

Board of Trustees Materials

TABLE OF CONTENTS

Call to Order	3
Welcome and Introductions	4
Roll Call/Declaration of a Quorum	5
Board of Trustees – Regular Meeting Agenda	6
Approval of the Minutes from the February 21, 2019 Regular Board Meeting	8
Appointment of Board Chair	14
Appointment of Board Vice Chair	14
Appointment of At-large Executive Committee Members	.17
Approval of Audit Committee Members	
Approval Audit Committee Chair	19
Appointment of Student Trustee	
Audit Committee Report	
Audit Committee Meeting Agenda	
Approval of the February 21, 2019, Audit Committee Meeting Minutes	
Annual Report on the Audit Office's Audit Activities	
Discussion of the Audit Office's Internal Quality Assessment	
Approval of the Fiscal Year 2019-20 Audit Plan	
Executive Session Discussion of Items Deemed Confidential Under	
State Law	55
Finance and Budget Committee Report	56
Finance and Budget Committee Meeting Agenda	
Approval of the February 21, 2019, Finance and Budget Committee	
Meeting Minutes	58
Approval of Fiscal Year 2019-20 Tuition and Mandatory Fee Increase of 2.19	
Approval of Institutional Budgets	
Approval of Institutional Budgets	
Report on Composite Financial Index	
President's Financial Report.	
Approval of Revised Accounts Receivable Policy	
Approval of Revised Accounts Receivable I offey	101

Approval of the Institution's FY 2019-2020 Capital Construction Plan	120
Update on Enrollment, Marketing and Student Recruitment Plan	125
A 1 A 66 1 C4 . 1 A 66 C	120
Academic Affairs and Student Affairs Committee Report	
Academic Affairs and Student Affairs Committee Meeting Agenda	130
Approval of the February 21, 2019, Academic Affairs and Student Affairs	122
Committee Meeting Minutes	
Approval of 2018-2019 Tenure and Promotion Recommendations	139
Approval of Off-Campus Dual Enrollment Academic Program with	111
Clarksville-Montgomery County School System	144
Approval of Revised Academic Programs – Curriculum Modification for the PhD Program in Engineering	1. 47
Approval of Academic Program Name Change – Aeronautical and Industrial	147
Technology	1/10
Approval of Off-Campus Academic Program Sites – MSCC and NSCC	
Approval of Academic Certificate Program: Online Educational Technology	192
Leadership	155
Approval of Inactivation of the School of Psychology Concentration of the M.	
School Psychology Program	
Approval of Change in Eligibility Requirements for the 250 Mile Radius	200
Tuition Rate Program	157
Report on SACSCOC Ten Year Accreditation Review	
Report on Faculty Retention	
Academic Affairs Report	
Report on the Academic Calendar	
Student Affairs Report	
Executive Committee Report	171
Executive Committee Agenda	
Approval of the February 21, 2019, Executive Committee Meeting Minutes	
Approval of an Amendment to Article III of the Board's Bylaws	
Approval of an Amendment to Article VII of the Board's Bylaws	
Report on Board Committee Assignments	
Discussion of President's Annual Performance Review Process	183
Secretary's Report	184
Update on State Building Commission Approved Construction Projects	185
President's Report	191
Board Chair's Report	193
Adjournment	195







TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES REGULAR MEETING AGENDA

2:00 p.m. CST Thursday, June 13, 2019 Tennessee State University Main Campus – Hankal Hall 3500 John A. Merritt Blvd. Nashville, TN 37209

ORDER OF BUSINESS

- I. Call to Order
- II. Welcome and Introductions
- III. Roll Call/Declaration of a Quorum
- IV. Action Items:
 - A. Approval of the February 21, 2019, Board Meeting Minutes
 - B. Appointment of Board Chair
 - C. Appointment of Board Vice Chair
 - D. Appointment of at-large Executive Committee members
 - E. Approval of Reappointment of Audit Committee Members
 - F. Approval of Reappointment of Audit Committee Chair
 - G. Appointment of the Student Trustee
 - H. Audit Committee Report
 - i. Approval of the February 21, 2019, Audit Committee Meeting Minutes
 - ii. Annual Report on the Audit Office's Audit Activities
 - iii. Discussion of the Audit Office's Internal Quality Assessment
 - iv. Approval of the Fiscal Year 2019-2020 Audit Plan
 - v. Executive Session Discussion of Items Deemed Confidential under State Law
 - I. Finance and Budget Committee Report
 - i. Approval of the February 21, 2019, Finance and Budget Committee Meeting Minutes
 - ii. Approval of Fiscal Year 2019-20 Tuition and Mandatory Fee Increase of 2.19 percent
 - iii. Approval of Institutional Budgets
 - iv. Approval of the Institution's Fiscal Year 2019-20 Compensation Plan
 - v. Report on Composite Financial Index
 - vi. President's Financial Report
 - vii. Approval of Revised Accounts Receivable Policy
 - viii. Approval of the Institution's FY 2019-2020 Capital Construction Plan

- ix. Update on Enrollment, Marketing and Student Recruitment Plan
- J. Academic Affairs and Student Affairs Committee Report
 - i. Approval of the February 21, 2019, Academic Affairs and Student Affairs Committee Meeting Minutes
 - ii. Approval of 2018-2019 Tenure and Promotion Recommendations
 - iii. Approval of Off-Campus Dual Enrollment Academic Program with Clarksville-Montgomery County School System
 - iv. Approval of Revised Academic Programs Curriculum Modification for the PhD Program in Engineering
 - v. Approval of Academic Program Name Change Aeronautical and Industrial Technology
 - vi. Approval of Off-Campus Academic Program Sites Motlow State Community College and Nashville State Community College
 - vii. Approval of Academic Certificate Program: Online Educational Technology Leadership
 - viii. Approval of Inactivation of the School of Psychology Concentration of the M.S. School Psychology Program
 - ix. Approval of Change in Eligibility Requirements for the 250 Mile Radius Tuition Rate Program
 - x. Report on SACSCOC Ten Year Accreditation Review
 - xi. Report on Faculty Retention
 - xii. Academic Affairs Report
 - xiii. Report on the Academic Calendar
 - xiv. Student Affairs Report
- K. Executive Committee Report
 - i. Approval of the February 21, 2019, Executive Committee Meeting Minutes
 - ii. Approval of an Amendment to Article III of the Board's Bylaws
 - iii. Approval of an Amendment to Article VII of the Board's Bylaws
 - iv. Report on Board Committee Assignments
 - v. Discussion of President's Annual Performance Review Process
 - vi. Secretary's Report
- V. Update on State Building Commission Approved Construction Projects
- VI. President's Report
- VII. Board Chair's Report
- VIII. Adjournment



ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of the February 21, 2019, Board Meeting

Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the February 21, 2019, Board meeting is included in the June 13, 2019, Board materials.

MOTION: To approve the minutes from the Board of Trustees' February 21, 2019, meeting as contained in the Board materials for the Board's June 13, 2019, meeting.

Tennessee State University Board of Trustees Regular Meeting – February 21, 2019 Tennessee State University – Main Campus – Hankal Hall. 3500 John A. Merritt Blvd., Nashville, Tennessee

MINUTES

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

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

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

I. CALL TO ORDER

Chair Walker called the Board of Trustees meeting to order at 1:46 p.m., CST on February 21, 2019.

II. WELCOME AND INTRODUCTIONS

The Board Chair welcomed the attendees. Pastor Jimmy D. Greer of Friendship Baptist Church, Inc. gave the invocation.

III. ROLL CALL/DECLARATION OF A QUORUM

Chair Walker asked the Board Secretary, Laurence Pendleton, to call the roll. The following Trustees present during roll call: Dr. Deborah Cole, Mr. Stephen Corbeil, Mr. William Freeman, Ms. Pam Martin, Dr. Edith Peterson Mitchell, Dr. Ali Sekmen, Dr. Joseph Walker, III, and Ms. Braxton Simpson. Board Secretary Pendleton announced the presence of a quorum. Trustee McKenzie attended the meeting by telephone shortly after the Secretary called the roll.

IV. ACTION ITEMS

A. APPROVAL OF THE NOVEMBER 15, 2018, BOARD MEETING MINUTES

Chair Walker introduced the first action item – the approval of the minutes of the November 15, 2018, board meeting. Trustee Mitchell moved to approve the November 15, 2018, board meeting minutes and Trustee Cole seconded the motion. There was no discussion. The motion carried unanimously (7 Ayes/ 0 Nays).

B. AUDIT COMMITTEE REPORT

Trustee Cole informed the board that the audit committee met to take action on two items, received reports on and discussed two other items, and voted to go into executive session to discuss items deemed confidential under state law.

I. APPROVAL OF THE NOVEMBER 15, 2018, AUDIT COMMITTEE MEETING MINUTES

Trustee Cole moved to approve the minutes of November 15, 2018, audit committee meeting as contained in the board materials for the February 21, 2019, board meeting. Trustee Mitchell seconded the motion, which carried unanimously. (7 Ayes/ 0 Nays).

II. APPROVAL OF THE OFFICE OF INTERNAL AUDIT'S REVISED CHARTER

Trustee Cole reiterated that the audit committee voted to recommend to the full board the approval of the Office of Internal Audit's Revised Charter as contained in the board materials for the February 21, 2019, Board meeting documents.

Trustee McKenzie joined the call.

Trustee Cole moved to approve the Office of Internal Audit's revised charter as contained in the board materials for the February 21, 2019, board meeting. Chair Walker asked Secretary Pendleton to call the roll, which carried unanimously (8 Ayes/ 0 Nays.)

C. FINANCE AND BUDGET COMMITTEE REPORT

Trustee Corbeil reported that the finance budget committee met to discuss and vote to recommend to the full board, approval of the November 15, 2018, and February 4, 2019, Budget and Finance Committee meeting minutes. The committee also voted to recommend to the full board, approval of a student fee payment enrollment policy as well as a deferred payment policy.

Trustee Corbeil summarized the report that he and President Glover gave the committee on the joint committee and TSU Foundation board meeting that took place on February 4, 2019. He communicated that the meeting was intended to start a dialogue between the TSU board of trustees and the foundation board to secure funding and support of TSU students. He noted that the Budget and Finance Committee will be the liaison between the board of trustees and the Foundation board. Trustee Corbeil noted that committee discussed severance from the TBR on capital management and that the bulk of the committee's time was spent discussing an update on the enrollment and recruitment plans.

I. APPROVAL OF NOVEMBER 15, 2018, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Corbeil moved to approve the November 15, 2018, Finance and Budget Committee meeting minutes. Trustee Freeman seconded the motion, which carried unanimously by a roll call vote. (8 Ayes/ 0 Nays)

II. APPROVAL OF FEBRUARY 4, 2019, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Corbeil moved to approve the February 4, 2019, Finance and Budget Committee meeting minutes. Trustee Freeman seconded the motion, which carried unanimously by a roll call vote. (8 Ayes/0 Nays)

III. APPROVAL OF THE STUDENT FEE PAYMENT AND ENROLLMENT POLICY

Trustee Corbeil moved to approve the Student Fee Payment and Enrollment Policy as revised by the Finance and Budget committee. Trustee Cole seconded the motion, which carried unanimously by a roll call vote. (8 Ayes/ 0 Nays)

IV. APPROVAL OF THE DEFERRED PAYMENT PLAN POLICY

Trustee Corbeil moved to approve the Deferred Payment Plan Policy as revised by the Finance and Budget committee. Trustee Cole seconded the motion, which carried unanimously by a roll call vote. (8 Ayes/ 0 Nays)

D. ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE REPORT

Trustee Martin reported that the affairs and student affairs committee met to consider and vote on one agenda item and receive information on four other items. The academic affairs and student affairs committee voted to recommend to the full board, the approval of the November 15, 2018, academic affairs and student affairs committee meeting minutes. The committee also received reports on the SACSCOC 10-years reaffirmation reviews, the college of Health and Sciences nursing program, and reports on academic affairs and student affairs general matters.

I. APPROVAL OF THE NOVEMBER 15, 2018, ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE MEETING MINUTES

Trustee Martin moved to approve the November 15, 2018, Academic Affairs and Student Affairs Committee Meeting minutes, as contained in the February 21, 2019, board materials. Trustee Cole seconded the motion, which carried unanimously by a roll call vote. (8 Ayes/ 0 Nays)

E. EXECUTIVE COMMITTEE REPORT

Chair Walker reported that the executive committee meeting met to discuss and vote on one specific committee agenda item. The committee voted to recommend to the full board to approve the November 15, 2018, executive committee meeting minutes. The executive committee also received reports on board and board committee officer terms and a report from the board secretary.

I. APPROVAL OF THE NOVEMBER 15, 2018, EXECUTIVE COMMITTEE MEETING MINUTES

Chair Walker moved to approve the November 15, 2018, Executive committee meeting minutes as contained in the board materials for the February 21, 2019, board materials. Trustee Cole seconded the motion, which carried unanimously by roll call vote. (8 Ayes/ 0Nays.)

V. CAMPUS SAFETY REPORT

Chair Walker asked President Glover to present the campus safety report. President Glover appointed Chief Gregory Robinson, TSUPD, as her designee to provide the report.

Chief Robinson thanked the President for her continued support of TSUPD's ideas to innovate and improve campus safety. Chief Robinson highlighted the additional campus video surveillance, TSU's Tiger Patrol where students intern on campus as safety officers and participate in professional development, TSUPD's relationship with Metro Nashville Police, campus perimeter and campus zone patrols, and integrated surveillance with TSU IT.

Chief Robin reported that crime is down by 21% as compared to last year and that overall crime has been reduced by 35.6% since 2016.

VI. PRESIDENT'S REPORT

The President provided a report on enrollment for FY2018-19. Total enrollment was 7,780 for fall 2018 and 6,537 for spring 2019. The President noted that the funding model was based on enrollment and has been modified to a performance based model. She also noted that 900 applicants were denied admission and that TN Promise may have affected recruitment.

The President overviewed the strategic marketing program and communications for both the undergraduate programs and the graduate school. These included improved customer service, on-

demand recruiting, certificate and hybrid programs. The President overviewed the strategic funding program which is designed to raise more scholarships for students based on both need and merit.

The President highlighted the student academic achievements for the fall 2018 semester. The President overviewed the professional restructuring of facilities maintenance personnel. The President overviewed the scheduled SACSCOC reaffirmation process. The decennial report is due September 2019 and an onsite visit is anticipated to occur in March 2020. The President also covered the Farm Bill (H.R.2 – Agriculture Improvement Act of 2018), which will urge states to match federal funding for land-grant institutions including HBCUs. President Glover noted that the institution hopes to participate in hemp research. Finally, President Glover covered the Carnegie Classification of Institutions of Higher Education, which indicates the level of research engaged by universities. TSU is currently an R2 institution. President Glover then covered the legislative priorities and monetary requests.

VII. BOARD CHAIR'S REPORT

Chair Walker reported that he and the President participated in a sunset hearing on December 19, 2018, which renewed the term of the TSU board for two years. The Chair also reported that the administration and the board have discussed the institution's budget and committed to not considering layoffs of tenured and tenure-track faculty in the immediate future. The Chair thanked attendees for their attention and commended the institution on its efforts to support students.

VIII. ADJOURNMENT

The chair called for a motion to adjourn, which was made by Trustee Mitchell and seconded Trustee Cole. The motioned carried unanimously by roll call vote. (8 Ayes/ 0 Nays) The meeting was adjourned at 2:47 p.m. CST.



ACTION ITEM

DATE: June 13, 2019

ITEM: Election of Board Chair

RECOMMENDED ACTION: Approval

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

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

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

The Chair will open the floor for nominations for the Chair. Once the Chair is elected, he/she will assume control of the meeting.

The Chair will then proceed to the nomination and election of the Vice Chair.

ACTION ITEM

DATE: June 13, 2019

ITEM: Election of Board Vice Chair

RECOMMENDED ACTION: Approval

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

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

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

The Chair will open the floor for nominations for the Vice Chair.



ACTION ITEM

DATE: June 13, 2019

ITEM: Board Selection of Executive Committee Members

RECOMMENDED ACTION: Vote to Select Executive Committee Members

PRESENTED BY: Chair, Trustee Walker

Pursuant to the Board's Committees of the Board policy, the Board's Executive Committee is comprised of the Board Chair, Board Vice Chair, and at least one at-large voting member elected by the Board. Members of the Executive Committee serve for a term of two years. Currently, Trustee Martin serves as an at-large member of the Executive Committee. With Trustee Martin's term expiring, we must make at least one appointment to serve as an at-large member on the Executive Committee.

The Chair is recommending and moving for the reelection of Trustee Martin to serve on the Executive Committee.

MOTION: To select Trustee Martin to serve on the Board of Trustees' Executive Committee

The Chair is also moving to elect Trustee Corbeil, the current Chair of the Finance and Budget Committee, to serve on the Board of Trustees' Executive Committee.

MOTION: To select Trustee Corbeil to serve on the Board of Trustees' Executive Committee



ACTION ITEM

DATE: August 17, 2017

ITEM: Approval of Audit Committee Members

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees Joseph Walker

Pursuant to the Board's Committees of the Board Policy and state law, the Board established an Audit Committee in 2017. Chair Walker selected the following Trustees to serve on the inaugural Audit Committee, subject to Board approval: Trustee Deborah Cole, Trustee Obie McKenzie, and Trustee Edith Peterson-Mitchell. The Audit Committee members serve a two (2) year term.

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

To ensure compliance with state law and the Board Audit Committee Charter, the Board must approve the Audit Committee members. The Chair is recommending the reappointment of the current members of the Audit Committee to serve another two-year term on the Audit Committee.

MOTION: To approve Trustee Deborah Cole, Trustee Obie McKenzie, and Trustee Edith Peterson-Mitchell to serve on the Audit Committee.

ACTION ITEM

DATE: August 17, 2017

ITEM: Approval of Audit Committee Chair

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees Joseph Walker

Pursuant to the Board's Committees of the Board Policy, the Board established an Audit Committee. Chair Walker selected the following Trustees to serve on the Audit Committee, subject to Board approval: Trustee Deborah Cole, Trustee Obie McKenzie, and Trustee Edith Peterson-Mitchell. The Board has approved the composition of the Audit Committee. Chair Walker has selected Trustee Cole to continue to chair the Audit Committee, subject to Board approval. The Audit Committee Chair shall serve a one-year term as chair.

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

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

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



ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of the Appointment of Student Trustee

RECOMMENDED ACTION: Approval

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

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

In March 2018, the Board approved the President's recommendation to appoint Trustee Simpson to serve as the Student Trustee for the 2018-2019 fiscal year.

Pursuant to the institution's Student Trustee recommendation process, the Tennessee State University Student Government Association ("SGA") solicited and conducted a preliminary review of the candidates and forwarded three candidates for further consideration. The Board Secretary and Associate Vice President for Student Affairs then met with the finalist candidates and made a recommendation to the President for interviews.

At the conclusion of the recommendation process, President Glover decided to recommend the reappointment of Ms. Braxton Simpson to serve another term as the Student Trustee. Ms. Simpson has served admirably and productively as a member of the Academic Affairs and Student Affairs Committee, has attended many other Board Committee meetings, and has been an active voice in addressing Academic Affairs and Student Affairs Committee agenda items, as well as agenda items for other Board committees, from a student perspective.

MOTION: To approve the appointment of Braxton Simpson to serve another one year term as the Student Trustee for the 2019-20 fiscal year.



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES AUDIT COMMITTEE MEETING AGENDA

10:00 a.m. CST Thursday, June 13, 2019

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

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the February 21, 2019, Audit Committee Meeting Minutes
- IV. Annual Report on the Audit Office's Audit Activities
- V. Discussion of the Audit Office's Internal Quality Assessment
- VI. Approval of the Fiscal Year 2019-2020 Audit Plan
- VII. Executive Session Discussion of Items Deemed Confidential Under State Law



ACTION ITEM

DATE: June 13, 2019

ITEM: Audit Committee Report - Approval of the February 21,

2019, Audit Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The document reflecting the minutes from the February 21, 2019, Audit Committee meeting is included in the June 13, 2019, Board materials.

MOTION: To approve the minutes from the Board of Trustees' February 21, 2019, Audit Committee meeting as contained in the Board materials for the Board's June 13, 2019, meeting.

Tennessee State University Board of Trustees Audit Committee Meeting. February 21, 2019

Tennessee State University. 3500 John A. Merritt Blvd. Nashville, Tennessee McWherter Administration Building President's Conference Room

MINUTES

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

Other Board Members Present: Dr. Joseph Walker, III, Pam Martin, Dr. Ali Sekmen, Braxton Simpson, and Mr. Stephen Corbeil.

University Staff Present: President Glenda Glover; Mr. Laurence Pendleton, General Counsel and Board Secretary; Dr. Curtis Johnson, Chief of Staff and Associate Vice President of Administration; Ms. Adrian Davis, Director of Internal Audit; Horace Chase, Vice President for Business and Finance, and Dr. John Cade, Vice President for Enrollment Management.

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

I. CALL TO ORDER

Trustee Cole called the meeting to order at 10:45 a.m. on February 21, 2019.

II. ROLL CALL/DECLARATION OF A QUORUM

Trustee Cole asked the secretary to the board to call the role. Board Secretary Pendleton called the roll. Trustees Cole, McKenzie (remote), and Mitchell were present. Secretary Pendleton announced the presence of a quorum.

III. APPROVAL OF THE NOVEMBER 15, 2018, AUDIT COMMITTEE MEETING MINUTES

Trustee Cole moved to approve the minutes from the November 15, 2018, Audit committee meeting as contained in the February 21, 2019, board materials. Trustee Mitchell seconded the motion, which carried unanimously.

IV. APPROVAL OF THE OFFICE OF INTERNAL AUDIT'S REVISED CHARTER

Trustee Cole asked President Glover to present a report on the Office of Internal Audits revised charter. President Glover designated Adrian Davis to present the report.

Director Davis informed the committee that the internal audit charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The International Standards for the Professional Practice of Internal Auditing, issued by the Institute of Internal

Auditors, states "The chief audit executive must periodically review the internal audit charter and present it to senior management and the board for approval."

Director Davis stated that an internal assessment was performed on the Office and independently validated by KraftCPAs. KraftCPAs recommended additional language be added to the Office's Audit Charter to better reflect the mandatory nature of and specific elements of the Institute of Internal Auditors' International Professional Practices Framework. She noted that the 'Audit Standards and Ethics' section of the charter has been updated to include this information. The revised charter has been signed by the President and the Director of Internal Audit.

Trustee Cole thanked President Glover and her team for the report. Trustee Cole moved to recommend to the full board, the approval of the Office of Internal Audit's Revised Charter as contained in the materials for the February 21, 2019, board materials. Trustee Mitchell seconded the motion, which carried unanimously.

V. REVIEW OF COMPLETED INTERNAL AUDIT REPORTS

Trustee Cole asked President Glover to present on the completed internal audit. President Glover asked Adrian Davis to present the report as her designee.

Director Davis reported that Tennessee State University is governed by its board of trustees, which consists of 10 members (the Board) as determined by state law. In accordance with the "State of Tennessee Audit Committee Act of 2005," the Director of Internal Audit reports directly to the Audit Committee of the Board and oversees the internal audit operations.

Director Davis noted that internal audits assist Tennessee State University's management in the effective discharge of their duties and responsibilities by evaluating activities, recommending improvements, and providing other information designed to promote effective controls.

Director Davis reminded the committee that internal audit staff were asked to report on the status of management's implementation of corrective actions implemented in response to the Division of State Audit's finding related to return of Title IV funds. Thirty-two student withdrawals for fall 2019 required the return of Title IV funds. All 32 return of Title IV funds calculations performed during the fall 2018 semester were accurate. Thirty-one of the 32 (97%) transactions analyzed showed return within 30 days. The Department of Education has a 45- day requirement. One of 32 (3%) returns was 57 days late. It appears that management has taken steps to address the fiscal year 2017 finding noted by the Division of State Audit.

Director Davis provided a follow-up to the state audit report for the fiscal year ending June 30, 2017. There were five findings of note:

- 1. Finding: As noted in the prior two audits, management needs to improve procedures for preparing and reviewing financial statements.
- 2. Finding: TSU and TSU Foundation's accounting records show \$246,000 more cash on hand than shown on the bank statements; this variance is unexplained
- 3. Finding: The university did not have adequate policies and procedures for the collection of accounts receivable
- 4. Finding: Return of Title IV funds were not in compliance with federal regulations.

5. Finding: As noted in the prior three audits, Tennessee State University did not provide adequate internal controls in one area.

Trustee Cole asked for confirmation that an audit was completed for November 2018.

Director Davis responded that the November 2018 audit had not been completed as of the date of the meeting.

Trustee Cole asked Director Davis to provide a chart showing audit results in subsequent meetings. The chart should include the findings, the responder, the response, the procedures to be implemented, and status of whether the finding has been cleared or not.

Trustee Cole asked whether the \$246,000 discrepancy could have resulted from the timing of the reconciliation.

Director Davis responded that the timeline for reconciliation is within 60 days.

Trustee Cole asked for verification that the two issues are related and Director Davis agreed.

Trustee Cole thanked President Glover and her staff for the report.

President Glover commented on an audit conducted by THEC regarding the institution's purging processes. THEC found that the university did not appropriately purge students with balances. The finding included students with excessive balances. President Glover continued and stated that the institution tried to retain students by using some of its financial reserves and by instituting a deferred payment plan. These efforts were unsuccessful. The institution worked with THEC to develop a revised purge policy.

President Glover informed the committee that the administration failed to adhere to the institution's policies, but that no state law was violated.

Trustee Cole stated that she observed the purge process for the fall 2019 semester and that she worked to allocate funds to students who could be retained. She confirmed for the committee that all of the students who were retained were retained within policy.

President Glover stated that the results of the institution following the policy are that the current enrollment is lower than normal, but that the student body is more fiscally stable.

Director Davis reported that the audit of research and sponsored programs demonstrated that of over \$1.5M in grants evaluated, two issues totally less than \$3,000 combined, showed error. Unallowable benefit expenses of \$1,285.20 were charged to the grant for the POTUS program and unallowable indirect costs totaling \$1,241.25 were charged to the Career Commitment and Retention in STEM grant. Director Davis further reported that the instructions were unclear and the report was untimely submitted.

Trustee Cole asked for bank reconciliation policy and clarification on how funds from the foundation are allocated to the university.

VI. REPORT ON UNIVERSITY'S RISK ASSESSMENT PROCESS

Trustee Cole asked President Glover to provide a report on the university's risk assessment process. President Cole asked Director Davis to continue.

Director Davis reported that 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 performs annually assessments of risk. The purpose of the annual risk assessment is 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.

Trustee Cole thanked President Glover and Director Davis for the report.

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

Trustee Cole moved to retire into executive session to discuss items deemed confidential under state law. Trustee Mitchell seconded the motion, which carried unanimously. The committee transitioned into executive session at 11:11 a.m.

VIII. ADJOURNMENT

There was no further discussion. Trustee Cole moved to adjourn the meeting. Trustee Mitchell seconded the motion, which carried unanimously. The meeting was adjourned.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 13, 2019

ITEM: Audit Committee Report – Annual Report on the Audit

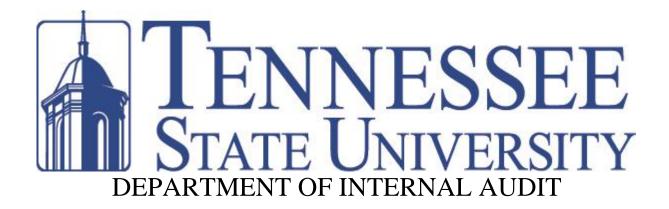
Office's Audit Activities

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

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

The Director of Internal Audit will discuss the Office of Internal Audit's Year End Report for fiscal year 2018-19.



Year-End Report on Audit Activity for the Year Ended June 30, 2019

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

> Ray Trobaugh, CFE, CGFM Assistant Director of Internal Audit

Tennessee State University Department of Internal Audit

Report on Annual Audit Activity

Fiscal Year Ending June 30, 2019

Rank	Type	Area	Audit	Audit Status	Report Date
Required	R	AT	NCAA Student Assistance Fund FY 2018	Complete	08/22/2018
Project	P	IS	Quality Assessment Review- External	Complete	08/31/2018
Risk-Based	A	RS	Research and Sponsored Programs	Complete	01/30/2019
Required	R	FM	President's Expenses FY 2018	Complete	10/25/2018
Follow-up Review	F	FM	State Audit Follow-up for FY 2017	Complete	04/12/2019
Risk Assessment	M	FM	Review Management's Risk Assessments	Complete	-
Required	R	IS	Collection and Review of Conflict of Interest Forms	Complete	-
Project	P	IS	Quality Assessment Review-Internal	Complete	05/01/19
Investigation	I	IS	Unscheduled Audits/Projects/Investigations	In Progress	-
Special Request	S	SS	University Scholarships	Complete	05/06/19
Risk-Based	A	AX	Equipment Inventory	In Progress	-

Audit Types:

- R Required
- A Risk-Based (Assessed)
- S Special Request
- I Investigation
- P Project (Ongoing or Recurring)
- M Management's Risk Assessment
- C Consultation
- F Follow-up Review

Functional Areas:

- AD Advancement
- AT Athletics
- AX Auxiliary
- FM Financial Management
- IA Instruction & Academic Support
- IS Institutional Support
- IT Information Technology
- PP Physical Plant
- RS Research
- SS Student Services

Audits Completed

Report Date	Report Title	Observations	Corrective Action Status
8/22/2018		Two allowable expense amounts, totaling \$101.99, were paid twice	1. \$65.00 of the \$101.99 was
8/22/2018			
	Collegiate Athletic Association Student Assistance Fund		repaid. Follow-up with the
	Student Assistance Fund	2. Payment of \$300.00 to a student-athlete for providing music services at	vendor was made for the
		the annual Athletics Banquet was applied to his student account causing the	remaining \$36.99.
		funds to be classified in the accounting system as scholarship funds. The	In January 2019, we
		\$300.00 was reported erroneously to the NCAA as part of scholarship	performed interim testing for
		funds provided during the year.	the period July 1, 2018
			through January 23, 2019 and
			found no duplicate payments.
			2. Proper reporting of SAF
			expenses will be tested after
			year-end when management
			makes its annual report to the
			NCAA.
8/31/2018	Self-Assessment with	Standard 1312, External Assessments, issued by the Institute of Internal	At April 8, 2019, all
	Independent Validation	Auditors, states that "External assessments must be completed at least every	opportunities for continuous
		five years by a qualified, independent assessor or assessment team from	improvement were
		outside the organization." The external assessment may be accomplished	implemented by the Office of
		through a full external assessment, or a self-assessment with independent	Internal Audit.
		external validation. The Tennessee State University Department of Internal	
		Audit performed a self-assessment. KraftCPAs performed an independent	
		validation of our self-assessment. The report issued as a result of the self-	
		assessment and validation included four opportunities for continuous	
		improvement.	
10/25/2018	Audit of President's Expense	As required by state law, we performed an audit of the expenses of the	N/A- No issues noted
	Schedules for the fiscal year	President of Tennessee State University. No observations or findings were	
	ended June 30, 2018	noted.	
1/30/2019	Audit of Research and	Preparing Our Tomorrow Uniquely in STEM (POTUS)	Incomplete/ongoing
05/03/2019	Sponsored Programs	1. Unallowable benefit expenses of \$1,285.20 were charged to the grant	The TSU Office of Internal
		Career Commitment and Retention in STEM: The Intersection of	Audit will perform follow-up
		Professional Identity and Career Management Skills in Minority	procedures during the first
		and Women STEM Student s	quarter of fiscal year 2020.
		1. Unallowable indirect costs totaling \$1,241.25 were charged to the grant	
		2. The required annual project report was not submitted timely during the	
		budget period	
		3. Time and effort certifications were not prepared for time charged to the	
		grant during the budget period	
		Promoting Best Management Practices In the Nursery Production	
		Systems For the Mid-South United States	
		By Providing Planning and Technical Assistance	
		Managment could not provide documentation to support timely	
		submission of the required annual project report	
		2. Time and effort certifications were not prepared for time charged to the	
		grant during the budget period	
		grant daring the oddget period	

Audits Completed (continued)

4/12/2019 Follow-up to the Division of State Audit, Financial and Compliance Audit of Tennessee State University The Comptroller of the Treasury, Division of State Audit, performed a 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, 2017. The report included five audit findings. 1. Incomplete/ongo 2. Incomplete/ongo 3. Management has revised Collection	~
Compliance Audit of the financial statements of Tennessee State University for the fiscal year 3. Management has	ina
	-
Tampaggas State University and d Ivns 20, 2017. The remost included five audit findings provided Callection	
For the Fiscal Year Ended 1) As noted in the prior two audits, management needs to improve Accounts Receivable	
June 30, 2017 procedures for preparing and reviewing financial statements to be presented to	
2) TSU and TSU Foundation's accounting records show \$246,000 more of Trustees for app	
cash on hand than shown on the bank statements; this variance is June 2019 board m	neeting
unexplained 4. Management has	s corrected
3) The university did not have adequate policies and procedures for the this issue	
collection of accounts receivable 5. Ongoing	
4)Return of Title IV funds were not in compliance with federal regulations	
5) As noted in the prior three audits, Tennessee State University did not	
provide adequate internal controls in one area	
5/1/2019 Internal Quality Assessment Standard 1311, Internal Assessments, issued by the Institute of Internal N/A- No issues no	ted
Review Auditors, states that "the chief audit executive (CAE) is responsible for	
ensuring that the internal audit conducts an internal assessment that includes	
both ongoing monintoring and periodic self-assessments. Standard 1320,	
Reporting on the Quality Assurance and Improvement Program,	
requires the results of onging monitoring be ommunicated to the board/audit	
committee at least annually. The CAE completed the internal quality	
assessmetn review. No instances of noncompliance with the standards or	
code of ethics were noted.	
5/6/2019 Audit of Institutional One of the nation's most prominent Historically Black College and N/A- No issues no	ted
Scholarships University's (HBCUs) was recently involved in a scandal related to the	
misappropriation of institutional scholarship funds. The fraud ensued over	
the course of several years and was carried out by the institution's	
employees. A lack of sufficient and appropriate internal controls lead to the	
fraud going undetected. This scandal prompted the President of Tennessee	
State University (TSU), Dr. Glenda Baskin Glover, to charge management	
with ensuring a similar scandal did not occur at TSU. We reviewed	
institutional scholarships awarded during fall 2018 and spring 2019 to ensure	
management was appropriately selecting, awarding, and disbursing funds to	
institutional scholarship award recipients. Our audit resulted in no findings.	

Outstanding Recommendations for Prior Year(s) Completed Audits

Report Date	Report Title	Observations	Corrective Action Status
5/18/2018	Review of the Federal Work-	1. For 8 of the 26 students included in our sample, we found instances	Ongoing
	Study (FWS) program	where the student worked more than 20 hours per week.	We performed follow-up
		2. For 17 of the 26 students included in our sample, we noted several	procedures in May 2019 for
		instances where students and related supervisors certified the student as	the fall 2018 and spring 2019
		performing work-study assignments during a scheduled class time.	semesters. We noted
		3. For 6 of the 26 students included in our sample, we found where the	instances where students
		student worked more than 6 continuous hours without taking the required	worked during scheduled class
		minimum 30-minute unpaid rest/meal break.	hours and worked more than
			20 hours when the university
			was not on break.
			Management appears to have
			appropriately addressed the
			issue of students not taking
			required 30-minute breaks,
			when applicable.



DEPARTMENT OF INTERNAL AUDIT

Audit of Institutional Scholarships



May 6, 2019

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

Dear Dr. Glover:

Enclosed is the internal audit report related to our audit of Institutional Scholarships.

The overall objective of the audit was to determine if university management was appropriately selecting, awarding, and disbursing funds to institutional scholarship award recipients. Our audit did not result in any audit findings.

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, Tennessee State University Audit Committee Chair Dr. John Cade, Vice President for Enrollment and Student Success

Tennessee State University Department of Internal Audit Audit of Institutional Scholarships Executive Summary

Key Area	Office of Financial Aid	Internal Auditor	Adrian R. Davis, CPA, CGFM		
Background	One of the nation's most prominent Historically Black College and University's				
and	(HBCUs) was recently involved in a scandal related to the misappropriation of				
Introduction	institutional scholarship funds. The fraud ensued over the course of several years and				
	_		. A lack of sufficient and appropriate		
	<u> </u>		detected. This scandal prompted the		
			, Dr. Glenda Baskin Glover, to charge		
	management with ensuring a similar	<u> </u>			
	management with cusuring a similar	ai scandai dic	Thot occur at 150.		
	Scholarships are used to assist str	idents in fund	ding their education. Scholarships are		
	•		emic performance, community service,		
	residency and other criteria.	adent's acade	mic performance, community service,		
Objectives		ding institution	nal scholarships is efficient and effective		
Objectives	2. Determine if management's awar				
			plarships adheres to university policies and		
	procedures		1 7 1		
			ntional scholarships met the eligibility		
	requirements and received the pro-	•			
	5. Determine that actual award amounts disbursed did not exceed the budgeted totals				
Scope	Fall 2018 and Spring 2019 institutional	al award recipi	ients		
Questioned	N/A	Recoveries	N/A		
Costs					
Audit			depending on auditor judgment. Some		
Finding			sness of a finding include: (1) level of		
Ranking	* ' ' '		regulations and restrictions, (3) lack of		
	, , , , , , , , , , , , , , , , , , ,		atter in an important matter, (4) lack of		
			redures, and (5) fraud, theft, conflicts of		
	interest or serious waste of univers	sity resources.			
Findings	None				
Conclusion			determined that the process of awarding		
	1		nd no bias in management's awarding of		
		-	utional scholarships adheres to university		
	policies and procedures. Institutional award recipients were found to have met the eligibility				
	requirements to receive amounts awarded. Amounts awarded did not exceed initial budget thresholds.				
Restriction		he internal us	e of Tennessee State University and the		
on Use of	-		anding committee of the Tennessee State		
Report	University Board of Trustees. It is not intended to be and should not be used for any other				
_	-		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, th	his report is a	matter of public record.		

Institutional Scholarships

We obtained a listing of institutional scholarship recipients awarded during the fall 2018 and spring 2019 semesters. We performed a review of the following institutional scholarships:

Institutional Scholarships	Number of Recipients	Total Amount Paid
Building Bridges (In-State)	98	\$1,161,508.12
Building Bridges (Out-of-State)	18	\$ 374,503.00
Academic Higher Achiever	61	\$ 741,463.00
Access and Diversity Scholarship	37	\$ 161,256.50
Academic Work Scholarship	29	\$ 228,979.20
Tennessee State University Scholarship	30	\$ 210,629.50
TOTAL	<u>273</u>	<u>\$2,878,339.32</u>

1. Objective 1- Determine if the process of awarding institutional scholarships is efficient and effective

The awarding of institutional scholarships is the responsibility of the Office of Financial Aid, in particular, the Assistant Director of Financial Aid. Applicants use the university's scholarship portal to apply for institutional scholarships. Awards are made on a first-come, first-served basis for those students who meet the award criteria. After being selected to receive an institutional scholarship award, students are sent an Acceptance Letter. By signing the award agreement, the student agrees to adhere to pre-established guidelines to continue receiving award amounts. The deadline for applying for institutional scholarships is several months prior to the beginning of the fall semester. This helps to ensure awarding is efficient. The process was also determined to be effective as approximately 93% of the revised budget total for scholarships was awarded to students.

2. Objective 2 – Determine if management's awarding of institutional scholarships is objective

We reviewed the scholarship awarding process to determine if appropriate controls were in place to prevent bias in the awarding of scholarships to students. Controls were determined to be appropriate.

3. Objective 3 - Determine if the awarding of institutional scholarships adheres to university policies and procedures

University policy 3:04:01:00, *Student Scholarships, Grants, Loans & Financial Aid Programs*, addresses institutional scholarships. There were no instances of noncompliance noted.

4. Objective 4 - Determine if the students awarded institutional scholarships met the eligibility requirements and received the proper award amounts

We selected for testing a random sample of 50 students who received an institutional scholarship during the fall 2018 and/or spring 2019 semester. We reviewed the students' accounts to determine if they met the eligibility requirements for the institutional awards received and received the proper award amounts. No findings were noted.

5. Objective 5 - Determine that actual awards amounts disbursed did not exceed the budgeted totals

Scholarship offers did not exceed the original budgeted amount for institutional scholarships. During the fall 2018 semester, the university made university-wide budget cuts. Final award amounts disbursed exceeded the revised budget totals in some instances. At the time of the university-wide budget cuts, fall 2018 scholarship awards were already provided to eligible students. Due to the previous commitment to provide awards to approved applicants, the university upheld its obligation to the students for the spring 2019 semester as well. Actual expenses did not exceed the budget for awards funded with restricted funding.

TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 13, 2019

ITEM: Audit Committee Report – Discussion of the Audit Office's

Quality Assessment

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

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

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

DEPARTMENT OF INTERNAL AUDIT

Internal Quality Assessment Review May 2019



May 1, 2019

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

Dear President Glover:

Enclosed are the results of the self-assessment quality review for the Department of Internal Audit.

In accordance with the *International Standards for the Professional Practice of Internal Auditing (Standards)*, issued by the Institute of Internal Auditors (IIA), we implemented a Quality Assurance and Improvement Program for the Department of Internal Audit. As required by the Standards, this program must include periodic external reviews and internal self-assessments, as well as ongoing internal monitoring covering all aspects of the internal audit activity.

The *Standards* require an external quality assurance review be performed every five years. Our latest external review was completed in August of 2018. Our Quality Assurance and Improvement Program requires internal reviews to be performed between external reviews. Ongoing monitoring procedures of internal audit activities are performed daily as part of the policies and practices of our office.

The results of our internal assessment indicate that our office generally conforms to the *Standards* and the Code of Ethics.

A summary of our assessment is attached.

Sincerely,

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

CC: Dr. Deborah A. Cole, Audit Committee Chair

Table of Contents

Executive Summary	3
Requirement for Quality Assessments	
Procedures Performed	
Opinion as to Conformity with the Standards	
Rating Definitions	
Attachment A - Evaluation Summary	

EXECUTIVE SUMMARY

The Tennessee State University Department of Internal Audit conducted a quality self-assessment of the internal audit activity during fiscal year 2019. The principal objective of the quality self-assessment was to determine the internal audit activity's conformity to The Institute of Internal Auditors' (IIA) *International Standards for the Professional Practice of Internal Auditing* (*Standards*), the *Definition of Internal Auditing* and the *Code of Ethics*.

As part of the quality assessment, the Department of Internal Audit prepared a self-study of conformance to the IIA requirements. The Office of Internal Audit also reviewed the risk analysis and audit planning processes, audit tools and methodologies, engagement and staff management processes and working papers and reports.

For a detailed list of conformance to individual standards, please see *Attachment A* to this report.

Requirement for Quality Assessments

The Department of Internal Audit is required by The *IIA Standards*, to have a quality assurance and improvement program, which includes periodic internal and external quality assessments and ongoing internal monitoring for conformance with the *Standards*. Adherence to the *Standards* is essential for the professional practice of internal auditing. Within The *IIA Standards* are Attribute and Performance Standards. The IIA states that "Standards are the criteria by which the operations of an internal audit department are evaluated and measured. They are intended to represent the practice of internal auditing as it should be."

Procedures Performed

As part of the quality assessment, the Office of Internal Audit prepared a self-study of conformance to the IIA requirements. The Office of Internal Audit also reviewed the risk analysis and audit planning processes, audit tools and methodologies, engagement and staff management processes and a sample of working papers and reports.

Opinion as to Conformity with the Standards

The overall opinion is that Tennessee State University's internal audit activity generally conforms to The IIA's *Standards*, *Definition of Internal Auditing* and *Code of Ethics*. Efforts to conform to the spirit and intent of the *IIA Standards* are evident. The internal audit activity is well-structured and progressive and audit management is endeavoring to provide useful audit tools and implement appropriate practices.

RATING DEFINITIONS

<u>GC – "Generally Conforms"</u> means that the assessor has concluded that the relevant structures, policies, and procedures of the activity, as well as the processes by which they are applied, comply with the requirements of the <u>individual</u> standard or elements of the Code of Ethics in all material respects. For the <u>sections</u> and <u>major categories</u>, this means that there is general conformity to a majority of the individual standard or element of the Code of Ethics and at least partial conformity to the others within the section/category. There may be significant opportunities for improvement, but these should not represent situations where the activity has not implemented the *Standards* or the Code of Ethics and has not applied them effectively or has not achieved their stated objectives. As indicated above, general conformance does not require complete or perfect conformance, the ideal situation, or successful practice, etc.

<u>PC – "Partially Conforms"</u> means that the assessor has concluded that the activity is making good-faith efforts to comply with the requirements of the <u>individual</u> standard or elements of the Code of Ethics, or a <u>section</u> or <u>major category</u>, but falls short of achieving some major objectives. These will usually represent significant opportunities for improvement in effectively applying the *Standards* or the Code of Ethics and/or achieving their objectives. Some deficiencies may be beyond the control of the internal audit activity and may result in recommendations to senior management or the board of the organization.

<u>DNC – "Does Not Conform"</u> means that the assessor has concluded that the internal audit activity is not aware of, is not making good-faith efforts to comply with, or is failing to achieve many or all of the objectives of the <u>individual</u> standard or element of the Code of Ethics, or a <u>section</u> or <u>major category</u>. These deficiencies will usually have a significantly negative impact on the internal audit activity's effectiveness and its potential to add value to the organization. These may also represent significant opportunities for improvement, including actions by senior management or the board.

ATTACHMENT A – EVALUATION SUMMARY

	GC	PC	DNC
Overall Evaluation	X		

Attribute	Standards (1000 through 1300)	GC	PC	DNC
1000	Purpose, Authority, and Responsibility	X		
1010	Recognizing Mandatory Guidance in the Internal Audit Charter	X		
1100	Independence and Objectivity	X		
1110	Organizational Independence	X		
1111	Direct Interaction with the Board	X		
1112	Chief Audit Executive Roles Beyond Internal Auditing	X		
1120	Individual Objectivity	X		
1130	Impairment to Independence or Objectivity	X		
1200	Proficiency and Due Professional Care	X		
1210	Proficiency	X		
1220	Due Professional Care	X		
1230	Continuing Professional Development	X		
1300	Quality Assurance and Improvement Program	X		
1310	Requirements of the Quality Assurance and Improvement Program	X		
1311	Internal Assessments	X		

1312	External Assessments	X	
1320	Reporting on the Quality Assurance and Improvement Program	X	
1321	Use of "Conforms with the International Standards for the Professional Practice of Internal Auditing"	X	
1322	Disclosure of Nonconformance	X	

Performan	ace Standards (2000 through 2600)	GC	PC	DNC
2000	Managing the Internal Audit Activity	X		
2010	Planning	X		
2020	Communication and Approval	X		
2030	Resource Management	X		
2040	Policies and Procedures	X		
2050	Coordination and Reliance	X		
2060	Reporting to Senior Management and the Board	X		
2070	External Service Provider and Organizational Responsibility for Internal Auditing	X		
2100	Nature of Work	X		
2110	Governance	X		
2120	Risk Management	X		
2130	Control	X		
2200	Engagement Planning	X		

Planning Considerations	X		
Engagement Objectives	X		
Engagement Scope	X		
Engagement Resource Allocation	X		
Engagement Work Program	X		
Performing the Engagement	X		
Identifying Information	X		
Analysis and Evaluation	X		
Documenting Information	X		
Engagement Supervision	X		
Communicating Results	X		
Criteria for Communicating	X		
Quality of Communications	X		
Errors and Omissions	X		
Use of "Conducted in Conformance with the International Standards for the Professional Practice of Internal Auditing"	X		
Engagement Disclosure of Nonconformance	X		
Disseminating Results	X		
Overall Opinions	X		
Monitoring Progress	X		
Communicating the Acceptance of Risks	X		
	Engagement Objectives Engagement Scope Engagement Resource Allocation Engagement Work Program Performing the Engagement Identifying Information Analysis and Evaluation Documenting Information Engagement Supervision Communicating Results Criteria for Communicating Quality of Communications Errors and Omissions Use of "Conducted in Conformance with the International Standards for the Professional Practice of Internal Auditing" Engagement Disclosure of Nonconformance Disseminating Results Overall Opinions Monitoring Progress	Engagement Objectives Engagement Scope X Engagement Resource Allocation X Engagement Work Program X Performing the Engagement X Identifying Information X Analysis and Evaluation Documenting Information X Communicating Results Criteria for Communicating Quality of Communications X Criteria and Omissions X Use of "Conducted in Conformance with the International Standards for the Professional Practice of Internal Auditing" Engagement Disclosure of Nonconformance X Disseminating Results X Monitoring Progress X X X Monitoring Progress X	Engagement Objectives Engagement Scope Engagement Resource Allocation Engagement Work Program Performing the Engagement Identifying Information Analysis and Evaluation Documenting Information Engagement Supervision Communicating Results Criteria for Communicating Quality of Communications Errors and Omissions Use of "Conducted in Conformance with the International Standards for the Professional Practice of Internal Auditing" Engagement Disclosure of Nonconformance X Monitoring Progress X X X X X X X X X X X X

Code of Et	Code of Ethics		PC	DNC
	Code of Ethics	X		

TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Audit Committee Report – Approval of Fiscal Year 2019-

2020 Audit Plan

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The annual audit plan for the Department of Internal Audit was prepared using a risk-based approach as required by the *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors. The audit plan covers the annual audit period ending June 30, 2020. Risk factors (e.g. internal controls, results of prior internal and external audits, results of management's risk assessment, etc.) were considered when determining the items to be included in the audit plan.

The purpose of this agenda item is to consider for approval the Annual Audit Plan for fiscal year 2019-2020.

See Attachment.

MOTION: To approve the Fiscal Year 2019-2020 Audit Plan, as contained in the Board materials for the Board's June 13, 2019, meeting.

Tennessee State University Department of Internal Audit Annual Audit Plan 2019-2020

Tennessee State University Internal Audit Plan Fiscal Year Ending June 30, 2020

				Budget	Estimated Start	Estimated
Rank	Type	Area	Audit	(Hours)	Date	Completion Date
Required	R	AT	NCAA Student Assistance Fund FY 2018	125	July 2019	August 2019
Risk-Based	Α	AX	Book Bundle Revenue	150	July 2019	September 2019
Required	R	FM	President's Expenses FY 2019	125	August 2019	October 2019
Follow-up Review	F	FM	State Audit Follow-up for FY 2018	175	August 2019	December 2019
Risk-Based	Α	П	Banner Access Review	325	September 2019	November 2019
Risk Assessment	M	FM	Review Management's Risk Assessments	50	October 2019	November 2019
Risk-Based	Α	IA	University Admissions	325	October 2019	January 2020
Risk-Based	Α	FM	University Procurement Card	75	November 2019	December 2019
Investigation	ı	IS	Unscheduled Audits/Projects/Investigations	275	TBD	
Consultation	С	IS	Unscheduled Consultation	50	TBD	
Required	R	IS	Review of Conflict of Interest Forms	50	January 2020	March 2020
Risk-Based	Α	AT	NCAA Football Attendance Certification	150	January 2020	March 2020
Risk-Based	Α	П	Payment Card Industry Compliance	325	February 2020	May 2020
Follow-up Review	F	FM	State Audit Follow-up for FY 2019	200	April 2020	May 2020
Consultation	С	IS	Receivable Allowance Calculation Review	75	May 2020	June 2020
Required	R	FM	Cash Counts	10	June 2020	June 2020
			Total	2485		

Estimate-Hours Available For Audits = 2485 hours

Audit Types: Functional Areas:
R - Required AD - Advancement
A - Risk-Based (Assessed) AT - Athletics
S - Special Request AX - Auxiliary

I - Investigation FM - Financial Management M - Management's Risk Assessment IA - Instruction & Academic Support

F - Follow-up Review

IS - Institutional Support
IT - Information Technology
PP - Physical Plant

PP - Physical Plant RS - Research SS - Student Services

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 13, 2019

ITEM: Audit Committee Report – Executive Session. Discussion of

Items Deemed Confidential under State Law

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

Tennessee State University Board of Trustees



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

11 a.m. CST Thursday, June 13, 2019

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

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the February 21, 2019, Finance and Budget Committee Meeting Minutes
- IV. Approval of Fiscal Year 2019-20 Tuition and Mandatory Fee Increase of 2.19 percent
- V. Approval of Institutional Budgets
- VI. Approval of the Institution's Fiscal Year 2019-20 Compensation Plan
- VII. Report on Composite Financial Index
- VIII. President's Financial Report
 - IX. Approval of Revised Accounts Receivable Policy
 - X. Approval of Capital Construction Plan
 - XI. Update on Enrollment, Marketing and Student Recruitment Plan

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of the February 21, 2019, Finance and Budget

Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance and Budget Committee, Trustee

Stephen Corbeil

The document reflecting the minutes from the February 21, 2019, Finance and Budget Committee meeting is included in the June 13, 2019, Board materials.

MOTION: To approve the minutes from the Board of Trustees' February 21, 2019, Finance and Budget Committee meeting, as contained in the Board materials for the Board's June 13, 2019, meeting.

Tennessee State University Board of Trustees Finance and Budget Committee Meeting. February 21, 2019

Tennessee State University. 3500 John A. Merritt Blvd. Nashville, Tennessee 37209
McWherter Administration Building
President's Conference Room

MINUTES

Committee Members Present: Stephen Corbeil and Bill Freeman.

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

University Staff Present: President Glenda Glover; Mr. Laurence Pendleton, General Counsel and Board Secretary; Dr. Curtis Johnson, Chief of Staff; Dr. John Cade, Vice President for Enrollment; Terrence Izzard, Assistant Vice President of Recruitment; Horace Chase, Vice President for Business and Finance; Bradley White, Assistant Vice President for Business and Finance; Dr. Alisa Mosley, Interim Vice President for Academic Affairs.

Guests Present: Lauren Collier, the Higher Education Commission.

I. CALL TO ORDER

Trustee Corbeil called the meeting to order at 11:39 a.m. on February 21, 2019.

II. ROLL CALL/DECLARATION OF A QUORUM

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

III. APPROVAL OF NOVEMBER 15, 2018, COMMITTEE MEETING MINUTES

Trustee Corbeil proceeded to the approval of the November 15, 2018, Finance and Budget Committee meeting minutes, as included in the February 21, 2019, board materials. Trustee Corbeil moved to approve the minutes. Trustee Freeman seconded the motion, which carried unanimously.

IV. APPROVAL OF FEBRUARY 4, 2019, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Corbeil proceeded to the approval of the February 4, 2019, Finance and Budget Committee meeting minutes, as included in the February 21, 2019, board materials. Trustee Corbeil moved to approve the minutes. Trustee Freeman seconded the motion, which carried unanimously.

V. REPORT ON FEBRUARY 4, 2019, FINANCE AND BUDGET COMMITTEE MEETING WITH THE FOUNDATION BOARD

Trustee Corbeil provided a report to the committee and attendees on the joint meeting of the Finance and Budget committee of the Board of Trustees (BOT) and the TSU Foundation board. Trustee Corbeil reported that the meeting was called at the request of Trustee Lewis. The

purpose of the meeting was to start a dialogue between the BOT and the Foundation board about additional avenues through which to raise scholarship funds for TSU students.

Trustee Corbeil noted that insufficient scholarship funds affected recruitment and retention of students. Dwayne Tucker, chair of the TSU Foundation board, shared an overview of the foundation's organization and mission. In summary, Mr. Tucker advised that the foundation has limited funds available for scholarships because much of the money managed by the foundation is restricted and cannot be used for scholarships.

The attendees shared plans and strategies for fundraising and collaboration. Independent alumni associations were also discussed. The parties determined that the best liaison between the TSU BOT and the foundation board is the Finance and Budget Committee of the BOT.

Trustee Freeman commented that he supported Trustee Corbeil's summary of the joint meeting. He also noted that the BOT members in attendance left with a better understanding of the nature of the foundation's operations and restrictions.

Trustee Corbeil stated that one of the issues that the attendees identified during the meeting was that the BOT must formulate an articulable and specific request for support. For example, the board should be prepared to ask for \$5M over the next five years for funding designated for scholarships.

Trustee Cole noted that the majority of the funds held by the foundation came from the state with many restrictions. She agreed that the board needs to improve fundraising.

Trustee Corbeil specified that the institution needs a campaign to raise unrestricted funds.

Trustee Mitchell asked if there were any firm plans because none were reflected in the minutes of the meeting.

Trustee Corbeil answered that the next step was to create a strategic fundraising plan.

VI. APPROVAL OF THE STUDENT FEE PAYMENT AND ENROLLMENT POLICY

Trustee Corbeil proceeded to the approval of the Student Fee Payment and Enrollment Policy, as included in the February 21, 2019, board materials. Trustee Corbeil commented that the policy was in place when the institution was governed by the Tennessee Board of Regents. He noted that the policy was adopted as a TSU policy when the institution severed from the TBR under the FOCUS act. Trustee Corbeil informed the committee that the policy was being modified to be more friendly to TSU students in recognition of their unique needs.

Vice President Chase commented that key changes of the policy extend the time from fourteen days to twenty-one days by which students must satisfy all outstanding debts and obligations to the institution to avoid being purged from enrollment. The policy also allows students to remain enrolled when their outstanding debt is \$200 or less.

Trustee Corbeil moved to recommend to the full board, the approval of the student fee payment and enrollment policy, as contained in the materials for the February 21, 2019, board meeting materials. Trustee Freeman seconded the motion, which carried unanimously.

VII. APPROVAL OF THE DEFERRED PAYMENT PLAN POLICY

Trustee Corbeil asked President Glover to provide information on the deferred payment plan policy. President Glover asked Vice President Chase to provide an overview of the policy.

Vice President Chase stated that the purpose of this policy is to implement, clarify, and ensure the consistent administration of the deferred fee payment program at Tennessee State University.

He noted that the TSU Deferred Payment Plan policy revises the TSU policy governing the same policy area, which was adopted when the institution severed from the Tennessee Board of Regents under the FOCUS act.

A deferred payment plan is available for regular academic semesters (fall and spring) and for students who are in good financial standing. All financial aid awarded to a student is applied before the deferred payment plan is utilized. There are two deferred payment plan options. One option is for students with balances above \$2,000. In this option, the student pays a \$50 service fee, a fifty percent down payment of the balance, and three equal installments due prior to the end of the semester. The second option is for students with balances of \$2,000 or less. The second option is the same as the first except there is no down payment required.

Trustee Corbeil moved to approve the deferred payment plan policy, as contained in the materials for the February 21, 2019, board meeting. Trustee Freeman seconded the motion, which carried unanimously.

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

Trustee Corbeil asked President Glover to present an update on the enrollment, marketing, and student recruitment plan. President Glover referred the committee to the report of recruitment, enrollment, and retention on page 110G of the board materials for the February 21, 2019, board meeting. President Glover noted that the current total head count for the spring 2019 semester is 6,537, the fall 2019 semester head count is projected to be 8,013, and the fall 2020 semester head count is projected to be 8,253.

President Glover asked Terrance Izzard to present the update on the strategic plan. Mr. Izzard commented that the plan was developed by a multifaceted committee of twenty-five members who are deans, faculty, staff, administrators, and students. The TSU Recruitment Committee is charged with assisting with developing a plan that will increase enrollment by identifying the challenges that have caused declines, and to formulate strategies to address them. It is chaired by Dr. Curtis Johnson, Chief of Staff. The committee has two co-chairs, Mr. Terrence Izzard and Dr. Sharon Peters. The committee members have identified a number of key strategies to stabilize and increase enrollment.

Undergraduate Strategies:

- 1. Strategic Outreach
- 2. Strategic Marketing
- 3. Strategic Communications
- 4. Technological Infrastructure Enhancements and Capital Improvements
- 5. Strategic Funding for Scholarship

Graduate Strategy:

1. Strategic Marketing and Recruitment for the Graduate School

Mr. Izzard noted that meetings have been held with the school districts for Clarksville, Montgomery County, and Shelby County. He reported that over 140 students attended and thirty students applied on site. Mr. Izzard reported that 231 high school visits have been made to date under the Tiger Days program.

President Glover asked Dr. Mosley to report on the Knowledge Academy.

Dr. Alisa Mosley reported that the institution asked for permission to offer dual enrollment in psychology. She noted that the institution hopes to extend the program to English and music. Dr. Mosley commented that meetings have been held between the institution's administration and the administration of Pearl Cohn, Whites Creek, Strafford, and MLK high schools.

President Glover noted that students in the dual enrollment programs will contribute to the institution's head count and full time enrollment numbers.

Mr. Izzard commented that TSU held recruitment days in Shelby County and plans to hold similar events in Atlanta, GA, Birmingham, AL, Chattanooga, TN, and Clarkesville, TN. He also noted that mailers were sent out and that a digital, call, and text campaign has also been planned.

Trustee Corbeil asked how many students were enrolled as a result of the recruitment programs. He noted the importance of metrics to evaluate and validate the effectiveness of each strategy. Mr. Izzard responded that he did not have specific numbers with him.

Mr. Izzard reported that the institution plans to hire another recruiter and that it has created a Transfer Tuesday initiative, which is an open house program that focuses on the needs of transfer students, non-traditional students, and distance learners. He also noted that Dr. Johnson is working with TEMA, the Tennessee Emergency Management Agency, to certify emergency managers.

Mr. Izzard reported that social media is being leveraged as part of the strategic marketing plan. 225 social media posts have been made, advertisements of special places on campus have been posted, a virtual campus visit platform, You Visit has been added, and Naviance Career Readiness Solutions is being implemented.

President Glover noted that hits on the social media platform showed promise, but that the institution has seen a reduction in activity correlated to Mr. Izzard's time away from the institution due to an injury.

Trustee Cole noted that customer service is required to recruit and retain students. She recounted that in her personal experience, the customer training is not effective.

Trustee Mitchell stated that the Mr. Izzard's presentation was wonderful and that she was enthusiastic about the plan. She asked if there was an element that addresses the unique needs of military affiliated persons. She inquired whether the institution has a plan to facilitate the transfer of credits to TSU. She asked if the institution has evaluated setting up classed on local military bases.

Dr. Mosley answered that THEC awarded TSU a grant to offer courses and convert credits earned from military experience with the aim to reduce institutional barriers and facilitate the transition from the military into higher education.

Dr. Cade added that the institution is evaluating ways to collect data from veteran's DD214 paperwork to maximize credit awarded for military service. Dr. Cade also noted that programs for military students are being established on the Avon Williams site.

Trustee Mitchell stated that those are wonderful strategies and she reported that the University of Maryland has marketing programs focused on the needs of veterans.

Dr. Mosley added that the institution participated in six events to recruit veterans.

Trustee Corbeil noted that the board should be able to measure the success of the programs and initiatives by doing year-to-year comparisons. He asked if the recruitment and retention projections shown on page 110G were attainable.

Dr. Cade commented that he believed the goals were attainable. Dr. Mosley commented that each college has a recruitment goal and projection plan.

Trustee Cole asked for clarification on the enrollment numbers. She asked if the budget is based on head count and whether full-time, part-time, graduate, and undergraduate students enrollment is used to develop the budget.

Dr. Cade noted that applications were down three percent and that admissions were down six percent over the previous year.

Trustee Freeman commended the recruitment plan.

Trustee Corbeil commented that the committee had just had a tough but necessary discussion. He thanked President Glover and her team for the update.

Trustee Sekmen asked to speak. He commented that he obtained the enrollment numbers from 2012 to the present. He then asked for the true reason for enrollment decline. He stated that he and other faculty analyzed the enrollment trends and offered to send copies of his analysis to the board. He noted that in fall 2015, the head count was 9167, in fall 2016, the head count was 8816, and that enrollment declined 13% over 3 years. He juxtaposed TSU's enrollment with MTSU's enrollment over the same period. He noted that while TSU's enrollment declined 13%, MTSU experienced a 3.92% decline. Trustee Sekmen continued that he found that from spring 2015 to fall 2019, TSU's enrollment declined 22.32%, while MTSU's enrollment declined 7.4%. Trustee Sekmen stated that his belief is that the issue is not recruitment or admissions, but retention of students. He noted that the increase in admissions standards accounts for attrition of approximately 250 students. He noted that TSU's peer institutions are performing better. He commended the plan as comprehensive, but also opined that it is not innovative.

President Glover responded that the administration has maintained that the issue for TSU students is insufficient funds. She noted that 900 students were not admitted regardless of what Trustee Sekmen's numbers show. She commented that the institution is working hard with community colleges to increase enrollment, with funding sources to obtain additional scholarship funding, and with students on retention. President Glover asserted that she will terminate any faculty on the spot for cause for telling students not to return to TSU.

Trustee Corbeil interjected that the institution needs to "block and tackle," and do what will be effective to correct the attrition.

Trustee McKenzie asked if the cost of implementing the recruitment plan had been projected. He asked that the committee and the administration take another look at the budget to verify that the cost has been accounted for.

Trustee Corbeil asked Vice President Chase to evaluate the budget and verify that the cost of the plan has been included.

Trustee Sekmen added that graduate enrollment has declined over the last six years and undergraduate enrollment has declined over the last four years. He noted that the plan is extensive, but it only covers the basics.

Dr. Mosley noted that the faculty spoke about allocating Title III funds to support graduate students in STEM and education programs.

President Glover informed the attendees that the graduate school has a separate plan.

Trustee Sekmen commented that an anonymous letter was sent to the faculty senate acknowledging the cost reduction plan aimed to reduce the budget by \$15.3M, but that those cuts will be insufficient. Trustee Sekmen recounted that the letter from President Glover to the institution dated November 12, 2018, promised not to cut faculty. He also recounted that in a previous BOT Finance and Budget committee meeting, Trustee Corbeil eluded to the possibility that the \$15.3M cuts to the FY 2018-19 budget might be insufficient. Trustee Sekmen noted that faculty position announcements are typically advertised in October for August start dates, but

that layoffs at this point in the fiscal year will result in a year of unemployment of any faculty laid off. Trustee Sekmen then asked if the board could commit to no faculty layoffs for 2019-2020. Chairman Walker stated yes. President Glover clarified that tenured and tenured track faculty are protected, but that adjunct faculty and staff have not assurances. Chairman Walker confirmed that the board will support the President's plan to protect tenured and tenured track faculty and that the board will make an announcement.

Trustee Sekmen asked that the board and administration acknowledge the trends in a realistic way, plan ahead, and adjust now.

Trustee Corbeil asked President Glover for a measure of confidence in the enrollment projections.

Vice President Chase answered that Simpson Consulting Group had been retained to evaluate the efficiency of the institution and to develop a recommendation to "right-size" the organization based on costs and the revenue.

Trustee Cole noted that this is a new plan and that its effectiveness cannot be measured retroactively.

Vice President Chase commented that the Business and Finance department discovered that \$15.3M had to be cut from the budget. It required drastic steps to restore the institution to fiscal balance without using reserves. He noted that we have spent 14% less as compared to last year by not filling some positions. He assured the committee that Sibson has done this type of exercise for other institutions and that they have established benchmarks. Sibson has met with one hundred staff, cabinet members, and administration council members. He reported that Sibson has completed 95% of the scheduled interviews after which Simpson will compile a report. He noted that the institution will adjust its strategy once the report is in.

Trustee Cole asked if Sibson is an efficiencies firm. She asked if the institution is hoping to find new revenue streams as well as cutting expenses and advised that Sibson's recommendations should save or generate enough money to cover the cost of the firm's work.

Vice President Chase agreed, but warned that the institution has to agree to take some of the recommendations.

Trustee Cole asked if the board would receive a copy of Sibson's report. Secretary Pendleton and President Glover commented on the drafting process and that she will be determining the distribution of the report.

Trustee Mitchell noted that the recommendations that the institution follows must align with the mission, vision, and direction of the institution.

Trustee Corbeil thanked President Glover and her team.

IX. REPORT ON TSU'S SEVERANCE FROM THE TENNESSEE BOARD OF REGENTS ON CAPITAL MANAGEMENT FUNCTION

Trustee Corbeil asked President Glover for the report on the institution's severance from the TBR on the capital management function. Vice President Chase stated that the institution plans to seek approval to sever from the TBR on the capital management function by July 1, 2020, but that the institution is currently unprepared to make the request. Two key positions must be filled before the institution is ready. He noted that the institution could request approval from THEC before 2020, but the effective date of severance would likely remain the same.

Trustee Corbeil thanked President Glover and her team for the report.

X. ADJOURN

Trustee Corbeil moved to adjourn the meeting at 1:09 p.m. Trustee Freeman seconded the motion, which carried unanimously.

Tennessee State University Board of Trustees

Approval of the Fiscal Year 2019-20 Tuition and Mandatory Fee Increase of 2.19 Percent

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

Approval of the Fiscal Year 2019-20

Tuition and Mandatory Fees

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance and Budget Committee, Trustee

Stephen Corbeil

The purpose of this agenda item is to request approval for the proposed FY2019-2020 mandatory fee increase of 2.19 percent.

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

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

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

Pursuant to the FOCUS Act, the Tennessee Higher Education Commission establishes fee increase ranges. For FY 2019-20, THEC set the range for maintenance plus other mandatory fees, excluding out-of-state tuition, at 0% to 2.5%. TSU is proposing an increase of 2.19% for its tuition and mandatory fee increase.

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

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

In addition, pursuant to the Tuition Act and Board Policy 006, the Board shall consider the following factors in considering tuition and mandatory fee increase recommendations:

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

Proposed Implementation Date: Fall Term 2019

Item Details: See attachment.

MOTION: To approve the Fiscal Year 2019-20 Tuition and Mandatory Fee Increase of 2.19 percent, as contained in the Board materials for the Board's June 13, 2019, meeting.

TUITION AND MANDATORY FEE INCREASE AGENDA ITEM FOR BOARD OF TRUSTEES JUNE 13, 2019, MEETING

Pursuant to the Tennessee Tuition Transparency and Accountability Act, T.C.A. § 49-7-1603, the Tennessee State University Board of Trustees is providing public notice of the proposed tuition and mandatory fee increase for the 2019-2020 academic year. The tuition and fee increase will be considered by the Board at its June 13, 2019, Board meeting.

- 1. The combined total proposed tuition and mandatory fee increase for academic year 2019-2020 is **2.19%**. The breakdown of the increase is as follows:
 - a. Undergraduate maintenance proposed fee (tuition) increase of 1.82%
 - i. Base 12 hours proposed to increase from \$274 per hour to \$279 per hour
 - ii. Over base hours proposed to increase from \$54 per hour to \$55 per hour
 - b. Student Athletic Fee proposed fee increase of \$25 per student per semester. This fee is included in the Program Services Fee which will go from \$554 to \$579 per semester, resulting in a 4.52% increase in mandatory fees.
 - c. The 2.19% combined increase is derived from the proposed total tuition and mandatory fees that would be assessed for a student taking fifteen (15) credit hours in FY19-20 compared to FY18-19.
- 2. Revenue derived from the tuition and mandatory fee increase will be used primarily as follows:
 - a. Undergraduate maintenance
 - i. Further enhance our student support services such as tutors, student advisement and coaching.
 - ii. Fund increase in scholarship cost
 - iii. Address inflation based on Higher Education Price Index (HEPI)
 - iv. Fund recruitment and retention efforts
 - b. Student Athletic Fee
 - i. Helps ensure compliance with Title IX requirements
 - ii. Helps to offset the increased costs of team travel and other athletic operating costs mandated by third parties
- 3. Tennessee State University makes every effort to mitigate the effect of the increase on students:
 - a. Undergraduate maintenance
 - i. Tennessee State University's undergraduate maintenance fee is one of the lowest among public universities in Tennessee.
 - ii. The proposed 1.82% Undergraduate Maintenance increase is within THEC's established tuition range for academic year 2019-2020.
 - b. Student Athletic Fee
 - i. It is the lowest of all public LGIs in the state
 - ii. Closer aligns Tennessee State University's fee with other state institutions

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

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of Institutional Budgets

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance and Budget Committee, Trustee

Stephen Corbeil

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

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

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

The budget model is being reconstructed to become more conservative in revenue projections and budget. In addition, expenses are being reviewed thoroughly in effort to be strategic, efficient and accountable while remaining within in the confines of the University's recurring resources. A more strategic process is necessary to assure there are minimum disruptions to student success and the level of services the University provides. The University has partnered with Sibson Consulting Company and currently awaits their final report. However, the University is

proceeding with two phases of a Three-Year Budget Planning process. This Three-Year Fiscal Improvement Plan will incorporate fiscal year ending 2020 with a conservative tuition revenue projection based on the past three year enrollment trend; a 2.19% fee increase; a slight increase in state appropriations; a reduction to expenditures by eliminating some vacant positions; and the use of some prior revenues to balance the budget.

Additionally, during the fiscal year ending 2020, will be implementing additional cost cutting measures, including the possible implementation of a Voluntary Separation Incentive Plan. However, under this measure, the financial benefit will not be truly recognized until a period of time (e.g. 6 or 12 months) after the employee has separated. Year one also includes a strategic review by the university's division heads making recommendations to restructure their divisions to assure they are effective and efficient for recurring revenues. This process will begin in May 2019.

Year two, FYE 2021 will continue with a conservative revenue projection; reduction of expenses due to voluntary separation incentive program; reduction of expenses due to reorganization of divisions; and thus a budget with recurring revenues exceeding recurring expenses and return a portion of the prior revenues used FYE 2020.

Year three, FYE 2022 will complete the return of prior year revenues used in FYE 2020.

This approach will allow the university administrators to continue to serving our students during FYE 2020 and focus on a long-range plan involving the University's structure with use of resources that we can sustain.

The purpose of this agenda item is to consider for approval both the *Estimated Budget* for Fiscal Year 2018-19 and the *Proposed Budget* for Fiscal Year 2019-20.

Proposed Implementation Date: July 1, 2019

Item Details: See attachment.

MOTION: To approve Tennessee State University's Estimated Budget for Fiscal Year 2018-19 and the Proposed Budget for Fiscal Year 2019-20, as contained in the Board materials for the Board's June 13, 2019, meeting.

SUMMARY OF UNRESTRICTED FUNDS EXPENDITURES AND TRANSFERS JULY BUDGET 2019-20

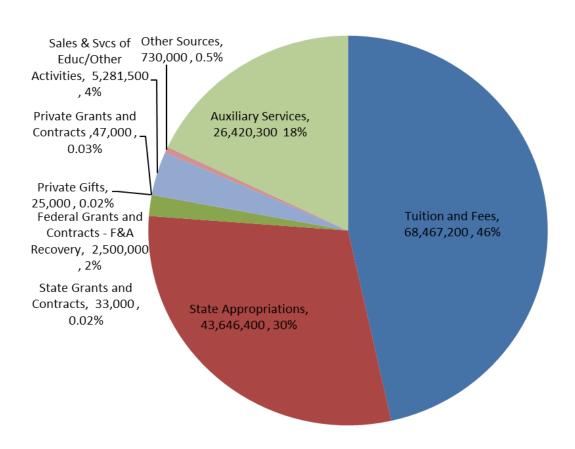
	Estimated Budget 2018-19	July Budget 2019-20
Allocation for Encumbrances Allocation for Working Capital Special Allocations Unallocated Balance	4,233,300 5,910,700 6,296,200 (11,232,400)	24,800 75,000 5,301,400
Unrestricted Beginning Fund Balances	5,207,800	5,401,200
Revenues Education and General	117 201 000	120 720 100
Auxiliary Services	117,281,600 26,115,100	120,730,100 26,420,300
Total Unrestricted Revenues	143,396,700	147,150,400
Expenditures and Transfers		
Education and General Expenditures	120,619,400	130,117,200
Mandatory Transfers Non-Mandatory Transfers	1,440,900 (4,972,100)	1,368,900 (10,872,800)
Total E&G Expenditures and Transfers	117,088,200	120,613,300
Auxiliaries		
Auxiliary Services	23,378,000	22,967,100
Mandatory Aux Transfers for Principal & Interest	1,784,200	1,783,200
Non-Mandatory Aux Transfers	952,900	1,670,000
Total Auxiliary Services Expenditures and Transfers	26,115,100	26,420,300
Total Unrestricted Expenditures And Transfers	143,203,300	147,033,600
Total Ending Current Fund Balances	5,401,200	5,518,000

	Estimated	July
	Budget	Budget
	2018-19	2019-20
Unrestricted Beginning Fund Balances	5,207,800	5,401,200
Revenues		
Education and General		
Tuition and Fees	71,753,900	68,467,200
State Appropriations	37,406,800	43,646,400
Federal Grants and Contracts	2,500,000	2,500,000
State Grants and Contracts	33,000	33,000
Private Grants and Contracts	47,000	47,000
Private Gifts	25,000	25,000
Sales & Services of Educ/Other Activities	4,805,900	5,281,500
Other Sources	710,000	730,000
Total Education and General	117,281,600	120,730,100
Auxiliaries		
Total Sales/Services of Auxiliary Services	26,115,100	26,420,300
Grand Total Revenues	143,396,700	147,150,400

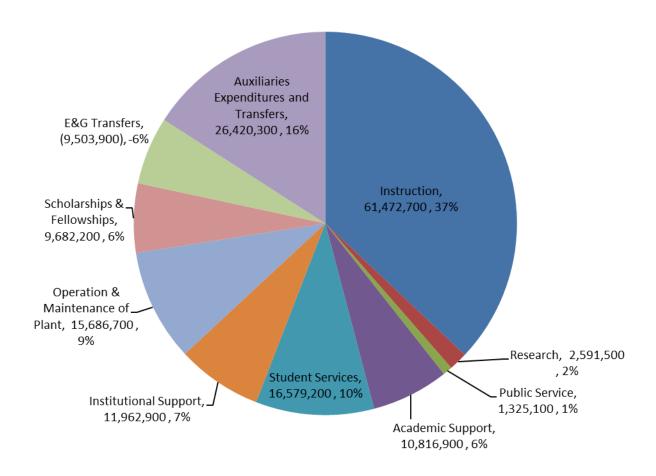
SUMMARY OF UNRESTRICTED FUNDS EXPENDITURES AND TRANSFERS JULY BUDGET 2019-20

Expenditures and Transfers	Estimated Budget	July Budget
Education and General	2018-19	2019-20
Instruction	57,469,700	61,472,700
Research	2,096,000	2,591,500
Public Service	1,324,900	1,325,100
Academic Support	9,801,900	10,816,900
Student Services	16,061,000	16,579,200
Institutional Support	12,296,800	11,962,900
Operation & Maintenance of Plant	14,713,200	15,686,700
Scholarships & Fellowships	6,855,900	9,682,200
Total E&G Expenditures	120,619,400	130,117,200
•		
Mandatory Transfers	1,440,900	1,368,900
Non-Mandatory Transfers	(4,972,100)	(10,872,800)
Total E&G Expenditures and Transfers	117,088,200	120,613,300
Auxiliaries		
Auxiliary Services Expenditures	23,378,000	22,967,100
,	, ,	, ,
Mandatory Transfers for Principal & Interest	1,784,200	1,783,200
New Manudakan Transfers for		
Non-Mandatory Transfers for:	0.400	
Tranfers to Unexpended Plant Fund	9,100	-
Transfers to Renewal & Replacements	943,800	961,000
Other Transfers	-	709,000
Total Auxiliary Enterprises Expenditures and Transfers	26,115,100	26,420,300
•		
Grand Total Unrestricted Expenditures And Transfers	143,203,300	147,033,600

Education and General Revenues	FY 2019-20 JULY	
Tuition and Fees	68,467,200	46.5%
State Appropriations	43,646,400	29.7%
Federal Grants and Contracts - F&A Recovery	2,500,000	1.7%
State Grants and Contracts - F&A Recovery	33,000	0.0%
Private Grants and Contracts - F&A Recovery	47,000	0.0%
Private Gifts	25,000	0.0%
Sales & Services of Educ/Other Activities	5,281,500	3.6%
Other Sources	730,000	0.5%
Auxiliary Services	26,420,300	18.0%
	147,150,400	100.0%



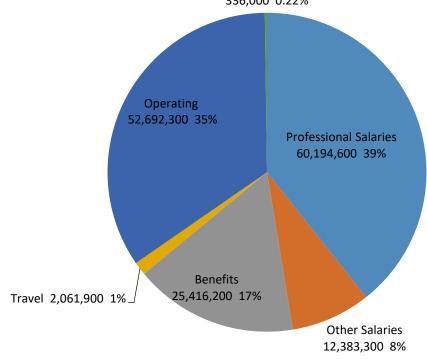
JULY PROPOSED	
2019-20	
61 472 700	41.8%
, ,	
• •	1.8%
1,325,100	0.9%
10,816,900	7.4%
16,579,200	11.3%
11,962,900	8.1%
15,686,700	10.7%
9,682,200	6.6%
(9,503,900)	-6.5%
26,420,300	18.0%
147,033,600	100.0%
	2019-20 61,472,700 2,591,500 1,325,100 10,816,900 16,579,200 11,962,900 15,686,700 9,682,200 (9,503,900) 26,420,300



SUMMARY OF UNRESTRICTED CURRENT FUNDS JULY BUDGET 2019-20

UNRESTRICTED EXPENDITURES EDUCATION AND GENERAL	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	Capital Outlay	Total	Total Unrestricted %
Instruction	36,388,600	1,612,800	13,300,500	720,900	9,449,900	-	61,472,700	40.2%
Research	1,012,600	34,000	366,300	18,500	1,160,100	-	2,591,500	1.7%
Public Service	839,000	65,500	316,600	6,400	97,600	-	1,325,100	0.9%
Academic Support	4,758,700	1,187,400	2,095,100	22,300	2,497,400	256,000	10,816,900	7.1%
Student Services	7,550,000	1,153,200	3,046,100	1,158,900	3,671,000	-	16,579,200	10.8%
Institutional Support	6,080,000	1,436,000	2,630,600	110,800	1,705,500	-	11,962,900	7.8%
Oper & Maint of Plant	2,075,100	4,725,600	2,380,200	11,600	6,494,200	-	15,686,700	10.2%
Scholarships & Fellow	-	-	-	-	9,682,200	-	9,682,200	6.3%
Total Educational and General	58,704,000	10,214,500	24,135,400	2,049,400	34,757,900	256,000	130,117,200	
Auxiliary Enterprises	1,490,600	2,168,800	1,280,800	12,500	17,934,400	80,000	22,967,100	15.0%
Total Unrestricted	60,194,600	12,383,300 8.09%	25,416,200 16.60%	2,061,900 1.35%	52,692,300 34.42%	336,000 0.22%	153,084,300 100.0%	100.0%

Capital Outlay 336,000 0.22%

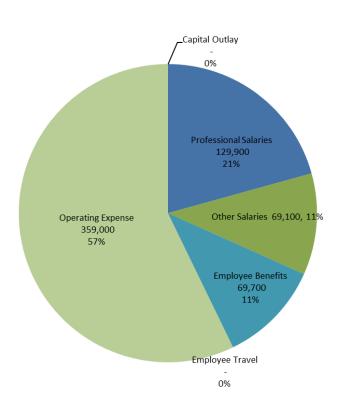


TSU MCMINNVILLE CENTER

	Estimated	July
	Budget	Budget
	2018-19	2019-20
Allocation for Encumbrances	102,100	75,400
Allocation for Working Capital	-	40,000
Special Allocations	18,200	24,800
Unallocated Balance	558,300	-
Unrestricted Beginning Fund Balances	678,600	140,200
Revenues		
McMinnville Appropriations	619,400	628,800
Total Revenues	619,400	628,800
Expenditures and Transfers		
McMinnville Expenditures	1,157,800	627,700
Mandatory Transfers	-	-
Non-Mandatory Transfers	-	-
Total Expenditures and Transfers	1,157,800	627,700
·		
No weathinted Comment Found Delegance		
Unrestricted Current Fund Balances at End of Period		
Allocation for Encumbrances	75 400	76 100
	75,400 40,000	76,100 40,000
Allocation for Working Capital Special Allocations		40,000 25,200
Unallocated Balance	24,800	25,200
Olianocated Edidite	-	-
Total Ending Fund Balances	140,200	141,300
-		

TSU MCMINNVILLE CENTER

UNRESTRICTED EXPENDITURES TSU MCMINNVILLE CENTER	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	Capital Outlay	Total	% OF Total E & G
Research	129,900	69,100	69,700	-	359,000	-	627,700	100%
Total McMinnville Expenditures	129,900	69,100	69,700	-	359,000	-	627,700	
	21%	11%	11%	0%	57%	0%	100%	

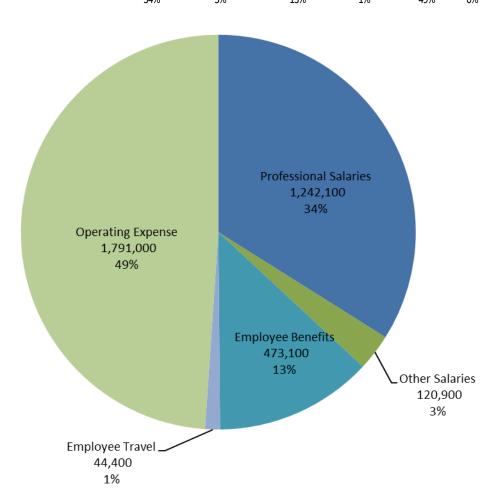


TSU INSTITUTE OF AGRICULTURAL & ENVIRONMENTAL RESEARCH

	Estimated Budget 2018-19	July Budget 2019-20
Allocation for Encumbrances Allocation for Working Capital Special Allocations Unallocated Balance	403,000 - 106,300 1,995,200	318,900 100,000 108,400
Unrestricted Beginning Fund Balances	2,504,500	527,300
Revenues		
Agr and Envir Research Appropriations	3,613,700	3,662,100
Total Revenues	3,613,700	3,662,100
Expenditures and Transfers		
Agr and Envir Research Expenditures Research	5,590,900	3,660,300
Mandatory Transfers	-	-
Non-Mandatory Transfers	-	-
Total Expenditures and Transfers	5,590,900	3,660,300
Allocation for Encumbrances	318,900	319,200
Allocation for Working Capital	100,000	100,000
Special Allocations Unallocated Balance	108,400 -	109,900
Total Ending Fund Balances	527,300	529,100

TSU INSTITUTE OF AGRICULTURAL & ENVIRONMENTAL RESEARCH

UNRESTRICTED EXPENDITURES AGR & ENVIR RESEARCH	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	Capital Outlay	Total	% OF Total E & G
Research	1,242,100	109,700	473,100	44,400	1,791,000	-	3,660,300	100%
Total Unrestricted =	1,242,100	109,700	473,100	44,400	1,791,000	<u>-</u>	3,660,300	
	34%	3%	13%	1%	49%	0%	100%	

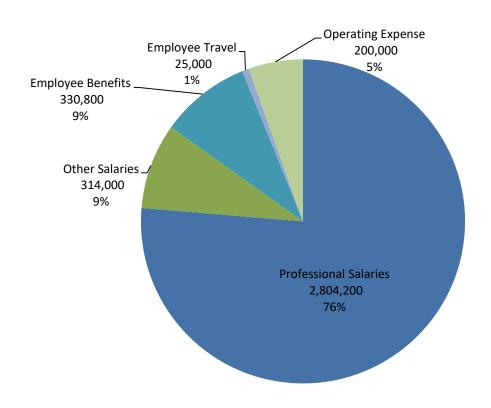


TSU CCOPERATIVE EXTENSION

	Estimated Budget 2018-19	July Budget 2019-20
Allocation for Encumbrances Allocation for Working Capital Special Allocations Unallocated Balance	305,400 105,300 2,698,000 -	307,300 150,000 110,100
Unrestricted Beginning Fund Balances	3,108,700	567,400
Revenues		
Co-Op Extension State Appropriations	3,610,200	3,692,600
Total Revenues	3,610,200	3,692,600
Expenditures and Transfers Co-Op Extension Expenditures Public Service	6,151,500	3,674,000
Mandatory Transfers Non-Mandatory Transfers	- -	- -
Total Expenditures and Transfers	6,151,500	3,674,000
Allocation for Encumbrances	307,300	308,400
Allocation for Working Capital	150,000	165,000
Special Allocations Unallocated Balance	110,100 -	112,600
Total Ending Fund Balances	567,400	586,000

TSU CCOPERATIVE EXTENSION

UNRESTRICTED EXPENDITURES CO-OP EXTENSION	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	Capital Outlay	Total	% OF Total E & G
Public Service	2,804,200	314,000	330,800	25,000	200,000	-	3,674,000	100%
Total Unrestricted	2,804,200	314,000	330,800	25,000	200,000	-	3,674,000	
	76%	9%	9%	1%	5%		100%	

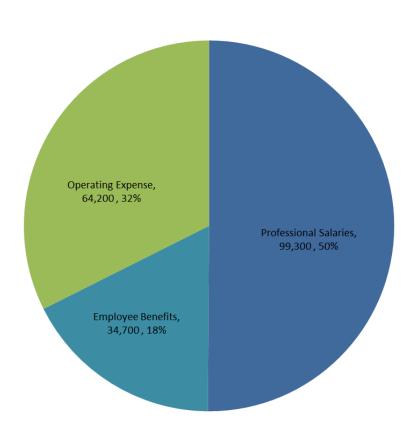


TSU FORESTRY

	Estimated Budget 2018-19	July Budget 2019-20
Allocation for Encumbrances	2,800	3,600
Special Allocations	5,800	6,900
Unallocated Balance	696,400	-
Unrestricted Beginning Fund Balances	705,000	10,500
Revenues		
Forestry State Appropriations	196,200	198,800
Total Revenues	196,200	198,800
Expenditures and Transfers		
Forestry Expenditures		
Research	890,700	198,200
Mandatory Transfers	_	-
Non-Mandatory Transfers	-	-
Total Expenditures and Transfers	890,700	198,200
Unrestricted Current Fund Balances		
at End of Period		
Allocation for Encumbrances	3,600	4,100
Special Allocations	6,900	7,000
Unallocated Balance	-	-
Total Unrestricted Current Fund Balances	10,500	11,100

TSU FORESTRY

UNRESTRICTED EXPENDITURES FORESTRY	Professional Salaries	Other Salaries	Employee Benefits	Travel	Operating Expense	Capital Outlay	Total	% OF Total
Research	99,300	-	34,700	-	64,200	-	198,200	100%
Total Unrestricted	99,300	-	34,700	-	64,200	<u> </u>	198,200	
	50%	0%	18%	0%	32%	0%	100%	



Tennessee State University Board of Trustees



BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of the Institution's

Fiscal Year 2019-20 Compensation Plan

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance and Budget Committee, Trustee

Stephen Corbeil

The purpose of this agenda item is to consider approval of the University's compensation plan for Fiscal Year 2019-2020.

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

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

• Other: The University may adjust the pay scales of various groups, such as adjuncts, graduate assistants, etc.

The salary pool for Fiscal Year 2019-20 is 2%, consistent with the total allocated for regular State of Tennessee higher education employees. No additional amount or percentage is proposed. Unless otherwise provided, these increases do not apply to adjunct faculty, temporary employees, graduate assistants, student workers, or employees on terminal leave status. Eligible employees are classified as "regular" or "post-retirement service," unless a distribution includes those in the above-referenced "other" category. All eligible employees on the payroll prior to the proposed implementation dates below are eligible for these increases, regardless of the funding source (i.e., unrestricted, restricted, E&G, or auxiliary) or effort percent (although some categories may be prorated for employees on a part-time status).

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

Proposed Implementation Dates: Salary increases will be effective July 1, 2019, for fiscal-year employees; August 1, 2019, for modified-year employees; and September 1, 2019 (the beginning pay cycle), for nine-month faculty.

See Attachment.

MOTION: To approve the Institution's Fiscal Year 2019-20 Compensation Plan, which provides a 2% across the board increase for faculty and staff, as contained in the Board materials for the Board's June 13, 2019, meeting.

FY-2020 COMPENSATION PLAN/SALARY INCREASE PROPOSAL

It is the legislative intent to provide a pool of funds equivalent to a 2% across the board salary increase for higher education employee salary increases effective July 1, 2019, at a level determined by each governing board. For Tennessee State University, this equates to approximately \$1,300,000.

These funds are proposed to be distributed as follows:

FACULTY

Faculty will receive a 2% across-the-board increase.

STAFF

Staff will receive a 2% across-the board increase.

Salary increases will be effective July 1, 2019, for fiscal-year employees; August 1, 2019, for modified-year employees; and September 1, 2019 (the beginning pay cycle), for nine-month faculty.

Excluded from salary increases are graduate assistants, adjunct employees, temporary workers, and student workers.

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 13, 2019

ITEM: Finance and Budget Committee Report on Composite

Financial Index

RECOMMENDED ACTION: None

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

Corbeil

The return on net assets ratio measures total economic return during the fiscal year. This measure is similar to the return on equity ratio used in examining for profit concerns and answers the questions, "Are they better off financially than they were a year ago" and "Does financial asset performance support the strategic direction of the institution?" While investments in plant, a capital campaign, or a poor stock market can all create year-to-year volatility in this measure, the trend over time should be positive.

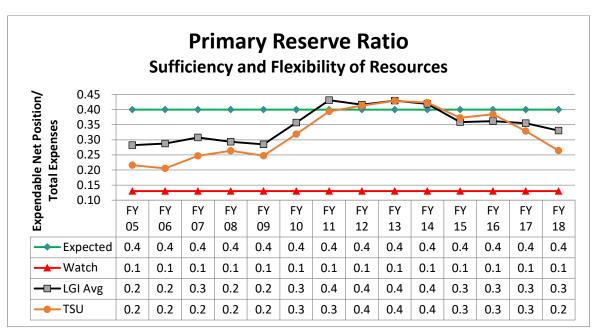
The net operating revenues ratio indicates an operating surplus or deficit in the given fiscal year. A positive ratio indicates that the institution experienced an operating surplus for the year. This ratio is similar to a profit margin and answers the questions, "Did they balance operating expenses with available revenue" and "Do the operating results indicate that the institution is living within available resources?" Depreciation expense is included to reflect the use of physical assets in measuring operating performance.

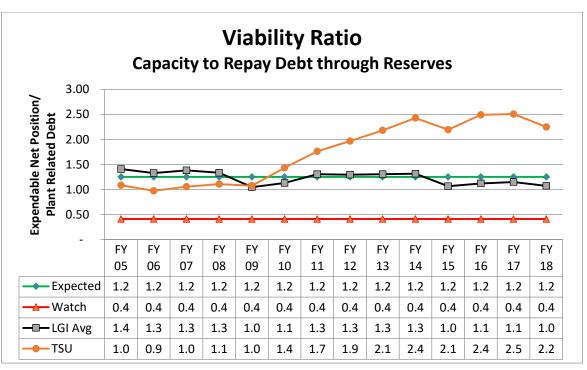
The primary reserve ratio measures financial strength and flexibility by comparing expendable net assets to total expenses. This measure answers the question, "How long can the institution survive without additional net assets generated by operating revenue?"

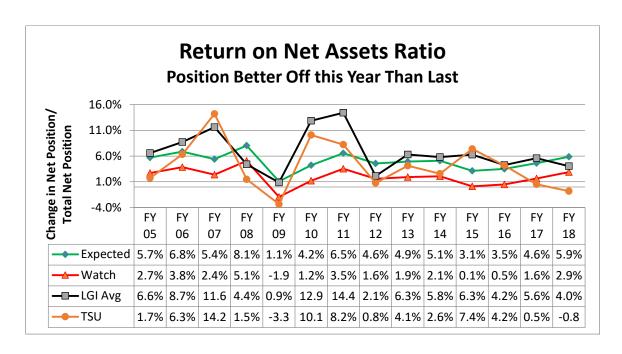
The viability ratio measures the financial health of the institution by comparing total expendable net assets to total current and non-current liabilities. This ratio is similar to a coverage ratio used in the private sector to indicate the ability of an organization to cover its long term debt from readily available resources and answers the questions, "How much of their debt can the institution pay off with existing resources" and "Is debt managed strategically to advance the institution's mission".

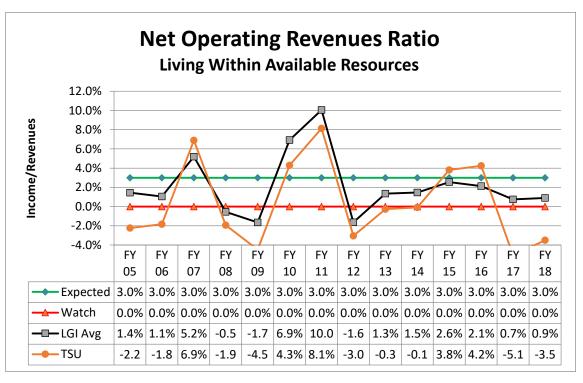
After their calculation, these four ratios are combined to deliver a single measure of the overall financial health of the institution. By blending these four core financial ratios into one metric, a more balanced view of the institution's finances is provided since weakness in one measure can be offset by strength in another. Additionally, measuring the index over time provides a glimpse as to the progress institutions are making toward achieving financial goals.

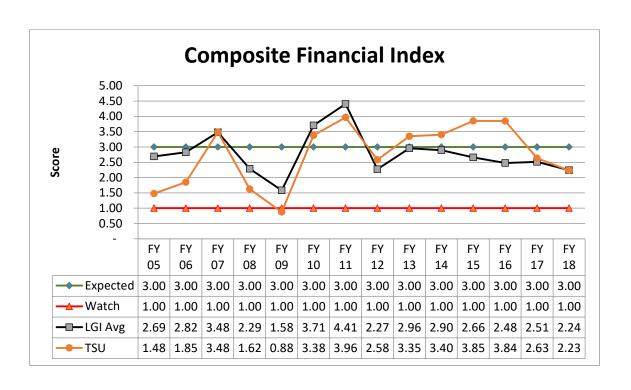
Item Details: See attachment.











Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 13, 2019

ITEM: President's Financial Report

RECOMMENDED ACTION: None

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

Corbeil

A. Update on Intent to Sever from Tennessee Board of Regents on Capital project planning and management

Background Information:

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

PROCUREMENT

At the November 16, 2017 Board of Trustees Meeting the Tennessee State University Board of Trustees granted the President authority to sign an *Intent to Sever* form, to notify THEC of the university's plan to sever from TBR procurement effective July 1, 2018. The procurement and contracts offices worked diligently to meet all THEC requirements and conditions for independence, and severance was approved by the Commission meeting effective July 1, 2018.

CAPITAL

Two leadership positions in facilities and capital planning job descriptions have been revised. The positions previously were outlined to be Assistant VP positions and are being converted to Executive Director of Facilities Management and Executive Director for Capital Projects and Planning. Both positions have been advertised, interviews are currently being scheduled, and a plan to hire within the next few weeks. VP for Business and Finance is in consultation with THEC staff; and TSU facilities staff has been participating in the appropriate capital severance training. The materials required for severance consideration is approximately 90 percent complete. The severance team has attended in person or via web streaming all training that has been offered by THEC. Staff has attended SBC & ESC pre agenda phone calls and pre agenda staff meeting when TSU had an item on the agenda. The areas of responsibility matrix for capital projects has been completed. The organizational chart and key staff bios in Capital Project Management is 95% complete. The documentation for the areas of proficiency for Capital Project Management is complete. The required Capital Project Business process flow charts are 98% complete. The creation and population of the TSU Planning Webpage (Beta Version) is ongoing. Currently only available to TSU severance team. The webpage will be complete and ready to go live prior to severance.

DATA

No LGI has yet started the process of severing from TBR in the area of data systems, and no instructions have been given to begin or execute this process. Therefore, no severance date for Tennessee State University has been planned or established.

The purpose of this agenda item is to present as an informational update on severance from TBR in the areas of procurement, capital, and data.

B. Update on External Organizational and Operational Review

In order to gain the benefits of an independent perspective about the quality, efficiency and effectiveness of its current operations and organizational structures, the University engaged the external higher education consulting firm, Sibson Consulting. Sibson was assigned to do the following:

- Assess the quality and effectiveness of current University operations and identify opportunities for improvement
- Assess current staffing levels and compare those against peer institutions and national standards
- Assess current service levels and identify opportunities for improvement
- Identify opportunities to reduce current operating expenses
- Identify opportunities to generate new or additional revenues
- Develop a set of recommendations that support and advance all of the above tasks

To perform its review, Sibson engaged in the following activities:

- Conducted one-on-one interviews with over 80 individuals, including those within the President's Cabinet, Administrative Council, Faculty Senate Leadership (who obtained and shared additional input from faculty), and additional staff across the University
- Reviewed student engagement climate survey data to gather student perspectives
- Reviewed numerous documents and information, organizational charts, policies, procedures, processes documents, job descriptions, and workforce data
- Conducted best practice research, including peer institutions
- Compared staffing metrics at peer institutions as identified by Tennessee State University, including Tennessee institutions, THEC institutions, and HBCUs

To finalize its assignment, Sibson Consulting is in the process of completing the following activities:

- Assembling benchmarking data, and other relevant information
- Developing a list of themes and findings gathered from data analysis and interviews
- Identifying organizational and structural issues that may be impacting current operations
- Identifying options and ideas for addressing operational inefficiencies and other opportunities to reduce operating expenses and increase revenues
- Developing meaningful revenue generation ideas
- Developing a report with recommendations that address key issues, operational efficiency issues, and institutional needs and opportunities, with a target completion date of June 21, 2019.

Tennessee State University Board of Trustees



BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of the Institution's

Revised Accounts Receivable Policy

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Finance and Budget Committee, Trustee

Stephen Corbeil

The purpose of this agenda item is to consider approval of the University's revised Accounts Receivable Policy.

The purpose of this policy is to establish the process regarding collection of accounts receivable at Tennessee State University. This policy applies to the collection of all accounts and notes receivable by Tennessee State University. The policy addresses billing, delinquent accounts, employee receivables, recovery of overpayment to employees, collection agencies and write-offs.

The university has previously operated under essentially the same policy under the direction of the Tennessee Board of Regents. However, the TBR policy states that each institution should have its own policy. Tennessee State University is seeking approval to adopt a revised collection of accounts receivable policy and adhere to it.

The purpose of this agenda item is to consider for approval of the Collection of Accounts Receivables Policy.

Proposed Implementation Date: July 1, 2019

Item Details: See attachment

Collection of Accounts Receivable

Guideline Area

Business and Finance Policy

Purpose

The purpose of this policy is to establish the process regarding collection of accounts receivable at Tennessee State University (TSU or University)

Definitions

• Disposable earnings - means that part of the earnings of an individual remaining after the deduction from those earnings of any amounts required by law to be withheld.

Policy

I. General

- A. This policy applies to the collection of all accounts and notes receivable by Tennessee State University. The University shall, to the maximum extent practicable, require payment in advance for all services and goods to avoid the creation of receivables.
 - TSU Policy on the Payment of Fees. Requires (with limited exceptions) that all assessed fees be paid in advance by a student before he or she is considered enrolled for any academic term.
 - 2. Types of Receivables. Accounts and notes receivable may be generated from programs and activities including but not limited to:
 - a. Student loan programs;
 - b. Traffic and parking fines;
 - c. Library fines;
 - d. Bad checks;
 - e. Contracts;
 - f. Property rental;
 - g. Damage, loss, or liability to the institution by others; and
 - h. Financial aid adjustments.

- 3. Security Deposits. The University is authorized to require any person to post a deposit or security bond, or provide appropriate insurance to offset potential obligations to the institution arising from programs or activities.
- 4. Statute of Limitations. Pursuant to T.C.A. § 28-1-113, there is no time limit on the University's authority to collect receivables unless otherwise expressly provided by statute.

II. General Collection Procedures

- A. Billing. Collection efforts should begin no later than thirty days after the obligation has been incurred or other fixed due date.
 - 1. The University may negotiate alternative payment arrangements with debtors when such arrangements offer the best prospect of collecting the debt.
 - 2. An account becomes delinquent based on payment criteria established by the University for the type of debt involved. For example, debts from students may not be classified as delinquent until a student fails to enroll in a subsequent fall or spring semester where the provisions of the "Record Holds" in II.D. below would apply.
- B. Delinquent Accounts. A minimum of three billings or letters of contact shall be sent by the University at thirty-day intervals once an account becomes delinquent.
 - 1. For debts greater than \$100, the third letter should indicate that the account will be referred to a collection agency if payment is not made within a specified date.
 - 2. Sending letters by certified mail is optional.
- C. Defaulted Accounts. Accounts are classified as defaulted when the University's established collection efforts for the type of debt have failed to produce payment.
 - 1. Receivables of \$100 or more shall be referred to a collection agency if the University's collection efforts are unsuccessful.
 - 2. The accounts should be submitted to the agency within a reasonable time after the final collection letter is sent if the debtor has not responded.
 - 3. Referral of accounts under \$100 to a collection agency is not required.
 - a. No additional collection efforts are required for receivables under \$100 except as
 provided for under the Record Holds (Section II.D) and Employee Receivables
 (Section III.).

- b. See Section IX. for write/off procedures.
- D. Record Holds. Pursuant to T.C.A. § 49-9-108, diplomas, transcripts, certificates of credit or grade reports will not be issued until the student involved has satisfied all debts or obligations owed to the university.
 - 1. This statutory limitation shall not apply to debts or obligations:
 - a. Of less than twenty-five dollars (\$25.00) that are more than ten (10) years old.
 - b. Evidenced by notes or other written contracts providing for future payment, such as, but not limited to, loans authorized under federal or state education or student assistance acts.
 - 2. An amount owed under the University's installment payment plan for enrollment fees which is not yet due shall not cause a hold to be applied. A notice stating specific amount due should be sent to each student prior to completion of registration.
- E. Enrollment and Outstanding Debts or Obligations. A student must pay any past due debts and obligations incurred in prior academic terms before being permitted to register at the University unless the debt is less than \$100 or an acknowledgement of debt/promise to pay agreement for the prior debt or obligation has been executed
 - 1. Additionally, all known debts and obligations incurred during the current term must be paid prior to a student being allowed to pre-register for any future terms. The University will continue to withhold diplomas, transcripts, certificates of credit or grade reports until the student involved has satisfied all debts or obligations or meet the criteria established in T.C.A. § 49-9-108, as stated in D.1 and D.2, above.
 - 2. An amount owed under the University's deferred payment plan for enrollment fees which is not yet due shall not cause an enrollment hold to be applied.
- F. Aging. All receivables should be aged at least annually.
- G. Documentation. Accurate records of correspondence, telephone calls, and personal contacts with borrowers shall be maintained. Institutions shall comply with record maintenance, safekeeping, and retention regulations for federally funded loans.

III. Employee Receivables

- A. Procedure for Withholding. Employee receivables (including student employees) may result from, among other things, traffic and parking fines, library fines, institution services or bad checks.
 - In order to recoup the amount owed from the employee's paycheck, notice of intent to
 withhold must be sent to the employee by registered or certified mail, email, or personally
 delivered.
 - a. The notice should inform the employee of the amount alleged to be owed and should specify that he may elect to pay the debt in full, authorize deductions from his paycheck or, if the employee is terminating, the check for accrued but unused annual leave, or contest the intent to withhold through an institutional or UAPA hearing.
 - b. Subsequent to receiving a pre-deprivation notice of the debt owing, the employee, within 15 calendar days of receipt of such notice, must:
 - 1. Pay the debt in full;
 - 2. Authorize the University to withhold a designated amount from each subsequent paycheck or, if the employee is terminating, from the accrued but unused annual leave until the debt is paid in full;
 - 3. Elect to contest the intent to withhold through an institutional hearing; or,
 - 4. Elect to contest the intent to withhold through a contested case hearing held pursuant to T.C.A. § 4-5-301, et seq.
 - 2. If the employee elects an institutional hearing, the employee shall appear on behalf of himself but is entitled to be advised by counsel.
 - a. The Chief Business Officer or his/her representative, or a representative of the department involved in the debt, shall be present to represent the university.
 - b. The case will be heard before one hearing officer designated to hear all cases on that date.
 - c. The hearing officer must be an individual who is not so closely connected with the collection of the debt that he/she cannot render an unbiased and objective decision on the validity of the debt.
 - d. Such hearing should be held within one week of the decision to elect the hearing.

- e. The hearing officer shall render his/her decision on the validity of the debt. If the debt is ruled valid, the debt shall be deducted from the employee's payroll check beginning at the end of the next appropriate pay period in accordance with deduction schedules.
- f. If the employee elects a UAPA hearing, the Office of General Counsel should be notified immediately.
- g. If the employee refuses to pay, authorize deduction, or specify or waive a hearing process, a UAPA hearing must be initiated.
- h. The employee's failure to appear at either an institutional or UAPA hearing will constitute default, or, if a prima facie case is presented that the debt is owed, it will be deemed valid; the appropriate deductions may then be made.
- i. Additionally, if a UAPA hearing, a Default Order must be issued.
- j. If the employee does not appeal the Default Order, funds may be deducted as specified.
- B. Limitations on Amounts to be Withheld. The deduction from any check shall not exceed the maximum deductible under state garnishment laws.
 - 1. The maximum amount of disposable earnings of an individual for any work week which is subjected to garnishment may not exceed:
 - a. Twenty-five percent (25%) of his disposable earnings for that week; or
 - b. Thirty (30) times the federal minimum hourly wage at the time the earnings for any pay period become due and payable, whichever is less.
 - 2. In the case of earnings from any pay period other than a week, an equivalent amount shall be in effect.
 - 3. These limits are applicable to retirement funds, but are not applicable to checks for accumulated annual leave.
 - 4. Additionally, the above limits do not apply to employee overpayments.
- C. Retirement Funds. If a former employee is found to owe a debt to the state, retirement funds may be utilized to pay off the amount owing to the extent permitted by Tennessee law.
 - 1. The same procedural steps outlined in III.A. for notice and the opportunity for a hearing must be followed.

- 2. Accumulated retirement contributions of a former employee terminated for any reason and for which he has made application, or monthly benefits of a retired employee are subject to withholding to the extent permitted by Tennessee law.
- 3. A copy of the final order resulting from an institutional or UAPA hearing, or a signed waiver of hearing and written agreement of the former employee authorizing deductions should be sent to the director of the retirement system along with a written request to withhold, specifying the reason for the claim and the total amount involved.
- D. Recovery of Overpayments to Employees. Unlike cases in which the employee owes the University money, in instances of overpayments to employees there is no obligation to provide a hearing.
 - 1. The University is obligated, however, to attempt to recoup the funds. The University should advise the employee in writing of the overpayment and the institution's proposed actions to correct the overpayment.
 - 2. The method of repayment will depend upon the amount of the overpayment, the time which has elapsed between the overpayment and its discovery, the hardship which immediate repayment might cause the employee because of amount of current salary and personal expenses, the culpability of the employees in not reporting the overpayment, and the longevity as well as the expectation that the employee will remain in state government until the repayment is completed.
 - 3. If a current employee receives overpayment, the refund may be made in one of the following ways:
 - a. Repayment by the employee by cash or check; or,
 - b. Adjustment of deductions to be made automatically from the employee's paycheck, either with a single deduction or a series of deductions made from each paycheck until the full amount is recovered.
 - c. The amount of partial payments recovered by the latter method should be reasonable and systematic so that full recovery will be completed within the shortest period possible.
 - 4. If overpayment is discovered after the employee terminates employment with the state, an account receivable should be established.

- a. The former employee should be notified of the overpayment, the circumstances of the overpayment and a request that the employee contact the appropriate campus official.
- b. If the employee has not received his final paycheck, the appropriate deduction from that check can be made.
- c. If the final paycheck has been received, negotiations for reimbursement should be initiated.
- d. If repayment cannot be negotiated or collected, the account should be turned over to the collection agency.
- e. In the event collection is not possible, proper write/off procedures should be followed.
- 5. In instances in which the employee has agreed to systematic deduction(s) from his paycheck(s), written authorization from the employee is encouraged.
- 6. The University shall draft forms to document overpayments, the steps taken to recoup same, any negotiated repayment plan, the amounts received, and any write/off of the overpayment.

IV. Dishonored Payments

- A. Enrollment Fees. Pursuant to the University Policy on the Payment of Fees and Enrollment of Students if any student tenders payment of fees by a check or credit card that is subsequently dishonored by the financial institution, and the payment is not redeemed in cash within the time period specified below, the University has the option to not consider that student enrolled at the institution.
 - At the discretion of the University, the student may be considered enrolled and will be
 assessed the applicable returned check fee, the late registration fee, and will be denied
 grade reports, transcripts and future registration privileges until such dishonored check is
 redeemed.
 - 2. The University has the discretion to allow enrollment when the outstanding obligation is \$200 or less.
 - 3. The University may deny future check writing privileges to students that have paid registration fees with checks that are subsequently dishonored.
 - 4. A student paying enrollment fees with a check that is dishonored must redeem the check within five (5) calendar days from receipt of the notice.

- a. Notice should be sent by the University to the student no more than three (3) working days from receipt of notice of a bad check from the bank.
- b. Notice by certified mail is optional.
- c. The University will have five (5) working days after the expiration of the five (5) calendar days to pursue any additional collection efforts deemed necessary.
- d. Immediately after the five (5) working days, the student will be deleted if the check has not been redeemed in full if that option is selected by the University.
- e. Enrollment fees including returned check fees for students de-enrolled for bad checks should be reversed.
- B. Non-Student or Non-Employee. Any person other than a student or employee who tenders a check for payment for goods or services which is subsequently dishonored shall be given the opportunity to redeem the check and pay the amount due in cash. The person shall be given notice of the dishonored check, sent certified mail, demanding payment within five (5) days.
- C. Collection of Dishonored Checks. A check presented for payment of any goods or services which is subsequently dishonored shall be treated as an account receivable under Section II. Any transactions that have been processed should be reversed when possible and appropriate.
- D. Future Check-Writing. Receipt of one or more bad checks from any person may result in that person becoming ineligible to make payments by check thereafter, or to have any check cashed by the University. A record of individuals who have written bad checks should be maintained.

V. Federal Loans

- A. Federal Regulations. Collection officers should be certain that they are consulting the most recent legal authorities concerning Federal loans. These authorities include interpretative materials, issues letters, manuals, Congressional Enactments and Federal Department of Education Regulations.
- B. Pre-Loan Counseling. Federal regulations require the University to conduct entrance counseling to stress the importance of repayment, describe the consequences of default and emphasize the terms of repayment. An individual with Federal Regulations expertise should be available during and after the session to answer questions.

- C. Exit Interview. An individual or group exit interview must be conducted to discuss the borrower's financial responsibilities and to obtain updated information. Exit interview materials may be sent by certified mail to borrowers who do not attend the exit interview.
 - 1. The borrower should be provided with a copy of the note and two copies of the repayment schedule.
 - a. These schedules can be provided either in person or by certified mail.
 - b. The borrower should promptly sign and return one of the schedules to the University.
 - c. A minimum payment of \$30 per month should be required for Perkins Loans made prior to October 1, 1992, \$40 per month for Perkins Loans made after October 1, 1992, and \$15 per month for Health Professions Student Loan (HPSL) and Nursing Student Loan (NSL) programs.
- D. Grace Period Notices. Contact with the borrower should be made during the initial and post-deferment grace periods.
 - 1. For a nine-month grace period, notices are required 90 days, 180 days and 240 days after the grace period begins.
 - 2. For a six-month grace period, notices are required at 90 days and 150 days.
 - 3. The last contact should coincide with the first billing notice.
- E. Billings. A written notice and statement of account should be sent at least 30 days before the first payment is due. If a coupon system is used, coupons should be sent instead of statements. Future statements should be sent at least 15 days before each payment is due.
- F. Late Payments or Delinquent. Three past due notices should be sent beginning when the debt is fifteen days past due. The second notice is sent 30 days from the first notice. A final demand letter should be sent within 15 days of the second past due notice. If all past-due follow-up procedures have failed to elicit a response, a telephone call is required within 30 days of the final demand letter.
- G. Cancellation or Deferments. The University may postpone loan repayments for a 12-month period if the borrower will be providing services eligible for loan cancellation or deferment.
 - 1. Interest does not accrue and the loan is not considered delinquent when in a deferred status.
 - 2. The borrower must request deferment and cancellation status on an annual basis.

- 3. If, at the end of the postponement period, the borrower does not qualify for cancellation or deferment, the postponed payments are due.
- H. Acceleration. The borrower must be given written notice of intent to accelerate at least 30 days in advance. This can be included in the final demand letter.
- I. Federal Loans Not Written Off. Annual collection efforts should be pursued for Federal loans that are not able to be written off or turned over to the U.S. Department of Education.
- J. Perkins Loans. The IRS/ED skip-tracing service should be used for Perkins Loans.

VI. Collection Agencies

- A. General. The University shall procure collection services through one or more companies.
 - 1. The service should provide for the referral of all types of delinquent accounts and notes from the University to the designated company only after campus collection efforts have been exhausted.
 - 2. The terms of the contract and RFP govern all collection actions.
 - 3. Unless otherwise prohibited by law or regulation, any note, contract or lease which may result in accounts receivable to the University should contain a provision pursuant to which the person will be responsible for the costs of collection and reasonable attorneys' fees in the event of default, and should further provide for the assignment of the account or note to the proper agency.
- B. Billing Services. The University may use an outside billing service to collect payments on accounts receivable. The service should be familiar with all provisions of loan programs and provide prompt, clear and accurate bills.
- C. Credit Bureaus. The University may report all loans when made to a credit bureau. The University must obtain the borrower's consent to report loans not in default by including a statement in the promissory note or some other document that is signed by the borrower at the time the loan is made.
- D. Collection Agency. Accounts that are still delinquent 30 days after the final collection letter should be turned over to a collection agency. Receivables less than \$100 are not required to be turned over to a collection agency.
- E. Reporting Requirements. The collection agency should be required to report the status of delinquent loans periodically to the University.

- F. Revised Repayment Plan. A revised repayment plan agreement should be signed by the borrower if the borrower returns to repayment status.
- G. Recalling Accounts from Collection Agency. No account should be recalled from a collection agency other than debts eligible for deferment, postponement, cancellation, bankruptcy, death, disability or some other mitigating circumstance (University error, etc.).
 - 1. No account should be recalled in order for a borrower to re-enroll or obtain a transcript.
 - 2. The borrower should pay the accelerated amount plus collection costs to the collection agency.

VII. Litigation

- A. General. After all other attempts at collection have failed, the University must authorize litigation of accounts of \$2,000 or more providing litigation costs do not exceed the amount which can be recovered. Generally, the collection services contract will provide for litigation when appropriate.
- B. Federal Loans. If a Federal loan cannot be litigated for any of the following reasons, it should be assigned to the U.S. Department of Education:
 - 1. Borrower has no assets:
 - 2. Address unknown;
 - 3. Debtor is incarcerated;
 - 4. Debtor is on Public Assistance;
 - 5. Unable to serve borrower with court papers;
 - 6. Litigation is in process and debtor skips;
 - 7. Expected cost of litigation exceeds amount to be recovered from borrower.

VIII. Bankruptcy

- A. General Information The University shall designate a bankruptcy contact person to serve as a liaison between the University and the Attorney General's office.
 - 1. Once notice of, or a petition for, bankruptcy is received, all collection efforts against the debtor must cease immediately.
 - 2. If the account is at a collection agency, the file must be returned to the University immediately.

- 3. The University should immediately forward the file to the Attorney General's office with a Referral Form and the documentation specified on the Referral Form.
- 4. The Attorney General's office will advise the University when and if collection efforts may resume, depending on the debt's dischargeability.
 - a. NOTE: Effective for actions filed on or after 5/28/91, the period during which an educational loan may not generally be discharged will increase from five (5) years to seven (7) years.
 - b. This period is calculated from the date the loan first came due to the date the bankruptcy action was filed, exclusive of periods during which repayment obligations are suspended.
 - c. Additionally, obligations to repay an "overpayment" of, or any other obligation to repay an "educational benefit" provided by a governmental unit or under a program funded by a government unit or non-profit institution will be excepted from discharge during the same seven-year period under either Chapter 7 or 13 unless the borrower establishes that repayment constitutes undue hardship.
- B. Chapter 7 (Liquidation) Upon receiving any notice of the filing of a petition, all collection efforts against the debtor must be suspended immediately until the bankruptcy has been discharged.
 - 1. Collection efforts may continue against an endorser.
 - 2. The University shall immediately forward the file to the Attorney General's office with a Referral Form and the documentation specified on the Referral Form.
 - 3. Educational loans: If the date of bankruptcy filing is after the expiration of the exception period, the loan should be written off once the notice of discharge is received unless there is some other basis upon which to challenge dischargeability.
 - a. The Attorney General's office will contact the University to advise whether the debt is dischargeable.
 - b. However, if there is an endorser, collection efforts may proceed against him.
 - c. If the date of bankruptcy filing is before the expiration of the exception period, collection activity may be reinstated once the notice of discharge is received due to the

- self/executing nature of the exception unless the debtor has been able to establish dischargeability of the debt through an adversary proceeding.
- d. If the University is served with a summons and complaint, the University shall immediately fax to the Attorney General's bankruptcy unit a copy of the Summons and Complaint, the debt payoff amount, the date the note went into repayment, and any deferment and/or forbearance history.
- e. Other debts: The University shall immediately forward the file to the Attorney General's office with a Referral Form and the documentation specified on the Referral Form.

 When the notice states "No assets," unless the institution is a secured creditor (in which case a proof of claim would have been filed), the debt must be written off once the Attorney General's office provides the institution with notice of discharge.

C. Chapter 13 (Reorganization)

- 1. NOTE: For petitions filed on or after 11/5/90, an educational loan is non-dischargeable if the loan first became due within five years calculated from the date the loan first came due to the date the bankruptcy action was filed, exclusive of periods during which repayment obligations are suspended.
- 2. Effective for bankruptcies filed on or after 5/28/91, that same five (5) year period was increased to seven (7) years. See NOTE above for further details.
- 3. Regardless of the date of filing or the nature of the debt owing, upon receiving any notice of the filing of a petition, all collection efforts against the debtor and endorser must cease immediately.
 - a. The University shall immediately forward the file to the Attorney General's office with a Referral Form and the documentation specified on the Referral Form.
 - b. The Attorney General's office will advise the University whether the debt is dischargeable and the extent to which collection activities may be reinstated.
- 4. If the seven (7) year exception period applies and the debtor serves the University with a summons and complaint the University shall immediately fax to the Attorney General's bankruptcy unit a copy of the Summons and Complaint, the debt payoff amount, the date the note went into repayment, and any deferment and/or forbearance history.

a. Other debts: The University shall immediately forward the file to the Attorney General's office with a Referral Form and the documentation specified on the Referral Form. The Attorney General's office will advise the University as to the dischargeability of the debt.

IX. Write Offs

- A. Authority. The University is authorized to write off uncollectible receivables pursuant to policies outlined in Chapter 0620-1-9 of the rules of the Department of Finance and Administration.
 - 1. This includes the write off of any account of five thousand dollars (\$5,000) or greater and/or accounts aggregating twenty-five thousand dollars (\$25,000) or more.
 - 2. Receivables submitted for write off must have been subjected to appropriate collection efforts in accordance with this guideline and University procedures.
- B. Reserve. A reserve for doubtful accounts should be established for activities for which accounts receivable represent a material amount to the activity income.
 - 1. The reserve should be reported in the financial records of the University.
 - 2. Receivables which prove to be uncollectible after prescribed collection efforts have been exhausted should be written off by a charge to the reserve for doubtful accounts after appropriate approvals are obtained.
- C. Approval. The proposed write offs must be approved by University officials not directly involved in recording and collection of accounts receivable.
 - 1. The University president and chief business officer should certify compliance with the prescribed statute and collection guidelines.
 - 2. The accounts submitted for write off should be single accounts of \$5,000 or more and/or accounts aggregating \$25,000 or more. The write off request summary and certification, along with a detailed list of the accounts, should be submitted to the Vice President for Business and Finance for approval.
 - The write off request must be approved by the President and forwarded to the Commissioner of Finance and Administration and the Comptroller of the Treasury for approval

- 4. Requests for the write off of single accounts of less than \$5,000 and/or accounts aggregating less than \$25,000 shall be approved at the University level by the appropriate officials.
 - a. These requests do not require additional approval by the Tennessee Board of Regents office or State Departments.
- D. State/TBR Employees. Any debtors identified by the TBR or State as employees with debts\$50 and above will not be approved for write off.
 - 1. Information on the employing institution or agency will be returned to the institution for additional collection efforts.
 - 2. If the debtor is a state employee, the Chief Business Officer of the department employing the debtor should be notified.
 - 3. The department employing the individual will be responsible for taking the appropriate action to collect the debt.
 - 4. If the department is unsuccessful in collecting the debt, written notification will be sent to the institution. The written notification shall be submitted with the next write off request for approval.
- E. Holds on Written Off Receivables. A hold on transcripts and future registration will continue until the debt is cleared for former students whose receivables were written off if the debt was twenty-five (25) dollars or more.
 - 1. The University has the discretion to allow enrollment when the outstanding obligation is \$200 or less.
 - 2. The University will continue to withhold certificates of credit, diplomas, grade reports, and transcripts for these accounts until they are paid in full or meet the criteria established in T.C.A. § 49-9-108.

X. Gramm-Leach-Bliley Act Contract Clause

- A. Include the standard language printed below in all future contracts with third party service providers that have access to the University's customers' non-public financial information.
 - 1. "Throughout the term of this Agreement, Service Provider shall implement and maintain 'appropriate safeguards,' as that term is used in § 314.4(d) of the FTC Safeguard Rule, 16 C.F.R. § 314, for all 'customer information,' as that term is defined in § 314.2(b) of the

- FTC Safeguard Rule, delivered to Service Provider by the University pursuant to this Agreement.
- 2. The Service Provider shall implement an Information Security Program ('the Program') as required by the FTC Safeguard Rule.
- 3. Service Provider shall promptly notify the University, in writing, of each instance of;
 - a. Unauthorized access to or use of that nonpublic financial customer information that could result in substantial harm or inconvenience to a customer of the University; or
 - b. Unauthorized disclosure, misuse, alteration, destruction or other compromise of that nonpublic financial customer information.
- 4. Service Provider shall forever defend and hold the University harmless from all claims, liabilities, damages, or judgments involving a third party, including University's costs and attorney fees, which arise as a result of Service Provider's failure to meet any of its obligations under this provision.
- 5. Service Provider shall further agree to reimburse the University for its direct damages (e.g., costs to reconstruct lost or altered information) resulting from any security breach, loss, or alteration of nonpublic financial customer information caused by the Service Provider or its subcontractors or agents.
- 6. Service Provider grants University the right to conduct on-site audits, as deemed necessary by the Institution, of the Service Provider's Program to ensure the integrity of the Service Provider's safeguarding of the University's customers' nonpublic financial information.
- 7. The University retains the right to unilaterally terminate the Agreement, without prior notice, if Service Provider has allowed a material breach of its Program in violation of its obligations under the GLBA, if Service Provider has lost or materially altered nonpublic financial customer information, or if the University reasonably determines that Service Provider's Program is inadequate.
- 8. Within thirty (30) days of the termination or expiration of this Agreement, Service Provider shall, at the election of University, either:
 - a. Return to the University; or
 - b. Destroy (and shall cause each of its agents to destroy) all records, electronic or otherwise, in its or its agent's possession that contain such nonpublic financial

customer information and shall deliver to the University a written certification of the destruction."

Related Policies

• Payment of Student Fees & Enrollment

Approved: June 13, 2019.

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of the Institution's Capital Construction Plan

(Capital Outlay, Maintenance, and Disclosure Funding

Requests)

RECOMMENDED ACTION: Approval

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

Corbeil

The purpose of this agenda item is to consider for approval the Capital Outlay, Maintenance, and Disclosed funding requests (Capital Construction Plan), which, if approved by the Board, will be submitted to THEC staff by July 1, 2019, for their presentation to the THEC at its November 7, 2019, meeting.

OUTLAY REQUEST

Each governing board will submit a request to THEC for capital outlay projects. The Commission's recommendations for projects to be funded will be based on a prioritization process/rubric that incorporates criteria detailed in the attachment.

MAINTENANCE REQUEST

Each governing board is allocated a proportion of the total higher education capital maintenance request based on a formula. Each governing board will submit a capital budget request that contains the capital maintenance projects to be requested for each of the four planning years through FY 2022-23.

DISCLOSED REQUEST

Each governing board must submit a list of <u>all</u> anticipated capital projects to be funded from sources <u>other</u> than state appropriations, such as institutional funds, auxiliary funds, and reallocation of existing capital funds, Tennessee State School Bond Authority funds, or gift funds, for FY2019-20. <u>All construction or erections</u> of new buildings or structures <u>in excess of \$100,000</u> must be disclosed to THEC. <u>All major maintenance projects</u>, in which "major maintenance" is defined by State Building Commission policy 2.01.A.2. as "the repair or renovation of any building or structure or any portion thereof," in excess of \$500,000 must be disclosed to THEC.

Proposed Implementation Date: July 1, 2019

Item Details: See attachment.

MOTION: To approve the Capital Construction Plan, as contained in the Board materials for the Board's June 13, 2019, meeting.

CAPITAL OUTLAY REQUEST

FY 2020-21 thru 2022-23

A B C=B/A D=A-B

FY	Priority	SPA	Project Name	Project Description**	Project Type	New Square Footage	Reno. Or Replaced SF	Project Cost	Committed External Funds	Percent Match	State Funds Request
2020-21	1	TSU	New Engineering Classroom Bldg.	Construction of new classroom and laboratory facility for teaching and learning activities of all disciplines of engineering currently taught at Tennessee State University.	New Construction	70,000	50,510	\$48,000,000	\$2,400,000	5%	\$45,600,000
2020-21	2									0%	\$0
2020-21	3									0%	\$0
2020-21	4									0%	\$0
2020-21	5									0%	\$0

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

Out-Years

FY	Priority	Institution	Project Name	Project Description	Project Type	New Square Footage	Reno. Or Replaced Square Footage	Project Cost	Committed External Funds	Percent Match	State Funds Request
2021-22	1		Facility Recapitalization Program Phase 1	Targeted facility recapitalization / renovation program, according Strategic Plan, Academic Master Plan, and Facilities Master Plan. Include demolition of high-deferred-maintenance facilities.	Major Renovation	-	160,000	\$54,000,000	\$2,700,000	5%	\$51,300,000
2021-22	2									0%	\$0
2021-22	3									0%	\$0
2021-22	4									0%	\$0
2021-22	5									0%	\$0
2022-23	1	HSH	Facility Recapitalization Program Phase 2	Targeted facility recapitalization / renovation program, according Strategic Plan, Academic Master Plan, and Facilities Master Plan. Inclde demolition of high-deferred-maintenance facilities.	Major Renovation		160,000	\$54,000,000	\$2,700,000	5%	\$51,300,000
2022-23	2									0%	\$0
2022-23	3									0%	\$0
2022-23	4									0%	\$0
2022-23	5									0%	\$0
2023-24	1		N/A							0%	\$0
2024-25	1		N/A							0%	\$0

Project Name	Project Cost / Budget Project Description	Status

		017-2018

Migration Plan Upgrades, Health Science-Related Relocatio	(~300,000.00 (~250,000.00 (~250,000.00 TBD TBD) "	Library Upgrades - WRITE Center Holland Upgrades - International Students Crouch Upgrades - Natural Sciences Suite Humphries Upgrades - Welcome Center / One-Stop Jackson Industrial Arts Upgrades - Users TBD	Construction Complete " In Design
Total	\$	7,850,000.00		
Funded, 2018-2019				
,				
Safety Upgrades/Improvements Phase I	\$	200,000.00	Tunnel Communication Systems	In Design
Gentry Center Building envelope	\$	1,000,000.00	Repair Cal-Wall System	"
FP Campus Center HVAC Upgrades	\$		Recommission / Repair HVAC	н
McCord Biology Fire Alarm System Replacement	\$	150,000.00	Fire Alarm Replacement	п
Strange Music Building HVAC upgrades	\$		Band Room HVAC Upgrades	н
Several Building Electrical Upgrades Phase I	\$	550,000.00	Upgrade Electrical Components	m .
Davis Humanities Building Envelope	\$	100,000.00	Window Repairs / Seals	п
Gentry Center HVAC Upgrades	\$	300,000.00	HVAC Upgrades	н
Landscape Improvements Phase I	\$	200,000.00	Irrigation improvements and Welton Plaza renovation	п
FP Campus Center Colonnade Repair Phase I	\$	200,000.00	Colonnade / Walkway Repairs	m .
Kean Hall Water Intrusion Mitigation	\$	100,000.00	Foundation Leak Repair	н
FP Campus Center Building Envelope and Interiors Upgrade	\$	500,000.00	Windows, Flooring, and LED Lighting	н
Several Building Utility Metering	\$	150,000.00	Utility Meters (Electrical, CW, Steam, Water)	m .
Wellness Center HVAC Upgrades	\$		HVAC Upgrades	н
Several Building Water Isolation Valves	\$	500,000.00	Building and floor water isolation valves	m .
Harned Hall HVAC Upgrades	\$	500,000.00	HVAC Upgrades	п
Perimeter Road Design and Construction	\$	500,000.00	Internal Utility Road	н
McMinnville NCRS MEP Upgrades	\$		Mechanical / Electrical / Plumbing upgrades	n .
. •			5 . 5	
	\$	6,220,000.00		

Funded, 2019-2020

Project Name	Project Cost / I	Budget	Project Description	
Utility Tunnel Upgrades Multiple Buildings Fire Alarm Upgrades			Tunnel Lighting Campus Center / Boswell / Love SSC / Crouch Hall	Just Funded
Multiple Building Electrical Upgrades	\$ 1,20	05,000.00	Humphries / Crouch / Holland / Love SSC / Clay / Library / GW Manoretta (Control of the Control of the Cont	. "
Replace Boswell Doors Power Plant Equipment / Lighting Upgrades			# 1 Doors Priority for campus Original Request - Boiler Feed Water Pumps / Condensate Water Pumps	" ı"
			Boiler Rm Ltg / Demo Baghouse-Build VFD Room / 8 New VFD Replace Boiler # 4 / Replace Cooling Tower CT-1	
			Original Funds Request for these upgrades was 2.63 M + 1.275 M	
ADA Upgrades	\$ 19	90,000.00		_"
Total	\$ 3,8	16,000.00		-

Project Name Project Cost / Budget Project Description

Proposed / Requested Capital Submission	2020-2021	
, , , , , , , , , , , , , , , , , , , ,		
Strange Roof Replacement	\$	456,500.00
Power Plant Equipment / Lighting Upgrades Phase 2	\$	3,073,400.00
HVAC Upgrades	\$	1,881,000.00
Upgrade Building Envelopes	\$	396,000.00
McMinnville Facility Improvements	\$	165,000.00
Gentry Center HVAC Upgrades Phase 2	\$	1,838,100.00
Total	\$	7 810 000 00

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 13, 2019

ITEM: Update on Enrollment, Marketing and Student

Recruitment Plan

RECOMMENDED ACTION: None

PRESENTED BY: President Glover

Commencing at the November 15, 2018, Board meeting, the University has presented a report on enrollment, marketing and student recruitment efforts.

The attachment provides an update on the University's efforts in the aforementioned areas.

See Attachment.



TENNESSEE
STATE UNIVERSITY

Strategic Enrollment, Recruitment and Marketing Plan Update – June 2019
Efforts that have occurred since February 21, 2019

GOAL	EFFORTS	RESULTS	NEXT STEPS
STRATEGIC OUTREACH	LITORIO	REGOLIO	NEXT OTEL O
 Increase recruitment outreach to traditional high school populations within the state of Tennessee and within the 250 mile radius Expand outreach to community colleges and transfer students Expand outreach to International Students Increase the number of 2 + 2 programs offered by TSU. Unveil the new Dual Admissions campaign to middle Tennessee community college campuses. Foster partnership agreements with school superintendents in Metro Nashville, Shelby County, Hamilton County Schools, and Clarksville-Montgomery County for greater brand exposure and access to prospective students. Increase dual enrollment courses with high school seniors Participate in duration fair events to recruit adult learner into degree programs. 	 Completed Calls, Email, and Texts to all Admitted Students to complete the intent to enroll form Experience TSU Open House Experience TSU Student receptions in Chattanooga, TN and Atlanta, GA Hosted (4) Additional Transfer Tuesday Receptions Attend (11) additional Community College Events Ongoing telephone and email campaign to potential transfer students Campus visits to community colleges Increase the number of 2+2 programs at TSU Unveil the new Dual Admissions campaign New international brochure created and distributed. New recruitment efforts completed in Trinidad & Tobago, Colombia and Ghana Implemented new weekly review of international applications increase efficiency Representatives from Nashville State CC and TSU have been meeting on a monthly basis to formalize a more robust partnership between the institutions. Completed planning and approval phase of 2+2 Industrial Tech program. Met with CMCSS Officials to discuss offering Dual Enrollment in Clarksville Attended (15) adult education recruitment fairs and military recruitment events. 	Contacted 4122 admitted students via telephone Confirmed 1438 who have completed the intent to enroll process. Contacted 1300 first time freshmen students who completed intent to enroll process to assist with completing the enrollment process (Orientation and Housing registration) Contacted over 1000 transfer and community college applicants and provided assistance with completing application process Received (50) new international applications Tentative plans for the partnership include a Joint Admissions initiative and Faculty Exchange program. TSU will began a new 2+2 program leading to a bachelor's degree in Industrial Technology at the Motlow State Community College campus in McMinnville in fall 2019. Secured agreement for dual enrollment for CMCSS Meeting with Hamilton county June 2019 to secure dual enrollment agreement.	Continue outreach efforts to admitted students who are in the application funnel Continue support efforts to pending students with incomplete application in the application funnel Continue to guide first time freshmen who have completed the intent to enroll process, guiding through enrollment steps and confirming orientation and housing registration. Scheduled to attend (18) future adultery learner recruitment event throughout the summer up to July 31, 2019.
STRATEGIC MARKETING AND SOCIAL MEDIA CAMPAIGNS Update undergraduate and graduate websites and ensure they are inviting, easy to use, and displaying our brand personality to prospective students.	 Created new web portals for targeted recruitment populations. Allow current TSU students to create videos snippets, Vlogs, Blogs and other digital content sharing the positive impact of TSU in their lives 	Increased number of social media impressions on local admissions and university wide	Continue ongoing social media campaigns driving students to apply and enroll.

Continue to build admissions and university social media platforms featuring promotional campaigns and contests to increase awareness, generate leads and create community among prospective students.	 Market the "third-spaces" at TSU—Starbucks, Pizza Hut, POD, etc. Marketed new capital improvements and infrastructure including new residence halls, academic buildings and welcome center via social media and eblast. 	social media channels Increased student engagement on social media channels	
STRATEGIC COMMUNICATIONS Telephone campaigns to accepted freshmen, transfers, and readmit students (also to incomplete applicants and high school senior inquiries) Increase communication/follow-up with students via email, text, and direct mail Personalize communications with perspective students to build early connections as early as junior high school	Ongoing telephone, email and SMS text campaigns for incomplete applicants and admitted applicants: • First time Freshmen • Transfers • Readmits • International • Veterans Send personalized email to incomplete applications weekly. Reduced average application processing time for applicants from 7-10 days to 3-5 days.	Increase in the number of admitted students Decrease in the number incomplete applications Reduced average processing time for each application	Ongoing follow-up to pending/incomplete students
TECHNOLOGICAL INFRASTURCTURE AND CAPTIAL IMPROVEMENTS Identify students who enrolled previously but did not re-enroll Enhance the employment of technology throughout the student application process	 Created welcome back program for students who were previously enroll but did not attend last semester. Conducted outreach via email, phone and text messaging to engage students who were previously enroll but did not attend last semester. Completed testing of new costumer relationship manager (Recruit CRM) 	Contacted 1100 students who qualify for the welcome back program Providing daily ongoing support to assist students in registering for Fall 2019 End-to-end training for admissions and recruitment team scheduled for June 2019	Will continue to conduct outreach and follow-up Will continue to guide students through registration process
STRATEGIC FUNDING FOR SCHOLARSHIPS Provide more scholarship dollars to students Increase both need-based and merit-based funding	 Secured need-based funding from Governor's office Secured USDA grant award for STEM and business majors 	Packaged and award scholarships to first time freshmen who met scholarship criteria for respective awards.	Students who accept award will return award agreement by upcoming deadline.

Tennessee State University Board of Trustees



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

8:30 a.m. CST Thursday, June 13, 2019 Tennessee State University – Main Campus McWherter Administration Building, President's Conference Room 3500 John A. Merritt Blvd. Nashville, TN 37209

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the February 21, 2019, Academic Affairs and Student Affairs Committee Meeting Minutes
- IV. Approval of 2018-2019 Tenure and Promotion Recommendations
- V. Approval of Off-Campus Dual enrollment Academic Program with Clarksville-Montgomery County School System
- VI. Approval of Revised Academic Program Curriculum Modification for the PhD Program in Engineering
- VII. Approval of Academic Program Name Change Aeronautical and Industrial Technology
- VIII. Approval of Off-Campus Academic Program Sites Motlow State Community College and Nashville State Community College
- IX. Approval of Academic Certificate Program: Online Educational Technology Leadership
- X. Approval of Inactivation of the School of Psychology Concentration of the M.S. School of Psychology Program

- XI. Approval of Change in Eligibility Requirements for the 250 Mile Radius Tuition Rate Program
- XII. Report on SACSCOC Ten Year Accreditation Review
- XIII. Report on Faculty Retention
- XIV. Academic Affairs Report
- XV. Report on the Academic Calendar
- XVI. Student Affairs Report
- XVII. Adjournment

Tennessee State University Board of Trustees

Approval of the February 21, 2019, Academic Affairs and Student Affairs
Committee Meeting Minutes

TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of the February 21, 2019, 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 February 21, 2019, Academic Affairs and Student Affairs Committee meeting is included in the June 13, 2019, Board materials.

MOTION: To approve the minutes from the Board of Trustees' February 21, 2019, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's June 13, 2019, meeting.

Meeting of the Tennessee State University Board of Trustees Academic Affairs and Student Affairs Committee Meeting February 21, 2019

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

MINUTES

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

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

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Alisa Mosley, Associate Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dr. Tracey Ford, Vice President of Student Affairs, Horace Chase, Vice President of Business and Finance; Dr. John Cade; and Terrence Izzard.

Guests Present: Lauren Collier, Tennessee Higher Education Commission.

I. CALL TO ORDER

Trustee Martin called the meeting to order at 8:31 a.m. on February 21, 2019.

II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at the committee chair's request. Trustees Martin, Sekmen, and Simpson were present. Secretary Pendleton announced the presence of a quorum.

III. APPROVAL OF THE NOVEMBER 15, 2018, COMMITTEE MEETING MINUTES

Trustee Martin proceeded to the approval of the November 15, 2018, Academic Affairs and Student Affairs Committee meeting minutes.

Trustee Martin moved to recommend to the full Board the approval of the November 15, 2018, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the February 21, 2019, Board meeting. Trustee Sekmen seconded the motion, which carried unanimously.

IV. REPORT ON TEN YEAR ACCREDITATION REVIEW

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

Dr. Mosley reported that Tennessee State University's participates in an accreditation reaffirmation every ten years by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The institution's last reaffirmation date was 2012. Dr. Mosley commented that the institution is working on the second draft of its quality enhancement plan

(QEP), which includes two proposals:

- CADENCE which stands for Care, Academics, Development, Navigating Careers, & Engagement; and
- 2. Beyond Boarders: Developing Global Leaders and Cultural Competence.

Dr. Mosley stated that the President's cabinet and a focus group of students will be invited to provide input on the proposals. Dr. Mosley reported to the attendees that the SACS offsite report is due on September 10, 2019, and that review comments are scheduled to be returned in November of 2019.

Trustee Sekmen asked who participated on the QEP.

Dr. Mosley responded that professors on campus provided feedback that was used to redesign the QEP. Dr. Mosley then informed attendees that she will be visiting the University of Mississippi in Oxford for three days this spring to evaluate their QEP on Critical Thinking.

Trustee Mitchell asked Dr. Mosley for the number of professors who are qualified for tenure but who did not seek or obtain tenure.

Dr. Mosley answered that over ninety percent of the professors on campus are tenured or on the tenure track, indicating a very stable faculty. She clarified that the processes for tenure and promotion are separate. Dr. Mosley commented that the institution will hold a boot camp this summer to incentivize faculty who are not currently tenured to process in the process. The boot camp will cover course restructuring and publication support.

President Glover commented that many of the faculty have a high level of understanding of the tenure and promotion process and that she is supportive of the upcoming boot camp.

Trustee Sekmen applauded Dr. Mosley and her team for their efforts.

Trustee Martin thanked President Glover and Dr. Mosley for the presentation.

V. NURSING SCHOOL REPORT

Trustee Martin asked President Glover to present the nursing school report.

President Glover designated Dr. Mosley to provide the report.

Dr. Mosley informed the committee that the institution made a presentation and submitted an application on February 14, 2019, to the Accreditation Commission for Education in Nursing (ACEN), which accredits Tennessee State University. The university seeks to enroll thirty five student for the fall 2019 semester. The institution also plans to enroll twenty-five students in the BSN program in the fall of 2019.

Trustee Sekmen stated that the revamped program can become a signature program for the institution.

Dr. Mosley thanked the faculty, students, and staff for their support through the process. She commented that this process demonstrated that there is no need to fear licensure.

Trustee Corbeil commented that it is important that the institution promote this program to the community including Vanderbilt, HCA, and Ascension.

Trustee Mitchell commented that local marketing is important. She also informed the committee that medical licensure test preparation consultants exist that can help prepare the institution's students for licensure examinations with a focus on reducing test anxiety.

President Glover reminded the committee that the discussion was for the ASN program.

Dr. Mosley clarified that the testing will be addressed in August.

Trustee Sekmen asked if the institution has an advisory board.

Dr. Mosley responded that she agreed that students need exposure to the testing format, breadth and depth of questions, and the testing environment. She noted that a meeting was held with Vanderbilt representatives to support the institution's efforts to develop a integrated test preparation module for students.

Trustee Sekmen asked if the institution has a way to serve prospective students who are not of of the thirty-five applicants accepted into the ASN program.

Dr. Mosley responded that the institution has observed a surge in the health sciences programs including psychology and that over seventy degrees in health sciences were conferred in the December 2018 commencement.

Trustee Simpson asked if prospective students who were not accepted were able to reapply for admission.

Dr. Mosley responded that all available options to assist and support prospective students are implemented. She further reported that a consultant is being engaged for further support and that the advisory term will being the second week in April.

Trustee Martin thanked President Glover and Dr. Mosley for their hard work.

VI. ACADEMIC AFFAIRS REPORT

President Glover acknowledged Lauren Collier from THEC and thanked her for her attendance. She then asked Dr. Mosley to present the academic affairs report.

Dr. Mosley reported that the institution is seeking two full time deans for the colleges of education and health sciences. She noted that applications were due January 31, 2019.

Trustee Sekmen asked for confirmation that two and not three deans were anticipated to be retained.

President Glover clarified that because of the institution's financial constraints, a dean's salary range, the need for each dean to have a support staff and the total cost of that effort, hiring a third dean will be scheduled for next fiscal year.

Trustee Sekmen then asked whether Dr. Mosley's interim status as the department head for academic affairs would affect the institution's accreditation.

President Glover assured the committee that the accrediting body is focused on the competence and consistency of the person holding the role as opposed to their permanent or interim status.

Dr. Mosley reported that THEC approved the institution's request to offer a master's (MS) degree in Food and Animal Science, beginning Spring 2019.

President Glover asked Trustee Simpson to provide a report to the committee.

Trustee Simpson reported that she has attended trainings and has been afforded opportunities to travel to learn about agriculture. She has participated in summits on microbiology as wells as a program on the intersection of gentrification and food access in underserved communities. She commented that she was interning with the CDC when the second batch of testing was completed leading to public notice of the romaine lettuce recall at the end of 2018.

Dr. Mosley also reported that the board of the AACSB International (Association to Advance Collegiate Schools of Business) visited the institution in November 2018 and reaccredited the institution's business program. The American Psychological Association (APA) is scheduled to deliver its decision for the reaccreditation for the doctoral level psychology program in the spring of 2019. CoARC - Commission on Accreditation for Respiratory Care is scheduled to deliver its decision for the reaccreditation for the cardiorespiratory program also in the spring of 2019.

Dr. Mosley reported that the institution is in continued partnership with MNPS regarding dual enrollment courses in coding.

President Glover informed the committee that dual enrollment programs are anticipated to be huge. She informed the committee that the institution has established a relationship with Apple Inc. and HBCU C². She noted that the institution entered into a non-disclosure agreement with Apple.

Dr. Mosley commented that the institution entered into a non-disclosure agreement with MNPS regarding the dual enrollment program during the earlier development stages of the program. She further reported that the institution proposed to change the name of the Aeronautical and Industrial Technology program to Applied and Industrial Technologies.

Trustee Martin thanked President Glover and Dr. Mosley for the report.

VII. STUDENT AFFAIRS REPORT

Trustee Martin asked President Glover to provide the student affairs report.

President Glover asked Dr. Tracey Ford to provide the student affairs report.

Dr. Ford reported to the committee that safe and stable housing is a significant factor in students' academic success. She noted the ages of the various dormitories on campus, which approach sixty years. She further noted that the university can house approximately 2900 students while demand exceeds 4000 spaces. She reported that student affairs partnered with facilities to reduce the number of work orders from 2500 in March of 2017 to 220 in February 2019. She thanked President Glover for her support. She further reported that response times

were reduced to a maximum of 48 hours and that maintenance blitzes are performed where every area is evaluated and repaired. She noted that plumbing is the most significant issue. Dr. Ford commented that two new residence halls are scheduled for construction, but that no family housing for graduate students has been planned.

Trustee Martin asked President Glover to provide a report on student activities. President Glover designated Dr. Ford to provide the report.

Dr. Ford reported that the TSU band participated in Amazon's Live at the Ryman event and "turned it out!" In the vernacular of current students, it "was lit!" Dr. Ford reported that the freshman activities counsel has scheduled a trip to New Orleans to commemorate African American history. She also reported on the men's empowerment program, which provides a barbershop, lecture series, and a discussion group entitled Tap Into My Future.

Trustee martin thanked President Glover and her designees for their reports.

VIII. ADJOURNMENT

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

The Board of Trustees' Academic Affairs and Student Affairs Committee meeting adjourned at 9:27 a.m.

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of 2018-19 Tenure and Promotion

Recommendations

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs

Committee, Trustee Pamela Martin

Date: May 19, 2019

Subject: Tenure recommendations

Background Information: Per university policy, the President recommends the granting of tenure to eligible faculty members. The recommendations are based upon the requirements of TSU policy on promotion.

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

Proposed Implementation Date: August 2019

Tenure

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

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

During this tenure review period, fourteen (14) tenure eligible faculty members applied for tenure. One tenure eligible faculty member stopped the tenure clock, in accordance with the University's tenure policy, and did not apply for tenure. President Glover is recommending all

fourteen tenure applicants for tenure, as she has determined that the fourteen faculty members meet the condition for tenure.

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

Promotion

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

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

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

The University reviews the candidate's portfolio at several levels, including at the departmental, college, and University level. The Vice President for Academic Affairs and the President must ultimately approve the applications. The comprehensive promotion review and approval process, as well as the list of those recommended for promotion, are included in your June 13, 2019, board materials.

Twenty-two (22) faculty members applied for promotion. President Glover is recommending eighteen (18) faculty members for promotion.

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

See Attachment.

MOTION: To approve the list of recommended candidates for tenure and promotions, as contained in the Board materials for the Board's June 21, 2018, meeting.

Item Details: A total of 14 faculty members are recommended for tenure. The list of faculty members recommended is provided below.

	Name	Department/Division	Current Academic Rank
1	Fentress, Hugh	Biological Sciences	Assistant Professor
2	Charles, Derek	Physical Therapy	Assistant Professor
3	Crawford	Music	Assistant Professor
4	Gishe, Jemal	Public Health, Health Administration & Health Sciences	Assistant Professor
5	Nahashon, Samuel	Agriculture & Environmental Sciences	Research Professor
6	Bossuah, Kwaghdoo	Nursing	Assistant Professor
7	Nyange, Courtney	Nursing	Assistant Professor
8	Patrick, Andrew	History, Geography, Political Science & Africana Studies	Assistant Professor
9	Pinkard, Michelle	Languages, Literature & Philosophy	Assistant Professor
10	Shafer, Phillip	Languages, Literature & Philosophy	Assistant Professor
11	Williams, Heidi	Languages, Literature & Philosophy	Assistant Professor
12	Wise, Michelle	Languages, Literature & Philosophy	Assistant Professor
13	Tiriveedhi, Venkataswarup	Biological Sciences	Assistant Professor
14	Young, De'Etra	Agriculture & Environmental Sciences	Assistant Professor

Item Details: A total of 18 faculty members are recommended for promotion. The list of faculty members recommended is provided below.

	Name	Department/Division	Current Rank	Proposed Rank
1	Blair, Matthew	Agriculture & Environmental Sciences	Associate Research Professor	Research Professor
2	Crawford, Mark	Music	Assistant Professor	Associate Professor
3	Fentress, Hugh	Biological Sciences	Assistant Professor	Associate Professor
4	Hennequin, Wendy	Languages, Literature & Philosophy	Associate Professor	Professor
5	Johnson-Arnold, Iris	Speech Pathology & Audiology	Associate Professor	Professor
6	Lee, Marvin	Psychology	Associate Professor	Professor
7	Machara, Margaret	Human Sciences	Associate Professor	Professor
8	Nandwani, Dillip	Agriculture & Environmental Sciences	Associate Professor	Associate Professor
9	Patras, Ankit	Agriculture & Environmental Sciences	Assistant Research Professor	Associate Research Professor
10	Patrick, Andrew	History, Geography, Political Science & Africana Studies	Assistant Professor	Associate Professor
11	Pinkard, Michelle	Languages, Literature & Philosophy	Assistant Professor	Associate Professor
12	Pokharel, Bharat	Agriculture & Environmental Sciences	Assistant Research Professor	Associate Research Professor
13	Shafer, Phillip	Languages, Literature & Philosophy	Assistant Professor	Associate Professor
14	Tiriveedhi, Venkataswarup	Biological Sciences	Assistant Professor	Associate Professor
15	Troxtel, Rita	Occupational Therapy	Assistant Professor	Associate Professor
16	Williams, Heidi	Languages, Literature & Philosophy	Assistant Professor	Associate Professor
17	Wise, Michelle	Languages, Literature & Philosophy	Assistant Professor	Associate Professor
18	Young, De'Etra	Agriculture & Environmental Sciences	Assistant Professor	Associate Professor

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of Off-Campus Dual Enrollment Academic

Program with Clarksville-Montgomery County School

System

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs

Committee, Trustee Pamela Martin

Kenwood High School is a part of the Clarksville-Montgomery County School System (CMCSS), which serves over 35,000 students. CMCSS is the seventh largest district in Tennessee, and according to U.S. Census figures in the top five fastest growing cities in the country. With a graduation rate of 94.2% in 2018, the school system exceeds both state and national averages and receives strong community support for education with an emphasis on 100% graduation for every student. In May 2018, over 2,000 CMCSS graduates earned \$45 million plus in college scholarships.

CMCSS like all districts in Tennessee is focused on how to develop a robust portfolio of early postsecondary opportunities. Early postsecondary opportunities (EPSOs) include a course and/or exam that give students a chance to obtain postsecondary credit while still in high school. Early postsecondary opportunities ensure that students are ready to succeed in education and training after high school.

The CMCSS has developed a portfolio that includes all of these opportunities but has chosen to expand dual enrollment especially within the STEM fields. The district office contacted Tennessee State University (TSU) about the possibility of the university offering dual enrollment classes to their students specifically in areas where TSU excels such as Engineering, Health Sciences and Agriculture. CMCSS allows each high school principal to assess institutions offering dual enrollment courses based on the needs and preferences of their students.

Tennessee State has identified four introductory courses in engineering, computer science and health care management to offer in the initial semester. Two of the courses are available in an online format and two will be offered in a hybrid format combining face-to-face and online instruction. Each of the courses requires a minimum enrollment of ten high school students to proceed and each course will be open to high school students only. Course descriptions are attached.

MOTION: To approve the off-campus dual enrollment academic program with Clarksville-Montgomery County School system, as contained in the Board materials for the Board's June 13, 2019, meeting.

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of Revised Academic Program – Curriculum

Modification for the PhD Program in Engineering

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs

Committee, Trustee Pamela Martin

Pursuant to TSU's New Program Development policy, which includes revised programs, academic departments may seek the creation of a new academic program or the revision of an existing program by initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Vice President for Academic Affairs and the President must ultimately approve the proposals. The entire review process is included in the Board's June 13, 2019, meeting materials.

The submission proposes curriculum changes to the Ph.D. program in Engineering and Computational Sciences. Since the start of the program in 2002, technology and workforce demands have changed. The new economy demands the preparation and training of students to be expanded to include additional technical subject matter and content. The TSU College of Engineering has hired new faculty with the expertise to meet this demand and produce a modern, relevant curriculum. These changes will provide for better alignment of the Ph.D. program with the master's programs in the college. The changes include the addition of technical/specialty areas based on the industry needs.

The proposed changes to the Ph.D. curriculum include the addition and removal of courses and concentrations. The modified curriculum provides advanced knowledge and research in the following concentration areas: (1) Engineering Systems and (2) Computational Sciences. The modification will produce a diverse and talented cadre of engineers and computational scientists that will make a global impact through scholarly inquiry and cutting-edge research.

Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve new and revised academic programs. Upon approval by the Board, THEC must provide final approval.

MOTION: To approve the curriculum modifications in the PhD program in the College of Engineering, as contained in the Board materials for the Board's June 13, 2019, meeting.

Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of Academic Program Name Change –

Aeronautical and Industrial Technology

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs

Committee, Trustee Pamela Martin

From time to time, departments/colleges at TSU submit requests to modify the names of colleges, academic departments (colleges and academic departments are collectively referred to as "units"), and academic programs in their respective colleges.

Under TSU's Academic Program Modification process (formerly the Tennessee Board of Regents' policy on Academic Programs, Units, and Modifications at Universities), departments/colleges may propose unit and academic program name modifications through a 30-day review process, which involves a review at the college and University (Vice President and President) levels.

Upon approval by the Vice President for Academic Affairs and President, the University is required to submit the proposed unit/academic program name modification to the Board for final approval. Unit and academic program name changes do not require THEC approval.

Within the Technology profession, employment opportunities abound. The industry is experiencing a serious shortage of qualified personnel in all sectors. While technologists are perceived to be at the pinnacle within their respective profession, these perceptions do not include the fact that for every engineer, it takes four to six highly skilled technologist and support staff. In essence, there are many career opportunities that are available and most importantly, in order for students to meet the challenge of these opportunities, they must have access to the educational tools. For those educational institutions that have a viable and well-rounded technology program, the opportunities for their students are limited.

The technologist industry forecasts show continual expansion into the future with myriad opportunities for highly skilled graduates of technology programs. With these opportunities comes the expectation that educational institutions will either expand their existing programs or initiate new ones. The window of opportunity is at hand. Tennessee State University has not only the opportunity, but also an obligation to ensure that our graduates have a share in the opportunities of the future in the rapidly expanding technology profession.

Tennessee State University has the means to offer its students an opportunity to explore Industry 4.0, which is a name given to the current trend of aviation, automation and data

exchange in manufacturing technologies. This name is aligns our program with that of our peers as we propose ideas to increase career opportunities for our graduates.

College	Current Name	Proposed New Name
Engineering	Aeronautical and Industrial Technology	Applied & Industrial Technologies

Pursuant to the FOCUS Act, Board Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve program name changes. The entire academic program modification process is included in your June 13, 2019, Board materials, followed by information regarding the proposed academic program name change.

To approve the academic program name change involving Aeronautical and Industrial Technology program, as contained in the Board materials for the Board's June 13, 2019, meeting.

Tennessee State University Board of Trustees



BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of Off-Campus Academic Program Sites –

Motlow State Community College and Nashville State

Community College

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee.

Trustee Pamela Martin

Colleges request to operate an academic program off TSU's campus. Colleges may seek off-campus academic program sites to accommodate students dually enrolled in high school and college, enhance TSU's pipeline with community college students, and increase convenience for working professionals. In this instance, the off-campus sites have been proposed to increase convenience for working professionals.

Colleges that seek to operate an academic program off campus must follow a 30-day review process. Under the review process, a department will submit an off-campus academic program site request to the College, and once approved at the College level, the College submits the request to the Vice President for Academic Affairs and President for approval. Upon approval by the Vice President and President, off-campus academic program requests must be submitted to the Board for approval. Upon approval by the Board, off-campus academic program site requests must be submitted to THEC for final approval.

A goal of the Community College Initiatives department at TSU is the development and strengthening of academic partnerships with community colleges. Due to the success of these partnerships, TSU is proposing to expand its service area to include Nashville State Community College (NSCC), specifically the Southeast campus. The Southeast campus is located in Antioch, Tennessee. This campus provides educational services to the following Middle Tennessee counties: Davidson, Rutherford, Williamson and Wilson.

TSU is also proposing to expand its service area to include Motlow State Community College (MSCC) McMinnville campus. The campus is located in McMinnville, Tennessee, which is about eighty miles from TSU. This campus provides educational services to the following Middle Tennessee counties: Cannon, Coffee, DeKalb, Rutherford, Van Buren, Warren and White. Mechatronics is the fastest growing field of study at MSCC. Over a recent four-year period, the program grew by five times the number of students. This vision developed into the degree completion program offered by the TSU Aeronautical & Industrial Technologies (AIT) department.

Pursuant to the FOCUS Act, Board Bylaws and Board's Delegation of Authority to the President Policy, the Board must approve off-campus sites for academic programs.

List of Off-campus Academic Program Proposed Sites

College	Academic	Degree	Proposal
	Area	Offered	
Engineering	Aeronautical Technology	B.S.	To offer the B.S. in Aeronautical Technology as a part of a 2+2 degree program at Motlow State-McMinnville
Business	Business Administration	B.S.	To offer the B.B.A. in Business Administration (Hospitality and Tourism Management) as a part of a 2+2 degree program at Nashville State

MOTION: To approve the off-campus academic program sites at Motlow State Community College and Nashville State Community College, as contained in the Board materials for the Board's June 13, 2019, meeting.

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of Academic Certificate Program – Online

Educational Technology Leadership

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,

Trustee Pamela Martin

Pursuant to TSU's New Program Development policy, academic departments may seek the creation of a new academic program or the revision of an existing program by initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Vice President for Academic Affairs and the President must ultimately approve the proposals.

The College of Education Department of Teaching and Learning are proposing to offer an online graduate certificate in Educational Technology Leadership. This certificate is designed to promote advocacy and awareness of digital literacy and current trends and issues influencing the appropriate integration of technology in education; along with leveraging the innovations in emerging technology as a means of conveying new ideas for the 21st digital workforce. In addition, this certificate is designed to incorporate the basic concepts and curriculum of "Everyone Can Code and Everyone Can Create" in preparedness of smart mobile emerging technologies of A.I. (artificial intelligence), mixed reality (virtual and augmented realities), wearable and nanotechnology for immersive learning and training,

There are several groups of students who will benefit from this certificate.

- PK-12 teachers and administrators in the school districts.
- Workforce specialists in the corporate arena.
- Higher education faculty and staff.
- Professionals impacted by the 21st Century digital workforce.

Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve new and revised academic programs. Upon approval by the Board, THEC must provide final approval.

MOTION: To approve the new certificate program in Online Educational Technology Leadership, as contained in the Board materials for the Board's June 13, 2019, meeting.

TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of Inactivation of the School of Psychology

Concentration of the M.S. School Psychology Program

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,

Trustee Pamela Martin

Pursuant to TSU's New Program Development policy, academic departments may seek the inactivation of an existing program. The department initiates the review process by developing and proposing the recommendation for review at the departmental committee, college, and University levels. The Vice President for Academic Affairs and the President must ultimately approve the proposals.

The Psychology Department has only one faculty member with a degree in School Psychology. This is not sufficient to staff courses, chair theses, and adequately support students in the School Psychology Concentration of the MS Psychology program. There are no longer any students in this concentration.

The state of Tennessee requires school psychologists to have either an Ed.S. or doctorate. Therefore, the School Psychology Concentration of the M.S. Psychology program does not prepare students for a career as a school psychologist, and many alumni have reported challenges with securing employment after earning this degree. Students would be better served by directly entering an Ed.S. program or pursuing a Master's degree in another area.

Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve new and revised academic programs. Upon approval by the Board, THEC must provide final approval.

MOTION: To approve the inactivation of the School of Psychology Concentration of the M.S. School Psychology Program, as contained in the Board materials for the Board's June 13, 2019, meeting.

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of Change in Eligibility Requirements for the 250

Mile Radius Tuition Rate Program

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,

Trustee Pamela Martin

Tennessee State offers a 250-mile radius tuition rate based on the location of where the student graduated high school. This criterion ignores potential students who are permanent residents of counties within that catchment.

We seek a modification to this criterion for our graduate students.

Current Language

Graduated from an eligible high school located in a county within a 250-mile radius of Nashville, Tennessee.

Modified Language

Must have a verifiable permanent address that is located within a county that is within a 250-mile radius of Nashville. Tennessee.

MOTION: To approve the change in eligibility requirements for the 250-Mile Radius Tuition Rate Program, as contained in the Board materials for the Board's June 13, 2019, meeting.

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 13, 2019

ITEM: Report on SACSCOC Ten Year Accreditation Review

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,

Trustee Pamela Martin

Report on Ten Year Accreditation Review

Two drafts have been submitted to the consultant. Work has centered on collecting evidence to demonstrate compliance.

In addition to the reports, the reaffirmation process includes extensive evaluation of compliance by an off-site peer review (September 10, 2019), an on-site peer review (March 30-April 1, 2020), and the final review by the SACSCOC Board of Trustees.

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 13, 2019

ITEM: Report on Faculty Retention

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,

Trustee Pamela Martin

Faculty Retention

Tennessee State University is committed to the retention of quality faculty members. They are essential to student success and they are vital to our increased gains in executing the mission. Our university does not want to lose this talent and we want to invest in the development of faculty. Some universities have estimated the loss of talent to be upwards of \$350,000 per faculty member.

Current Retention Strategies

Our university has invested in faculty retention through the following methods:

- Faculty travel
- Reduction of mandatory office hours
- Mini-research grants
- Introduction of faculty sick leave bank
- Professional development seminars in pedagogy and research proposals
- Professional development seminars in advising
- Non-instructional assignments where faculty are released from courses for one or two semesters
- Shared governance
- Stop the clock policy
- Projects to reduce institutional barriers (ex. University policies)

Additionally, faculty can work with college deans to obtain workload adjustments to focus on projects that will advance research. Through the School of Graduate and Professional Studies, we have funded graduate assistantships to assist faculty in their teaching and research.

Review of Future Retention Strategies

- Develop a Faculty Climate Committee
- Conduct surveys to measure job satisfaction
- Connect faculty to campus resources both within and outside the department or school

- Facilitate networking opportunities for faculty
- Consider leaves and other policies on an individual basis to best meet faculty needs
- Celebrate and recognize diverse contributions and outstanding performance

We periodically review our compensation structure with the Faculty Senate. With the past three Senate administrations, salary continues to be a commitment as the cost of living in middle Tennessee increases. The initial review resulted in the President's mandate of floor adjustments for hourly employees and base pay increases for faculty at the assistant professor's level. During the 2019-2020 academic year, we will again review our ranges to ensure we are making every effort. We have extraordinary faculty members who positively contribute to our university and society. The success of our faculty positively impacts our university.

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 13, 2019

ITEM: Academic Affairs Report

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,

Trustee Pamela Martin

New Academic Program(s)

Tennessee State received THEC approval to offer a B.S. in Public Health, beginning Fall 2019. The new degree will address the demand for public health professionals. Our program emphasis is in health promotion and disease prevention. In order for health care professionals to perform their jobs optimally, they must understand and embrace public health as they practice their profession. This program will also serve as a pipeline for our Master of Public Health program.

Report on Ten Year Accreditation Review

Two drafts have been submitted to the consultant. Work has centered on collecting evidence to demonstrate compliance.

In addition to the reports, the reaffirmation process includes extensive evaluation of compliance by an off-site peer review (September 10, 2019), an on-site peer review (March 30-April 1, 2020), and the final review by the SACSCOC Board of Trustees.

Dean Searches

- College of Education
 - o Interviews of two candidates in June 2019
- College of Health Sciences
 - o Interviews of three candidates in June 2019

Report on Discipline-Specific Accreditation

Tennessee State University has the following updates with respect to its discipline-specific accreditation efforts.

Discipline and Visit Date	Accrediting Agency	Status
Psychology (Doctoral level)	American Psychological Association (APA)	Full approval – Next visit in 2028
Physical Therapy	Commission on Accreditation in Physical Therapy Education (CAPTE)	Awaiting Board decision in the Fall 2019 semester; no findings by the onsite visit team

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 13, 2019

ITEM: Report on the Academic Calendar

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,

Trustee Pamela Martin

The document reflecting the 2019-2020 academic calendar is included in your June 13, 2019, Board meeting materials.

TSU - ACA	DEMIC CALENDAR 2019-2020			
FALL SEMESTER 2019				
Aug 9 Faculty contracts begin				
Aug 9	Faculty report for fall semester activities			
Aug 12-13	Faculty/ Staff Institute			
Aug 12-13 Aug 14-15	Residence Halls Open (New Students)			
Aug 14-13 Aug 14-16	Freshmen Orientation			
Aug 16	Residence Halls Open (Returning Students)			
_	Classes begin			
Aug 19	<u> </u>			
Aug 19- Aug 23	Late registration/Schedule Adjustment			
Aug 30	Campus Wide Assembly – First Year Students 9:00 am – Kean Hall			
Sept 2	Holiday-Labor Day			
Sept 17	Recognition of Constitution Day			
Sept 22-28	Student Study Week – No Activities Scheduled			
Sept 30 – Oct 4	Mid-term Examination Week-all classes meet as scheduled			
Oct 19	Homecoming			
Oct 15	Founders Day (9:00 a.m. – Kean Hall)			
Oct 11	Last day to withdraw from a course and/or the University			
Oct 28 – Jan 17	Registration for Spring 2020			
Nov 11	Veterans' Day			
Nov 25-29	Fall Break/Thanksgiving Holiday- No Classes			
Nov 30	Last Day of Class			
Dec 2-6	Final examinations			
Dec 7	Commencement – Gentry Complex			
Dec 9	Faculty must have posted all grades via "MyTSU"			
Dec. 13	Records Office releases all posted grades via "MyTSU"			
Dec 24 – Jan 1	Holiday Break – University Closed			
	SPRING SEMESTER 2020			
Jan 2	University Re-opens-8:00 am			
Jan 6	Faculty/ Staff Institute			
Jan 8	Residence Halls open (New Students)			
Jan 9	Freshman Orientation			
Jan 10	Residence Halls Open (Returning Students)			
Jan 13	Classes Begin			
Jan 13-17	Late Registration/Schedule Adjustments			
Jan 20	Holiday – MLK – No Classes			
Feb 17-22	Student Study Week – No Activities Scheduled			
Feb 24 – 29	Mid-term Examination Week-all classes meet as scheduled			
Mar 2-7	Spring Break (Xtreme Spring Break			
Mar 20	Last day to withdraw from a course and/or the University			
Mar 30 – April 18	Registration for Summer 2020			
April 1 – Aug 22	Registration for Summer 2020 Registration for Fall 2020			
	Honors Convocation			
Mar 26	Student Study Week – No Activities Scheduled			
April 25	· · · · · · · · · · · · · · · · · · ·			
April 27 May 1	Last day of class Final examinations			
April 27 – May 1				
May 1 (Friday)	Graduate Commencement Ceremony, 5:00 p.m., Gentry Complex			
May 2 (Saturday)	Undergraduate Commencement Ceremony – 8:00 a.m., Hale Stadium			
May 4	Faculty must have posted all grades via "MyTSU"			
May 8	Records Office releases all posted grades via "MyTSU"			
	ing TNeCampus Academic Calendar, access the website at:			
<u>nttp:</u>	//www.tnecampus.org/academic-calendar			

	SUMMER TERM 2020			
	SUMMER TERM 2020			
	Maymester			
May 4	Registration			
May 4	Classes begin for 3 week session.			
May 8	Last day to withdraw from courses			
May 21	Last day of classes Last day of classes			
May 25	Faculty must have posted grades via "myTSU"			
Way 25	All grades will be available when all Summer sessions are completed.			
May 26	Holiday Observed			
Way 20	Tionday Observed			
	Full – 10 Week Session			
April 1 – May 26	Registration-All Summer Sessions			
May 31	Residence Halls open			
June 1	Classes begin for full 10 week session.			
June 1-3	Late registration/Schedule Adjustments			
July 4	Holiday Observed			
July 10	Last day to withdraw from 10 week courses			
July 10	Last day to withdraw from University			
Aug 7	Last day of classes			
Aug 10	Faculty must have posted all grades via "MyTSU"			
Aug14	Records Office releases all posted grades via "MyTSU"			
	Session I Five Week Session			
June 1	Classes begin			
June 1-3	Late registration/Drop/Add			
June 19	Last day to withdraw from First-session courses			
June 19	Last day to withdraw from University			
July 4	Holiday Observed			
July 3	Last day of classes			
Aug 10	Faculty must have posted all grades via "MyTSU			
Aug 14	Records Office releases all posted grades via "MyTSU"			
Session II Five Week Session				
July 6	Classes begin			
July 6-8	Late registration/Drop/Add for Summer II			
July 24	Last day to withdraw from Second-session courses			
July 24	Last day to withdraw from University			
Aug 6	Last day of classes			
Aug 10	Faculty must have posted all grades via "MyTSU"			
Aug 14	Records Office releases all posted via "MyTSU"			

Final examinations for summer semesters will be scheduled during the last official meeting date/ time for each specific course.

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 13, 2019

ITEM: Student Affairs Report

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,

Trustee Pamela Martin

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

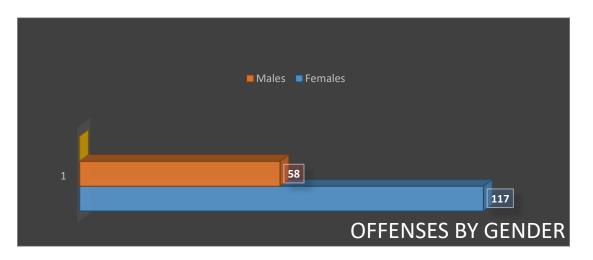
See attachment.

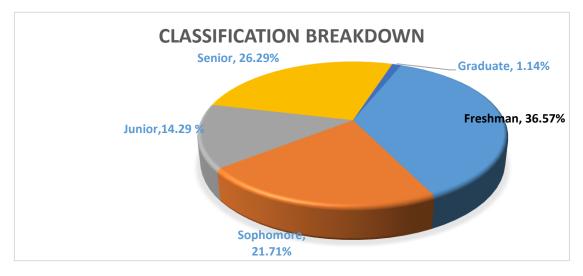
Division of Student Affairs Report Office of Student Conduct Highlights for 2018-2019

Executive Summary

- Significant Drop In Drug For Resale In The Last Year
- Overwhelming Decline In Weapon Use On Campus
- According To TBI Report TSU Experienced The Largest Decline In Incidents
 Of All College Campuses In The State
- Zero Tolerance Policy Eliminated Repeat Offenders
- National Model for Creating Student Leadership Opportunities

Details by Classification





Mission Statement

The Mission of the Office of Student Conduct is to provide a full range of services to assist and counsel students in resolving their disputes and conflicts in a way that facilitates learning, individual responsibility, and professionalism. The Office of Student Conduct also provides learning opportunities through educational sanctions that encourage behavioral change and assist students with their ability to make decisions that promote success in their academic goals.

Major Accomplishments

- The Office of Student Conduct did not experience repeat offenders for students who participated in the Restitution Program.
- There was a 98% decline in the disciplinary area of *Drugs for Resale*.
- The Office of Student Conduct did not have one documented disciplinary offense of guns on the campus for the 2018-2019 school year.

Student Leadership and Development

The Collegiate Citizen Police Academy (CCPA) is a leadership training program at Tennessee State University that was created to expose TSU students to hands-on police science and theory. This program, the first of its kind in the nation, allows students to learn about police work in collaboration with the Metro Nashville Police Department and the Tennessee State University Police Department. It exposes students to various aspects of police activity, including domestic violence investigation, traffic stop training, and how the Police Department uses special resources, such as SWAT, aviation, drugs, and canine units. In 2018, the CCPA was recognized as the "Best Student Organization" in the nation at the Historically Black Colleges and Universities Digest Awards, in Washington, D.C.

Tiger Patrol is a student service organization under both the Tennessee State University Police Department and the Dean of Students Office. This is a highly competitive and paid opportunity for TSU students. The Tiger Patrol serve as noncommissioned student patrol officers that assist TSUPD in creating a safe campus. They provide insight to campus climate and are tasked with monitoring the campus. Their responsibilities include helping to maintain a safe environment at campus functions, keeping walkways clear, assisting in clearing buildings after events and reporting any dangerous or suspicious behavior.

Leadership TSU is considered the highest level of leadership training at TSU. The accumulation of social capitol is unmatched with visits to the Tennessee State Capital, interactions with congressman, governors, commercial real estate developers and legislators on the federal level in Washington, DC.

Freshman Innovation Council (FIC) is newly established leadership program designed to acclimate former high school, SGA Leaders to the collegiate framework. This selected group works with the Director of Student Activities and Dean of Students to develop their leadership strategies.

Student Court is a leadership opportunity that allows students to participate in the adjudication of minor offenses of the Student Conduct Code. This opportunity allows TSU students to air their concerns and allege their rights in front of a body of their peers.

National Society of Leadership and Success is an *invitation only* leadership society designed to promote student excellence in leadership. The NSLS provides access to off-campus benefits including additional scholarships and awards, exclusive on-campus events paid for by student dues, and employer recruitment via online job banks. In addition, members receive discounts on computers, textbooks, grad school prep courses, insurance and much more.

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES EXECUTIVE COMMITTEE MEETING AGENDA

9:30 a.m. CST Thursday, June 13, 2019

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

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the February 21, 2019, Executive Committee Meeting Minutes
- IV. Approval of an Amendment to Article III of the Board's Bylaws
- V. Approval of an Amendment to Article VII of the Board's Bylaws
- VI. Report on Board Committee Assignments
- VII. Discussion of President's Annual Performance Review Process
- VIII. Secretary's Report
- IX. Adjournment

Tennessee State University Board of Trustees



BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of the February 21, 2019, Executive Committee

Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of the Executive Committee,

Board Chair Joseph Walker, III

The document reflecting the minutes from the February 21, 2019, Executive Committee meeting is included in the June 13, 2019, Board materials.

MOTION: To approve the minutes from the Board of Trustees' February 21, 2019, Executive Committee meeting, as contained in the Board materials for the Board's June 13, 2019, meeting.

Tennessee State University Board of Trustees Executive Committee Meeting. February 21, 2019 Tennessee State University – Main Campus – McWherter Administration Building, President's Conference Room – 3500 John A. Merritt Blvd., Nashville, Tennessee

MINUTES

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

Other Board Members Present: Trustees Mitchell, Sekmen, Simpson, and Corbeil.

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

I. CALL TO ORDER

Chair Walker called the meeting to order at 9:45 a.m. He then proceeded to the second item on the agenda.

II. ROLL CALL/DECLARATION OF A QUORUM

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

Secretary Pendleton announced the presence of a quorum.

III. APPROVAL OF THE NOVEMBER 15, 2018, EXECUTIVE COMMITTEE MEETING MINUTES

Chair Walker introduced the first order of business — the approval of the November 15, 2018, Executive Committee meeting minutes. Chair Walker informed the Committee that the minutes for the Executive Committee's November 15, 2018, meeting were included in the Board materials for the February 21, 2019, Board meeting.

Chair Walker moved to recommend to the full Board the approval of the November 15, 2018, Executive Committee meeting minutes, as contained in the Board materials for the February 21, 2019, Board meeting. Trustee Cole seconded the motion. With there being no discussion, Chair Walker called for a vote. The motion carried unanimously.

IV. REPORT ON BOARD AND COMMITTEE OFFICER TERMS

Chair Walker asked Secretary Pendleton to provide a report to the Board on terms of Board and Committee Officers. Secretary Pendleton reminded the Board on the terms for each board member. He noted that the Governor's office has informed the institutions that the three year terms will end on July 1, 2019. Secretary Pendleton stated that the Governor's office has indicated that the new Governor will address board member reappointments. He noted that under the FOCUS Act, board members continue to serve in their position until they are reappointed or replaced.

Secretary Pendleton noted that the faculty senate will be conducting an election for the next Faculty Trustee. The election will occur sometime before the end of the spring semester and the next Faculty Trustee will be seated for the June 13, 2019, board meeting. Secretary Pendleton also noted that the Student Trustee selection process had commenced and the President will be coming forward with a recommendation to the Board at the June 13, 2019, board meeting.

V. SECRETARY'S REPORT

Chair Walker asked Secretary Pendleton to provide a report to the Board. Secretary Pendleton addressed Board member terms. He noted that Board officers serve for a two-year term, or until a successor has been duly appointed and qualified. Secretary Pendleton also noted that the Chair and Vice Chair may serve a maximum of two full consecutive terms.

Secretary Pendleton informed the Committee that TSU, along with the other LGIs, participated in its first sunrise hearing on December 19, 2918, in front of the General Assembly's Joint Government Operations Committee. The Committee voted to recommend to the Senate and House a two-year extension of the TSU Board, as well as the other LGI boards.

Secretary Pendleton then addressed the Board's bylaws and code of ethics and conflict of interest policy and reiterated some of the provisions contained in those documents, including board communications with personnel and student, conduct affecting the board, and protocol for raising board matters.

Secretary Pendleton finally noted his attendance and speaking engagement at the National Association of Colleges and Universities' General Counsel Institute in February.

Secretary Pendleton concluded his report. Chair Walker thanked Secretary Pendleton for his report.

VII. ADJOURNMENT

Chair Walker opened the floor for any additional business. The Committee members and other Board members then engaged in a discussion regarding the proper role of board members, the importance of the Board's committees, and the protocol for raising items pertaining to the agenda through the committee structure. The members also stressed the need to speak with one voice once the Board makes a decision, but to ensure that every board member has a sufficient opportunity to voice his or her position on agenda related items.

After discussion, Chair Walker moved for adjournment. Trustee Martin seconded the motion.

With there being no discussion, Chair Walker called for a vote. The motion carried unanimously. Chair Walker adjourned the meeting at 10:30 a.m.

Tennessee State University Board of Trustees



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of an Amendment to Article III of the Board's

Bylaws

RECOMMENDED ACTION: Approval

PRESENTED BY: Board Chair, Joseph Walker, III

Tennessee State University's accrediting body, the Southern Association of Colleges and Schools Commission on Colleges (SACS), sets forth a set of principles of accreditation governing colleges and universities.

Principle 4.2a provides that governing boards must ensure the regular review of the institution's mission. The comments and notes sections of Principle 4.2a contain language suggesting the Board should have a process and/or or triggering event for its review of the institution's mission.

Article III.2A of the Board's Bylaws states that the Board has the power to "[d]etermine the mission of the University and ensure that the mission is kept current and aligned with the goals and mission of public higher education in Tennessee."

The aforementioned Bylaw provision implies a periodic review of the institution's mission. In addition, SACS reviewed the board's bylaws as part of its affirmation of TSU's governance structure. Nonetheless, in an abundance of caution, as the institution prepares for its ten-year SAC accreditation review, the institution is proposing an amendment to Bylaw III.2A to provide more specification to the Board's mission review.

Under the amendment, provision III.2.A of the Bylaws would state that the Board has the power to:

Determine the mission of the University and review the mission no later than every five years, or upon a request by a majority of the voting members of the Board, to ensure alignment with the goals and mission of public higher education in Tennessee.

MOTION: To approve an amendment to article III.2A of the Board's Bylaws, as contained in the Board materials for the Board's June 13, 2019, meeting.

TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2019

ITEM: Approval of an Amendment to Article VII of the Board's

Bylaws

RECOMMENDED ACTION: Approval

PRESENTED BY: Board Chair, Joseph Walker, III

During recent sunrise hearings at the General Assembly, at least one lawmaker commented on the timeframe in which institutions allow individuals to request to come before the governing boards. To address this concern and shorten the period by which individuals can request to appear before the Board, an amendment is being proposed to Article VII.F.1 of the Bylaws.

The current provision states:

Anyone wishing to address the Board must submit a written request to the Board Secretary at least fifteen (15) days prior to the scheduled meeting of the Board. . .

Under the proposed amendment, Article VII.F.1 would state:

Anyone wishing to address the Board must submit a written request to the Board at least five (5) days prior to the scheduled meeting of the Board. The Board Chair also has the discretion to grant a request to appear before the Board upon the submission of a request less than five days prior to the scheduled meeting, including on the day of the scheduled meeting. . .

MOTION: To approve an amendment to article VII.F.1 of the Board's Bylaws, as contained in the Board materials for the Board's June 13, 2019, meeting.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 13, 2019

ITEM: Report on Board Committee Assignments

RECOMMENDED ACTION: None

PRESENTED BY: Chair of the Executive Committee,

Board Chair Joseph Walker, III

Chair Walker will address Board Committee assignments.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 13, 2019

ITEM: Discussion of President's Annual Performance Review

Process

RECOMMENDED ACTION: None

PRESENTED BY: Chair of the Executive Committee,

Board Chair Joseph Walker, III

Chair Walker and Secretary Pendleton will discuss the President annual performance review process. .

TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: June 13, 2019

ITEM: Secretary's Report

RECOMMENDED ACTION: None

PRESENTED BY: Chair of the Executive Committee,

Board Chair Joseph Walker, III

Secretary Pendleton will provide a report.



BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 13, 2019

ITEM: Update on State Building Commission approved

Construction Projects

RECOMMENDED ACTION: None

PRESENTED BY: Glenda Glover, President

To be presented by President Glover or her designee at the June 13, 2019, Tennessee State University Board of Trustees meeting.

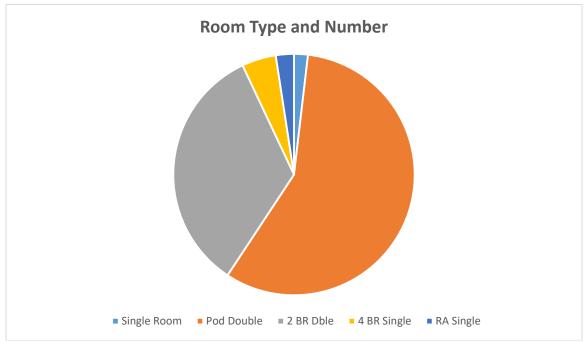
TENNESSEE STATE UNIVERSITY CAMPUS CONSTRUCTION UPDATE JUNE 2019

STUDENT HOUSING

Project Description

This project is to partially address some of the university's deficiency in student housing. University officials have identified the lack of acceptable housing type and the quantity of beds on campus are having a negative impact of student growth. University officials have also indicated the older residential facilities are costly to maintain. After completing the process required to secure funding and completing the design process with internal and external professionals, the following is being presented to the State Building Commission (SBC) on June 13, 2019.

	UNITS	BEDS
Single Rooms	13	13
Pod Double	201	402
2 – Bedroom Double Semi-Suite	59	236
4-Bedroom Single Apartment	8	32
RA Single	17	17
TOTAL	298	700



SQUARE FEET BY FLOOR

Sixth	19,500
Fifth	31,500

TOTAL	214,570
First	43,240
Second	40,110
Third	40,110
Fourth	40,110

Cost \$75,000,000

BUILDING AMENITIES

Laundry Room
Small Wellness Area
Dining Facility (4 Concepts)
Functional Instruction Space
Convenience Store
Salon/Barber Studios
Strong Technology Infrastructure
Strong Control Access
Area Kitchens
Administrative Offices
Lobby Lounge

Tennessee State University Health Science Facility





PROJECT DESCRIPTION

Tennessee State University's Health Science Academic areas have been identified as a major producer in the health care areas. After a rigorous assessment it was determined the areas in the health care were deficient in facilities and academic resources. The university lunched a drive to construct a facility to better accommodate these areas. The funds were identified utilizing funding from various sources. After the university completed to the rigorous process outlined by the state of Tennessee, Tennessee Board of Regents and Tennessee Higher Education Commission the university was approved to construct a 38 million dollar 92,250 gross square foot facility.

This new facility is envisioned to be "state-of-the-art" and includes the best technology possible. The spaces within the facility need to provoke conversations that reflect changes in the field as

they occur. Must be flexible and adaptive to changing academic program needs as advancement in health science practices and technology evolves in the future. Flow and organization of the building should replicate the operation of a hospital environment. This building is expected to set the tone for the campus for the next fifty years.

Academic programs expected to occupy this facility: Cardio-Respiratory and Health Information; Health Information Management; Cardio-Respiratory Care Science; School of Nursing; Department of Occupational Therapy and the Department of Physical Therapy.

AGRICULTURE FOOD SCIENCE RESEARCH FACILITY

- 9 Departmental Offices
- 1 Reading Room
- 1 Conference Room
- 2 Lecture Rooms
- 2 Teaching Lab
- 1 Conference Room
- 1 Auto-clave
- 1 Milli-Q Water, Freezer Space
- 2 Storage Area
- 4 Washrooms
- 6 Research Labs

Building Square Footage 30,000

Cost \$38,000,000



BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 13, 2019

ITEM: President's Report

RECOMMENDED ACTION: None

PRESENTED BY: Glenda Glover, President

To be presented by President Glover at the June 13, 2019, Tennessee State University Board of Trustees meeting.



BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 13, 2019

ITEM: Board Chair's Report

RECOMMENDED ACTION: None

PRESENTED BY: Board Chair Joseph Walker, III

To be presented by Board Chair Joseph Walker, III, at the June 13, 2019, Tennessee State University Board of Trustees meeting.

