

**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

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

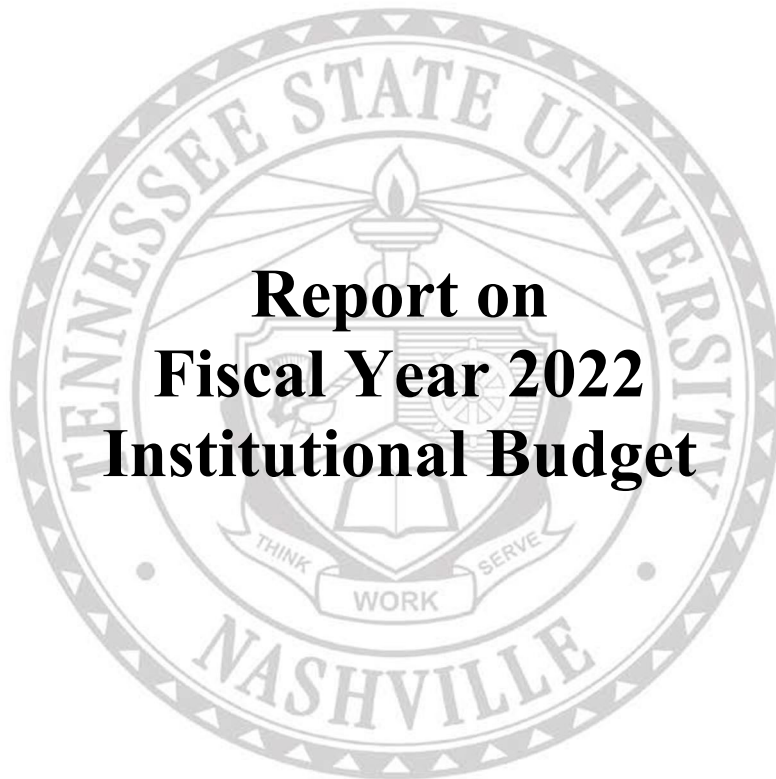
Trustee Lewis introduced the Report on Institutional Development agenda item and asked President Glover or her designee to provide pertinent information related to the agenda item. Dr. Glover called on Jamie Isabel to make this report. This is an informational item and no vote is required.

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

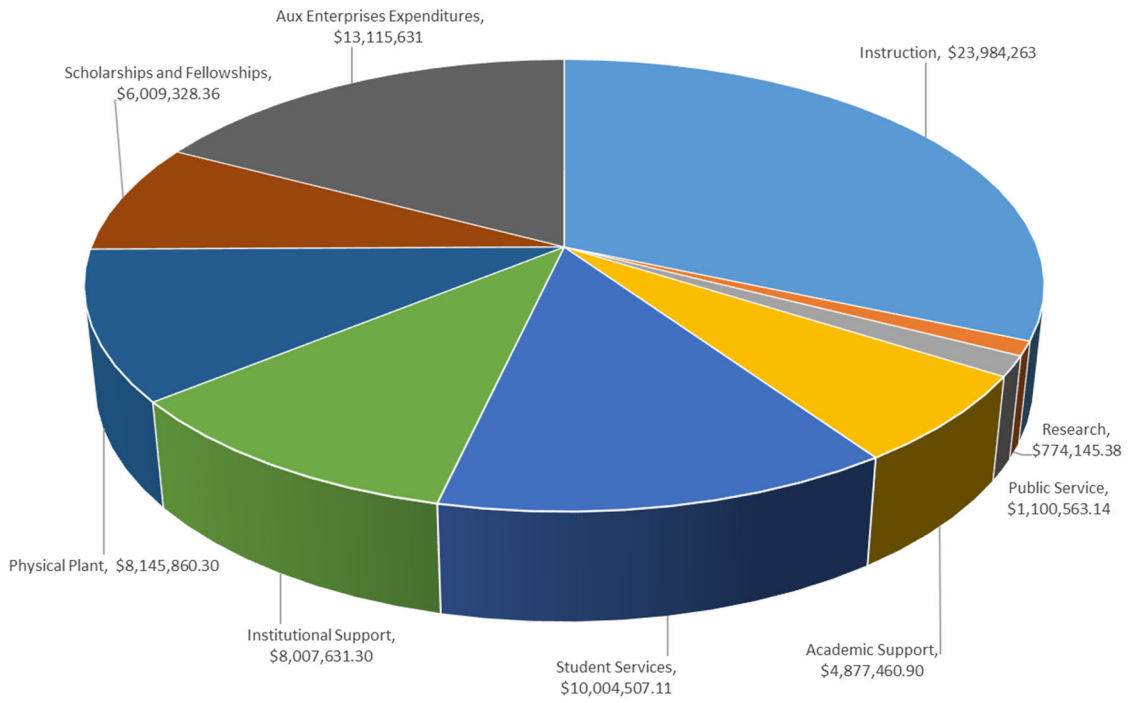
PRESENTED BY: Chair of Finance and Budget Committee, Trustee
Richard Lewis

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

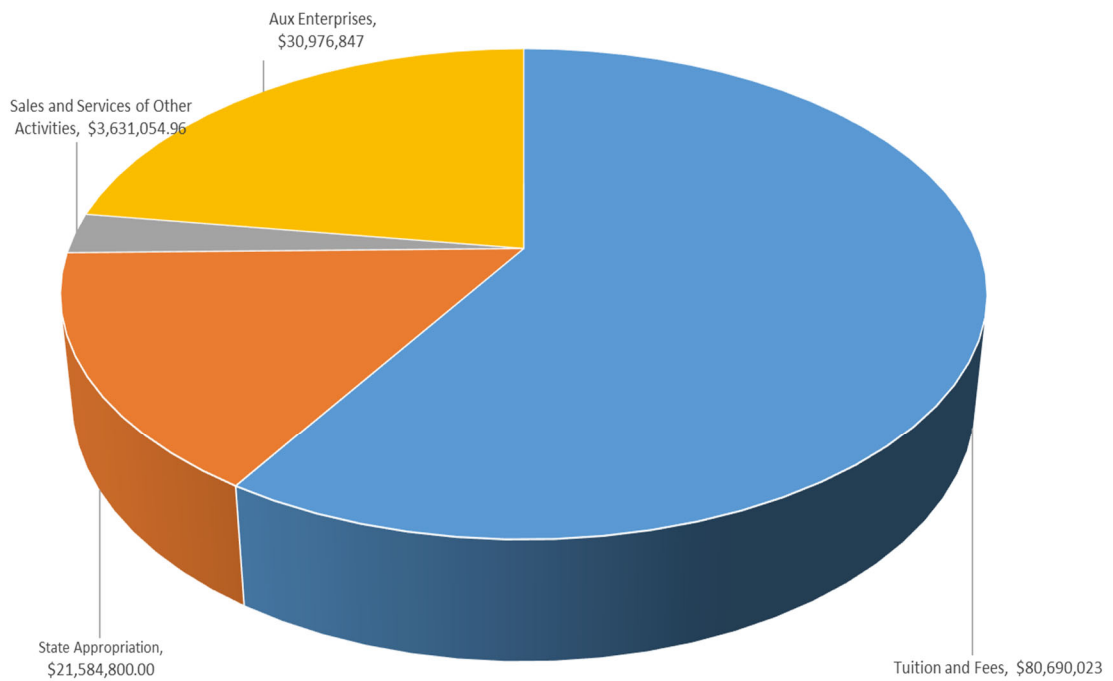
Tennessee State University
Statements of Revenues, Expenditures and Transfers - Budget and Actual
Fiscal Year to Date as of January 31, 2022

	BUDGET	FYTD	2022 VARIANCE	% VARIANCE	FY2021 ACTUAL
REVENUES:					
Education and General					
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
Sales/Svs Aux Enterprises					
Aux Enterprises	\$ 28,957,000	\$ 30,976,847	\$ (2,019,847)	106.98%	\$ 27,436,154
TOTAL REVENUES:	\$ 166,625,700	\$ 136,866,343	\$ 29,759,357	82.14%	\$ 143,830,908
EXPENDITURES:					
Education and General					
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
Sales/Svs Aux Enterprises					
Aux Enterprises Expenditures	\$ 25,887,400	\$ 13,115,631	\$ 12,771,769	50.66%	\$ 17,402,471
TOTAL EXPENDITURES:	\$ 159,582,100	\$ 76,019,391	\$ 83,562,709	47.64%	\$ 132,603,314
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$ 7,043,600	\$ 60,846,952	\$ (53,803,352)	863.86%	\$ 11,227,595
TRANSFERS:					
Education and General					
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
Aux Enterprises					
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
Total Transfers	\$ 5,584,500	\$ (202,975)	\$ 5,787,475	-3.63%	\$ 12,510,022
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

Financial Approver FBAP	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.
Approver	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.
University Funds	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
Level 1	<i>Infrequent Travel</i> (3-5 trips per fiscal year)	

Level 2	<i>Moderate Travel</i> (Domestic) – 3-10 trips per fiscal year)	
Level 3	<i>Moderate Travel</i> (International) – 3-10 trips per year	
Level 4	<i>High Travel + Groups</i> (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 30 days of transaction date	Cardholder will be notified via email to assign and process transactions in the expense management system
Within 45 days 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 60 days 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.

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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

13.0 Lost or Stolen Cards, Fraudulent or Disputed Transactions

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.

Department:	Cardholder:	Tel.:	Date:
--------------------	--------------------	--------------	--------------

	ITEM(S) ATTEMPTED TO	AMOUNT
<u>VENDOR</u> 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.) _____

PURCHASING USE ONLY	
Reason for Card Rejection	Cardholder Assigned Standard Merchant Code Group
<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)

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

--

--

--

--

<u>Cardholder Name</u>	<u>Chargeable Account</u>

Request Increase:

Current Limit

Requested New Limit

<input type="checkbox"/> Spending Limit per 30-day Cycle	\$ _____	\$ _____
<input type="checkbox"/> Single Purchase Limit	\$ _____	\$ _____
<input type="checkbox"/> Annual/Procurement Card Limit	\$ _____	\$ _____

Reason for Request

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

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
_____ Director/Department Head	_____ Date	_____ Dean	_____ Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> 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.

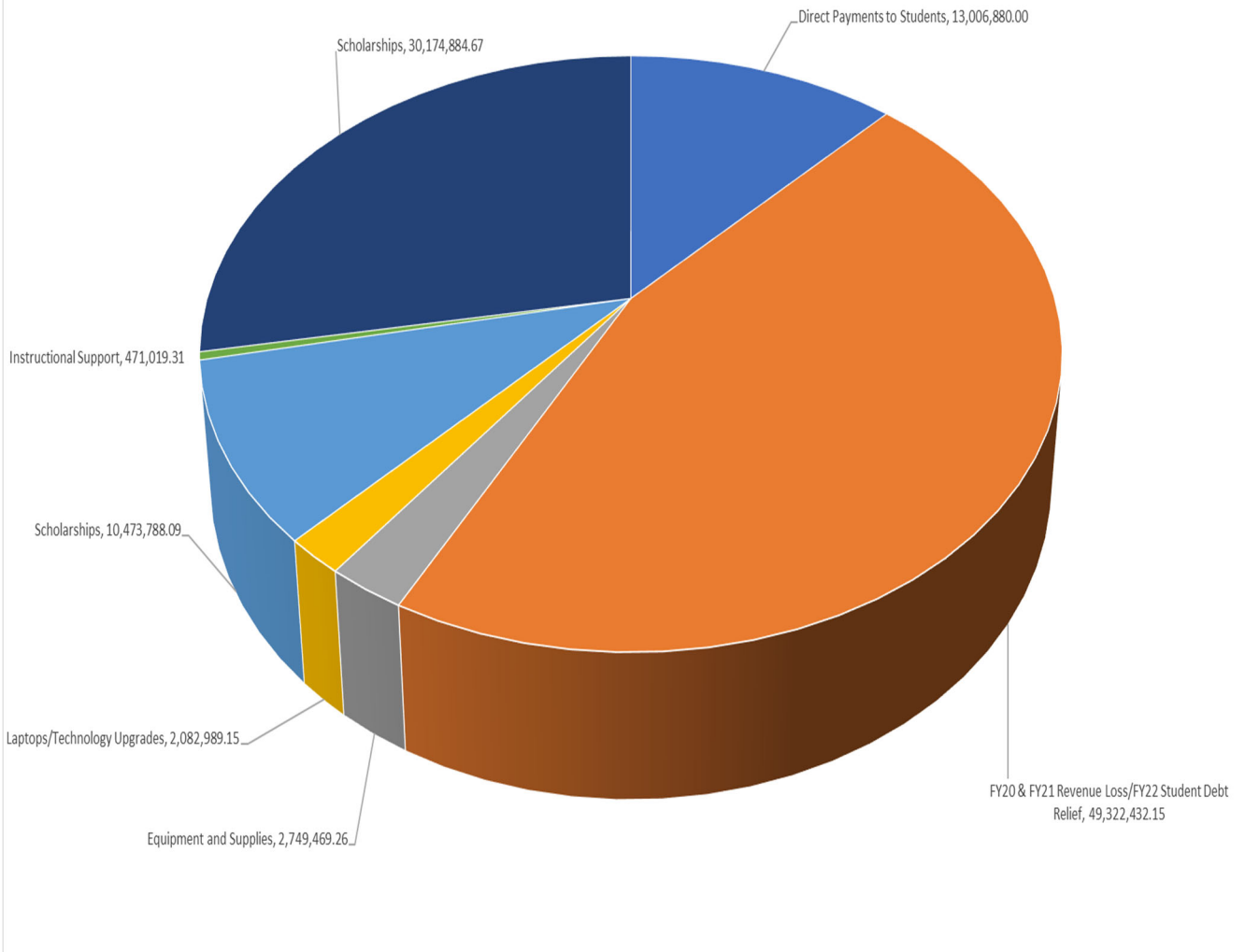
TENNESSEE STATE UNIVERSITY
Higher Education Emergency Relief Funds
As of February 22, 2022

HEERF I (CARES Act)		Award Amount	Budget	Expenditures Per Banner	Encumbrances	Balance Available	Expenditure Deadline
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	
Total HEERF I Funds (CARES Act)		23,451,094.00	23,451,094.00	22,666,576.38	372,855.15	411,662.47	
HEERF II (CRRSSA)		Award Amount	Budget	Expenditures Per Banner	Encumbrances	Balance Available	Expenditure Deadline
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)	
Total HEERF II Funds (CRRSSA)		33,483,389.00	33,483,389.00	43,266,020.62	1,429,724.61	(11,212,356.23)	
HEERF III (ARP)			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
Total HEERF III Funds (ARP)		58,638,743.00	58,638,743.00	42,348,865.63	-	16,289,877.37	
Total HEERF Funds		115,573,226.00	115,573,226.00	108,281,462.63	1,802,579.76	5,489,183.61	
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
Total Student Portion	3,100,800	4,062,010	5,844,070	13,006,880	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
Total Institution Portic	2,414,259	0	16,430,004	18,844,263	
				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
Total HBCU Portion	0	38,121,052	38,309,268	76,430,320	
Total By Fiscal Year	5,515,059	42,183,062	60,583,342	108,281,463	
Cummulative Total			108,281,463		

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 3rd 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 33rd 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 19th.
- TSU Football will host its first spring game under Coach George on April 9th (Hale Stadium-3pm Kick-Off).