



# Board of Trustees Materials

## March 17, 2022, Meeting

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**Tennessee State University  
Board of Trustees**



**Call to Order**

**Tennessee State University  
Board of Trustees**



**Tennessee State University  
Board of Trustees**



**Tennessee State University  
Board of Trustees**



**Board Meeting  
Agenda**

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

Tennessee State University  
Thursday, March 17, 2022  
2:00 p.m. CST

Board Committee Meetings Via Zoom  
Live Stream: [www.tnstate.edu/board/livestream.aspx](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 November 18, 2021, Board Meeting Minutes
  - B. Audit Committee Report
    - i. Approval of the November 18, 2021, Audit Committee Meeting Minutes
    - ii. Review of Completed Internal Audits
    - iii. Review of Outstanding Audit Issues
    - iv. Review of University's Risk Assessment Process
    - v. Executive Session – Discussion of Items Deemed Confidential under State Law
  - C. Finance and Budget Committee Report
    - i. Approval of the November 18, 2021, Finance and Budget Committee Meeting Minutes
    - ii. Report on Fiscal Year 2022 Institutional Budget
    - iii. Report on Governor's FY 23 Proposed Budget Allocation for Tennessee State University
    - iv. Approval of Travel Card Policy
    - v. Update on CARES Act Funding
    - vi. Finance and Budget/Facilities Report
    - vii. Update on Enrollment
    - viii. Report on Institutional Development
    - ix. Report on Athletics
  - D. Academic Affairs and Student Affairs Committee Report
    - i. Approval of the November 18, 2021, Academic Affairs and Student Affairs Committee Meeting Minutes
    - ii. Approval of New Academic Program – Graduate Certificate in Biotechnology
    - iii. Approval of Academic Program Modification - Admission Standards – Master's in Business Administration

- iv. Approval of Academic Program Modification - Admission Standards – Ph.D. in Public Policy and Administration
  - v. Approval of Academic Program Modification - Admission Standards – Doctor of Education
  - vi. Approval of Academic Program Modification - Admission Standards – Master’s in Education
  - vii. Approval of Academic Program Modification - Admission Standards – Post-Master’s Level Educational Specialist in Instructional Leadership
  - viii. Approval of New Mode of Delivery of Academic Program – Bachelor’s in Business Administration
  - ix. Approval of a Program Offering at Avon Williams Campus Location – Master’s in Business Administration (MBA)
  - x. Report on SACSCOC Ten Year Accreditation Review
  - xi. Academic Affairs Report
  - xii. Student Affairs Report
- E. Executive Committee Report
- i. Approval of the November 18, 2021, Executive Committee Meeting Minutes
  - ii. Report on President’s Annual Performance Review Process
  - iii. Secretary’s Report
- V. Report on Governor’s FY 23 Proposed Budget Allocation for Tennessee State University
- VI. Report on Athletics
- VII. President’s Report
- VIII. Board Chair’s Report
- IX. Adjournment



**Tennessee State University  
Board of Trustees**



**Approval of the  
November 18, 2021,  
Board Meeting Minutes**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

ACTION ITEM

DATE: March 17, 2022

ITEM: Approval of the November 18, 2021, Board Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees, Deborah Cole

The document reflecting the minutes from the November 18, 2021, Board meeting is included in the March 17, 2022, Board materials.

**MOTION: To approve the minutes from the Board of Trustees' November 18, 2021, meeting as contained in the Board materials for the Board's March 17, 2022, meeting.**

**Tennessee State University Board of Trustees  
Regular Meeting – November 18, 2021  
Tennessee State University – Electronic**

**MINUTES**

**Board Members Present:** Trustees Deborah Cole, Andre Johnson, Bill Johnson, Obie McKenzie, Richard Lewis, Joseph Walker III, Van Pinnock, and Tiara Thomas.

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

**I. CALL TO ORDER**

Chair Cole called the Board of Trustees meeting to order at 2:00 p.m., CST on November 18, 2021. Chair Cole moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. The Board is scheduled to take up important and timely matters. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to limit face-to-face contact whenever possible. Electronic participation for the Board meeting is necessary for the safety of Board members, staff, and guests. Trustee Bill Johnson seconded and the motion carried.

**II. WELCOME AND INTRODUCTIONS**

The Board Chair welcomed the attendees, and Trustee Bishop Walker gave the invocation.

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

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

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

**IV. ACTION ITEMS**

**A. APPROVAL OF THE SEPTEMBER 16, 2021, BOARD MEETING MINUTES**

Chair Cole introduced the first action item – the approval of the minutes of the September 16, 2021 board meeting. Trustee Bill Johnson moved to approve the board meeting minutes and Trustee Richard Lewis seconded the motion. There was no discussion. The motion carried unanimously by roll call vote.

## **B. AUDIT COMMITTEE REPORT**

As Audit Committee Chair, Chair Cole informed the Board that the audit committee met to take action on one agenda item and received reports on two other items before going into Executive Session to discuss items deemed confidential under state law. Chair Cole indicated that the Audit Committee voted to recommend to the full Board the approval of the September 16, 2021, Audit Committee meeting minutes. Chair Cole added that the Audit Committee reviewed and discussed the completed Internal and External Audit reports and reviewed outstanding audit issues.

### **I. APPROVAL OF THE SEPTEMBER 16, 2021, AUDIT COMMITTEE MEETING MINUTES**

Chair Cole moved to approve the minutes of September 16, 2021, audit committee meeting as contained in the Board materials for the November 18, 2021, Board meeting. Trustee Bill Johnson seconded the motion, which carried unanimously by roll call vote.

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

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

Trustee Lewis of the Finance and Budget Committee stated that the Committee met to act on two action items and received reports on seven other items. The Finance and Budget Committee voted to recommend to the full Board the approval of the September 16, 2021, Finance and Budget Committee meeting minutes and the approval of the Fiscal Year 2022 Institutional Revised Budget. Trustee Lewis also indicated that the Finance and Budget Committee heard reports from President Glover and her team on capital planning and facilities, CARES Act funding, and finance and budget. He further noted the Committee also heard reports on the Land Grant Study committee, federal HBCU funding, enrollment and institutional development.

### **I. APPROVAL OF THE SEPTEMBER 16, 2021, FINANCE AND BUDGET COMMITTEE MEETING MINUTES**

Trustee Lewis moved to recommend to the full Board the approval of the September 16, 2021, Finance and Budget Committee meeting minutes, as contained in the Board materials for the November 18, 2021, Board meeting. Trustee Pinnock seconded the motion, which carried unanimously by roll call vote.

### **II. APPROVAL OF THE FY 22 INSTITUTIONAL REVISED BUDGET**

Trustee Lewis moved to recommend to the full Board the approval of the FY 22 Institutional Revised Budget, as contained in the Board materials for the November 18, 2021, Board meeting. Trustee McKenzie seconded the motion, which carried unanimously by roll call vote.

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

#### **D. ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE REPORT**

Trustee A. Johnson reported that the Academic Affairs and Student Affairs Committee met to consider and vote on six agenda items and to receive reports on four other agenda items.

Trustee A. Johnson stated that the Academic Affairs and Student Affairs Committee voted to recommend to the full Board the approval of the September 16, 2021, Academic Affairs and Student Affairs Committee meeting minutes; approval of an Academic Program Modification – a Change to the Master of Occupational Therapy admission standards; and approval of an Academic Program Modification – a change to the Master of Social Work admission standards. Trustee A. Johnson also shared that the Committee voted to recommend to the full Board the approval of a new Academic Program – a PhD of Agricultural Science; approval of a new Academic Program – Bachelor of Science in Elementary Education; and approval of a new Academic Program – Bachelor of Science in African Studies.

Trustee A. Johnson added that President Glover and her team provided reports on the SACSCOC Ten Year accreditation review, Academic Affairs, Clery Act crime data and Student Affairs.

#### **I. APPROVAL OF THE SEPTEMBER 16, 2021, ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE MEETING MINUTES**

On behalf of the Academic Affairs and Student Affairs Committee, Trustee A. Johnson moved to approve the minutes of the September 16, 2021, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the November 18, 2021, Board meeting. Trustee Pinnock seconded and the motion carried unanimously by roll call vote.

#### **II. APPROVAL OF AN ACADEMIC PROGRAM MODIFICATION – A CHANGE TO THE MASTER OF OCCUPATIONAL THERAPY ADMISSION STANDARDS**

On behalf of the Academic Affairs and Student Affairs Committee, Trustee A. Johnson moved to approve the Academic Program Modification – a Change to the Master of Occupational Therapy admission standards recommendation as contained in the Board materials for the November 18, 2021, Board meeting. Trustee McKenzie seconded and the motion carried unanimously by roll call vote.

#### **III. APPROVAL OF THE ACADEMIC PROGRAM MODIFICATION – A CHANGE TO THE M.S. IN SOCIAL WORK ADMISSION STANDARDS**

On behalf of the Academic Affairs and Student Affairs Committee, Trustee A. Johnson moved to approve the Academic Program Modification – a change to the M.S. in Social Work admission standards recommendation, as contained in the Board materials for the November 18, 2021, Board meeting, Trustee Bill Johnson seconded and the motion carried unanimously by roll call vote.

#### **IV. APPROVAL OF A NEW ACADEMIC PROGRAM – A PH.D. IN AGRICULTURAL SCIENCE**

On behalf of the Academic Affairs and Student Affairs Committee, Trustee A. Johnson moved to approve a New Academic Program – a Ph.D. of Agricultural Science recommendation, as contained in the Board materials for the November 18, 2021, Board meeting. Trustee B. Johnson seconded and commented that there two approvals by this Board, first to explore and second for THEC to implement. The motion to approve was carried unanimously by roll call vote.

#### **V. APPROVAL OF A NEW ACADEMIC PROGRAM – A B.S. IN ELEMENTARY EDUCATION**

On behalf of the Academic Affairs and Student Affairs Committee, Trustee A. Johnson moved to approve a New Academic Program – a B.S. in Elementary Education recommendation, as contained in the Board materials for the November 18, 2021, Board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

#### **VI. APPROVAL OF A NEW ACADEMIC PROGRAM – A B.S. IN AFRICANA STUDIES**

On behalf of the Academic Affairs and Student Affairs Committee, Trustee A. Johnson moved to approve a New Academic Program – a B.S. in Africana Studies recommendation, as contained in the Board materials for the November 18, 2021, Board meeting. Trustee B. Johnson seconded and the motion carried unanimously by roll call vote.

Trustee A. Johnson concluded the Academic and Student Affairs report.

Chair Cole thanked Trustee A. Johnson for filling in for Trustee Pam Martin, and also thanked the Academic Affairs and Student Affairs Committee for their hard work.

#### **E. EXECUTIVE COMMITTEE REPORT**

Chair Cole stated that the Executive Committee met today to discuss and vote on specified committee agenda items. The Committee voted to recommend to the full Board the approval of the September 16, 2021, Executive Committee meeting minutes, as contained in the Board materials for the November 18, 2021 Board meeting.

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

#### **I. APPROVAL OF THE SEPTEMBER 16, 2021, EXECUTIVE COMMITTEE MEETING MINUTES**

On behalf of the Executive Committee, Chair Cole moved to approve the minutes of the September 16, 2021, Executive Committee meeting, as contained in the Board materials for the November 18, 2021, Board meeting. Trustee Lewis seconded the motion and it was approved by roll call vote.

Chair Cole concluded the Executive Committee report.

## **V. REPORT ON CLERY ACT CRIME STATISTICS**

Chair Cole called on President Glover to present information regarding this agenda item, the report on Clery Act Crime Statistics. President Glover asked Chief Gregory Robinson, to report on the Clery Act Crime Statistics.

Chief Robinson proudly reported that TSU had a 53% decline in crime last year. He reminded the Board that this came on the ‘heels of another great year’ since in 2019 TSU ranked in the top 8% of safest campuses in the nation. Chief thanked everyone for their support and reported that this ranking needed to be applauded. He stated that if we felt safe on campus, the feeling of safety then resonated throughout. He promised to do everything to keep these positive statistics and will continue to provide a safe environment on campus.

Chair Cole thanked President Glover, and Chief Robinson for their hard work and wonderful reports.

## **VI. REPORT ON FEDERAL HBCU FUNDING**

Chair Cole called on President Glover to present information regarding this agenda item, the report on Federal HBCU Funding.

President Glover explained her role in the negotiation of HBCU funding from the Biden administration. She expressed that she met several times with Vice President Kamala Harris, the Black Caucus and the Biden Team. She pointed out that President Biden met with her as President of an HBCU (TSU) and also as a Divine 9 President (Alpha Kappa Alpha Sorority, Inc.). She was instrumental in the negotiations regarding the President’s “Build Back Better” Act. She was asked to testify to the House Education Committee on the funding needs of HBCUs and was later appointed by President Biden as the Vice Chair of the White House Advisory Board on HBCUs. President Glover was asked to assist HBCUs who now hold Research 2 status and are seeking to become R1 (highest research classification). There are 11 such R2 institutions in the country and TSU is one of those. After much advocacy and negotiation, President Glover explained that money in the amount of \$10 Billion, will be made available to minority serving institutions (MSI) who are seeking to move from R2 to R1 and become ‘research magnets.’ She stated that \$4 Billion would be used for Research and Development and Infrastructure, while \$6 Billion would be used for need-based financial aid to low income students.

President Glover thanked Chair Cole for the opportunity to share information on the funding update. Chair Cole commended President Glover on her roles as both President of TSU and President of AKA as she wielded her influence to help TSU and other HBCUs on the national stage.

## **VII. PRESIDENT’S REPORT**

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

President Glover provided reports on various items contained in the Board materials for the November 18, 2021, Board Meeting and in her President’s report PowerPoint slides. She provided reports on: COVID-19 update including the fact that the university operated in-person this fall.

Classes started on August 16<sup>th</sup> and will end on November 19<sup>th</sup>. In-person Commencement will be held on November 20<sup>th</sup>. Tele-counseling services were available for students 24 hours per day, 7 days per week. Tele-health services are also being offered. COVID testing was being performed regularly. Health and safety protocols continued to be observed with face coverings being worn at all times on campus when in public places; social distancing implemented at all times; and temperature checks being conducted. Plexiglass desk shields were installed throughout the campus. Although we did not have a vaccination mandate, we strongly stressed vaccinations among our students, staff and faculty. Vaccinations were offered during Homecoming at several events. Over 60% of students residing on campus had been vaccinated while 80% of employees had been vaccinated. TSU trended lower than our peer institutions regarding the number of cases on campus. We had less than 100 cases for the entire semester and went 6 weeks where there were no cases reported. We offered gift cards as incentives to encourage vaccinations.

President Glover shared that regarding the audit update, we had corrected all deficiencies noted in the audit reports. We had received an unmodified or clean opinion on the audit for both 2020 and 2019.

Regarding SACSCOC, we have updated our financial processes and implemented proper training for both the University and the Foundation. She announced that the follow-up report addressing standards 13.2 and 13.4, the two standards relating to the audits, were submitted by September 29, 2021. She reminded the Board that the SACSCOC Board of Directors will meet in December and will announce the final results then.

President Glover also provided updates on enrollment and recruitment, sharing that enrollment was up this year for both graduate and undergraduate students. A retention plan was developed to assist and improve returning students. The CARES Act provided funding for paying off prior student balances and this helped with the returning students' numbers. She reminded the Board of the two new Residence Halls that will open Fall 2022 and the new Health Sciences building that was opened in June 2021 on campus. President Glover reiterated the record amount awarded for Grants and Research funded in FY 20-21 at \$70.7 Million. She mentioned that TSU was the top HBCU receiving USDA funds from NIFA, and also the fact that TSU ranks in the top 5 HBCUs in receiving research funding. She pointed out that FY21-22 to date, we have been awarded almost as much as the entire year for past years.

President Glover concluded with an update on the Land Grant funding that is owed to TSU. She shared that the report was submitted to the Joint Land Grant Institutions Funding Study Committee on September 1, 2021. The Committee had charged TSU, THEC, and the Commissioner of Finance to identify TSU's needs related to the funding arrears. The committee was now preparing for the 2022 legislative session where the amount in arrears presented as \$544 Million.

President Glover thanked everyone and the Board.

Chair Cole thanked President Glover for her report.

## **VII. BOARD CHAIR'S REPORT**

Chair Cole thanked Dr. Williams for the fabulous work she was doing regarding the proposals and awards received. She then again welcomed Trustee Bill Johnson to the Board.



## **VIII. ADJOURNMENT**

Chair Cole moved to adjourn which was seconded by Trustee Lewis. The motioned carried by roll call vote. The meeting was adjourned at 2:57 p.m. CST.

**Tennessee State University  
Board of Trustees**



**Audit Committee  
Report**

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

Tennessee State University  
Thursday, March 17, 2022  
10:00 a.m. CST

Board Committee Meetings Via Zoom  
Live Stream: [www.tnstate.edu/board/livestream.aspx](http://www.tnstate.edu/board/livestream.aspx)

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the November 18, 2021, Audit Committee Meeting Minutes
- IV. Review of Completed Internal Audits
- V. Review of Outstanding Audit Issues
- VI. Review of University's Risk Assessment Process
- VII. Executive Session Discussion of Items Deemed Confidential Under State Law
- VIII. Adjournment

**Tennessee State University  
Board of Trustees**



**Approval of the  
November 18, 2021,  
Audit Committee  
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 17, 2022

ITEM: Audit Committee Report - Approval of the November 18, 2021, Audit Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The document reflecting the minutes from the November 18, 2021, Audit Committee meeting is included in the March 17, 2022, Board materials.

**MOTION: To approve the minutes from the Board of Trustees' November 18, 2021, Audit Committee meeting, as contained in the Board materials for the Board's March 17, 2022, meeting.**

**Meeting of the Tennessee State University Board of Trustees  
Audit Committee Meeting  
November 18, 2021  
Tennessee State University – Electronic**

**MINUTES**

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

**Other Board Members Present:** Joseph W. Walker, III, Pam Martin, Andre Johnson, Richard Lewis, Bill Johnson, and Tiara Thomas.

**University Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost & Vice President for Academic Affairs; Douglas Allen, Vice President of Finance and Budget; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, 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; and Adrian Davis, Auditor.

**I. CALL TO ORDER**

Trustee Cole called the meeting to order at 9:50 a.m. CST on November 18, 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 McKenzie seconded and the motion carried.

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

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

**III. APPROVAL OF THE SEPTEMBER 16, 2021, AUDIT COMMITTEE MEETING MINUTES**

Trustee Cole moved to recommend to the full Board the approval of the minutes from the September 16, 2021, Audit Committee meeting, as contained in the November 18, 2021, Board materials. Trustee Pinnock seconded the motion, which carried.

**IV. REVIEW OF COMPLETED INTERNAL AND EXTERNAL AUDITS**

Trustee Cole introduced the next item on the agenda, the review of completed internal and external audits. She then asked President Glover and Director of Internal Audit, Ms. Adrian Davis, to provide pertinent information related to this agenda item. The material is included in the November 18, 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 stated that the Comptroller of the Treasury, Division of State Audit issued two follow-up reports, first was for FY Ending June 30, 2019, and then another for FY Ending June 30, 2020.

In the audit report related to the financial and compliance audit of the financial statements and related notes to the financial statements of TSU for FY Ending June 30, 2019, there were five audit findings. While two of the findings were corrected, three of the findings were still not corrected in their entirety, though improvements had been made. Details of the review are outlined in the Board materials on pages #28 to #33.

Chair Cole called on VP Allen to explain the findings that were still not corrected and stated emphatically that she does not expect to see any of these types of findings on the FY2021 audit report. VP Allen explained that some of the reconciliations had been performed by an outside CPA firm and his new team are now handling the other reconciliations. Chair Cole reminded everyone that the findings which were not completely corrected will come up again in the next report as a repeat finding. VP Allen assured her that these findings will not be on the FY21 audit.

Chair Cole and VP Allen continued a discussion regarding the reconciliation of the student accounts as it relates to accounts receivable. Ms. Davis stated that the other uncorrected findings will be discussed in Executive Session since it was deemed confidential.

In the audit report related to the financial and compliance audit of the financial statements and related notes to the financial statements of TSU for FY Ending June 30, 2020, there were seven audit findings. Five were repeated from the previous year's report (as discussed) and two additional were added. Director Davis explained that the additional two findings were regarding Title IV funds and financial aid records. Details of these are outlined in the Board materials on pages #35 to #41.

The Comptroller of the Treasury, Division of State Audit, issued a report related to its TSU 2020 Single Audit showing two findings. This follow-up review was to ascertain the current status of these two findings. Director Davis stated that the first finding pertained to the Office of Financial Aid not adequately reconciling its Direct Loan records to the Direct Loan Servicing System's records. Details of this can be found in the Board materials on pages #45 and #46. The current status showed that the reconciliations were not accurate and complete. The other finding related to the return of Title IV funds in a timely manner. The details of this finding and recommendations are outlined on pages #46 to #47 in the Board materials.

The Division of Audit issued a clean and unmodified audit opinion but with seven audit findings. This resulted in the University's unaudited net position remaining unchanged and the Foundation's unaudited net position being decreased by \$113,000.00.

President Glover stated that all the financial aspects of the university are now under one area, the Department of Business and Finance. VP Allen confirmed that all the relevant areas are under his

purview and are now in compliance. He is actively documenting the policies and procedures of each finance related area and monitoring closely. He commended his team for correcting the Title IV discrepancy regarding the returning of funds in a timely manner within the 45 day window.

Chair Cole wanted to know what VP Allen's his process for ensuring future compliance. VP Allen stated that communication was key. He was now engaging with each area on a weekly basis and ensuring full compliance with federal laws.

Director Davis added that the Audit of President's expenses resulted in no findings.

Chair Cole later asked about any travel expenses for President Glover since none were noted. Chair Cole and President Glover engaged in a discussion regarding the President's presentation of her travel expenses.

Trustee Bill Johnson thanked President Glover for her generosity regarding permitting a faculty member to charge travel to the university while she pays her own. Chair Cole commended that response.

## **V. REVIEW OF OUTSTANDING AUDIT ISSUES**

Trustee Cole announced the next item on the agenda, the review of outstanding audit issues and asked President Glover to provide pertinent information related to this agenda item. The material is included in the November 18, 2021, Board Meeting packet. This was an informational and discussion item, so no vote was required.

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

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

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

Trustee Cole moved for the Audit Committee to go into Executive Session to discuss items deemed confidential under State law. Trustee Pinnock seconded the motion, which carried unanimously. 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 Pinnock. The motion carried unanimously by roll call vote. The meeting was adjourned at 11:15 a.m. CST.



**Tennessee State University  
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 17, 2022

ITEM: Audit Committee Report – Review of Completed Internal Audits

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

Director of Internal Audit, Ms. Adrian Davis, President Glover and/or her designee will discuss the results of recent audits completed by the Tennessee State University Department of Internal Audit.



**DEPARTMENT OF INTERNAL AUDIT**

**Follow-up Report to the  
Financial and Compliance Audit of  
Tennessee State University  
For the Fiscal Year Ended June 30, 2020**



February 24, 2022  
Dr. Glenda Glover, President  
Tennessee State University  
3500 John A. Merritt Boulevard  
Nashville, TN 37209-1561

Dear Dr. Glover:

Transmitted herewith is the Department of Internal Audit's report on our follow-up of the status of management's implementation of the audit recommendations for the findings included in the Division of State Audit's finance and compliance report for the fiscal year ended June 30, 2020. The review was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* issued by The Institute of Internal Auditors.

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

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

Sincerely,

*Adrian R. Davis*

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

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

**Tennessee State University  
 Department of Internal Audit  
 Follow-up to the State Audit Report  
 For the Fiscal Year Ended June 30, 2020  
 Executive Summary**

<b>Key Areas:</b> Division of Business and Finance; Office of Financial Aid; TSU Foundation	<b>Auditor:</b> Adrian R. Davis, <i>CPA, CGFM</i> Director of Internal Audit
<p><b>Introduction:</b>          On September 29, 2021, the Comptroller of the Treasury, Division of State Audit, issued the audit report related to its financial and compliance audit of the financial statements and related notes to the financial statements of Tennessee State University for the fiscal year ended June 30, 2020. The report included seven audit findings.</p>	
<p><b>Objective:</b>          The objective of this review was to determine whether adequate corrective actions have been taken to address the audit findings, implement the audit recommendations, and mitigate the risks that either errors or fraud could occur and not be detected in a timely manner.</p>	
<p><b><u>Findings and Current Status:</u></b></p> <p><b>Finding 1: TSU management allowed a breakdown of controls that has resulted in errors in the financial statements, inadequate daily operations, and deficiencies in oversight of federal programs</b></p> <p><b>Current Status:</b>          Management has implemented corrective actions to address the findings resulting from the fiscal year 2020 audit, except where indicated below.  <i>*See the ‘Current Status’ for each finding below.</i></p> <p><b>Finding 2: As noted in the prior five audits, management needs to improve procedures for preparing and reviewing financial statements</b></p> <p><b>Current Status:</b>          Management has implemented corrective actions to address the finding. The university hired new staff members with extensive accounting experience to prepare and review the financial statements and notes to the financial statements for the fiscal year ended June 30, 2021. Financial statements were submitted timely to facilitate the audit process.</p> <p><b>Finding 3: As noted in the prior three audits, the university and university foundation’s accounting records did not reconcile to the bank statements</b></p> <p><b>Current Status:</b>  <i>Foundation</i> – Management has implemented corrective actions to address the finding. However, current bank reconciliations include unsupported reconciling items.</p>	

**University-** Management has not provided bank reconciliations prepared during the fiscal year 2022. We are unable to determine if management has implemented corrective actions to address the finding.

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

**Current Status:**

Management has begun implementing corrective actions to address the finding. However, additional effort is required to ensure due diligence is performed for receivable balances existing prior to July 1, 2019, when the TSU Board-approved revised receivables collection policy went into effect.

**Finding 5: Tennessee State University did not return Title IV funds in compliance with federal regulations**

**Current Status:**

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

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

**Current Status:**

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

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

**Current Status:**

Management has implemented corrective actions to correct two of the three areas. Controls continue to be strengthened for the third area.

## **FINDINGS AND CURRENT STATUS**

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

TSU management is responsible for designing and implementing a system of internal control to ensure the university achieves its objectives, including operating effectively and efficiently; reporting accurate financial information; and complying with applicable federal laws, regulations, and grant agreements. TSU management must monitor the ongoing, daily operations and activities of the university and its staff. Management must prepare and fairly present the university's financial statements and the accompanying notes in accordance with accounting principles generally accepted in the United States of America. Because TSU is a recipient of federal grant awards, management must also ensure the university complies with the requirements and provisions of those federal awards. While ensuring the university achieves these objectives, TSU management must safeguard the assets of the university, including its financial and physical assets, as well as TSU's reputation and legacy, to ensure the ongoing viability of the university and to reasonably ensure the university achieves its mission and strategic goals.

#### **CURRENT STATUS:**

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

\*See the 'Current Status' for each finding below.

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

Tennessee State University's procedures for preparing its financial statements and the accompanying notes to the financial statements were not adequate to ensure the accuracy, proper classification, and disclosure of information. Management made significant misstatements. When management and staff do not take adequate care when preparing financial statements and the accompanying notes to the financial statements, the risk of fraud or errors in the financial statements increases. Providing inaccurate financial information can negatively impact the decision-making ability of users of the financial statements.

As noted in the prior five audits, it appears that rushing to meet financial reporting deadlines resulted in a lack of attention necessary to ensure compliance with accounting principles. In addition, the Director of Fiscal Affairs struggled with the information system and its recording of certain transactions, as well as the complexity of the foundation's investments. The university's financial statements were prepared by the former Associate Vice President for Accounting and Payroll. The Director of Fiscal Affairs for Institutional Advancement provided information included for the foundation. The financial statements for both the university and the foundation were the ultimate responsibility of the former Vice President of Business and Finance.

#### **CURRENT STATUS:**

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

initiated weekly status meetings with state auditors to ensure that auditors timely receive the information needed to perform the current audit.

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

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

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

**CURRENT STATUS:**

**Foundation**

We previously obtained individual bank reconciliations for the foundation operating account for January 2021 through August 2021.

- The individual reconciliations compared/reconciled monthly activity per the bank and the accounting system
- There was no monthly reconciliation of the cash balance per the bank to the cash balance according to the institution's accounting records during this timeframe

On February 21, 2022, we obtained the most recently completed reconciliations for the months September 2021 through December 2021. Our review of these monthly bank reconciliations found that:

- There was a reconciliation of the cash balance per the bank to the cash balance according to the institution's accounting records
  - Each reconciliation included a "Prior Year Owed to University" amount of \$377,518.31 that was unsupported
- The ending book balance per the reconciliation did not agree to the ending book balance for the related month currently recorded in the information system
  - We identified differences from September 2021 to November 2021 of \$72,723.88, \$138,527.28, and \$177,290.90, respectively. The December variance was \$378.00.



- We were unable to determine if the bank reconciliations were prepared timely as the preparer and reviewer did not include a date on the reconciliation
  - The reconciliations also did not include a signature, but the typed name of the preparer and reviewer

Each of the reconciliations from September 2021 to December 2021 included outstanding checks dated from January 2012 to June 2020 totaling \$90,945.31. Management should investigate these stale checks and determine the appropriate action to address these reconciling items.

#### **University**

On February 9, 2022, we requested all bank reconciliations prepared for July 2021 through December 2021. As of February 23, 2022, we have not been provided with the bank reconciliations prepared during the requested timeframe.

#### **FINDING 4: As noted in the prior three audits, the university did not perform adequate procedures for accounts receivable**

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

At June 30, 2020, the university had 6,873 separate accounts receivable totaling \$26,818,896.40. From that group, we selected the largest receivable, representing \$8.1 million, and 27 random accounts, representing \$84,600.93, subject to collection procedures. We did not note any problems with the largest receivable account, but for 20 of the 27 random student accounts (74.1%), we could either find no evidence of collection efforts or the collection attempts and collection agency assignments were not timely based on the university's procedures during the period under audit. Also, 5 of 20 accounts totaling \$8,623 were returned from the second collection agency as uncollectable and should have been submitted for write-off.

#### **CURRENT STATUS:**

On October 20, 2021, we requested the 2021 fiscal year-end student accounts receivable listing and a current receivables listing. The June 30, 2021 receivables listing included 9,855 separate accounts receivable totaling \$33,199,003.37. At October 20, 2021, the university had 9,557 separate accounts receivable totaling \$30,549,939.50. We selected a sample of 25 accounts receivable balances from the listing of accounts receivable as of June 30, 2021. Our discussions with management and review of supporting documentation for the 25 student accounts revealed that the university can support due diligence performed for receivable balances incurred after July 1, 2019, when the TSU Board-approved revised receivable policy went into effect. Over 70% of the university's student accounts receivable balance is related to student charges incurred before July 1, 2019.

The university's new Bursar begins employment on March 1, 2022. The Bursar will be empowered to hire the personnel necessary to ensure the efficient operations of the Bursar's Office and the adequate collection of accounts receivable. Procedures will be implemented to ensure that documented due diligence is performed on balances existing before July 1, 2019, in addition to balances incurred after this date. Accounts receivable cannot be written off until the university has exhausted all collection efforts. Documented due diligence efforts will need to be performed for

these prior balances. The university can then submit balances deemed uncollectible for write-off to ensure compliance with its receivables policy and the accurate reflection of receivables balances in its financial records.

**FINDING 5: Tennessee State University did not return Title IV funds in compliance with federal regulations**

We selected a sample of 11 students from a population of 120 Title IV aid recipients who officially or unofficially withdrew from classes at Tennessee State University during the 2019–2020 award year. When we reperformed the return of Title IV funds calculations, we found that the university did not perform its return of Title IV funds calculations in compliance with federal regulations for 6 of the 11 Title IV aid recipients tested (54.5%). In addition...financial aid personnel did not return Title IV funds to the Department of Education (ED) in a timely manner. For our sample of 11 students, the university calculated a total return of \$15,543 in Title IV funds. The corrected total for the 11 students was \$18,547.15, which is \$3,004.15 more than the university returned to the U.S. Department of Education.

**CURRENT STATUS:**

On October 5, 2021, we obtained the listing of students that withdrew during the fall 2021 semester. There were 32 Title IV aid recipients included in the listing. It was determined that a return of Title IV calculation was required to be performed for 23 of these 32 students. After correcting semester start and end dates, the return calculations were correctly calculated. The return of Title IV funds was also performed within 45 days of the student’s withdrawal.

On February 9, 2022, we identified 33 additional student withdrawals during the fall 2021 semester.

- For 26 of these 33 students, the return calculation was performed correctly and funds were returned within the required 45-day timeframe
  - Two of the students’ accounts had unearned Title IV funds erroneously re-applied after the return calculation was performed. After it was brought to their attention, management reversed the errors.
- For 2 of these 33 students, no return calculation was required because the student withdrew after earning 100% of the Title IV funds received
- For 3 of these 33 students, a return of Title IV funds calculation was erroneously performed for the student. The students initiated the withdrawal process after the 60% point in the semester when 100% of Title IV aid was earned. According to the 2021- 2022 Federal Student Aid Handbook, return calculations were not required for these students.
  - The university returned \$1,522, \$1,510, and \$2,776 for the three students, respectively.
- For 1 of these 33 students, a return of Title IV calculation was performed. As a result of the return calculation, \$1,543 of the \$3,248 disbursed to the student was returned within the required 45-day timeframe. Subsequent to the performance of the return calculation, the Financial Aid Office became aware that the student never attended his classes. Per Title 34, *Code of Federal Regulations*, Part 668, Section 21(b), schools must return funds disbursed to students who failed to begin attendance as soon as possible but no later than 30 days after the date that the school becomes aware that a student will not or has not begun attendance.
  - The remaining \$1,705 in Title IV aid disbursed to the student was returned 63 days after the student’s date of withdrawal but within 30 days of the latest professor reporting that the student never attended class

- For 1 of these 33 students, a return of Title IV funds calculation was performed. However, subsequent to the performance of the return calculation, the Financial Aid Office became aware that the student was ineligible for the aid received because the student was enrolled at less than half-time status
  - Although, the less than half-time status was not identified when the return calculation was performed, 99 days after the student’s date of withdrawal, management did ensure that all Title IV aid disbursed to the student was returned

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

Title 34, *Code of Federal Regulations*, Part 685, Section 300(b)(5), states that to participate in the Direct Loan program, a school must “on a monthly basis, reconcile institutional records with Direct Loan funds received from the Secretary and Direct Loan disbursement records submitted to and accepted by the secretary.” The Financial Aid Office at Tennessee State University did not properly reconcile and document the university’s Direct Loan financial records with the federal Direct Loan Servicing System. The Financial Aid Office did perform informal monthly reconciliations for August and September. After noting a large discrepancy in October 2019, however, they prepared an informal aggregated reconciliation for the remaining academic year.

**CURRENT STATUS:**

We obtained the monthly Direct Loan reconciliations completed from September 2021 to January 2022.

The *2021-2022 Federal Student Aid Handbook*, Volume 4, page 4-138, states: “A school has completed its monthly reconciliation when all differences between the Direct Loan SAS and the school’s internal records (Direct Loan system, financial aid office, and business office system) have been resolved or documented and the school’s ending cash balance is zero...”

Page 4-139, states, “Each month you should identify, resolve, and document all discrepancies...”

- Management ensured that the monthly reconciliations were performed. However, discrepancies were not always timely resolved. We identified reconciling items that appear on each of the reconciliations from October 2021 to January 2022.
  - The Federal Student Aid Handbook states that the reconciliation is not complete until differences have been resolved. The Financial Aid Office can make, send, and receive corrections daily. Management should ensure that discrepancies do not remain unresolved on subsequent reconciliations.

**FINDING 7: Tennessee State University did not provide adequate internal controls in three areas, including one area reported for the seventh consecutive audit (Details are confidential)**

**CURRENT STATUS:** Management has implemented corrective actions to correct two of the three areas. Controls continue to be strengthened for the third area.



**TENNESSEE  
STATE UNIVERSITY**  
DEPARTMENT OF INTERNAL AUDIT

Audit of  
**TSU Foundation Gifts**  
July 1, 2021 through December 31, 2021



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

February 21, 2022

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

Dear Dr. Glover:

Enclosed is the internal audit report related to our follow-up review of gifts received by the Tennessee State University Foundation for the period July 1, 2021 through December 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**

<b>Key Area</b>	Tennessee State University Foundation	<b>Internal Auditor</b>	Adrian R. Davis, <i>CPA, CGFM</i> , Director of Internal Audit
<b>Introduction</b>	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.		
<b>Objective</b>	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.		
<b>Scope</b>	Foundation gifts received from July 1, 2021 through December 31, 2021		
<b>Audit Finding Ranking</b>	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.		
<b>Prior Audit Findings</b>	<ul style="list-style-type: none"> <li>▪ Objective 1 –For 1 of 13 (7.7%) daily deposits tested, daily gifts were not deposited within one business day. The funds were deposited three business days late.</li> <li>▪ Objective 2 –For 46 of 66 (60.7%) bank statement credit transactions selected for testing, the transaction was were either not recorded or not recorded within 10 days of the receipt of the donated funds.</li> <li>▪ Objective 3 - 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.</li> </ul>		
<b>Current Audit Findings</b>	<ul style="list-style-type: none"> <li>➤ Objective 1 –For 3 of 18 (17%) daily deposits tested, daily gifts were not deposited within one business day. The funds were deposited from one to four business days late. <a href="#">[high]</a></li> <li>➤ Objective 2 –For 9 of 22 (41%) bank statement credit transactions selected for testing, the transaction was not recorded within 10 days of the receipt of the donated funds. <a href="#">[high]</a></li> <li>➤ Objective 3 - For 3 of 56 (5%) scholarship recipients selected for testing, the awarded students did not meet the documented awarding criteria as determined by the donor. For 1 of 20 (5%) non-scholarship disbursements, \$24,000 in consulting fees were erroneously paid from a fund where proceeds were solicited to provide scholarships to university students. <a href="#">[high]</a></li> </ul>		

<b>Conclusion</b>	The objectives of the audit were met. It was determined that TSU Foundation management did not always ensure that donated funds received in the Office of the TSU Foundation were timely deposited during the period under review. It was determined that gifts received in the TSU Foundation bank account were not always recorded in a timely manner, and gifts were not always spent in accordance with donor intent during the period under review.
<b>Restriction on Use of Report</b>	<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

### Tennessee State University Foundation

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 Audit

The latest annual audit of the financial statements for the TSU Foundation resulted in two repeat audit findings. The repeat audit findings were due to numerous errors included in the TSU Foundation’s financial statements and the accompanying notes, and TSU Foundation’s bank reconciliation 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. Ensuring compliance in these areas will assist the TSU Foundation in correcting the core issues that caused the repeat findings included in its most recent audit report.

## AUDIT RESULTS

### **A. Objective: To determine if gifts were timely deposited**

We obtained the daily gift logs and selected 18 individual dates during the period July 2021 to December 2021 for testing. Gifts not credited to the Foundation's bank account are received in the Tennessee State University Foundation (TSU Foundation) Office and detailed in the daily gift log. Our review of the documentation provided by TSU Foundation personnel to support gifts received on selected dates found that:

- ✓ For 15 of the 18 dates selected, gifts totaling \$6,129,767.58 were deposited within 1 business day
- For 3 of the 18 dates selected (17%), gifts were not taken to the Bursar's Office to be deposited within 1 business day. The gifts were prepared for deposit from 1 to 4 business days late.
  - Gifts not deposited timely for the three dates totaled \$50,100, \$151,700, and \$1,950.
    - We were advised that the deposits were late for unknown reasons, employee time-off/vacation, and the numerous activities employees involved in around homecoming time, respectively.

### **B. Audit Objective: To determine if gifts were timely recorded**

We obtained the TSU Foundation bank statements for the period July 2021 through December 2021. We selected 22 credit transactions from these bank statements. For purposes of our testing, we set a timeliness threshold of 10 days after the receipt of a gift. Our review of the supporting documentation to support the 22 credit amounts found that:

- For 8 of the 22 credit amounts selected for review, totaling \$960,743.17, the transactions were recorded within 10 days of the gift being credited to the TSU Foundation's bank account.
  - The donor for a \$50,000 gift received on 07/29/2021, was identified on the bank statement but entered as an anonymous donation to the unrestricted fund in the information system. On February 9, 2022, the donor was updated and the purpose of the funds was identified by management.
  - An \$800,000 gift was received on 09/30/2021 and recorded in the suspense account. As of February 11, 2022, management is still investigating the intended recipient of the funds.
- For 5 of the 22 credit amounts selected for review, totaling \$1,111,211.34, the transactions were recorded from 11 to 30 days (an average of 21 days) after being credited to the TSU Foundation's bank account.
  - A \$1,074,850 gift received on 09/20/2021 was recorded in the suspense account on October 6, 2021. On November 30, 2021, management reversed the funds from the suspense account and recorded them in the appropriate fund.
  - A \$25,000 gift received on 11/30/2021 was recorded in the suspense account on December 29, 2021. On February 11, 2022, management reversed the funds from the suspense account and recorded them in the appropriate fund.

- For 9 of the 22 deposits selected for review, totaling \$219,729.01, the transactions were recorded from 48 to 171 (an average of 89 days) days after being credited to the TSU Foundation's bank account.
  - A \$15,000 gift was received on 07/07/2021 and recorded in the suspense account on August 29, 2021 as an anonymous gift. The donor/company's acronym was included in the description for the deposit on the bank statement. As of February 9, 2022, management is still investigating the intended recipient of the funds.
  - A \$70,000 gift was received on 08/13/2021 and recorded in the suspense account on January 31, 2022 as an anonymous gift. The donor/company's acronym was included in the description for the deposit on the bank statement. On February 9, 2022, management was able to identify the purpose for the funds.
  - A \$36,000 gift was received on 10/18/2021 and recorded in the suspense account on December 29, 2021. The donor/company's name was included in the description for the deposit on the bank statement. On January 25, 2022, management was able to identify the purpose for the funds.
  - Hundreds of individual gifts totaling \$83,264.84 were received via an online giving platform during October 2021. The gifts were credited to the TSU Foundation bank account on October 29, 2021.
    - Management did not provide a gift listing that reconciled to this total. We were able to verify that gifts received via the online giving platform during this period exceeded the total.
    - While responding to our audit request, management identified gifts totaling \$7,000 that had not been recorded. The gifts were recorded on February 10, 2022.

**C. Audit Objective: To determine if gifts were spent in accordance with donor intent**

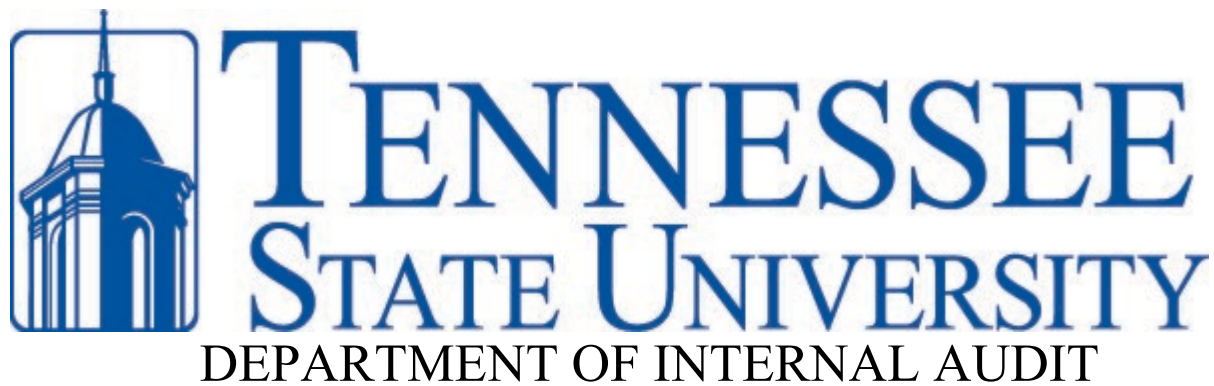
We obtained a listing of foundation expenses in the university's accounting system for the period July 1, 2021 through December 31, 2021.

We reviewed scholarship awards to 56 students totaling \$204,495.50. Our review of the disbursements to these 56 students found that:

- For 3 of the 56 (5%) scholarship award recipients tested, the student did not meet all awarding criteria for the award received.
  - For 1 of these 3 students, the student did not meet the minimum required cumulative grade point average at the time of application. The student received \$3,000.
  - For 2 of these 3 students, the student was not enrolled full-time as required
    - The two students received \$1,599 and \$1,500, respectively
- We randomly selected 20 non-scholarship disbursements totaling \$611,158.73 for review. Our review of these 20 disbursements found that:
  - For 1 of these 20 disbursements (5%), \$24,000 in consulting fees were erroneously paid from a fund where gifts were solicited to provide scholarships to university students.

## **AUDIT RECOMMENDATIONS**

- A. To ensure the integrity of the cash balance and reduce exposure to theft and/or loss of donated funds, the Executive Director of Foundation and Fiscal Operations (Executive Director) should ensure that gifts received in the TSU Foundation Office are deposited within one business day.
  
- B. To ensure that all transactions in a monthly period are accounted for and to minimize the risk of having unidentified amounts impact bank reconciliation completion or financial statement accuracy, the Executive Director should ensure that all transactions each month are recorded timely.
  
- C. To honor donor intent, reinforce trust between donors and the foundation, and maintain or increase donor support in the future, the Executive Director should ensure that contributions are always made in accordance with donor intent.
  
- D. In addition, the Executive Director should ensure that funds are accurately recorded in the system (e.g., donor and purpose) to prevent delays in the availability of donated funds for their intended purpose.
  - The Executive Director should set a timeframe for staff to inquire and identify the intended recipient for gifts initially recorded to the suspense account.



**Follow-up Review of  
Federal Work-Study (FWS) Timesheets  
Fall 2021**



February 16, 2022

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

Dear Dr. Glover:

We completed our review of a sample of timesheets submitted by students participating in the Federal Work-Study (FWS) program during the fall 2021 semester. The purpose of our review was to determine the status of management's implementation of the corrective action plan provided in response to our previous review of FWS expenses.

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

Sincerely,

*Adrian R. Davis*

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

Attachment

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

**Tennessee State University**  
**Department of Internal Audit**  
**Review of Federal Work-Study Timesheets**  
**Fall 2021 Semester**

<b>Key Staff:</b> Office of Financial Aid; Office of Payroll	<b>Auditor:</b> Adrian R. Davis, <i>CPA, CGFM</i> Director of Internal Audit
<p><b>Introduction:</b>  The Federal Work-Study (FWS) Program is a federally-funded program that provides funds for part-time employment to help undergraduate and graduate students who have a financial need to finance the costs of postsecondary education. In order to qualify to receive FWS funds, students must file a <i>Free Application for Federal Student Aid (FAFSA)</i>.</p>	
<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>▪ Determine if payments made to students participating in the federal work-study program are supported by properly approved timesheets;</li> <li>▪ Determine if students participating in the federal work-study program are prevented from working during scheduled class times;</li> <li>▪ Determine if students participating in the federal work-study program are not working more than 20 hours during weeks that classes are in session;</li> <li>▪ Determine if students participating in the federal work-study program are allowed at least a 30-minute break when working more than six hours</li> </ul>	
<p><b>Scope:</b> Federal Work-Study wage payments during the Fall 2021 semester</p>	
<p><b>Total Fall 2020 Payments:</b> \$140,926.55  <b>Total Sample Payments:</b> \$ 39,931</p>	<p><b>Questioned Costs:</b> \$ 262.00</p>
<p><b>Audit Findings:</b></p> <ul style="list-style-type: none"> <li>❖ We obtained copies of the monthly timesheets supporting the 50 FWS payments under review</li> <li>❖ For 14 of 30 (47%) monthly timesheets selected for detailed review, we found where the student performed FWS work duties during scheduled class hours</li> <li>❖ For 15 of the 50 (30%) monthly timesheets reviewed, the students worked more than 20 hours a week while classes were in session.</li> <li>❖ For 3 of the 20 (15%) monthly timesheets reviewed where the student worked in excess of 6 hours for at least one day in the month, we found that the student did not take the required minimum 30-minute unpaid rest/meal break.</li> <li>❖ For 5 of the 50 (10%) monthly timesheets reviewed, the related supervisor did not ensure that the hours worked was accurately calculated. A net underpayment of \$262.00 was identified in our student sample. In addition, an overaward of \$340 was also identified.</li> </ul>	
<p><b>Conclusion:</b> University management continues to address findings in this area. As supported by the audit results above, increased oversight and enacted consequences for non-compliance are needed to achieve 100% compliance with federal regulations and university guidelines as it relates to the Federal Work-Study program.</p>	

### **Prior Audit Results**

- ❖ We obtained copies of the timesheets supporting the 40 payments under review.
- ❖ 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.
- ❖ 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.
- ❖ 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.
- ❖ 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.

### **Current Audit Results**

We obtained a listing of payroll payments made to students participating in the Federal Work-Study (FWS) program during the fall 2021 semester. The listing included 338 payments to 141 students totaling \$140,926.55. We selected a sample of 50 payments to 27 students for review. Our review found:

- The *Tennessee State University Office of Payroll* provided copies of the 50 monthly timesheets supporting the FWS wages paid to the students included in our sample.
  - We did find that 3 of the 50 submitted timesheets were not updated student timesheets which include a certification by the applicable supervisor that “the student was not allowed to work during any scheduled class time.” The three timesheets were from the same department and included time worked during a scheduled class time.
- We randomly selected 30 of the monthly timesheets included in our sample for detailed review to determine if the students’ supervisors certified the student performing work-study duties during a scheduled class time.
  - 14 of these 30 timesheets (47%) included time worked by a FWS student-participant during scheduled in-person class hours.
- For 15 of the 50 monthly timesheets (30%) reviewed, the students worked more than 20 hours during a week when classes were in session.
- For 20 of the 50 monthly timesheets reviewed, the student worked more than 6 hours for at least one day in the month. We found that 3 of the 20 (15%) timesheets supported the student not taking the required minimum 30-minute unpaid rest/meal break.
- For 5 of the 50 monthly timesheets reviewed (10%), the related supervisor did not ensure that the hours worked were accurately calculated for the related month. Our review of the 50 FWS payments included in our sample revealed a net underpayment of \$262.00 owed to 5 student workers. The total consists of 4 underpayments ranging from \$20.00 to \$120.00 and one overpayment of \$30.00. The Office of Payroll ensured that the 4 students who were owed funds received remuneration in February 2022.



- For 1 of the 27 students included in our sample, the student received an overall overpayment in excess of the total amount of FWS funds awarded. As of February 17, 2022, the student was overpaid \$340.
  - The 2021-2022 *Federal Student Aid Handbook*, Volume 4, page 4-80, states “Because students can’t be required to repay wages earned, you can only adjust FWS by reducing the hours students can work in the future thus reducing future earnings. You can continue to employ the students, but they can’t be paid from FWS funds. If you’ve already adjusted all other federal aid and institutional aid, and there’s still an overaward, you must reimburse the FWS program from your school’s funds.”

### **Audit Recommendations:**

1. As indicated in the response to our prior audit findings, management should ensure that the appropriate consequences are enacted for those supervisors who received training on the university's policies and procedures related to carrying out the FWS program but were later found to be in violation of university policy and/or federal regulations related to the FWS program.
2. Management in the Office of Financial Aid should ensure that the Federal Work Study program is reimbursed for the student overaward, if adjustments to other aid received by the student does not eliminate the overaward.

### **Management's Response:**

The Office of Financial Aid does not supervise the students in other areas or have an opportunity to review time sheets before they are processed by the Payroll Office. Supervisors are provided with a manual that outlines the rules and regulations they are to follow. Student workers are also given the guidelines they are to follow.

1. FWS student payroll has been moved to on-line time entry.
  - The Office of Financial Aid is reviewing the process to see how it may add to our ability to track and monitor the FWS program.
2. The Over-Award is resolved. The student is no longer paid over the amount awarded.
  - Student had additional eligibility allowing the award amount.
3. With regard to students working during scheduled class time, the timesheets will be reviewed to see if any are a result of an error when completing the forms.
4. With regard to students working more than 20 hours per week, the timesheets will be reviewed to see if any are a result of an error when completing the forms.
  - This rule is a Tennessee State University rule, not part of the federal regulatory restrictions.
5. With regard to students working 6 or more hours without taking a 30-minute unpaid break, the timesheets will be reviewed to see if any are a result of an error when completing the forms.
6. With regard to the students using the incorrect time sheet form, we will ask the Payroll Office to notify the department and ensure that they have access to the correct form. Additionally, Payroll will be advised not to accept the incorrect form in the future.
7. As compliance with federal regulations and university policies is imperative, consequences will need to be imposed for those who violate the rules. Our office will recommend a one term "probation". If a continued violation is identified, the area or department would be denied access to Federal Work Study funded student assistance for one term.



**Follow-Up Review  
Admissions (Student Immunizations)  
Fall 2021 Semester**



February 12, 2022

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

Dear Dr. Glover:

Enclosed is our internal audit report related to our follow-up review of Tennessee State University's adherence to state immunization rules. The scope of the follow-up review included newly admitted students during the fall 2021 semester. 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 review are included in the attached executive summary.

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**  
**Follow-Up Review- Admissions**  
**Student Immunizations**  
**Fall 2021**  
**Executive Summary**

<b>Key Area</b>	Division of Student Affairs	<b>Internal Auditor</b>	Adrian R. Davis, <i>CPA, CGFM</i> Director of Internal Audit
<b>Introduction</b>	<p>The General Assembly of Tennessee requires new college students to complete an immunization compliance process. The Tennessee Department of Health is responsible for immunization requirements for those who attend childcare, pre-school, school and college. The state of Tennessee requires state public institutions of higher education to verify that students have received mandated immunizations. Any new full-time enrollee of a higher education institution with an enrollment greater than two hundred students, who is not enrolled 100% as a distance learning student, shall present proof of adequate immunization against the following diseases:</p> <ul style="list-style-type: none"> <li>• Measles, Mumps, Rubella (2 doses of each, normally given together as MMR): if born on or after January 1, 1957, only;</li> <li>• Varicella/chicken pox (2 doses or credible history of disease): if born on or after January 1, 1980, only;</li> <li>• Meningococcal Disease (minimum of 1 dose given at 16 years of age or greater if enrolling in the public institution for the first time and under 22 years of age and living in on-campus housing)</li> </ul> <p>Tennessee law requires that all new students be provided information about the risks of Hepatitis B infection and the availability and effectiveness of the vaccine. The student or parent/guardian must sign a waiver form indicating that they have received the information and have chosen to have the vaccine or not to have the vaccine. The law does not require that students receive the Hepatitis B (HPV) vaccination for enrollment. Students enrolled in health sciences must show proof of vaccination prior to performing procedures that expose them to potentially infectious blood. Students are allowed medical and religious exemptions to the immunization requirements. A student who has been exempted from a particular vaccination must comply with the immunization requirements for any vaccines from which he or she has not been exempted.</p>		
<b>Objective</b>	To determine if the university is in compliance with state of Tennessee immunization requirements for newly admitted students		
<b>Scope</b>	Newly enrolled students during the fall 2021 semester		
<b>Prior Audit Results</b>	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 that required documentation was not obtained for 4 of the 33 students (12%). This total includes 2 graduate students and 2 undergraduate students.		

<p><b>Current Audit Results</b></p>	<p>We obtained the population of newly enrolled students for the fall 2021 semester. Our review of this population identified 1,997 students who are required to present proof of their immunization against certain diseases as identified by the Tennessee Department of Health.</p> <p>Our review of the immunization information in the university’s student information system found that the university did not obtain adequate proof of immunization for 231 of the 1,997 (11.6%) students included in our sample.</p> <p>For these 231 students (11 graduate students and 220 undergraduate students), we found that:</p> <p><b>A.</b> For 100 of these 231 students, there was no documentation to support the student receiving two doses of the Measles, Mumps, and Rubella (MMR) vaccine and two doses of the Varicella vaccination. These students were not in student housing and were not required to provide proof of adequate immunization against meningococcal disease.</p> <ul style="list-style-type: none"> <li>○ For 1 of these 100 students, the student was age-exempted from providing proof of the Varicella vaccination but provided no proof for two doses of MMR</li> <li>○ For 1 of these 100 students, the student only provided proof for receiving two doses of MMR but no proof of one or more doses of Varicella.</li> </ul> <p><b>NOTE:</b> 67 of these students had no immunization record in the system. It appears that the initial hold that prevents registration was not placed on the students’ accounts. The immunization holds are not placed on student accounts by personnel in the Student Health Center. Controls will be implemented to ensure holds are placed on all applicable student accounts to prevent registration until the required information is provided.</p> <p><b>B.</b> For 27 of these 231 students, the student is under the age of 22 and residing in student housing but there was no documentation to support the university obtaining proof of adequate immunization against meningococcal disease.</p> <ul style="list-style-type: none"> <li>○ For one of these 27 students, there was also no documentation to support the university obtaining proof that the student received the second dose of another mandated required vaccination within 2 months of registration, as required.</li> </ul> <p><b>NOTE:</b> Management stated that many of these students refused the meningococcal immunization due to their intent to reside in off-campus housing. We confirmed that each of these students resided in university-provided housing.</p> <p><b>C.</b> For 11 of these 231 students, the student is under the age of 22, residing in student housing, and submitted proof for receiving the meningococcal vaccination around the age of 12. Tennessee law requires students receive “at a minimum of 1 dose given at 16 years of age or greater...”</p> <ul style="list-style-type: none"> <li>○ According to the Tennessee Department of Health, “For vaccines with critical minimum age requirements (e.g., MMR, varicella) or minimum dose intervals, doses are considered valid if given up to 4 days before the minimum</li> </ul>
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	<p>age or dose interval. Doses administered more than 4 days early are considered invalid and should be repeated as recommended.”</p> <p><b>D.</b> For 87 of these 231 students, the university stated that the student was exempted from proof of receiving two doses of the Measles, Mumps, and Rubella (MMR) vaccine and/or two doses of Varicella vaccination. However, it was not indicated if the student presented acceptable documentation for exemption per the State’s allowable exemption conditions (e.g., religious or medical).</p> <p><b>NOTE:</b> Management stated that the exemptions were not granted by personnel in the Student Health Center. We confirmed that the exemptions were granted by employees in the Office of Admissions. Controls will be implemented to prevent future exemptions from being entered by personnel not in the Student Health Center.</p> <p><b>E.</b> For 6 of these 231 students, the university did not verify that the student received the second dose of a required vaccination within 2 months of registration.</p> <ul style="list-style-type: none"> <li>○ According to the Tennessee Department of Health <i>Communicable And Environmental Diseases Chapter 1200-14-01 (Rule 1200-14-01-.29</i>, a student may “students may be enrolled or registered after a single dose of all required vaccines, provided that the second dose is obtained within 2 months of registration, and at least 28 days after the first dose, and provided, further, that the institution has a procedure for identifying students who have failed to obtain the necessary immunizations and for taking appropriate action to ensure compliance.”</li> </ul> <p><b>NOTE:</b> Management stated that controls in the system should prevent future registration for non-compliant students. We found that 5 of these 6 students were enrolled for the spring 2022 semester.</p>
<b>Conclusion</b>	<p>The objective of our audit was met. It was determined that the university did not always ensure that students provided proof of immunization against certain diseases, as required by state law. To ensure compliance with state immunization requirements and to help ensure the health and safety of the university’s campus community, greater effort is needed by university management to obtain proof of immunization for applicable students prior to matriculation at the university.</p>

**Tennessee State University  
Board of Trustees**





TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: March 17, 2022

ITEM: Audit Committee Report – Review of Outstanding Audit Issues

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

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

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

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

Tennessee State University  
 Department of Internal Audit  
**Audit Issues Outstanding as of February 25, 2022**

**INTERNAL AUDITS**

<b>Report Date</b>	<b>Audit Issues</b>	<b>Status</b>
2/11/2021	<b>Audit of TSU Department of Human Resources</b>	<i>Follow-up to begin March 2022</i>

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

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

<b>Report Date</b>	<b>Audit Issues</b>	<b>Status</b>
2/12/2022	<b>Follow-Up Review of Admissions</b>	<i>Additional Follow-up for fall 2022</i>

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

2/16/2022	<b>Follow-Up Review of Federal Work-Study Timesheets- Fall 2020</b>	<i>Additional Follow-up for fall 2022</i>
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1. For 14 of 30 (47%) timesheets selected for detailed review, we found where the students performed FWS duties during scheduled class hours for at least one day during the month(s) under review.
2. For 15 of the 50 (30%) timesheets reviewed, the students worked more than 20 hours a week for at least one week while classes were in session.
3. For 3 of the 20 (15%) timesheets reviewed where the student worked in excess of 6 hours for at least one day in the month, we found where the student did not take the required minimum 30-minute unpaid rest/meal break.
4. A net underpayment of \$262.00 was paid to 5 of the students included in our sample. In addition, an overaward of \$340 was also identified.

2/21/2022	<b>Foundation Gifts</b>	<i>Additional Follow-up for fall 2022</i>
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1. For 3 of 18 daily deposits tested, daily gifts were not deposited within one business day. The funds were deposited from one to four business days late.
2. For 9 of 22 (41%) bank statement credit transactions selected for testing, the transaction was not recorded within 10 days of the receipt of the donated funds.
3. For 3 of 56 (5%) scholarship recipients selected for testing, the awarded students did not meet the documented awarding criteria as determined by the donor. For 1 of 20 (5%) non-scholarship disbursements, \$24,000 in consulting fees were erroneously paid from a fund where funds were solicited to provide scholarships to university students.

## EXTERNAL AUDITS

Report Date	Audit Issues	Status
9/21/2020	<b>Division of State Audit, Financial &amp; Compliance Audit, Endowment For Educational Excellence at the Tennessee State University Foundation for the Fiscal Year Ended June 30, 2018</b>	<i>Awaiting reports for FY 2019 and FY 2020</i>
<p>As noted in the prior two audits, management needs to improve procedures for preparing and reviewing financial statements</p>		
9/29/2021	<b>Division of State Audit, Financial &amp; Compliance Audit, Tennessee State University for the Fiscal Year Ended June 30, 2020</b>	<i>Follow-Up Report Issued 02/24/2022 All issues not corrected</i>

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

**Tennessee State University  
Board of Trustees**



TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: March 17, 2022

ITEM: Audit Committee Report – Review of University’s Risk Assessment Process

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The Financial Integrity Act of 2010 requires each agency of state government and institution of higher education to establish and maintain internal controls that provide reasonable assurance that:

- (1) Obligations and costs are in compliance with applicable law;
- (2) Funds, property and other assets are safeguarded against waste, loss, unauthorized use or misappropriation; and
- (3) Revenues and expenditures applicable to agency operations are properly recorded and accounted for to permit the preparation of accurate and reliable financial and statistical reports and to maintain accountability over the assets.

To document compliance, Tennessee State University must annually perform a management assessment of risk, incorporating the above-referenced internal controls into that assessment. The objectives of the annual risk assessment are to provide reasonable assurance of the following:

- (1) Accountability for meeting program objectives;
- (2) Promoting operational efficiency and effectiveness;
- (3) Improving reliability of financial statements;
- (4) Strengthening compliance with laws, regulations, rules, and contracts and grant agreements; and
- (5) Reducing the risk of financial or other asset losses due to fraud, waste and abuse.

The University’s risk assessment was provided to the Audit Committee for review in Executive Session during the November 18, 2021, Board meeting.

**Tennessee State University  
Board of Trustees**



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

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: March 17, 2022

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

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

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



**Tennessee State University  
Board of Trustees**



**Finance and Budget  
Committee Report**

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

Tennessee State University  
Thursday, March 17, 2022  
11:00 a.m. CST

Board Committee Meetings Via Zoom  
Live Stream: [www.tnstate.edu/board/livestream.aspx](http://www.tnstate.edu/board/livestream.aspx)

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the November 18, 2021, Finance and Budget Committee Meeting Minutes
- IV. Report on Fiscal Year 2022 Institutional Budget
- V. Report on Governor's FY 23 Proposed Budget Allocation for Tennessee State University
- VI. Approval of Travel Card Policy
- VII. Update on CARES Act Funding
- VIII. Finance and Budget/Facilities Report
- IX. Update on Enrollment
- X. Report on Institutional Development
- XI. Report on Athletics
- XII. Adjournment

**Tennessee State University  
Board of Trustees**



**Approval of the  
November 18, 2021,  
Finance and Budget  
Committee  
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 17, 2022

ITEM: Approval of the November 18, 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 November 18, 2021, Finance and Budget Committee meeting is included in the March 17, 2022, Board materials.

**Tennessee State University Board of Trustees  
Finance and Budget Committee Meeting  
November 18, 2021  
Tennessee State University, Electronic**

**MINUTES**

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

**Other Board Members Present:** Deborah Cole, Andre Johnson, Bill Johnson, Joseph Walker, III, Tiara Thomas, Van Pinnock, Obie McKenzie.

**University Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost and Vice President for Academic Affairs; Doug Allen, Vice President for Finance and Budget; Jamie Isabel, Vice President of Institutional Advancement; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Associate Vice President of Student Affairs; Dr. Frances Williams, Associate Vice President of Research & Sponsored Programs; Terrence Izzard, Associate Vice President of Enrollment Management; Kelli Sharpe, Assistant Vice President of Public Relations & Communications; and Adrian Davis, Director of Internal Audit.

**I. CALL TO ORDER**

Trustee Lewis called the meeting to order at 11:07 a.m. CDT on November 18, 2021. Trustee Lewis moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. There is important action to be conducted by the Finance and Budget Committee. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control to enforce social distancing guidelines, including limiting face-to-face contact whenever possible. Electronic participation for the Committee meeting is necessary for the safety of Board members, staff, and guests. Trustee A. Johnson seconded and the motion carried unanimously by roll call vote.

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

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

**III. APPROVAL OF THE SEPTEMBER 16, 2021, FINANCE AND BUDGET COMMITTEE MEETING MINUTES**

Trustee Lewis moved to recommend to the full Board the approval of the minutes from the September 16, 2021, Finance and Budget Committee meeting, as contained in the November 18, 2021, Board materials. Trustee A. Johnson seconded the motion, which carried unanimously by roll call vote.

**IV. APPROVAL OF FISCAL YEAR 2022 INSTITUTIONAL REVISED BUDGET**

Chair Lewis introduced the next agenda item as the Approval of Fiscal Year 2022 Institutional Revised Budget and directed the Committee to the materials in the Board materials. Chair Lewis

called upon Dr. Glover who called on VP Allen to provide information on this item. VP Allen presented the revised October budget for 2021 to 2022. VP Allen directed the Committee to refer to the Board materials starting on page # 70 for information on the revised budget and proceeded to review the adjustments to the budget from the initial 2021-2022 budget. Chair Lewis asked for questions or discussions regarding the report. Trustee Pinnock asked VP Allen how TSU develops the budget and VP Allen stated that the budget is built on projected revenues. Dr. Glover added that the various departments present their needs for consideration in the budget development process. Trustee Pinnock then asked about the decrease in the budget for plant operations and VP Allen responded that this budget year requires less one-time large expenditures.

Trustee A. Johnson then asked if the end of CARES Act funding will affect future enrollment. VP Allen stated that the university will do what it can to provide assistance for students and also educate students on the financial commitments required to continue their education. Dr. Glover added that we are currently working on a cash flow analysis to assist students in fall 2023. Chair Lewis then asked about the fall of 2022 and Dr. Glover stated that there are funds set aside from CARES Act funding to assist students in the fall of 2022. Chair Lewis then moved to recommend to the full Board the approval of the Fiscal Year 2022 Institutional Revised Budget. Trustee A. Johnson seconded the motion, which carried unanimously by roll call vote.

## **V. CAPITAL PLANNING AND FACILITIES UPDATE**

Chair Lewis then presented the Capital Planning and Facilities Update as the next item on the agenda. This is an informational item and no vote is required. President Glover asked VP Allen to provide this update.

VP Allen referred the committee to page 79 of the Board materials and reported on tornado recovery expenditures, the new residence hall, and the Food Science building. Trustee A. Johnson asked about the insurance proceeds used for tornado recovery and whether there are additional insurance funds coming in. VP Allen reported that we are still in negotiations with the insurance companies. Dr. C. Johnson stated that we also anticipate receiving over \$600,000 from FEMA. Chair Lewis asked who is representing TSU in the negotiations with the insurance companies and Dr. Glover asked Secretary Pendleton to respond. Pendleton stated that VP Allen and his staff, the State insurance department, and Dr. Johnson are working with the insurance companies. If funds are being denied or there is a dispute then Secretary Pendleton will be involved. Chair Lewis thanked Dr. Glover and VP Allen.

## **VI. REPORT ON CARES ACT FUNDING**

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

President Glover asked VP Allen to report on this item. VP Allen referred the Committee to the summary of CARES Act Funding provided to the Committee members in the Board materials and summarized and clarified the information. Trustee A. Johnson asked how we determine what the funds are used for and the long term intent for the funds we have. VP Allen stated that the funds will only be used for student needs, as well as some student-driven COVID-related operational needs which resulted from the pandemic, and that the CARES Act funds are not used to plug holes in the regular operational budget. Trustee Thomas then asked about the priorities for student concerns. VP Allen stated that the priority is students meeting their financial obligations followed by student

mental health and student experience. VP Allen then reviewed the current expenditures of the CARES Act funds and pointed out that the majority of the expenditures were student-focused. Chair Lewis asked that the quarterly aging reports be presented to the Board. VP Allen informed Chair Lewis that an aging report will be provided annually.

## **VII. FINANCE AND BUDGET REPORT**

Chair Lewis introduced the Finance and Budget Report Agenda Item. This is a discussion item so no vote is required. Chair Lewis asked President Glover or her designee to provide pertinent information related to this agenda item.

Dr. Glover asked VP Allen to report on this agenda item. VP Allen referred the Committee to page #87 of the Board materials and highlighted the information related to the NCAA Agreed Upon Procedures review, the upcoming audit, the Title VI and Title IX training that will be offered to the entire campus by the Office of Equity and Inclusion, the upcoming IRS forms due, and revenues and expenditures fiscal year to date. Chair Lewis asked for an update on Banner training and VP Allen reported that training will begin in February. Trustee Pinnock asked if TSU has a resident Banner expert and VP Allen replied that we have two resident experts in Business and Finance. Trustee Cole suggested written training materials be provided along with the Banner training.

## **VIII. REPORT ON LAND GRANT AND FEDERAL HBCU FUNDING**

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

Dr. Glover reported on the current Land Grant funding situation and referred to a report in the Board materials which addresses financial needs for the university including a significant amount required for deferred maintenance. Dr. Glover will be meeting with campus leaders and trustees to develop a list of needs for Representative Love to take to the legislature and is optimistic about receiving additional funds. Chair Lewis reminded the committee that the leadership for TSU's budget is the Governor of the State of Tennessee, the university needs more than one legislator to speak on its behalf, and called upon those with a relationship to the Governor to make a case for TSU's state funding. Trustee McKenzie asked whether we have prep meetings as to how to deal with how our message is communicated and noted that this is a time to be aggressive.

Chair Lewis then asked Dr. Glover to provide a report on HBCU Funding. Dr. Glover referred the committee to the report in the Board materials and discussed her involvement in the process for HBCU funding including Dr. Glover's multiple discussions with Vice President Kamala Harris and other national leaders and her appointment by President Biden as Vice President of the HBCU Advisory Board. Trustee McKenzie congratulated Dr. Glover on her inclusion and impact. Trustee Walker stated that Dr. Glover's dual role as TSU President and AKA President gives benefits to TSU that no other college has. Trustee Thomas thanked Dr. Glover for her diligence on behalf of the students to prove their relevance to the world. Chair Lewis thanked Dr. Glover.

## **IX. UPDATE ON ENROLLMENT**

Chair Lewis moved on to the Update on Enrollment agenda item and asked Dr. Glover to provide pertinent information related to this agenda item. This is an information item so no vote is required.

Dr. Glover called upon Terrence Izzard to provide the update. Mr. Izzard reported on enrollment and application numbers, recruitment efforts, retention efforts, and conversion rates. Chair Lewis thanked President Glover and her team for their report. Chair Cole thanked Mr. Izzard for the great job he's doing generating interest in TSU and suggested that the back-end process of processing information and making contact with students is just as strong. Trustee McKenzie stated that there are some unsung heroes for conversion, such as Arlene Nicholas-Phillips, in arranging campus visits for students. Trustee A. Johnson thanked Mr. Izzard and commented that the numbers are higher than he anticipated and appreciates having the metrics and using them as benchmarks. Trustee Thomas raised a concern that the sophomore class is not receiving the same attention as the freshmen even though they are new on campus as well, due to COVID. Mr. Izzard stated that the sophomore class has a designated success coaching unit and advisement unit as well as programs for sophomores within both Academic Affairs and Student Affairs, but will look at the numbers for those programs and reassess. Trustee Cole asked Mr. Izzard whether he needs additional staff for these increased enrollment and application numbers. Mr. Izzard stated that he has already been provided additional staffing for this purpose. Trustee Cole then asked for information about the Success Centers and Mr. Izzard summarized the services. Trustee Lewis thank Dr. Glover and her team's responses.

## **X. REPORT ON INSTITUTIONAL DEVELOPMENT**

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

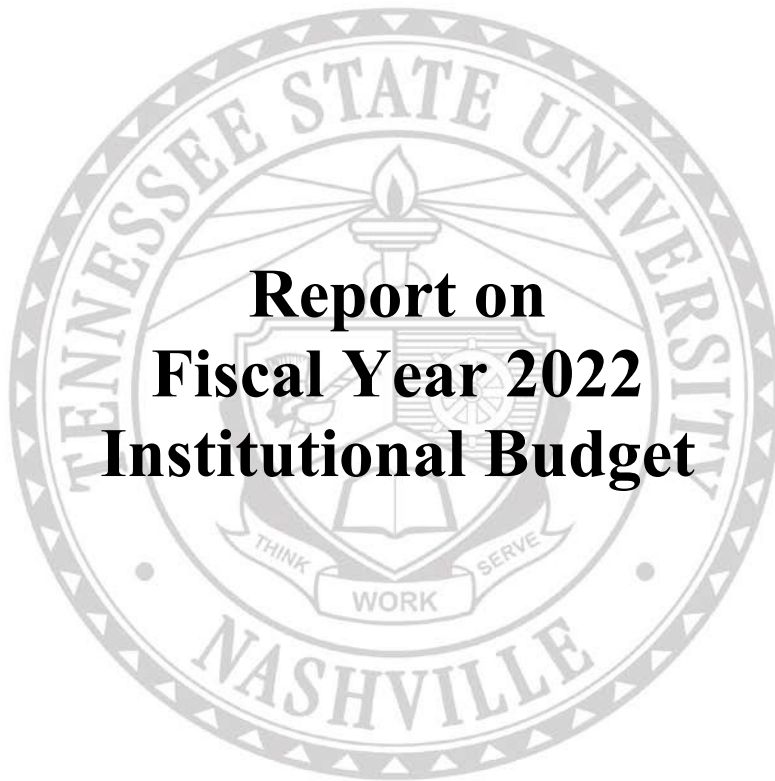
Mr. Isabel gave a summary on current gifts as compared to this time in 2020. Mr. Isabel also spoke of potential future corporate gifts. Trustee Lewis asked for the current amount collected for this year and Mr. Isabel reported the number. Trustee Lewis then gave recognition to Mount Zion Baptist church for its scholarship donation. Dr. Glover also gave her appreciation for the gift. Trustee Walker stating it was a blessing to benefit TSU students with scholarships. Trustee Pinnock asked for supplemental information that shows a road map for what divisions and departments are going to do so that the Board can have a narrative behind the numbers.

## **XI. ADJOURNMENT**

Trustee Lewis asked if there was any additional business. Seeing none, he made a motion to adjourn. Trustee A. Johnson seconded the motion. The meeting was adjourned at 1:16 p.m. CST.



**Tennessee State University  
Board of Trustees**



**Report on  
Fiscal Year 2022  
Institutional Budget**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
DISCUSSION ITEM

DATE: March 17, 2022

ITEM: Report on Fiscal Year 2022 Institutional Budget

RECOMMENDED ACTION: None

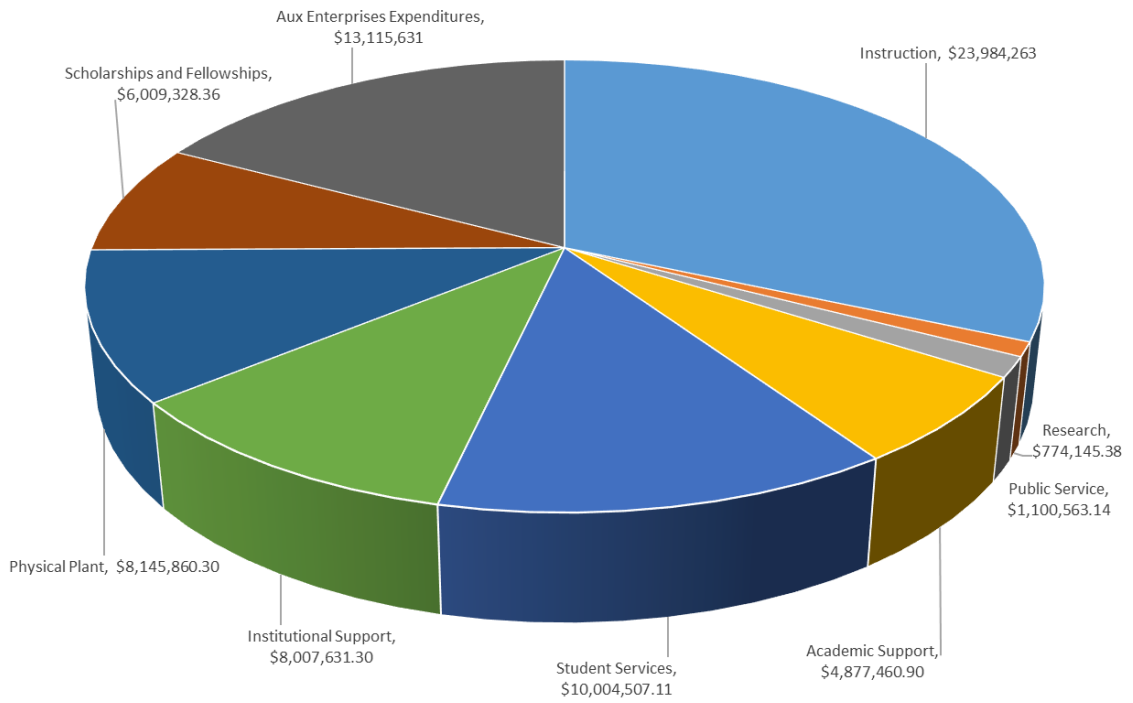
PRESENTED BY: Chair of Finance and Budget Committee, Trustee  
Richard Lewis

The President and/or or designee will provide report on the Fiscal Year 2022 Institutional Budget.

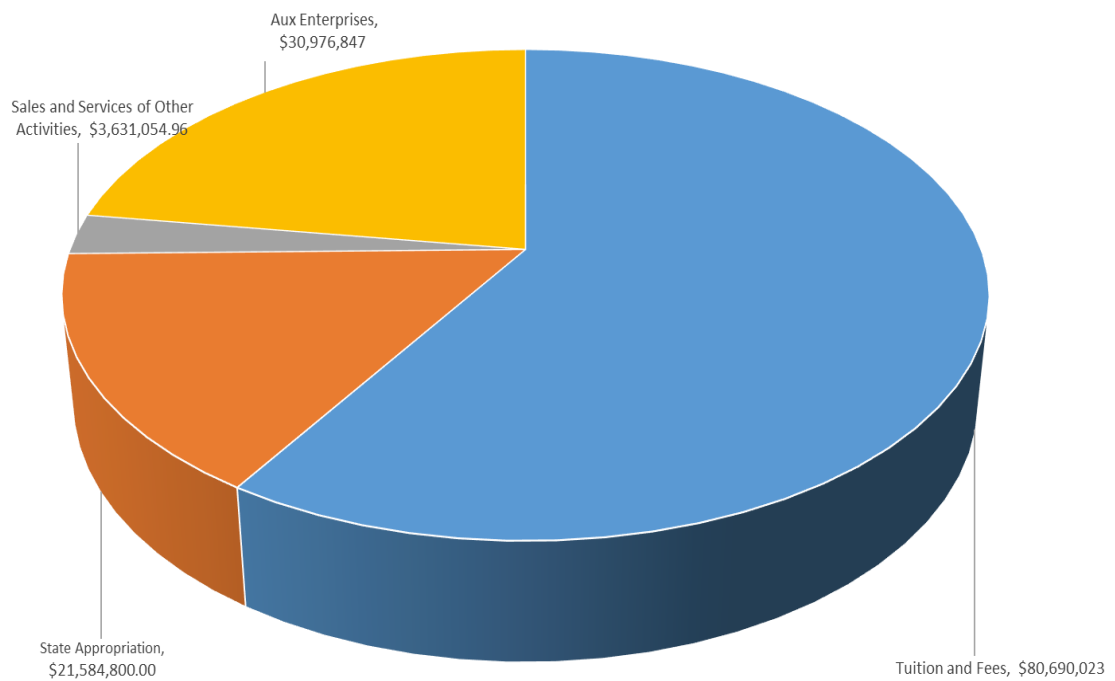
**Tennessee State University**  
**Statements of Revenues, Expenditures and Transfers - Budget and Actual**  
**Fiscal Year to Date as of January 31, 2022**

	BUDGET	FYTD	2022 VARIANCE	% VARIANCE	FY2021 ACTUAL
<b>REVENUES:</b>					
<b>Education and General</b>					
Tuition and Fees	\$ 77,068,700	\$ 80,690,023	\$ (3,621,323)	104.70%	\$ 56,430,019
State Appropriation	42,166,200	21,584,800	20,581,400	51.19%	41,056,400
Federal Grants and Contracts	4,500,000	-	4,500,000	0.00%	4,246,260
State Grants and Contracts	33,000	-	33,000	0.00%	2,381
Private Grants and Contracts	47,000	(16,383)	63,383	-34.86%	57,824
Foundation Gifts	25,000	-	25,000	0.00%	-
Sales and Services of Educ Depts	84,300	-	84,300	0.00%	5,254
Sales and Services of Other Activities	8,014,500	3,631,055	4,383,445	45.31%	3,550,067
Other Sources	5,730,000	-	5,730,000	0.00%	11,046,548
Total Education and General	\$ 137,668,700	\$ 105,889,495	\$ 31,779,205	76.92%	\$ 116,394,754
<b>Sales/Svs Aux Enterprises</b>					
Aux Enterprises	\$ 28,957,000	\$ 30,976,847	\$ (2,019,847)	106.98%	\$ 27,436,154
<b>TOTAL REVENUES:</b>	<b>\$ 166,625,700</b>	<b>\$ 136,866,343</b>	<b>\$ 29,759,357</b>	<b>82.14%</b>	<b>\$ 143,830,908</b>
<b>EXPENDITURES:</b>					
<b>Education and General</b>					
Instruction	\$ 64,498,500	\$ 23,984,263	\$ 40,514,237	37.19%	\$ 55,385,117
Research	2,539,800	774,145	1,765,655	30.48%	1,900,922
Public Service	2,434,400	1,100,563	1,333,837	45.21%	1,975,898
Academic Support	11,142,900	4,877,461	6,265,439	43.77%	8,477,094
Student Services	20,677,800	10,004,507	10,673,293	48.38%	14,601,060
Institutional Support	13,066,300	8,007,631	5,058,669	61.28%	12,196,381
Physical Plant	14,088,500	8,145,860	5,942,640	57.82%	14,963,180
Scholarships and Fellowships	5,246,500	6,009,328	(762,828)	114.54%	5,701,191
Total Education and General	\$ 133,694,700	\$ 62,903,760	\$ 70,790,940	47.05%	\$ 115,200,842
<b>Sales/Svs Aux Enterprises</b>					
Aux Enterprises Expenditures	\$ 25,887,400	\$ 13,115,631	\$ 12,771,769	50.66%	\$ 17,402,471
<b>TOTAL EXPENDITURES:</b>	<b>\$ 159,582,100</b>	<b>\$ 76,019,391</b>	<b>\$ 83,562,709</b>	<b>47.64%</b>	<b>\$ 132,603,314</b>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$ 7,043,600	\$ 60,846,952	\$ (53,803,352)	863.86%	\$ 11,227,595
<b>TRANSFERS:</b>					
<b>Education and General</b>					
Mandatory Transfers	\$ 2,364,900	\$ (90,362)	\$ 2,455,262	-3.82%	\$ 2,476,344
Nonmandatory Transfers	150,000	-	150,000	0.00%	-
Total Education and General	2,514,900	(90,362)	2,605,262	-3.59%	2,476,344
<b>Aux Enterprises</b>					
Mandatory Transfers	\$ 1,313,900	\$ (112,613)	\$ 1,426,513	-8.57%	\$ 1,389,372
Nonmandatory Transfers	1,755,700	-	1,755,700	0.00%	8,644,306
Total Auxiliary Enterprise	3,069,600	(112,613)	3,182,213	-3.67%	10,033,678
<b>Total Transfers</b>	<b>\$ 5,584,500</b>	<b>\$ (202,975)</b>	<b>\$ 5,787,475</b>	<b>-3.63%</b>	<b>\$ 12,510,022</b>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS	\$ 1,459,100	\$ 61,049,927	\$ (59,590,827)	4184.08%	\$ (1,282,427)

### Expenditures



### Revenues



**Tennessee State University  
Board of Trustees**



**Report on  
Governor's FY 23  
Proposed Budget  
Allocation for  
Tennessee State  
University**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
DISCUSSION ITEM

DATE: March 17, 2022

ITEM: Report on Governor's FY 23 Proposed Budget Allocation for Tennessee State University

RECOMMENDED ACTION: None

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

The President and/or or designee will provide a report on the Governor's FY 23 proposed budget allocation for Tennessee State University.

**Tennessee State University**

**Board of Trustees**



**Approval of  
Travel Card Policy**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
ACTION ITEM

DATE: March 17, 2022

ITEM: Approval of Travel Card Policy

RECOMMENDED ACTION: Approval

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

The proposed Travel Card Policy is included in the March 17, 2022, Board materials.

The University Travel Card Policy implements, and contains the terms and conditions for, the operation of Tennessee State University's Travel Card Program. The Travel Card Program provides a convenient and efficient method for paying for and tracking travel related expenses on behalf of Tennessee State University.

The University is implementing the Travel Card Program to reduce out of pocket costs for University business travelers, including eliminating the need for the University to provide cash advances when traveling on behalf of the University. The travel cards will not circumvent the current procurement process and restrictive controls are in place to prevent unauthorized use.

The Office of Procurement Services will be responsible for the oversight of the card program and each Academic and Administrative unit will be responsible for managing its Cardholder accounts.





## **TRAVEL CARD PROGRAM**



# **(Proposed)** **POLICY AND PROCEDURES MANUAL**

*Tennessee State University  
Procurement Services January 2022*

## 1.0 Contents

1.0 Contents
2.0 Policy Statement
3.0 Reason for Policy Definitions
5.0 Who Should Know this Policy?
6.0 Responsibilities and Roles
7.0 Travel Card Procedures
8.0 Unassigned Credit Card Charges/ Unallowable or Personal
9.0 Repayment Methods
10.0 Typical Travel Card Purchases
11.0 Guest Booking Considerations
12.0 Restrictions and Limitations
13.0 Lost or Stolen Cards, Fraudulent or Disputed Transactions
14.0 Compliance with Policy; Violations and Consequences
15.0 Related or Affected Policies
16.0 Tools & References
17.0 Contacts
18.0 Forms and Agreements

## 2.0 Policy Statement

The University Travel Card *is corporate-liability Visa card*, meaning that it is directly billed to and paid for by the University. The Travel Card is integrated with the University's online travel and expense management system, streamlining the expense reporting process. It also eliminates the need for cash advances and reduces the financial burden on the traveler.

When using the Travel Card, the following shall apply:

- The Travel Card must be used when incurring travel and business expenses (while, on a trip) using University Funds. When not using University Funds (for example, federally sponsored research where University Funds are not involved) employees are encouraged to use the card for all University travel and business expenses;
- Full-Time faculty and staff (paid through the University's payroll system) who anticipate traveling on behalf of the University are eligible to apply for the Travel Card with supervisor approval;
- The Travel Card may only be used for appropriate and allocable expenses as defined in the University\_ Travel & Business Expense Policy (in addition to any other school / departmental policies, if applicable);
- The Cardholder must review card charges in the expense management system in a timely manner and notify the Travel Card Administrator immediately should any fraudulent changes be detected. Once applicable credits and refunds have been issued the card holder should complete an expense report to clear fraudulent transactions.

- Approvers and Financial Approvers have oversight over a cardholder's access to use of the Travel Card; this includes the application process, reviewing and approving card charges for policy compliance, and ensuring that charges are reconciled in a timely manner;
- Any identified fraudulent charges must be reported to Regions and the Travel Card Administrator immediately;
- Personal charges are not allowed on the Travel Card; any personal charges incurred on the card must be itemized and marked as "personal" in the expense management system and will be reimbursed by the traveler to the University via payroll deduction.
- Cardholders must complete mandatory Travel Card training before a card can be Issued;
- Cardholder and/ or Approver must notify the Travel Card Administrator in advance (or as soon as possible) whenever a cardholder is terminated or transferred to a different department. Cards must be turned into the Travel Card Administrator.

### 3.0 Reasons for Policy

Using the University Travel Card reduces the time and effort involved in the expense reporting process for the employee, automates the approval process, and improves before and after-the-fact reporting on University travel destinations and vendors. Improved reporting helps the University to locate travelers in the event of an emergency, assists with IRS required reporting about foreign activities, and strengthens the University's negotiating position for improved pricing and services with travel vendors.

This policy and related procedures are designed to ensure that expenses on the Card are subject to appropriate review and approval, are reported and posted to the University's books and records accurately and timely, that personal charges and unspent advances are appropriately reimbursed to the University, that processes are in place to prevent misuse of the card, and that should fraudulent charges result, they are detected and reported timely. All cardholders are subject to the Code of Ethics in Procurement Policy.

### 4.0 Definitions

<b>Financial Approver FBAP</b>	Individual assigned as the financial approver in Banner (Financial Accounting). This person is responsible for completing a secondary approval for Travel Card applications. See "Roles and Responsibilities" section for more detail.
<b>Approver</b>	Individual assigned as an employee's direct supervisor. For any direct reports completing an expense report, this person is responsible for reviewing and approving Travel Card applications. See "Roles and Responsibilities" section for more detail.
<b>University Funds</b>	Any funds that are directly provided and administered by the University (e.g. endowment funds, gifts, general budget funds, and discretionary funds provided from University sources). University funds do not include those that are provided to Tennessee State

	University by a sponsoring agency and allocated to a principal investigator or member of the faculty (e.g. federal sponsored/corporate grant).
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## 5.0 Who Should Know This Policy?

Travel Cardholders, Approvers, Departmental Financial Administrators, Accounts Payable, Travel Services Department and Internal Audit should understand this policy. The Procurement Office is responsible for compliance and the management of the card program and policy.

## 6.0 Responsibilities and Roles

### A. Schools, Colleges, Units and Departments

Schools, Colleges, Units and Departments have an important role in monitoring overall compliance with the Travel Card Policy (and the Travel and Business Expense Policy), to ensure that travel and business expenses (including those charged to the card) are reasonable in nature. These responsibilities include confirming that authorized individual approvers are appropriate based on the employee's role and assigned duties.

Schools, Colleges and Departments may impose more (not less) stringent controls over travel and business expenses than those required by this policy and are responsible for communicating and implementing any additional controls.

### B. Cardholders

Each Cardholder must:

- Complete mandatory training administered by Travel Services prior to the issuance of a Travel Card. Travel Card training is hosted on the Travel Services website;
- Purchase travel arrangements and related incidentals in accordance with the University Travel & Business Expense Policy. Spending should always be consistent with each employee's responsibility for stewardship and safeguarding of University assets. Use of the Travel Card for purchases of certain commodities identified in the "Restrictions and Limitations" section of this Policy is not allowed;
- Ensure that each card transaction is assigned to an Expense Report within 30 days of the transaction date; expenses must be submitted within 30 days of the trip end date (or transaction date if charges are incurred for a cancelled trip);
- Retain all original itemized receipts for card charges \$25 or greater in accordance with the Travel & Business Expense Policy and attach them to the relevant transactions in the expense management system for expense report submission and approval;
- Contact the Travel Card Administrator in writing to ensure that the most current information is on record (i.e., name change, address change, phone number, e-mail change, Approver change)

### **C. Approver**

Each Approver must:

- Review and approve all Travel Card applications from direct reports, ensuring that card limits are reasonable based on intended travel needs of the Cardholder;
- Review and approve all cardholder expense reports in the expense management system in a timely manner (generally within 7 days of report submission by direct report). *Delegation of Travel Card approval authority is not allowed without written approval of the employee's Approver; the delegated approver should know the travel card and travel policies and have the knowledge and judgment to approve card transactions; the delegated approver cannot be an individual who reports to the cardholder and cannot be the cardholder.*
- Work with departmental Financial Approver and Cardholder to reconcile any unassigned card charges based on the parameters of this policy (see "Unassigned Card Charges" section)

As part of the review of the Cardholder's travel and business expense transactions (including those on the Travel Card), the Approver shall identify instances of misuse of the Travel Card. Instances of suspected personal or fraudulent use should be reported to the Travel Card Administrator as soon as they are identified for investigation and remediation. Training for Approvers is strongly recommended and encouraged. Prior to issuance of the Travel Card, the Approver must become familiar with Travel Card policies and procedures.

### **D. Financial Approver**

- Each Financial Approver must provide a secondary review of all Travel Card applications for Approver review and sign-off, including ensuring that card limits are reasonable based on expected travel needs of the Cardholder;
- Review monthly "Card Charges" report distributed by the Travel Department and work with Approvers to ensure that Cardholders reconcile all outstanding charges in a timely manner;
- Communicate any intended changes in Cardholder employment status to the Card Services Department in a timely manner

### **E. Travel Card Administrator (through Card Services Department) will:**

- Provide oversight of the Travel Card program and maintain documentation for transactions for Tennessee State University. In the event the Financial Approver is unable to provide needed guidance, Cardholders should contact the Travel Card Administrator;
- Manage and evaluate the Travel Card program, reconcile the unassigned charges account and serve as a liaison between the University and Regions Bank;
- Create and maintain a list of active Cardholders for distribution to departments/schools as needed;
- Develop, coordinate, and provide training programs for Cardholders and Travel Card Approvers to ensure that Cardholders and Approvers thoroughly understand, agree to, and abide by all business rules, policies, and procedures that govern the usage of the University's Travel Card;

- Perform audits on any and all Travel Cardholder accounts at any time. These audits do not require advance notice and may be performed by the Travel Card Administrator and/or by Internal Audit. Audits are a combination of desk reviews of expense reports and meetings with cardholders to review receipts and related documentation;
- Provide departmental metrics/reporting to facilitate the evaluation of policy compliance

**F. Bank will:**

- Authorize purchases 24 hours a day, 365 days a year;
- Issue a temporary credit to the Cardholder’s account when notified of a questioned item. This credit will appear on the University’s Regions statement the month following Regions notification. If the dispute is resolved in favor of the University, Regions will issue a permanent credit to the account;
- Upon proper authorization, issue a new Travel Card in the event that a card is lost/stolen or Expires

**7.0 Travel Card Procedures**

**A. Cardholder Eligibility**

- All potential cardholders must complete pre-approval forms prior to issuance of card:
- Within the limits of this Policy, University departments determine who is eligible to possess a Travel Card. The Approver and Financial Approver must sign off on the cardholder’s Travel Card Application.
  - Only full-time faculty and staff (paid through the University’s payroll system) who anticipate traveling on behalf of the University are eligible to apply for the travel card. ***Student employees are not eligible to hold a Travel Card.***
- Prior to the issuance of a Travel Card, the Cardholder must complete mandatory training administered by the Travel Card Administrator.
- Prior to the issuance of a Travel Card, the Approver and Financial Approver must sign-off on the Cardholder’s “Travel Card Application” and collect the “Responsibility and Financial Liability Agreement” signed by the Cardholder. These forms must be provided to the Travel Card Administrator to facilitate the card acquisition process with Regions.

**B. Credit Limits**

Each Cardholder has a specific monthly credit limit based on expected travel for University business purposes. In unusual circumstances and for legitimate business reasons, the monthly limit can be adjusted by the Travel Card Administrator with the written approval of the Approver and Financial Approver.

Card limits available in the application include:

Category	Description	Monthly Credit Limit
<b>Level 1</b>	<b><i>Infrequent Travel</i></b> (3-5 trips per fiscal year)	

<b>Level 2</b>	<b><i>Moderate Travel</i></b> (Domestic) – 3-10 trips per fiscal year)	
<b>Level 3</b>	<b><i>Moderate Travel</i></b> (International) – 3-10 trips per year	
<b>Level 4</b>	<b><i>High Travel + Groups</i></b> (11+ trips per fiscal year)	

Monthly limits above \$10,000 must have a valid business justification documented on the Travel Card Application and are subject to review by Financial Affairs.

### **C. Making a Purchase – Cardholders**

#### **Step 1**

Before making any purchase, ensure the purchase is consistent with your unit's guidelines for purchase approvals and that there are sufficient funds in the budget to support the purchase. If the purchase is related to a sponsored award, verify that the items to be purchased are allowable given the sponsor policies and the specific terms and conditions of the award.

#### **Step 2**

Inform the vendor that the Travel Card will be your payment method. Provide the card account number and expiration date printed on the front and back of the card. You may also be required to provide the card verification code which is located on the back of the card.

#### **Step 3**

Card charges should be reconciled as incurred in the expense management system to facilitate the expense reporting process. All card charges are required to be assigned to an expense report within 30 days of the charge transaction date (date in which expense was incurred); the expense report must be submitted in the tool within 30 days of the trip end date (or transaction date if charges are incurred for a cancelled trip).

#### **Step 4**

Original and itemized receipt documentation is required to be uploaded for all card charges. (See Travel & Business Expense Policy (link will be added) for detailed information related to receipt documentation and retention requirements. All receipt documentation must be attached electronically to the related transaction in the expense management system via scan or photo if using the Concur smartphone mobile app. The mobile app currently supports all Apple, Android, and Blackberry devices).

In order to prevent fraudulent activity, please review all receipt documentation prior to upload and submission to ensure that personal and confidential information (i.e. full account numbers) is properly concealed. For example, it would be acceptable to use a black marker to cover full credit card account number information.

#### **Step 5**

Every month, complete claim tab in your user profile and scroll down to the “Available Expenses” section to ensure you do not have any unassigned credit card charges that fall outside the 30-day reporting window. Financial Approvers will receive a monthly “Unassigned Card Charges Report” from the Travel Department to monitor any unreconciled expenses.

As outlined in the terms and conditions of the “Responsibility and Financial Liability Agreement, amounts identified by you in your travel or expense report as personal expenses or as unused cash advances must be repaid to the University for details, see Section 9.0.

#### **D. Lost Receipts**

If the cardholder has lost a receipt and a duplicate cannot be obtained from the merchant, the cardholder must use the “Missing Receipt Affidavit” feature in the expense management system when completing and submitting a travel expense report.

Excessive use of the Missing Receipt Form constitutes as a violation against the Cardholder and is deemed as potential misuse/abuse. Cards may be suspended pending a full investigation.

#### **E. Purchases Declined at the Point of Sale**

Although the supplier may accept the Travel Card for use, the purchase could be declined at the point of sale. The following are possible reasons for a decline:

- The transaction amount exceeds established limits
- The transaction amount exceeds the remaining available balance of total monthly spending limit
- The cardholder has not activated a newly assigned or renewed card
- The card has expired or has been terminated
- The cardholder or the merchant transposed the card account number during the exchange of information. All cardholders should ensure that the merchant has received the correct number for the correct Travel Card to minimize the occurrence of this type of decline at the point of sale
- The merchant enters an incorrect expiration date
- Merchant code not accepted

Cardholders should contact the Travel Card Administrator to determine the reason a purchase was declined at the point of sale.

#### **F. Card Renewal**

New Travel Cards are automatically reissued to all active cardholders prior to the expiration date. The card expires on the last calendar day of the month listed on the card. Generally, Travel Cards are issued for a three-year period. Upon expiration, a renewal card is mailed directly to the cardholder. The cardholder is required to return the expired card prior to receiving the new card. If a cardholder does not receive a card before the current one expires, contact Regions for assistance. Cardholders are responsible for activating renewal cards.

#### **G. Credit Limit Change**

Cardholders may request a change in credit limit from the original pre-set limit. Requests for changes may be temporary or permanent. Requests for changes in credit limits must be in writing and be approved by the Approver and Financial Approver. Once the appropriate approvals are obtained, all requests for credit limit changes are directed to the Travel Card Administrator. It is strongly recommended that the Cardholder anticipate spending needs and initiate these requests in advance—generally at least fourteen (14) days prior to trip departure.



## H. Replacement of Worn-Out/Defective Cards

To replace a card that is worn out or defective, the cardholder must contact Card Administrator to request a replacement card. The replacement will be sent to Card Administrator direct to the address on file. Because the requested card will have the same number as the one it is replacing it will be sent ACTIVE to prevent suspending spending privileges.

## I. Termination-Cancellation of Card

A card may be terminated or cancelled when:

- The cardholder no longer uses the card
- The cardholder is no longer employed at Tennessee State University
- The cardholder has not abided by the Travel Card policy

To close a Cardholder account, contact the Travel Card Administrator. When a Cardholder terminates employment with Tennessee State University, the Cardholder has an obligation to surrender the Travel Card before the termination date, to assign any available charges (with appropriate receipt documentation) in the expense management system to an expense report, and to submit all open reports for processing. The Approver and/or Financial Approver have the obligation to notify the Travel Card Administrator two weeks before the employee's end date to arrange for cancellation of the card and should also work with the employee to ensure all travel and expense reporting is complete.

If a Cardholder transfers to a new department, the approver and/or Financial Approver must return the Travel Card. The Cardholder needs to fill out a new application form and obtain approval from his or her new department Approver and Financial Approver. Once the Approver and Financial Approver approve the application, the completed form will be sent to the Travel Card Administrator. The Cardholder's former department Approver is responsible for ensuring that cards are returned and cancelled, as part of the standard termination procedures.

## 8.0 Unassigned Charges/Timely Report Submissions/ Personal Charges

### Unassigned Charges

All card transactions must be assigned to an expense report within 30 days of the transaction date, regardless of when the Cardholder returns from a trip. All charges are required to be assigned, documented and approved in the expense management system within 30 days of the trip end date (or from transaction date if charges relate to a cancelled trip). For any charges that are not assigned within an expense report,

Within <b>30 days</b> of transaction date	Cardholder will be notified via email to assign and process transactions in the expense management system
Within <b>45 days</b> of transaction date	Notification will be sent to Cardholder and Financial Approver requesting that all transactions be assigned and processed in the Expense Management Tool.
Within <b>60 days</b> of transaction date	Notification will be sent to appropriate Dean or Vice President to escalate the issue (notification to President or Provost may be warranted in certain circumstances)

**\* Metrics on late travel reports and unassigned charges will be provided monthly to department and school/college financial administrators.**

Transactions not assigned to an expense report within 60 days will be reviewed by the Travel Department, and the Cardholder's Travel Card will be placed on "hold" status until charges are assigned. "Hold" status means that new charges cannot be made using the Travel Card until the hold is released. After 120 days, as required by IRS Accountable Plan rules, these amounts will be considered taxable compensation to the employee on Form W-2 and subject to the appropriate tax withholding.

### **Timely Report Submissions**

Travel reports are required to be filed within 30 days after the end of each trip. Late filings of travel reports contribute to inaccuracies in financial reporting and make departmental and central management of University resources more difficult. To minimize late travel reports and the related negative consequences to the employee and the University, the Travel Department commits to follow up weekly with employees who have delinquent expenses of 30 days or more, and their supervisors.

For reports delinquent by more than 60 days, a "hold" will be placed on the card. After 120 days as required by IRS Accountable Plan rules, these amounts will be considered taxable compensation to the employee on Form W-2 and subject to the appropriate tax withholding.

Example: An employee travels on University business and charges airfare totaling \$600 on the University Travel Card for a trip ending on February 1. No travel report has been filed by March 1. The Travel Department reaches out to the employee and the supervisor on a weekly basis through April 1 with a reminder to complete and submit the travel report promptly; if the employee does not respond and the report is not submitted by April 1, the travel card will be placed on "hold" status. After June 1, the amounts will be charged to the department's default cost center, will be considered taxable compensation to the employee, and will be included on the employee's Form W-2.

### **Personal Expenses Charged to the Travel Card**

Personal expenses not allowed on the Travel Card. Ancillary personal expenses are personal expenses incurred when making a purchase primarily for business purposes, when the personal portion of the expense cannot be easily separated from the business portion when incurring the expense. A personal side trip that is part of an airline ticket purchased to attend a conference, or a rental car arrangement that includes some personal mileage, are examples of ancillary personal expenses. Cardholders must use their own funds or a personal credit card to pay for personal expenses that are easily separated from University expenses. Use of the University Travel Card for any purchase that is 100% personal will be treated as a violation of University policy.

#### Personal Expenses Flagged by Employee

When completing an expense report for an expense that has both personal and business components, or a personal expense that was inadvertently charged to the Travel Card, the personal portion charged to the card should be identified as "personal" in the expense management system and will then be flagged as an amount due back from the Cardholder to the University. If the total amount of "personal" expenses placed on the Travel Card is **greater** than the total due to the employee for out-of-pocket expenses, the employee will owe the University the difference. Mechanisms for repayment are described in Section 9.0 of this policy.

#### Personal/Unallowable Expenses Not Flagged by Employee

Amounts may be identified for additional review by the Travel Department or University auditors during an after-the-fact audit or review, if charges originally treated as University expenses appear not to have been valid business expenses. This could be the result of an undetected error in filling out the form (an amount not matching a receipt for an out-of-pocket expense, for example), an expense submitted twice in error, or an expense not allowed under University policy such as an unapproved upgrade. For such findings, the Travel Department will immediately notify the Cardholder and the respective department to verify or resolve the finding. In the event the review establishes that the charges are not valid University expenses, and the employee agrees with this determination, the employee may be asked to authorize a reimbursement to the University using one of the repayment methods noted in Section 9.0 of this policy.

If the card charge appears to be fraudulent, see section 14 (part B), "Fraudulent Personal Use", for steps that will be taken by the University.

## 9.0 Repayment Methods

If it is determined that funds are owed to the University as a result of personal expenses charged to the Travel Card, unused travel advances, or charges determined not to be valid during an audit or review as described in Section 8.0 of this policy, **and the employee is in agreement that these funds are owed**, the employee will be given the option to select one of the following repayment methods to reimburse the University for funds owed:

1. Deduct the full amount from employee's next regularly scheduled paycheck. (**One-time Salary Deduction**)
2. Deduct 50% of amount from employee's next two (2) regularly scheduled paychecks. (**Partial Salary Deduction**)
3. Payment by personal check (payable to Tennessee State University)

## 10.0 Typical Travel Card Purchase

### Typical Purchases Made by Cardholders

- Travel transportation (airfare, car rental, train, taxi, etc.)
- Accommodations
- Meals, including business meals
- Incidentals
- Conference registration fees and related travel transportation/accommodations
- Passport/visa fees

For a list of common travel-related expenses, see the [Travel & Business Expense Policy](#). The Travel Card should be used for all expenses incurred on a trip with the exception of cash-only transactions, such as tips and gratuities.

## 11.0 Guest Booking Considerations

Cardholders will have the option to book for Guests either via Cliqbook, Concur's online booking tool, or with any other agency or web-based reservation service where VISA is accepted. In Concur, users will

have a “book for a guest” option under the Travel tab. All reservations/bookings for guests and visitors will be associated with, and charged to, the individual’s Travel Card. These card transactions will be linked with and expensed through the Cardholder’s Concur profile. If a department has a need to reimburse a Guest for out-of-pocket expenses they should contact the Travel Department.

This chart will help you understand when it is most appropriate to use your Travel Card versus when the Pcard is more appropriate.

Expense Type	Travel Card
Taxi to/from Airport	Yes
Local Travel	Yes
Local Travel >\$50.00	Yes
Conference Registrations and Fees (Local and Non-Local)	Yes
Offsite Catering*	No
Onsite (TSU) Catering*	No
Business Meals w/ Alcohol	No
Office Supplies –During Travel Dates	No
Office Supplies – Local	No
Materials – During Travel Dates (<\$1,000.00)	Yes
Materials – Local	No
Airfare/Accommodations/Car Rental	No
Professional Subscriptions/Dues	No

\* Catering expenses involving a contract must go through Tiger\$hoppe

\*\*The University always encourages the use of Tiger\$hoppe to make supply purchases using the Shopping Cart process. Use of P-Card is intended for low cost items needed immediately.

**Purchases that are prohibited with the Travel Card include, but are not limited to:**

- Purchases that are subject to any special regulations or require detailed documentation and/or special authorization in advance of the commitment of University resources such as furniture, drapes and carpeting, radioactive substances, controlled substances, equipment leases, service/maintenance contracts, consulting services, legal fees, mortgages, rents, real estate taxes, employee relocation services, translations and interpreting language study and donations are prohibited. Approvers and Cardholders should contact the Travel Card Administrator if there are questions about what purchases may be prohibited.
- Payments for Services to an Individual: The IRS uses form 1099-MISC to track miscellaneous income for individuals and companies who have been paid \$600 or more in non-employee service payments during a calendar year. Travel Card payments that would require 1099-MISC reporting to the Internal Revenue Service are prohibited.
  - Examples of persons who would receive a Form 1099-MISC form, and therefore cannot be paid with the Travel Card, include:
    - Human subjects
    - Independent Contractors providing services such as:
      - Attorneys

- Guest speakers/Lecturers
- Health care or medical care service
- Honorarium
- Performers
- Physicians
- Space/facilities
- Royalties

***Additional expenses that are prohibited with the Travel Card:***

- Charter Buses (without prior approval from Sourcing & Procurement)
- Taxi Voucher Booklets
- Gift Cards
- Frequent Flyer Mileage Fees
- Personal Auto Repairs
- Personal EZ Pass
- Lost/Stolen Property Replacement
- Newspapers and Magazine not related to business purpose of travel
- Trip Protection/Trip Cancellation Insurance
- Toiletries
- Hotel Entertainment (including fitness room fees)
- Airline Upgrade Fees
- In-Flight Movie Purchases
- Additional Domestic Car Rental Insurance
- Cellular Phone Charges/Bills
- Personal purchases
- Catering

<b>13.0 Lost or Stolen Cards, Fraudulent or Disputed Transactions</b>
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**A. Lost or Stolen Cards**

In order to limit potential risk to the University and the Cardholder's project or activity, action must be taken immediately to report lost or stolen cards as well as any unauthorized or unidentifiable charges. It is imperative that the cardholder take immediate action by following these steps:

**1. Contact Regions Bank**

The cardholder should contact Regions Bank immediately for cancellation of the card account whether the card is lost or stolen. Representatives are available 24 hours a day, 7 days a week by calling (800) 344-5696. When reporting a lost or stolen card, the caller should advise the customer service representative the call is regarding a "Travel Card". The cardholder is required to provide the Travel Card account number and the cardholder's name in order to identify the caller.

**2. Notify the Travel Card Administrator of the Cancelled Account**

The Cardholder should also contact the Travel Card Administrator and also inform the Approver and/or Financial Approver. A "Lost or Stolen Card Notification" form must be completed

indicating card cancellation due to a lost/stolen card and then forwarded to the Travel Card Administrator.

## **B. Unidentifiable or Fraudulent Charges**

Unidentifiable and fraudulent charges are charges that result from the unauthorized use of the card account number by a party who gains access to the card account number or establishes a counterfeit representation of a card account. If your statement contains an unidentifiable or fraudulent charge, contact the Travel Card Administrator immediately.

## **14.0 Compliance with Policy; Violations and Consequences**

Violations of this Policy will be investigated and may result in one or more of the following actions:

- Written warning
- Mandatory attendance at additional training classes
- Cancellation of Travel Card
- Revocation of approver signatory rights (Approvers only)
- Disciplinary action
- Termination
- Seeking restitution for lost funds

The Travel Card Administrator and/or Internal Audit regularly review Travel Card transactions, both through central electronic records and through in-person audits and have the authority to investigate and to determine whether a policy violation has occurred. Violations may be referred to the University's Human Resources Office for further review. Policy violations include but are not limited to:

- Purchase of items for personal use
- Sharing the Travel Card or card number with another person
- Use of the Travel Card by a suspended or terminated employee
- Receiving cash back from any refund, return or exchange
- Purchase of items defined in Restrictions and Limitations
- Failure to take immediate action regarding lost/misplaced cards, including disputed charges
- Failure to return the Travel Card when reassigned, terminated or upon request of the Travel Card administrator
- Failure to reconcile receipts and accounting information. Failure to provide receipts after three (3) times during the fiscal year will cause loss of card privileges.
- Failure to appropriately review and follow-up on Travel Card activity (Approvers only)

## **A. Lending or Sharing Travel Card is Strictly Prohibited**

**The only person entitled to use a Travel Card is the person whose name appears on the face of the card. No Travel Card should be lent to another person for any reason. If the Cardholder is going to be absent from the office for an extended period, the Financial Approver may request a new card be issued and another person trained as backup.**

## **B. Fraudulent and Personal Use**

Personal charges or fraudulent use of the Travel Card are a major violation of the established policies and procedures.

The Travel Card must be used solely for the purposes of Tennessee State University and may not be used for any personal purposes. The fraudulent or intentional personal use of the Travel Card is serious and will result in disciplinary action. Disciplinary action may include suspension or termination of card privileges and could include other actions up to and including termination and/or legal action. The University reserves the right to seek restitution for any inappropriate charges made with the Travel Card. Should inappropriate charges be identified by the Travel Department, the department will follow up with the Cardholder and respective department/school immediately. Depending on the outcome, the employee may be asked to authorize a reimbursement to the University. If there is activity that *appears* fraudulent, the card will immediately be placed on “hold” status; if there is evidence of actual fraudulent activity, the card will be cancelled. Should a Cardholder inadvertently make a non-ancillary personal purchase with the Travel Card, he or she must immediately (1) notify Approver, (2) notify Financial Approver, (3) notify the Travel Card Administrator, (4) assign the charge to an expense report in the expense management system and designate the expense as “personal”, and (5) submit the report containing the personal expense. If the cost of the personal or unallowable expense placed on the Travel Card is greater than the total due to the employee for out-of-pocket expenses, the employee will owe the University the difference. See Section 9.0 for additional detail about the repayment process.

### 15.0 Related or Affected Policies

Tennessee State University Travel Policy:  
<http://www.tnstate.edu>

Tennessee State University Code of Ethical Conduct:  
<http://www.tnstate.edu>

Tennessee State University Claim and Expense:  
<http://www.tnstate.edu>

### 16.0 Tools & References

Link to forms, Regions Bank info, and training to be added here

### 17.0 Contacts

Name	Title	Email
	Card Administrator	
	Travel Coordinator	
	Executive Director	
	AVP for Financial Services	

### 18.0 Travel Policy Modifications, Including Forms and Agreements

The Travel Card Policy is comprised of provisions, template forms and cardholder user agreements. The President shall be authorized to approve non-substantive modifications to the provisions of the policy, template forms, agreements, contact lists and other resource information contained in this Policy, including the forms and agreements reflected below, consistent with, and to effectuate, the terms and provisions of the Travel Card Policy.

## TRAVEL CARD REJECTION

**Instructions:** This form must be completed, and the original returned to Procurement for processing and follow up when purchases are rejected when using the Procurement Card. All spaces must be completed by Cardholder. Indicate the full name of the salesperson or contact and be specific regarding the item(s) attempted to purchase. Please print or type.

<b>Department:</b>	<b>Cardholder:</b>	<b>Tel.:</b>	<b>Date:</b>
--------------------	--------------------	--------------	--------------

	<b>ITEM(S) ATTEMPTED TO</b>	<b>AMOUNT</b>
<b><u>VENDOR</u></b>		
Name: _____	_____	\$ _____
Address: _____	_____	\$ _____
City/State/Zip: _____	_____	\$ _____
Contact: _____	_____	\$ _____
Telephone: _____	_____	\$ _____

**Date Attempted to Make Purchase:** \_\_\_\_\_ **Person Making Purchase:** \_\_\_\_\_

**Vendor/Supplier Accepts VISA Card:**  Yes  No  
**Cardholder:**  Yes  No

**No Comments:** (Indicate "NONE" if no comments.) \_\_\_\_\_

<b>PURCHASING USE ONLY</b>	
<b>Reason for Card Rejection</b>	<b>Cardholder Assigned Standard Merchant Code Group</b>
<input type="checkbox"/> Incorrect Vendor/Supplier MCC	_____
<input type="checkbox"/> Unauthorized Item(s)	_____
<input type="checkbox"/> Card Limit Exceeded	_____
<input type="checkbox"/> Other: _____	_____
	<small>Vendor/Supplier MCC</small>

**Comments:** (Purchasing Only) \_\_\_\_\_



TENNESSEE STATE UNIVERSITY

Travel Card Application and Agreement

Date \_\_\_\_\_

Cardholder's Name [ ] Banner ID (last 6 digits): [ ]

E-mail Address: [ ] Department: [ ] Division: [ ]

Campus Bldg. & Suite: [ ] Office/Mobile# [ ]

Card Credit Limit Type (check one): Standard (\$5k per month) Custom Load (dept., responsibility to load card)

Primary/Default Banner FOAP#:

Responsibility and Financial Liability Agreement

The Cardholder acknowledges the University Travel Card (T-Card) is intended to be used for approved travel related business expenses only. Every purchase with this card must comply with the guidelines in the University Travel Policy and Travel Card Manual, which may be amended as necessary. Charges incurred which are prohibited by the university travel policy, travel card guide and agreement shall be the personal responsibility of the violating employee or cardholder. Therefore, I authorize the University to deduct from my payroll check amounts for unapproved purchases, unsubstantiated charges, overpayments and other charges not settled as outlined by the state of Tennessee.

The cardholder accepts responsibility for the protection of the card and understands the travel card must not be used for any disallowed purchases unless prior written approval is granted by the travel card administrator/program manager.

Employees entrusted with a T-Card will be making financial commitments on behalf of the university and should strive to obtain the best value in purchases made.

Cardholders must have an approved Pre-Approval Report (authorizes travel) in Chrome River prior to making purchases with the travel card.

Cardholders should be aware that the travel card may not be accepted by merchants outside of the travel-related goods and services categories (MCC designation).

Notify the travel office immediately upon termination of employment and shred the travel card.

The approver/department head shall immediately notify (in writing) the travel card administrator of any cardholder who has a transfer of assignment/department or leaves the university so the card may be cancelled.

The approver/department head shall approve monthly transactions in Chrome River and immediately notify the travel card administrator of any cardholder that willfully misuses or abuses the travel card at any time.

The approver authorizes the employee to receive a university travel card and agree to comply with the terms and conditions listed in the travel card agreement.

\_\_\_\_\_  
(Cardholder Signature)

\_\_\_\_\_  
(Cardholder Printed Name)

\_\_\_\_\_  
Approver/Department Head/Dean/Vice Chancellor Signature

\_\_\_\_\_  
(Printed Name)

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# Tennessee State University

## Travel Card Program Cardholder Agreement

### **Policy:**

1. All cardholders must sign and accept the terms and conditions of the Tennessee State University "Travel Card Program Cardholder Agreement".
2. All purchase transactions processed against the Travel Card must be made by the individual to whom the card is issued.
3. The Travel Card CANNOT be used for the following transactions:
  - ◆ Alcoholic beverages, drugs, or pharmaceutical products.
  - ◆ Flowers, holiday decorations, or personal items (such as Kleenex tissue, greeting cards, plastic and paper wares, invitations, coffee pots, paper towels, pictures, radios, heaters, refrigerators, microwave ovens, art objects, etc.).
  - ◆ Items which would be given away for promotional purposes.
  - ◆ Dues, memberships, subscriptions, magazines, trade journals, personal organizers or leather portfolios.
  - ◆ Payments to individuals, employees, or students for any reason.
  - ◆ Honorarium or professional and consulting services payments.
  - ◆ Student aid payments.
  - ◆ Expenses for faculty and staff recruiting, advertising, or entertainment of prospective employees.
  - ◆ Moving expenses.
  - ◆ Gifts, donations, or contributions to individuals or organizations.
  - ◆ Payments to other University departments.
  - ◆ Refunds of revenue.
  - ◆ Firearms or ammunition.
  - ◆ Purchase of or removal of hazardous or radioactive materials.
  - ◆ Lab animals.
  - ◆ Health and beauty aids.
  - ◆ Split purchases (multiple purchases to cover same transaction).
  - ◆ Tuition payments.
  - ◆ Cash advances.
  - ◆ Professional and consulting services.
  - ◆ \*\*Construction and renovation items.
  - ◆ Personal items (name plates, desk or office plates, vases, planters, ornamental plants, etc.).
  - ◆ Clothing (T-shirts, sweatshirts, hats, coats, blazers).
  - ◆ \*\*Vehicle repairs, excluding parts and supplies.
  - ◆ Athletic items, i.e., warm-ups, shoes, jerseys, socks, etc.
  - ◆ TVs, VCRs, digital cameras, camcorders, and DVD and CD players/recorders, etc.
  - ◆ Computers, printers, modems, scanners
  - ◆ \*\*Carpet, paint, wallpaper and window blinds.
  - ◆ All emergency preventive maintenance and repairs.
  - ◆ Printing and duplicating services.
  - ◆ \*\*Air conditioning units and fans.
  - ◆ Household items, i.e., paper towels, coffee pots, paper cups, plates, plastic wear, etc.
  - ◆ \*\*All preventive maintenance and repairs.

***\*The items listed above may be purchased by the Procurement Office through the use of the E-procurement system when deemed necessary and in accordance with University purchasing policies and procedures.***

***\*\*Applicable only to the Department of Facilities Management.***

# CARDHOLDER DISPUTE FORM

(Please type or print in black ink)

Transaction Date	Reference No.	Merchant Name	Amount	Statement Date

Please read carefully each of the following situations and check the ONE most appropriate to your particular dispute. If you have any questions, please contact Regions Bank.

**I. CARDHOLDER DISPUTE**

I did participate in the above transaction; however, I dispute the entire charge, or a portion, in the amount of \$ \_\_\_\_\_. I am disputing this charge because \_\_\_\_\_.

After I contacted the merchant, the following was/was not resolved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder

Date: \_\_\_\_\_

**LOST/STOLEN CARD NOTIFICATION**

Card was:  LOST  
 STOLEN  
 OTHER (Describe) \_\_\_\_\_  
\_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ Date

Bank Notified: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Cardholder Name

Print Authorized Signer's Name: \_\_\_\_\_

---

COMPLETE AND RETURN IMMEDIATELY UPON COMPLETION OF LOST/STOLEN CARD TO:

Regions Bank  
P.O. Box 92079  
Long Beach, CA 90809-2079 Fax:  
901/257-6114

In the event of a lost, stolen or, mutilated card, cardholders should immediately notify Regions (1-888-934-1087) and their Purchasing Card Administrator. The Card Administrator will then put in a request to have the card replaced.

Send a copy to: Card Administrator  
Procurement Services Department  
Campus Box 9633  
Main Campus  
Fax: 615/963-5192

# TRAVEL AND EXPENSE CLAIM FORM

Tennessee State University

## PROCUREMENT CARD PURCHASE LOG

Record each purchase made during the accounting period and reconcile with bank's monthly summary billing statement.

Department: \_\_\_\_\_ Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ FOAP: \_\_\_\_\_

Accounting Period: Month: \_\_\_\_\_ F/Y: \_\_\_\_\_

Order Date	Rec'd Date	Item Description/ Qty. Of Purchase	Dollar Amount	Receipt/ Invoice No.	Source/ Vendor	Dispute	Ethnic Code

**I certify that all purchases listed on this log, unless noted disputed, are true and correct to the best of my knowledge and were made for official University purposes. All goods and services have been received and payment is authorized.**

Cardholder (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Reconciled by (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Tennessee State University

REQUEST FOR INCREASE TRAVEL CARD LIMIT

Cardholder Name: \_\_\_\_\_

Division: \_\_\_\_\_

Telephone: \_\_\_\_\_

Type Acct:  Restricted  Unrestricted  Foundation  Other

FOAP

Cardholder Name Chargeable Account

**Request Increase:**

**Current Limit**

**Requested New Limit**

Spending Limit per 30-day Cycle \$\_\_\_\_\_ \$\_\_\_\_\_

Single Purchase Limit \$\_\_\_\_\_ \$\_\_\_\_\_

Annual/Procurement Card Limit \$\_\_\_\_\_ \$\_\_\_\_\_

Reason for Request

I have reviewed this application as to appropriateness and requirements of need, and therefore recommend approval.

Approved  Not Approved  Approved  Not Approved

\_\_\_\_\_  
Director/Department Head Date Dean Date

Approved  Not Approved  Approved  Not Approved

\_\_\_\_\_  
Vice President Date Budget Director/Grants Date

----- For Use By Approving Official-----

APPROVED  NOT APPROVED

Amount Approved \$ \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President for Business and Finance

## Tennessee State University

### KEY CONTACT LIST

#### Tennessee State University Contacts:

##### Card Administrator:

Joel L. Sims, Jr. (615) 963-5146  
*Executive Director of Procurement Services*

Card Administrator (615) 963-5181

Fax No.: (615) 963-5192

##### Accounting and Payroll:

Jay Turney (615) 963-5561  
*Controller*

#### Regions Bank Contacts:

Account Questions Customer Service (888) 934-1087

Errors/Disputes/  
Returns/Credits Customer Service (888) 934-1087

Charge/Credit Slip  
Copies Customer Service (888) 934-1087

#### Lost/Stolen Card Reporting

Regions Bank Customer Service (888) 934-1087  
Fax No.: (205) 560-7668

TSU Procurement Department (615) 963-5181  
Fax No.: (615) 963-5192

#### Renewal of Existing Purchasing Cards

All renewal Purchasing Cards will be sent automatically to the P-Card Program Administrator approximately four weeks prior to the expiration date of the card.

#### Cardholder Resources

Tennessee State University

To assist individuals with questions or problems they may have relating to the use of the card, each company has designated Card Administrator. Please contact Card Administrator for assistance.

#### **Regions Bank**

The Customer Service Team is a group of individuals who will answer cardholder questions regarding their accounts 24 hours a day, 7 days a week.

#### **1-888-934-1087**

Questions about changes made to a cardholder's account, current balances, spending limits, declines, etc. can be answered immediately. An automated Voice Response Unit will walk cardholders through an automated system to obtain the information, or a Customer Representative can be contacted immediately by pressing "0" to bypass the Voice Response Unit.

**Tennessee State University**

**Board of Trustees**



**Report on  
CARES Act Funding**



TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
DISCUSSION ITEM

DATE: March 17, 2022

ITEM: Report on CARES Act Funding

RECOMMENDED ACTION: None

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

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

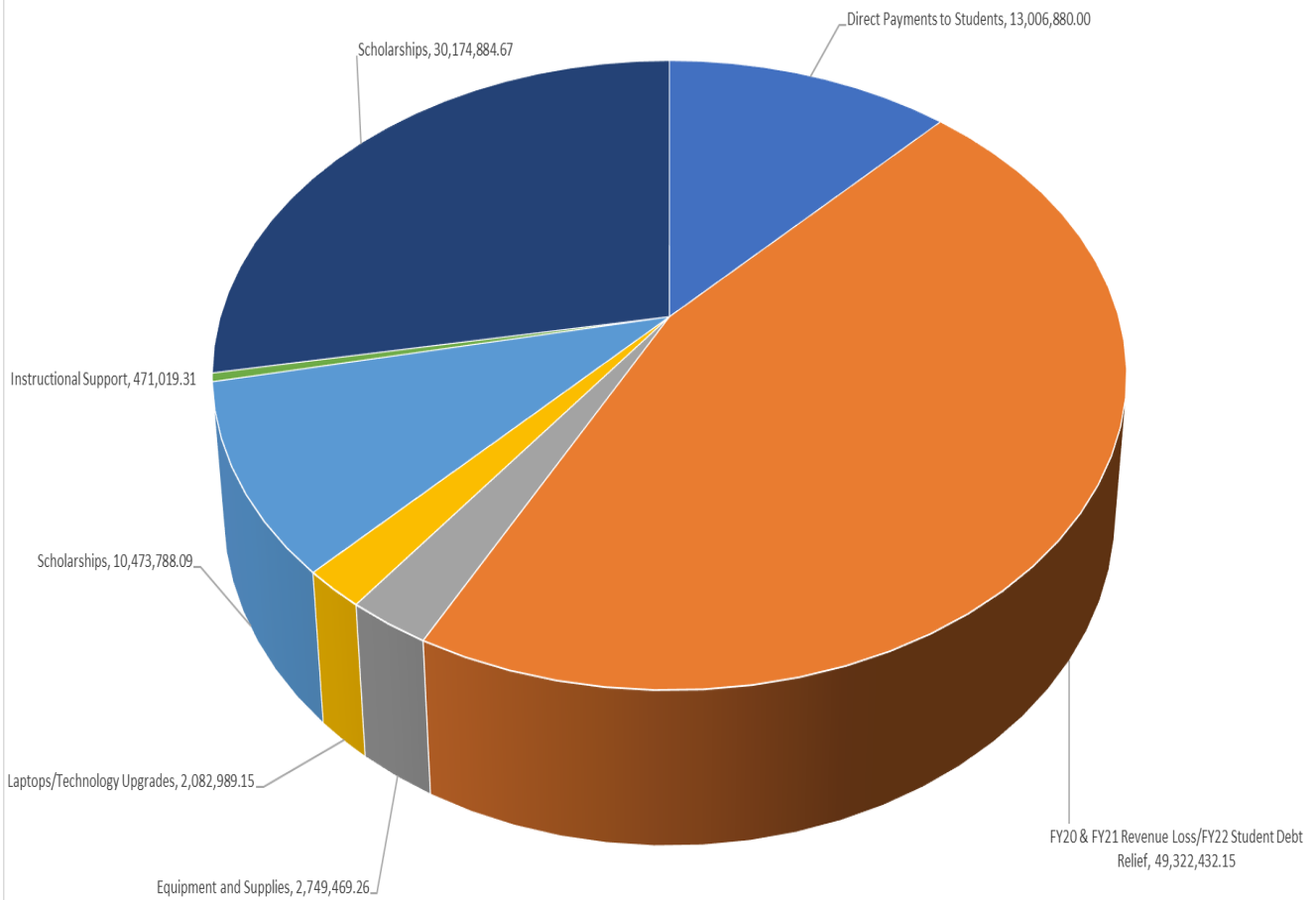
**TENNESSEE STATE UNIVERSITY**  
**Higher Education Emergency Relief Funds**  
**As of February 22, 2022**

<b>HEERF I (CARES Act)</b>		<b>Award Amount</b>	<b>Budget</b>	<b>Expenditures Per Banner</b>	<b>Encumbrances</b>	<b>Balance Available</b>	<b>Expenditure Deadline</b>
228074-12826-550	HEERF - Student Portion	3,607,331.00	3,607,331.00	3,556,840.00	-	50,491.00	13-May-22
226047-70116-450	HEERF - Institution Portion	3,607,330.00	3,607,330.00	3,332,470.57	-	274,859.43	13-May-22
226046-70116-450	HBCU Funds - Institutional Support		2,873,455.70	2,749,469.26	123,986.44	-	10-May-22
221399-70116-200	HBCU Funds - Academic Technology		2,387,560.46	2,082,989.15	221,625.83	82,945.48	10-May-22
228075-12826-550	HBCU Funds - Scholarships		10,358,768.84	10,473,788.09	-	(115,019.25)	10-May-22
221397-70116-200	HBCU Funds - Instruction		616,648.00	471,019.31	27,242.88	118,385.81	10-May-22
Total HBCU Funds		16,236,433.00	16,236,433.00	15,777,265.81	372,855.15	86,312.04	
<b>Total HEERF I Funds (CARES Act)</b>		<b>23,451,094.00</b>	<b>23,451,094.00</b>	<b>22,666,576.38</b>	<b>372,855.15</b>	<b>411,662.47</b>	
<b>HEERF II (CRRSSA)</b>		<b>Award Amount</b>	<b>Budget</b>	<b>Expenditures Per Banner</b>	<b>Encumbrances</b>	<b>Balance Available</b>	<b>Expenditure Deadline</b>
228080-12826-550	HEERF II - Student Portion	3,607,331.00	3,607,331.00	3,605,545.00	-	1,786.00	13-May-22
226051-70116-450	HEERF II - Institution Portion	9,699,052.00	9,699,052.00	6,927,894.29	-	2,771,157.71	13-May-22
228081-12826-550	HEERF II - HBCU Scholarship Funds	17,653,896.36	17,653,896.36	30,174,884.67	-	(12,520,988.31)	10-May-22
226050-70116-450	HEERF II - HBCU Funds	2,523,109.64	2,523,109.64	2,557,696.66	1,429,724.61	(1,464,311.63)	10-May-22
Total HBCU Funds		20,177,006.00	20,177,006.00	32,732,581.33	1,429,724.61	(13,985,299.94)	
<b>Total HEERF II Funds (CRRSSA)</b>		<b>33,483,389.00</b>	<b>33,483,389.00</b>	<b>43,266,020.62</b>	<b>1,429,724.61</b>	<b>(11,212,356.23)</b>	
<b>HEERF III (ARP)</b>			20,177,006.00				
228085-12826-550	HEERF - Student Portion	11,727,888.00	11,727,888.00	5,844,495.00	-	5,883,393.00	13-May-22
228086-70116-450	HEERF - Institution Portion	11,600,946.00	11,600,946.00	8,583,898.00	-	3,017,048.00	13-May-22
228084-70116-450	HBCU Funds	35,309,909.00	35,309,909.00	27,920,472.63	-	7,389,436.37	10-May-22
<b>Total HEERF III Funds (ARP)</b>		<b>58,638,743.00</b>	<b>58,638,743.00</b>	<b>42,348,865.63</b>	<b>-</b>	<b>16,289,877.37</b>	
<b>Total HEERF Funds</b>		<b>115,573,226.00</b>	<b>115,573,226.00</b>	<b>108,281,462.63</b>	<b>1,802,579.76</b>	<b>5,489,183.61</b>	
Total Award Student Portion		18,942,550.00		13,006,880.00	-	5,935,670.00	
Total Award Institution Portion		24,907,328.00		18,844,262.86	-	6,063,065.14	
Total Award HBCU Funds		71,723,348.00		76,430,319.77	1,802,579.76	(4,706,971.77)	
		115,573,226.00		108,281,462.63	1,802,579.76	7,291,763.37	

**TENNESSEE STATE UNIVERSITY**  
**Higher Education Emergency Relief Funds**  
**As of February 22, 2022**

Fund	FY20	FY21	FY22	TOTAL	Primary Expense
228074	3,100,800	456,040	0	3,556,840	Direct Payments to Students
228080	0	3,605,970	-425	3,605,545	Direct Payments to Students
228085	0	0	5,844,495	5,844,495	Direct Payments to Students
<b>Total Student Portion</b>	<b>3,100,800</b>	<b>4,062,010</b>	<b>5,844,070</b>	<b>13,006,880</b>	Direct Payments to Students
226047	2,414,259	0	918,212	3,332,471	FY20 Revenue Loss and FY22 Student Debt Relief
226051	0	0	6,927,894	6,927,894	FY22 Student Debt Relief
228086	0	0	8,583,898	8,583,898	FY22 Student Debt Relief
<b>Total Institution Portion</b>	<b>2,414,259</b>	<b>0</b>	<b>16,430,004</b>	<b>18,844,263</b>	
				49,322,432	FY20 & FY21 Revenue Loss/FY22 Student Debt Relief
226046	0	2,745,695	3,774	2,749,469	Equipment and Supplies
221399	0	2,080,927	2,062	2,082,989	Laptops/Technology Upgrades
228075	0	9,937,034	536,754	10,473,788	Scholarships
221397	0	436,348	34,672	471,019	Instructional Support
228081	0	1,937,696	28,237,189	30,174,885	Scholarships
226050	0	101,920	2,455,777	2,557,697	Equipment and Supplies/Student Debt Relief
228084	0	20,881,432	7,039,041	27,920,473	FY21 Revenue Loss and FY22 Student Debt Relief
<b>Total HBCU Portion</b>	<b>0</b>	<b>38,121,052</b>	<b>38,309,268</b>	<b>76,430,320</b>	
<b>Total By Fiscal Year</b>	<b>5,515,059</b>	<b>42,183,062</b>	<b>60,583,342</b>	<b>108,281,463</b>	
<b>Cummulative Total</b>			<b>108,281,463</b>		

Tennessee State University  
Higher Education Emergency Relief Funds  
As of February 22, 2022



**Tennessee State University**

**Board of Trustees**



**Report on  
Finance and  
Budget/Facilities**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
DISCUSSION ITEM

DATE: March 17, 2022

ITEM: Report on Finance and Budget/Facilities

RECOMMENDED ACTION: None

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

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

### **Financial Statements:**

The entrance conference for the annual FY21 audit was held on February 1, 2022. A new team from the State Comptroller's office is conducting the Financial Statement and Compliance audits. The team includes Audit Manager Michael Campbell, Audit Manager In-Charge Mark White and four staff accountants. The auditors plan to conduct the audit through July 2022. We do not anticipate the same delays that occurred during the FY19 and FY20 audits. A status meeting is held every Thursday with the auditors to maintain open communication to ensure requests are addressed timely.

### **Financial Planning and Operations:**

The kickoff meeting with the Ellucian Banner consultants was held on February 22, 2022, to assess our enterprise resource planning system. This system is responsible for housing human resources, payroll, student, grants, and financial reporting modules. In addition to the assessment the consultants are conducting training for staff responsible in each module. The consultants are scheduled until March 31, 2022.

Budget planning and preparation for FY22/23 is underway and the estimated and proposed budget will be submitted to the Board of Trustees at the June 2022 Board meeting.

### **TORNADO RECOVERY**

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

#### Temporary Greenhouses

Temporary Greenhouses are Complete

#### Animal Shelter

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

#### Fence Repairs

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

#### Wetlands Cleanup

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

#### Greenhouses

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

### Ag Pavilion

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

### Ag Education Building

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

### General Services Building

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

### Other Farm Structures

Hoop Houses; Poultry Building rebuilt; Education Building at Poultry Site; Hay Storage Building. There are discussions with the insurance company to possibly not rebuild certain structures.

### **Electrical Loop Repairs (Electrical Master Plan)**

TSU and NES are currently working to finalize the Memorandum of Understanding (MOU).

### **New Residence Hall**

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

### **New Food Science Building**

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

The project is on hold and may be combined with the proposed “Center for Food and Animal Sciences” noted in THEC’s proposed projects narrative.

### **Quarterly Disclosure Projects**

TSU will be disclosing the following projects for FY 21-22 3<sup>rd</sup> Quarter: TSU disclosed the following project as of 2-14-2022: Queen Washington - Emergency Backup Generator 150K Plant Funds

### **New Athletics Support and Operations Building**

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

New building and the opinion of probable cost is \$ 4.2M (1.5M Plant Funds and 2.7M Gifts). This project was disclosed.



**Tennessee State University**

**Board of Trustees**



**Update on  
Enrollment**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
DISCUSSION ITEM

DATE: March 17, 2022  
ITEM: Update on Enrollment  
RECOMMENDED ACTION: None  
PRESENTED BY: Chair of Finance and Budget Committee, Trustee Richard Lewis

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

**ENROLLMENT REPORT & STRATEGIC ENROLLMENT, RECRUITMENT, AND MARKETING  
UPDATE**

**Board of Trustees Meeting – March 17, 2022**

**SPRING 2022 ENROLLMENT COMPARATIVE DATA**

Level	Headcount			FTE		
	Spring 2021	Spring 2022	% Diff	Spring 2021	Spring 2022	% Diff
Graduate	1384	1460	5%	802	954	17%
Undergraduate	4559	5041	10%	4378	4469	2%
	5943	6501	9%	5180	5423	5%

**FALL 2022 UNDERGRADUATE APPLICATION POOL ANALYSIS AS OF MARCH 9, 2022**

Semester	As of Date	Total Admitted	Net Admitted	Denied	Incomplete	Withdrawn/Cancelled	Grand Total
Fall Term 2018	9-Mar-18	3,780	3,759	453	3,796	21	8,029
Fall Term 2019	9-Mar-19	3,673	3,659	330	3,605	14	7,608
Fall Term 2020	9-Mar-20	3,236	3,216	436	4,282	20	7,954
Fall Term 2021	9-Mar-21	3,334	3,326	286	4,430	8	8,050
Fall Term 2022	9-Mar-22	10,327	10,294	495	7,678	33	18,500

**FALL 2022 UNDERGRADUATE INTENT TO ENROLL COMPARATIVE DATA AS OF MARCH 9, 2022**

Semester	As of Date	Completed Intent to Enroll
Fall Term 2021	9-Mar-21	543
Fall Term 2022	9-Mar-22	1664

**FALL 2022 NEW STUDENT ORIENTATION REGISTRATION COMPARATIVE DATA AS OF MARCH 9, 2022**

Academic Year	Total Students Registered
Fall Term 2019	136
Fall Term 2020	134
Fall Term 2021	291
Fall Term 2022	878

**FALL 2022 NEW STUDENT HOUSING DEPOSIT COMPARATIVE DATA AS OF MARCH 9, 2022**

Academic Year	Female	Male	Total
Fall 2021	105	37	142
Fall 2022	903	312	1215



## **ENROLLMENT REPORT & STRATEGIC ENROLLMENT, RECRUITMENT, AND MARKETING UPDATE**

**Board of Trustees Meeting – March 17, 2022**

### **Recruiting Efforts for Fall 2022**

1. Implemented a new CRM with digital marketing and analytics capabilities.
2. Sent scholarship offers to high achieving students early in the recruitment cycle.
3. Hosted all newly admitted student days exclusively for Fall 2022 admitted students and parents.
4. Registered almost 2,000 students for Spring Preview Day, April 9, 2022.
5. Expanded undergraduate admissions operations.
6. Expanded our efforts in digital recruitment, enrollment partnerships, and online engagement.
7. Streamlined and implemented updated onboarding processes for all new students.
8. Hosted international recruitment events in strategic markets to increase enrollment of international students.
9. Partnered with current student leaders to implement an adopt-a-school program for local high schools.
10. Recruited and supported several new freshman cohort programs of high achieving new students such as Dr. Levi Watkins, We are 5000 Role Models, MLK Computer Science Scholars, etc.
11. Increased the number of community college and transfer applicants by providing more engagement opportunities and staff support.
12. Increased the prospective student pipeline by initiating a new application campaign for current high school juniors who will apply for admissions in Fall 2023.
13. Received approval to hire Director of Graduate Recruitment to expand our efforts to focus on targeted graduate populations such as Alumni, Government Agencies, HBCU institutions with no graduate school, community outreach, TSU employees, Divine Nine organizations, and graduating seniors.
14. Increased recruitment of prospective graduate students from across the globe interested in TSU Global online programs.
15. Updated policies to allow international students to remain in their home country and pursue a degree through global online and dual enrollment.
16. Boosted our dual enrollment efforts to increase the dual enrollment population both domestic and international.

### **Retention Efforts for Fall 2022**

1. Adjusted registration dates for the Fall and Spring semesters to better support continuing students.
2. Offered incentives for students who completed registration early.
3. Provided tuition assistance grants to help students with minimal balances.
4. Designed and implemented a special program to support first-year probation students in danger of failure.
5. Created the Freshman Institute and provided additional guidance and support for First Time Freshmen.
6. Realigned First-Year Advising with the Office of New Student Programs to serve new students better.
7. Expanded services for new students to include the Office of New Student Parent and Family Services.

8. Worked collaboratively with Academic Deans and Departments to ensure proper advisement of all students.
9. Emphasized the importance of the “*15 to Finish*” academic progress campaign to ensure all students graduate timely.
10. Partnered with Academic Affairs to raise awareness about special “Degree in Three” academic programs.

**Tennessee State University**

**Board of Trustees**



**Report on  
Institutional  
Development**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
DISCUSSION ITEM

DATE: March 17, 2022

ITEM: Report on Institutional Development

RECOMMENDED ACTION: None

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

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

**Tennessee State University**  
Institutional Advancement  
Corporate and Foundation Relations

**Institutional Development Report**  
**Fiscal Year 2022**  
July 1 – March 8, 2022

This fundraising report is a comparison over last fiscal year during the same time period (July 1-March 8, 2021 compared to July 1 -March 8, 2022).

1. Total dollars raised from corporate and foundation giving in FY22: **\$3,983,572.** compared to FY21 **\$1,800,902** (121% increase).
2. Total corporate giving during FY22: **\$3,764,315** compared to FY21 **\$1,586,687** (137% increase).
3. Total foundation giving in FY22: **\$219,256** compared to FY21 **\$214,216** (2% increase).
4. Top 5 corporate and foundation donors in FY22 as of March 8, 2021:
  - A. Apple, Inc.- **\$1,110,850**
  - B. Amazon – **\$825,377**
  - C. Western Express - **\$300,000**
  - D. Bank of America - **\$200,000**
  - E. Fed Ex - **\$200,000**
5. Donors who have given \$1 million or more in FY22 as of March 8, 2022:
  - A. Apple, Inc.
6. Total number of sponsorships for President’s Gala in FY22: **15** compared to **0** in FY21.
7. Total amount of sponsorship dollars raised in FY22: **\$85,000** compared to **0** in FY21. *(Served as chair of the President’s Gala and fundraising chair in both years).*
8. Total number of proposals in FY22: **11** compared to **9** in FY21.
9. Total number of corporate campus visits/zoom in FY22: **13** compared to **12** in FY21.
  - A. Coke-Cola Foundation
  - B. Microsoft Corporation
  - C. UCOR – College of Engineering
  - D. Lettie Pate Whitehead Foundation – College of Health Sciences Scholarships
  - E. Citizens Bank – College of Business
  - F. Kroger – Food Pantry/ Student Affairs
  - G. Second Harvest



- H. Honeywell – College of Engineering and Career Center
- I. Fifth Third Bank – Career Services (2 x)
- J. Fifth Third Foundation - The Charles E. Schell Foundation/Scholarship/loan dollars (2 x)
- K. FedEx – Scholarships, general operating funds
- L. HCA
- M. Regions Bank

10. Number of 1st time donors in FY22 at \$100k or more: **3** compared to FY21 **8**.

- A. Western Express
- B. Microsoft Corp.
- C. Mr. William Freeman

11. Total dollars raised and designated to the Dr. Levy Watkins Jr. Inst. from Corporate and Foundation Relations in FY22: **\$300,000** compared to FY21 **\$0**.

12. Assisted in organizing the Hefner Endowed Scholarship Campaign.

**Tennessee State University**

**Board of Trustees**



**Report on  
Athletics**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
DISCUSSION ITEM

DATE: March 17, 2022

ITEM: Report on Athletics

RECOMMENDED ACTION: None

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

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

## Report on TSU Athletics

### OVC Update

On January 22, 2022, the **Big South Conference** and the **Ohio Valley Conference** announced that a letter of intent was signed to create an association of their football member institutions, to begin with the 2023 NCAA Division I football season.

Current OVC members include Tennessee State, UT Martin, Tennessee Tech, Southeast Missouri, Eastern Illinois, and Murray State, with Lindenwood University transitioning to the OVC in 2023.

Big South members include Robert Morris, Charleston Southern, Campbell University and Gardner-Webb.

### The OVC/Big South Alliance:

- Combines the football membership of both conferences to ensure NCAA championship access (Automatic Qualifier).
- Provides the football member institutions a schedule of games against all the teams in their multisport conference and additional games against schools from the other conference.
- Will initially increase travel costs due to the overall distance between the member institutions associated with competing in football under this new structure in 2023. The Alliance will continue to evaluate measures to decrease travel costs.
- President Glover has charged AD Allen with the formation of a committee to evaluate conference alignment activities and future developments.

### Southern Heritage Classic

Entering its 33<sup>rd</sup> Year, the Southern Heritage Classic is one of the most attended HBCU Classics in the country. Since 1990, the game has featured Tennessee State University and Jackson State University.

- Jackson State University initially announced that it was terminating its future participation in the Southern Heritage Classic, including the 2022 Classic, due to an alleged conflict with a conference commitment.
- Shortly after the announcement, President Glover issued a statement expressing disappointment and displeasure with Jackson State's decision to cancel participation in the annual contest.
- JSU then announced that it will participate in the 2022 Classic but will not participate in the scheduled games for 2023 and 2024.
- To date, there are ongoing discussions about the future of the Southern Heritage Classic, as well as an evaluation of other alternatives and options, including Classic-type game opportunities in Nashville and Atlanta.

## Facility Enhancements

- **The Gentry Center** has been renovated and now features new corner media boards, scorer's table, interior paint, and new football/track & field locker rooms.
- **The Indoor Complex** will soon feature a state-of-the art strength and conditioning facility. The new weight room will include the latest sports performance equipment and technology designed specifically for the evolving needs of today's student athletes.

## TSU Athletics: Team Highlights

### Fall Sports (Highlights)

- Under the leadership of Coach George, TSU Football finished 5-6 for the Fall '21 season. First four game winning streak since 2016. Posted four consecutive OVC wins, first since 2013.
- Gina Rivera (All-OVC) broke the all-time digs record for TSU Volleyball.
- TSU Lady Tigers' Women's Basketball team won an OVC Basketball Tournament Game. First OVC Basketball Tournament win since 2015.
- Men's Basketball won the OVC Basketball Tournament opening round game versus SIUE.
- R'Lazon Brumfield, TSU's All-American Triple Jumper, qualified for the NCAA Indoor Track and Field Championships.
- TSU Track and Field successfully hosted the 2021 OVC Cross Country Championships.

### Spring Sports (Highlights)

- TSU's new Softball Head Coach Genee McRath won her first game versus Grambling (1-0) in the River City Classic (Vicksburg, Mississippi).
- TSU's new Tennis Head Coach Todd Smith notched his first program win against Cumberland on February 19<sup>th</sup>.
- TSU Football will host its first spring game under Coach George on April 9<sup>th</sup> (Hale Stadium-3pm Kick-Off).

**Tennessee State University**

**Board of Trustees**



**Academic Affairs and  
Student Affairs  
Committee Report**

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

Tennessee State University  
Thursday, March 17, 2022  
8:30 a.m. CST

Board Committee Meetings Via Zoom  
Live Stream: [www.tnstate.edu/board/livestream.aspx](http://www.tnstate.edu/board/livestream.aspx)

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the November 18, 2021, Academic Affairs and Student Affairs Committee Meeting Minutes
- IV. Approval of New Academic Program – Graduate Certificate in Biotechnology
- V. Approval of Academic Program Modification – Admission Standards – Master’s in Business Administration
- VI. Approval of Academic Program Modification – Admission Standards – Ph.D. in Public Policy and Administration
- VII. Approval of Academic Program Modification – Admission Standards – Doctor of Education
- VIII. Approval of Academic Program Modification – Admission Standards – Master’s in Education
- IX. Approval of Academic Program Modification – Admission Standards – Post-Master’s Level Educational Specialist in Instructional Leadership
- X. Approval of a New Mode of Delivery of Academic Program – Bachelor’s in Business Administration
- XI. Approval of a Program Offering at Avon Williams Campus Location – Master’s in Business Administration (MBA)
- XII. Report on SACSCOC Ten Year Accreditation Review
- XIII. Academic Affairs Report
- XIV. Student Affairs Report
- XV. Adjournment

**Tennessee State University**

**Board of Trustees**



**Approval of the  
November 18, 2021,  
Academic Affairs  
and  
Student Affairs  
Committee Meeting  
Minutes**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 17, 2022

ITEM: Approval of the November 18, 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 November 18, 2021, Academic Affairs and Student Affairs Committee meeting is included in the March 17, 2022, Board materials.

**MOTION: To approve the minutes from the Board of Trustees' November 18, 2021, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's March 17, 2022, meeting.**

**Meeting of the Tennessee State University Board of Trustees  
Academic Affairs and Student Affairs Committee Meeting  
November 18, 2021  
Tennessee State University, Electronic**

**MINUTES**

**Committee Members Present:** Trustees Pam Martin, Andre Johnson, Bill Johnson, and Tiara Thomas.

**Other Board Members Present:** Trustees Deborah Cole, Richard Lewis, Obie McKenzie, 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, Associate Vice President for Student Affairs; Douglas Allen, Vice President of Business and Finance; Jamie Isabel, Vice President of Institutional Advancement; Dr. Frances Williams, Associate Vice President of Research & Sponsored Programs; Terrence Izzard, Associate Vice President of Enrollment Management; Gregory Robinson, Assistant Vice President and Chief of Police; Kelli Sharpe, Assistant Vice President of Public Relations & Communications; Adrian Davis, Director of Internal Audit; and Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees.

**I. CALL TO ORDER**

Chair Martin called the meeting to order at 8:31 a.m. CST on November 18, 2021. Trustee Martin then moved to make certain findings on the records regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. The Committee is set to take up important matters. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control to limit face-to-face contact whenever possible. Electronic participation for the Committee meeting is necessary for the safety of Board members, staff, and guests. Trustee B. Johnson seconded the motion.

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

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

**III. APPROVAL OF THE SEPTEMBER 16, 2021, ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE MEETING MINUTES**

Trustee Martin moved to recommend to the full Board the approval of the September 16, 2021, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the November 18, 2021, Board meeting. Trustee A. Johnson seconded the motion, which was carried unanimously by roll call vote.

#### **IV. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – ADMISSION STANDARDS – MASTER OF OCCUPATIONAL THERAPY**

Chair Martin announced the next agenda item as the approval of an academic program modification to change the admission standards for the Master of Occupational Therapy. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item. The material for this agenda item is contained in the Board materials for November 18, 2021.

President Glover designated Provost Harris to present on this item. Dr. Harris presented the reasons for removing the GRE requirement from the Master of Occupational Therapy admission standards.

Chair Martin moved to recommend to the full Board the approval of the academic program modification to change the Master of Occupational Therapy admission standards, as contained in the Board materials for the November 18, 2021, Board meeting. Trustee Bill Johnson seconded the motion and the motion carried unanimously by roll call vote.

#### **V. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – ADMISSION STANDARDS – MASTER OF SOCIAL WORK**

Chair Martin announced the Master of Social Work Admissions Standards agenda item and asked President Glover or her designee to provide pertinent related information. The material for this agenda item is contained in the Board materials for November 18, 2021.

President Glover designated Provost Harris to present on this agenda item. Dr. Harris requested two modifications to the Master of Social Work admission standards: reduce the GPA requirements for admission requirements for advanced standing, and also reduce the GPA requirements for the regular program.

Chair Martin moved to recommend to the full Board the approval of an academic program modification – a change to the Master of Social Work admission standards, as contained in the Board materials for the November 18, 2021, Board meeting. The motion was seconded by Bill Johnson and carried unanimously by role call vote.

#### **VI. APPROVAL OF NEW ACADEMIC PROGRAM – PH.D. OF AGRICULTURAL SCIENCE**

Chair Martin introduced the next item on the agenda as the approval of a new academic program – a Ph.D. of Agricultural Science. She asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the November 18, 2021, Board materials.

President Glover designated Provost Harris to present on this item. Provost Harris reported that the Ph.D. of Agricultural Science program went through the THEC viability process and we are now seeking final approval. Initial approval to explore the potential of the program was given by the Board in March, 2020 with the requirement that the program be approved by the Board before implementation.

Chair Martin moved to recommendation to the full Board the approval of the new academic program, a Ph.D. of Agricultural Science, as contained in the Board materials for the November 18, 2021, Board meeting. The motion was seconded by Bill Johnson who then congratulated Dean Reddy. President Glover added comments

regarding the high demand in agricultural science and how the new program will add to TSU's prominence in the field. The motion carried unanimously by roll call vote.

#### **VII. APPROVAL OF NEW ACADEMIC PROGRAM – B.S. ELEMENTARY EDUCATION**

Chair Martin introduced the next item on the agenda as the approval of a new academic program, a B.S. in Elementary Education. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item, as contained in the Board materials for the November 18, 2021, Board meeting.

President Glover designated Provost Harris to present on this item. Provost Harris asked to explore a program in Elementary Education and provide notice to THEC that such exploration will begin. If successful, the new program will be brought back to the Board for final approval. Trustee Bill Johnson commented that TSU has a rich history of preparing elementary school teachers and moving such programs into the College of Education will strengthen the program.

Chair Martin moved to recommend to the full Board the approval to explore the potential for a new B.S. in Elementary Education program. Bill and Andre Johnson simultaneously seconded the motion which carried unanimously by role call vote.

#### **VIII. APPROVAL OF NEW ACADEMIC PROGRAM – B.S. AFRICANA STUDIES**

Chair Martin introduced the next item on the agenda as a new academic program: a B.S. in Africana Studies. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item, as contained in the Board materials for the November 18, 2021, Board meeting.

President Glover designated Provost Harris to present this agenda item and commented that this program is long overdue at TSU as an HBCU. Provost Harris presented the new program and sought approval from the Board to submit the exploration of the program to THEC as a program which will be housed in a current department. If successful, the program will be brought before the Board for final approval. Chair Martin commented that she is excited about the program and thanked everyone for their hard work on the program proposal.

Chair Martin moved to recommend to the full Board the approval to explore the potential of a new program, B.S. in Africana Studies, as contained in the Board materials for the November 18, 2021, Board meeting. The motion was seconded simultaneously by Bill and Andre Johnson and carried unanimously by role call vote.

#### **IX. REPORT ON SACSCOC TEN YEAR ACCREDITATION REVIEW**

Chair Martin introduced the next item on the agenda as the report on SACSCOC 10 year accreditation review. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item, as contained in the Board materials for the November 18, 2021, Board meeting. This is an informational discussion item only so not vote is required.

President Glover designated Provost Harris to present on this agenda item and noted that Dr. Andersen would present at the upcoming March meeting. Provost Harris commented that the university's current successes and initiatives are largely a result of going through the SACSCOC process. TSU timely submitted SACSCOC-

requested materials related to standard 32 and 34 and the SACSCOC board will meet in December to make decisions and determine reaccreditation.

Trustee Martin thanked Dr. Glover and others who worked on this accreditation review for their hard work.

## **X. ACADEMIC AFFAIRS REPORT**

Chair Martin announced the next agenda item as the Academic Affairs Report. Information regarding this Academic Affairs and Student Affairs Committee agenda item is included in the Board materials dated November 18, 2021. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item. This is an informational discussion item only so no vote will be required.

Dr. Glover designated Provost Harris to comment on this agenda item. Provost Harris shared that TSU has completed the first of a Strategic Plan which will bring a more visible and focused mission and vision. The next year of the Strategic Plan will focus on data collection. Dr. Harris thanked the participants in the Strategic Plan efforts.

## **XI. REPORT ON CLEARY ACT CRIME STATISTICS**

Chair Martin introduced the next item on the agenda as the report on Clery Act crime statistics and 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 November 18, 2021, Board materials.

Dr. Glover designated Chief Robinson to present on this agenda item. Chief Robinson spoke on the importance of safety on campus and its impact on all areas of the university's operations. He then explained the Clery Act Federal Mandate to report on crime statistics. Chief Robinson reported last year's crime statistics and noted that the numbers were a steep decline from earlier reports and that TSU is in the top 8% of safest campuses in the country. Chief Robinson reported that the TSU police will not stop there and will make efforts to continue to improve.

Chair Martin noted that she has seen a difference on campus since Chief Robinson came on board and thanked him for all he has done. Trustee Cole congratulated Chief Robinson on the successful report and suggested that TSU publicize its success in this area. No other questions or comments were presented.

## **XII. STUDENT AFFAIRS REPORT**

Chair Martin introduced the next item on the agenda as the Student Affairs report. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item. Information pertaining to this agenda item is included in the November 18, 2021, Board materials.

Dr. Glover designated Dean Frank Stevenson to report on this agenda item. Dean Stevenson gave a review and synopsis of how the university has handled COVID-19 this semester through testing, vaccination opportunities, vaccination incentives, and other mitigation efforts. Dean Stevenson was happy to report that the university had a period of six weeks of zero positive cases on campus. Dean Stevenson also reported on recent successes with the campus food pantry, professional head shot photo booth for students, and homecoming. Dean Stevenson then reported that the Counseling Center will be increasing TSU's mental health services available to students

including telehealth and checking in on students. He thanked the Health Center staff and all they've done during the pandemic.

Dr. Glover commended Dean Stevenson and thanked the Foundation for their assistance with Homecoming and Career Services. Chair Martin thanked Dean Stevenson for all the university is doing to allow students to just focus on their education. Trustee Cole thanked Dean Stevenson and congratulated him on the success regarding COVID and thanked Dr. Glover for her leadership. Trustee Thomas thanked Student Affairs for their efforts to keep students safe, and Health Services for taking care of her when she contracted COVID. Trustee Thomas reported that Student Affairs made sure she had everything she needed, and also commented on mental health services noting that other HBCUs are adding mental health days into their academic calendars. Trustee Thomas asked if there has been any thought of adding additional time off for students. Dr. Glover responded that she has conversations with Dean Stevenson and Curtis Johnson about this subject. Dean Stevenson thanked Trustee Thomas for sharing her experience. Dr. Glover added that TSU's COVID protocol was highlighted in the New York Times and the Tribune.

### **XIII. ADJOURNMENT**

Chair Martin asked if there were any additional comments or business. Hearing none she asked for a motion to adjourn the meeting. Trustee B. Johnson moved to adjourn the meeting and Chair Martin seconded the motion. The meeting was adjourned at 9:23 a.m. CST.

**Tennessee State University  
Board of Trustees**



**Approval of  
New Academic Program  
– Graduate Certificate  
in Biotechnology**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 17, 2022

ITEM: Approval of New Academic Program – Graduate Certificate in Biotechnology

RECOMMENDED ACTION: Approval

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

The University, with the support of the College of Agriculture, requests approval to proceed with the offering of a Graduate Certificate in Biotechnology.

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

Pursuant to THEC Policy A1.5, upon the Board of Trustees’ approval of the new certificate program, the Chief Academic Officer will notify THEC, through the submission of a THEC established academic program notification form, that the certificate program has been approved by the institution and the governing board. An institution’s establishment of an academic certificate program does not require THEC approval.

**Background**

The College of Agriculture herewith seeks approval for the proposed Graduate Certificate in Biotechnology. The Graduate Certificate in Biotechnology will provide academic coursework in Biotechnology and serve as interim credential toward the completion of the MS in Agricultural Sciences (MSAS), Biotechnology Concentration. The program is a 6-course, 19 credit certificate which is comprised of existing courses currently offered as part of the MSAS program.

In Tennessee and the nation, the number of African Americans in STEM and Biotechnology is much lower than that of other demographics. Minority representation in the biotechnology industry is also deficient. As an 1890 Land Grant institution, TSU has a long-standing history of producing minority graduate degree holders in Agricultural Sciences. Therefore, the



Graduate Certificate in Biotechnology will increase the number of minorities trained in biotechnology and their placement in the biotechnology industry.

This Graduate Certificate program presents an excellent opportunity for TSU and its students to train in emerging biotechnologies and increase their marketability in the high-demand biotechnology workforce. A needs assessment survey for the Tennessee Biotechnology industry revealed that there is demand within the biotechnology industry for individuals with training in biotechnology in the form of certification and graduate degrees. It is anticipated that the establishment of this certificate program at TSU will train students for specific careers in the biotechnology industry.

Through this certificate program, biotechnology industry personnel will acquire needed and additional skills in emerging technologies through hands-on experiential learning and curriculum to advance the biotechnology industry in TN, the Nation, and Globally.

The program will increase enrollment in the Department of Agriculture Environmental Sciences (DAES) and TSU while being cost-neutral, leveraging resources that are already available in the DAES and the College of Agriculture.

The program will feed graduates to the M.S. and Ph.D. degree programs in the DAES, College of Agriculture at TSU. The DAES has a strong cadre of faculty who earned their Ph.D. degrees from prestigious universities throughout the nation. These faculty will support the Graduate Certificate Program in Biotechnology through teaching and hands-on experiential learning. Existing faculty will teach all the proposed courses for this program, and therefore no additional faculty and teaching infrastructure are requested in this proposal besides those already existing.

**MOTION: To approve a new program to offer a Graduate Certificate in Biotechnology, as contained in the Board materials for the Board's March 17, 2022, meeting.**

**Tennessee State University**

**Board of Trustees**



**Approval of  
Academic Program  
Modification  
— Admissions Standards —  
Master's in Business  
Administration**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 17, 2022

ITEM: Approval of Academic Program Modification – Admissions Standards – Master’s in Business Administration

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 Business (Master of Business Administration), requests approval to proceed with revised admission standards. This admission standard is outlined below:

Master of Business Administration Admission/Test Waiver Options: The admission test may be waived for any applicants who meet at least one of the following:

1. Has earned at least a 3.0 undergraduate GPA;
2. Has 5+ years of professional or managerial work experience (resume required along with documented evidence);
3. Has earned a graduate/professional degree; and
4. Has 5+ years of U. S. military experience (resume required along with documented evidence).

The modified MBA admission requirements shall be applied to all delivery modes (e.g. online traditional, hybrid).

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

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

**MOTION: To approve an academic program modification by changing the admission standards for the Master of Business Administration, as contained in the Board materials for the Board’s March 17, 2022, meeting.**

**Tennessee State University  
Board of Trustees**

The seal of Tennessee State University is a circular emblem. It features a central shield with a scale of justice, a book, and a lamp. Above the shield is a banner with the motto "THINK AND SERVE". The shield is surrounded by a ring of stars. The outer border of the seal contains the text "TENNESSEE STATE UNIVERSITY" at the top and "NASHVILLE" at the bottom.

**Approval of  
Academic Program  
Modification –  
Admission Standards –  
Ph.D. in Public Policy  
and Administration**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 17, 2022

ITEM: Approval of Academic Program Modification –  
Admission Standards – Ph.D. in Public Policy and  
Administration

RECOMMENDED ACTION: Approval

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

The University, with the support of the College of Public Service, requests approval to proceed with revised admission standards for the Ph.D. in Public Policy and Administration program. This admission standard is outlined below:

1. Ph.D. in Public Policy and Administration

Current Admission Statement: Students completing the Master of Public Administration degree at TSU, with a GPA of at least 3.7, may have the GRE waived for admission into the Ph.D. program.

Proposed Admission Statement: “Non-GRE pathways to admission: Students completing the Master of Public Administration degree or a Master’s degree in an associated field at TSU or another accredited university with a program GPA of 3.7 or higher may have the GRE requirement waived for admission into the Ph.D. program. Students completing the Master of Public Administration degree or a master’s degree in an associated field at TSU or another accredited university with a program GPA lower than 3.7 (while having a GPA of at least 3.25 in previous graduate studies) and who meet all admissions criteria for one of the 18 credit-hour graduate certificate programs offered by the Department of Public Administration, may be admitted to that graduate certificate program. If they complete that graduate certificate program with a 3.7 or higher cumulative GPA in the certificate coursework, the GRE will be waived for admission into the Ph.D. program. All other admission requirements must be met by any applicant seeking admission through one of these pathways.”

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

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

**MOTION: To approve an academic program modification by changing the admission standards for the Ph.D. in Public Policy and Administration, as contained in the Board materials for the Board's March 17, 2022, meeting.**

**Tennessee State University  
Board of Trustees**



**Approval of  
Academic Program  
Modification  
– Admission Standards –  
Doctor of Education**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 17, 2022

ITEM: Approval of Academic Program Modification –  
Admission Standards – Doctor of Education

RECOMMENDED ACTION: Approval

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

The University, with the support of the College of Education, requests approval to proceed with revised admission standards for the Doctor of Education (Ed.D.). This admission standard is outlined below:

Doctor of Education - Ed.D. – the following chart outlines the current and previous admission standards.

- a. Removal of GRE/MAT Test Requirement.
- b. Addition of Conditional Admission - Applicants who do not meet the admissions criteria may submit a letter of appeal. The applicant may submit an appeal request form and must include the following: (a) an acceptable work record (resume or curriculum vita), three written letters of recommendation indicating probable success in the program, and completion of the appeals request form to be considered as a conditional student. The appeal's form will be submitted to the Department Chair. The department chair will provide a recommendation for approval. The Dean will make the final decision. The student must remove conditional status in the first nine hours of graduate courses; failure to do so will result in dismissal from the program.

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

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

**MOTION: To approve a program modification to the Doctor of Education academic program, as contained in the Board materials for the Board's March 17, 2022, meeting.**



**Tennessee State University  
Board of Trustees**



**Approval of  
Academic Program  
Modification  
— Admission Standards —  
Master's in Education**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 17, 2022

ITEM: Approval of Academic Program Modification –  
Admission Standards – Master’s in Education

RECOMMENDED ACTION: Approval

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

The University, with the support of the College of Education, requests approval to proceed with revised admission standards for the Master’s in Education program. This admission standard is outlined below:

Master of Education – the following chart outlines the current and previous admission standards.

- a. Removal of GRE/MAT Test Requirement
- b. Deadlines – admission materials and application must be submitted by the following deadlines.
  - i. Fall admission: July 1st
  - ii. Spring Admission: November 1st
  - iii. Summer Admission: February 1st.
- c. Addition of Conditional Admission - Applicants who do not meet the admissions criteria may submit a letter of appeal. The applicant may submit an appeal request form and must include the following: (a) an acceptable work record (resume or curriculum vita), three written letters of recommendation indicating probable success in the program, and completion of the appeals request form to be considered as a conditional student. The appeal’s form will be submitted to the Department Chair. The department chair will provide a recommendation for approval. The Dean will make the final decision. The student must remove conditional status in the first nine hours of graduate courses; failure to do so will result in dismissal from the program.
- d. Licensure program Admission – licensure applicants are required to submit a district recommendation form that provides evidence of the following (a) successful completion of an Educator Preparation Program, (b) a valid teacher’s license from Tennessee or a State other than Tennessee (c) a minimum of two years of qualifying education experience as defined by department, (d) demonstrated effectiveness as an educator in most recent two years as evidenced by a state-approved evaluation model

or similar measures for educators employed in schools that do not use the state approved evaluation model, (e) disposition form , (f) three letters of recommendation on official employment letterhead; (g) an acceptable score on an interview conducted by a program admission committee inclusive of LEA representation.

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

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

**MOTION: To approve a program modification to the Master's in Education academic program, as contained in the Board materials for the Board's March 17, 2022, meeting.**

**Tennessee State University  
Board of Trustees**



**Approval of  
Academic Program  
Modification  
– Admission Standards –  
Post-Master’s Level  
Educational Specialist in  
Instructional Leadership**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 17, 2022

ITEM: Approval of Academic Program Modification –  
Admission Standards – Post-Master’s Level Educational  
Specialist in Instructional Leadership

RECOMMENDED ACTION: Approval

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

The University, with the support of the College of Education, requests approval to proceed with revised admission standards for the Ed.S. in Instructional Leadership Non-Licensure/Licensure academic program. This admission standard is outlined below:

Ed.S. in Instructional Leadership (Non-Licensure/Licensure) – the following chart outlines the current and previous admission standards.

1. Removal of GRE/MAT Test Requirement
2. Deadlines – admission materials and application must be submitted by the following deadlines.
  - i. Fall admission: July 1st
  - ii. Spring Admission: November 1st
  - iii. Summer Admission: February 1st.
3. Addition of Conditional Admission - Applicants who do not meet the admissions criteria may submit a letter of appeal. The applicant may submit an appeal request form and must include the following: (a) an acceptable work record (resume or curriculum vita), three written letters of recommendation indicating probable success in the program, and completion of the appeals request form to be considered as a conditional student. The appeal’s form will be submitted to the Department Chair. The department chair will provide a recommendation for approval. The Dean will make the final decision. The student must remove conditional status in the first nine hours of graduate courses; failure to do so will result in dismissal from the program.
4. Licensure program Admission – licensure applicants are required to submit a district recommendation form that provides evidence of the following (a) successful completion of an Educator Preparation Program, (b) a valid teacher’s license from Tennessee or a State other than Tennessee (c) a minimum of two

years of qualifying education experience as defined by department, (d) demonstrated effectiveness as an educator in most recent two years as evidenced by a state-approved evaluation model or similar measures for educators employed in schools that do not use the state approved evaluation model, (e) disposition form , (f) three letters of recommendation on official employment letterhead; (g) an acceptable score on an interview conducted by a program admission committee inclusive of LEA representation.

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

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

**MOTION: To approve a program modification to the Post-Master's Level Educational Specialist in Instructional Leadership academic program, as contained in the Board materials for the Board's March 17, 2022, meeting.**

**Tennessee State University  
Board of Trustees**



**Approval of  
New Mode of Delivery  
of Academic Program –  
Bachelor’s in Business  
Administration**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 17, 2022

ITEM: Approval of New Mode of Delivery of Academic Program  
– Bachelor’s in Business Administration

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 Business, requests approval to proceed with the offering of its Bachelor’s in Business Administration in a distance education (online) format.

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

Pursuant to THEC Policy A1.5, upon the Board of Trustees’ approval of the new mode of delivery, the Chief Academic Officer will notify THEC, through the submission of a THEC established academic program notification form, that the academic action has been approved by the institution and the governing board. This particular academic action does not require THEC approval.

Background

The Department of Business seeks approval for its proposal to add a method of instructional delivery for the following existing undergraduate program in a distance education (online) format: Bachelor’s in Business Administration. The primary target audience for the fully online delivery method will be non-traditional students who are already working in the industry and who wish to pursue a Bachelor’s degree to better position themselves for advancement within their field. The Department of Business’ Advisory Board members indicated that a fully online format would be advantageous for their employees, citing highly variable work schedules due to demand driven services for hotels, restaurants, and local music venues. The current delivery mode, traditional format, will be retained. This is an additional delivery format.



**MOTION: To approve the offering of a Bachelor's in Business Administration in a distance education (online) format, as contained in the Board materials for the Board's March 17, 2022, meeting.**

**Tennessee State University  
Board of Trustees**



**Approval of a  
Program Offering at Avon  
Williams Campus Location –  
Master’s in Business  
Administration (MBA)**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 17, 2022

ITEM: Approval of Program Offering at Avon Williams Campus  
Location – Master’s in Business Administration (MBA)

RECOMMENDED ACTION: Approval

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

Pursuant to updated SACSCOC Substantive Change Policy and Procedures, the University may seek approval to offer 50% or more of a program’s instruction initiating an internal review process. The Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions. Upon approval by the TSU Board of Trustees, SACSCOC provides final approval.

The University, with the support of the College of Business, requests approval to proceed with the offering of 50% or more of delivered instruction of its existing Master of Business Administration at the Avon Williams Campus

Pursuant to the FOCUS Act, the Board’s Bylaws, and the Board’s Delegation of Authority to the President Policy, the Board must approve off-campus instructional sites for academic programs. Upon approval by the Board, SACSOC must provide final approval.

Background

The Department of Business Administration is proposing to make available 50% or more of a program’s instruction for the following existing graduate program at the Avon Williams Campus: Master of Business Administration. The proposed instructional delivery of the degree program is designed to increase convenience for working professionals and to enhance TSU’s pipeline to non-traditional students by offering students the experience of advanced study in their field of business administration.

**MOTION: To approve the offering of the Master’s in Business Administration (MBA) program at the Avon Williams campus, as contained in the Board materials for the Board’s March 17, 2022, meeting.**

**Tennessee State University  
Board of Trustees**



TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: March 17, 2022

ITEM: Report on SACSCOC Ten Year Accreditation Review

RECOMMENDED ACTION: None

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

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

## SACSCOC

### **University's Reaffirmation of Accreditation**

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

The SACSCOC Action Letter was received on January 12, 2022, officially informing TSU about the reaffirmation, with a request for TSU to submit a report (Monitoring) to verify continued compliance with standard 13.4.

#### Next Steps and Timeline

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

#### *SACSCOC Review Process:*

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

**Tennessee State University  
Board of Trustees**



**Academic Affairs  
Report**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: March 17, 2022

ITEM: Academic Affairs Report

RECOMMENDED ACTION: None

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

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



TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM  
ACADEMIC AFFAIRS REPORT  
March 17, 2022

Over the past four months, Academic Affairs successfully transitioned to the spring semester. Academic Affairs continues to elevate educational excellence through the pursuit of program review, faculty development opportunities, process design, tenure and promotion, and student outreach and mentoring. While the University continues to face the harsh realities of the pandemic and other external and internal pressures, Academic Affairs demonstrates ongoing success across the academic and non-academic units. The Office of the Provost and Vice President for Academic Affairs has a foundation of collaboration and institutional effectiveness built on the individual, programmatic, and division-wide strengths of the faculty, staff, and students.

### **QUALITY ENHANCEMENT PLAN – CADENCE**

CADENCE staff hosted two workshops for university stakeholders in collaboration with EAB, to provide insights and guidance related to implementing Academic Advising, Coordinate Care and Career Development. A total of 70 individuals participated in these workshops. The CADENCE director has become conversational with individual academic departments to develop Experiential Major Maps. Several academic departments have participated in EAB Navigate introductions/refresher training. The Career Development Center director reported seeing an increased interest in partnership from academic affairs because of the work of CADENCE. Finally, CADENCE staff is working with Hanover Research to launch a survey to collect perspectives from students who stopped or suspended their enrollment at TSU.

### **OAA UPDATES**

#### **Program, Staff and Faculty Development**

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

- **Gateway to 8** – a series of workshops aimed at improving performance while offering TSU staff and faculty opportunities to engage. This series, funded by Title III, holds seminars on nutrition, customer service, leadership etc.
- **Faculty Wellness Institute** – the inaugural Faculty Wellness Institute is a four-part series focused on faculty well-being, mental health, and work-life balance. This offers faculty an opportunity to engage and focus on the elements of their lives that assist with job performance.
- **Faculty Collaborative** – a new partnership formed that offers faculty access to workshops, lectures, and mentoring for enhanced pedagogy and classroom innovation.
- **Council of Administrative Professionals** – a committee of Administrative Professionals in the Division of Academic Affairs with the purpose of ensuring opportunities for these essential front-line staff. The Council has organized Lunch and Learns, welcome kits, and is in the process of designing a grant with the goal of improving onboarding.

- **Annual Health Checks** – programs were each required to conduct an annual health check focused on enrollment, faculty workload, and retention to assess their program successes and areas for improvement. This uses the EAB Academic Performance Solutions database.
- **New Faculty Orientation** – the Office of the Provost offers all new faculty (full-time, temporary, and adjunct) an orientation at the beginning of the fall and spring semesters. These orientations provide faculty with key logistical and performance information to foster success and commitment.
- **Assessment Day** – over 140 stakeholders attended workshops on TSU’s Assessment Day organized by OIERPA on February 18, 2022. This important event highlighted key areas for enhancing academic and administrative assessment processes and outcomes.
- **Quality Assurance Grant** – in partnership with Title III, the Office of the Provost conducted a Request for Proposals process to provide programs with funds needed to enhance accreditation and program review. As a result, over \$125,000 in grants were awarded to cover required equipment and software needed to improve accreditation and program review outcomes.
- **Academic Success Center** – due to advising restructuring first year students, the Academic Success Center has strengthened their focus on sophomores and departmental partnerships. The goal is to improve advising as students transition to program-level advising.
- **Data Accessibility**– in an effort to deliver highly useful and valuable information, Institutional Research has made a number of improvements to provide commonly requested data accessible for all stakeholders - faculty, staff, alumni, and prospective students - via suitable visualizations. These include the TSU Quick Facts, Enrollment Dashboard, and Assessment Summary Dashboard. By making each of these publicly accessible to TSU stakeholders, IR is creating easy pathways for faculty and staff to write grants, engage in academic program planning, and facilitate improvements to curriculum, course delivery, and instruction.

### **THEC APPROVAL OF NEW TSU ACADEMIC PROGRAM – PH.D. IN AGRICULTURAL SCIENCES**

On January 28, 2022, THEC approved TSU’s PhD in Agricultural Sciences academic program, and on January 31, 2022, THEC staff submitted its final approval letter to TSU for the Ph.D in Agricultural Sciences program. After Provost Harris and President Glover approved the program, the item went to the TSU BOT in March 2020 to receive initial TSU BOT approval to proceed with the THEC formal approval process. This includes preparation and submission of a Letter of Notification (LON) to THEC. An LON contains information about the proposed program, including projected implementation date, purpose and nature of the program, program alignment with state master plan and institutional mission, program costs and financial projections, and existing programs at other Tennessee universities.

The Provost submitted the LON to THEC in July 2020, and the program underwent the standard THEC review process, including a review by external reviewers and the receipt of comments by THEC staff in July 2021. The PhD in Agricultural Sciences program was then presented to the TSU BOT in November 2021 for final approval, which the Board granted. THEC then gave

final approval of the program on January 28, 2022. SACSCOC must now approve the program because it is deemed a substantive change under SACSCOC accreditation standards.

**Tennessee State University  
Board of Trustees**



**Student Affairs  
Report**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: March 17, 2022

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.

# **Student Affairs Board Report**

## **March 2022**

### **COVID Update**

Tennessee State University continues to operate a strategic plan to monitor and assist students that test positive for COVID. The University has testing, vaccination shots, and an Isolation /Quarantine Zone as part of the COVID safety plan.

### **Aristocrat of Bands (AOB)**

The Tennessee State University Aristocrat of Bands is celebrating its 75<sup>th</sup> anniversary year with an amazing return to performance this academic year! Under the leadership of Prof. Reginald McDonald, the AOB has represented Tennessee State University at several high profile performances, kicking off the year with the distinct honor of being the only HBCU band to perform in the 133<sup>rd</sup> Rose Bowl Parade and also performed at both NBA and NFL games for the Los Angeles Lakers following their Rose Bowl performance, the Memphis Grizzlies for HBCU night, and for the Tennessee Titans. The AOB also participated in the Houston Battle of the Bands.

Both the AOB and several band staff members were honored this year also. The AOB was presented with a special exhibit artifact at the California African America Museum during their time in CA for the Rose Bowl Performance, and were subsequently asked to present a special artifact annually for the exhibit celebrating the AOB and Tennessee State University.

The AOB also received a special resolution presented by Nashville Metro Government celebrating 75 years of the AOB. Prof. Reginald McDonald received the All-State conductor honor by the Indiana Music Educators Association and served as a National Music Educator panelist, while fellow Assistant Band Directors Larry Jenkins and Derrick Green and AOB staff MarVelous Brown have been honored as Nashville Artist of the Month, as well as by the Nashville Scene, and in several other music spaces in and outside of Nashville for their band Brassville. Assistant Band Director Derrick Green was also recently honored as the 2022 Ludwig Artist.

The Aristocrat of Bands is also excited to welcome back both the Zeta Pi Chapter of Kappa Kappa Psi, and the Zeta Pi Chapter of Tai Beta Sigma, as both chapters have been rechartered on Tennessee State University's campus.

The AOB returned to campus in the Fall with 283 fully vaccinated members of the band and tested weekly to ensure the safety of the AOB and the Tennessee State University campus. This remains an exciting time for the AOB and the Division of Student Affairs.

# Looking Closer

## Voting and Registration Rates

	2016	2018	2020	2016-2020 Change (p.p.)
<b>Total eligible voters</b>	7,160	6,489	6,599	↓ -560
<b>Number of students who registered</b>	5,258	5,179	5,395	↑ 137
<b>Number of students who voted</b>	2,717	2,025	3,876	↑ 1,159
<b>Registration Rate %</b>	73	80	82	↑ 8
<b>Voting Rate of Registered Students %</b>	52	39	72	↑ 20
<b>Voting Rate %</b>	38	31	59	↑ 21

**This page provides the numbers we used to calculate your voting, registration, and yield rates.** The sub-categories under total student enrollment are the adjustments that we make to account for students who are ineligible to vote due to age or citizenship status. We also exclude, when correctly flagged, students who are not pursuing degrees.

We use IPEDS-derived estimates of NRAs when institutions do not submit non-resident alien status data to NSC, or we cannot verify the accuracy of the reported counts. This estimate is given by "IPEDS estimated non-resident aliens" on this page. If you believe the number of international students reported on this report is incorrect, you can manually adjust your institution's voting rates by using our recalculation tool. <https://id-he.tufts.edu/nslve/nslve-recalculation-tool>.

**Tennessee State University  
Board of Trustees**



**Executive Committee  
Report**



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

Tennessee State University  
Thursday, March 17, 2022  
9:30 a.m. CST

Board Committee Meetings Via Zoom  
Live Stream: [www.tnstate.edu/board/livestream.aspx](http://www.tnstate.edu/board/livestream.aspx)

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the November 18, 2021, Executive Committee Meeting Minutes
- IV. Report on President's Annual Performance Review Process
- V. Secretary's Report
- VI. Adjournment

**Tennessee State University  
Board of Trustees**



**Approval of the  
November 18, 2021,  
Executive Committee  
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 17, 2022

ITEM: Approval of the November 18, 2021, Executive Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the November 18, 2021, Executive Committee meeting is included in the March 17, 2022, Board materials.

**MOTION: To approve the minutes from the Board of Trustees' November 18, 2021, Executive Committee meeting, as contained in the Board materials for the Board's March 17, 2022, meeting.**

**Tennessee State University Board of Trustees  
Executive Committee Meeting – November 18, 2021  
Via Zoom Link**

**MINUTES**

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

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

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

**I. CALL TO ORDER**

Chair Cole called the Executive Committee meeting to order at 9:27 a.m. CST. Chair Cole moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. Chair Cole indicated that the Board is scheduled to take up important and timely matters. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to limit face-to-face contact whenever possible. Electronic participation for the Board meeting is necessary for the safety of Board members, staff, and guests. Trustee Martin seconded. Secretary Pendleton called the roll and the motion carried unanimously.

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

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

Secretary Pendleton announced the presence of a quorum.

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

**III. APPROVAL OF THE SEPTEMBER 16, 2021, EXECUTIVE COMMITTEE MEETING MINUTES**

Chair Cole introduced the first order of business — the approval of the September 16, 2021, Executive Committee meeting minutes. Chair Cole informed the Committee that the minutes for the Executive Committee’s September 16, 2021, meeting are included in the Board materials for the November 18, 2021, Board meeting.

Chair Cole moved to recommend to the full Board the approval of the September 16, 2021, Executive Committee meeting minutes, as contained in the Board materials for the November 18,

2021, Board meeting. Trustee Cole seconded the motion. With there being no discussion, Chair Cole called for a roll call vote. Secretary Pendleton called the roll. The motion carried unanimously.

#### **IV. REPORT ON PRESIDENT’S ANNUAL PERFORMANCE REVIEW PROCESS**

Chair Cole provided a report on the President’s Annual Performance Review Process. She noted that the Executive Committee administers the review by appointing a member to carry out the process with the President. Chair Cole noted that Trustee Walker would be working with her to administer the process for President Glover’s performance evaluation.

#### **V. SECRETARY’S REPORT**

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

Secretary Pendleton noted that the General Assembly held two special sessions over the last month, including a special session to consider legislation limiting COVID-19 restrictions. The restrictions involved vaccination and mask mandates. Secretary Pendleton also noted that institutions would be permitted to seek an exemption from the restriction if federal funds were at risk due to non-compliance with federal mandates.

Chair Cole thanked Secretary Pendleton for his report.

#### **VI. ADJOURNMENT**

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

**Tennessee State University**

**Board of Trustees**



TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: March 17, 2022

ITEM: Report on President's Annual Performance Review Process

RECOMMENDED ACTION: None

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

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

**Tennessee State University**

**Board of Trustees**



**Secretary's Report**

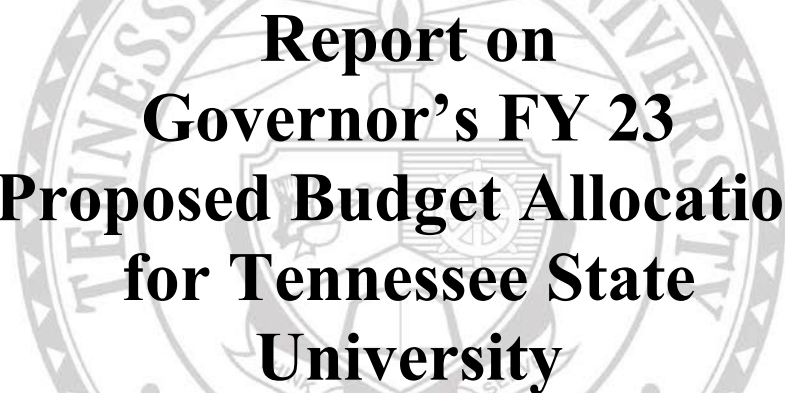


TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
DISCUSSION ITEM

DATE: March 17, 2022  
ITEM: Secretary's Report  
RECOMMENDED ACTION: None  
PRESENTED BY: Chair of the Executive Committee,  
Board Chair Deborah Cole

Secretary Pendleton will provide a report.

**Tennessee State University  
Board of Trustees**



**Report on  
Governor's FY 23  
Proposed Budget Allocation  
for Tennessee State  
University**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 17, 2022

ITEM: Report on Governor's FY 23 Proposed Budget Allocation  
for Tennessee State University

RECOMMENDED ACTION: None

PRESENTED BY: Chair Deborah Cole

President Glover and/or her designee will provide a report on the Governor's FY 23 proposed budget allocation for Tennessee State University.

**Tennessee State University  
Board of Trustees**



**Report on Athletics**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 17, 2022

ITEM: Report on Athletics

RECOMMENDED ACTION: None

PRESENTED BY: Glenda Glover, President

The President or her designee will provide a report on Tennessee State University Athletics at the March 17, 2022, Tennessee State University Board of Trustees meeting.

**Tennessee State University  
Board of Trustees**



**President's Report**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 17, 2022

ITEM: President's Report

RECOMMENDED ACTION: None

PRESENTED BY: Glenda Glover, President

The President shall provide a report at the March 17, 2022, Tennessee State University Board of Trustees meeting.

**Tennessee State University  
Board of Trustees**



**Board Chair's  
Report**



BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 17, 2022

ITEM: Board Chair's Report

RECOMMENDED ACTION: None

PRESENTED BY: Board Chair Deborah Cole

Board Chair Deborah Cole will provide a report at the March 17, 2022, Tennessee State University Board of Trustees meeting.

**Tennessee State University  
Board of Trustees**



**Adjournment**