



Board of Trustees Materials

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**Tennessee State University
Board of Trustees**



**Tennessee State University
Board of Trustees**



**Tennessee State University
Board of Trustees**



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

2:00 p.m. CST
Thursday, September 26, 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 June 13, 2019, Board Meeting Minutes
 - B. Approval of 2020 Board Meeting Calendar
 - C. Audit Committee Report
 - i. Approval of the June 13, 2019, Audit Committee Meeting Minutes
 - ii. Review of Completed Internal Audits
 - iii. Executive Session – Discussion of Items Deemed Confidential under State Law
 - D. Finance and Budget Committee Report
 - i. Approval of the June 13, 2019, Finance and Budget Committee Meeting Minutes
 - ii. Finance and Budget Report
 - iii. Authorization for President to Act to Facilitate Two Real Estate Projects
 - iv. Report on Enrollment
 - v. Update on Enrollment, Marketing and Student Recruitment Plan
 - E. Academic Affairs and Student Affairs Committee Report
 - i. Approval of the June 13, 2019, Academic Affairs and Student Affairs Committee Meeting Minutes
 - ii. SACSCOC Accreditation Update
 - iii. Approval of an Academic Program Modification - Certificate in Professional Chemistry
 - iv. Approval of an Academic Program Name Change from “Fashion Merchandising” to “Fashion Design and Merchandising” Concentration within B.S. in Family and Consumer Sciences
 - v. Academic Affairs Report
 - vi. Report on College and Department Advisory Boards at TSU
 - vii. Student Affairs Report

- F. Executive Committee Report
 - i. Approval of the June 13, 2019, Executive Committee Meeting Minutes
 - ii. Report on the Institution's Strategic Plan – Priorities and Goals
 - iii. Report on the President's Annual Performance Review Process
 - iv. Report on the Board's Self-Assessment Process
 - v. Secretary's Report
- V. Report on SACSCOC Accreditation Matters
- VI. Update on the Collaboration between Tennessee State University and Apple, Inc.
- VII. President's Report
- VIII. Board Chair's Report
- IX. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
June 13, 2019
Board Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 26, 2019

ITEM: Approval of the June 13, 2019, Board Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the June 13, 2019, Board meeting is included in the September 26, 2019, Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 13, 2019, meeting as contained in the Board materials for the Board's September 26, 2019, meeting.

**Tennessee State University Board of Trustees
Regular Meeting – June 13, 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 (via phone), 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 2:00 p.m., CST on June 13, 2019.

II. WELCOME AND INTRODUCTIONS

The Board Chair welcomed the attendees and recognized Dr. Ali Sekmen as the re-elected Faculty Trustee. Dean Frank Stevenson 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 were 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 FEBRUARY 21, 2019, BOARD MEETING MINUTES

Chair Walker introduced the first action item – the approval of the minutes of the February 21, 2019, board meeting. Trustee Mitchell moved to approve the February 21, 2019, board meeting minutes and Trustee Cole seconded the motion. There was no discussion. The motion carried unanimously by roll call vote.

B. APPOINTMENT OF BOARD CHAIR

Chair Walker stated that 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.

Chair Walker then opened the floor for nominations for the Chair.

Trustee Cole nominated Dr. Walker to serve as Chair for another two-year term. No other nominations came forward. The Board voted unanimously by roll call vote for the nomination. Therefore, Chair Walker was re-appointed as Chair of the Board.

Chair Walker accepted the re-appointment.

C. APPOINTMENT OF BOARD VICE CHAIR

Chair Walker opened the floor for nominations for the Vice Chair. He then nominated Dr. Deborah Cole to serve as Vice Chair for another two-year term. No other nominations came forward. The Board voted unanimously by roll call vote for the nomination. Dr. Cole was re-appointed to serve as Vice Chair.

D. APPOINTMENT OF AT-LARGE EXECUTIVE COMMITTEE MEMBERS

Chair Walker stated that 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.

Chair Walker recommended and moved for the reelection of Trustee Martin to serve on the Executive Committee. The motion was seconded by Trustee Mitchell and it was carried unanimously by roll call vote.

Chair Walker then moved to elect Trustee Corbeil, the current Chair of the Finance and Budget Committee, to serve on the Board of Trustees' Executive Committee. The motion was seconded by Trustee Mitchell and it was carried unanimously by roll call vote.

E. APPROVAL OF REAPPOINTMENT OF AUDIT COMMITTEE MEMBERS

Chair Walker stated that 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.

Chair Walker then stated that 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 and made a motion for same.

Trustee Lewis seconded the motion and it was carried unanimously by roll call vote. Trustees McKenzie, Cole and Mitchell will serve another two-year term.

F. APPROVAL OF REAPPOINTMENT OF AUDIT COMMITTEE CHAIR

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

To ensure compliance with state law and the Board Audit Committee Charter, the Board must approve the Chair of the Audit Committee.

Chair Walker made a motion to reappointment of Trustee Cole to serve as Audit Committee

Chair. Trustee Mitchell seconded the motion and it carried unanimously by roll call vote.

G. APPOINTMENT OF THE STUDENT TRUSTEE

Chair Walker reminded all present that 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.

Chair Walker made a motion to appointment Braxton Simpson to serve another one year term as the Student Trustee for the 2019-20 fiscal year. Trustee Martin seconded and the motion was carried unanimously by a roll call vote.

H. 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.

Trustee Cole said that the Audit Committee voted to recommend to the full Board the approval of the February 21, 2019, Audit Committee meeting minutes, and the approval of the Internal Audit Office's Fiscal Year 2019-2020 Audit Plan. The Committee also received reports on the Audit Office's Audit Activities and the Audit Office's Internal Quality Assessment from Internal Audit Director Davis.

I. APPROVAL OF THE FEBRUARY 21, 2019, AUDIT COMMITTEE MEETING MINUTES

Trustee Cole moved to approve the minutes of February 21, 2019, audit committee meeting as contained in the board materials for the June 13, 2019, board meeting. Trustee Mitchell seconded the motion, which carried unanimously by a roll call vote.

II. APPROVAL OF THE FISCAL YEAR 2019-2020 AUDIT PLAN

Trustee Cole moved to approve the office of Internal Audit's Fiscal Year 2019-2020 Audit Plan, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Mitchell seconded the motion, and it carried unanimously by a roll call vote.

Trustee Cole concluded the Audit Committee report.

I. FINANCE AND BUDGET COMMITTEE REPORT

Trustee Corbeil stated that the Finance and Budget Committee met today to discuss and vote on some important action and information items. The Committee voted to recommend to the full

Board the approval of the February 21, 2019, Finance and Budget Committee meeting minutes, the approval of the fiscal year 2019-2020 tuition and mandatory fee increase of 2.19 percent, and the approval of the institutional budgets.

Trustee Corbeil also stated that the Committee voted to recommend to the full Board the approval of the institution's fiscal year 2019-2020 compensation plan, the approval of the revised accounts receivable policy, and the approval of the fiscal year 2019-2020 capital construction plan.

Trustee Corbeil added that President Glover and her team also provided reports on the institution's composite financial index, a financial report related to operational matters, and an update on enrollment, marketing, and student recruitment plan.

I. APPROVAL OF FEBRUARY 21, 2019, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

On behalf of the Finance and Budget Committee, Trustee Corbeil moved to approve the minutes of the February 21, 2019, Finance and Budget Committee meeting, as contained in the Board materials for the June 13, 2019, Board meeting.

Trustee Mitchell seconded and the motion was carried by a roll call vote.

II. APPROVAL OF THE FISCAL YEAR 2019-20 TUITION AND MANDATORY FEE INCREASE OF 2.19 PERCENT

On behalf of the Finance and Budget Committee, Trustee Corbeil moved to approve the fiscal year 2019-2020 tuition and mandatory fee increase of 2.19 percent, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Mitchell seconded the motion, which carried unanimously by a roll call vote.

III. APPROVAL OF INSTITUTIONAL BUDGETS

On behalf of the Finance and Budget Committee, Trustee Corbeil moved to approve the Institutional budgets, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Lewis seconded and the motion carried with a unanimous roll call vote.

IV. APPROVAL OF THE INSTITUTION'S FISCAL YEAR 2019-20 COMPENSATION PLAN

On behalf of the Finance and Budget Committee, Trustee Corbeil moved to approve the institution's fiscal year 2019-20 Compensation Plan, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Cole seconded and the motion was carried with a roll call vote.

V. APPROVAL OF REVISED ACCOUNTS RECEIVABLE POLICY

On behalf of the Finance and Budget Committee, Trustee Corbeil moved to approve the Institution's revised accounts receivable policy, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Mitchell seconded and the motion was carried with a roll call vote.

VI. APPROVAL OF THE INSTITUTION'S FY 2019-20 CAPITAL CONSTRUCTION PLAN

On behalf of the Finance and Budget Committee, Trustee Corbeil moved to approve the institution's fiscal year 2019-20 Capital Construction Plan, as contained in the Board materials for

the June 13, 2019, Board meeting. Trustee Martin seconded and the motion was carried with a roll call vote.

Trustee Corbeil concluded the Audit Committee report.

J. ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE REPORT

Trustee Martin reported that the affairs and student affairs committee met to consider and vote on nine agenda items and received information on five other agenda items.

Trustee Martin stated that the Academic Affairs and Student Affairs Committee voted to recommend to the full Board the approval of the February 21, 2019, Academic Affairs and Student Affairs Committee meeting minutes, the approval of the 2018-2019 tenure and promotion recommendations, the approval of an off-campus dual enrollment academic program with Clarksville-Montgomery County School system, and the approval of a curriculum modification for the PhD program in Engineering.

Trustee Martin continued that the Academic Affairs and Student Affairs Committee also voted to recommend to the full Board the approval of an academic program name change involving the aeronautical and industrial technology program in the College of Engineering, the approval of off-campus academic programs sites at Motlow State Community College and Nashville State Community College, the approval of a new online graduate certificate program for online educational technology leadership, the approval of the inactivation of the School of Psychology concentration of the M.S. School of Psychology program, and the approval of a change in the eligibility requirements for the 250-mile radius tuition rate program.

Trustee Martin added that the Academic Affairs and Student Affairs Committee received reports on the SACSCOC Ten Year Reaffirmation Review, faculty retention, academic affairs, the academic calendar, and student affairs.

I. APPROVAL OF THE FEBRUARY 21, 2019, ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE MEETING MINUTES

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the minutes of the February 21, 2019, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Sekmen seconded and the motion carried with a roll call vote.

II. APPROVAL OF 2019-20 TENURE AND PROMOTION RECOMMENDATIONS

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the 2018-2019 tenure and promotion recommendations, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Lewis seconded and the motion was carried with a roll call vote.

III. APPROVAL OF OFF-CAMPUS DUAL ENROLLMENT ACADEMIC PROGRAM WITH CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the off-campus dual enrollment academic program with Clarksville-Montgomery County

School system, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Lewis seconded and the motion was approved with a roll call vote.

APPROVAL OF REVISED ACADEMIC PROGRAMS – CURRICULUM MODIFICATION FOR THE PHD PROGRAM IN ENGINEERING

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the curriculum modification for the PhD program in Engineering, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Corbeil seconded and the motion was carried with a roll call vote.

IV. APPROVAL OF ACADEMIC PROGRAM NAME CHANGE – AERONAUTICAL AND INDUSTRIAL TECHNOLOGY

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the academic program name change involving the aeronautical and industrial technology program in the College of Engineering, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Freeman seconded and the motion was carried with a roll call vote.

V. APPROVAL OF OFF-CAMPUS ACADEMIC PROGRAM SITES – MOTLOW STATE COMMUNITY COLLEGE AND NASHVILLE STATE COMMUNITY COLLEGE

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the off-campus academic programs sites at Motlow State Community College and Nashville State Community College, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Lewis seconded and the motion was carried with a roll call vote.

VI. APPROVAL OF ACADEMIC CERTIFICATE PROGRAM: ONLINE EDUCATIONAL TECHNOLOGY LEADERSHIP

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the new online graduate certificate academic program for educational technology leadership, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Lewis seconded and the motion was carried with a roll call vote.

VII. APPROVAL OF INACTIVATION OF THE SCHOOL OF PSYCHOLOGY CONCENTRATION OF THE M.S. SCHOOL PSYCHOLOGY PROGRAM

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the inactivation of the School of Psychology concentration of the M.S. School of Psychology program, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Lewis seconded and the motion was carried with a roll call vote.

VIII. APPROVAL OF CHANGE IN ELIGIBILITY REQUIREMENTS OF THE 250 MILE RADIUS TUITION RATE PROGRAM

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve a change in the eligibility requirements for the 250-mile radius tuition rate, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Mitchell seconded and the motion was carried with a roll call vote.

K. EXECUTIVE COMMITTEE REPORT

Chair Walker stated that the Executive Committee met today to discuss and vote on three committee agenda items. The Committee voted to recommend to the full Board the approval of the February 21, 2019, Executive Committee meeting minutes, the approval of an amendment to Article III of the Board's Bylaws, and the approval of an amendment to Article VII of the Board's Bylaws.

Chair Walker also stated that the Executive Committee heard reports on Board Committee assignments, the President's annual performance review process, and a report from Secretary Pendleton.

I. APPROVAL OF THE FEBRUARY 21, 2019, EXECUTIVE COMMITTEE MEETING MINUTES

On behalf of the Executive Committee, Chair Walker moved to approve the minutes of the February 21, 2019, Executive Committee meeting, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Mitchell seconded the motion and it was approved with a roll call vote.

II. APPROVAL OF AN AMENDMENT TO ARTICLE III OF THE BOARDS'S BYLAWS

On behalf of the Executive Committee, Chair Walker moved to approve the amendment to Article III of the Board's Bylaws, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Martin seconded and the motion was approved with a roll call vote.

III. APPROVAL OF AN AMENDMENT TO ARTICLE VII OF THE BOARD'S BYLAWS

On behalf of the Executive Committee, Chair Walker moved to approve the amendment to Article VII of the Board's Bylaws, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Mitchell seconded and the motion was approved by a roll call vote.

V. UPDATE ON THE STATE BUILDING COMMISSION APPROVED CONSTRUCTION PROJECTS

Chair Walker asked President Glover to present the report on the state building commission approved construction projects. President Glover called on Chief of Staff, Dr. Curtis Johnson, as her designee to provide the report.

Dr. Johnson explained that he and his team were tasked to oversee the construction of two new residence halls for our students. He pointed out that before the planning began, his team held listening sessions with members of Resident Life and Student Affairs so that a proposal could be put in place to take before the State Building Commission.

Dr. Johnson revealed some of his plans, which included a multi-story 700-bed facility. In addition to accommodating 700 beds, the 214,570 sq. ft. building will house a dining hall, convenient store, salon, lounges, computer labs and several flexible / multi-purpose educational spaces. Three courtyards would surround this building, thus providing additional entertainment space for students.

Chair Walker thanked Dr. Johnson for his report.

VI. PRESIDENT'S REPORT

President Glover indicated that the institution has had a good year, but is not without its challenges. She assured the Board that she is laser focused on the challenges ahead and on strategic planning.

She emphasized the positive student experience. She stated that the focus on recruiting talented students who can succeed at TSU. She noted that incoming students have a slightly higher grade point average than the previous incoming class. She noted 1614 students graduated in the 2018-19 academic year.

President Glover note the addition of the intent to enroll form. She also commented on Tupac Mosley, a formerly homeless student with over a 4.0 grade point average who announced he would be attending TSU. She discussed the institution's retention and completion initiatives.

President Glover indicated that the financial position of TSU is solid. She noted TSU's strong position under the composite financial index. She also noted the institution is engaged in strategic funding for scholarships, including funding from Apple and Amazon. She commented on the effects lack of funding have on students and student debt. She stated that the Governor recommended 44,672,700 to be appropriated to TSU, including \$1,026,300 for recurring special allocations, \$2032,200 in recurring funds for student outcome growth to increase student progression and support, \$2,000,000 for a non-recurring institutional grant to support retention of highly qualified students from undeserved populations, and \$1,000,000 in recurring funds to expand capacity into new Food and Agricultural research areas.

President Glover also discussed the Farm Bill, which will provide new centers of excellence on at least three HBCU campuses and mandatory funding for new scholarships. The Farm Bill also compels reporting requirements on state match funding, and authorizes industrial HEMP related research.

President Glover commented that TSU is now an R2 research institution, with R1 institutions being the top research category. TSU is one of only ten HBCU institutions in the R2 research classification.

President Glover noted improvements in campus safety, with TSU having the highest decline in crime among the universities in the state. TSU has also increased its police visibility, provided additional lighting, student safety patrol, and improved campus perimeter access points.

President Glover also commented on TSU'S grants and research, with TSU ranked in the top five among HBCUs in research. TSU has the largest portfolio in terms of USDA funding. President Glover noted that TSU's endowment has grown to 60 million dollars due to wise management and investing. TSU has the 10th largest endowment among HBCUs.

President Glover also noted the institution's student activities. TSU's police academy won the HBCU digest award for best student organization.

President Glover discussed the university's construction schedule, including construction involving the residence halls and the health sciences building.

VII. BOARD CHAIR'S REPORT

Chair Walker thanked the President for her report and took the opportunity to thank the Board for the work that they have been doing for TSU. He commented about the role and expertise of the Board members. He noted the deep dives the board members were taking in the Board Committee meetings. He also thanked President Glover for her work as President.

VIII. ADJOURNMENT

The chair called for a motion to adjourn, which Trustee Mitchell made and was seconded by Trustee Cole. The motioned carried unanimously by roll call vote. The meeting was adjourned at 3:21 p.m. CST.

**Tennessee State University
Board of Trustees**



**Approval of the 2020
Board Meeting Calendar**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 26, 2019

ITEM: Approval of the June 13, 2019, Board Meeting Calendar

RECOMMENDED ACTION: Approval

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

Pursuant to the FOCUS Act and in accordance with the Board's Bylaws, the following dates have been set for the 2020 calendar year Board meetings:

March 12, 2020

June 18, 2020

September 24, 2020

November 19, 2020

MOTION: To approve the 2020 Board meeting, as contained in the Board materials for the Board's September 26, 2019, meeting.

Tennessee State University
Board of Trustees



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

10:00 a.m. CST
Thursday, September 26, 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 June 13, 2019, Audit Committee Meeting Minutes
- IV. Review of Completed Internal Audits
- V. Executive Session -Discussion of Items Deemed Confidential Under State Law

**Tennessee State University
Board of Trustees**



**Approval of the
June 13, 2019,
Audit Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 26, 2019

ITEM: Audit Committee Report - Approval of the June 13, 2019
Audit Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The document reflecting the minutes from the June 13, 2019, Audit Committee meeting is included in the September 26, 2019, Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 13, 2019, Audit Committee meeting, as contained in the Board materials for the Board's September 26, 2019, meeting.

**Tennessee State University Board of Trustees
Audit Committee Meeting.
June 13, 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, Mr. Bill Freeman 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 10:30 a.m. on June 13, 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 FEBRUARY 21, 2019, AUDIT COMMITTEE MEETING MINUTES

Trustee Cole moved to approve the minutes from the February 21, 2019, Audit committee meeting, as contained in the June 13, 2019, board materials. Trustee Mitchell seconded the motion, which carried unanimously.

IV. ANNUAL REPORT ON THE AUDIT OFFICE'S AUDIT ACTIVITIES

Trustee Cole asked President Glover to present a report on the Audit Office's annual activities. President Glover designated Adrian Davis to present the report.

Director Davis informed the committee that during the state audit of June 30, 2017 a discrepancy of \$246k was discovered. The difference was later reduced to below \$7K at the July 31, 2018 audit. The new target date for reconciling has been moved to July 31, 2019 and at that time, the audit department will be able to document what caused the \$246K error. Director Davis commented that

it was determined that the error may have been caused by the manner in which our reconciliations were done and not by any material differences.

Chair Cole commented that these Bank Reconciliations are done a year later and so if the discrepancy still exist after the July 31st audit, it means that there will be another comment from the State.

Director Davis explained that there are now three different accounts to be reconciled: Foundation, University and Payroll. She explained that the financial report is due quarterly, while the performance report is due semi-annually.

Director Davis stated that there were no findings in the Institutional Scholarship Audit (2018/2019). The report is found in the Board materials on pages 40 and 41.

Chair Cole suggested that a list be made of all follow-up items. She wanted to see what was cleared and what was still outstanding.

Director Davis provided a complete executive summary as reflected in the Board materials for meeting dated June 13, 2019 on pages 34 through 37.

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

V. DISCUSSION OF THE AUDIT OFFICE'S INTERNAL QUALITY ASSESSMENT

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

Director Davis reported that 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. She then presented the results of the Office of Internal Audit's internal quality assessment.

Director Davis stated that the University is required to complete an Internal Assessment annually and an External Assessment every five years. The Office completed its External Assessment in August 2018 and will not be due again for five years. The entire internal quality assessment report is reflected in the Board materials of June 13, 2019 from pages 43 to 51.

Director Davis noted that during the Book Bundle review, there was an exception recorded, where there was a difference of \$300K between the amount that was refunded to Follet and the amount that was billed to students.

Trustee Cole thanked President Glover and her team for the report

VI. APPROVAL OF THE FISCAL YEAR 2019-2020 AUDIT PLAN

Trustee Cole asked President Glover to provide a report on the university's Fiscal year 2019-2020 Audit Plan. President Cole asked Director Davis to continue.

Director Davis added that there were several other areas being examined, namely the University admissions process, Procurement card and the Football attendance certification, to name a few.

Director Davis advised that the complete list of the Annual Audit Plan was reflected on page 53 of the Board materials dated June 13, 2019.

Chair Cole thanked President Glover and her team for the report. Chair Cole then moved to recommend to the full board, the approval of the Office of Internal Audit's Fiscal Year 2019-2020 Audit Plan as contained in the materials for the June 13, 2019, board materials. Trustee Mitchell seconded the motion, which carried unanimously.

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**



**Review of Completed
Internal Audits**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: September 26, 2019

ITEM: Audit Committee Report – Review of Completed Internal Audits

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

DEPARTMENT OF INTERNAL AUDIT

Review of the National Collegiate Athletic Association Student Assistance Fund For the Fiscal Year Ended June 30, 2019

August 15, 2019

Ms. Beth DeBauche
Commissioner
Ohio Valley Conference
215 Centerview Drive, Suite 115
Brentwood, TN 37027

Dear Ms. DeBauche:

Enclosed is the Tennessee State University Department of Internal Audit's report on our review of the National Collegiate Athletic Association (NCAA) Student Assistance Fund for the fiscal year ended June 30, 2019.

The review indicated that the university had procedures in place to ensure student-athletes were eligible to receive SAF funds. It was determined that the expenditure of funds were in compliance with NCAA guidelines. Our observations are documented in the attached executive summary.

If you or members of your staff should require additional information, please feel free to contact me at 615-963-7656 or adavis74@tnstate.edu.

Sincerely,

Adrian R. Davis

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

CC: Dr. Glenda Glover, President
Dr. Deborah A. Cole, Audit Committee Chair
Ms. Teresa Lawrence-Phillips, Director of Athletics

Enclosure

Key Department	Tennessee State University Department of Athletics	Internal Auditor	Adrian R. Davis, CPA, CGFM, Director
Background	<p>The National Collegiate Athletic Association (NCAA) funds the Student Assistance Fund (SAF) each year by providing funds to the conference offices. The Ohio Valley Conference (OVC) then distributes funds to each university annually. The SAF was created due to expanded uses of the former Special Assistance Fund to mirror the permissible uses of the former Student-Athlete Opportunity Fund. These former funds are now combined into one fund known as the Student Assistance Fund.</p> <p>SAF funds are to be used “to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum, or that recognize academic achievement.” All student athletes are eligible to receive SAF benefits. The student-athletes are not required to be grant-in-aid recipients or have demonstrated financial need. Student-athletes are also eligible if they have exhausted their eligibility or may no longer participate for medical reasons. Prospective student-athletes are not eligible to receive SAF benefits, unless they are receiving summer financial aid prior to full-time enrollment under NCAA Bylaw 15.2.8.</p>		
Objectives	<ol style="list-style-type: none"> 1. To determine if SAF expenditures for fiscal year 2019 were in compliance with NCAA guidelines 2. To determine if account balances and expenditures were accurately reported to the Ohio Valley Conference 		
Scope	<p>Our review was conducted in accordance with the <i>International Standards for the Professional Practice of Internal Auditing</i> issued by the Institute of Internal Auditors, inasmuch as these standards relate to the audit objectives, and accordingly, included such tests of the accounting records and such other auditing procedures as considered necessary.</p> <p>The review included, but was not limited to the following:</p> <ul style="list-style-type: none"> – A review of the National Collegiate Athletic Association’s SAF guidelines – Interviews with appropriate university staff in the Athletics Department – An examination of the documentation supporting all expenditures made with SAF funds during the year – A review of the SAF report of expenditures submitted to the Ohio Valley Conference and the NCAA by personnel in the Athletics Department. 		
Prior Audit Finding(s)	<p>Two allowable expense amounts, totaling \$101.99, were paid twice during the fiscal year.</p> <p>**The university was reimbursed \$65.00 during the fiscal year ended June 30, 2019. The university is awaiting reimbursement for the remaining \$36.99.</p>		
Finding(s)	There were no findings noted for the fiscal year ended June 30, 2019.		
Conclusion	The results of our review indicate that the Athletics Department had controls in place to ensure that students who received funds were eligible for the funds and that expenditures of the funds were in compliance with NCAA guidelines. Expenditures totaling \$143,830.29 were accurately reported for the fiscal year ended June 30, 2019.		

DEPARTMENT OF INTERNAL AUDIT

Book Bundle Review

For Fiscal Years Ended

June 30, 2018 and

June 30, 2017



September 5, 2019

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

Dear Dr. Glover:

After the conclusion of a financial and compliance audit of the university's financial statements for the year ended June 30, 2017, the Division of State Audit provided university management with a listing of issues that were not addressed as audit findings in the audit report but that they felt warranted management's attention. There were four issues included in the listing. One of the issues pertained to the university's contract with *Follett Higher Education Group, Inc.* (Follett) to provide course materials.

The Division of State Audit noted that the university billed eligible students approximately 20% less than the amount the university paid to Follett for the book bundling service during the fiscal year 2017. While acknowledging that there was likely a valid explanation for the difference, the Division of State Audit noted that university management was not able to provide an explanation for the difference at the time. Our office reconciled the two amounts for fiscal years ended June 30, 2018, and June 30, 2017.

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

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

Sincerely,

Adrian R. Davis

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

CC: Dr. Deborah A. Cole, Tennessee State University Audit Committee Chair
Dr. Alisa L. Mosley, Interim Vice President for Academic Affairs

**Tennessee State University
Department of Internal Audit**

Book Bundle Review Executive Summary

Key Area	Eligible lower-level educational courses	Internal Auditor	Adrian R. Davis, CPA, CGFM Director of Internal Audit												
Background	Beginning in June 2014, Tennessee State University contracted with Follett Higher Education Group, Inc. to participate in its <i>includedED</i> program. IncludedED allows students to rent or purchase course material at a reduced cost. The includedED program delivers all required course materials as part of fees. The charge is posted directly to the student’s <i>myTSU</i> Tuition and Fees bill and can be paid along with other university charges. Course materials are available to students on the first day of class to aid in student success. Follett invoices the university for these services each semester.														
Objectives	<ul style="list-style-type: none">• To reconcile the amounts billed by the university to eligible students for access to course materials with the amount billed to the university by the servicer• To ascertain the reason for differences in the amounts paid to the servicer and the amounts billed to students for course materials														
Scope	Fiscal Years ended June 30, 2018 and June 30, 2017														
	<table><thead><tr><th></th><th>Fiscal Year Ended June 30, 2018</th><th>Fiscal Year Ended June 30, 2017</th></tr></thead><tbody><tr><td>Amounts paid to Follett for course material</td><td>\$ 2,239,305.00</td><td>\$ 1,622,320.00</td></tr><tr><td>Amounts billed to students for course material</td><td>1,962,501.35</td><td>2,019,970.60</td></tr><tr><td>Difference</td><td>\$ 276,803.65</td><td>\$ (397,650.60)</td></tr></tbody></table> <p>The difference between the amounts billed to students by the university and the amount paid to Follett for the same services during fiscal years ended June 30, 2018 and June 30, 2017 was due to several factors, including:</p> <ul style="list-style-type: none">• Follett’s fees varied per course and ranged from \$15.10 to \$110.94, while the university billed students a flat rate per course (\$80 for fiscal year 2018 and \$70 for fiscal year 2017),• waivers for certain courses by the university and/or Follett,• errors made by the automatic process which adds/removes includedED courses from student tuition and fees bill prior to the final drop date,• Follett invoiced the university for courses not included on the eligible course listing provided to the Office of Technology Services (OTS), and• management purging/withdrawing students after the final drop date				Fiscal Year Ended June 30, 2018	Fiscal Year Ended June 30, 2017	Amounts paid to Follett for course material	\$ 2,239,305.00	\$ 1,622,320.00	Amounts billed to students for course material	1,962,501.35	2,019,970.60	Difference	\$ 276,803.65	\$ (397,650.60)
	Fiscal Year Ended June 30, 2018	Fiscal Year Ended June 30, 2017													
Amounts paid to Follett for course material	\$ 2,239,305.00	\$ 1,622,320.00													
Amounts billed to students for course material	1,962,501.35	2,019,970.60													
Difference	\$ 276,803.65	\$ (397,650.60)													
Restriction on Use of Report	This report is intended solely for the internal use of Tennessee State University (TSU) and the Tennessee State University Audit Committee, a standing committee of the Tennessee State University Board of Trustees. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be approved by the TSU Audit Committee and Tennessee State University Office of Internal Audit, and handled in accordance with institutional policies; however, this report is a matter of public record.														

Background

Tennessee State University has a bookstore operating agreement with *Follett Higher Education Group, Inc.* (Follett). Both parties signed an amendment to the bookstore contract in June 2014 to include Follett's *includED* program. The *includED* program delivers all required course materials (for eligible courses) to students and includes the cost as part of their tuition or fees. The program ensures that students have access to course materials on the first day of class. In addition, because the costs are included in tuition and fees, students can apply financial aid to the cost of course materials.

Per the executed agreement between the university and Follett:

- ❖ Both parties agree at that outset of each academic term which students or courses are automatically part of the *includED* program.
- ❖ At least 60 days before the start of a term, the university is to notify Follett of the final class drop date
- ❖ *includED* fees will be determined (per student or per course) by Follett each semester based on a variety of factors, including: the adopted title, format options, and program types that are agreed upon by parties.
- ❖ The university is responsible for the collection of *includED* fees from students, as well as any other applicable charges (ex. for non-returned or damaged materials)
- ❖ Follett will waive or refund fees for fee-exempt or refund-eligible students consistent with School policies

Fiscal Year ended June 30, 2018 Analysis

There were 697 eligible courses for the includedED program for the fall 2017 semester and 556 eligible courses for the spring 2018 semester. The university's accounting system showed \$2,239,305 in revenue from the includedED program for the fiscal year 2018. Follett invoiced the university \$1,962,501.35 for the same services, a difference of \$276,803.65.

Fall 2017				
	TSU	Follett	Difference	# of Students
Students charged for same number of courses	\$ 1,139,120.00	\$ 1,007,418.62	\$ 131,701.38 1	4,227
Students charged for different number of courses	95,760.00	85,964.04	9,795.96 2	323
Students were not charged by the university	-	67,417.16	(67,417.16) 3	323
Students were not charged by Follett	7,770.00		7,770.00 4	75
	<u>\$ 1,242,650.00</u>	<u>\$ 1,160,799.82</u>	<u>\$ 81,850.18</u>	<u>4,948</u>
Spring 2018				
	TSU	Follett	Difference	# of Students
Students charged for same number of courses	\$ 848,800.00	\$ 706,724.16	\$ 142,075.84 1	3,514
Students charged for different number of courses	125,680.00	89,592.73	36,087.27 5	435
Students were not charged by the university	-	5,384.64	(5,384.64) 6	45
Students were not charged by Follett	7,240.00		7,240.00 7	104
	<u>\$ 981,720.00</u>	<u>\$ 801,701.53</u>	<u>\$ 180,018.47</u>	<u>4,098</u>
Changes to student includedED charges	\$ 14,935.00 8			
TOTALS	<u>\$ 2,239,305.00</u>	<u>\$ 1,962,501.35</u>	<u>\$ 276,803.65</u>	

Explanations:

1. Follett invoiced the university the same rate for each enrolled student in an eligible course. Course material ranged from \$21.61 to \$118.31. The university billed students a flat rate of \$80.00 per course. This difference in billing rates leads to this variance.
2. In addition to the billing rate differences noted in explanation number 1 above, most of this difference is due to students receiving \$18,085.02 in course fee waivers by Follett, which were offset by course fee waivers from the university (\$4,942.53). In addition, Follett's billing included charges (\$2,967.57) for students' access to course material for courses not on the eligible course listing provided to the Office of Technology Services (OTS); and fees for several students who did not return course materials (\$378.96).
3. Follett's invoice is based on student enrollment in a course at the final drop date for the semester. Approximately \$60,000 of this difference is due to management purging/withdrawing approximately 250 students after the final drop date. Purging/withdrawing the students after the final drop date lead to includedED charges by Follett but not the university as all tuition and fees charges are reversed from a student's account once a purge occurs. The remaining difference is due equally to course fee waivers by the university and charges by Follett for courses not included on the eligible course listing provided to OTS.

4. Most of this difference is due to the automatic process that is run prior to the last drop date not making accurate adjustments to included charges on student accounts. Corrections are still needed to remove charges for several students. In addition, there were \$2,240 in course fee waivers by Follett.
5. In addition to the billing differences noted in explanation number 1 above, this difference is due to 313 students receiving \$39,304.10 in course fee waivers by Follett, which were offset by 122 students receiving \$3,216.83 in course fee waivers by the university.
6. Follett's invoice is based on student enrollment in a course at the final drop date for the semester. Most of this difference is due to management purging/withdrawing approximately 20 students after the final drop date. Because all tuition and fees charges are reversed once a purge occurs, there are no charges from the university. The remaining difference is mostly attributed to course fee waivers by the university.
7. Fee waivers by Follett comprises most of this difference. This difference is also attributed to the automatic process that is run prior to the last drop date not making accurate adjustments to included charges on student accounts. Corrections are still needed to remove charges for several students.
8. This amount represents the difference between total included charges for fiscal year 2018 at June 30, 2018 in the finance system and the total included charges in the student information system at June 18, 2019. This amount includes adjustments to fiscal year 2017 charges that were made in fiscal year 2018 and adjustments to fiscal year 2018 charges that were made in fiscal year 2019.

Fiscal Year ended June 30, 2017 Analysis

There were 77 eligible courses for the includedED program for the fall 2016 semester and 71 eligible courses for the spring 2017 semester. The university's accounting system showed \$1,622,320.00 in revenue related to the includedED program for the fiscal year 2017. Follett invoiced the university \$2,019,970.60 for the same services, a difference of \$397,650.60.

Fall 2016				
	TSU	Follett	Difference	# of Students
Billing includes the same number of courses	\$ 560,770.00	\$ 558,996.95	\$ 1,773.05 9	2,992
Billing is for different number of courses	352,980.00	575,693.89	(222,713.89) 10	1,440
Students were not billed by the university	-	79,714.60	(79,714.60) 11	514
University was not billed by Follett	600.00	-	600.00 12	16
	<u>\$ 914,350.00</u>	<u>\$ 1,214,405.44</u>	<u>\$ (300,055.44)</u>	<u>4,962</u>
Spring 2017				
	TSU	Follett	Difference	# of Students
Billing includes the same number of courses	\$ 368,200.00	\$ 367,488.96	\$ 711.04 9	2,110
Billing is for different number of courses	304,710.00	409,104.59	(104,394.59) 13	1,581
Students were not billed by the university	-	28,971.61	(28,971.61) 14	318
University was not billed by Follett	3,100.00	-	3,100.00 15	45
	<u>\$ 676,010.00</u>	<u>\$ 805,565.16</u>	<u>\$ (129,555.16)</u>	<u>4,054</u>
Changes to student includedED charges	<u>\$ 31,960.00</u>		16	
TOTALS	<u>\$ 1,622,320.00</u>	<u>\$ 2,019,970.60</u>	<u>\$ (397,650.60)</u>	

Explanations:

9. Follett invoiced the university the same rate for each enrolled student in an eligible course. Course material ranged from \$15.10 to \$110.94. The university billed students a flat rate of \$70.00 per course. This difference in billing rates leads to this variance.
10. This difference is due to Follett invoicing the university \$125,290.10 for students' attendance in at least one course that was not included on the eligible course listing provided to the Office of Technology Services (OTS). The remaining difference is due mostly to course fee waivers from the university.
11. Follett invoiced the university \$39,120.48 for 268 students' attendance in courses that were not included on the eligible course listing provided to OTS. The university provided fee waivers totaling \$8,264.10. In addition, management's purging/withdrawal of approximately 150 students after the final drop date for the semester lead to approximately \$32,330.02 of this variance as Follett's invoice is based on student enrollment in a course at the final drop date for the semester.
12. This difference results from waivers granted by Follett and minor corrections that need to be made to related student accounts.

13. This difference is mostly due to Follett invoicing the university \$106,796.45 for students' attendance in at least one course that was not included on the eligible course listing provided to the Office of Technology Services (OTS). The amount is offset by course fee waivers from the university and Follett.
14. Most of this difference, \$19,881.26, is due to course fee waivers granted by the university. In addition, Follett invoiced the university \$1,523.09 for students' attendance in courses that were not included on the eligible course listing provided to OTS. The remaining difference, \$7,567.26, is due to management's purging/withdrawal of approximately 48 students.
15. Fee waivers by Follett comprise most of this difference. In addition, minor corrections are needed to remove included charges from several student accounts. We noted instances where reversal entries were not applied to the correct fiscal year.
16. This amount represents the difference between total included charges for fiscal year 2017 at June 30, 2017 in the finance system and the total included charges in the student information system at June 18, 2019. This difference is due to management removing included charges for applicable students.

**Tennessee State University
Board of Trustees**

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



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 26, 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

MOTION: To approve going into Executive Session to discuss items deemed confidential under State law.

**Tennessee State University
Board of Trustees**



**Finance and Budget
Committee Report**

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

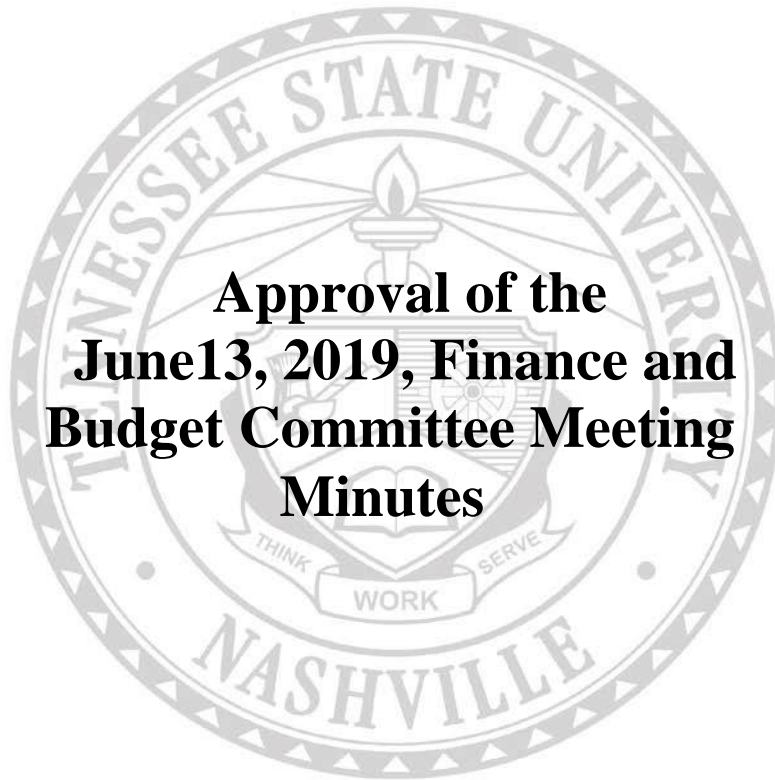
11 a.m. CST
Thursday, September 26, 2019

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 June 13, 2019, Finance and Budget Committee Meeting Minutes
- IV. Finance and Budget Committee Report
- V. Authorization for President to Act to Facilitate Two Real Estate Projects
- VI. Report on Enrollment
- VII. Update on Enrollment, Marketing and Student Recruitment Plan

**Tennessee State University
Board of Trustees**



**Approval of the
June 13, 2019, Finance and
Budget Committee Meeting
Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 26, 2019

ITEM: Approval of the June 13, 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 June 13, 2019, Finance and Budget Committee meeting is included in the September 26, 2019, Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 13, 2019, Finance and Budget Committee meeting, as contained in the Board materials for the Board's September 26, 2019, meeting.

**Tennessee State University Board of Trustees
Finance and Budget Committee Meeting.
June 13, 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, Richard Lewis, 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 Tennessee Higher Education Commission.

I. CALL TO ORDER

Trustee Corbeil called the meeting to order at 11:39 a.m. on June 13, 2019.

II. ROLL CALL/DECLARATION OF A QUORUM

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

III. APPROVAL OF FEBRUARY 21, 2019, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Corbeil proceeded to the approval of the February 21, 2019, Finance and Budget Committee meeting minutes, as included in the June 13, 2019, board materials. Trustee Corbeil moved to approve the minutes. Trustee Freeman seconded the motion, which carried unanimously.

IV. APPROVAL OF FISCAL YEAR 2019-20 TUITION AND MANDATORY FEE INCREASE OF 2.19 PERCENT

Chair Corbeil announced the next item on the agenda as the approval of the Fiscal Year 2019-20 tuition and mandatory fee increase of 2.19 percent. The materials for this agenda item were included in the June 13, 2019, Board meeting materials.

Chair Corbeil asked President Glover or her designee to provide pertinent information related to this agenda item. President Glover designated VP Chase and AVP Bradley White to present information related to this item.

Mr. White reminded the Committee that 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.

Trustee Mitchell asked for related information about other Tennessee institutions, especially about their fees and tuition costs, to assist with gauging a projection for TSU. Mr. White stated that their information is not available before July. Mr. Chase promised to make that information available.

Trustee Sekmen questioned the online fee being charged to students as compared to other Universities. Mr. White announced that all other schools had such a fee with the exception of TSU.

Mr. Pendleton added that 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. One comment was received.

Mr. Chase addressed the comment which was regarding 'Team travel' and whether fees were used to offset the cost.

Mr. Pendleton stated that the items for consideration regarding the fee increase proposal were reflected on pages 71 and 72 of the Board materials dated June 13, 2019.

Trustee Corbeil moved to recommend to the full Board the approval of the Fiscal Year 2019-20 Tuition and Mandatory Fees, as presented in the Board materials dated June 13, 2019. Trustee Lewis seconded the motion and it carried.

V. APPROVAL OF INSTITUTIONAL BUDGETS

Chair Corbeil introduced the next item on the agenda as the approval of institutional budgets, which reflect the estimated budget for fiscal year 2018-19 and the proposed budget for fiscal year 2019-20. 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. The final budget submitted for each fiscal year is the *Estimated Budget*.

Chair Corbeil asked President Glover or her designee to provide pertinent information related to this agenda item. VP Chase presented the information related to this item.

The *Estimated Budget* for Fiscal Year 2018-19 and the *Proposed Budget* for Fiscal Year 2019-20 can be found in the Board materials dated June 13, 2019 from pages 76 through 89.

Chair Corbeil complimented Mr. Chase for doing an amazing job. Mr. Chase expressed that we had \$900K from tuition increase. Also, we were carrying a deficit of \$15.6 million and after implementing some changes, the new amount will be reduced to a deficit of \$4.9 million. This included a 5% increase in the planning and the 2.19% fee increase.

Mr. Chase added that the University was working with Gibson Consulting and the recommendation report will be shared with the Board and will be posted on the website.

Trustee Lewis stated that the Board, the building commission and THEC must approve anything before any action is taken regarding these pending projects.

Mr. Chase advised that a conservative approach should be taken with regards to spending in order to avoid a freeze or cuts. President Glover stated that we are not cutting faculty, we are realigning dollars.

Chair Corbeil moved to recommend to the full Board the approval of Institutional Budgets, as presented in the Board materials dated June 13, 2019. Trustee Lewis seconded the motion, which carried unanimously.

VI. APPROVAL OF INSTITUTIONAL FISCAL YEAR 2019-20 COMPENSATION PLAN

Chair Corbeil introduced the next item on the agenda as the approval of the Institution's Fiscal Year 2019-20 Compensation Plan.

Chair Corbeil asked President Glover or her designee Mr. Horace Chase, to provide the report for this item as it pertains to the agenda item.

Mr. Chase advised that 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.

He indicated that 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.

Trustee Corbeil moved to recommend to the full board the approval of 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. Trustee Freeman seconded the motion, which carried unanimously.

VII. REPORT ON COMPOSITE FINANCIAL INDEX

Chair Corbeil announced the next item on the agenda as the Finance and Budget Committee Report on Composite Financial Index. The information for this item was included in the Board meeting materials dated June 13, 2019.

Mr. Chase instructed that the information could be located at pages 95 through 97 in the Board materials.

Trustee McKenzie inquired why was the information combined instead of presented separately.

Since there were no other questions relative to this item, Chair Corbeil thanked Mr. Chase and President Glover for the report.

VIII. PRESIDENT'S FINANCIAL REPORT

Chair Corbeil stated the next item on the agenda is the President's Financial Report. The materials for this agenda item are included in your June 13, 2019, Board meeting materials.

Chair Corbeil asked President Glover to provide pertinent information related to this agenda item. The details of her report can be located on pages 99 and 100 of the Board materials dated June 13, 2019.

Chair Corbeil thanked President Glover for her report.

IX. APPROVAL OF REVISED ACCOUNTS RECEIVABLE POLICY

Chair Corbeil stated the next item on the agenda is the approval of the revised accounts receivable policy.

Chair Corbeil asked President Glover or her designee to provide pertinent information related to this agenda item. Mr. Chase presented this report as her designee. He stated that the university had 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.

Mr. Chase pointed out that information on the said policy could be found in the Board materials dated June 13, 2019, on pages 101 through 119.

Chair Corbeil moved to recommend to the full Board the approval of the revised accounts receivable policy as contained in the materials dated June 13, 2019. Trustee Freeman seconded the motion, which carried unanimously.

X. APPROVAL OF CAPITAL CONSTRUCTION PLAN

Chair Corbeil stated the next item on the agenda is the approval of the Institution's Capital Construction Plan (Capital Outlay, Maintenance, and Disclosure Funding Requests).

Chair Corbeil asked President Glover or her designee, AVP Curtis Johnson, to provide information to the Board relevant to this agenda item.

Dr. Johnson stated that 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. He pointed out that all of the information relevant to this agenda item could be found in the Board materials dated June 13, 2019 on pages 121 through 124.

Dr. Johnson added that the new student resident halls will be constructed and clearing will start this Fall. This was proposed to be a two year project.

Chair Corbeil moved to recommend to the full Board the approval of the Institution's Capital Construction Plan (Capital Outlay, Maintenance, and Disclosure funding requests), as contained in the Board materials for the June 13, 2019, Board meeting. The motion was seconded by Trustee Lewis and carried unanimously.

XI. UPDATE ON ENROLLMENT, MARKETING AND STUDENT RETENTION PLAN

Trustee Corbeil invited President Glover and her designee to present a report on enrollment, marketing and student recruitment. President Glover asked Mr. Izzard to provide this report.

Mr. Izzard's report is reflected in the Board materials dated June 13, 2019 ,starting on page 127 through page 128. He added that several new campaigns were implemented and a new CRN system. These and other factors played a role in the increased number of applicants.

Trustee Mitchell was excited by this report and asked if the information could be put into a newsletter or sent via Instagram or other electronic media.

Trustee Braxton added that regarding marketing and outreach, the University might consider having one social media account for the entire campus body. She stated that student were confused by having so many different social media outlets.

Trustee Sekmen stated that the Graduate School was doing better with enrollment which is contributing to the increased numbers. He also stated that the English Center has become a feeder for TSU.

Trustee Corbeil thanked Mr. Izzard and President Glover for the update.

XII. ADJOURNMENT

Chair Corbeil moved to adjourn the meeting. Trustee Lewis seconded and the motion carried.

**Tennessee State University
Board of Trustees**



**Finance and Budget
Report**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: September 26, 2019

ITEM: Finance and Budget Report

RECOMMENDED ACTION: None

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

To be provided by President Glover and Vice President Chase.

Audits FY18 and FY19:

Audit of FY18 Financial Statements is in process.

Budget Update FY20

The university made budget cuts of approximately \$6.1 million (\$4.6M to vacant positions and \$1.5M to operations). These cuts eliminated 127 vacant positions. An additional \$9.3 million is needed to adjust for FY21. (See attachment)

The FY20 Fall revenue is consistent with projections from the July Proposed Budget. Therefore there are no modifications to revenue projections. (See attachment)

FY21 Budget

The FY21 Budget would be linked to the Strategic Plan if the Plan was prepared for FY21 and beyond and if time permitted with the given parameters. Currently, the Strategic Plan ends June 30, 2020. Also, the University is operating under parameters that no reserves shall be used to balance the budget.

Therefore, functional ratios are being used to determine percentage and amount of funds to be allocated to each functional area. Each University unit will be informed as to how much their area will be budgeted. Each top administrator will decide how best to allocate the resources within their areas of supervision. The total allocated to all units will be the projected amount to achieve a balanced budget without the use of reserves or nonrecurring revenues.

There are two approaches to balancing the budget for sustainability.

Option A: Use no reserves or One-Time Funds

- This approach will yield an immediate change by July 1, 2020.
- There will be no additional use of reserves. (Except for Emergencies)
- Priorities will have to be established to determine where resources will be utilized

Option B: Multi-Year Budget Reduction

- Impact could be spread over three years
- Priorities will have to be established to determine where resources will be utilized
- Possible actions include a VSIP and Reduction in Force measures (not mandatory)
- Probable actions include eliminating vacant positions and attrition
- Reductions in operating expenses

	FY21	FY22	FY23
Required Reduction	\$ 10,000,000.00	\$ 6,500,000.00	\$ 3,000,000.00
Budget Reduction	\$ 3,500,000.00	\$ 3,500,000.00	\$ 3,000,000.00
Use of Reserves	\$ 6,500,000.00	\$ 3,000,000.00	\$ -

Bank Reconciliations Update:

Due to significant personnel losses among the accounting staff within the past couple of months, progress on the bank reconciliations was slowed. The Director discovered that the approach we were using during our past few months prior to his arrival was flawed. He developed new procedures and began correcting the bank reconciliations from November 2016 through January 2017. However, due to other priorities such as closing the fiscal year and preparation of Financial Statements, his attention was moved from Bank Reconciliations to the aforementioned tasks.

Consultants Review:

The University contracted with Sibson Consulting Firm to perform an external review of our cost structures, revenue potential and opportunities to address current and long-term financial needs. The consultants have conducted several interviews with individuals, reviewed student engagement data, conducted best practice research with peer institutions, and compared staffing metrics at peer institutions. Sibson's completion of the report has taken longer than anticipated, and we expect the report to be completed soon.

TENNESSEE STATE UNIVERSITY
SUMMARY OF UNRESTRICTED FUNDS
REVENUES
JULY BUDGET 2019-20

<u>Revenues</u>	July Budget 2019-20
<i>Education and General</i>	
Tuition and Fees	\$ 68,667,200
State Appropriations	42,546,400
Federal Grants and Contracts	2,500,000
State Grants and Contracts	33,000
Private Grants and Contracts	47,000
Private Gifts	25,000
Sales & Services of Educ/Other Activities	5,281,500
Other Sources	4,730,000
Total Education and General	<u>123,830,100</u>
<i>Auxiliaries</i>	
Total Sales/Services of Auxiliary Services	<u>26,420,300</u>
Grand Total Revenues	<u><u>\$ 150,250,400</u></u>

TENNESSEE STATE UNIVERSITY
Adjustments to FY20 Budget

FY 19 July Revenue Budget		\$ 132,692,400.00
FY 19 Revised Revenue Budget		<u>\$ 117,281,600.00</u>
Expenditure Reduction Target		\$ 15,410,800.00
FY 20 July Budget Reductions:		
Salary and Benefits (127 Vacant Positions)	\$ (6,129,925.00)	
Budget Adjustments (Added back to budget)	\$ 1,482,174.00	
Budget Additions Spread Across Functions	<u>\$ (1,482,174.00)</u>	
Net Budget Reductions		<u>\$ (6,129,925.00)</u>
Budget Reductions Needed		<u>\$ 9,280,875.00</u>

**Tennessee State University
Board of Trustees**



**Authorization for President
to Act to Facilitate Two
Real Estate Projects**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 26, 2019

ITEM: Authorization for President to Act to Facilitate Two
Real Estate Projects

RECOMMENDED ACTION: Approval

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

The University has been involved in discussions pertaining to two real estate projects. The first project involves the construction of facility on TSU property near the main campus. The proposed facility will serve TSU's educational mission through the creation of classrooms, labs, event space, while also serving the Nashville music industry.

The second project involves the possible lease or sale of property for development purposes near the Avon Williams campus.

With respect to both projects, the President will need to engage state officials, outside consultants and legal counsel, and private parties to develop possible options for final consideration by the board.

The requested authorization, pursuant to the Board's power to purchase/sell land and erect facilities for the university subject to state requirements, will allow the President to act in furtherance of the projects, subject to the Board's final approval.

Motion: To authorize President Glover to act to facilitate Project 1 and Project 2 as referenced herein and contained in the materials for the September 26, 2019, board meeting.

**Tennessee State University
Board of Trustees**



Report on Enrollment

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 26, 2019
ITEM: Report on Enrollment
RECOMMENDED ACTION: None
PRESENTED BY: President Glover

President Glover will provide a report on TSU's enrollment.

See Attachment.



September 26, 2019, Board Meeting
Enrollment Management and Student Success
Wednesday, September 18, 2019
Dr. John Cade, Vice President



**Fall 2019 End of Cycle Undergraduate Comparative
Admission Applicant Analysis**

	Admitted	Denied	Incomplete	Grand Total
Fall 2018	6,073	919	4,032	11,024
Fall 2019	6,263	1,255	3,429	10,947
%Diff	3.1	36.6	-15.0	-0.7

GPA and ACT New Enrolled Freshmen Comparative Analysis

	GPA	ACT
Fall 2018	3.10	18.9
Fall 2019	3.14	18.8

Fall 2019 Preliminary Comparative Enrollment Figures as of Sept. 17, 2019

	Headcount			FTE		
	Fall 2018	Fall 2019	% Diff	Fall 2018	Fall 2019	% Diff
Undergraduate	6,129	5,876	-4.2	5579	5307	-5.1
Graduate	1,653	2,213	33.8	985	1096	11.2
Total	7,782	8,089	4.0	6,564	6403	-2.5

Tennessee State University

Board of Trustees



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

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 26, 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 related to its plan regarding the same. The attachment provides an update on the University's efforts with respect to the plan.

See Attachment.



Strategic Enrollment, Recruitment and Marketing Plan Update – SEPTEMBER 2019

Efforts that have occurred since June 13, 2019

GOAL	EFFORTS	RESULTS	NEXT STEPS
STRATEGIC OUTREACH <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Met Shelby County, Clarksville/Montgomery County, and Davidson County (MNPS) school district administration regarding expansion of Dual Enrollment programs. Hosted two community college open house receptions to assist transfer students in transitioning to TSU. Assisted new first time freshmen and parents with summer orientation registration, housing and other enrollment information. Conducted follow-up outreach calls with students who completed Intent to Enroll to ensure completion of the enrollment process, i.e. Housing, Financial Aid, Registration. Implemented Intent to Enroll forms. Completed Calls, Email, and Texts to all Admitted Students who had not completed the Intent to Enroll form. Provided onsite enrollment support for students who did not attend summer orientation. Continued ongoing planning meetings with Nashville State Community College regarding the new Dual Admissions campaign. Continued ongoing planning and approval phase of 2+2 Industrial Tech program with Academic Affairs 	<ul style="list-style-type: none"> Increase of 236 students from AY 2018 to AY 2019 in number of students who completed housing applications. Increase of 40 students in number of students who registered for summer orientation sessions. Intent to Enroll initiative yielded 1489 Freshmen who completed the Intent to Enroll document for Fall 2019 	<ul style="list-style-type: none"> Update to current Strategic Recruitment Plan for 2019-2020 Academic School Year Updates and additions to 2019-2020 Recruitment Calendar and Special Events
STRATEGIC MARKETING AND SOCIAL MEDIA CAMPAIGNS <ul style="list-style-type: none"> Update undergraduate and graduate websites and ensure they are inviting, easy to use, and displaying our brand personality to prospective students. 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. 	<ul style="list-style-type: none"> Launched social media and web campaigns featuring TSU students with videos snippets, Vlogs, Blogs and other digital content sharing the positive impact of TSU in their lives Continued to market new capital improvements and infrastructure including new health science building and residence halls social media and eblast. 	<ul style="list-style-type: none"> Increase of 29% from June 2019 to present in the number of social media impressions on university wide social media channels; and 85% increase from spring 2019 to present in social media impressions on local admissions social media channels. 	<ul style="list-style-type: none"> Continue ongoing social media campaigns driving students to apply and enroll.
STRATEGIC COMMUNICATIONS			

<ul style="list-style-type: none"> • 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 	<p>Ongoing telephone, email and SMS text campaigns for admitted students and students with incomplete applications:</p> <ul style="list-style-type: none"> • First time Freshmen • Transfers • Readmits <p>Sent personalized email to incomplete applications weekly. Sent personal reminders for orientation and housing registration.</p>	<ul style="list-style-type: none"> • Increased the number of admitted students from Fall 2018 (5946) to Fall 2019 (6263) • Decreased the number incomplete applications from Fall 2018 (4020) to AY 2019 (3322) 	<ul style="list-style-type: none"> • Ongoing follow-up to pending/incomplete students
<p>TECHNOLOGICAL INFRASTRUCTURE AND CAPTIAL IMPROVEMENTS</p> <ul style="list-style-type: none"> • Identify students who enrolled previously but did not re-enroll • Enhance the employment of technology throughout the student application process 	<ul style="list-style-type: none"> • Conducted outreach via email, phone and text messaging to engage students who were previously enroll but did not attend last semester. Many of these students have now been Readmitted to the University. • Completed testing of new costumer relationship manager (Recruit CRM). Now preparing for End-to-End system walkthrough. 	<ul style="list-style-type: none"> • Contacted over 2500 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. 	<ul style="list-style-type: none"> • Outreach for 2019-2020 academic year.
<p>STRATEGIC FUNDING FOR SCHOLARSHIPS</p> <ul style="list-style-type: none"> • Provide more scholarship dollars to students • Increase both need-based and merit-based funding 	<ul style="list-style-type: none"> • Secured need-based funding from Governor's office. • Secured USDA grant award for STEM and business majors. 	<ul style="list-style-type: none"> • Packaged and award scholarships to first time freshmen who met scholarship criteria for respective awards. 	<ul style="list-style-type: none"> • Outreach for 2019-2020 academic year.

**Tennessee State University
Board of Trustees**



**Academic Affairs and
Student Affairs Committee
Report**

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

9:00 a.m. CST
Thursday, September 26, 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 June 13, 2019, Academic Affairs and Student Affairs Committee Meeting Minutes
- IV. SACSCOC Accreditation Update
- V. Approval of Modification of Academic Program - Certificate in Professional Chemistry
- VI. Approval of Academic Program Name Change from “Fashion Merchandising to Fashion Design and Merchandising” Concentration within the B.S. in Family and Consumer Sciences
- VII. Academic Affairs Report
- VIII. Report on College and Department Advisory Boards at TSU
- IX. Student Affairs Report
- X. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the June 13,
2019 Academic
Affairs and the Student
Affairs Committee Meeting
Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 26, 2019

ITEM: Approval of the June 13, 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 June 13, 2019, Academic Affairs and Student Affairs Committee meeting is included in the September 26, 2019 Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 13, 2019, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's September 26, 2019, meeting.

**Meeting of the Tennessee State University Board of Trustees
Academic Affairs and Student Affairs Committee Meeting
June 13, 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, Richard Lewis, 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, Interim Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Horace Chase, Vice President of Business and Finance; Dr. John Cade, Vice President of Enrollment Management; and Terrence Izzard, Assoc. Vice President of Enrollment Management.

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 June 13, 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 FEBRUARY 21, 2019, COMMITTEE MEETING MINUTES

Trustee Martin proceeded to the approval of the February 21, 2019, Academic Affairs and Student Affairs Committee meeting minutes.

Trustee Martin moved to recommend to the full Board the approval of the February 21, 2019, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Lewis seconded the motion, which carried unanimously.

IV. APPROVAL OF 2018-2019 TENURE AND PROMOTION RECOMMENDATIONS

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

Dr. Mosley commented that 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.

Dr. Mosley informed the committee that 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.

Dr. Mosley noted that the tenure process took on a different form this year in that it was totally electronic. She informed that this new process was very successful and that this new model will be adopted. She informed that there were two separate processes, one for tenure and another for promotion.

Dr. Mosley also pointed out that during this tenure review period, fourteen (14) tenure eligible faculty members applied for tenure. President Glover is recommending all fourteen tenure applicants for tenure, as she has determined that the fourteen faculty members met the condition for tenure.

Dr. Mosley added that 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.

Dr. Mosley explained that 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.

Dr. Mosley continued to explain that 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.

Dr. Mosley stated that twenty-two (22) faculty members applied for promotion. President Glover is recommending eighteen (18) faculty members be promoted. The proposed implementation date was set for August 2019. Eighteen (18) faculty members were recommended for promotion.

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

Trustee Lewis expressed concern as to why the additional four (4) faculty members were rejected from promotion. Dr. Mosley explained that there were several factors influencing the decision, especially if the scholarship was not where it should be and that the faculty needed to substantiate their contribution to the field.

Trustee Sekmen added to the concern by asking if the rejection was at the college level or a higher level. Dr. Mosley explained that the decision was dependent on several factors, namely if the faculty did not make significant progress. She added that one applicant was rejected at all the levels, while another appealed, and it was overturned.

Trustee Mitchell was interested to know what percentage of faculty was tenured and how did that number compare to other Tennessee institutions and other HBCUs. Dr. Mosley explained that we had a very stable faculty where approximately 80% was tenured and that many faculty members who were at the Associate Professor level were being encouraged to go for full Professorship. She expressed concern that very soon we will experience a large turnover in one particular college, due to impending retirements. She pointed out that this trend was taking place at other HBCUs as well.

Chair Martin moved to recommend to the full Board that the report on 2018-2019 Tenure and Promotion recommendations, as presented in the Board materials for June 13, 2019 Board meeting, be approved. Trustee Lewis seconded the motion and the motion carried.

V. APPROVAL OF THE OFF-CAMPUS DUAL ENROLLMENT ACADEMIC PROGRAM WITH CLARKSVILLE – MONTOMERY COUNTY SCHOOL SYSTEM

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

Dr. Mosley informed the committee that Kenwood High School, which is part of the Clarksville-Montgomery County School System, had chosen to expand their dual enrollment program to include TSU. They were particularly interested in the expanding within the STEM fields, i.e. Engineering, Health Sciences and Agriculture.

Dr. Mosley explained that TSU has identified the areas of Engineering, Computer Science and Health Information Management in which to offer its introductory courses. As specified in the June 13, 2019 Board materials, these courses will be offered using various delivery methods. Two of the courses will be available online, and two will be offered in a hybrid format, combining face-to-face and online delivery.

Dr. Mosley assured the committee that TSU will seek approval from Austin Peay, Nashville State Community College and the Board of Regents, before moving forward. President Glover assured everyone that TSU will stay with the boundaries as mandated by the State.

Trustee Mitchell was concerned if there will be any military involvement. She specifically asked about the National Guard or Veterans who might be included in the program. She stated that many states are teaching the National Guard students on the bases or online and mentioned that we here in Nashville had a tremendous opportunity since Tennessee had one of the largest bases for the National Guard, not only in the State but also the Country.

Dr. Mosley responded that TSU did receive a grant from THEC and will be developing some initiatives. We are investigating the area of credit transfers. She pointed out that we do have a student organization campus that meets regularly and they will be working with Veterans and the National Guard on different strategies.

Chair Martin moved to recommend to the full Board the approval of the Off-Campus Dual Enrollment Academic Program with Clarksville – Montgomery County School as presented in the Board materials for June 13, 2019 Board meeting. Trustee Lewis seconded the motion and it was carried.

VI. APPROVAL OF THE REVISED ACADEMIC PROGRAM – CURRICULUM MODIFICATION FOR THE PHD PROGRAM IN ENGINEERING

Chair Martin announced the next item on the agenda is the approval of specified curriculum changes in the PhD program in the College of Engineering and asked President Glover and her designees to provide pertinent information related to this agenda item.

Dr. Mosley informed the Committee that 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. Dr. Mosley explained that we did had a Computer Systems Engineering Degree which was very narrowly focus. She added that this new degree would help enhance our diversity. 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.

Dr. Mosley also indicated that 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.

She added that 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. Dr. Mosley also added that the curriculum had been through all the levels of approval, i.e. the department, the college and the university. THEC was still pending but she was hoping to start

this Fall and stated that regarding curriculum modifications, the THEC approval process is generally just a notification.

Dr. Sekmen stated his agreement with this new program and the fact that now the research faculty of College of Engineering can be a part of the program.

Chair Martin moved to recommend to the full Board the approval of the specified curriculum changes in the PhD program in the College of Engineering, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Sekmen seconded and the motion carried.

VII. APPROVAL OF ACADEMIC PROGRAM NAME CHANGE – AERONAUTICAL AND INDUSTRIAL TECHNOLOGY

Chair Martin introduced the next item on the agenda for approval as an Academic Program name change involving the current Aeronautical and Industrial Technology program. She asked President Glover and her designees to provide pertinent information related to this agenda item.

Dr. Mosley stated that the name change will allow the department to update its programs and be more aligned with the other programs in the accrediting body, the Association of Technology, Management and Applied Engineering (ATMAE).

Chair Martin recommended to the full Board the approval of the change of the name of an academic program in the College of Engineering from Aeronautical and Industrial Technology to Applied and Industrial Technologies, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Lewis seconded and the motion was carried.

VIII. APPROVAL OF OFF-CAMPUS ACADEMIC PROGRAM SITES – MOTLOW STATE COMMUNITY COLLEGE AND NASHVILLE STATE COMMUNITY COLLEGE

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

Dr. Mosley shared that due to the success of the partnerships with Community Colleges, TSU is proposing to expand its service area to include Nashville State Community College (NSCC), specifically the Southeast campus. 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.

Dr. Mosley stated that President Michael Torrence reached out to us due to the rising activity in McMinnville. 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.

Dr. Mosley continued to say that we have developed a 2x2 degree program with MSCC and we are looking forward to starting the first cohort this Fall upon approval. More than 100 students

participated in an ‘interest’ workshop. She pointed out that we are still investigating ways to be more engaging with NSCC. Possibly with the Hospitality and Tourism programs.

Chair Martin moved to recommend to the full Board the approval of off-campus academic program sites at Motlow State Community College and Nashville State Community College, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Lewis seconded the motion and it was carried.

IX. APPROVAL OF ACADEMIC CERTIFICATE PROGRAM: ONLINE EDUCATIONAL TECHNOLOGY LEADERSHIP

Chair Martin stated the next item on the agenda is the approval of an online Graduate Certificate in Educational Technology Leadership. The June 13, 2019, Board meeting materials contain information regarding this agenda item.

President Glover called on her designee Dr. Mosley, Interim Vice President of Academic Affairs, to provide the report for this item as it pertains to this agenda item.

Dr. Mosley explained that 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, the proposed 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.

Dr. Mosley also explained that at the moment we had a group being trained in Houston on how to teach the coding course. She indicated that the group was made up of representatives from the Nashville Public schools, Community Colleges and TSU.

Dr. Mosley pointed out that with the approval, this Certificate program will be available this Fall. Dr. Sekmen inquired about having a partnership with Metro regarding teaching AP classes. Dr. Mosley assured Dr. Sekmen that TUS already had a Dual Enrollment partnership with Metro Schools. She also stated that regarding the team being trained in Houston, one member was in administration with Metro Schools.

Dr. Glover added that TSU will be the lead HBCU with the course ‘Everyone Can Code and Everyone Can Create’. She expressed her excitement at the fact that so many people / schools are interested. We hosted a summer camp for girls “All Girls Can Code” and other groups were not far behind.

Dr. Sekmen noted that he had 130 middle school students interested in Computer Science and was on the 2nd year of a grant from Verizon.

Dr. Mosley emphasized that it was a wonderful opportunity teaching students how to also create. She marveled at the level of contribution that this was positioning TSU to make to the region.

Chair Martin moved to recommend to the full Board the approval of an online Graduate Certificate in Educational Technology Leadership, as contained in the Board materials for the June 13, 2019, Board meeting. Dr. Sekmen seconded the motion and it carried.

X. APPROVAL OF INACTIVATION OF THE SCHOOL OF PSYCHOLOGY CONCENTRATION OF THE M.S. SCHOOL OF PSYCHOLOGY PROGRAM

Chair Martin announced the next item on the agenda - the approval of the inactivation of the School of Psychology Concentration of the M.S. School of Psychology Program. She asked President Glover and her designees to provide pertinent information related to this agenda item.

Dr. Mosley stated that 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.

Dr. Mosley added that 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.

Chair Martin then moved to recommend to the full Board the approval of the inactivation of the School of Psychology Concentration of the M.S. School of Psychology Program, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Lewis seconded the motion and it carried.

XI. APPROVAL OF CHANGE IN ELIGIBILITY REQUIREMENTS FOR THE 250 MILE RADIUS TUITION RATE PROGRAM

Chair Martin stated the next item on the agenda as the approval of a change in the eligibility requirements for the 250-mile radius tuition rate program. She then asked President Glover and her designees to provide pertinent information related to this agenda item.

Dr. Mosley explained that 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.

Dr. Mosley stated that we were seeking a modification to this criterion for our graduate students. The distinctions were:

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.

Dr. Sekmen asked why not used 'OR' in the language.

Secretary Pendleton suggested that 'OR' be added to the current language.

After a brief discussion, it was decided that the modified language as contained in the Board materials dated June 13, 2019, will be added to the current eligibility requirements.

Chair Martin moved to recommend to the full Board the approval of a modification in the language to add to the current eligibility requirements for the 250-mile radius tuition rate program, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Sekmen seconded the motion and it was carried.

XII. REPORT ON SACSCOC TEN YEAR ACCREDITATION REVIEW

Chair Martin announced that the next item on the agenda is the Report on SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) Ten Year Accreditation Review. The materials for this agenda item are included in the materials for the June 13, 2019, Board meeting.

President Glover asked her designees to provide pertinent information related to this agenda item. This is an informational discussion item, so no vote is required.

Dr. Mosley stated that we were in the middle of the 3rd year draft and that we were moving with speed towards the September 10th deadline. She added that assistance was enlisted from a former VP of SACSCOC and that everyone was committed to the process.

Trustee Lewis commented that we can learn from our past mistakes since we now know what the problems were 8 years ago and did not want us to have a repeat. Dr. Mosley responded that having read the report, she noted that the past problems stemmed from not having documentation and not having evidence. She indicated that this issue should not be a problem again since she has been requesting documentation on everything.

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

XIII. REPORT ON FACULTY RETENTION

Chair Martin announced the next item on the agenda is the report on faculty retention. The materials for this agenda item are included in the materials for the June 13, 2019, Board meeting. Chair Martin also noted that Trustee Sekmen would like to speak to this agenda item.

Chair Martin asked President Glover and her designees to provide pertinent information related to this agenda item. She stated that she would then permit Trustee Sekmen to speak to this agenda item, and then open the item up for discussion. This is an informational discussion item, so no vote is required.

Dr. Mosley informed of the University's retention strategies as follows:

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)

Dr. Mosley added that faculty could work with college deans to obtain workload adjustments to focus on projects that will advance research. Through the School of Graduate and Professional Studies, she noted that TSU has 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

Dr. Mosley stated that 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.

Dr. Sekmen iterated some concerns which were mentioned at the Faculty Senate meetings. He mentioned the letter which was recently sent out to all faculty asking them to prioritize their department members. He addressed salary concerns and suggested that there by 'start-up packages' for professors. He also mentioned that faculty should be able to supplement their salary from research activity.

Chair Martin asked if this matter was discussed with President Glover. She suggested that the Board not make decisions without first meeting with each department. She also suggested that Dr. Sekmen should meet with President Glover and each department before any decision is made.

President Glover stated that she recognizes the need to have quality faculty and will look at ways in which to enhance their salary.

Trustee Corbeil added that salary surveys and employee satisfaction surveys was a ‘best practice approach’ according to the private sector.

Dr. Mosley suggested that Dr. Sekmen should meet with her and further discuss. Trustee Lewis stated that this was all within reach and that the parties needed to meet and bring back the report to the Board.

Chair Martin thanked President Glover, for her team’s presentation, and thanked Trustee Sekmen for his comments and insights.

XIV. ACADEMIC AFFAIRS REPORT

Chair Martin announced the next item on the agenda as the Academic Affairs Report. Information regarding this Academic Affairs and Student Affairs Committee agenda item is included in your board materials.

Chair Martin asked President Glover to provide pertinent information related to this agenda item. This is an informational discussion item, so no vote is required.

President Glover deferred to Dr. Mosley to provide the report as her designee who then explained the following: Regarding 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, Dr. Mosley explained that 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.

Dr. Mosley updated on Dean Searches for College of Education there have been Interviews of two candidates in June 2019 and for the College of Health Sciences there were Interviews of three candidates in June 2019.

Dr Mosley continued to report on Discipline-Specific Accreditation and stated that 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	<i>Commission on Accreditation in Physical Therapy Education (CAPTE)</i>	Awaiting Board decision in the Fall 2019 semester; no findings by the onsite visit team
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Chair Martin then thanked President Glover, for her team's presentation.

XV. REPORT ON THE ACADEMIC CALENDAR

Chair Martin opened the next item on the agenda, the report on the 2019-2020 academic calendar. The materials for this agenda item are included in the materials for the June 13, 2019, Board meeting.

Chair Martin asked President Glover and her designees to provide pertinent information related to this agenda item. This is an informational discussion item, so no vote is required. President Glover reported on this item as reflected in the Board materials dated June 13, 2019 on pages 164 and 165 of the Board materials.

Chair Martin then thanked President Glover, for her team's presentation.

XVI. STUDENT AFFAIRS REPORT

Chair Martin introduced the next item on the agenda as a Student Affairs Report. Information regarding this Academic Affairs and Student Affairs Committee agenda item is included in your board materials.

Chair Martin asked President Glover to provide pertinent information related to this agenda item. This is an informational discussion item, so no vote is required. President Glover referred to this item as reflected in the Board materials dated June 13, 2019 starting on pages 168 through 170.

President Glover then asked Associate Vice President / Dean Frank Stevenson to add to this report. He proceeded to highlight the fact that there have been significant improvements made on behavior regarding conduct. He stated that drugs for resale had declined 98%.; there was overwhelming decline in weapon use on campus; according to the TBI report TSU experienced the largest decline in incidents of all college campuses in the state; the zero tolerance policy eliminated repeat offenders; TSU is national model for creating student leadership opportunities. Dean Stevenson commented on other initiatives being conducted. They can all be found in the Board materials from pages 169 through 170.

Trustee Simpson added that we also implemented the Freshman Innovation Council, which provided an additional opportunity for student leadership.

Trustee Cole commented that we should find a way to expose these initiatives to the community. Trustee Lewis stated that our Public Relations team at TSU should be doing this now.

XVII. ADJOURNMENT

Chair Martin asked if there was any additional business? Seeing none, she then recommended a motion to adjourn the meeting. Trustee Lewis seconded the motion, the motion carried, and the meeting was adjourned.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 26, 2019

ITEM: SACSCOC Accreditation Update

RECOMMENDED ACTION: None

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

President Glover will provide an update on SASCOC Accreditation matters.

SACSCOC ACCREDITATION UPDATE

Office of Assessment Accreditation

TSU's CURRENT ACCREDITATION STATUS – ACCREDITATION FOR GOOD CAUSE AND PROBATION

The Accreditation Standard at issue: Standard 8.2.a

Under Principles of Accreditation Standard 8.2.a., all institutions are required to identify expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results for student learning outcomes for each of its educational programs.

Data associated with Standard 8.2.a.

According to SACSCOC, Standard 8.2.a is among the *Top 10 Most Frequently Cited Principles*.

As of March 2019, in Decennial Reaffirmation Reviews, at the review stage of Off-Site Committee findings, 49% of institutions are in non-compliance.

IMPLEMENTED MEASURES TO ENSURE COMPLIANCE WITH STANDARD 8.2.A. TO SACSCOC'S SATISFACTION

- In June 2019, the University retained the consulting firm Silver and Associates to assist the institution and provide expertise on accreditation matters, including Accreditation Standard 8.2.a.
- THEC engaged, on TSU's behalf, Dr. Robert Smith, former Chancellor of UT Martin, to assist TSU where necessary.
- In August 2019, the University hired Dr. Charlise Anderson to serve as Director of Assessment and Accreditation to guide the accreditation process internally. Dr. Anderson has a dotted reported line to the President and will be housed in Academic Affairs.
- Dr. Anderson's prior experience includes successfully submitting narrative and supporting documentation for various standards of the *SACSCOC Principles of Accreditation*, including Standard 8.2.a.
- In September 2019, Director Anderson met with the department chairs of all educational programs; and critiqued and provided feedback on educational programs' current assessment reports. In an effort to develop a culture of continuous improvement, training sessions have been held with each academic program and an assessment system infrastructure is being developed.
- Work has begun on the Third Monitoring Report.
- The University retained a Communications/Reputation Management Firm to assist us with a communications plan, as well as with communications related to this issue.

NEXT STEPS

- A draft of the Third Monitoring Report will be submitted to the President in early October for review.
- The University will host a Special Committee visit in March 2020
- Probation will be lifted when TSU submits additional information and the information is accepted by SACSCOC.

**Tennessee State University
Board of Trustees**



**Approval of
Academic Program
Modification –
Certificate in
Professional Chemistry**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 26, 2019

ITEM: Approval of Academic Program Modification – Certificate in Professional Chemistry

RECOMMENDED ACTION: Approval

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

The Department of Chemistry offers the Master of Science (M.S.) degree in Chemistry with concentrations in Chemistry and Biochemistry. The objectives of the program include: (1) advancing, interpreting, disseminating, and preserving knowledge of chemistry; (2) engaging in research and publication of new scientific knowledge; and (3) educating graduate students to take their proper place in industry, education, and public life. The M.S. degree represents from one to two academic years of full-time study beyond an acceptable bachelor's degree. The candidate must complete a program of study approved by his or her major professor, the Department Head, Dean of the College of Life and Physical Sciences and the Dean of the Graduate School.

Current Admission Requirements

Unconditional admission to the M.S. program requires the applicant to have a bachelor's degree from an accredited four-year college or university, an undergraduate cumulative grade point average of 2.5 or better on a 4.0 scale, and a composite score of at least 289 on the Graduate Record Examination. Applicants have the option of taking the subject test in order to bring the combined score to 289 or higher. Applicants with less than a 2.5 undergraduate GPA must submit test scores at the time of application; applicants with a GPA of 2.5 or above may submit test scores in the first semester of attendance, but it is preferable that they submit test scores at the time of original application.

Proposed Admission Requirements

We are proposing to remove GRE requirement and adding 2 letters of recommendations as part of the admission requirements. The detailed rationale is given below:

Rationale behind eliminating the GRE entrance requirement in the Chemistry graduate program

Currently, admission into the Chemistry M.S. program requires, at a minimum, a GPA of 2.5 and composite GRE score of 289, along with a basic English proficiency test for international students (which is much easier than the Verbal portion of the GRE). While the majority of the domestic (U.S.) applicants to our program are unsuccessful in meeting this minimum GRE score of 289,

some students are reluctant to take the GRE, due to their insufficient background/preparation and fees associated with taking the exam.

Considering several factors, the Graduate Committee in the Department of Chemistry has recommended to delete the GRE entrance requirement.

These factors are: (a) Review of the applicant pool over the past 8 years, which shows several applicants not having taken the GRE. Some domestic students were granted “conditional” admission without the GRE scores, with the condition that they had to take the GRE within the first semester of graduate studies. Several students struggled to fulfil this condition in a satisfactory manner; (b) Comparing the number of domestic applicants who did not take the GRE versus the number of international applicants who did take the GRE, but could not attend TSU due to lack of funding and visa-related issues; (c) Talking to prospective domestic applicants who have expressed their concern and unwillingness to take the GRE or complete the GRE requirement within the first semester of admission, even if admitted “conditionally,” due to their background and anxiety related to taking the standardized test; (d) Analyzing the GRE scores of domestic students who take the exam and observing a pattern of low scores in the Verbal/English component, which results in a composite GRE score that is lower than our required minimum of 289; and Observing the significant decrease in enrollment of students from Saudi Arabia since 2016, who were funded by their government. Such decrease in enrollment, combined with the unwillingness of mostly domestic applicants to take the GRE, leads to further decline in enrollment in the Chemistry graduate program.

MOTION: MOTION: To approve the admissions changes for the Master of Science in Chemistry, as contained in the Board materials for the Board’s September 26, 2019, meeting.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 26, 2019

ITEM: Approval of Academic Program Name Change from
“Fashion Merchandising to “Fashion Design and
Merchandising”

RECOMMENDED ACTION: Approval

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

The Fashion Merchandising program at Tennessee State University prepares students for careers in the fashion industry. The curriculum includes more than just the concepts and practices involved in fashion merchandising at varying levels. Courses engage students in science, technology, principles of product development, apparel construction, consumer behavior, evaluation and merchandising. Changing the name of the concentration to "Fashion Design and Merchandising" better characterizes what the program offers and what the students learn in this program. This name change will increase awareness of the program to help increase enrollment.

MOTION: To approve the academic program name change from “Fashion Merchandising” to “Fashion Design and Merchandising” concentration within B.S. in Family and Consumer Sciences, as contained in the Board materials for the Board’s September 26, 2019, meeting.

**Tennessee State University
Board of Trustees**



Academic Affairs Report

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 26, 2019

ITEM: Academic Affairs Report

RECOMMENDED ACTION: None

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

Dean Announcement

College of Education

Tennessee State University has named Dr. Jerri A. Haynes the new dean of the College of Education. Haynes comes to TSU from Fort Hays State University, where she was associate professor and assistant dean of the College of Education. Her appointment stems from a talented pool of educators, through a year-long search.

A prolific writer credited with a number of peer-reviewed professional articles, Haynes has a wealth of experience in higher education and K-12 administration. At Fort Hays State University, she also served as director of assessment and accreditation. Previously, she was ESOL coordinator and department chair at Bethune-Cookman University.

College of Health Sciences

After a national search, Tennessee State University named Dr. Ronald Barredo, Dean of the College of Health Sciences. Dr. Barredo served as Chair in the Department of Physical Therapy. He possesses extensive experience as a practitioner and accreditation reviewer. He is instrumental in the opening of a student-run physical and occupational therapy clinic. The purpose of the clinic extends into the community to provide care for the underserved, uninsured, and underinsured.

Dr. Barredo is the principal investigator of grants, including one dedicated to the increase of underrepresented groups in STEM, resulting in the largest number of African Americans graduating with the Doctor of Physical Therapy in the state. He worked at several universities including Arkansas State University, Langston University, and the University of Phoenix.

Report on Discipline-Specific Accreditation

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

Discipline	Accrediting Agency	Status
Speech Pathology	Council on Academic Accreditation in Audiology and Speech-Language Pathology (American Speech-Language Hearing Association)	Continued Accreditation for eight years
Public Administration	Network of Schools of Public Policy, Affairs, and Administration (NASPAA)	Continued Accreditation for seven years

**Tennessee State University
Board of Trustees**



**Report on College Advisory
Boards at TSU**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 26, 2019

ITEM: Report on College and Department Advisory Boards at TSU

RECOMMENDED ACTION: None

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

**Tennessee State University
Academic Advisory Boards**

College	Number of Advisory Boards	Units that Have Advisory Boards	Average Tenure of Service	Criteria for Selection of Advisory Board Member
Agriculture		<ul style="list-style-type: none"> • Agriculture Advisory Committee • Advisory Group for Child Development/ Family Studies • Advisory Group for Food and Nutritional Sciences • Advisory Group for Fashion Merchandising • The Nursery Research Center Advisory Group • TSU/UT State Extension Advisory Council 	<ul style="list-style-type: none"> • 3-6 years 	<ul style="list-style-type: none"> • Faculty and Department Chairs are responsible for selecting appropriate board members.
Business	7	<ul style="list-style-type: none"> • COB Board of Advisors • Accounting Advisory Board • Alumni Advisory Board • Business Information Advisory Board • Supply Chain Management Governing Board • Economics and Finance Advisory Board • Hospitality and Tourism Advisory Board 	<ul style="list-style-type: none"> • Each board determines the limit regarding the number of years members may serve. 	<ul style="list-style-type: none"> • Department Chairs are responsible for selecting appropriate board members.

Education	2	<ul style="list-style-type: none"> • Educational Leadership Advisory Board • Professional School Counseling Advisory Board 	<ul style="list-style-type: none"> • Average term of 2-3 years 	<ul style="list-style-type: none"> • Faculty and Department Chairs are responsible for selecting appropriate board members.
Engineering	6	<ul style="list-style-type: none"> • College of Engineering • Aeronautical & Industrial Technology • Civil & Architectural • Computer Science • Electrical Engineering • Mechanical Engineering 	<ul style="list-style-type: none"> • Average term of 3 years; but no limitations on terms of service 	<ul style="list-style-type: none"> • Degree in a STEM field; • At least 3-5 years' experience in industry; • Strong advocate and support of the academic program and TSU
Health Sciences	6	<ul style="list-style-type: none"> • Cardiorespiratory Care • Dental Hygiene • Health Information Management • Nursing • Public Health, Health Administration, and Health Sciences • Physical Therapy 	<ul style="list-style-type: none"> • Cardiorespiratory care – No statute of limitations • Dental Hygiene – No statute of limitations • Health Information Management – Five years • Nursing – No statute of limitations • Public Health, Health Administration, and Health Sciences – The Board members serve a two year term • Physical Therapy - The term of each Advisory Board Member will be no longer than three years. 	<ul style="list-style-type: none"> • Cardiorespiratory care – The Department Chair extends the invitation to serve. Accreditation standards dictate the members of the committee, to include: Chair that is not affiliated with the university, administrator, student(s), faculty, medical director, employers, clinical affiliates, public member (not a respiratory therapist), and alumni • Dental Hygiene – The Chair extends the invitation to prospective members based • Health Information Management – Advisory Committee members are chosen because of their willingness to assist and promote the welfare of the Health Information Management Program. • Nursing – Invitation extended by academic leader in nursing. Criteria – Individual must be able to promote goals of the board which are to: (a) work together to build a strong foundation of support and communication between the community at large and the school, (b) identify opportunities for support of the school activities, and (c) serve as an advocate for the School of Nursing

			<p>No member will serve more than two consecutive three-year terms. A Board Member may serve another term after a one year break.</p>	<ul style="list-style-type: none"> • Public Health, Health Administration, and Health Sciences – The Department Chair with input from the faculty extend the invitation to selected individuals to serve on the board. • Physical Therapy - The Advisory Board Members are selected because of their willingness to assist and promote the Department of Physical Therapy. Advisory Board Members will be elected from the nominees submitted by the faculty members of the Department of Physical Therapy and/or nominees recommended by the members of the Advisory Board.
Liberal Arts	4	<ul style="list-style-type: none"> • Theater Advisory Board • Mass Communications Advisory Board • Communications Studies Advisory Board 	<ul style="list-style-type: none"> • No limitations on terms of service 	<ul style="list-style-type: none"> • Faculty and Department Chairs are responsible for selecting appropriate board members.
Public Service	3	<ul style="list-style-type: none"> • College of Public Service Advisory Board- CPS • Master of Public Administration • Social Work 	<ul style="list-style-type: none"> • No limitations on terms of service 	<ul style="list-style-type: none"> • In Social Work the Program Director extends invitation to attend meeting wherein member presents to the Board. • The CPS Board invitation extended by Dean. MPA by Department of PA chair. Selection of members is main criteria for all three: An understanding of the degree, assuring our student employment and success, priority for graduates, connection's to community. Help in assuring curriculum is current and relevant for employment and mounting external support for the programs and college. Also help in accreditation.

**Tennessee State University
Board of Trustees**



Student Affairs Report

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 26, 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.

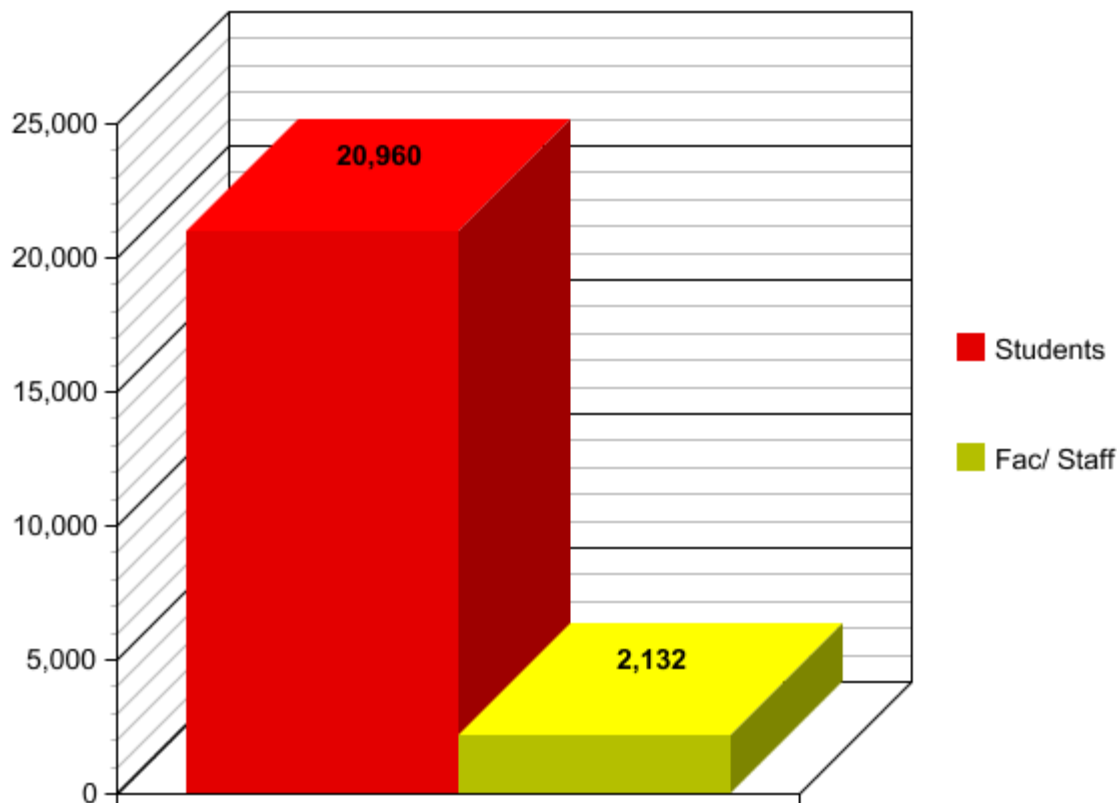
Student Affairs Report
The Division of Student Affairs: Counseling & Wellness Center Highlights

Mission Statement

The Ralph H. Boston Wellness Center and the University Counseling Center provide a breadth programming for the mind and body that ranges from sport, recreation, and fitness to crisis prevention and intervention. With life enhancing, recreational opportunities to meet the physical, mental, and social interest of the individual, the Counseling and Wellness centers promote balanced and healthy lifestyles for students, faculty, staff and alumni

2018 – 2019 WELLNESS CENTER ANNUAL ATTENDANCE

2018 2019 Annual Attendance



The Counseling Center provided individual therapy, group therapy, and psychiatric consultation for 1,378 students on both on the main campus and the Avon Williams campus.

MAJOR ACCOMPLISHMENTS

- The Wellness Center organized and hosted the first HBCU Pride Basketball Tournament. The tournament was created to initiate an annual collaborative event among the local historically black colleges and universities to promote healthy living and community building.
- The Counseling Center has launched their Peer Support Initiative. Upperclassmen, in counseling related majors will complete a comprehensive training to qualify to provide peer support. Supervised by licensed counselors, students are appropriately trained to follow all federal, state and agency guidelines while working with the University Counseling Center.

- The Tennessee State University Intramural Football team was the runner-up team in the TIRSA (Tennessee Intramural-Recreational Sports Association) Championship Tournament held at Middle Tennessee State University.

STUDENT DEVELOPMENT

- The Wellness Center continues to hire well rounded students majoring in Health Science, Exercise Science, Human Performance and Sports Science or related areas. All student workers and volunteers received training and experience in daily operations, executing policies and procedures and assisting with program promotions. Students are also provided the opportunity to contribute to group exercise classes and development of intramural sports program.
- *Let's Talk* – The University Counseling Center provides brief consultations that introduce students to the counseling process and addresses single issues that require ongoing care. Additionally, through outreach opportunities, Counseling Services offer education and awareness through events that are open to the broader campus.

Inter-Campus Collaborations

- The University Counseling Center also participates in events through presentations for Registered Student Organizations, TSU Residence Halls, and other academic departments. They also host annual events such as the *National Depression Screening Day*, a *Stress and Trauma-Informed Symposium*, and other events that address habits that may be unhealthy. Furthermore, as a self-help tool the Counseling Center in collaboration with the Psychology department offers an online screening tool that is available that students can access 24 hours a day, seven days a week.
- The brief screeners assist students in the self-assessment of their level of wellness in the following areas: depressive symptoms, anxiety, alcohol and substance use, post-traumatic stress, and a variety of dietary concerns. Faculty, staff, and community members may also access this online screening tool with recommendations for follow-up if deemed necessary by licensed professional counselors. 523 screenings were completed during the 2018-2019 academic year.

**Tennessee State University
Board of Trustees**



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

8:30 a.m. CST
Thursday, September 26, 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 June 13, 2019, Executive Committee Meeting Minutes
- IV. Report on Institution's Strategic Plan-Priorities and Goals
- V. Report on President's Annual Performance Review Process
- VI. Report on Board Self-Assessment Process
- VII. Secretary's Report
- VIII. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
June 13, 2019
Executive Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 26 , 2019

ITEM: Approval of the June 13, 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 June 13, 2019, Executive Committee meeting is included in the September 26, 2019, Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 13, 2019, Executive Committee meeting, as contained in the Board materials for the Board's September 26, 2019, meeting.

**Tennessee State University Board of Trustees
Executive Committee Meeting. June 13, 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, Lewis, Freeman, 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 9:50 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 FEBRUARY 21, 2019, EXECUTIVE COMMITTEE MEETING MINUTES

Chair Walker introduced the first order of business — the approval of the February 21, 2019, Executive Committee meeting minutes. Chair Walker informed the Committee that the minutes for the Executive Committee’s February 21, 2019, meeting were included in the Board materials for the June 13, 2019, Board meeting.

Chair Walker moved to recommend to the full Board the approval of the February 21, 2019, Executive Committee meeting minutes, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Cole seconded the motion. With there being no discussion, Chair Walker called for a vote. The motion carried unanimously.

IV. APPROVAL OF AN AMENDMENT TO ARTICLE III OF THE BOARD’S BYLAWS

Chair Walker introduced the next item on the agenda – approval of an amendment to Article III of the Board’s bylaws. Chair Walker asked Secretary and General Counsel Pendleton to address this agenda item.

Secretary Pendleton addressed the basis for the amendment. He stated that the amendment to Board Bylaw III.2A is recommended out of an abundance of caution to ensure compliance with

accreditation requirements related to mission review. The amendment provides more specification as to the timing of the Board's mission review.

Chair Walker moved to recommend to the full Board the approval of an amendment to Article III of the Board's bylaws, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Martin seconded the motion. With there being no discussion, Chair Walker called for a vote. The motion carried unanimously.

V. APPROVAL OF AN AMENDMENT TO ARTICLE VII OF THE BOARD'S BYLAWS

Chair Walker introduced the next item on the agenda – approval of an amendment to Article VII of the Board's bylaws. Chair Walker asked Secretary and General Counsel Pendleton to address this agenda item.

Secretary Pendleton addressed the basis for the amendment. He stated that 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.

Secretary Pendleton clarified that under the proposed amendment, individuals can request to appear before the board no later than five days prior to the board meeting, and the Chair has the discretion to permit an individual to request to appear before the board up to the day of the board meeting.

Chair Walker moved to recommend to the full Board the approval of an amendment to Article VII of the Board's bylaws, as contained in the Board materials for the June 13, 2019, Board meeting. Trustee Martin seconded the motion. With there being no discussion, Chair Walker called for a vote. The motion carried unanimously.

VI. REPORT ON BOARD COMMITTEE ASSIGNMENTS

Chair Walker indicated that the Board Committee Assignments would remain the same. He commended the Committee Chairs and the Committees for their great work in conducting the Committees' business and aiding the full board in the review and consideration of important board matters. He noted the Committees' momentum and indicated that he did not want to disturb that momentum with any changes to the current committees.

VII. REPORT ON PRESIDENT’S ANNUAL PERFORMANCE REVIEW PROCESS

Chair Walker asked Secretary Pendleton to provide a report on the President’s annual performance review process.

Secretary Pendleton provided information to the Committee on the performance evaluation procedures. He indicated that Chair Walker and the Executive Committee would be moving forward to commence the process.

VIII. SECRETARY’S REPORT

Chair Walker asked Secretary Pendleton to provide a report to the Board. Secretary Pendleton addressed Board member terms. He indicated that Governor Lee has yet to make any announcements on board appointments or reappointments.

Secretary Pendleton reminded the Executive Committee 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 noted the THEC sponsored professional development sessions in Memphis on August 15-16, and THEC is encouraging board members to attend, if possible.

Secretary Pendleton also noted the passage of Public Chapter 507, which regulates legalized online sports gambling in the state. He stated that the new law prohibits trustees from directly or indirectly placing a wager or bet on a sporting event in this state. He noted that violations of the law are subject to criminal prosecution.

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

IX. ADJOURNMENT

Chair Walker opened the floor for any additional business. With no further business, Chair Walker moved for adjournment. Trustee Martin seconded the motion.

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

**Tennessee State University
Board of Trustees**



**Report on Institution's
Strategic Plan-Priorities
and Goals**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 26 , 2019

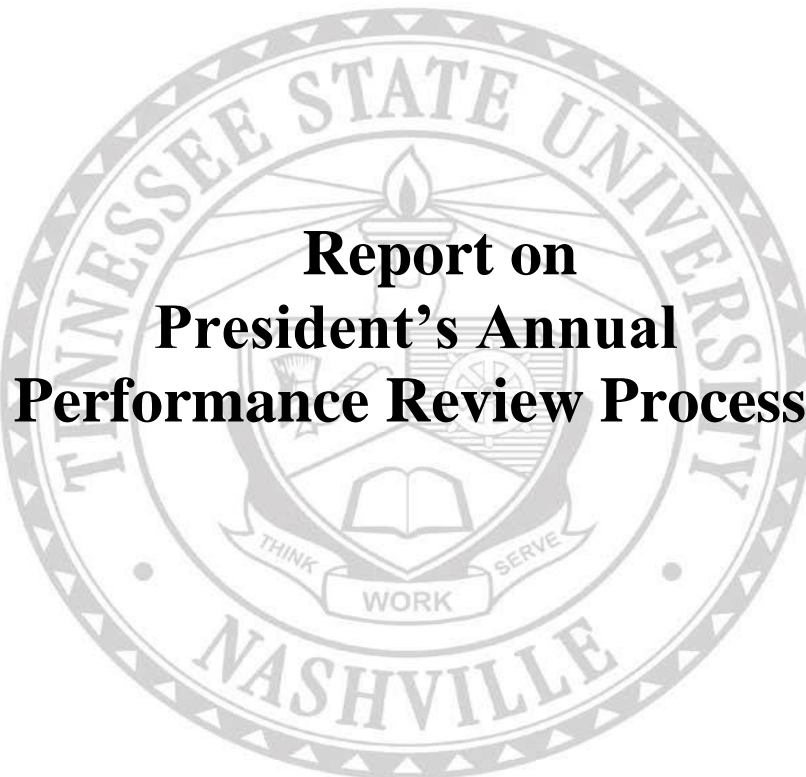
ITEM: Report on Institution's Strategic Plan – Priorities and Goals

RECOMMENDED ACTION: None

PRESENTED BY: Chair of the Executive Committee,
Board Chair Joseph Walker, III

The President and her designee will provide a report on Strategic Plan – Priorities and Goals.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 26 , 2019

ITEM: Report on President's Annual Performance Review Process

RECOMMENDED ACTION: None

PRESENTED BY: Chair of the Executive Committee,
Board Chair Joseph Walker, III

The Board Chair or his designee will provide a report on the status of the President's Annual Performance Review Process.

See Attachment.

Tennessee State University Board Executive Committee Procedures Governing the President's Annual Performance Review

I. Purposes

- A. General Purpose.** The procedures and process described herein are implemented to establish the method by which the Board shall evaluate the President's performance on an annual basis. The procedures/process set forth below allow the Board the opportunity to provide input into the President's annual evaluation while affording the President the same level of confidentiality enjoyed by all other Tennessee State University employees.
- B. Specific Purposes.** The specific purposes of the annual performance review are:
1. To enable the President and the Tennessee State University Board of Trustees ("Board") to set mutually agreeable goals in connection with the President's performance of her/his responsibilities/duties;
 2. To assess the President's progress and achievement on the established goals;
 3. To assist the Board in determining whether the President's performance is effective;
 4. To enable the President to enhance his or her performance and leadership;
 5. To promote good communications and strong working relationships between the President, the Board, and Tennessee State University constituencies;
 6. To assist the Board on decisions on compensation and other terms of employment for the President.

II. Responsibility

- A.** Pursuant to TSU Policy 004 (Selection, Evaluation, and Retention of the President), the Board is responsible for assessing the President's annual performance.
- B.** Pursuant to TSU Policy 004, the Board has delegated to the Executive Committee the responsibility for organizing and conducting an annual performance review of the President.

III. *Process for the President's Annual Performance Review*

- A.** The President shall prepare a confidential written self-assessment statement in a format and according to a timetable mutually agreed upon by the President and the Executive Committee. The confidential statement shall include the following:
1. Progress toward meeting goals and expectations previously agreed upon¹ by the President and the Board,
 2. Assessment of Tennessee State University's strategic directions pertaining to its mission and vision statements,

¹ This requirement is not applicable to the President's evaluation in fiscal year 2018 or in the first year of any subsequent President's tenure. In those cases, the President shall identify reasonable goals in writing and submit them to the Executive Committee and Board for approval.

3. Assessment of contributions to the overall academic quality of Tennessee State University, including its achievements and accomplishments,
 4. Assessment of Tennessee State University's financial status,
 5. Identification of significant institutional challenges faced over the prior year, and a prospective statement of challenges and opportunities facing Tennessee State University in the upcoming year, and
 6. Goals proposed by the President for the coming year.
- B. After receipt of the President's confidential self-assessment statement, the Executive Committee will confidentially share the President's self-assessment with the Board and solicit confidential feedback from the Board members on the President's statement.
 - C. The Executive Committee may, in its sole discretion or at the request of the Board, solicit confidential feedback from faculty, administrators, or staff, as needed.
 - D. The Chair of the Board or a member of the Executive Committee designated by the Chair (either of whom hereinafter referred to as "the Executive Committee Representative") will summarize the comments from the Board and others invited by the Executive Committee to provide feedback, and share the summary with the Executive Committee for its review.
 - E. Based on the summary of the materials received, the Executive Committee Representative will meet with the President concerning the President's self-assessment statement, feedback received, and the President's goals and expectations for the coming year.
 - F. Based on the President's self-assessment statement, feedback received, and the meeting with the President, the Executive Committee Representative will prepare a confidential draft written assessment of the President's performance, and share this assessment with the President and the Board, who may offer confidential written comments concerning this assessment. The Executive Committee Representative will incorporate these comments as appropriate.
 - G. The Executive Committee Representative will provide a copy of the final confidential written assessment to the Board and the President.
 - H. The Executive Committee may, in its sole discretion, vary the requirements of the annual performance review process.

IV. *Periodic Comprehensive Review of the President's Performance*

- A. The President shall also be subject to a comprehensive performance review every five years.
- B. When a comprehensive review is performed, it is to be incorporated into the annual review process, with such adjustments to the schedule as may be necessary.
- C. At the discretion of the Executive Committee or by request of the Board, the comprehensive review may be performed with the assistance of one or more outside,

independent consultants to be chosen by the Executive Committee.

- D.** The specific details for a comprehensive review will be determined by the Executive Committee in consultation with the consultant, if one is utilized, and the President.
- E.** The comprehensive review shall include input from the University administration, faculty, staff and students, and may include input from others, including alumni leadership and community members.

Adopted March 15, 2018.

**Tennessee State University
Board of Trustees**

**Report on Board's Self-Assessment
Process**



TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 26 , 2019

ITEM: Report on Board's Self-Assessment Process

RECOMMENDED ACTION: None

PRESENTED BY: Chair of the Executive Committee,
Board Chair Joseph Walker, III

The Board Chair or his designee will provide a report on the Board's self-assessment process.

Tennessee State University Board of Trustees

Policy No. 005: Board Self-Assessment and Trustee Orientation

I. Board Self-Assessment

A. Purpose

Tennessee State University's accrediting body, the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC"), requires that TSU's governing board conduct regular self-assessments to evaluate board effectiveness. This section of the policy establishes the mechanism by which the Board shall conduct a self-assessment of its performance as a governing body.

B. Timing of Self-Assessment

Commencing in fiscal year 2019-20, the Board of Trustees shall conduct a self-assessment to evaluate its performance, responsibilities and expectations. Following the initial Board self-assessment, the Board shall conduct a self-assessment on a regular basis, which shall mean no longer than every three years in frequency, and may also conduct a self-assessment at the request of the Board Chair or a majority of the Board.

C. Self-Assessment Process

1. The Executive Committee of the Board shall be responsible for reviewing potential self-evaluation instruments and recommending the instrument (s), procedure (s), and timeline for conducting the self-assessment.
2. The Board will have the opportunity to review and approve the Executive Committee's recommendations for conducting the self-assessment.
3. The Board Chair shall be responsible for receiving the information developed in connection with the self-assessment and sharing the results with the Board.

II. Board Trustee Orientation

A. Purpose

The purpose of this section of the policy is to set forth the Board's orientation program, with the primary goal of providing sufficient information to new Trustees to enable them to carry out their fiduciary duties in an effective manner.

B. New Trustee Orientation Program

1. All new Trustees shall participate in an orientation session within sixty days prior to or following their first meeting as a new Board member.
2. The Board Chair shall designate a Trustee to participate in a scheduled orientation session. The President and the Board Secretary shall also participate in the orientation session, and the President may designate other University personnel to participate in the orientation session.
3. The orientation staff shall conduct, and the Trustee shall participate in, the orientation session in person, or via a video or an audio orientation session.
4. The orientation session shall include, but is not limited to, the distribution of materials summarizing the institution's history, mission, operations, student body makeup, strategic priorities, organizational chart, leadership team members, and the laws and policies that govern a Trustee's, governing, fiduciary and ethical duties. The orientation session may also include the dissemination of other pertinent information to assist the new Trustee in carrying out the responsibilities as a Trustee.

C. Orientation Sessions for Existing Board Trustees

1. Current members of the Board of Trustees are expected to attend Tennessee Higher Education Commission sponsored orientation/educational sessions.
2. The Board Chair may also schedule an orientation or educational session for Trustees to attend.

Citation of Authority for Policy: SACSCOC, Principles of Accreditation, Section 4.2.g

Document History:

- Adopted by the Board of Trustees: September 20, 2018.

**Tennessee State University
Board of Trustees**



Secretary's Report

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 26, 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.

**Tennessee State University
Board of Trustees**



**Report on SACSCOC
Accreditation Matters**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 26, 2019

ITEM: Report on SACSCOC Accreditation Matters

RECOMMENDED ACTION: None

PRESENTED BY: Dr. Glenda Glover, President

President Glover will provide an update on SASCOC Accreditation matters.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 26, 2019

ITEM: Update on the Collaboration between Tennessee State University and Apple, Inc.

RECOMMENDED ACTION: None

PRESENTED BY: Dr. Glenda Glover, President

President Glover will provide an update on the Collaboration between Tennessee State University and Apple, Inc.

Tennessee State University

Board of Trustees



President's Report

Tennessee State University

Board of Trustees

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 26, 2019

ITEM: President's Report

RECOMMENDED ACTION: None

PRESENTED BY: Glenda Glover, President

To be presented by President Glover at the September 26, 2019, Tennessee State University Board of Trustees meeting.

**Tennessee State University
Board of Trustees**



Board Chair's Report

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 26, 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 September 26, 2019, Tennessee State University Board of Trustees meeting.

**Tennessee State University
Board of Trustees**



BOARD OF TRUSTEES

ACTION ITEM

DATE: September 26, 2019

ITEM: Board Chair's Report

RECOMMENDED ACTION: None

PRESENTED BY: Board Chair Joseph Walker, III

Board Chair, Joseph Walker, III, will adjourn the September 26, 2019, Tennessee State University Board of Trustees meeting.

Motion: To adjourn the September 26, 2019, Board of Trustees meeting.

