mr. Izzard responded that it took 7-10 business days.

Trustee Pinnock asked about the pool of candidates, regarding information on geographical data, GPA, etcetera. Mr. Izzard promised to get that data to Trustee Pinnock.

Trustee Sekmen had a question about students getting a bill from TSU without having attended any classes. Mr. Izzard added clarity to this issue after a lively discussion ensued.

Trustee Lewis thanked President Glover and Mr. Izzard for the report.

VIII. REPORT ON INSTITUTIONAL ADVANCEMENT

Trustee Lewis introduced the final agenda item as the report on Rediscover TSU. This was also an informational item so no vote was required. Trustee Lewis asked President Glover or her designee to report on this agenda item. President Glover stated that she was happy to call on Mr. Jamie Isabel to report on this item.

Mr. Isabel announced that since Trustee Lewis asked him at the last meeting to be specific on what money had been actually collected by his fund-raising efforts, he thought to open with this announcement: \$9.8 million on request and of that amount, \$4.9 million had been deposited. That is 55% over last year's numbers at this time. Mr. Isabel prided President Glover for the successful efforts in fund-raising.

He went on to mention other pending pledges including an upcoming meeting where he was putting a large 'ask' on the table - \$5 million from CIGNA.

He then thanked President Glover for giving him the opportunity to work with her.

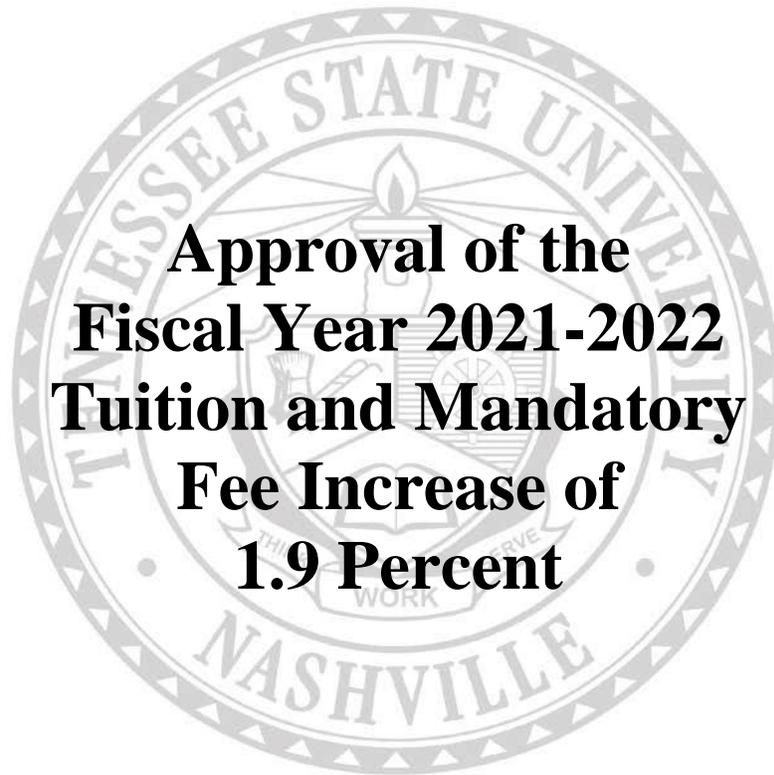
President Glover added that we needed to hire another person in the Institutional Advancement area. She stated that we were getting numerous calls from the Black Lives Matter movement, wanting to engage someone. Many companies are wanting to give to HBCUs and so we need to position ourselves. She mentioned a recent \$500K donation from a liquor company. Mr. Isabel reminded everyone about the recent Federal Express donation of \$1 million.

Trustee McKenzie added that in his career he has never seen an opportunity for fund-raising as he sees now. He stated that \$5 million is a lot of money, but mere pittance to what was available to us at this particular time.

Trustees Lewis thanked Mr. Isabel for the report and Trustee McKenzie for such insight. He asked if there was any additional business. Seeing none, he asked for a move to adjourn the meeting.

Trustee Pinnock then moved to adjourn the meeting and Trustee Corbeil seconded which carried by roll call vote. The meeting was adjourned at 12:48 pm.

**Tennessee State University
Board of Trustees**



**Approval of the
Fiscal Year 2021-2022
Tuition and Mandatory
Fee Increase of
1.9 Percent**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of the Fiscal Year 2021-2022
Tuition and Mandatory Fees

RECOMMENDED ACTION: Approval

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

The purpose of this agenda item is to request approval for the proposed FY 2021-2022 tuition and mandatory fee increase of 1.9 percent.

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

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

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

Pursuant to the FOCUS Act, the Tennessee Higher Education Commission establishes fee increase ranges. For FY 2021-22, THEC set the range for maintenance plus other mandatory fees, excluding out-of-state tuition, at 0% to 2%. TSU is proposing an increase of 1.9% for its tuition and mandatory fees.

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

Pursuant to the Tuition Transparency and Accountability Act (Tuition Act), and Board Policy 006 (Board Consideration of Increases in Tuition and Mandatory Fees), TSU is required to post the proposed tuition and mandatory fee increase to the Board website at least fifteen days prior to the Board meeting to allow for comment. TSU has complied with this requirement.

Proposed Implementation Date: Fall Term 2021

Item Details: See attachment.

MOTION: To approve the Fiscal Year 2021-22 Tuition and Mandatory Fee Increase of 1.9 percent, as contained in the Board materials for the Board's June 17, 2021, meeting.

**TUITION AND MANDATORY FEE INCREASE
FOR BOARD OF TRUSTEES JUNE 17, 2021, MEETING**

Pursuant to the Tennessee Tuition Transparency and Accountability Act, T.C.A. § 49-7-1603, the Tennessee State University Board of Trustees is providing public notice of the proposed tuition and mandatory fee increase for the 2021-2022 academic year. The tuition and fee increase will be considered by the Board at its June 17, 2021, Board meeting.

1. The combined total proposed tuition and mandatory fee increase for academic year 2021-2022 is **1.9%**. The breakdown of the increase is as follows:

- a. Undergraduate maintenance proposed fee (tuition) increase of 1.5%
 - i. Base 12 hours proposed to increase from \$279 per hour to \$283 per hour
 - ii. Over base hours proposed to increase from \$55 per hour to \$56 per hour
- b. Student Athletic Fee proposed fee increase of \$25 per student per semester. This fee is included in the Program Services Fee which will go from \$579 to \$594 per semester, resulting in a 4.32% increase in mandatory fees.
- c. The 1.9% combined increase is derived from the proposed total tuition and mandatory fees that would be assessed for a student taking fifteen (15) credit hours in FY21-22 compared to FY20-21.

2. Revenue derived from the tuition and mandatory fee increase will be used primarily as follows:

- a. Undergraduate maintenance
 - i. Cover University's portion of the compensation adjustment for FY 21-22
- b. Student Athletic Fee
 - i. Helps ensure compliance with Title IX requirements
 - ii. Helps to offset the increased costs of team travel and other athletic operating costs mandated by third parties

3. Tennessee State University makes every effort to mitigate the effect of the increase on students:

- a. Undergraduate maintenance
 - i. Tennessee State University's undergraduate maintenance fee is one of the lowest among public universities in Tennessee.
 - ii. The proposed 1.5% Undergraduate Maintenance increase is within THEC's established tuition range for academic year 2021-2022.
- b. Student Athletic Fee
 - i. The proposed increased fee closer aligns Tennessee State University's fee with other state institutions.

4. Factors the Board will Consider When Setting Tuition and Mandatory Fee Increases

- a. Level of State support
- b. Total cost of attendance
- c. Efforts to mitigate the financial effect on students
- d. THEC mandatory tuition and fee ranges
- e. Inflationary costs
- f. Tuition and fee levels at peer institutions and competing institutions
- g. Student Demand
- h. Other factors pertinent to the cost of the University's operations and programs of study

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of Institutional Budgets

RECOMMENDED ACTION: Approval

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

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

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

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

The budget model is being reconstructed to become more conservative in revenue projections and budget. In addition, expenses are being reviewed thoroughly in effort to be strategic, efficient and accountable while remaining within in the confines of the University's recurring resources. A more strategic process is necessary to ensure there are minimum disruptions to student success and the level of services the University provides. This Proposed Budget will incorporate fiscal year ending 2021 with a conservative tuition revenue projection based on the past three-year enrollment trend; a 1.9% fee increase; a slight increase in state appropriations; a reduction to expenditures.

Additionally, during the fiscal year ending 2021, we implemented a Voluntary Separation Incentive Plan. The expenditures were incurred in FY 2021 and the cost benefits will be realized in FY2022

This approach will allow the university administrators to continue to serve our students during FYE 2021 and focus on a long-range plan involving the University's structure with use of resources that we can sustain.

The purpose of this agenda item is to consider for approval both the *Estimated Budget* for Fiscal Year 2020-21 and the *Proposed Budget* for Fiscal Year 2021-22.

Proposed Implementation Date: July 1, 2021

Item Details: See attachment.

MOTION: To approve Tennessee State University's Estimated Budget for Fiscal Year 2020-21 and the Proposed Budget for Fiscal Year 2021-22, as contained in the Board materials for the Board's June 17, 2021, meeting.

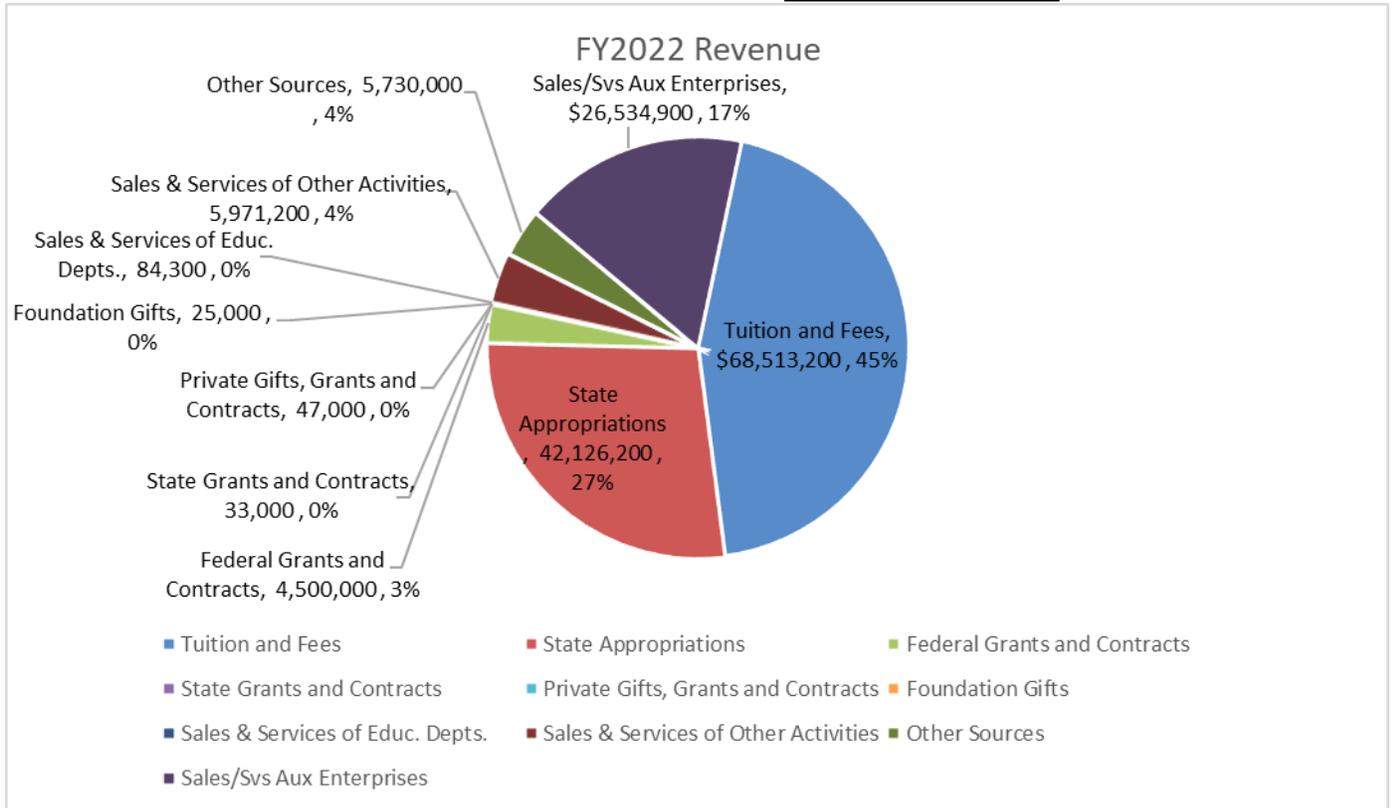
TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED FUNDS
EXPENDITURES AND TRANSFERS
JULY BUDGET 2021-22

	Estimated Budget 2020-21	July Budget 2021-22
<i>Expenditures</i>		
Education & General Expenditures		
Instruction	\$ 64,944,700	\$ 61,029,500
Research	2,453,800	2,259,400
Public Service	1,932,000	2,422,900
Academic Support	10,691,300	10,575,400
Student Services	16,671,000	17,331,900
Institutional Support	10,380,300	12,180,200
Operation & Maint. of Plant	13,799,900	13,614,600
Scholarships & Fellowships	4,676,300	5,222,500
	<hr/>	<hr/>
Educ. & Gen. Expenditures	\$ 125,549,300	\$ 124,636,400
Mandatory Transfers	\$ 2,385,800	\$ 2,364,900
Non-Mandatory Transfers	(3,562,500)	150,000
	<hr/>	<hr/>
Total E&G Expenditures and Transfers	\$ 124,372,600	\$ 127,151,300
<i>Auxiliary Enterprises</i>		
Auxiliary Enterprises Expenditures	\$ 20,870,800	\$ 22,325,500
Mandatory Transfers for Principal & Interest	1,310,600	1,313,900
Non-Mandatory Transfers for:		
Transfers to Unexpended Plant Fund	-	1,928,700
Transfers to Renewal and Replacement	754,410	966,800
Other Transfers From Unexp Plant	-	-
Transfers from Renewal and Replacement	-	-
Transfers from Unexpended Plant	(647,610)	-
	<hr/>	<hr/>
Total Auxiliary Enterprise Expenditures & Transfers	\$ 22,288,200	\$ 26,534,900
Grand Total Unrestricted Expenditures & Transfer	\$ 146,660,800	\$ 153,686,200

TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED FUNDS
JULY BUDGET 2021-22

Revenues

Educational and General		
Tuition and Fees	\$	68,513,200
State Appropriations		42,126,200
Federal Grants and Contracts		4,500,000
State Grants and Contracts		33,000
Local Gifts, Grants and Contracts		-
Private Gifts, Grants and Contracts		47,000
Foundation Gifts		25,000
Sales & Services of Educ. Depts.		84,300
Sales & Services of Other Activities		5,971,200
Other Sources		5,730,000
		<hr/>
Total Educ. & General	\$	127,029,900
Sales/Svs Aux Enterprises		
Sales/Svs Aux Enterprises	\$	26,534,900
		<hr/>
Total Revenues	\$	153,564,800

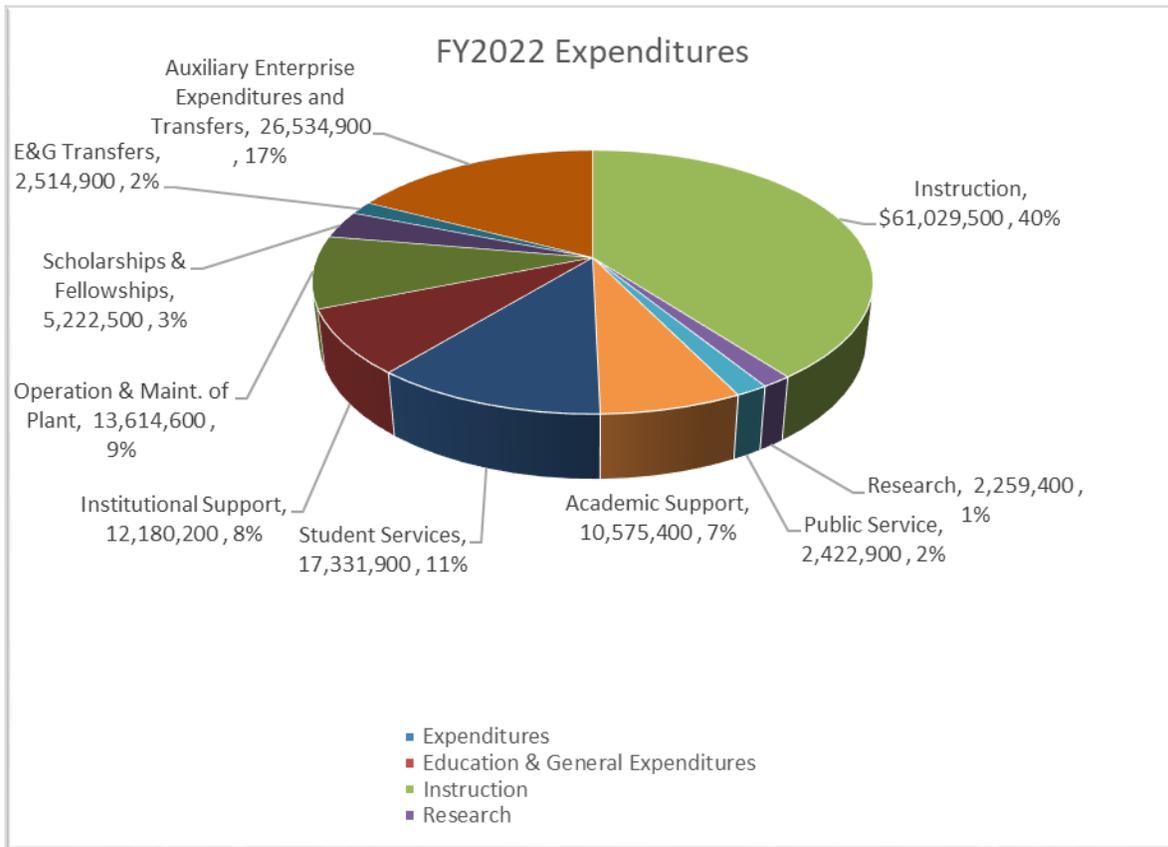


TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED FUNDS
JULY BUDGET 2021-22

July
 Budget
 2021-22

Expenditures

Education & General Expenditures		
Instruction	\$	61,029,500
Research		2,259,400
Public Service		2,422,900
Academic Support		10,575,400
Student Services		17,331,900
Institutional Support		12,180,200
Operation & Maint. of Plant		13,614,600
Scholarships & Fellowships		5,222,500
E&G Transfers		2,514,900
Auxiliary Enterprise Expenditures and Transfers		26,534,900
Total Expenditures and Transfers	\$	153,686,200



TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED CURRENT FUNDS
REVENUES
JULY BUDGET 2021-22

Unrestricted Beginning Fund Balance	\$ 6,179,500	\$ 6,199,410
 <u>Revenues</u>		
Educational and General		
Tuition and Fees	\$ 67,266,900	\$ 68,513,200
State Appropriations	40,338,900	42,126,200
Federal Grants and Contracts	5,500,000	4,500,000
State Grants and Contracts	33,000	33,000
Local Gifts, Grants and Contracts	-	-
Private Gifts, Grants and Contracts	47,000	47,000
Foundation Gifts	25,000	25,000
Sales & Services of Educ. Depts.	55,000	84,300
Sales & Services of Other Activities	4,550,800	5,971,200
Other Sources	6,575,800	5,730,000
	<hr/>	<hr/>
Total Educ. & General	\$ 124,392,400	\$ 127,029,900
	<hr/>	<hr/>
Sales/Svs Aux Enterprises		
Sales/Svs Aux Enterprises	\$ 22,288,200	\$ 26,534,900
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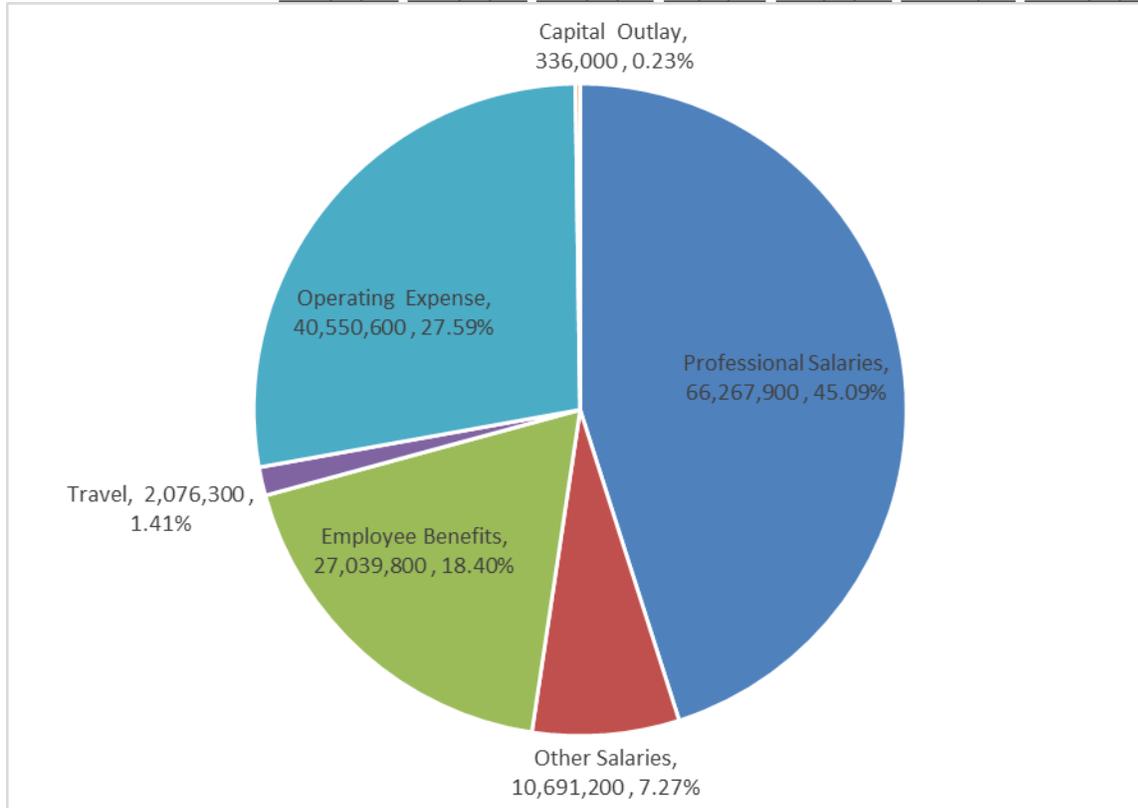
TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED FUNDS
EXPENDITURES AND TRANSFERS
JULY BUDGET 2021-22

	Estimated Budget 2020-21	July Budget 2021-22
<i>Expenditures</i>		
Education & General Expenditures		
Instruction	\$ 64,944,700	\$ 61,029,500
Research	2,453,800	2,259,400
Public Service	1,932,000	2,422,900
Academic Support	10,691,300	10,575,400
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Operation & Maint. of Plant	13,799,900	13,614,600
Scholarships & Fellowships	4,676,300	5,222,500
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Educ. & Gen. Expenditures	\$ 125,549,300	\$ 124,636,400
Mandatory Transfers	\$ 2,385,800	\$ 2,364,900
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Auxiliary Enterprises Expenditures	\$ 20,870,800	\$ 22,325,500
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Non-Mandatory Transfers for:		
Transfers to Unexpended Plant Fund	-	1,928,700
Transfers to Renewal and Replacement	754,410	966,800
Other Transfers From Unexp Plant	-	-
Transfers from Renewal and Replacement	-	-
Transfers from Unexpended Plant	(647,610)	-
	<hr/>	<hr/>
Total Auxiliary Enterprise Expenditures & Transfers	\$ 22,288,200	\$ 26,534,900
Grand Total Unrestricted Expenditures & Transfer	\$ 146,660,800	\$ 153,686,200

TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2021-22

UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY BUDGET CATEGORY

	05 Professional Salaries	10 Other Salaries	15 Employee Benefits	20 Travel	25 Operating Expense	30 Equipment	Total	% of Total E & G
UNRESTRICTED EXPENDITURES								
A. EDUCATION AND GENERAL								
20 INSTRUCTION	\$ 38,884,400	\$ 1,545,400	\$ 14,150,400	\$ 670,900	\$ 5,778,400	\$ -	\$ 61,029,500	48.97%
25 RESEARCH	956,000	32,300	345,900	18,500	906,700	-	2,259,400	1.81%
30 PUBLIC SERVICE	1,678,700	129,200	632,800	6,400	(59,200)	-	2,387,900	1.92%
35 ACADEMIC SUPPORT	5,194,700	1,027,200	2,158,100	22,300	1,952,100	256,000	10,610,400	8.51%
40 STUDENT SERVICES	8,090,700	1,120,600	3,234,100	1,223,300	3,663,100	-	17,331,800	13.91%
45 INSTITUTIONAL SUPPORT	7,620,100	1,387,700	3,266,300	110,800	(204,700)	-	12,180,200	9.77%
50 OPER & MAINT OF PLANT	2,130,600	3,664,400	2,028,200	11,600	5,779,800	-	13,614,600	10.92%
55 SCHOLARSHIPS & FELLOWSHIP	-	-	-	-	5,222,500	-	5,222,500	4.19%
TOTAL EDUCATION & GENERAL	64,555,200	8,906,800	25,815,800	2,063,800	23,038,700	256,000	124,636,300	100.00%
B. AUXILIARY ENTERPRISES	1,712,700	1,784,400	1,224,000	12,500	17,511,900	80,000	22,325,500	
TOTAL UNRESTRICTED	66,267,900	10,691,200	27,039,800	2,076,300	40,550,600	336,000	\$ 146,961,800	

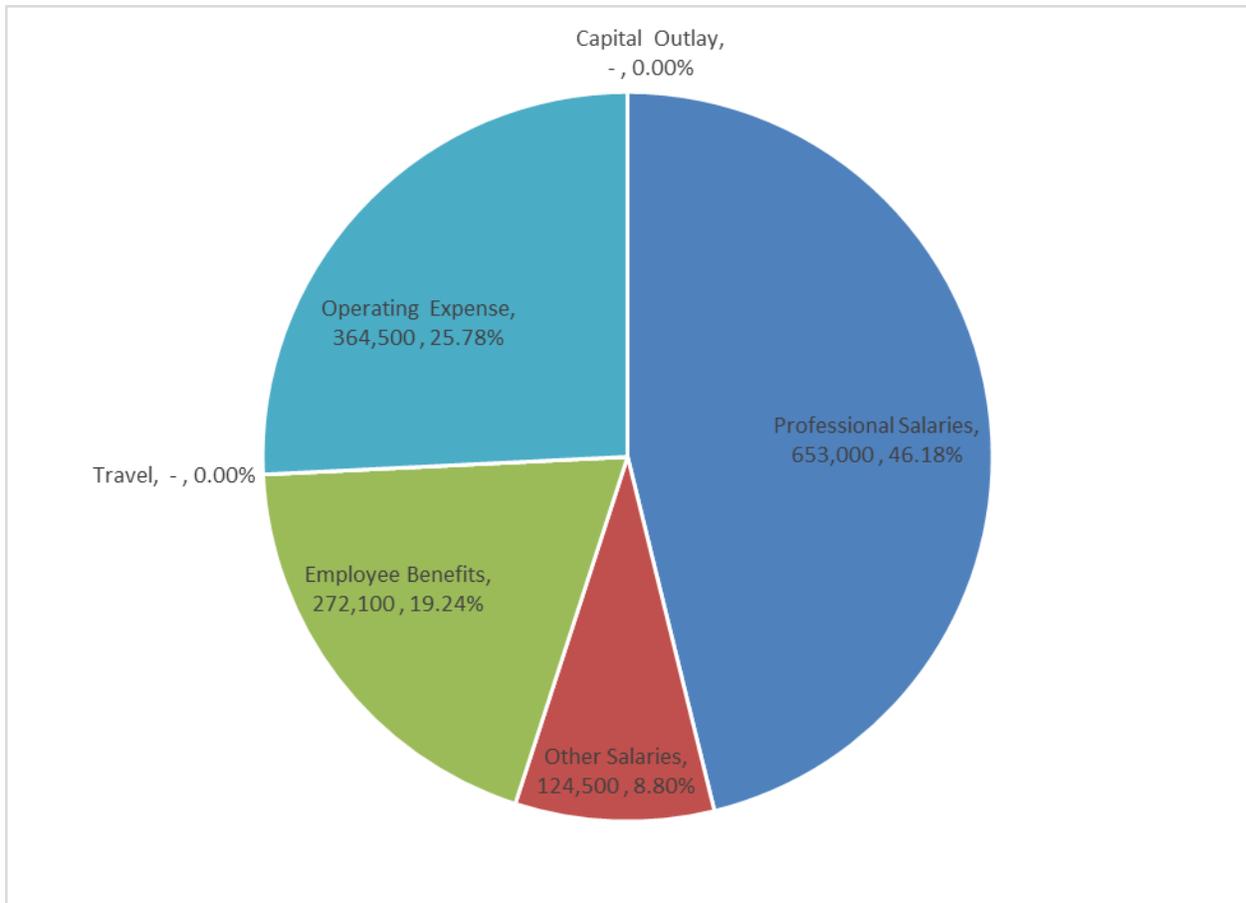


TSU MCMINNVILLE CENTER
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2021-22

	Estimated Budget 2020-21	Proposed Budget 2021-22
Allocation for Encumbrances	\$ 161,900	\$ 250,100
Allocation for Working Capital	-	40,000
Special Allocations	42,900	71,490
Unallocated Balance	595,500	-
Unrestricted Beginning Fund Balance	<u>800,300</u>	<u>361,590</u>
 <i>Revenues</i>		
State Appropriations	<u>\$ 1,429,900</u>	<u>\$ 1,465,900</u>
Total Unrestricted Revenues	\$ 1,429,900	\$ 1,465,900
 <i>Expenditures and Transfers</i>		
Educ. & Gen. Expenditures	\$ 1,868,600	\$ 1,414,100
Mandatory Transfers	-	-
Non-Mandatory Transfers	-	-
Total E&G Expenditures and Transfers	<u>1,868,600</u>	<u>1,414,100</u>
 <i>Allocation for Encumbrances</i>		
Allocation for Working Capital	\$ 250,100	\$ 300,100
Special Allocations	40,000	40,000
Unallocated Balance	71,490	73,290
	<u>-</u>	<u>-</u>
Total Ending Current Fund Balance	<u><u>\$ 361,590</u></u>	<u><u>\$ 413,390</u></u>

TSU MCMINNVILLE CENTER
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2021-22

	05 Professional Salaries	10 Other Salaries	15 Employee Benefits	20 Travel	25 Operating Expense	30 Equipment	Total	% of Total E & G
UNRESTRICTED EXPENDITURES								
A. EDUCATION AND GENERAL								
25 RESEARCH	653,000	124,500	272,100	-	364,500	-	1,414,100	100.00%
TOTAL EDUCATION & GENERAL	<u>653,000</u>	<u>124,500</u>	<u>272,100</u>	<u>-</u>	<u>364,500</u>	<u>-</u>	<u>1,414,100</u>	100.00%

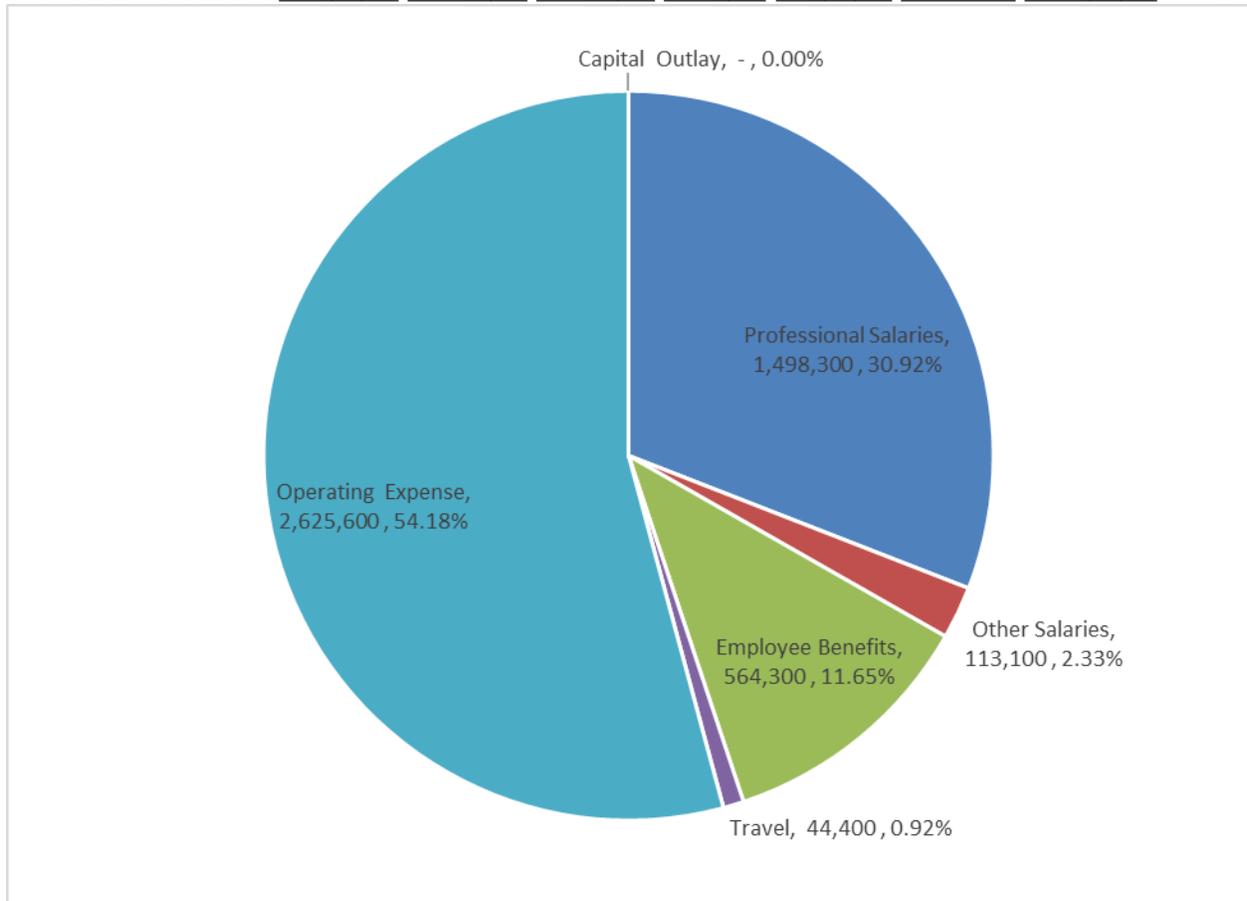


**TSU INSTITUTE OF AGRICULTURAL & ENVIRONMENTAL
RESEARCH**
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2021-22

	Estimated Budget 2020-21	Proposed Budget 2021-22
Allocation for Encumbrances	\$ 123,400	\$ 470,000
Allocation for Working Capital	-	100,000
Special Allocations	143,200	238,580
Unallocated Balance	5,245,600	-
Unrestricted Beginning Fund Balance	<u>5,512,200</u>	<u>808,580</u>
 <i>Revenues</i>		
State Appropriations	<u>\$ 4,771,600</u>	<u>\$ 4,860,100</u>
Total Unrestricted Revenues	\$ 4,771,600	\$ 4,860,100
 <i>Expenditures and Transfers</i>		
Educ. & Gen. Expenditures	\$ 9,475,120	\$ 4,845,680
Mandatory Transfers	-	-
Non-Mandatory Transfers	<u>-</u>	<u>-</u>
Total E&G Expenditures and Transfers	9,475,120	4,845,680
 <i>Allocation for Encumbrances</i>		
Allocation for Working Capital	\$ 470,000	\$ 480,000
Special Allocations	100,000	100,000
Unallocated Balance	238,580	243,000
	<u>-</u>	<u>-</u>
Total Ending Current Fund Balance	<u>\$ 808,580</u>	<u>\$ 823,000</u>

**TSU INSTITUTE OF AGRICULTURAL & ENVIRONMENTAL
RESEARCH**
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2021-22

	05 Professional Salaries	10 Other Salaries	15 Employee Benefits	20 Travel	25 Operating Expense	30 Equipment	Total	% of Total E & G
UNRESTRICTED EXPENDITURES								
A. EDUCATION AND GENERAL								
25 RESEARCH	1,498,300	113,100	564,300	44,400	2,625,600	-	4,845,700	100.00%
TOTAL EDUCATION & GENERAL	1,498,300	113,100	564,300	44,400	2,625,600	-	4,845,700	100.00%

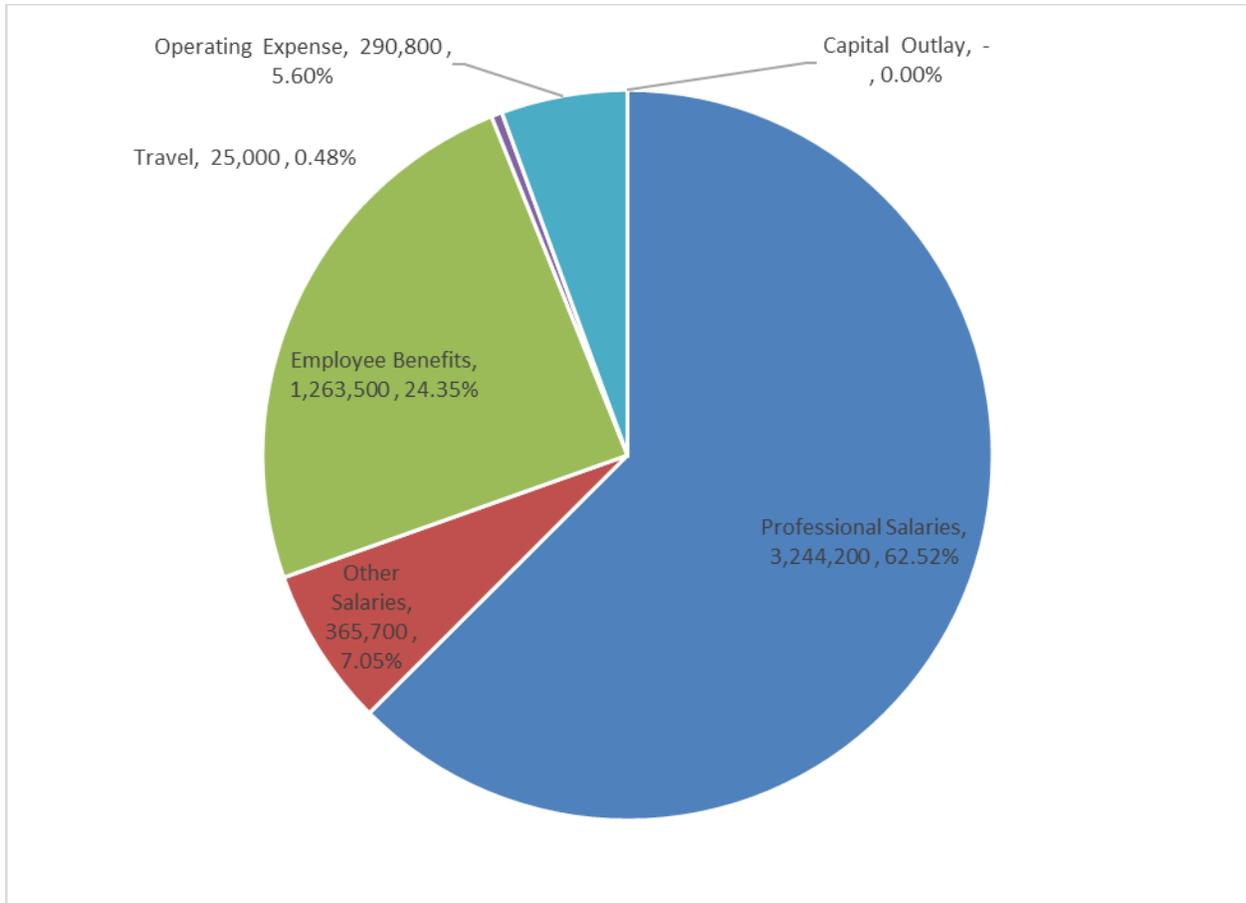


TSU COPERATIVE EXTENSION
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2021-22

	Estimated Budget 2020-21	Proposed Budget 2021-22
Allocation for Encumbrances	\$ 387,000	\$ 430,100
Allocation for Working Capital	-	150,000
Special Allocations	111,100	185,300
Unallocated Balance	2,231,700	-
Unrestricted Beginning Fund Balance	<u>2,729,800</u>	<u>765,400</u>
 <i>Revenues</i>		
State Appropriations	<u>\$ 3,705,200</u>	<u>\$ 3,867,200</u>
Total Unrestricted Revenues	\$ 3,705,200	\$ 3,867,200
 <i>Expenditures and Transfers</i>		
Educ. & Gen. Expenditures	\$ 4,669,600	\$ 5,189,200
Mandatory Transfers	-	-
Non-Mandatory Transfers	<u>1,000,000</u>	<u>(1,000,000)</u>
Total E&G Expenditures and Transfers	5,669,600	4,189,200
 <i>Allocation for Encumbrances</i>		
Allocation for Working Capital	\$ 430,100	\$ 150,000
Special Allocations	150,000	100,000
Unallocated Balance	185,300	193,400
	<u>-</u>	<u>-</u>
Total Ending Current Fund Balance	<u>\$ 765,400</u>	<u>\$ 443,400</u>

TSU COOPERATIVE EXTENSION
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2021-22

	05 Professional Salaries	10 Other Salaries	15 Employee Benefits	20 Travel	25 Operating Expense	30 Equipment	Total	% of Total E & G
UNRESTRICTED EXPENDITURES								
A. EDUCATION AND GENERAL								
30 PUBLIC SERVICE	3,244,200	365,700	1,263,500	25,000	290,800	-	5,189,200	100.00%
TOTAL EDUCATION & GENERAL	3,244,200	365,700	1,263,500	25,000	290,800	-	5,189,200	100.00%

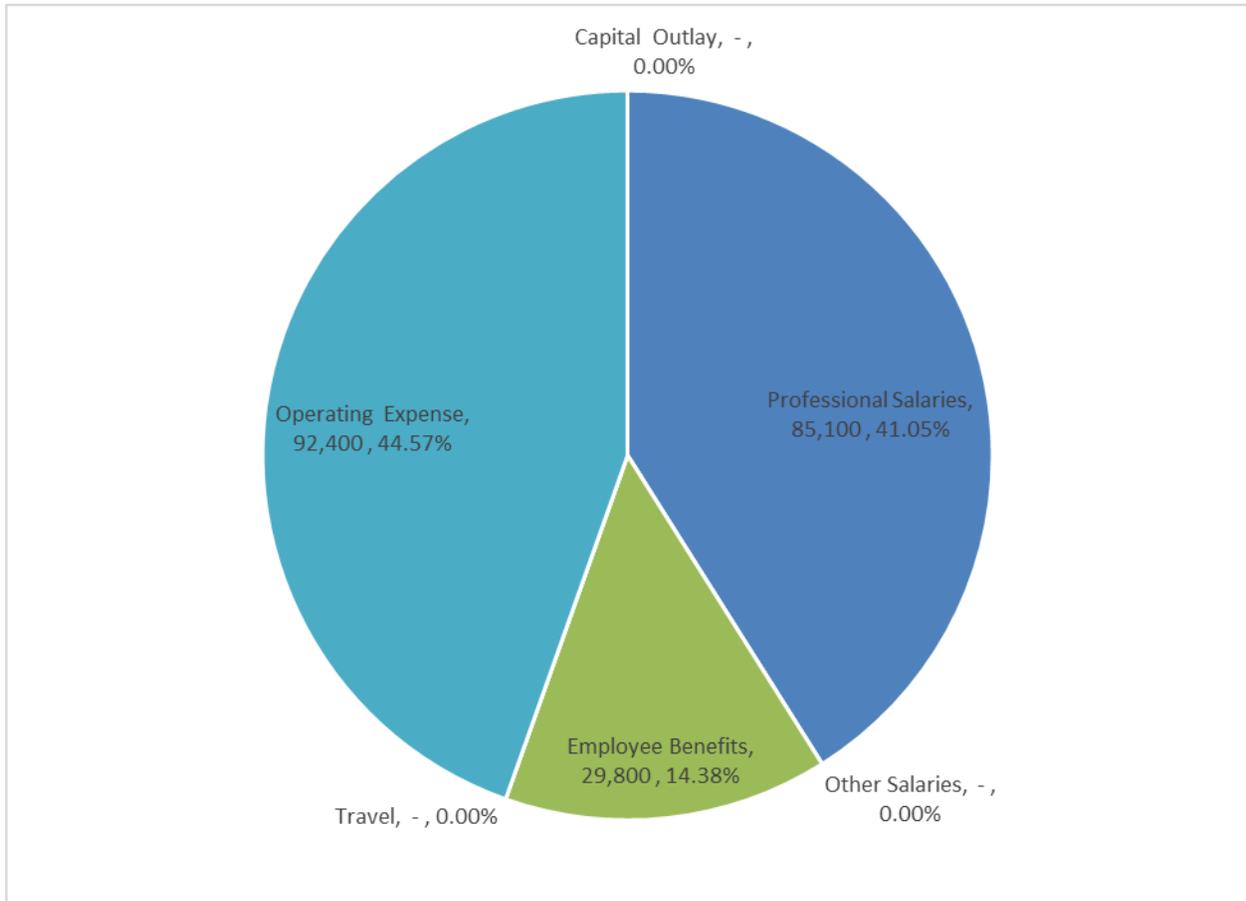


TSU FORESTRY
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2021-22

	Estimated Budget 2020-21	Proposed Budget 2021-22
Allocation for Encumbrances	\$ -	\$ 5,055
Allocation for Working Capital	-	-
Special Allocations	6,000	9,945
Unallocated Balance	722,600	-
Unrestricted Beginning Fund Balance	<u>728,600</u>	<u>15,000</u>
 <i>Revenues</i>		
State Appropriations	<u>\$ 198,900</u>	<u>\$ 207,800</u>
Total Unrestricted Revenues	\$ 198,900	\$ 207,800
 <i>Expenditures and Transfers</i>		
Educ. & Gen. Expenditures	\$ 912,500	\$ 207,300
Mandatory Transfers	-	-
Non-Mandatory Transfers	-	-
Total E&G Expenditures and Transfers	<u>912,500</u>	<u>207,300</u>
 <i>Allocation for Encumbrances</i>		
Allocation for Working Capital	\$ 5,055	\$ 5,110
Special Allocations	-	-
Unallocated Balance	9,945	10,390
	<u>-</u>	<u>-</u>
Total Ending Current Fund Balance	<u><u>\$ 15,000</u></u>	<u><u>\$ 15,500</u></u>

TSU FORESTRY
SUMMARY OF UNRESTRICTED CURRENT FUNDS
JULY BUDGET 2019-20

	05 Professional Salaries	10 Other Salaries	15 Employee Benefits	20 Travel	25 Operating Expense	30 Equipment	Total	% of Total E & G
UNRESTRICTED EXPENDITURES								
A. EDUCATION AND GENERAL								
25 RESEARCH	85,100	-	29,800	-	92,400	-	207,300	100.00%
TOTAL EDUCATION & GENERAL	85,100	-	29,800	-	92,400	-	207,300	100.00%



Tennessee State University

Board of Trustees



**Approval of the
Institution's Fiscal
Year 2021-2022
Supplemental Payment**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of the Institution's
FY 22 Supplemental Payment to Eligible Employees

RECOMMENDED ACTION: Approval

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

The purpose of this agenda item is to consider approval of the University's supplemental payment for Fiscal Year 2021-2022.

The University proposes to provide one-time payments of 1% base salary or \$500, whichever is greater, for active employees who were on payroll January 1, 2021, and remain an active employee on June 30, 2021.

Proposed Implementation Date: One-time payment to be paid on June 30, 2021 payroll.

MOTION: To approve the Institution's Fiscal Year 2021-22 Supplemental Payment of 1% or \$500, whichever is greater, of base salary to eligible faculty and staff, as contained in the Board materials for the Board's June 17, 2021, meeting.

Tennessee State University

Board of Trustees



**Approval of the
Institution's Fiscal
Year 2021-2022
Compensation Plan**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of the Institution's
Fiscal Year 2021-22 Compensation Plan

RECOMMENDED ACTION: Approval

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

The purpose of this agenda item is to consider approval of the University's compensation plan for Fiscal Year 2021-2022. There will be a proposed salary adjustment for FY 22 of 4.04% effective July 1, 2021 for all eligible employees that were employed on or before January 1, 2021.

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

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

- Funding Additional Positions: The University may create new positions based on institutional needs.
- Other: The University may adjust the pay scales of various groups, such as adjuncts, graduate assistants, etc.

There will be a proposed salary adjustment for FY 22 of 4.04% effective July 1, 2021, for all eligible employees that were employed on or before January 1, 2021. Unless otherwise provided, these increases do not apply to adjunct faculty, temporary employees, graduate assistants, student workers, or employees on terminal leave status. Eligible employees are classified as “regular” or “post-retirement service,” unless a distribution includes those in the above-referenced “other” category. All eligible employees on the payroll prior to the proposed implementation dates below are eligible for these increases, regardless of the funding source (i.e., unrestricted, restricted, E&G, or auxiliary) or effort percent (although some categories may be prorated for employees on a part-time status).

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

Proposed Implementation Dates: Salary increases will be effective July 1, 2021, for fiscal-year employees; August 1, 2021, for modified-year employees; and September 1, 2021 (the beginning pay cycle), for nine-month faculty.

MOTION: To approve the Institution’s Fiscal Year 2021-22 Compensation Plan, which provides a 4.04% across the board increase for faculty and staff, as contained in the Board materials for the Board’s June 17, 2021, meeting.

Tennessee State University

Board of Trustees



**Finance
and
Budget Report**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 17, 2021

ITEM: Finance and Budget Report

RECOMMENDED ACTION: None

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

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

Tennessee State University

Board of Trustees



**Approval of
Capital Construction
Plan**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of the Institution's Capital Construction Plan (Capital Outlay, Maintenance, and Disclosure Funding Requests)

RECOMMENDED ACTION: Approval

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

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

OUTLAY REQUEST

Each governing board will submit a request to THEC for capital outlay projects. The Commission's recommendations for projects to be funded will be based on a prioritization process/rubric that incorporates criteria that was newly-developed for the FY22-23 submissions. Approval is requested to submit the Brown-Daniel Library complete building renovation at \$16,500,000

MAINTENANCE REQUEST

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

Approval is requested to submit the following projects:

Campus Electrical System Upgrade Phase 3 budgeted at \$5,000,000;
HM Love Center HVAC, Electrical, and Fire Alarm Upgrades at \$2,800,000;
Davis Humanities Building Envelop Renovation at \$2,400,000;
Lawson Hall HVAC and Temperature Control Upgrades at \$800,000;
Steam Tunnel Repairs – Phase 1 at \$300,000; Performing Arts Roof replacement at \$400,000;
Parking / road Resurfacing at \$250,000;
Fire Alarm Control Panels Upgrades (AWC, Boswell and Campus Kitchen) at \$50,000;

Boswell Window Replacement at \$600,000; Gentry Center Exterior Wall Panels Replacement at \$1,000,000; Davis Humanities - Poag Auditorium Lighting upgrades at \$135,000.

Approval is requested for the listed projects totaling \$13,735,000.

DISCLOSED REQUEST

Each governing board must submit a list of all anticipated capital projects to be funded in FY22-23 from sources other than state appropriations, such as institutional funds, auxiliary funds, reallocations of existing capital funds, Tennessee State School Bond Authority funds, or gift funds. Any new building or structure that is planned for construction or erection at a cost in excess of \$100,000 must be disclosed to THEC. In addition, any major maintenance project that involves repairs or renovations in excess of \$500,000 must be disclosed. Approval is requested for the listed projects totaling \$22,404,690.

Item Details: See attachment.

MOTION: To approve the Capital Construction Plan, as contained in the Board materials for the Board's June 17, 2021, meeting.

Capital Disclosure: FY2022 - 23

	SPA	Project	Project Description**	Estimated Project Cost	Funding Source					
					TSSBA	Gifts	Grants	Auxiliary	Insurance	Other
1	TSU/TBR	Natural Disaster Projects	Rebuild and replace structures and roofs	\$ 25,000,000					\$25,000,000	
7	TSU/TBR	Wilson Hall Bathroom renovation	upgrade bathroom finishes	\$ 300,000				\$ 300,000		
8	TSU/TBR	Hale Hall door/frame replacement	Replace bathroom doors and frames	\$ 250,000				\$ 250,000		
9	TSU/TBR	New Alumni House	new Alumni Building	\$ 7,000,000		\$ 7,000,000				
10	TSU/TBR	Basketball pavilion	Enclosed existing exterior basketball courts	\$ 6,700,000		\$ 6,700,000				
11	TSU/TBR	Floyd-Payne center kitchen elevator upgrade	upgrade the kitchen elevator	\$ 150,000				\$ 150,000		
12	TSU/TBR	LRC Building Envelop repairs	Repair building exterior	\$ 1,000,000						\$ 1,000,000
13	TSU/TBR	Purchase and install emergency generators - Various buildings	Purchase and install emergency generators - Various buildings	\$ 500,000						\$ 500,000
14	TSU/TBR	Apartments Balcony and stairs repairs	Repair stairs	\$ 475,000				\$ 475,000		
				\$ 41,375,000	\$ -	\$ 13,700,000	\$ -	\$ 1,175,000	\$25,000,000	\$ 1,500,000
Tornado Estimated Cost to Date				\$ 17,756,217						
Tornado Projected Recovery Total Cost				\$ 25,000,000						

** Provide a duplicate of the Project Description from the DB70 sheet. Additional brief summary comments may be added for support justification.

**Tennessee State University
Board of Trustees**



**Update on Enrollment,
Marketing and Student
Recruitment**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: June 17, 2021
ITEM: Update on Enrollment, Marketing and Student
Recruitment
RECOMMENDED ACTION: None
PRESENTED BY: President Glover

President Glover or her designee will provide an update on enrollment, marketing, and student recruitment.

See Attachment.



**ENROLLMENT REPORT &
STRATEGIC ENROLLMENT, RECRUITMENT, AND MARKETING UPDATE
BOARD OF TRUSTEES MEETING – JUNE 17, 2021**

Fall 2021 Undergraduate Application Analysis

Semester	As of Date	Total Admitted	Net Admitted	Denied	Incomplete	Withdrawn/Cancelled	Grand Total
Fall Term 2017	27-May-17	4,941	4,893	650	4,792	48	10,383
Fall Term 2018	27-May-18	4,944	4,876	697	3,999	68	9,640
Fall Term 2019	27-May-19	5,030	4,990	1,038	3,452	40	9,520
Fall Term 2020	27-May-20	5,466	5,361	789	4,365	105	10,620
Fall Term 2021	27-May-21	5,732	5,704	692	4,436	28	10,860

Accomplishments and Highlights

1. We have secured the highest number of new student applicants in the past five years.
2. We have secured the highest number of new students admitted in the past five years, with a notable increase of 4.87% in the number of new students admitted for fall 2021 compared to this time last year. We have admitted 5,732 students YTD, which is an increase of 266 students. At this time last year, only 5466 students were admitted.
3. There has been a substantial decrease in the number of students denied admissions. We have recruited better-prepared students, which has resulted in a 12% decrease in the number of students denied admission.
4. There has been a significant decrease in the number of new students who have withdrawn their admissions applications for fall 2021 compared to fall 2020. Application withdrawals have declined from 105 to only 28, representing a 73% decrease.

Fall 2021 Enrollment Comparative Data

Level	Headcount				FTE			
	Fall 2020	Fall 2021	Diff	% Diff	Fall 2020	Fall 2021	Diff	% Diff
Graduate	494	494	0	0.00	327.42	298.58	-28.84	-9.21
Undergraduate	2,545	3,164	619	21.69	2,178.20	2,714.93	536.73	21.94
Total	3,039	3658	619	18.49	2,505.62	3013.51	507.89	18.40

Accomplishments

1. There has been a considerable increase in the total number of students registered for fall 2021 classes. Currently, 3658 students registered for fall 2021 compared to 3039 students this time last year, representing a 18.49% increase.
2. Campus-wide coordinated outreach efforts across all divisions have proven very effective and helped to increase fall registration.

RECRUITMENT EFFORTS

Accomplishments in the Office of Admissions and Recruitment

- Assisted with successfully launching the Dr. Levi Watkins Institute Programs with over 365 applicants. Hosted a special spring “Meet and Greet,” which is available online <https://www.tnstate.edu/watkins>
- Hosted several high-profile celebrity recruits.
 - Hercy Miller - son of Master P, who is a 3-star national basketball recruit
 - Drew Williams- 3-star national basketball recruit
 - Christian Brown- Transfer from Georgia (former 4-star Top 100 basketball recruit)
 - Emmanuel Dowuona- Transfer from Purdue (Former 4-star Top 100 basketball recruit)
 - Jamarcus Parker - Son of Flame Monroe
- Increased total number of new students who have completed their Intent to Enroll form; 1360 for Fall 2021 compared to 1277 for Fall 2020, representing a 6.5% increase. These students receive priority financial aid, orientation, and advisement support for early access.
- Hired a new East TN Recruiter and Assistant Director of Diversity Recruitment.
- Hosted weekly TSU Q&A Sessions with 625 registrants. Dr. LWI sessions have had 167 registrants.
- Mailed admit letters, orientation flyers, and special certificates to all incoming Fall 2021 students.
- Created TSU admitted student social media groups.
- Hosted and recorded virtual recruitment events to introduce academic leaders on the TSU Admissions Facebook page.

- Hosted the first of its kind in-person recruitment at the home of a TSUNAA Foundation Board member and provided on-site admissions decisions.

RETENTION EFFORTS

Accomplishments in The Office of New Student Programs and other Retention Initiatives

- Provided study tips for First-Year Students at midterms and final exams and promoted early registration for fall 2021 courses resulting in a 103% increase in freshmen registration. As a result, 185 more first-year students than last year completed early registration.
- Created Mentorship Program for First-Year Students called Tiger PALs (Peer-Advocate Leaders) for Fall 2020 first-year students to mentor Fall 2021 first-year students. A total of 47 Fall 2020 first-year students have signed up to be mentors.
- Provided First-Year Completion Swag-Packs for first-year students along with final exam study tips and well-wishes from the office of New Student Programs.
- Encouraged first-year students to participate in Spring Freshman elections, identified potential student leaders, and provided information for student leadership.
- Completed Freshmen Satisfaction survey for completion with 76% of respondents reported, “I felt welcomed to TSU and informed of resources available to me during my first year.
- Provided aggressive outreach and support to all freshmen, sophomores, juniors, and seniors through campus-wide retention efforts.

DUAL ENROLLMENT EFFORTS

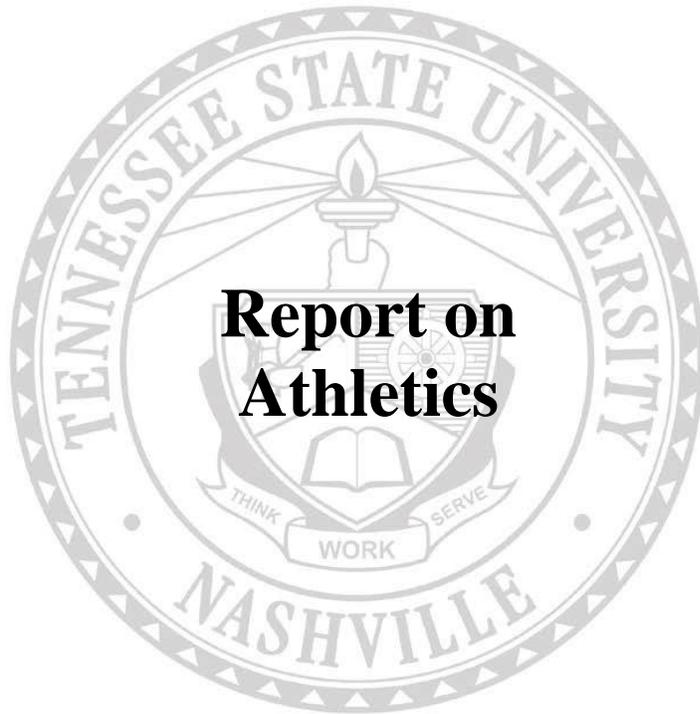
- Provided leadership in developing the first international DE TSU-African Partnership.
- Added Cheatham County TSU-Partnership school district with a focus on Agriculture.
- Increased online course offerings through the “DE Five” initiative, focused on five academic disciplines: Agriculture, Computer Science/Education, Criminal Justice, Health and Music
- Hosted twenty (20) recruitment One-on-One Mini Virtual Conferences with potential parents and dual enrollment students.
- Processed the TSU TSAC fall 2021 dual enrollment grants amount of \$51,000.
- Increased the number of dual enrollment applicants by 412 to date compared to 90 applicants at this time last year.

GRADUATE SCHOOL EFFORTS

- Increased the number of hybrid and online degree programs to targeted global markets. We now have 30 online programs offered.
- Established hybrid graduate degree programs with Tennessee College System (community college faculty). Planning meeting with the College of Education regarding the coordination of the CTE Statewide Online Education Programs (AAPP and Special Education Cohorts).
- Identified organizations and businesses that need advanced studies and programs in the Nashville Downtown area for on-site customized advanced graduate programs.
- Partnered with State and Metro Nashville Government Agencies for customized, on-demand, professional graduate study programs. (Presenting at the State of Tennessee Government Human Resources Conference (600 participants) – July 18·2021.

- Followed-up on graduate students that did not complete their program of study and work with Departments and the Graduate Faculty Council for the appropriate extension of time for completing the program of study.
- Established partnerships with HBCUs that do not have graduate programs.
- Established alumni graduate professional credit courses, certificates, badges, etc.
- Established ‘stackable’ one graduate credit hour courses in Education, Health Sciences, and Business.
- Promoted Open Education Resources (OER) materials for no cost or low-cost textbooks and materials.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: June 17, 2021
ITEM: Report on Athletics
RECOMMENDED ACTION: None
PRESENTED BY: President Glover

President Glover or her designee will present a report on Athletics.

**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**

8:30 a.m. CST
Thursday, June 17, 2021

Board Committee Meetings: Via Zoom link:
Via Zoom link: Meeting ID: 944 7006 3664
Passcode: 578001

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the March 11, 2021, Academic Affairs and Student Affairs Committee Meeting Minutes
- IV. Approval of 2020-2021 Tenure and Promotion Recommendations
- V. Approval of Academic Program Modification – A Change to the M.S. Psychology, Counseling Psychology Concentration Admission Standards
- VI. Approval of Academic Program Modification – A Change to the M.S. Biology Admission Standards
- VII. Approval of Academic Program Modification – A Move of the Department of Criminal Justice from the College of Liberal Arts to the College of Public Service
- VIII. Approval of TSU Intellectual Property Policy
- IX. Report on SACSCOC Ten Year Accreditation Review
- X. Academic Affairs Report
- XI. Student Affairs Report
- XII. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
March 11, 2021,
Academic Affairs
and
Student Affairs
Committee Meeting
Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of the March 11, 2021, Academic Affairs and Student Affairs Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the March 11, 2021, Academic Affairs and Student Affairs Committee meeting is included in the June 17, 2021, Board materials.

MOTION: To approve the minutes from the Board of Trustees' March 11, 2021, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's June 17, 2021, meeting.

**Meeting of the Tennessee State University Board of Trustees
Academic Affairs and Student Affairs Committee Meeting
March 11, 2021
Tennessee State University – Electronic
MINUTES**

Committee Members Present: Trustees Pam Martin, Andre Johnson, Ali Sekmen, and Non-voting Member: Tiara Thomas.

Other Board Members Present: Trustees Steve Corbeil, Obie McKenzie, Deborah Cole, Richard Lewis, Van Pinnock and Joseph Walker III

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

I. CALL TO ORDER

Trustee Martin called the meeting to order at 8:30 a.m. on March 11, 2021. She took a moment to welcome the newest member of the Board, Trustee Van Pinnock. Trustee Martin then moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. The Committee is set to take up important matters. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to limit face-to-face contact whenever possible. Electronic participation for the Committee meeting is necessary for the safety of Board members, staff, and guests.

II. ROLL CALL/DECLARATION OF A QUORUM

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

III. APPROVAL OF THE NOVEMBER 19, 2020, COMMITTEE MEETING MINUTES

Trustee Martin proceeded to the approval of the November 19, 2020, Academic Affairs and Student Affairs Committee meeting minutes.

Trustee Martin moved to recommend to the full Board the approval of the November 19, 2020 Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the March 11, 2020, Board meeting. Trustee Sekmen seconded the motion, which carried unanimously by roll call vote.

IV. REPORT ON COVID-19 CORONAVIRUS PANDEMIC ACADEMIC AND STUDENT ISSUES

Trustee Martin announced the next item on the agenda is the report on COVID-19 Coronavirus Pandemic and student issues. This is an informational item only and no vote is required. Trustee Martin asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the March 11, 2021, Board Meeting materials.

President Glover asked Provost Harris to respond to this agenda item. Provost Harris reminded the committee that due to the pandemic, the University continues for a second semester, to move successfully within the virtual space. He stressed the main concerns were health and wellness of the campus community and academic success and retention of our students. Provost Harris stated that 83% of all courses were being delivered virtually, while the many others were in a hybrid format. The courses needing to conduct clinicals with students, were being delivered on ground. He stated that the administration worked closely with the student leadership to ensure that they got what was needed for success. He also mentioned the success of both August 2020 and December 2020 virtual commencement exercises, and planned for May 1, 2021 to be just as successful. Provost Harris concluded by priding Tennessee State University as a national leader regarding the handling of the COVID-19 crisis on campus.

Trustee Martin thanked President Glover and Provost Harris for all that was done regarding the wellbeing of the students and keeping everyone on campus safe.

V. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – TERMINATION OF DESIGN CONCENTRATION IN THE BACHELOR OF SCIENCE IN FAMILY CONSUMER SCIENCE PROGRAM

Trustee Martin introduced the next item on the agenda as the approval of the academic program modification – termination of design concentration in the Bachelor of Science in Family Consumer Science program. She asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the March 11, 2021, Board Meeting materials.

President Glover asked Provost Harris to present on this item. Provost Harris explained that this program was once in the College of Agriculture and in 2017 was moved to the Department of Art when that department was renamed as the Department of Art and Design. At that time the students in the program were given the option of graduating from either College. The last two students in this program have now graduated and so the University has chosen to cancel this concentration and only house it in the Department of Art and Design.

Trustee Martin moved to recommend to the full Board the approval of an academic program modification – termination of design concentration in the Bachelor of Science in Family Consumer Science program, as contained in the Board materials for the March 11, 2021, board meeting. Trustee Sekmen seconded and the motion carried unanimously by roll call vote.

VI. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – TERMINATION OF SCHOOL OF PSYCHOLOGY CONCENTRATION IN THE PH.D. IN PSYCHOLOGY PROGRAM

Trustee Martin introduced the next item on the agenda as the approval of the academic program modification – termination of school of psychology concentration in the Ph.D. in psychology program. She asked President Glover or her designee to provide pertinent information related to this agenda item and noted that the materials for this agenda item are included in the March 11, 2021, Board Meeting materials.

President Glover again asked Provost Harris to present on this agenda item. Provost Harris shared that enrollment in this concentration remains very low and makes us ineligible for accreditation. Hence, terminating this concentration will help us to remain efficient and effective to the needs of our students, and will allow us to strength the program.

Trustee Martin then moved to recommend to the full Board the approval of the academic program modification – termination of school of psychology concentration in the Ph.D. in psychology program, as contained in the Board materials for the March 11, 2021, board meeting. Trustee Sekmen seconded and the motion carried unanimously by roll call vote.

VII. APPROVAL OF NEW DEGREE PROGRAM – M.S. IN DATA SCIENCE

Trustee Martin announced the next agenda item as the approval of the new degree program – M.S. in Data Science. She asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the March 11, 2021, Board Meeting packet.

President Glover asked Provost Harris to also comment on this agenda item. Provost Harris stated that he was delighted to present this item and believed that this new program would be an area of growth for the university. He confirmed that all the processes for implementing this new program had been completed and strongly believed this was a program of the future.

Trustee Martin then moved to recommend to the full Board the approval of a new academic program – M.S. in Data Science, as contained in the Board materials for the March 11, 2021, board meeting. Trustee Sekmen happily seconded and added a few comments on the importance of this new program and the role it will play for the university. He added that it brings together 19 faculty from several departments, namely: computer science, mathematics, physics, biology, electrical engineering, business administration and agricultural environmental sciences. He stated that the quality of this fully online program will be very high and will compete with Georgia Tech. The program, as Trustee Sekmen pointed out, will not be taught solely by TSU faculty, but will engage members of the industry and from our industrial partners such as HCA, IBM and Google. As an example, Trustee Sekmen stated that the Data Visualizations course would be taught by a faculty from Google. Trustee Martin thanked Trustee Sekmen and praised him for his involvement. She stated that with President Glover, Provost Harris and other faculty being

involved in this new program, that it would surely be a first class program and that she was very excited.

Trustee Thomas added her excited and praised the administration for this collaborative effort.

Trustee McKenzie wanted to be sure that there would be outside participation in exposing our students to real-world implications of the information brought forward by this program.

Trustee Martin thanked everyone. Seeing no more comments, she then instructed Secretary Pendleton to call the roll and the motion carried unanimously by the roll call vote.

VIII. REPORT ON SACSCOC ACCREDITATION REVIEW MATTERS

Trustee Martin introduced the next item on the agenda as the report on SACSCOC accreditation review matters. Trustee Martin asked President Glover or her designee to provide pertinent information related to this agenda item, as contained in the Board materials for the March 11, 2021, Board Meeting. This is an informational discussion item only so no vote will be required.

President Glover called on Provost Harris to announce the updates relating to this agenda item. Provost Harris was very excited to share that SACSCOC accreditation was now here, and that TSU was ready. The Compliance Certification Report (CCR) was completed. He reminded the committee that in July 2020, the accreditation consultant, Dr. Silver announced that out of 73 principle of accreditation standards, we were non-compliant in 44 of them. Provost Harris then proudly stated that everyone came together, worked long hours into the night, for several nights, and with the assistance of the consultant and the university leadership, was able to submit our CCR report before the due date. The external committee later confirmed that out of 73 standards, we were non-compliant in 14. As a point of reference, Provost Harris explained that when universities present their report, usually 15 to 20 standards are returned showing non-compliance.

We followed up with a Focus Report where the 14 standards were addressed. Silver and Associates again guided us and we all feel very confident in the responses submitted. On February 25, and with the advisement of Silver and Associates, we held a mock SACSCOC visit. The mock session went very well and everyone was very confident that the actual visit in March will be just as successful. Provost Harris wanted to make it known that this accomplishment was the result of a lot of work by a lot of people coming together and working together. One area that is still being completed is standard #13 – audit. This one area we are expecting to receive a deficiency rating since it will not be completed in time so as to be included in this report to SACSCOC before the March visit. Once completed, we will have five months (150 days) to turn this in to SACSCOC. Provost Harris stated that he and others were working with the auditors on a daily basis and making considerable progress.

Provost Harris added information pertaining to the Quality Enhancement Plan (QEP), standard #7.2, which focuses on student learning and/or student success. The university's QEP is entitled CADENCE which represents 7 keys steps: Connect, Assess, Develop, Engage, Navigate, Create

and Excel. This QEP will change the advising process for our students. It is a 5-year plan that will be implemented. He stated that we were very confident in these enhancements.

Trustee Martin then thanked President Glover and Provost Harris for the report.

IX. ACADEMIC AFFAIRS REPORT

Trustee Martin announced the next agenda item as the Academic Affairs Report. Information regarding this Academic Affairs and Student Affairs Committee agenda item is included in your board materials dated March 11, 2021. Trustee Martin asked President Glover and her designee to provide pertinent information related to this agenda item. This is an informational discussion item only so no vote will be required.

President Glover asked Provost Harris to comment on this agenda item. Provost Harris detailed the outline found on pages #109 through #114 in the March 11, 2021, Board Meeting materials. He gave highlights of Fall 2020 and Spring 2021. He shared some of the academic program planning as it related to COVID-19, enrollment, and growth opportunities for the university. Provost Harris also identified and reviewed some of the plans from service units in the Academic Affairs Division. The financial aid and academic success center had experienced operational changes. The Office of the Provost created the Administrative Staff Forum whereby feedback could be garnered directly from front line and end user employees, all in an attempt to identify ways of improvement and training needs.

Provost Harris then went on to briefly mention the implementation of the strategic plan “The Pathway to Excellence 2025” and professional development opportunities for faculty and staff.

Trustee McKenzie emphasized the necessity to include video or digital resources in our teaching techniques/ modalities across the board. He pointed out that in the post-COVID world we should build a bridge with students and professionals in the various fields. Identify TSU graduates in a particular position/job and engage our students in a ‘fireside chat’ with these professionals.

Trustee Martin agreed that this type of learning should be adopted at TSU and reached out to Provost Harris and President Glover. Trustee Thomas added that mentorship was critical for the students at TSU. It gives them an opportunity to see people who look like them in reputable positions. She also suggested that building relationships and networking with the alumni was a great idea.

Trustee Martin then thanked President Glover and Provost Harris for the report. She also thanked Trustee McKenzie and Trustee Thomas for their input.

X. STUDENT AFFAIRS REPORT

Trustee Martin introduced the next item on the agenda as a Student Affairs report. Trustee Martin asked President Glover or her designee to provide pertinent information related to this

agenda item. Information pertaining to this agenda item is included in the March 11, 2021, board materials.

President Glover asked Dean Frank Stevenson to provide pertinent information related to this agenda item. Since this was an informational discussion item, no vote was required. Dean Stevenson shared updates which are outlined on pages #117 and #118 in the Board materials for the March 11, 2021 Board meeting. Dean Stevenson shared with the committee that the Tennessee State University Police Department (TSUPD) was now organizationally located within the Division of Student Affairs. He stated that among the various benefits of having the TSUPD in the Division, was having the opportunity to show the students an example of what good policing looks like, or good community policing. He added that the TSUPD officers on campus are involved and intentional about relationships with students, and that he thought that this was a great model.

Dean Stevenson mentioned the fact that some students work with the police department in securing the campus as a member of Tiger Patrol. He prided the presence of the officers, whether on bike patrol or in patrol vehicles with more computers, for the increased visibility and the reduction of campus crime. A 2018-2019 survey of Freshman students revealed that 85% stated they felt safe on campus. He also shared that the Dignitary Protection Unit provides for added security for our high profile guests and speakers on campus; while the Rape Aggression Defense (RAD) Program provides self-defense training in emergency situations. These were just a few of the reasons why TSU was ranked in the top 5 schools across the country where students felt safest on campus.

Everyone congratulated Chief Gregory Robinson for being selected as the 2019 IACLEA International Administrator of the Year and was also selected as the 2020 SE Region Chief/Director of the Year.

Regarding COVID-19 on campus, Dean shared that currently there were 25 students in the Isolation/Quarantined (IQ) Zone and stated that this was a very manageable number. Recently, there was a unit on campus that experienced a high number, and that unit was isolated and shut down for 14 days. Over the last 10 days, those numbers fell dramatically. On another note, Dean Stevenson shared that students were presently campaigning for Student Leadership positions and were very excited. He then thanked President Glover and others for the increased opportunities for student engagement.

Dean mentioned that a final decision had not been made on whether Commencement will be virtual, in person or in some form of a hybrid format. To that Trustee Thomas expressed her excitement of the possibility of an in-person Commencement and again complimented the administration for listening to the students. She took this opportunity to remind the committee about the proposed TSU Time Capsule project which may be buried for 15, 20 or 25 years with several artifacts.

Trustee Martin commented that although everyone was excited about the possibility of an in-person Commencement, and walking across the stage, that Dr. Glover and the administration

were very concerned about the safety of the students. This decision has everyone very torn but still everyone is still trying to work out a way to make it happen for the students.

Trustee Martin commended Dean Stevenson and his team for everything that was done for our students.

X. ADJOURNMENT

Trustee Martin asked if there was any additional business. Seeing none, she moved to adjourn the meeting, and the motion was seconded by Trustee Johnson which carried unanimously by roll call vote. The meeting was adjourned at 9:40 am.

**Tennessee State University
Board of Trustees**



**Approval of 2020-21
Tenure and Promotion
Recommendations**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of AY 2020-21 Tenure and Promotion Recommendations

RECOMMENDED ACTION: Approval

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

Background Information: Per university policy, the President recommends the granting of tenure to eligible faculty members in accordance with the requirements set forth in the TSU policy on tenure and promotion.

Tenure

Pursuant to the TSU tenure policy, tenure eligible faculty members must apply for tenure in their sixth year. A faculty member is required to submit a portfolio of materials in support of their tenure application. The criteria TSU uses to evaluate applicants include quality instruction, research and creative activities, public service and professional activities, and potential for professional growth.

The University reviews the tenure candidate's portfolio at several levels, including at the departmental, college, and University levels. The Vice President for Academic Affairs and the President must ultimately approve the applications. The comprehensive tenure review and approval process, as well as the list of those recommended for tenure, are included in your board materials.

As part of the tenure review process during this period, President Glover is recommending sixteen (16) tenure applicants for tenure, as she has determined that the sixteen faculty members meet the condition for tenure. Seventeen applicants had applied for tenure.

Pursuant to the FOCUS Act, the Board's Bylaws and the Board's Delegation of Authority to the President Policy, the Board must approve the awarding of tenure based on recommendations from the President.

Promotion

With respect to faculty promotions at TSU, individual faculty members may apply for promotion upon completion of the required years in rank. A tenured or tenure-track faculty member becomes eligible to apply for promotion when he or she has achieved the required years in rank and meets the defined qualifications for the various faculty ranks, which are assistant professor, associate professor, and professor.

Although an application for promotion is not required, faculty members at the assistant professor level generally apply simultaneously for promotion to associate professor at the time they are required to make application for tenure. Those faculty members who are at the associate professor level generally apply for promotion to professor after five years of service at the associate professor level.

To apply for promotion, a faculty member must prepare a portfolio containing evidence of the faculty member's teaching, research, and service since his or her last promotion at TSU. The specific evidence requested include quality instruction, research and creative activities, public service and professional activities, and potential for professional growth.

The University reviews the candidate's portfolio at several levels, including at the departmental, college, and University level. The Vice President for Academic Affairs and the President must ultimately approve the applications. The comprehensive promotion review and approval process, as well as the list of those recommended for promotion, are included in your June 17, 2021, Board materials.

Through the promotion process, President Glover is recommending twenty-six (26) faculty members for promotion, all of whom meet the conditions for promotion. Twenty-seven applicants had applied for promotion.

Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve promotions based on recommendations from the President.

See Attachment.

MOTION: To approve the list of recommended candidates for tenure and promotions, as contained in the Board materials for the Board's June 17, 2021, meeting.

Proposed Implementation Date: August 2021

Item Details: A total of 16 faculty members are recommended for tenure. The list of faculty members recommended is provided below.

	Name	Department/Division	Current Academic Rank
1	Amarasekare, Kaushalya	Agricultural & Environmental Sciences	Assistant Professor
2	Archer, Reginald	Agricultural & Environmental Sciences	Assistant Professor
3	Barnes, Lynette	Criminal Justice	Associate Professor
4	Baysal-Gurel, Fuyla	Agricultural & Environmental Sciences	Assistant Professor
5	Brahma, Swastik	Computer Science	Assistant Professor
6	Cochrum, Robert	Human Performance & Sport Science	Assistant Professor
7	Ewing, Kaylin (History)	History, Political Science, Geography & Africana Studies	Assistant Professor
8	Fawaz, Fadi (Economics)	Economics and Finance	Assistant Professor
9	Field, Chris (English)	Languages, Literature & Philosophy	Assistant Professor
10	Fouladkhah, Aliyar	Agricultural & Environmental Sciences	Assistant Professor
11	Khanal, Aditya	Agricultural & Environmental Sciences	Assistant Professor
12	McCurry, Charles (Electrical Engineering)	Electrical & Computer Engineering	Assistant Professor
13	Sales, Kaleena	Art & Design	Assistant Professor
14	Van Dyke, Joseph	Music	Assistant Professor
15	Winters, Ali (Social Work)	Social Work & Urban Studies	Assistant Professor
16	Witcher, Anthony	Agricultural & Environmental Sciences	Assistant Professor

Subject: Promotion recommendations**Proposed Implementation Date:** August 2021**Item Details:** A total of 26 faculty members are recommended for promotion. The list of faculty members recommended is provided below.

	Name	Department/Division	Current Rank	Proposed Rank
1	Amarasekare, Kaushalya	Agricultural & Environmental Sciences	Assistant Professor	Associate Professor
2	Archer, Reginald	Agricultural & Environmental Sciences	Assistant Professor	Associate Professor
3	Barnes, Lynette	Criminal Justice	Associate Professor	Professor
4	Baysal-Gurel, Fuyla	Agricultural & Environmental Sciences	Assistant Professor	Associate Professor
5	Brahma, Swastik	Computer Science	Assistant Professor	Associate Professor
6	Chimba, Deo (Civil Engineering)	Civil & Architectural Engineering	Associate Professor	Professor
7	Cochrum, Robert	Human Performance & Sport Science	Assistant Professor	Associate Professor
8	Ewing, Kaylin (History)	History, Political Science, Geography & Africana Studies	Assistant Professor	Associate Professor
9	Fawaz, Fadi (Economics)	Economics and Finance	Assistant Professor	Associate Professor
10	Field, Christopher (English)	Languages, Literature & Philosophy	Assistant Professor	Associate Professor
11	Fouladkhah, Aliyar	Agricultural & Environmental Sciences	Assistant Professor	Associate Professor
12	Gishe, Jemal	Public Health, Health Administration & Health Sciences	Assistant Professor	Associate Professor
13	Guha, Sujata	Chemistry	Associate Professor	Professor
14	Johnson, Owen	Public Health, Health Administration & Health Sciences	Associate Professor	Professor
15	Khanal, Aditya	Agricultural & Environmental Sciences	Assistant Professor	Associate Professor
16	Kilonzo-Nthenge, Agnes	Human Sciences	Associate Professor	Professor
17	Klomegah, Roger	Sociology	Associate Professor	Professor
18	Li, Lin	Civil & Architectural Engineering	Associate Professor	Professor

19	McCurry, Charles (Electrical Engineering)	Electrical & Computer Engineering	Assistant Professor	Associate Professor
20	Pleban, Francis	Public Health, Health Administration & Health Sciences	Assistant Professor	Associate Professor
21	Revell, Maria	School of Nursing	Associate Professor	Professor
22	Sales, Kaleena	Art & Design	Assistant Professor	Associate Professor
23	Shive, Joshua	Psychology	Associate Professor	Professor
24	Van Dyke, Joseph	Music	Assistant Professor	Associate Professor
25	Winters, Ali (Social Work)	Social Work & Urban Studies	Assistant Professor	Associate Professor
26	Witcher, Anthony	Agricultural & Environmental Sciences	Assistant Professor	Associate Professor

**Tennessee State University
Board of Trustees**



**Approval of Academic
Program Modification – A
Change to the M.S.
Psychology, Counseling
Psychology Concentration
Admission Standards**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of Academic Program Modification – A Change to the M.S. Psychology, Counseling Psychology Concentration Admission Standards

RECOMMENDED ACTION: Approval

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

The University, with the support of the College of Education (M.S. Psychology, Counseling Psychology Concentration), requests approval to proceed with a revised admission standard for the M.S. in Psychology, Counseling Psychology Concentration, as set forth below:

- **Two Modifications to the Admission Criteria are Proposed:**
 - a. **The removal of the GRE and MAT as requirements for admission**, based on lack of research evidence that these are significant predictors of completion of the degree.
 - b. **To add both a statistics and a research methods course (grade of C or better in each) as pre-requisites**, in order to set students up for success in the Master's level course work, which they take in both of these content areas. Currently, the requirement is either/or, which does not provide a sufficient foundation to maximize success in both content areas.

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

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

Background

To better position TSU's graduate programs in a highly competitive market, the proposed changes provide applicants with a focused admissions approach, which highlights the academic records and experience of the applicant rather than the test score.

These approaches have proven effective in other TSU graduate programs and other institutions across the nation. These proposed changes should have a direct impact on recruitment, retention, and completion of graduate degree programs.

MOTION: To approve an academic program modification by revising the admission standards of the M.S. Psychology, Counseling Psychology Concentration, as contained in the Board materials for the Board's June 17, 2021, meeting.

**Tennessee State University
Board of Trustees**

**Approval of Academic
Program Modification – A
Change to the M.S. Biology
Admission Standards**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of Academic Program Modification – A Change to the M.S. Biology Admission Standards

RECOMMENDED ACTION: Approval

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

The University, with the support of the College of Life and Physical Sciences (M.S. Biology), requests approval to proceed with a revised admission standard for the MS in Biology, as set forth below.

M.S. in Biology

- **One Modification to the Admission Criteria is Proposed:**
 - c. **Removal of GRE requirement** to be competitive with neighboring Master's of Science in Biology Programs.

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

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

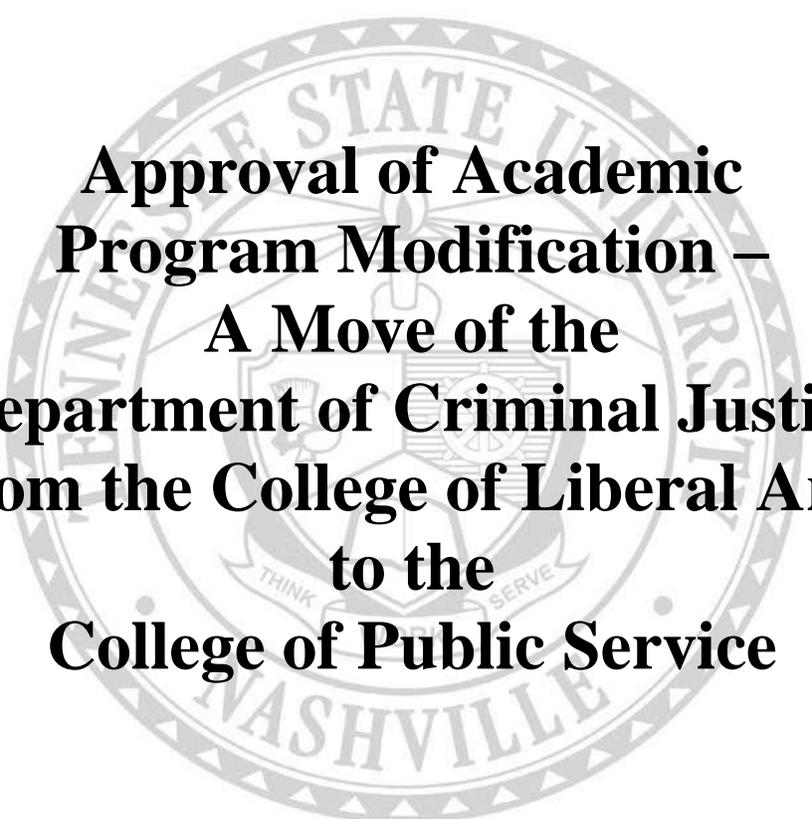
Background

In order to better position TSU's graduate programs in a highly competitive market, the proposed changes provide applicants with a focused admissions approach, which highlights the academic records and experience of the applicant rather than the test score.

These approaches have proven effective in other TSU graduate programs and other institutions across the nation. These proposed changes should have a direct impact on recruitment, retention, and completion of graduate degree programs.

MOTION: To approve an academic program modification by revising the admission standards of the MS Biology, as contained in the Board materials for the Board's June 17, 2021, meeting.

**Tennessee State University
Board of Trustees**



**Approval of Academic
Program Modification –
A Move of the
Department of Criminal Justice
from the College of Liberal Arts
to the
College of Public Service**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of Academic Program Modification – A Move of the Department of Criminal Justice from the College of Liberal Arts to the College of Public Service

RECOMMENDED ACTION: Approval

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

To be addressed by the President and/or her designee.

MOTION: To approve an academic program modification by moving the Department of Criminal Justice from the College of Liberal Arts to the College of Public Service, as contained in the Board materials for the Board's June 17, 2021, meeting.

**Tennessee State University
Board of Trustees**



**Approval of
TSU Intellectual Property
Policy**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of TSU Intellectual Property Policy

RECOMMENDED ACTION: Approval

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

Pursuant to the FOCUS Act, Tennessee Board of Regents Policies automatically became the policies of Tennessee State University, unless the Board of Trustees adopts a new policy in a specified area. The Division of Research and Sponsored Programs embarked on a review and revamping of the TBR policy to develop a new Intellectual Property policy with the goal of tailoring a policy specifically for TSU, reflecting the current national university research standards, providing incentives to foster outstanding research, and monetizing and commercializing research, patents and other intellectual property.

The Intellectual Property policy was developed by reviewing intellectual property policies at other well-regarded research universities, inviting and receiving input from campus constituents, including the faculty senate, Division of Research and Sponsored Program personnel, Academic Affairs personnel, and obtaining legal sufficiency review by staff in the Office of the General Counsel.

MOTION: To approve the TSU Intellectual Property Policy, as contained in the Board materials for the Board's June 17, 2021, meeting.

TENNESSEE STATE UNIVERSITY INTELLECTUAL PROPERTY POLICY

I. Objectives

The objectives of this policy are to encourage an environment and incentives for research and scholarship at Tennessee State University (TSU), to provide financial compensation as well as professional recognition to inventors and authors, and to protect and best serve the public interest. To these ends, this policy encourages disclosure of inventions, discoveries, and works; provides a process for evaluation of inventions, discoveries, and works for possible patenting, copyrighting, trademarking, and licensing; and establishes principles for determining the rights of the University and inventors/authors. Tennessee State University encourages scholarly publication of the results of faculty and student research.

II. Applicability

- A. This policy is considered a material part of the conditions of employment for every employee of the University and a material part of the conditions of enrollment and attendance at the University by students. It is also the policy of the University that individuals (including visitors) participating in a sponsored research project and/or making significant use of University resources accept the principles of ownership of intellectual property as stated in this policy unless an exception is approved in writing by the University. All University creators of intellectual property shall execute appropriate assignment and/or other documents required to determine ownership and rights as specified in this policy.
- B. This Intellectual Property Policy applies to all University personnel, including all paid and unpaid full-time and part-time faculty members, staff, and other employees (including those on approved leaves, including but not limited to sabbatical); students, volunteers, and fellows; and other persons making use of University facilities and resources.
- C. This policy shall not be interpreted to limit the University's ability to meet its obligations for deliverables under any contract, grant, or other arrangement with third parties, including sponsored research agreements, license agreements and the like. Copyrightable, patentable, or trademarkable works or inventions that are subject to sponsored research agreements or other contractual obligations of the University shall be owned by the University or other individual or entity as set forth in such agreements, so that the University may satisfy its contractual obligations.
- D. This policy should not be interpreted to limit the ability of University personnel to seek or participate in outside consulting activities that are separate and apart from the University and do not use University Resources. *See Outside Employment Policy.*

III. Definitions

A. Author

The person or persons responsible for creation of a copyrightable work.

B. Commissioned Copyrightable Work

A copyrightable work or work made for hire that is specifically ordered or commissioned

by the University or a funding sponsor. The following are specifically included within this definition if authored in connection with University teaching duties: curriculum designs and networked instructional resources.

C. Copyrightable Work

An original work of authorship which has been fixed in any tangible medium of expression and is eligible for protection under the copyright laws of the United States. Copyrightable works also include works whose authorship cannot be attributed to one or a discrete number of Authors, but rather result from simultaneous or sequential contributions over time by multiple Authors. For example, software tools or Software Code developed and improved over time by multiple faculty and students, where authorship is not appropriately attributed to a single or defined group, would constitute a copyrightable work.

D. Division

The administrative subdivision, i.e. college, school or center, of the University that provided the environment in which the research program(s) of the Inventor(s) or Author(s) is (are) conducted.

E. Gross Income

Proceeds from the sale, lease, or licensing of intellectual property by the University; dividends derived from equity received in consideration for the sale, lease, or licensing of intellectual property by the University; or proceeds from the sale of equity received in consideration for the sale, lease, or licensing of intellectual property by the University.

F. Intellectual Property

The term “Intellectual Property” is broadly defined to include inventions, discoveries, know-how, show-how, processes, unique materials, Copyrightable Works, original data and other creative or artistic works which have value. Intellectual property includes that which is protectable by statute or legislation, such as patents, registered or unregistered copyrights, registered or unregistered trademarks, service marks, trade secrets, mask works, and plant variety protection certificates. It also includes the physical embodiments of intellectual effort, for example, models, machines, drawings, compositions, devices, designs, apparatus, equipment, instrumentation, circuits, computer programs and visualizations, biological materials, materials, chemicals, or other evidence produced in the course of research, other compositions of matter, plants, and records of research and experimental results.

G. Invention

Any discovery, invention, new use or application, process, composition of matter, article of manufacture, know-how, design, model, technological development, or biological material, or inventive conception and reduction to practice that is patent-eligible under the patent laws of the United States.

H. Inventor

The person or persons responsible for conception of an idea or ideas leading to an Invention. An individual or individuals who has (have) made a contribution to the conception and/or reduction to practice of an Invention, discovery or development and who is (are) identified as such on the licensed patent, patent application or unpatented technology. In the case of a patent or patent application, this contribution must be

applicable to at least one claim. In cases of joint inventorship, it is not necessary that each Inventor make the same type or amount of contribution to the Invention and it is not necessary that each Inventor make some contribution of each claim.

I. Net Income

Gross income minus the direct costs associated with patent prosecution, copyright registration, commercialization, defense, maintenance, and administration of Intellectual Property.

J. Scholarly Work

A Copyrightable Work created by any individual subject to this policy primarily to express and preserve scholarship as evidence of academic advancement or academic accomplishment. Such works may include, but are not limited to, scholarly publications, journal articles, research bulletins, monographs, books, plays, poems, musical compositions and other works of artistic imagination, and works of students created in the course of their education, such as exams, projects, theses or dissertations, papers and articles.

K. Scope of Employment

Activities which have been assigned to an employee by his/her/their supervisor, or which are performed during normal working hours, or which fall within the employee's job description or duties of their employment; or whenever the creator's duties include research, investigation, or the supervision of research or investigation and the Invention or work is relevant to the general field of inquiry to which the creator was devoted or assigned.

L. Significant use

Includes but is not limited to the use by any individual of specialized, research-related facilities, equipment or supplies, provided by the University for academic purposes; more than incidental use of University staff personnel, including but not limited to Graduate Assistants; or more than incidental use of a researcher's own on-the-job time. Significant use does not include office space, library facilities, ordinary access to computers and networks, or salary except for those situations where the funds were paid specifically to support the development of an invention(s) and/or work(s).

M. Software Code

A Copyrightable Work in the form of Software Code that is (a) either a Commissioned Copyrightable Work or authored in any part by University researchers with the aid of University Resources and (b) not contributed to an open-source coding project.

N. Traditional Academic Copyrightable Works

A subset of Copyrightable Works created independently and at the Author's initiative for academic purposes. Examples may include class notes, online course materials, books, theses and dissertations, articles, non-fiction, fiction, poems, musical works, dramatic works including any accompanying music, pantomimes and choreographic works, pictorial, graphic and sculptural works, or other works of artistic imagination that are not created as an institutional initiative. Educational software or Software Code (also known as courseware or lessonware) that the creators may design for courses they teach are not considered Traditional Academic Copyrightable Works.

O. Trademark

Any word, name, symbol or device, or any combination thereof, whether or not registered as a trademark, that is used to identify goods or services and distinguish them from those manufactured or sold by others.

P. University Resources

Any research support administered by or through Tennessee State University, including but not limited to funds, facilities, equipment or personnel.

Q. Work

Any copyrightable material, including but not limited to literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; sound recordings; architectural works; computer software or databases; circuit diagrams; architectural and engineering drawings; and lectures.

R. Work Made for Hire

A work created by an individual within his/her/their Scope of Employment or a work created by a third party under contract with TSU and which contract specifically provides that the contract is a Work Made for Hire or that the resulting deliverable (the work) is the property of, or is assigned to, TSU.

IV. Ownership of Intellectual Property

- A. The University has a right to ownership of any Intellectual Property in which it has an interest. Unless otherwise agreed, this policy also applies to any Intellectual Property in which the University has an interest under the terms of contracts, grants or other agreements. An Invention or Work in which the University does not have a legal interest may be offered to the University and, if accepted, the University will administer such Intellectual Property in accordance with this policy or as otherwise agreed to in writing.
- B. Prior to the University providing support (for example, release time or University funding) to a person to whom this policy applies (including Work Made for Hire), where that support could reasonably be expected to result in creation of an Invention, Trademark, or Copyrightable Work with commercial value, the University and the person or persons receiving that support should agree in writing as to the ownership interest of any Intellectual Property produced. If no such agreement is in place, then any Intellectual Property produced is solely owned by TSU.
- C. Except under special circumstances, the University will not assign rights in future Inventions or Works to private corporations or businesses.

D. Copyrights

1. **Academic Works Created by Faculty.** The “work-for-hire” provision of the Copyright Act of 1976 gives the University ownership of the copyrights to Works produced by its employees within their Scope of Employment. However, only in the case of Traditional Academic Copyrightable Works as defined in section 3.N. above produced by academic and research faculty, the University cedes copyright ownership to the Author(s), except in the case of Significant Use of University Resources (including sponsor-provided resources) in creation of the Work, the Work is directed by the University, or is subject to a sponsor’s agreement that provides for a different ownership. When the University transfers copyright in Traditional Academic copyrightable Works to faculty under this policy, the University reserves the nonexclusive right to use the Works for educational, promotional, or administrative purposes consistent with its educational mission and academic norms. If an Author transfers an interest in a Traditional Academic Copyrightable Work subject to this policy, the Author must use reasonable efforts to secure for the University the right to reproduce such Works, royalty free, for all traditional, customary or reasonable academic and promotional uses.
2. **Other Works Created by Faculty.** Courses taught and courseware developed for teaching at TSU belong to TSU. Any courses which are videotaped or recorded using any other media are TSU property, and may not be further distributed without permission from the relevant academic dean. Blanket permission is provided for the use of students as part of their academic program at the University, or for other University purposes. Prior to videotaping, permission must be obtained from anyone who will appear in the final program.
3. **Works Created by Staff.** Copyrightable Works created within the Scope of Employment at the University by individuals who are not faculty engaged in teaching and research are considered Works Made for Hire under the Copyright Act, and the University owns the Copyright. In cases where University staff members, within the course and Scope of Employment, create Works, course and teaching materials, or Scholarly Works, the University will work collaboratively with the individual to ensure that fair and equitable treatment of rights to attribution and reuse are reasonably addressed.
4. **Works Created by Students.** The University does not make claim to Traditional Academic Copyrightable Works as defined in section 3.N. above made by students while satisfying regular course requirements. The University shall have, as a condition of awarding the course credit or degree, the royalty-free right to retain, use, and distribute, including by electronic and digital technologies now known or developed in the future, on a non-commercial basis, copies of the Traditional Academic Copyrightable Work, together with the right to require its publication for archival use. When a student undertakes a project involving significant University Resources, Intellectual Property, research team collaboration, or work for an outside body, the University retains the right to claim ownership of any Intellectual Property produced by the student which was created through Significant Use of University Resources.

5. Dedicating Works to the Public. If an Author of a Work whose copyright is owned by the University, including an Author of a Work Made for Hire, wishes to make a Work freely available to the public, through noncommercial licensing or other noncommercial means, the University, subject to the terms of any applicable agreements with third parties under which the Work was created, will accommodate such wishes as long as it determines that the benefits to the public of making such Works freely available outweigh any advantages that might be derived from commercialization. The University will act as expeditiously as reasonably possible in making such determination.

E. Trademarks

Trade and service marks are distinctive words or graphic symbols identifying the sources, product, producer, or distributor of goods or services. Trade or service marks relating to University goods or services shall be owned by the University.

F. Patents and Other Intellectual Property

Except as otherwise specified in this policy or by the University in writing, Intellectual Property developed by individuals to whom this policy applies shall be the sole and exclusive property of TSU if the subject Intellectual Property is:

1. Developed within the person's Scope of Employment with the University;
2. Developed in the course of a project sponsored by the University;
3. Developed with the Significant Use of the University's facilities, services, or equipment, or University Resources; or
4. Developed in the course of a project arranged, administered or controlled by the University and sponsored by persons, agencies or organizations external to the University, absent prior written agreement to the contrary.

V. Responsibilities of Tennessee State University and Delegations of Authority

- A. The University shall: (1) act with reasonable promptness and in good faith on all Inventions or Works disclosed to it, (2) notify the Inventor or Author promptly whenever it decides not to pursue or to abandon the pursuit of patenting, copyrighting, or commercialization of an Intellectual Property, (3) execute, upon request, all contracts, assignments, waivers or other legal documents reasonably necessary to transfer to the Inventor or Author the appropriate University interest in any Intellectual Property which it has so chosen not to pursue, and (4) remit to the Inventors their shares of Net Income from Inventions as specified in this policy. Subject to these responsibilities, the University at any time may decide not to pursue or to abandon the pursuit of patenting, copyrighting, and/or commercialization of an Intellectual Property in which it has an interest.
- B. Authority and responsibility for the Intellectual Property Policy, including implementation and operation of its provisions and processes, is delegated to the President (or designee, as determined by the President, which can include a non-profit organization). The President or designee shall develop procedures for implementing this policy and holds the authority to modify the application of policy provisions as necessary.

VI. Responsibilities of Inventors and Authors

- A. Inventor(s) and Author(s), either alone or in association with others, must prepare and submit on a timely basis a disclosure form to the President or designee for each Invention or Work that could be reasonably expected to have commercial value. Such disclosure is required regardless of whether the University may have an interest in the Invention or Work. If an Inventor or Author fails to disclose an Invention or Work, the University's ability to protect the Intellectual Property rights in the Invention or Work may be jeopardized. Therefore, processes and procedures related to an undisclosed Invention or Work may, at the University's discretion, diverge from those detailed in this policy and the final decision on ownership of an undisclosed Invention or Work will be made solely by the University.
- B. The Inventor or Author shall fully cooperate with TSU in the disclosure process and, when the University has an interest in the Invention or Work, in other subsequent activities associated with patenting, copyrighting, and/or commercialization of the Intellectual Property, including promptly executing all contracts, assignments, waivers or other legal documents necessary to vest in the University, or its assignees, any or all rights in the Intellectual Property.
- C. Inventors and Authors: (1) may not sign patent, trademark, or copyright agreements with outside persons or organizations that may abrogate or otherwise conflict with the University's rights and interests as stated in this policy, nor (2) use the name of the University in connection with any Invention, Trademark, or Work without prior authorization,.
- D. In the event that two or more persons are entitled to claim ownership of the Intellectual Property, the Inventors or Authors shall reach agreement between or among themselves regarding relative contributions for the purposes of distribution of Net Income from the Invention or Work. That agreement should be in writing and signed by all Inventors or Authors.
- E. Inventors should particularly note that certain acts (for example, enabling disclosure of the Invention in an academic journal, a paper, a poster presented at a conference, or offering to sell rights in the Invention before a patent application has been made) can constitute a statutory bar to patent protection. An Inventor contemplating public disclosure activities prior to filing an invention disclosure form should contact the Division of Research and Sponsored Programs prior to engaging in those disclosure activities.

VII. Administration

- A. The Intellectual Property Committee makes recommendations regarding procedures, guidelines, and responsibilities for the administration and development of intellectual property.
- B. The Intellectual Property Committee consists of the Vice President for Research and Sponsored Programs or designee, at least one staff member from the Office of Technology Transfer, and no more than four other members selected and appointed by the President or designee.

- C. The Intellectual Property Committee convenes at the call of the Vice President for Research and Sponsored Programs or designee, who determines when implementation or interpretation of the Intellectual Property Policy requires consideration by the Committee. The matters that may be referred to the Committee for recommendation include, but are not limited to: whether the University has ownership or an interest in an Intellectual Property; whether patent, trademark, or copyright protection should be sought; whether to seek commercialization opportunities; and whether provisions of this policy should be waived.
- D. When the Committee is considering a particular Invention or Work, the Inventor/Author and/or his/her/their representative may examine all materials submitted to the Committee, may make written and oral presentations to the Committee, and may be present during oral presentations of others.
- E. The Committee shall conduct investigations as it deems necessary in the preparation of its recommendations. Upon completion of the evaluation, the Committee shall provide the Vice President for Research and Sponsored Programs or designee with its recommendations as to ownership of the Intellectual Property; whether patent, trademark, or copyright protection should be sought; and/or whether to seek commercialization opportunities. The Vice President for Research and Sponsored Programs or designee shall then decide, after conferring with the President or the President's designee as appropriate, ownership interests and determine whether to pursue protection and/or commercialization of the Intellectual Property and shall communicate this decision in writing to the Inventor(s) or Author(s).
1. If the decision of the Vice President for Research and Sponsored Programs or designee is not to seek patent or copyright protection of the Intellectual Property, and the University has an ownership interest as provided in this policy in the Intellectual Property, the Vice President for Research and Sponsored Programs or designee may abandon the application, request further development of the Invention, or in the University's discretion, in some cases assign the University's ownership interest to the Inventor or Author in a written agreement to be negotiated by the parties and which shall provide for allocation of ownership interests between the University and the Inventor/Author in the event of commercialization of the Intellectual Property. The Division of Research and Sponsored Programs may administer this action.
 2. In the event that the Vice President for Research and Sponsored Programs or designee deems it appropriate to pursue intellectual property protection, the University shall bear all necessary costs, not limited to, but including attorney fees, USPTO fees, Copyright Office fees, and/or foreign filing fees.
 3. For those Inventions or Works in which TSU is deemed to have an ownership interest, and the Vice President for Research and Sponsored Programs has determined to pursue protections and/or commercialization, the Vice President for Research and Sponsored Programs or designee shall arrange to have these activities undertaken and oversee the execution in consultation with the Office of General Counsel.

4. For Inventions made in the course of a project funded in whole or in part by the Federal Government, the Bayh-Dole Act (37 CFR 401) imposes certain reporting requirements associated with the technology transfer process. The Vice President for Research and Sponsored Programs or designee is responsible for ensuring that those reporting requirements are satisfied.

- F. The evaluation of Inventions and Works and the administration, development and processing of patents involves substantial time and expense and requires talents and experience not ordinarily found in University staff. Therefore, the University may enter into a contract with third parties in connection with the administration of identified Inventions, disclosures of Invention, and developed patents.

VIII. Request for Re-Evaluation

In the event the Vice President for Research and Sponsored Programs or designee decides not to pursue patent, trademark, or copyright protection or commercialization efforts, the Inventor or Author may request a re-evaluation by the President or designee. The request must be received within thirty calendar days of notification to the Inventor or Author of the initial decision. The Inventor or Author may submit documents or other evidence in support of his/her/their position. A decision by the President or designee relating to ownership or royalty distribution shall be final.

IX. Revenue Sharing

- A. The University shall share with the Inventor or Author the Net Income that may accrue from the commercialization of the Intellectual Property created by the Inventors or Authors. Specific provisions of grants or contracts may govern rights and revenue distribution regarding Intellectual Property made in connection with sponsored research. Consequently, revenues received from such Intellectual Property may be exclusive of payments of royalty shares to donors or contractors. Moreover, the University may contract with outside persons or organizations for the obtaining, managing and defending of patents, trademarks, or copyrights, and any royalty share or expenses contractually committed to such persons or organizations may be deducted before revenues accrue or before the Inventor's or Author's share is distributed.
- B. The Gross Income will be applied first to reimburse the University for expenses incurred in seeking and maintaining patent protection or copyright or trademark registration; in pursuing commercialization of the Intellectual Property; or in marketing, licensing and defending the Work, patent, or licensable Invention. After reimbursement of direct expenses, the remaining Net Income shall be shared as follows (or as otherwise determined by the President): (1) the first \$5,000 shall be distributed to the Office of Technology Transfer; (2) thereafter, any Net Income received from the commercialization of the Intellectual Property shall be distributed as follows: forty percent (40%) to the Inventor(s) or Author(s); fifteen percent (15%) to the Inventor's or Author's Division; and forty-five percent (45%) to the University.
- C. If any Division, unit, program, or Inventor/Author does not exist, the designated Net Income will revert to the Division of Research and Sponsored Programs, or as directed by the President.

- D. In the case of multiple Inventors or Authors, the Inventor/Author share of Net Income is split equally among all Inventors or Authors, unless all Inventors or Authors previously have agreed in writing to a different distribution of such share, or as directed by the President. If the multiple Inventors or Authors are affiliated with separate divisions, the Division's share shall be split as directed by the President.

- E. TSU may elect to accept equity in lieu of cash payments for a license fee or royalty. The decision to accept equity in lieu of cash is made at the sole discretion of TSU and does not constitute an obligation on behalf of TSU to make a disbursement of equity to the creator(s) or Division or department until the equity is sold. TSU will own and exercise all rights of ownership, including the rights to vote equity interests on all matters which are subject to the consent or approval of the holders of similar equity interests. TSU will remain and own the equity interest until the sale or exchange of the interest. The decision as to when to sell or exchange equity resides with the President in his/her/their sole discretion.

X. Special Cases

The University recognizes that special circumstances or cases may arise that are not specifically covered by this policy or may justify waiver of this policy. Only the President or designee has authority to waive the provisions of or make exceptions to this policy.

**Tennessee State University
Board of Trustees**



**Report on SACSCOC
Ten Year Accreditation
Review**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: June 17, 2021

ITEM: Report on SACSCOC Ten Year Accreditation Review

RECOMMENDED ACTION: None

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

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

See attached.

SACSCOC

University's Reaffirmation of Accreditation

The University underwent a very successful reaffirmation process. On July 1, 2020, we had 44 standards out of compliance and we are very happy to report that, as of May 24, 2021, we have two and those will be completed this summer. This is an extremely successful outcome for TSU and demonstrates the hard work and dedication of the TSU team and stakeholders.

The SACSCOC On-Site Reaffirmation Committee conducted its virtual on-site visit March 16-18, 2021. The University received the On-Site Committee's Report of the Reaffirmation Committee on April 30, 2021, SASCOC which yielded the following:

1. All standards found compliant by Off-Site Committee were confirmed as compliant by the On-Site Committee.
2. The fourteen (14) compliance issues identified by the Off-Site Committee were addressed and 12 were found to be compliant. There were two (2) exceptions as follows:

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

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

3. The Report of the Reaffirmation Committee provided the following additional observations regarding strengths of the institution: The On-Site Reaffirmation Committee appreciated the institution's preparations for this virtual on-site visit and for the flexibility demonstrated as the requests of the Committee for interviews and additional documentation were addressed. The Committee noted the impressive maturation of the institution's academic program assessment processes.
4. The Quality Enhancement Plan (QEP) was successfully affirmed and the assessment of the Quality Enhancement Plan yielded no formal recommendations.

Next Steps and Timeline:

- August 2021 – The University prepares a Response Report to the Visiting Committee to address the two recommendations in the Report of the Reaffirmation Committee due to SACSCOC August 15, 2021.
- December 2021 – The Report of the Reaffirmation Committee and the University's Response to any formal recommendation contained in the Committee's Report will be reviewed by the SACSCOC Board of Trustees.
- December 4-7, 2021 - SACSCOC Board of Trustees Reaffirmation Decision.

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: June 17, 2021

ITEM: Academic Affairs Report

RECOMMENDED ACTION: None

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

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

See Attachment.

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM
ACADEMIC AFFAIRS REPORT
June 17, 2021

Over the past three months, Academic Affairs completed the spring semester, continued to tackle issues related to the pandemic head on, hosted a successful SACSCOC reaffirmation visit, and focused on educational innovation, growth, and restructuring. This report represents the notable items from this quarter in Academic Affairs.

SPRING 2021 HIGHLIGHTS

The Spring 2021 semester had many highlights in addition to the successful SACSCOC reaffirmation process and site visit. Academic Affairs once again demonstrated an ongoing, deep dedication and commitment to excellence in and out of the classroom. That excellence is highlighted by the items listed below. This list only touches the surface of the ongoing work of the Office of the Provost and Vice President for Academic Affairs. The Office is committed, as demonstrated by the few items listed below, to seeking feedback and making continuous improvements across the Division to assure student success.

- **Town Halls** – the Office of the Provost and Vice President for Academic Affairs held four town halls; two with administrative assistants, one with professional staff, and one with faculty. These town halls were supplemented by surveys which provided feedback on ways in which our units can make changes to augment the work in our diverse areas.
- **Administrative Professionals Council** – in order to provide the frontline staff in our units an ongoing voice in Academic Affairs, the Office formed the Administrative Professionals Council which is comprised of 9 administrative assistants. The purpose of the Council is to get feedback and take strategic action in areas that enhance the workflow and processes in our areas and for which the administrative assistants are key stakeholders. Two meetings of the Council have been held, a mission has been developed, and leadership assigned.
- **DegreeWorks** – one of the key processes for students and faculty to ensure academic progression and graduation is the use of our DegreeWorks system. During its initial rollout, many issues related to scribing were encountered which required hours of manpower to resolve. In an effort to streamline and improve this process, the Office worked with Ellucian and staff from Records, the Graduate School, OTS, and Extended Education to identify a technical assistance provider and trainer to solidify this process. This is an ongoing project.
- **New Faculty Session** – the Office held an end-of-year session with new faculty completing their first year or semester. The purpose of this session was to identify ways in which Academic Affairs can improve the experience for new faculty.

PLANS FOR FALL 2021

Faculty and staff are returning to campus in July/August 2021. The transition back to campus is as important as the sudden and comprehensive transition from campus due to COVID-19. To that end, the Office of the Provost and Vice President for Academic Affairs has asked each of the unit Directors and Deans to formulate an operating plan that integrates the positive new processes created during the pandemic with the traditional procedures conducted in-person. For example, the Office of the Provost has disseminated information indicating the continued use of

electronic submission process for forms, contracts, and other items needing Provost approval. These plans will offer students, staff, and faculty with clarity on this integration. Health and safety remain the top priority for Academic Affairs.

ACADEMIC PROGRAM PLANNING

The Office of the Provost and Vice President for Academic Affairs has continued to work toward innovative program growth by designing and implementing new degrees that place TSU at the center of the marketplace and position our Colleges as centers for excellence. The following list provides an update on the strategic programs we are exploring and their current status in the design, review, and approval pipeline.

- ***Ph.D. in Agriculture*** – this degree program in the College of Agriculture is currently under review with THEC and SACSCOC. If approved, the degree program will begin in Spring 2022.
- ***Bachelor's in Africana/Black Studies*** – the College of Liberal Arts charged an interdisciplinary committee in March to review and develop a new major program that builds on the existing Africana Studies program. Committee membership includes faculty from Africana Studies, English, History, Political Science, Sociology, and Theater. The Committee met during the spring semester, and the Dean's office will assist them with the program proposal with plans to submit by June 30, 2021.
- ***Ph.D. in Higher Education*** – the College of Education is currently working with our Office to obtain approval from THEC and SACSCOC for this program. The plan is to begin this program in Fall 2022.
- ***Online MBA*** – the College of Business has designed an online version of their accelerated MBA program. The program is currently going through the Curriculum approval process. Following approval by all levels, including SACSCOC, the program intends to begin in Fall 2022.
- ***Redesigned Bachelor's in Interdisciplinary Studies*** – the College of Liberal Arts Office of the Dean and the Coordinator of the Arts & Sciences Program have started work on revising the Interdisciplinary Degree (adding a concentration) to allow for a broader selection of courses. COLA is reviewing similar completion degrees at other institutions that provide students with existing hours a straighter path to graduation. COLA will be reaching out to the other colleges to involve them in this discussion so that TSU can offer a truly interdisciplinary degree. The program proposal will be completed by June 30, 2021.

While those listed above highlight our progress, other degree programs are currently being discussed, researched, and identified. This includes a Bachelor's in Nonprofit Leadership, Doctor of Public Administration, and Master's of Music. Finally, in addition to the work on specific degree programs, the Office of the Provost has also been charged with exploring the feasibility of establishing professional colleges of law and pharmacy.

STRATEGIC PLAN - "*The Pathway to Excellence 2025*"

The TSU Strategic Planning Steering Committee presented the Strategic Plan to the Board of Trustees at the September 2020 meeting; the plan received full board approval. The first stage of the strategic plan implementation also began in September and focused on developing strategic initiatives for each of the objectives.

A meeting cycle was developed to include representatives from each of the responsible departments to ensure there was a full understanding of:

- the strategy
- the assessment method
- the benchmark/performance target
- the timeline for completion
- identification of the resources that will be required for implementation of each strategy. Resources are defined not only as funding but can include personnel and technology needs.

Next Steps:

- May 17, 2021- July 1, 2021 – Verification of data submission; reminders sent to departments that have not submitted data.
- July 1, 2021 – July 30, 2021 - Monitor the status of data collection; consult with responsible parties to address leadership changes, and or changes in focus of their department. Written follow up sent to departments mid-year.
- August 2021 – Annual Strategic Plan Evaluation Report submitted to Provost and President

QUALITY ENHANCEMENT PLAN

The TSU Quality Enhancement Plan – CADENCE – was successfully affirmed at the SACSCOC site visit in March 2021. CADENCE represents years of work from units across campus and will provide TSU students with a pathway to a holistic, comprehensive academic experience that validates the in and out of classroom learning students receive at TSU.

Overall, CADENCE (Connect → Assess → Develop → Engage → Navigate → Create → Excel) – seeks to promote student success through integrative advising, including improved utilization of academic and student support resources and the integration of educational and career planning.

CADENCE is centered on the following three initiatives:

1. Coordinated Care Network → CADENCE institutionalizes and expands the University’s advising Coordinated Care Network by providing an ongoing leadership structure, professional development, and technical training and support.
2. Advising Resources → CADENCE provides for the collection review, and publication of advising resources in a single online location. New resources include matriculation maps identifying engagement and career development opportunities and milestones.
3. Technology → CADENCE promotes and integrates the use of EAB Navigate for advising, Tiger Print for educational planning and engagement, and Handshake for career development.

On June 1, 2021, the QEP Director started his role at TSU. The QEP Director will guide all stakeholders through the process of design and implementation and will report directly to the Office of the Provost and Vice President for Academic Affairs.

PROFESSIONAL DEVELOPMENT FOR FACULTY and STAFF

The Office of the Provost and Vice President for Academic Affairs is strongly committed to providing faculty and staff professional development opportunities in a variety of settings. To that end, the Office has been instrumental in seeking out specific programming related to professional development including the projects listed below.

- ***Faculty Development Travel*** – specific funding via Title III was obtained through the project submission process by the Office of the Provost. This funding is providing resources for faculty to attend conferences, obtain certifications etc. that contribute to their teaching, research, and/or service training. Over twenty faculty have taken advantage of this special opportunity.
- ***Gateway to Eight*** – the Gateway to Eight program, managed in partnership with Title III, provides any campus employee with the opportunity to attend professional development seminars with leading experts on a diverse array of topics from mental health at the workplace to time management. Once employees complete eight sessions they are given an incentive for completion and attend a ceremony to highlight their achievement. A virtual ceremony was held on May 14th, 2021 and over 30 employees were honored. This program continues through the fall.
- ***National Center for Faculty Development and Diversity*** – As of May 10th, 2021, the Office of the Provost secured an institutional membership for TSU in the National Center for Faculty Development and Diversity. This membership provides all TSU faculty, post-docs, and graduate students with access to a database of resources related to curriculum design, classroom management, faculty success etc. as well as webinars with leading experts. Moreover, everyone has access to participate with peers in writing challenges, discussion groups and more to enhance peer-to-peer learning and engagement.
- ***Georgia International Studies Consortium*** – As of April 2021, TSU is now a member of the Georgia International Studies Consortium. This membership provides free virtual (and later in-person) attendance for up to ten faculty (per event) at seminars and workshops aimed at international curriculum integration. The first two events have been held with TSU in attendance (April and June 2021).
- ***UNCF Faculty Development*** – UNCF is providing faculty free training on online course pedagogy and best practices starting in July 2021 and TSU has been invited as a partner.

The Office of the Provost and Vice President for Academic Affairs continues to obtain partnerships to provide TSU faculty and staff with training resources to enhance personal and professional development.

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: June 17, 2021

ITEM: Student Affairs Report

RECOMMENDED ACTION: None

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

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

See attachment.

Division of Student Affairs – Student Affairs Report to the Board of Trustees

Mission Statement:

Our Mission is to plan, implement, and coordinate high-impact programming that holistically promotes persistence, academic success, and sense of belonging.

Vision Statement:

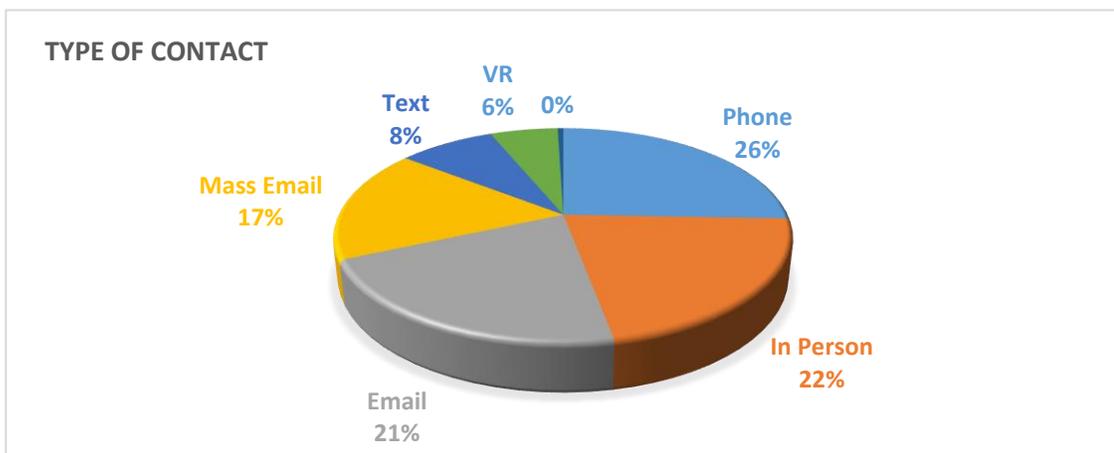
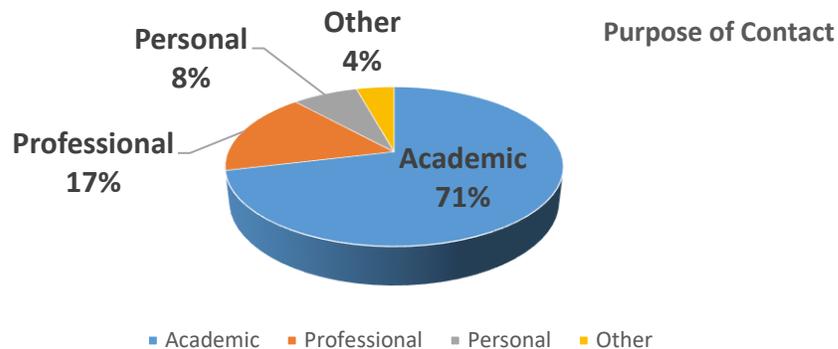
Our Vision is to support African American/Black Male students to help them persist to the next semester and continue towards graduation.

Purpose:

Our Purpose will provide services to all second semester black male students. The focus is on those students with a G.P.A. between 2.2-2.8 who are in good standing with the university and could benefit from additional support as they continue to matriculate and prepare to graduate. This program will use a strategic and collaborative approach that will integrate the experience both *inside and outside* the classroom.

Abstract of ASY 20/21:

- During the academic months from August 2020 to May 2021 our office had N = 1021 unique contacts. Of the 1021 contacts, n = 429 identified as Murky Middle Student; n = 592 identified as non-Murky Middle Students. ***it is important to note these individual contacts could be first time contacts or multiple visits with an assigned Program Coordinator/Success Coach**



Major Accomplishments:

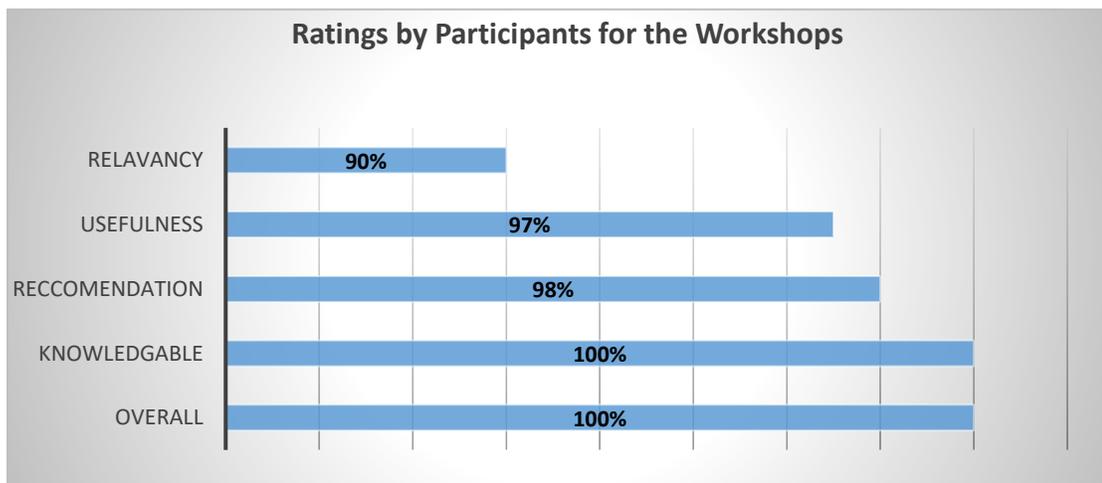
Summer 2020

- Due to Covid-19, we were unable to hold our signature Graduation Acceleration Program (G.A.P). This program is a summer-based enrichment program that targets our Murky Middle students to help develop pro-social behaviors and leadership skills by engaging them in critical dialogue, enrichment exercise, and experiential learning. However, we did take this opportunity to collaborate with multiple internal departments for a Get out the Vote Campaign titled “Power to the Polls.” In addition to the Student Affairs collaboration the Men’s Initiative collaborated with TSU Athletic Department for a series of workshops.

- a. I Can’t Breathe Again – George Floyd**
- b. Voter registration campaign – Power to the Polls**
- c. Freedom Riders a Look into History - Power to the Polls**
- d. Sexual Assault Workshop – TSU Athletics**

Fall 2020

- During Fall 2020 Semester, the Men’s initiative completed 25 virtual workshops. The total number of students who participated during the fall workshops were N = 252. The workshops were held virtually, which allowed for the Men’s Initiative to host breakout rooms per classification. On average there were 36 students who attended each session



After each workshop students were assessed in the 5 listed areas, these percentages represent the cumulative average. It is worth noting that the response rate for the assessment was 63%.

- Participated in a national voter campaign with Xceleader, where we finished 1st in our division for the get out the vote campaign.
- In conjunction with Athletics and the Student Trustee, we were successful in getting all male athletes registered to vote.
- Started providing FREE headshots for our students.

- 105 students

Spring 2021

- During Spring 2021 Semester, the Men's initiative was successful in completing its signature spring program, Rites of Passage.
 - There were 20 males selected for the Mentoring Program, of the twenty, ten young men started and completed the program. The beginning GPA of the group was 2.72. This is the third iteration of the Rites of Passage Mentoring Program.
 - **Student Highlight**
 - **Student X began the semester with a 1.9 GPA, student X semester GPA while enrolled in the Rites of Passage Program 3.4. Student X current overall GPA is a 2.53**
 - **Student Y began the semester with a 1.5 GPA, student Y overall GPA is a 2.04.**
- Men's Initiative Staff and students were certified by Metro Nashville Public Schools as mentors. This will allow TSU Rites of Passage Mentors to become mentors for MNPS.
- Partner with local Pepsico to provide summer internships and summer employment
 - Two Rites of Passage participants were granted internships
 - Assisted 10 other males with securing summer employment
- Launched the Black Male Summit
 - Harambee: Better Making of Men
 - 75 registered students

**Tennessee State University
Board of Trustees**



**Executive Committee
Report**

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

9:30 a.m. CST
Thursday, June 17, 2021

Board Committee Meetings: Via Zoom link:
Via Zoom link: Meeting ID: 944 7006 3664
Passcode: 578001

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the March 11, 2021, Executive Committee Meeting Minutes
- IV. Report on Board Committee Assignments
- V. Secretary's Report
- VI. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
March 11, 2021,
Executive Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 17, 2021

ITEM: Approval of the March 11, 2021, 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 March 11, 2021, Executive Committee meeting is included in the June 17, 2021, Board materials.

MOTION: To approve the minutes from the Board of Trustees' March 11, 2021, Executive Committee meeting, as contained in the Board materials for the Board's June 17, 2021, meeting.

**Tennessee State University Board of Trustees
Executive Committee Meeting – March 11, 2021
Via Zoom Link**

MINUTES

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

Other Board Members Present: Trustees Johnson, Sekmen, Simpson, McKenzie and Lewis.

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

I. CALL TO ORDER

Chair Walker called the Executive Committee meeting to order at 9:45 a.m. Chair Walker moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. Chair Walker indicated that the Board is scheduled to take up important and timely matters. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to limit face-to-face contact whenever possible. Electronic participation for the Board meeting is necessary for the safety of Board members, staff, and guests. Trustee Martin seconded. Secretary Pendleton called the roll and the motion carried unanimously.

II. ROLL CALL/DECLARATION OF A QUORUM

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

Secretary Pendleton announced the presence of a quorum.

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

III. APPROVAL OF THE NOVEMBER 19, 2020, EXECUTIVE COMMITTEE MEETING MINUTES

Chair Walker introduced the first order of business — the approval of the November 19, 2020, Executive Committee meeting minutes. Chair Walker informed the Committee that the minutes for the Executive Committee’s November 19, 2020, meeting are included in the Board materials for the March 11, 2021, Board meeting.

Chair Walker moved to recommend to the full Board the approval of the September 24, 2020, Executive Committee meeting minutes, as contained in the Board materials for the November 19, 2020, Board meeting. Trustee Martin seconded the motion. With there being no discussion, Chair Walker called for a roll call vote. Secretary Pendleton called the roll. The motion carried unanimously.

IV. REPORT ON PRESIDENT'S ANNUAL PERFORMANCE REVIEW

Chair Walker asked Vice Chair Cole to provide a report on the President's annual performance review process.

Vice Chair Cole provided information to the Committee on the performance evaluation procedures. She noted that she had solicited and received confidential written comments from Board members on the President's confidential written self-assessment. Vice Chair Cole indicated that she expected to complete the annual performance evaluation document and submit to the Board members shortly.

VI. SECRETARY'S REPORT

Chair Walker asked Secretary Pendleton to provide a report to the Board. Secretary Pendleton indicated that Governor Lee had reappointed Trustees Walker and McKenzie and appointed Trustee Pinnock to serve a new six-year term on the TSU Board of Trustees.

Secretary Pendleton also noted that the TSU Faculty Senate was undertaking a process to select a new Faculty Trustee, and he expected the election to occur in April 2020. Secretary Pendleton also indicated that the President and her designees would soon be undertaking the process for recommending to the Board the next Student Trustee.

Secretary Pendleton also commented on President Glover's appearances before the General Assembly, including appearing before the House and Senate Government Operations Committees to discuss the Performance Audit, and appearing before the Senate Education Committee to address TSU's budget requests.

Finally, Secretary Pendleton addressed a letter sent by some members of the General Assembly to the University Presidents expressing their concerns regarding student kneeling during the National Anthem. Secretary Pendleton commented that some of the Presidents commented during General Assembly hearings and noted First Amendment protections. President Glover also noted comments made by Sen. Akbari on social justice and the experiences of some of the student athletes.

Chair Walker thanked Secretary Pendleton for his report.

VII. ADJOURNMENT

Chair Walker opened the floor for any additional business. With no further business, Chair Walker moved for adjournment. Trustee Martin seconded the motion. With there being no discussion, Chair Walker called for a roll call vote. Secretary Pendleton called the roll and the motion carried unanimously. Chair Walker adjourned the meeting at 10:12 a.m.

Tennessee State University

Board of Trustees



**Report on
Board Committee
Assignments**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: June 17, 2021
ITEM: Report on Board Committee Assignments
RECOMMENDED ACTION: None
PRESENTED BY: Board Chair, Joseph Walker, III

Chair Walker will provide a report on Board Committee assignments.

Tennessee State University

Board of Trustees



Secretary's Report

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: June 17, 2021
ITEM: Secretary's Report
RECOMMENDED ACTION: None
PRESENTED BY: Chair of the Executive Committee,
Board Chair Joseph Walker, III

Secretary Pendleton will provide a report.

**Tennessee State University
Board of Trustees**



**Report and Update
on
TSU Athletics**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 17, 2021

ITEM: Report and Update on TSU Athletics

RECOMMENDED ACTION: None

PRESENTED BY: Glenda Glover, President

President Glover and the Director of Athletics will provide a report on TSU Athletics.

**Tennessee State University
Board of Trustees**



The President's Report

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 17, 2021

ITEM: President's Report

RECOMMENDED ACTION: None

PRESENTED BY: Glenda Glover, President

The President shall provide a report at the June 17, 2021, Tennessee State University Board of Trustees meeting.

**Tennessee State University
Board of Trustees**



**Board Chair's
Report**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 17, 2021

ITEM: Board Chair's Report

RECOMMENDED ACTION: None

PRESENTED BY: Board Chair Joseph Walker, III

Board Chair Joseph Walker, III, will provide a report at the June 17, 2021, Tennessee State University Board of Trustees meeting.

**Tennessee State University
Board of Trustees**



Adjournment