



# Board of Trustees Materials – November 19, 2020 Meeting

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**Tennessee State University  
Board of Trustees**



**Tennessee State University  
Board of Trustees**



**WELCOME AND  
INTRODUCTIONS**

**Tennessee State University  
Board of Trustees**



**ROLL CALL/  
DECLARATION OF  
A QUORUM**

**Tennessee State University  
Board of Trustees**



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

2:00 p.m. CST

Thursday, November 19, 2020

Tennessee State University

Board Committee Meetings: Via  
Zoom link:  
Board Meeting: Via link:  
[http://www.tnstate.edu/board/  
livestr\\_eam.aspx](http://www.tnstate.edu/board/livestr_eam.aspx)

**ORDER OF BUSINESS**

- I. Call to Order
- II. Welcome and Introductions
- III. Roll Call/Declaration of a Quorum
- IV. Action Items:
  - A. Approval of the September 24, 2020, Board Meeting Minutes
  - B. Approval of TSU Board of Trustees 2021 Meeting Calendar
  - C. Audit Committee Report
    - i. Approval of the September 24, 2020, Audit Committee Meeting Minutes
    - ii. Review of Completed Internal and External Audits
    - iii. Review of Outstanding Audit Issues
    - iv. Executive Session - Discussion of Items Deemed Confidential Under State Law
  - D. Finance and Budget Committee Report
    - i. Approval of the September 24, 2020, Finance and Budget Committee Meeting Minutes
    - ii. Finance and Budget Report
    - iii. Report on CARES Act Funding Related to COVID-19 Coronavirus Pandemic
    - iv. Approval of FY 2021 Institutional Revised Budget
    - v. Report on Voluntary Employee Separation Program
    - vi. Approval of Revised Collection of Accounts Receivable Policy
    - vii. Report on Enrollment
    - viii. Update on Enrollment, Marketing and Student Recruitment Plan
    - ix. Report on Rediscover TSU
  - E. Academic Affairs and Student Affairs Committee Report
    - i. Approval of the September 24, 2020, Academic Affairs and Student Affairs Committee Meeting Minutes
    - ii. Report on COVID-19 Coronavirus Pandemic Academic and Student Issues

- iii. Approval of Academic Program Modification – Discontinuance of the Bachelor of Science Degree Completion in Dental Hygiene
  - iv. Approval of Title IX Emergency Rule
  - v. Report on SACSCOC Accreditation Review Matters
  - vi. Academic Affairs Report
  - vii. Student Affairs Report
- F. Executive Committee Report
- i. Approval of the September 24, 2020, Executive Committee Meeting Minutes
  - ii. Discussion of President’s Annual Performance Review Process
  - iii. Secretary’s Report
- V. Report on COVID-19 Coronavirus Pandemic Issues Affecting TSU Students
- VI. President’s Report
- VII. Board Chair’s Report
- VIII. Adjournment

**Tennessee State University  
Board of Trustees**



**Approval of the  
September 24, 2020  
Board Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 19, 2020

ITEM: Approval of the September 24, 2020, Board Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the September 24, 2020, Board meeting is included in the November 19, 2020, Board materials.

**MOTION: To approve the minutes from the Board of Trustees' September 24, 2020, meeting as contained in the Board materials for the Board's November 19, 2020, meeting.**

**Tennessee State University Board of Trustees  
Regular Meeting – September 24, 2020  
Tennessee State University – Electronic**

**MINUTES**

**Board Members Present:** Trustee Deborah Cole, Obie McKenzie, Richard Lewis, Andre Johnson, Pam Martin, Bill Freeman, Ali Sekmen, Steve Corbeil; Joseph Walker III, and Tiara Thomas.

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

**University Staff Present:** Dr. Michael Harris, Interim Provost & Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Horace Chase, Vice President of Business and Finance; Dr. Frances Williams, Assoc. Vice President of Research & Sponsored Programs; Terrence Izzard, Assoc. Vice President of Enrollment Management; and Dr. Robbie Melton, Dean of Graduate School.

**I. CALL TO ORDER**

Chair Walker called the Board of Trustees meeting to order at 2:00 p.m., CST on September 24, 2020. Chair Walker moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. The Board is scheduled to take up important and timely matters. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to limit face-to-face contact whenever possible. Electronic participation for the Board meeting is necessary for the safety of Board members, staff, and guests. Trustee Cole seconded and the motion carried.

**II. WELCOME AND INTRODUCTIONS**

The Board Chair welcomed the attendees. Dean 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: Trustee Deborah Cole, Obie McKenzie, Richard Lewis, Andre Johnson, Pam Martin, Ali Sekmen, Tiara Thomas, Bill Freeman, Steve Corbeil, and Joseph Walker III. Board Secretary Pendleton announced the presence of a quorum.

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

**IV. ACTION ITEMS**

**A. APPROVAL OF THE JUNE 18, 2020, BOARD MEETING MINUTES**

Chair Walker introduced the first action item – the approval of the minutes of the June 18, 2020 board meeting. Chair Walker moved to approve the board meeting minutes and Trustee Cole seconded the motion. There was no discussion. The motion carried unanimously by roll call vote.

## **B. AUDIT COMMITTEE REPORT**

Trustee Cole informed the board that the audit committee met to take action on two items and received reports on two other items. The Audit Committee voted to recommend to the full Board the approval of the June 18, 2020, Audit Committee meeting minutes. The Audit Committee also voted to recommend to the full Board the approval of the Fiscal Year 2020-2021 Revised Audit Plan. Trustee Cole added that the Audit Committee reviewed and discussed completed internal audits and outstanding audit issues.

### **I. APPROVAL OF THE JUNE 18, 2020, AUDIT COMMITTEE MEETING MINUTES**

Trustee Cole moved to approve the minutes of June 18, 2020, audit committee meeting as contained in the board materials for the September 24, 2020, board meeting. Trustee Martin seconded the motion, which carried unanimously by roll call vote.

### **II. APPROVAL OF THE FISCAL YEAR 2020-2021 REVISED AUDIT PLAN**

Trustee Cole moved to approve the Fiscal Year 2020-2021 revised audit plan as contained in the board materials for the September 24, 2020, board meeting. Trustee Martin seconded the motion, which carried unanimously by roll call vote.

Trustee Cole concluded the Audit Committee report.

Chair Walker thanked the Audit Committee for their work.

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

Trustee Lewis stated that the Finance and Budget Committee met this morning to take action on one item and received reports on nine other items. The Finance and Budget Committee voted to recommend to the full Board the approval of the June 18, 2020, Finance and Budget Committee meeting minutes. In addition, the Finance and Budget Committee heard reports from President Glover and her team on the 2021 and 2022 holiday schedules, COVID-19 financial issues, the revised October budget update, and CARES Act funding. The Finance and Budget Committee also heard reports on voluntary employee separation program (VESP), enrollment, and the enrollment, marketing and recruitment plan.

### **I. APPROVAL OF THE JUNE 18, 2020 FINANCE AND BUDGET COMMITTEE MEETING MINUTES**

Trustee Lewis moved to approve the June 18, 2020 Finance and Budget Committee meeting minutes, as contained in the board materials for the September 24, 2020, board meeting. Trustee Cole seconded the motion, which carried unanimously by roll call vote.

Trustee Lewis concluded the Finance and Budget report.

Chair Walker thanked the Finance Committee for their work.

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

Trustee Martin reported that the academic affairs and student affairs committee met to consider and vote on six agenda items and to receive reports 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 June 18, 2020, Academic Affairs and Student Affairs Committee meeting minutes; approval of the updated TSU mission statement, and approval of the TSU 2020 Strategic Plan. The Committee also voted to recommend to the full Board the approval of an off-campus academic program – Bachelor of Science in Applied Industrial Technologies at the Motlow State Community College, McMinnville campus; the discontinuance of the Master of Science in Professional Science; and the approval of the FOCUS Act required Institutional Mission profile.

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

#### **I. APPROVAL OF THE JUNE 18, 2020, ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE MEETING MINUTES**

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the minutes of the June 18, 2020, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the September 24, 2020, Board meeting. Trustee Lewis seconded and the motion carried unanimously by roll call vote.

#### **II. APPROVAL OF THE UPDATED TSU MISSION STATEMENT**

Trustee Martin moved to approve the updated TSU mission statement, as contained in the Board materials for the September 24, 2020, Board meeting. Trustee Corbeil seconded and the motion carried unanimously by roll call vote.

#### **III. APPROVAL OF THE TSU 2020 STRATEGIC PLAN**

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the TSU 2020 strategic plan, as contained in the Board materials for the September 24, 2020, Board meeting. Trustee Corbeil seconded and the motion carried unanimously by roll call vote.

#### **IV. APPROVAL OF AN OFF-CAMPUS ACADEMIC PROGRAM SITE – BACHELOR OF SCIENCE IN APPLIED INDUSTRIAL TECHNOLOGIES AT THE MOTLOW STATE COMMUNITY COLLEGE, MCMINNVILLE CAMPUS**

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the off-campus academic program site – Bachelor of Science in Applied Industrial Technologies at the Motlow State Community College, McMinnville campus, as contained in the Board materials for the September 24, 2020, Board meeting. Trustee Corbeil seconded and the motion carried unanimously by roll call vote.

## **V. APPROVAL OF DISCONTINUANCE OF MASTER OF SCIENCE IN PROFESSIONAL SCIENCE**

Trustee Martin moved to approve the discontinuance of the Master of Science in Professional Science, as contained in the Board materials for the September 24, 2020, Board meeting. Trustee Cole seconded, and the motion was approved unanimously by roll call vote.

## **VI. APPROVAL OF THE FOCUS ACT REQUIRED INSTITUTIONAL MISSION PROFILE**

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the FOCUS Act required Institutional Mission profile, as contained in the Board materials for the September 24, 2020, Board meeting. Trustee McKenzie seconded, and the motion was approved unanimously by roll call vote: Trustees Cole, Corbeil, Freeman, Lewis, Martin, McKenzie, Sekmen, and Walker.

Trustee Martin concluded the Academic and Student Affairs report.

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

## **E. EXECUTIVE COMMITTEE REPORT**

Chair Walker stated that the Executive Committee met today to discuss and vote on specified committee agenda items. The Committee voted to recommend to the full Board the approval of the June 18, 2020, Executive Committee meeting minutes and the approval of an amendment to Board Policy 001.

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

## **I. APPROVAL OF THE JUNE 18, 2020, EXECUTIVE COMMITTEE MEETING MINUTES**

On behalf of the Executive Committee, Chair Walker moved to approve the minutes of the June 18, 2020, Executive Committee meeting, as contained in the Board materials for the September 24, 2020, Board meeting. Trustee Martin seconded the motion and it was approved by roll call vote.

## **II. APPROVAL OF AN AMENDMENT TO BOARD POLICY 001**

Chair Walker moved to approve the amendment of Board Policy 001, as contained in the September 24, 2020, Board meeting materials. Trustee Martin seconded the motion and it was approved by roll call vote.

Chair Walker concluded the Executive Committee report.

## **V. UPDATE ON COVID-19 CORONAVIRUS PANDEMIC ISSUES AFFECTING THE TSU COMMUNITY**

Chair Walker called on President Glover to present the update on COVID-19 issues affecting the TSU community. President Glover asked Mr. Horace Chase to report on this item.

Mr. Chase explained how COVID-19 affected the finances on campus. He pointed out that there was a reduction in revenue due in part to the students and parents being directly affected financially, and so TSU offered 15% discount to all in-state students who were taking all classes online and a 10% discount to those who were out-of-state. He addressed the reduction in fees revenue due to the reduced number of students on campus, in particular the revenues pertaining to the residence halls and the dining halls. He explained that we attempted to keep a low number of students on campus so as to control the infection rate, along with quarantine and isolation needs.

The athletic department also experienced a reduction in revenue due to the cancellation of games for the Fall semester. Everyone was being optimistic about Spring 2021.

Another aspect of adjustment was made with employees having to work remotely. TSU developed a Remote Operation Policy and employees continued to work in shifts, while practicing social distancing.

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

## **VI. REPORT ON TSU ATHLETICS**

Dr. Allen provided reports on various athletic department related items. He reported on the COVID-19 impact on athletics at Tennessee State University and stated that student athletes and staff were being tested regularly at Meharry Medical. After conducting 104 tests, it was found that 11 students tested positive for the virus and was quarantined. He went on to say that currently all were healthy. He reported on the OVC's postponement of fall sports and stated that everyone was looking forward to the spring where TSU will play 4 games at home and 3 games away. TSU incurred a financial loss due to the guaranteed games being canceled.

AD Allen went to the extend gratitude to several departments on campus who helped him in combating the spread of COVID-19 among his athletes. He specially thanked emergency management, student affairs, Dean Stevenson and others for their on-going support.

Chair Walker thanked Dr. Allen for his report.

## **VII. PRESIDENT'S REPORT**

Chair Walker recognized President Glover to present the President's Report, including a COVID-19 report.

President Glover provided reports on various items contained in the board materials for the September 24, 2020, Board Meeting and her President's report powerpoint slides. She provided reports on: COVID-19 including the changes in instruction and student adjustments; health, safety and cleaning protocols; SACSCOC Update including the removal from probationary status after SACSCOC Committee met on September 3, 2020, the decennial report due at the end of September and the On-Site Committee visit scheduled for March 22-25, 2021. She also provided updates on enrollment and recruitment, explaining some factors that impacted the 2020 enrollment; CARES Act Funding for higher education institutions and for HBCUs; Grants awarded and Research funded. President Glover announced some enhancements to the Graduate School including the fact that Dr. Melton will be leaving as Dean but will continue as the AVP

of the National SMART Technology Innovation Center. She took the moment to thank Dr. Melton for all that she had accomplished while being the Dean.

President Glover thanked everyone and the Board.

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

Chair Walker thanked President Glover for her leadership and hard work. Chair Walker thanked Provost Harris and stated that he was excited by the direction the institution was headed.

On behalf of the Board, Chair Walker thanked everyone for supporting the students particularly during this time of the pandemic and of social unrest. He thanked the corporations and alumni who have been partnering with TSU towards the advancement of our students. He also made mention of his gratitude to serve as Chair for the Board of Trustees.

Student Trustee Thomas thanked President Glover, the administration and the SGA President Davis for meeting with the students and ensuring that all students got what they needed in order to have a successful semester.

### **IX. ADJOURNMENT**

Chair Walker moved to adjourn which was seconded by Trustee Lewis. The motioned carried by roll call vote. The meeting was adjourned at 2:54 p.m. CST.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 19, 2020

ITEM: Approval of the TSU Board of Trustees 2021 Meeting Calendar

RECOMMENDED ACTION: Approval

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

The following dates have been recommended for the TSU Board of Trustees meetings:

Board Meeting Dates:

March 11, 2021

June 17, 2021

September 16, 2021

November 18, 2021

**MOTION: To approve March 11, June 17, September 16, and November 18, 2021, as the meeting dates for the TSU Board of Trustees in the calendar year 2021, as contained in the Board materials for the Board's November 19, 2020, meeting.**

**Tennessee State University  
Board of Trustees**



**AUDIT  
COMMITTEE REPORT**

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

10:00 a.m. CST  
Thursday,  
November 19, 2020

Tennessee State University – Board Committee  
Meeting: Via Zoom Link:

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the September 24, 2020, Audit Committee Meeting Minutes
- IV. Report of Completed Internal and External Audits
- V. Review of Outstanding Audit Issues
- VI. Executive Session – Discussion of Items Deemed Confidential Under State Law

**Tennessee State University  
Board of Trustees**



**Approval of  
September 24, 2020,  
Audit Committee  
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE:

November 19, 2020

ITEM: Audit Committee Report - Approval of the September 24, 2020,  
Audit Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY:

Chair of Audit Committee, Trustee Deborah Cole

The document reflecting the minutes from the September 24, 2020, Audit Committee meeting is included in the November 19, 2020, Board materials.

**MOTION: To approve the September 24, 2020, Audit Committee meeting minutes, as contained in the November 19, 2020, Board materials.**

**Meeting of the Tennessee State University Board of Trustees  
Audit Committee Meeting  
September 24, 2020  
Tennessee State University – Electronic**

**MINUTES**

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

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

**Board and University Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost & Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Horace Chase, Vice President of Business and Finance; Dr. Frances Williams, Assoc. Vice President of Research & Sponsored Programs; and Terrence Izzard, Assoc. Vice President of Enrollment Management; Adrian Davis, Director of Internal Audit.

**I. CALL TO ORDER**

Trustee Cole called the meeting to order at 10:35 a.m. on September 24, 2020. Trustee Cole moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. The Committee found that there were various important matters that required immediate action by the Committee. Participation by electronic means was necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to enforce social distancing guidelines, including limiting face-to-face contact whenever possible. Electronic participation for the Committee meeting was necessary for the safety of Board members, staff, and guests. Trustee Lewis seconded and the motion carried.

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

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

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

**III. APPROVAL OF THE JUNE 18, 2020, AUDIT COMMITTEE MEETING MINUTES**

Trustee Cole moved to recommend to the full Board the approval of the minutes from the June 18, 2020, Audit committee meeting, as contained in the September 24, 2020, board materials. Trustee McKenzie seconded the motion, which carried unanimously by roll call vote.

#### **IV. APPROVAL OF THE FISCAL YEAR 2020/2021 REVISED AUDIT PLAN**

Trustee Cole asked President Glover and Director of Internal Audit, Ms. Adrian Davis, to provide pertinent information related to this agenda item.

Ms. Davis discussed the fiscal year 2020-2021 revised audit plan as included in the September 24, 2020 board meeting materials. She reminded the committee that this plan was already submitted and approved at the last Board of Trustees meeting held in June, 2020. She noted that at that presentation, Trustee Cole pointed out that the date on her report needed updating and also internal audit follow-ups on findings needed to be included in the plan. Ms. Davis indicated that both requests had been satisfied with this revision.

Trustee Cole then moved to recommend to the full Board the approval of the fiscal year 2020-2021 revised audit plan as contained in the September 24, 2020, board materials. Trustee McKenzie seconded the motion, which carried unanimously by roll call vote: Cole, Lewis, and McKenzie.

#### **V. REPORT OF COMPLETED INTERNAL AUDITS**

Trustee Cole asked President Glover and Director of Internal Audit, Ms. Adrian Davis, to provide pertinent information related to this agenda item. The material is included in the September 24, 2020, Board Meeting packet.

Ms. Davis stated that in conducting the internal audit on the expenditures for fiscal year 2020 on the NCAA Student Assistance Fund (SAF), a discrepancy was found. The noted expense in the amount of \$13,914.00 paid to two students during fall 2019 and spring 2020, pertaining to student-athletes tutoring services, though correctly reported on the SAF Report as tutoring expenses, were erroneously applied to the students' accounts as scholarships. It was recommended that these students be paid as vendors through the university's purchasing system. The department responded that it will work to ensure that all recommendations are met.

Trustee Cole suggested to Ms. Davis that the audit office follow up to ensure that these corrections are made. She then thanked Ms. Davis for the report.

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

Trustee Cole asked President Glover to provide pertinent information related to this agenda item. The material is included in the September 24, 2020, Board Meeting packet.

Ms. Davis discussed the list of outstanding internal audit issues as of September 3, 2020 as included in the Board Meeting packet. She pointed out that the list of external outstanding issues was received too late for inclusion into this meeting's agenda. The findings will be openly discussed at the next Board of Trustees meeting.

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

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

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

## **VI. ADJOURNMENT**

There was no further discussion. Trustee Cole moved to adjourn the meeting and the motion was seconded by Trustee McKenzie. The motion carried unanimously by roll call vote. The meeting was adjourned at 12:09 pm.

**Tennessee State University  
Board of Trustees**



**Review of Completed  
Internal and External  
Audits**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 19, 2020

ITEM: Audit Committee Report – Review of Completed Internal and External Audits

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

**Background Information:**

The results of audits completed by the Tennessee State University Department of Internal Audit will be discussed. In addition, the *Tennessee Comptroller of the Treasury- Division of State Audit* conducted simultaneous audits of the financial statements and accompanying notes to the financial statements of Tennessee State University and the Endowment for Educational Excellence at the TSU Foundation. The audits covered the fiscal year ended June 30, 2018. The details of these audits will be discussed.

# DEPARTMENT OF INTERNAL AUDIT

## Follow-Up Review of Undergraduate Admissions for Fall 2020 Semester

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October 21, 2020

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

Dear Dr. Glover:

Enclosed is the internal audit report related to our follow-up review of the Tennessee State University Office of Enrollment Management's adherence to state and institutional student admission policies and procedures. The scope of the follow-up review included newly admitted and readmitted undergraduate students during the fall 2020 semester. The audit was performed in accordance with the *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors.

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

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

Sincerely,

*Adrian R. Davis*

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

CC: Dr. Deborah A. Cole, Tennessee State University Audit Committee Chair  
Mr. Terrence Izzard, Associate Vice President of Admissions and Recruitment

**Tennessee State University  
Department of Internal Audit  
Follow-Up Audit of Admissions  
Fall 2020  
Executive Summary**

<b>Key Area</b>	Undergraduate Student Admissions	<b>Internal Auditor</b>	Adrian R. Davis, <i>CPA, CGFM</i> Director of Internal Audit
<b>Introduction</b>	Attracting and attaining qualified students is an essential element of effective recruitment and admissions and university success. <b>The Department of Admissions and Recruitment is one of the departments in the university’s Division of Enrollment Management and Student Success. The Department of Admissions’ primary functions is the processing of prospective student admissions applications and obtaining supporting documentation to support the admissions decisions made.</b> University management ensures confidence in its admissions process by adhering to its admission policies, rules, regulations, and procedures.		
<b>Objective</b>	The Tennessee State University Office of Internal Audit performed an audit of the undergraduate admissions process to determine if the university was in compliance with state and institutional policies and procedures related to student enrollment for the fall 2019 semester. The results of that audit included four audit findings. The objective of this audit was to determine whether management has implemented adequate corrective actions to address the four prior audit findings.		
<b>Scope</b>	Undergraduate students (newly admitted and readmitted) enrolled during the fall 2020 semester		
<b>Current Status of Prior Audit Findings</b>	<p><b>1. Prior Audit Finding:</b> University policy allows for the admission of conditionally admitted (students not meeting all admissions requirements) first-time freshmen students. The number of these students is not to exceed 10% of the first-time freshmen students admitted during a given semester. During the fall 2019 semester, management accepted 21.5% of conditional admits, exceeding the 10% limit by 11.5%. ❖ <b>Current Status:</b> <a href="#">Corrected</a>.</p> <p><b>2. Prior Audit Finding:</b> Management in the Division of Enrollment Management and Student Success did not ensure that proper supporting documentation (final transcripts after high school graduation, test scores, etc). was obtained for all enrolled students. ❖ <b>Current Status:</b> <a href="#">Corrected (First-Time Freshmen)</a> <a href="#">Improved, Not Corrected (Dual Enrollment)</a>.</p> <p><b>3. Prior Audit Finding:</b> Management in the Division of Enrollment Management and Student Success did not ensure that admission policies addressed exceptions to admission requirements for all categories of students (e.g. Dual Enrollment and Readmitted students). ❖ <b>Current Status:</b> <a href="#">Corrected</a>.</p> <p><b>4. Prior Audit Finding:</b> Management did not ensure adherence to the state laws requiring newly admitted and readmitted full-time students and those who reside in student housing to provide valid proof of certain immunizations, or valid support for exemption, prior to residing in student housing or being enrolled full-time in a Tennessee higher education institution.</p>		

	❖ <b>Current Status:</b> Not Corrected.
<b>Conclusion</b>	The objective of our audit was met. It was determined that management has implemented adequate corrective actions to implement the previous audit recommendations and address the audit findings, except as noted above.
<b>Restriction on Use of Report</b>	<i>This report is intended solely for the internal use of Tennessee State University (TSU) and the Tennessee State University Audit Committee, a standing committee of the Tennessee State University Board of Trustees. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be approved by the TSU Audit Committee and Tennessee State University Office of Internal Audit, and handled in accordance with institutional policies; however, this report is a matter of public record.</i>

## **Prior Audit Recommendations and Management's Response**

### **Audit Recommendation 1:**

Management in the Division of Enrollment Management and Success should:

- a. Develop procedures that help to ensure all personnel involved in the review and approval/denial of prospective student applications are obtaining required supporting documentation to support the decision;
- b. Ensure that admission exception thresholds are not exceeded, unless allowable per policy; and
- c. Ensure that criteria for any exceptions to the admissions policies are transparent and documented

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

Many of the issues cited in this report were the result of inefficient admissions processing personnel, poor supervision of daily operations under the former Director of Admissions, coupled with several technical challenges with our Banner Document Management System (BDMS). To address the issues noted in this report:

- We have hired new management, and admissions processing personnel. Inefficient personnel in this area were relieved of their duties.
- The Office of Admissions has automated document management services for incoming supporting documents allowing them to be directly attached to the student record. This eliminates the previous manual practice of scanning and indexing.
- We have implemented a new "Quality Assurance" check process policy to prevent recurrence of several of the issues noted above
- For the students identified as not having an official final transcript on file, we have placed a hold on each student's account and have requested a copy of the final high school transcripts.

An exception to the ACT/SAT score requirement was given to dual enrollment students on the basis of their high GPA scores and pending schedules to take the ACT exam.

### **Audit Recommendation 2:**

Per discussion with previous management personnel in charge of *First-Year Students* during the fall 2019 semester, the six students determined not to have provided health records were registered to attend a 2019 New Student Orientation summer session. They were registered for courses through a process called block scheduling prior to their New Student Orientation session. Block scheduling allows the university to mass register large amounts of students who attend the New Student Orientation sessions while ensuring they are registered for 15+ credit hours in the first semester to support student progression. The process also allows staff to override immunization requirements. Students attending the session are asked to complete the Fall 2019 Registration Agreement Form where they (and their guardian, if applicable) acknowledge that although they are registered for courses, required documentation (health records, final transcripts, etc.) is still due for submission by August 1st to maintain registration throughout the upcoming semester.

Current management of *First-Year Students* should ensure that they communicate with the university's Office of Student Health Services (responsible for collecting the forms) to ensure that these block scheduled students have a hold placed on their account until the appropriate health forms are obtained. The students should also be included in purge lists when required information is not provided.

## Prior Audit Findings and Current Status

### ***1. New/First-Time Freshmen***

#### **A. Prior Audit Finding:**

The university's policy states that 10% of the total number of first-time freshmen admitted in any given term can be conditionally admitted. Conditionally admitted students are those students that have completed all required high school units but did not meet the university's minimum 2.50 grade point average (GPA) and/or minimum test score requirement (ACT 19/SAT 900). We identified 4,711 approved applications for prospective first-time freshmen. The total number of conditional admits should have been 471 students according to university policy. It was determined that 1,016 (or 21.5%) of the accepted students did not meet the university's admission requirements. The university exceeded the allowed acceptance limit for conditional admits by 545 students (or 11.5%). The average grade point average for the 1,016 students was determined to be 2.52.

- 41 of the 1,016 students did not meet the university's GPA requirement
- 910 of the 1,016 students did not meet the university's score requirement
- 65 of the 1,016 students did not meet either requirement (GPA or score)

**Current Status:** [Corrected](#)

\*\*Tennessee State University waived the ACT/SAT score requirement for first-time students for the Fall 2020 semester in response to the COVID-19 pandemic. For this reason, conditional admits during the fall 2020 semester included only those students who did not meet the minimum GPA requirement.

- ✓ We identified 5,436 approved applications for prospective first-time freshmen students during the fall 2020 semester. We found where 110 of these 5,436 approved applicants (2.02%) did not meet the minimum 2.50 GPA admission requirement and qualified as conditional admits. It was determined that this 2.02% acceptance rate is in agreement with the university's conditional admit policy.

#### **B. Prior Audit Finding:**

It was determined that the university did not obtain the official transcript after high school graduation for 5 of the 40 students (12.5%) selected for testing

**Current Status:** [Corrected](#)

We selected 40 new/first-time freshmen students for testing.

- ✓ We found where the university obtained the official transcript after high school graduation for 37 of the 40 students tested. For the 3 students whose final transcript had not been submitted, we found where management admitted the students as 'tentatively admitted' and appropriately applied holds to the students' accounts at the time of acceptance. The hold prevents the students from registering for future semesters until the required document is provided.
  - Management obtained 2 of the 3 outstanding transcripts during our testing.

#### **C. Prior Audit Finding:**

State law requires new and readmitted full-time students and those living in student housing to provide proof of certain immunizations or acceptable proof of exemption from receiving the immunization(s). It was determined that the university did not obtain immunization support for 6 of the 40 students (15%) selected for testing.

**Current Status:** Not corrected

For the 40 new/first-time freshmen students selected for testing:

- The Office of Student Health Services did not obtain required immunization history documentation for 6 of the 29 students (20.7%) required to submit immunization documentation. The remaining 11 students were not required to submit immunization documentation because they were not enrolled full-time (1 student) or were enrolled 100% online (12 students) and did not reside in a residential hall.
  - 4 of the 6 students took online courses with 1 hybrid course preventing them from being 100% online
  - 1 of the 6 students resided in student housing and no meningitis vaccination verification was obtained. The university obtained all other vaccination history documentation for the student.
  - 1 of the 6 students took 3 conventional courses and 3 hybrid courses

**\*\***We will perform further follow-up procedures to determine if management collects required immunization documentation for the spring 2021 semester.

## ***2. Dual enrollment***

### **Prior Audit Findings:**

- For 32 of the 40 dual enrollment students (80%) tested who were under the age of 18, we were not provided with supporting documentation to show that the university obtained supporting documentation of parental permission for the student to participate in the program.
- For 2 of the 40 students (5%) selected for testing, it was determined that the students did not meet the minimum grade point average required for participation in the program. The two students' GPA was 1.82 and 1.83.
- Participants are required to take the ACT or SAT test in order to participate in the program. For 11 of the 40 students (27.5%) selected for testing, it was determined that the university did not obtain proof that the students took either of the required tests.

**Current Status:** Improved, but Not Corrected

- ❖ For 8 of 20 dual enrollment students (40%) under the age of 18 and selected for testing:
  - We were not provided with signed consent forms for 3 of these 8 students
  - The consent form did not include the signature of the student's parent/guardian for 4 of these 8 students
  - The consent form was signed after it was requested by auditors for 1 of these students
- ❖ We reviewed the GPA for the 209 dual enrolled students during the fall 2020 semester. For the 10 students who did not meet the minimum grade point average, management advised us that these students were allowed to enroll as part of the *Tennessee State University Aspiring Scholars Program (TASP)*. It was determined that these 10 students' GPA was not materially different from admissions requirements. Differences ranged from .07 to .25 below the minimum required grade point average.
  - Management did not provide the high school transcript for 1 of the 209 enrolled dual enrollment students so we were unable to verify the student's GPA

- ❖ Due to the COVID-19 pandemic, students were not required to submit ACT/SAT scores.

\*\*We will perform further follow-up procedures to determine if management collects required documentation for dual enrollment students during the spring 2021 semester.

### ***3. Re-admitted Students***

#### **Prior Audit Finding:**

For 1 of 25 students (4%) selected for testing, it was determined that the student did not meet the minimum grade point average required for admission for the number of credit hours attempted.

**Current Status:** [Corrected](#)

- ✓ All 25 students selected for testing met the minimum required grade point average required for admission.

# DEPARTMENT OF INTERNAL AUDIT

## Follow-Up Review of Graduate Admissions for Fall 2020 Semester

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October 21, 2020

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

Dear Dr. Glover:

Enclosed is the internal audit report related to our follow-up review of the Tennessee State University Office of Graduate and Professional Studies' adherence to state and institutional student admission policies and procedures. The scope of the follow-up review included newly admitted and readmitted graduate students during the fall 2020 semester. The audit was performed in accordance with the *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors.

The results of our review are included in the attached 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. Michael Harris, Interim Provost and Vice President for Academic Affairs

**Tennessee State University  
Department of Internal Audit  
Follow-Up Audit of Graduate Admissions  
Fall 2020  
Executive Summary**

<b>Key Area</b>	Graduate-Level Student Admissions	<b>Internal Auditor</b>	Adrian R. Davis, <i>CPA, CGFM</i> Director of Internal Audit
<b>Introduction</b>	Attracting and attaining qualified students is an essential element of effective recruitment and admissions and university success. <b>Graduate school programs</b> are academic courses of study that offer more advanced programs of study (beyond a bachelor's degree) in certain disciplines. <b>Professional school programs</b> help prepare students for careers in specific fields. University management ensures confidence in its admissions process by adhering to its admission policies, rules, regulations, and procedures.		
<b>Objective</b>	The Tennessee State University Office of Internal Audit previously performed an audit of the graduate admissions process for the <i>Tennessee State University Office of Graduate and Professional Studies</i> to determine if the university was in compliance with state and institutional policies and procedures related to student enrollment for the fall 2019 semester. The results of that audit included two audit findings. The objective of this audit was to determine whether management has implemented adequate corrective actions to implement prior audit recommendations to address the two prior audit findings.		
<b>Scope</b>	Graduate-level students (newly admitted and readmitted) enrolled during the fall 2020 semester		
<b>Current Status of Prior Audit Finding</b>	<p><b>1. Prior Audit Finding:</b> The university did not always obtain and/or retain required supporting documentation (e.g final undergraduate transcripts, student applications, official test scores, etc) to support admission decisions</p> <p style="padding-left: 40px;">❖ <b>Current Status:</b> <b>Corrected</b>. Management has implemented new policies and procedures to ensure required supporting documentation is obtained and retained for admitted students.</p> <p><b>2. Prior Audit Finding</b> The university did not always obtain required immunization history records for applicable newly admitted and readmitted students registered for full-time enrollment during the fall 2019 semester</p> <p style="padding-left: 40px;">❖ <b>Current Status:</b> <b>Not Corrected</b>. Required immunization documentation was not obtained for all applicable enrolled students.</p>		
<b>Conclusion</b>	The objective of our audit was met. It was determined that management has implemented adequate corrective actions to implement the previous audit recommendations and address the audit findings, except as noted above.		
<b>Restriction on Use of Report</b>	<i>This report is intended solely for the internal use of Tennessee State University (TSU) and the Tennessee State University Audit Committee, a standing committee of the Tennessee State University Board of Trustees. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be approved by the TSU Audit Committee and Tennessee State University Office of Internal Audit, and handled in accordance with institutional policies; however, this report is a matter of public record.</i>		

## Prior Audit Recommendations and Management's Responses

### **Audit Recommendation 1:**

Management in the School of Graduate and Professional Studies should develop procedures that ensure that all required applicant data and supporting documentation (e.g., applications, final transcripts, official test scores, etc.) is obtained and retained for required periods.

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

In order to ensure that the issues documented in this report do not occur in the future, the Office of Graduate and Professional Studies will immediately implement the following procedures:

- To ensure that the prospective student's final transcript is obtained, the Admission Letter sent to the applicable student will contain the following statement:  
**IMPORTANT NOTE:** Your student account will have a HOLD entered the day after *Late Registration - Schedule Adjustment - Drop/Add* ends for the first semester that you are enrolling in courses. Open the link to the Academic Calendar [http://www.tnstate.edu/academic\\_programs/academic\\_calendar.aspx](http://www.tnstate.edu/academic_programs/academic_calendar.aspx) to see the specific date. Your transcript is OFFICIAL only when the Name of the degree, Date the degree was conferred, and the Seal of the institution has been received in \_\_CAS. It is your responsibility to obtain an OFFICIAL transcript uploaded into the \_\_CAS. Failure to meet this condition before the deadline for entering the HOLD results in you not being able to register for, and take, courses for the next semester.
  
- To ensure that the prospective student's (International and US applicants) official test scores (GRE/GMAT/MAT) are obtained, the Admission Letter sent to the applicable student will contain the following statement:  
**IMPORTANT NOTE:** You have the entire first semester to take the required test and submit a qualifying score. Your student account will have a HOLD entered the last day of the semester. Open the link to the Academic Calendar [http://www.tnstate.edu/academic\\_programs/academic\\_calendar.aspx](http://www.tnstate.edu/academic_programs/academic_calendar.aspx) to see the specific date. Your test score results are OFFICIAL only when the testing agency has uploaded the results in \_\_CAS. It is your responsibility to request the OFFICIAL test results be uploaded into the \_\_CAS. Failure to meet this condition before the deadline for entering the HOLD results in you not being able to register for, and take, courses for the next semester. In addition, a special note will also be included on the admission letter to state, "the Graduate School will work with the program coordinator to extend the required test score a second semester but only due to hardship beyond the student's control."
  
- When TSU alumni and/or TSU readmitted students return to take a single course or to re-enter a degree or certificate program, the Graduate School will verify the TSU Alumni earned his/her degree and add a comment in the Banner system to that effect. For TSU readmitted students, the Graduate School will verify the TSU student has an official transcript on file, in the Banner Document Management System (BDMS) or the related CAS system, for any colleges/universities attended since their time away from the university, and add a comment in the Banner system to that effect.
  
- The Graduate School plans to ensure applications are maintained on file for the requisite amount of time of five years. The enhanced plan includes the 'Axiom' crosswalk from the CASs to Banner to maintain the applications and all associated documentation.

### **Audit Recommendation 2:**

Management at the university did not ensure that required immunization, or exemption from immunization, documentation was obtained for all newly admitted full-time students. Several students were allowed to register and remain enrolled in courses, although, required immunization (or exemption) documentation was not received. Management at the university should develop procedures to ensure that students not providing required immunization documentation are purged by the university's final drop/add date. However, state law does allow students to remain enrolled

at the university after having the first of two doses of required vaccinations if certain criteria are met by the university.

**Management's Response:**

The Banner System is designed to automatically place a HOLD on a student's account according to birthdate criteria and designation of course delivery (online vs. on-ground). The Graduate School and the TSU Health Services Office will work together to develop procedures that will ensure appropriate HOLDS remain on students accounts, preventing applicable students from registering for courses until required vaccination documentation has been provided. Students will be purged by the end of the Drop/Add semester date of attendance for noncompliance

## Prior Audit Findings and Current Status

### *1. New/First-Time Graduate/Professional Students*

#### **D. Prior Audit Finding:**

For 26 of 50 students (52%) selected for testing, it was determined that the university did not obtain all required supporting documentation to support the admissions decision.

- For 10 of these 26 students, the university did not obtain copies of the student's final undergraduate transcript, which supports the student being awarded an undergraduate degree and classification as a graduate student
- For 12 of these 26 students, the university did not obtain official test scores (e.g., GRE, GMAT) at the time of application submission or prior to the end of the fall 2019 semester, as required.
- For 1 of these 26 students, the university did not obtain copies of the student's final undergraduate transcript or official test scores
- For 3 of these 26 students, the university did not use an official transcript (in-progress or final) to determine the student's eligibility for admission

**Current Status:** [Corrected](#)

We selected 30 new/first-time graduate/professional students for testing.

- ✓ All students in the sample were admitted based on the submission of official transcripts
- ✓ For 3 of the 30 students whose final transcript had not been submitted by the purge date for the fall 2020 semester, we found where management appropriately applied holds to the students' accounts. The hold prevents the students from registering for future semesters until the required document is provided.
- ✓ The COVID-19 pandemic caused several university departments to waive test score requirements for incoming graduate students. For those students who did not receive a test score waiver, we found where management implemented the procedures indicated in its corrective action plan. Management included a note on the student's acceptance letter that the test score requirement must be met by the end of the student's first enrolled semester or the student will have a hold placed on their student account and be prevented from registering in the subsequent semester.

**\*\***We will perform further follow-up procedures to determine if appropriate holds are placed on the student's account if the COVID-19 pandemic does not prevent students from completing the test score requirement prior to the end of the fall 2020 semester.

#### **E. Prior Audit Finding:**

It was determined that the university did not obtain immunization support for 10 of the 40 students (25%) included in our sample who were required to submit the documentation. State law requires new and readmitted full-time students and those living in student housing to provide proof of certain immunizations or acceptable proof of exemption from receiving the immunization(s).

**Current Status:** [Not corrected](#)

For the 30 new/first-time graduate/professional students selected for testing:

The Office of Student Health Services is responsible for the collection of student immunization history records.

- The office did not obtain required immunization history documentation for 2 of the 4 students (50%) required to submit immunization documentation
    - The remaining 26 students were not required to submit immunization documentation because they were not enrolled full-time (16 students) or were enrolled 100% online (10 students). In addition, these students did not reside in student housing.
- \*\*We will perform further follow-up procedures to determine if management collects required documentation during the spring 2021 semester.

## **2. *New Special/Non-Degree***

### **A. *Prior Audit Finding:***

For 10 of 25 students (40%) selected for testing, the university did not provide copies of the application for admission submitted by the related students. University policy requires applications for admissions for enrolled students be retained for a minimum of 5 years.

**Current Status:** [Corrected](#)

We selected 15 new/special non-degree graduate students for testing.

- ✓ We found that the university was in possession of applications for admission for all students included in our sample.

## **3. *Re-admitted Students***

### **A. *Prior Audit Finding:***

For 6 of 25 students (24%) selected for testing, the university did not provide copies of the application for admission submitted by the related students. University policy requires applications for admissions for enrolled students be retained for a minimum of 5 years.

**Current Status:** [Corrected](#)

We selected 10 re-admitted graduate/professional students for testing.

- ✓ We found that the university was in possession of applications for admission for all students included in our sample.

DEPARTMENT OF INTERNAL AUDIT

Audit of  
President's Expense Schedules  
for the fiscal year ended June 30, 2020



October 25, 2020

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

Dear Chairwoman Cole:

Enclosed is the internal audit report of the expenses of the Office of the President for Tennessee State University for the fiscal year July 1, 2019 to June 30, 2020, as required by Tennessee Code Annotated, Title 49, Chapter 7, and Tennessee State University Policy 4:03:03:60. The objectives of the audit were to determine compliance with state statutes and institutional policies regarding expenses and to identify and report all expenses for the fiscal year that were made by, at the direction of or for the benefit of the president regardless of the funding source.

The audit revealed no significant statutory or policy violations, material omissions from the expense reports or deficiencies in internal controls.

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. Glenda Baskin Glover, President  
Mr. Horace Chase, Vice President for Business and Finance

**Tennessee State University**  
**Audit of President's Expenses**  
**For the Fiscal Year July 1, 2019 – June 30, 2020**

<b>President</b>	Dr. Glenda Baskin Glover	<b>Internal Auditor</b>	Adrian R. Davis, <i>CPA, CGFM</i> , Director of Internal Audit																																																														
<b>Objectives</b>	To comply with Tennessee Code Annotated, Title 49, Chapter 7 and Tennessee State University Policy 4:03:03:60, by performing an internal financial audit of the Office of the President for the fiscal year July 1, 2019 to June 30, 2020; to determine compliance with state statutes and institutional policies regarding expenses; and to identify and report all expenses made by, at the direction of or for the benefit of the president regardless of the funding source.																																																																
<b>Scope</b>	The audit included all accounts under the direct budgetary control of the president, whether funded by institutional funds, foundation funds or external sources and other accounts as necessary. The audit was conducted in accordance with the <i>International Standards for the Professional Practice of Internal Auditing</i> , issued by the Institute of Internal Auditors and included tests of the accounting records and such other auditing procedures considered necessary.																																																																
<b>Analysis</b>	<p>The following is a summary by funding source of (1) certain expenses made by, at the direction of, or for the benefit of the president, and (2) salary and benefits and any other operating expenses for the president's office during the fiscal year ended June 30, 2020:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">President:</th> <th style="text-align: right;"><i>Institutional</i></th> <th style="text-align: right;"><i>Foundation</i></th> <th style="text-align: right;"><i>External</i></th> <th style="text-align: right;"><b>Total</b></th> </tr> </thead> <tbody> <tr> <td>Salary and Benefits</td> <td style="text-align: right;">\$ 384,933</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 384,933</td> </tr> <tr> <td>Discretionary Allowance</td> <td style="text-align: right;">5,000</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td>Other Allowances (longevity)</td> <td style="text-align: right;">700</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">700</td> </tr> <tr> <td>Salary, Benefits &amp; Other Payments</td> <td style="text-align: right;"><u>390,633</u></td> <td style="text-align: right;"><u>-</u></td> <td style="text-align: right;"><u>-</u></td> <td style="text-align: right;"><u>390,633</u></td> </tr> <tr> <td>Travel (Schedule A)</td> <td style="text-align: right;">995</td> <td style="text-align: right;">2,927</td> <td style="text-align: right;">-</td> <td style="text-align: right;">3,922</td> </tr> <tr> <td>Business Meals and Hospitality (Schedule B)</td> <td style="text-align: right;">25,772</td> <td style="text-align: right;">22,108</td> <td style="text-align: right;">37,012</td> <td style="text-align: right;">84,892</td> </tr> <tr> <td>Other Expenses (Schedule C)</td> <td style="text-align: right;">47,313</td> <td style="text-align: right;">4,807</td> <td style="text-align: right;">-</td> <td style="text-align: right;">52,120</td> </tr> <tr> <td>President's Office:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Salary and Benefits</td> <td style="text-align: right;">275,499</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">275,499</td> </tr> <tr> <td>Other Expenses</td> <td style="text-align: right;">8,811</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">8,811</td> </tr> <tr> <td><b>Total Expenses</b></td> <td style="text-align: right;"><u><b>\$ 749,023</b></u></td> <td style="text-align: right;"><u><b>\$ 29,842</b></u></td> <td style="text-align: right;"><u><b>\$ 37,012</b></u></td> <td style="text-align: right;"><u><b>\$ 815,877</b></u></td> </tr> </tbody> </table> <p><b>Additional Disclosures:</b></p> <p><b>Discretionary Allowance</b> – The President was provided a discretionary spending allowance. Use of the allowance was not included in tests performed during the audit because the President elected for it to be paid as taxable income.</p> <p><b>Athletic Tickets</b> – The President was provided tickets to university athletic events. The face value of the tickets totaled \$33,640 and parking passes totaled \$2,000 for the period.</p> <p><b>Housing</b> – The President is provided the use of a residence. Costs to maintain the home are paid by the university and totaled \$34,747 for the period.</p> <p><b>External Sources</b> – This report includes the cost of items provided, paid, or reimbursed by external sources for the benefit of the President.</p>					President:	<i>Institutional</i>	<i>Foundation</i>	<i>External</i>	<b>Total</b>	Salary and Benefits	\$ 384,933	\$ -	\$ -	\$ 384,933	Discretionary Allowance	5,000	-	-	5,000	Other Allowances (longevity)	700	-	-	700	Salary, Benefits & Other Payments	<u>390,633</u>	<u>-</u>	<u>-</u>	<u>390,633</u>	Travel (Schedule A)	995	2,927	-	3,922	Business Meals and Hospitality (Schedule B)	25,772	22,108	37,012	84,892	Other Expenses (Schedule C)	47,313	4,807	-	52,120	President's Office:					Salary and Benefits	275,499	-	-	275,499	Other Expenses	8,811	-	-	8,811	<b>Total Expenses</b>	<u><b>\$ 749,023</b></u>	<u><b>\$ 29,842</b></u>	<u><b>\$ 37,012</b></u>	<u><b>\$ 815,877</b></u>
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Salary and Benefits	\$ 384,933	\$ -	\$ -	\$ 384,933																																																													
Discretionary Allowance	5,000	-	-	5,000																																																													
Other Allowances (longevity)	700	-	-	700																																																													
Salary, Benefits & Other Payments	<u>390,633</u>	<u>-</u>	<u>-</u>	<u>390,633</u>																																																													
Travel (Schedule A)	995	2,927	-	3,922																																																													
Business Meals and Hospitality (Schedule B)	25,772	22,108	37,012	84,892																																																													
Other Expenses (Schedule C)	47,313	4,807	-	52,120																																																													
President's Office:																																																																	
Salary and Benefits	275,499	-	-	275,499																																																													
Other Expenses	8,811	-	-	8,811																																																													
<b>Total Expenses</b>	<u><b>\$ 749,023</b></u>	<u><b>\$ 29,842</b></u>	<u><b>\$ 37,012</b></u>	<u><b>\$ 815,877</b></u>																																																													
<b>Observations</b>	No issues were noted.																																																																

<b>Questioned Costs</b>	None	<b>Recoveries</b>	N/A
<b>Conclusion</b>	The objectives of the audit of the expenses of the Office of the President for Tennessee State University for the fiscal year July 1, 2019 through June 30, 2020 were achieved. The audit revealed no significant statutory or policy violations, material omissions from the expense reports or deficiencies in internal controls. The supplemental schedules included with this report fairly represent the expenses of the president’s office.		
<b>Restriction on Use of Report</b>	<i>This report is intended solely for the internal use of the Tennessee State University Board of Trustees and Tennessee State University. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be approved by the TSU Audit Committee and Tennessee State University Office of Internal Audit, and handled in accordance with institutional policies; however, this report is a matter of public record.</i>		

**Tennessee State University**  
**Schedule A- Travel Expenses for the President**  
For the Period July 1, 2019 to June 30, 2020

<b>Description</b>	<i>President's Budgetary Accounts</i>			<b>Total</b>
	<b>Institutional</b>	<b>Foundation</b>	<b>External Sources</b>	
Conference fee for SACSCOC Annual Meeting	\$ 550	\$ -	\$ -	\$ 550
President's assistant attendance at HBCU C2 Training	445	-	-	445
Travel to attend funeral of former Cabinet member	-	2,199	-	2,199
Travel to attend funeral of university student	-	728	-	728.00
<b>Total Travel Expenses for the President</b>	<b>\$ 995</b>	<b>2,927</b>	<b>-</b>	<b>\$ 3,922</b>

**Tennessee State University**  
**Schedule B- Business Meals & Hospitality for the President**  
For the Period July 1, 2019 to June 30, 2020

<b>Description</b>	<i>President's Budgetary Accounts</i>			<b>Total</b>
	<b>Institutional</b>	<b>Foundation</b>	<b>External Sources</b>	
Aramark (President's Hospitality Account 2019-2020)	\$ -	\$ -	\$ 37,012	\$ 37,012
Levy Restaurant at Nissan Stadium (Catering for suites -Tennessee Titans football games)	-	12,103	-	12,103
Aramark (University Holiday Celebration)	-	10,005	-	10,005
Levy Restaurant at Nissan Stadium (Catering for suites -Tennessee State University football games)	25,772	-	-	25,772
<b>Total Business &amp; Meals &amp; Hospitality Expenses</b>	<b>\$ 25,772</b>	<b>\$ 22,108</b>	<b>\$ 37,012</b>	<b>\$ 84,892</b>

**Tennessee State University**  
**Schedule C - Other Expenses for the President**  
**For the Period July 1, 2019 to June 30, 2020**

<b>Description</b>	<i>President's Budgetary Accounts</i>		<b>Total</b>
	<b>Institutional</b>	<b>Foundation</b>	
Holmes Pest Control	\$ 990 *	\$ -	\$ 990
Johnson Controls Security Solutions	2,976 *	-	2,976
Lowe's Home Centers LLC (christmas lights on campus)	-	680	680
J Co. Lawn Care (Christmas lights and installation)	1,800 *	-	1,800
Ferguson Enterprises Inc (Water heater replacement)	1,457 *	-	1,457
Labor and equipment to replace AC unit	26,690 *		26,690
Miscellaneous supplies for President's home	-	75 * <span style="color: green;">▲</span>	75
Nashville Area Chamber of Commerce (membership dues)	2,500		2,500
Nashville Area Chamber of Commerce (partnership 2020 initiative)	10,000		10,000
Nashville Area Hispanic Chamber of Commerce (membership dues)	500		500
College Board (membership dues)	400		400
Joy's Flowers (Funeral sprays)	-	373	373
Marlan J Gary Funeral Home (Partial payment of student's funeral)	-	2,320	2,320
Carter's Family Florist (Funeral spray)	-	100	100
The Community Foundation of Middle Tennessee (membership dues)	-	500	500
Home Depot USA Inc (Christmas lights)		759 *	759
<b>Total Other Expenses for the President</b>	<b>\$ 47,313</b>	<b>\$ 4,807</b>	<b>\$ 52,120</b>

\* Expense for the President's home

## **External Audits**

**Audit:** Financial and Compliance audit of Tennessee State University

**Date Issued:** 09/21/2020

**Completed By:** Tennessee Office of the Comptroller, Division of State Audit

**Audit Opinion:** Unmodified (Financial Statements are presented, in all material respects, the respective financial position of Tennessee State University and its discretely presented component unit as of June 30, 2018; and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Audit Findings:**

- Finding 1 - As noted in the prior three audits, management needs to improve procedures for preparing and reviewing financial statements
  - Finding 2 - As noted in the prior audit, the university and the university foundation's accounting records show more cash on hand than the bank statements show; this variance is again unexplained
  - Finding 3 - As noted in the prior audit, the university did not have adequate policies and procedures for the collection of accounts receivable
  - Finding 4 - As noted in the prior four audits, Tennessee State University did not provide adequate internal controls in one area
- 

**Audit:** Financial and Compliance audit of the Endowment for Educational Excellence at the Tennessee State University Foundation

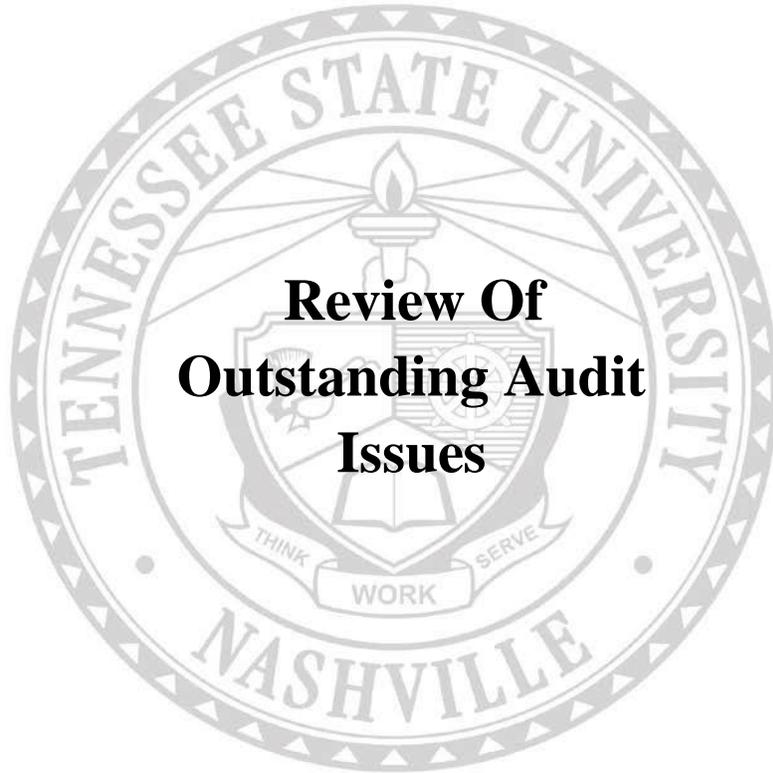
**Date Issued:** 09/21/2020

**Completed By:** Tennessee Office of the Comptroller, Division of State Audit

**Audit Opinion:** Unmodified (Financial Statements are presented, in all material respects, the respective financial position of Tennessee State University and its discretely presented component unit as of June 30, 2018; and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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

**Tennessee State University  
Board of Trustees**



**Review Of  
Outstanding Audit  
Issues**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 19, 2020

ITEM: Audit Committee Report – Review of Outstanding Audit Issues

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

**Background Information:**

Tennessee State University is subject to audits by its internal audit department and external entities. The audits, reviews, etc. can result in findings that require corrective actions on the part of university management. The Tennessee State University Audit Committee is diligent in its commitment and responsibility to ensure university compliance. The Audit Committee requests quarterly updates on management’s progress towards correcting issues cited in audit reports. The status of management’s progress towards correcting outstanding issues will be discussed.

Tennessee State University  
 Department of Internal Audit  
**Audit Issues Outstanding as of October 26, 2020**

**Report Title:** Equipment Inventory Confirmation

**Report Date:** November 16, 2019

Issues	Status
1. For 22 of 50 items selected for physical inspection, the related custodian did not ensure that the location of the item was updated on the equipment listing 2. For 8 of 50 items selected for physical inspection, the related custodian did not ensure that the equipment listing correctly displayed the item's serial number	<i>* Follow-up audit to begin January 2021</i>

**Report Title:** Follow-up to Audit of Federal Grant: Promoting Best Management Practices in the Nursery Production Systems for the Mid-South United States by Providing Planning and Technical Assistance

**Report Date:** January 24, 2020

Issues	Status
1. Management was not timely in submitting required federal reports - financial and performance reports 2. Time and effort certifications were not prepared for all time charged to the grant during the budget period	<i>* Follow-up audit in progress</i>

**Report Title:** Follow-up to Audit of Federal Grant: Career Commitment and Retention in STEM: The Intersection of Professional Identity and Career Management Skills in Minority and Women STEM Students

**Report Date:** January 24, 2020

Issues	Status
1. For the 14 of 27 students, we determined that the students performed FWS duties during scheduled class hours for at least one day during the months under review 2. For 17 of the 60 timesheets selected for review, the students worked more than 20 hours a week for at least one week while classes were in session.	<i>* Follow-up audit in progress</i>

**Report Title:** Follow-Up Review of Federal Work-Study Timesheets

**Report Date:** February 24, 2020

Issues	Status
1. For the 14 of 27 students, we determined that the students performed FWS duties during scheduled class hours for at least one day during the months under review 2. For 17 of the 60 timesheets selected for review, the students worked more than 20 hours a week for at least one week while classes were in session.	<i>* Follow-up audit to begin January 2021</i>

**Report Title:** Follow-Up Audit of Undergraduate Admissions

**Report Date:** October 21, 2020

Issues	Status
1. Management exceeded the 10% limit for conditionally admitted first-time freshmen students	<i>Corrected</i>
2. Management did not ensure that supporting documentation (final high school transcript, test scores, etc.) was obtained for all enrolled students	<i>Partially Corrected</i>
3. Management did not ensure that required immunization support was obtained for all applicable enrolled students	<i>Not Corrected</i>
4. Management did not ensure that all exceptions to admission criteria were properly documented	<i>Corrected</i>

**Report Title:** Follow-Up Audit of Graduate Admissions

**Report Date:** October 21, 2020

Issues	Status
1. The university did not always obtain and/or retain required supporting documentation (e.g. final undergraduate transcripts, student applications, official test scores, etc.) to support admissions decisions	<i>Corrected</i>
2. The university did not always obtain required immunization history records for applicable newly admitted and readmitted students registered for full-time enrollment and/or residing in student housing	<i>Not Corrected</i>

**Report Title:** Financial and Compliance Audit of Tennessee State University

**Report Date:** September 21, 2020

Issues	Status
1. As noted in the prior three audits, management needs to improve procedures for preparing and reviewing financial statements	1. Management is preparing to submit the FY 2020 financial statements, with the assistance of an outside firm 2. Management plans to have bank reconciliations being prepared timely by December 31, 2020; Updated reconciliations will be used to identify the reason for previous variances 3. A revised policy will be submitted for approval on 11/19/2020 4. Management continues to improve controls
2. As noted in the prior audit, the university and the university foundation's accounting records show more cash on hand than the bank statements show; this variance is again unexplained	
3. As noted in the prior audit, the university did not have adequate policies and procedures for the collection of accounts receivable	
4. As noted in the prior four audits, Tennessee State University did not provide adequate internal controls in one area (details of this finding are confidential per state law)	

**Report Title:** Financial and Compliance Audit of the Endowment for Educational Excellence at the Tennessee State University Foundation

**Report Date:** September 21, 2020

Issues	Status
1. As noted in the prior two audits, management needs to improve procedures for preparing and reviewing financial statements	* <i>Financial statements not yet due;</i> Management to ensure appropriate reviews of the unaudited financial statements and notes

**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: November 19, 2020

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 AGENDA**

11:00 a.m. CST  
Thursday, November 19, 2020

Tennessee State University – Board Committee  
Meetings: Via Zoom Link:

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the September 24, 2020, Finance and Budget Committee Meeting Minutes
- IV. Finance and Budget Report
- V. Report on CARES Act Funding Related to COVID-19 Coronavirus Pandemic
- VI. Approval of FY 2021 Institutional Revised Budget
- VII. Report on Voluntary Employee Separation Program
- VIII. Approval of Revised Collection of Accounts Receivable Policy
- IX. Report on Enrollment
- X. Update on Enrollment, Marketing and Student Recruitment Plan
- XI. Report on Rediscover TSU

**Tennessee State University  
Board of Trustees**



**Approval of the September 24, 2020,  
Finance and Budget  
Committee Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 19, 2020

ITEM: Approval of the September 24, Finance and Budget  
Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the September 24, 2020 Finance and Budget Committee meeting is included in the November 19, 2020, Board materials.

**MOTION: To approve the minutes from the September 24, 2020, Finance and Budget Committee meeting, as contained in the Board materials for the Board's November 19, 2020, meeting.**

**Tennessee State University Board of Trustees  
Finance and Budget Committee Meeting.  
September 24, 2020  
Tennessee State University. Electronic**

**MINUTES**

**Committee Members Present:** Trustees Steve Corbeil and Richard Lewis

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

**Board and University Staff Present:** President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost and Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Horace Chase, Vice President of Business and Finance; Dr. Frances Williams, Assoc. Vice President of Research & Sponsored Programs; Terrence Izzard, Assoc. Vice President of Enrollment Management; and Dr. Charlise Anderson, Director, Accreditation & Assessment.

**I. CALL TO ORDER**

Trustee Lewis called the meeting to order at 12:09 pm. on September 24 2020. Trustee Lewis moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. There is important action to be conducted by the Finance and Budget Committee. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to enforce social distancing guidelines, including limiting face-to-face contact, whenever possible. Electronic participation for the Committee meeting is necessary for the safety of Board members, staff, and guests. Trustee Corbeil seconded and the motion carried unanimously by roll call vote – Trustee Corbeil and Lewis.

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

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

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

**III. APPROVAL OF THE JUNE 18, 2020, FINANCE AND BUDGET COMMITTEE MEETING MINUTES**

Trustee Lewis moved to recommend to the full Board the approval of the minutes from the June 18, 2020, Finance and Budget committee meeting, as contained in the September 24, 2020, board materials. Trustee Corbeil seconded the motion, which carried unanimously by roll call vote.

#### **IV. REPORT ON 2021 AND 2022 TSU HOLIDAY SCHEDULES**

Trustee Lewis stated that this agenda item was an informational item of the attached holiday schedules proposed for calendar years 2021 and 2022 and no vote was required. Trustee Lewis asked President Glover or her designee to provide pertinent information related to this agenda item as contained in the September 24, 2020, board materials.

President Glover recognized VP Horace Chase. Mr. Chase confirmed that the holiday schedule as contained in the September 24, 2020 board materials, was typical of the schedules in the past with no significant changes. Trustee Lewis thanked VP Chase and President Glover.

#### **V. REPORT ON COVID-19 FINANCIAL ISSUES**

Trustee Lewis announced the next item on the agenda is report on COVID-19 financial issues. This is an informational item and no vote is required. Trustee Lewis asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the September 24, 2020, Board Meeting packet.

President Glover reached out again to VP Horace Chase. Mr. Chase discussed that though revenue was down, it was 3.3% above the budgeted amount, but did not include the impact of the purge. He stressed that his team took a conservative approach when preparing the budget since it was expected that enrollment would be lower due to COVID-19. He indicated that student food sales projected revenue for fall FY21 was \$4.9 million but the actual year-to-date was \$4 million, which was 18.4% lower than the fall projection since less students were staying on campus. Student Housing revenue was also lower, again because less students were on campus due to COVID-19.

Mr. Chase added that regarding capital improvements, TSU would be receiving \$5 million for the electrical grid, but would not be funded for the other projects presented. He stated that all state appropriations were down.

Trustee Sekmen suggested that there might have been an “unintended flaw” in the attendance reporting, since several students were reported as having “never attended”. He voiced his concern about us being able to actually collect the stated revenue. This led to Mr. Izzard and Dr. Melton adding clarity to the enrollment and reporting process. Provost Harris added that it was the responsibility of the faculty to accurately report attendance. The discussion continued about attendance reporting and concluded with Trustee Thomas thanking President Glover and Provost Harris for providing an open opportunity students to voice their concerns and their fears about virtual learning. She was encouraged by many of the suggestions that were made regarding improving student engagement.

Trustee Lewis thanked President Glover and everyone for the informative discussions.

#### **VI. REVISED OCTOBER BUDGET UPDATE**

Trustee Lewis announced the next item on the agenda is the revised October budget update. He stated that this was an informational item and no vote is required. Trustee Lewis then asked

President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the September 24, 2020, Board Meeting packet.

President Glover directed VP Horace Chase to respond. Mr. Chase advised the committee that his team was still working on updating the budget. He promised that a revised budget will be presented at the November Board of Trustee meeting.

Trustee Lewis thanked VP Chase and President Glover.

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

Trustee Lewis introduced the next item on the agenda, the finance and budget report. This was an discussion item and so no vote was required. Trustee Lewis asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the September 24, 2020, Board Meeting packet.

Trustee Lewis then asked President Glover or her designee to provide pertinent information related to this agenda item. VP Chase was asked to respond and he shared the following updates on the facilities assessments, financial statements, and SACSCOC accreditation. He began by stating that the electrical grid assessment was completed in August 2020 and that the total estimated to complete the project will be \$19.2 million. The State has allocated \$5 million to assist with improvements and these dollars will be available for Fiscal year 2021 beginning July 1, 2020. The project is expected to be completed over a four year period. An additional \$14.2 million is still needed to fund the project. A comprehensive facility assessment was being conducted of all buildings on campus. This assessment was for all residence halls, academic and administrative buildings. This will better allow facilities management and the administration to establish strategic priorities related to the needs of facilities. He added that this roadmap will create any opportunity to efficiently use limited resources and make more strategic funding requests. The assessment was to be completed and reviewed within the next 30 days.

Mr. Chase then commented about the financial statements and revealed that the State Auditors were completing the report for audit of the FY2018 Financial Statements and the report was expected to be released in October 2020. Due to the completion of the FY2017 audit around December 2018, management responses to findings in FY2017 audit occurred after FY2018 was complete, thus delaying the corrective action plans for FY2017. The State Auditors were in the process of auditing the FY2019 Financial Statements and were expected to finish their field work within the next 60 days. Preparation for the FY2020 Financial Statements were in process. TBR had extended the due date to all colleges and universities since there was a delay from the State. The auditing of the FY2020 Financial Statements had also begun. The auditors were requesting Information that they can be audited although the statements are not finalized. The targeted audit completion date for FY2020 is late February 2021.

Mr. Chase shared that the SACSCOC standard 13.2 requires that the university provide an institutional audit for the most recent fiscal year FY2020. This audit report would be submitted with other institutional data in the Compliance Certification report in September 2020 to SACSCOC. The Compliance Certification report will be reviewed by the SACSCOC Off-Site Review Committee. The Off-Site Review Committee will then provide a report indicating which of the standards are found to be in compliance or non-compliant. Mr. Chase shared that in an effort for full disclosure, we should expect that TSU will be found to be non-compliant relative to standard 13.2 and possibly some other related financial standards because the FY2020 audit is not complete. He advised that this was typical for a lot of universities whose fiscal year ends on June 30, since the Compliance Certification reports are due in September and that makes it difficult to prepare financial statements and have them audited within that short time frame. The next opportunity for review by SACSCOC is with the On-Site Review Committee in March 2021. The State Auditors are expected to have the FY2020 audit completed in late February in an effort to meet that deadline. At that point, the university will have an opportunity to have demonstrated that it is in compliance with standard 13.2 and any other related financial standards.

Trustee Lewis asked for clarification regarding which reports were already seen by SACSCOC. VP Chase confirmed that the report for FY18 was already completed but SACSCOC had not seen FY18, FY19 nor FY20. Provost Harris added that the Compliance report indicated which years were completed and which is expected to be completed by the time the On-Site Review Committee visits in late February, 2021.

Trustee Lewis thanked everyone for the clarification and updates.

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

Trustee Lewis announced the next item on the agenda as the report of CARES Act funding and asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the September 24, 2020, Board Meeting packet. This was an informational item and so no vote was required.

President Glover asked Mr. Chase to comment on this item and he proceeded to identify the CARES Act funds received and the amounts which had been disbursed. A breakdown of the funds are included on page #65 of the September 24, 2020 Board Meeting materials. Mr. Chase identified the Student Portion and the Institute Portion totaling \$7.2 million; the HBCU funds totaling \$16.2 million and the Coronavirus Relief funds totaling \$747, 100. Mr. Chase noted that these funds were all used for scholarships, academic technology, institution supplies, instruction and aiding with securing laptops for students so as to facilitate online access to learning. He reminded the committee that all funds were needed to be utilized by November 15, 2020.

Trustee Corbeil asked about which fiscal year would these expenditures be reflected and VP Chase clarified that the expenditures which were all restricted funds, would be reflected on FY20 as well as FY21.

Trustee Lewis then thanked everyone for this important information.

## **IX. REPORT ON VOLUNTARY EMPLOYEE SEPARATION PROGRAM**

Trustee Lewis introduced the next item on the agenda as the report on voluntary employee separation program (VESP) and asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the September 24, 2020, Board Meeting packet. This was an informational item and so no vote was required.

President Glover again asked VP Chase to share the information on VESP with the committee. Mr. Chase pointed out that the information in the Board Materials identified only the numbers relating to staff who applied, since faculty had a later withdrawal date and so those numbers had not been finalized by the cut-off date for submitting data for the Board meeting. Mr. Chase stated that 57 staff members had applied and 40 were eligible. This would reflect a One-time Investment of \$1.6 million, with a recurring savings of \$1.9 million. Though not finalized, Mr. Chase shared that the numbers calculated for faculty amounted to 39. These would reflect a One-time Investment of \$3.6 million, with a recurring saving of \$4.3 million. The VESP would provide an approximate total One-time Investment of \$5.3 million, with an approximate recurring saving of \$6.3 million.

President Glover added that finalized numbers would be provided at the next Board Meeting which is scheduled for November 19, 2020.

Trustee Lewis thanked President Glover and VP Chase for this information.

## **X. REPORT ON ENROLLMENT**

Trustee Lewis introduced the next agenda item, the report on enrollment and asked President Glover or her designee to provide pertinent information related to this Finance and Budget Committee agenda item. The material was included in the September 24, 2020, Board Meeting packet and was an informational item and so no vote was required.

President Glover asked Mr. Terrence Izzard to report on this agenda item. Mr. Izzard stated that that he was excited to announce that although the overall enrollment numbers were down from last year, the new student numbers were up. Mr. Izzard directed everyone to page #71 of the September 24, 2020 Board Meeting materials for a breakdown of the enrollment update, comparison and admission analyses. Mr. Izzard also shared with the committee that he was excited about the new Enrollment Services team comprising of a new Director of Admissions, Executive Director of New Student Programs, Admission Team Associates and a team of Enrollment Specialists. This Enrollment Services team had spent countless hours working alongside President Glover, Provost Harris and others on ZOOM meetings, Facetime and MS Teams calls with students. This was all in an effort to engage with the students and their parents, and in particular, the returning students.

Trustee Corbeil congratulated Mr. Izzard on reporting a favorable trend regarding undergraduate enrollment for 2021. He then asked about the enrollment numbers for the Graduate School. Dr. Melton commented with a response highlighting the fact that the APPLE, Inc. funding that was available for Coding classes last year, were not available this year and could have had an impact on the decreased enrollment numbers. Provost Harris mentioned that TSU had removed some enrollment barriers this year, including the GRE requirement, and so this may help in increasing the numbers next year.

Trustee Cole applauded the efforts from the enrollment team, Mr. Izzard, Dr. Melton and their staff. She remarked that in light of the COVID-19 challenges, that the entire team at TSU did a

remarkable job with getting the students in. Trustee Lewis concurred and thanked President Glover and Mr. Izzard for the report.

## **XI. UPDATE ON ENROLLMENT, MARKETING, AND STUDENT RECRUITMENT PLAN**

Trustee Lewis announced the next item on the agenda is report enrollment, marketing, and student recruitment and no vote is required. Trustee Lewis asked President Glover or her designee to provide pertinent information related to this agenda item.

President Glover turned it to Mr. Izzard. Mr. Izzard referenced the report in the board materials on page #75 and announced that he, in fact, had combined his report with that of the enrollment update. Mr. Izzard reiterated that he and his team were “laser focused” on increasing enrollment for the upcoming academic year. He even mentioned that they had a theme – The COVID Comeback!

Trustee Lewis thanked President Glover and Mr. Izzard again.

## **XII. REPORT ON REDISCOVER TSU**

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

Mr. Isabel introduced himself as a consultant for TSU who was working with the Department of Institutional Advancement and Corporate Strategic Initiatives. Mr. Isabel explained that the Departments of Alumni Engagement and Institutional Advancement were both aligned and working together to achieve the necessary goals for TSU. He announced that the goals for Alumni Giving was \$1.2 million and the goal for Corporate Giving was \$2.4 million.

Mr. Isabel went on to explain that for the period July 1, 2020 to July 22, 2020, his team had already raised \$1.47 million which represented more than 50% of what was raised the entire past year. He named some of the corporate sponsors that had already given (\$1.47 million), and then listed some other corporations which had already committed to donate. Mr. Isabel then thanked his team for their hard work, the Board of Trustees and all others who contributed to helping TSU.

Trustee Cole then commented that she was well aware of money raised by the AKA Sorority and that she had personally received several calls to donate. Trustees Freeman and Martin both complemented the efforts of Mr. Jamie Isabel and praised President Glover for bringing him onboard.

Trustee Lewis then moved to adjourn the meeting and Trustee Corbeil seconded which carried by roll call vote. The meeting was adjourned at 1:35 pm.

**Tennessee State University**

**Board of Trustees**



**Finance and Budget Report**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 19, 2020

ITEM: Finance and Budget Report

RECOMMENDED ACTION: None

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

President Glover and/or her designee will present information regarding this report item.

## Business & Finance Report

November 19, 2020

### Financial Statements:

The State Auditors completed audit of the FY2018 Financial Statements and the report was released September 21, 2020. Management prepared and submitted a Corrective Action Plan relative to the findings to State Audit on October 21, 2020. The corrective actions include reorganization in the Finance and Accounting area along with hiring experienced staff. A Controller has been hired who has several years of TBR experience in preparing financial statements and overseeing various accounting departments. The Controller will begin work with TSU on December 1, 2020. Also, an experienced Director of Grants Accounting has also been hired and will begin work on December 1, 2020.

The State Auditors are in the process of finishing the audit of the FY2019 Financial Statements. We expect they will finish and issue a report by December 31, 2020.

Financial statements have been issued to the State Auditors for the University and the Foundation. However, they were not provided as timely as we would have preferred. We are working with the auditors and providing information as quickly as possible. The auditing of the FY2020 Financial Statements has also begun. The target date for FY2020 audit to be completed is in late February 2021.

### SACSCOC Accreditation:

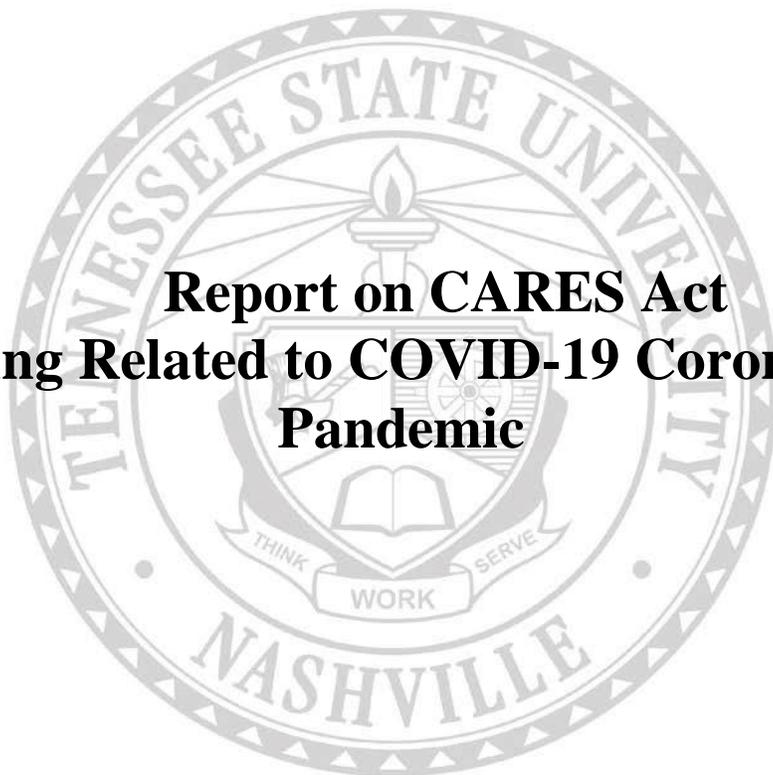
SACSCOC standard 13.2 requires that the university provide an institutional audit for the most recent fiscal year. The most recent fiscal year is FY2020. This audit report would be submitted with other institutional data in Compliance Certification report in September 2020 to SACSCOC. The Compliance Certification report will be reviewed by the SACSCOC Off-Site Review Committee. The Off-Site Review Committee will provide a report indicating which of the standards they find to be in compliance or non-compliant. TSU will be found to be non-compliant relative to standard 13.2 and possibly some other related financial standards because the FY2020 audit is not complete. This is typical for a lot of universities because with year-ends being June 30 and Compliance Certification reports being due in September, it is difficult to prepare financial statements and have them audited within that time frame. The next opportunity for review by SACSCOC is with the On-Site Review Committee. The On-Site Review Committee is coming in March 2021. We are providing as much information as possible to the State Auditors to assist them in being able to complete the FY2020 audit in late February. The auditors cannot guarantee that the audit will be completed by that time. Should the auditors be able to complete the audit at that point, the university will have an opportunity to demonstrate that it is in compliance with standard 13.2 and any other related financial standards.

### Financial Planning:

The Voluntary Employee Separation Plan (VESP) is estimated to reduce annual expenditures by \$3.6 million. The administration will develop a committee to review the strategic plan to assure recurring expenses are aligned with recurring revenues and improve all financial ratios to be above the watch level. An analysis of Public Private Partnership and State Funding will be performed to determine the most strategic approach to improving student housing. Monetization methods will be reviewed and compared to State funding to determine appropriate funding sources.

**Tennessee State University  
Board of Trustees**

**Report on CARES Act  
Funding Related to COVID-19 Coronavirus  
Pandemic**



TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 19, 2020

ITEM: Report on CARES Act Funding Related to COVID-19  
Coronavirus Pandemic

RECOMMENDED ACTION: Information Item

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

The President and/or her designee will provide a report on CARES Act Funding Related to COVID-19 Coronavirus Pandemic.

## CARES Act Funding Report

November 19, 2020

The Coronavirus Aid, Relief, and Economic Security (CARES) Act provided roughly \$14 billion in funds to institution of higher education around the country through the Higher Education Emergency Relief (HEER) Funds. Of that amount TSU has been allocated \$23,451,094 from the federal government and an additional \$747,100 for the state of Tennessee. These funds are required to be used to help offset some of the cost associated with responding to the pandemic and its impact on students and the institution. The CARES Act funds we have been allocated from the federal government are split into two sections; Section 18004(a)(1) and Section 18004(a)(2). The CARES Act funds we are allocated from the state through the Tennessee Higher Education Commission are being referred to as Coronavirus Relief Funds (CRF).

Section 18004(a)(1) is divided into two categories and we have been allocated \$7,214,661. Half of these funds (\$3,607,331) are required to go directly to students who were enrolled in classes at the time the emergency was declared and met other eligibility requirements. The remainder of the student portion will be distributed to students who are approved for Hardship Funding. These students will have to submit a request for these additional funds. As of October 31, 2020, we have paid \$3,102,600 to 4,335 students from these funds. The other half of the funds are to be used to aid the institution. To date we have used \$2.4M to recover funds from housing and meal plan revenue from the spring term. The remainder of these funds has not been allocated for a particular purpose.

Section 18004(a)(2) of the CARES Act have been allocated to assist Historically Black Colleges and Universities (HBCUs), Minority Serving Institutions (MSIs) and Low-Income Serving Institutions. We have been allocated \$16,236,433 from these funds. We have a budgeted for these funds with \$10,000,000 going to fund scholarships for students. The remainder has been allocated to laptops for students and faculty (as needed), technology upgrades and supplies and equipment needed as a result of the pandemic and the need to maintain a safe environment for the entire campus community. Actual expenditures as of October 31, 2020 totaled \$4,834,392.91 with another \$8,005,690.37 encumbered.

The \$747,100 CRF Funds allocation from the state will be used for student laptops and tablets and any remaining funds will be used for classroom upgrades.

**TENNESSEE STATE UNIVERSITY**

**CARES Act Budget**

**Funds by Fund Code**

	<b>Funds from Section 18004(a)(1) of CARES Act</b>		
		Expenditures	
	Budget	As of 10/31/2020	Available
228074-7016-550 (Student)	3,607,331.00	3,102,600.00	504,731.00
226047-70116-450 ( Institution)	3,607,330.00	2,414,259.00	1,193,071.00
<b>Total</b>	<b>7,214,661.00</b>	<b>5,516,859.00</b>	<b>1,697,802.00</b>

	<b>Funds from Section 18004(a)(2) of CARES Act HBCU Funds)</b>		
		Expenditures	
	Budget	As of 10/31/2020	Available
226046-70116-450	2,778,445.00	1,244,081.24	1,534,363.76
221399-70166-200	2,790,757.00	2,262,092.97	528,664.03
228075-12826-550	10,050,583.00	2,383,437.51	7,667,145.49
221397-70116-200	616,648.00	194,908.70	421,739.30
<b>Total</b>	<b>16,236,433.00</b>	<b>6,084,520.42</b>	<b>10,151,912.58</b>
<b>Total Federal Funds</b>	<b>23,451,094.00</b>	<b>11,601,379.42</b>	<b>11,849,714.58</b>

	<b>Funds from THEC CRF</b>		
		Expenditures	
	Budget	As of 10/31/2020	Available
221402-70116-200	747,100.00		747,100.00
<b>Total</b>	<b>747,100.00</b>	<b>488,566.00</b>	<b>258,534.00</b>
<b>Grand Total</b>	<b>24,198,194.00</b>		<b>24,198,194.00</b>

**Tennessee State University  
Board of Trustees**

**Approval of FY 2021 Institutional Revised  
Budget**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 19, 2020

ITEM: Approval of FY 21 Institutional Revised Budget

RECOMMENDED ACTION: Approval

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

**Background Information:**

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

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

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

The purpose of this agenda item is to consider approval of the *Revised Budget* for Fiscal Year 2020-21. Due to the immediate cuts that were made to departmental operational accounts just prior to the fiscal year beginning July 1, 2020, several accounts needed restoring in the amount of \$3.4 million to address immediate and urgent needs. An additional \$7.8 million was requested by departments necessary to fund expenditures for the balance of the fiscal year. However, \$3 million of the \$7.8 million is proposed for funding in the revised budget. The Revised Budget includes an additional \$6.4 million (\$3.4 million plus \$3 million) of expenses to the approved Proposed budget.

The approved Proposed Budget reflected \$4.3 million expenses in excess of revenues. The \$4.3 million plus the \$6.4 million will generate a \$10.7 million expenses in excess of revenues.

**MOTION: To approve the FY 21 Institutional Revised Budget, as contained in the Board materials for the Board's November 19, 2020, meeting.**

**Tennessee State University  
Board of Trustees**

**Report on Voluntary Employee Separation  
Program**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 19, 2020

ITEM: Report on Voluntary Employee Separation Program

RECOMMENDED ACTION: Information Item

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

The President and/or designee will provide a report on the Voluntary Employee Separation Program.

Voluntary Employee Separation Plan  
Update Report  
November 6, 2020

The Voluntary Employee Separation Plan (VESP) permitted staff to apply by July 31, 2020 with the option to withdraw from a submission on or before August 31. An extension was given to staff to apply through August 17 with no change to the withdrawal date of August 31.

There were 57 staff employees that applied for the VESP. Of which, 17 were removed from the plan for various reasons as indicated below. Of the 40 remaining some positions will be eliminated, filled, repurposed, or filled at a lower paygrade.

**STAFF VSP**

Total Applied for VSP	57
Withdrew	4
Paid from restricted funds - ineligible	8
Ineligible due to lack of service years	4
Subsequently deceased	1
Net Eligible	40

One-time Investment	\$1,665,890.50
Annual Savings	\$1,946,342.25

The Voluntary Employee Separation Plan (VESP) permitted faculty to apply by September 15, 2020 with the option to withdraw from a submission on or before September 30. There were 39 faculty that applied for the VESP. Of which, eight were removed from the plan for various reasons as indicated below. Of the 31 remaining some positions will be eliminated, filled, or filled at a lower paygrade.

**FACULTY VSP**

Total Applied for VSP	39
Withdrew	5
Ineligible due to funding source	1
Ineligible resigned	1
Subsequently deceased	1
Net Eligible	<u>31</u>

One-time Investment	\$2,888,595.50
Annual Savings	\$1,740,083.18

**The total VESP (Faculty and Staff) has 71 eligible employees. The total financial impact is as follows:**

<b>One-time Investment</b>	<b>\$4,554,486.00</b>
<b>Annual Savings</b>	<b>\$3,686,425.43</b>

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 19, 2020

ITEM: Approval of the Revised Collection of Accounts Receivable Policy

RECOMMENDED ACTION: Approval

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

The document reflecting the revised collection of accounts receivable policy is included in the November 19, 2020, Board materials.

**MOTION: To approve the revised collection of accounts receivable policy, as contained in the Board materials for the Board’s November 19, 2020, meeting.**

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

The University has previously operated under essentially the same policy under the direction of the Tennessee Board of Regents. However, at TSU Board of Trustees Meeting June 18, 2019, the Board adopted its own collection of accounts receivable policy. Two items are needed to strengthen the policy. First, the policy addressed federally funded loans, but it also needs to address non-federally funded loans. Secondly, the approved policy referenced a collection schedule however it was not included. The modifications presented today includes the two aforementioned items.

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

**Proposed Implementation Date:** December 1, 2020

**Item Details:** See attachment

## Collection of Accounts Receivable

### Guideline Area

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Business and Finance Policy

### Purpose

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

### Definitions

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

### Policy

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#### I. General

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

4. Statute of Limitations. Pursuant to T.C.A. § 28-1-113, there is no time limit on the University's authority to collect receivables unless otherwise expressly provided by statute.

## II. General Collection Procedures

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

D. Record Holds. Pursuant to T.C.A. § 49-9-108, diplomas, transcripts, certificates of credit or grade reports will not be issued until the student involved has satisfied all debts or obligations owed to the university.

1. This statutory limitation shall not apply to debts or obligations:
  - a. Of less than twenty-five dollars (\$25.00) that are more than ten (10) years old.
  - b. Evidenced by notes or other written contracts providing for future payment, such as, but not limited to, loans authorized under federal or state education or student assistance acts.
2. An amount owed under the University's installment payment plan for enrollment fees which is not yet due shall not cause a hold to be applied. A notice stating specific amount due should be sent to each student prior to completion of registration.

E. Enrollment and Outstanding Debts or Obligations. A student must pay any past due debts and obligations incurred in prior academic terms before being permitted to register at the University unless the debt is less than \$100 or an acknowledgement of debt/promise to pay agreement for the prior debt or obligation has been executed

1. Additionally, all known debts and obligations incurred during the current term must be paid prior to a student being allowed to pre-register for any future terms. The University will continue to withhold diplomas, transcripts, certificates of credit or grade reports until the student involved has satisfied all debts or obligations or meet the criteria established in T.C.A. § 49-9-108, as stated in D.1 and D.2, above.
2. An amount owed under the University's deferred payment plan for enrollment fees which is not yet due shall not cause an enrollment hold to be applied.

F. Aging. All receivables should be aged at least annually.

G. Documentation. Accurate records of correspondence, telephone calls, and personal contacts with borrowers shall be maintained. **The university shall comply with record maintenance, safekeeping, and retention regulations for federally funded loans. These record maintenance, safekeeping, and retention regulations shall apply to all non-federally funded loans and receivables as well.**

### III. Employee Receivables

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

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

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

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

#### IV. Dishonored Payments

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

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

## V. Federal Loans

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

and emphasize the terms of repayment. An individual with Federal Regulations expertise should be available during and after the session to answer questions.

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

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

## VI. Collection Agencies

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

- D. Collection Agency. Accounts that are still delinquent 30 days after the final collection letter should be turned over to a collection agency. Receivables less than \$100 are not required to be turned over to a collection agency.
- E. Reporting Requirements. The collection agency should be required to report the status of delinquent loans periodically to the University.
- F. Revised Repayment Plan. A revised repayment plan agreement should be signed by the borrower if the borrower returns to repayment status.
- G. Recalling Accounts from Collection Agency. No account should be recalled from a collection agency other than debts eligible for deferment, postponement, cancellation, bankruptcy, death, disability or some other mitigating circumstance (University error, etc.).
  - 1. No account should be recalled in order for a borrower to re-enroll or obtain a transcript.
  - 2. The borrower should pay the accelerated amount plus collection costs to the collection agency.

## VII. Litigation

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

## VIII. Bankruptcy

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

- a. The Attorney General's office will contact the University to advise whether the debt is dischargeable.
- b. However, if there is an endorser, collection efforts may proceed against him.
- c. If the date of bankruptcy filing is before the expiration of the exception period, collection activity may be reinstated once the notice of discharge is received due to the self/executing nature of the exception unless the debtor has been able to establish dischargeability of the debt through an adversary proceeding.
- d. If the University is served with a summons and complaint, the University shall immediately fax to the Attorney General's bankruptcy unit a copy of the Summons and Complaint, the debt payoff amount, the date the note went into repayment, and any deferment and/or forbearance history.
- e. Other debts: The University shall immediately forward the file to the Attorney General's office with a Referral Form and the documentation specified on the Referral Form. When the notice states "No assets," unless the institution is a secured creditor (in which case a proof of claim would have been filed), the debt must be written off once the Attorney General's office provides the institution with notice of discharge.

C. Chapter 13 (Reorganization)

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

4. If the seven (7) year exception period applies and the debtor serves the University with a summons and complaint the University shall immediately fax to the Attorney General's bankruptcy unit a copy of the Summons and Complaint, the debt payoff amount, the date the note went into repayment, and any deferment and/or forbearance history.
  - a. Other debts: The University shall immediately forward the file to the Attorney General's office with a Referral Form and the documentation specified on the Referral Form. The Attorney General's office will advise the University as to the dischargeability of the debt.

#### IX. Write Offs

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

3. The write off request must be approved by the President and forwarded to the Commissioner of Finance and Administration and the Comptroller of the Treasury for approval
4. Requests for the write off of single accounts of less than \$5,000 and/or accounts aggregating less than \$25,000 shall be approved at the University level by the appropriate officials.
  - a. These requests do not require additional approval by the Tennessee Board of Regents office or State Departments.

D. State/TBR Employees. Any debtors identified by the TBR or State as employees with debts \$50 and above will not be approved for write off.

1. Information on the employing institution or agency will be returned to the institution for additional collection efforts.
2. If the debtor is a state employee, the Chief Business Officer of the department employing the debtor should be notified.
3. The department employing the individual will be responsible for taking the appropriate action to collect the debt.
4. If the department is unsuccessful in collecting the debt, written notification will be sent to the institution. The written notification shall be submitted with the next write off request for approval.

E. Holds on Written Off Receivables. A hold on transcripts and future registration will continue until the debt is cleared for former students whose receivables were written off if the debt was twenty-five (25) dollars or more.

1. The University has the discretion to allow enrollment when the outstanding obligation is \$200 or less.
2. The University will continue to withhold certificates of credit, diplomas, grade reports, and transcripts for these accounts until they are paid in full or meet the criteria established in T.C.A. § 49-9-108.

X. Gramm-Leach-Bliley Act Contract Clause

A. Include the standard language printed below in all future contracts with third party service providers that have access to the University's customers' non-public financial information.

1. “Throughout the term of this Agreement, Service Provider shall implement and maintain ‘appropriate safeguards,’ as that term is used in § 314.4(d) of the FTC Safeguard Rule, 16 C.F.R. § 314, for all ‘customer information,’ as that term is defined in § 314.2(b) of the FTC Safeguard Rule, delivered to Service Provider by the University pursuant to this Agreement.
2. The Service Provider shall implement an Information Security Program (‘the Program’) as required by the FTC Safeguard Rule.
3. Service Provider shall promptly notify the University, in writing, of each instance of;
  - a. Unauthorized access to or use of that nonpublic financial customer information that could result in substantial harm or inconvenience to a customer of the University; or
  - b. Unauthorized disclosure, misuse, alteration, destruction or other compromise of that nonpublic financial customer information.
4. Service Provider shall forever defend and hold the University harmless from all claims, liabilities, damages, or judgments involving a third party, including University’s costs and attorney fees, which arise as a result of Service Provider’s failure to meet any of its obligations under this provision.
5. Service Provider shall further agree to reimburse the University for its direct damages (e.g., costs to reconstruct lost or altered information) resulting from any security breach, loss, or alteration of nonpublic financial customer information caused by the Service Provider or its subcontractors or agents.
6. Service Provider grants University the right to conduct on-site audits, as deemed necessary by the Institution, of the Service Provider’s Program to ensure the integrity of the Service Provider’s safeguarding of the University’s customers’ nonpublic financial information.
7. The University retains the right to unilaterally terminate the Agreement, without prior notice, if Service Provider has allowed a material breach of its Program in violation of its obligations under the GLBA, if Service Provider has lost or materially altered nonpublic financial customer information, or if the University reasonably determines that Service Provider’s Program is inadequate.

8. Within thirty (30) days of the termination or expiration of this Agreement, Service Provider shall, at the election of University, either:
- Return to the University; or
  - Destroy (and shall cause each of its agents to destroy) all records, electronic or otherwise, in its or its agent’s possession that contain such nonpublic financial customer information and shall deliver to the University a written certification of the destruction.”

Tennessee State University Receivables Schedule Template								
Type	Due	Delinquent Notice 1	Delinquent Notice 2	Delinquent Notice 3	Default Date	Placement 1	Placement 2	Write-Off
Student Accounts Receivable: Non-Title IV	Day Before 1st Day of Term	Purge Date of subsequent Fall or Spring Term	30 Days from Delinquent Notice 1	30 Days from Delinquent Notice 3	30 Days from Delinquent Notice 3	30 Days from Delinquent Notice 3*	9mo after unsuccessful Placement 1*	9mo after unsuccessful Placement 2**
Student Accounts Receivable: Title IV Returns	Reversal Date	Purge Date of subsequent Fall or Spring Term	30 Days from Delinquent Notice 1	30 Days from Delinquent Notice 3	Purge Date of subsequent Fall or Spring Term	30 days after 1st payment due*	9mo after unsuccessful Placement 1*	Not Applicable
Student Federal Loans	Per Prom Note	Per Prom Note	Per Prom Note	Per Prom Note	30 days after 1st payment due	30 days after 1st payment due	9mo after unsuccessful Placement 1	Not Applicable
Student Institutional Loans	Per Prom Note	Per Prom Note	Per Prom Note	Per Prom Note	Per Prom Note	Per Prom Note	Per Prom Note	2 Collection Attempts Exhausted
NSF Transactions - Non-Student	10 days after bank notice	End of Month - 30 days after bank notice	End of Month - 30 days after Delinquent	End of Month - 30 days after Delinquent	End of Month - 30 days after Delinquent	End of Month - 30 days after Delinquent	End of Month - 9 months after unsuccessful	End of Month - 9 months after unsuccessful
Other:	When Incurred							

\* Third-party collection of TSU and other State employee student account balances is not used. Collection is processed through the employing Unit during periods of employment.

\*\* Write-off of TSU and other State employee student account balances does not occur during periods of employment. Collection efforts through the employing Unit continues.

## Related Policies

- Payment of Student Fees & Enrollment

**Tennessee State University  
Board of Trustees**



**Report on Enrollment**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 19, 2020  
ITEM: Report on Enrollment  
RECOMMENDED ACTION: None  
PRESENTED BY: President Glover

President Glover and/or her designee will present a report on enrollment.



## Enrollment Report Update November 19, 2020

### *Fall 2021 Undergraduate Applicant Pool Comparison*

Semester	As of Date	Admitted	Denied	Incomplete	Grand Total
Fall Term 2020	27-Oct-19	407	25	996	1428
Fall Term 2021	27-Oct-20	729	43	1902	2674

- The total number of students who have applied to Tennessee State University has increased by **87%** for Fall 2021. We have received 2674 applications YTD, an increase of 1246 students. At this time last year, 1428 students applied.
- The total number of students admitted to Tennessee State University has increased by **79%** for Fall 2021. We have admitted 729 students YTD, an increase of 322 students. At this time last year, 407 students were admitted.

Remove chart

### *Recruiting efforts by the Office of Admissions and Recruitment*

- Attended (60) recruitment events from September 15, 2020 – current.
- Scheduled (45) additional recruitment events through February 2021.
- Hosted over 200 students for Weekly Admissions Q&A Sessions.
- Provided live virtual office hours for students and parents via Zoom.
- Conducted outreach campaigns to high school guidance counselors.
- Realigned Community College Initiative with Office of Admissions.
- Hiring two additional Community College recruiters.
- Hiring a Graduate School recruiter.
- Updated recruitment web pages with recruitment team personal profiles.
- Hosted one-on-one student recruitment sessions with prospective students.
- Continued social media campaigns to attract high school students.
- Maintained ongoing digital communications with prospective students.
- Completed outreach calls to prospective students.
- Provided a report of students that have confirmed their intent to enroll, weekly, to deans and designated campus partners, i.e., financial aid, academic advising, housing, etc. so these students can receive additional communications from TSU.

### *Targeted Enrollment Populations for Fall 2021*

- Community College students
- Dual Enrollment students
- Graduate students
- Adult learners and non-traditional students.

**Tennessee State University  
Board of Trustees**



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

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 19, 2020  
ITEM: Update on Enrollment, Marketing and Student  
Recruitment Plan  
RECOMMENDED ACTION: None  
PRESENTED BY: President Glover

President Glover and/or her designee will provide an update on this information item.

See Enrollment materials for pertinent information.

**Tennessee State University  
Board of Trustees**



**Report on Rediscover TSU**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 19, 2020

ITEM: Report on Rediscover TSU

RECOMMENDED ACTION: Information Item

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

The President and/or designee will provide a report on the Rediscover TSU initiatives.

**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 AGENDA**

2:00 p.m. CST  
Thursday, November 19, 2020

Tennessee State University – Board Committee  
Meetings: Via Zoom Link:

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the September 24, 2020, Academic Affairs and Student Affairs Committee Meeting Minutes
- IV. Report on COVID-19 Coronavirus Pandemic Academic and Student Issues
- V. Approval of Academic Program Modification – Discontinuance of the Bachelor of Science Degree Completion in Dental Hygiene
- VI. Approval of Title IX Emergency Rule
- VII. Report on SACSCOC Accreditation Review Matters
- VIII. Academic Affairs Report
- IX. Student Affairs Report

**Tennessee State University  
Board of Trustees**



**APPROVAL OF  
SEPTEMBER 24, 2020,  
ACADEMIC AFFAIRS  
AND STUDENT AFFAIRS  
COMMITTEE MEETING  
MINUTES**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 19, 2020

ITEM: Approval of the September 24, 2020, 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 September 24, 2020, Academic Affairs and Student Affairs Committee meeting is included in the November 19, 2020 Board materials.

**MOTION: To approve the minutes from the Board of Trustees' September 24, 2020, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's November 19, 2020, meeting.**

**Meeting of the Tennessee State University Board of Trustees  
Academic Affairs and Student Affairs Committee Meeting  
September 24, 2020  
Tennessee State University – Electronic  
MINUTES**

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

**Other Board Members Present:** Trustees Steve Corbeil, Obie McKenzie, Deborah Cole, Richard Lewis; Joseph Walker III

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

**I. CALL TO ORDER**

Trustee Martin called the meeting to order at 8:30 a.m. on September 24, 2020. Trustee Martin moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. The Committee is set to take up important matters. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to limit face-to-face contact whenever possible. Electronic participation for the Committee meeting is necessary for the safety of Board members, staff, and guests.

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

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

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

**III. APPROVAL OF THE JUNE 18, 2020, COMMITTEE MEETING MINUTES**

Trustee Martin proceeded to the approval of the June 18, 2020, Academic Affairs and Student Affairs Committee meeting minutes.

Trustee Martin moved to recommend to the full Board the approval of the June 18, 2020, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board

materials for the September 24, 2020, Board meeting. Trustee Johnson seconded the motion, which carried unanimously by roll call.

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

Trustee Martin announced the next item on the agenda is the report on COVID-19 Coronavirus Pandemic and student issues. This is an informational item and no vote is required. Trustee Martin asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the September 24, 2020, Board Meeting materials.

President Glover asked permission to the Board to introduce Provost Harris as the new Interim Provost and Vice President of Academic Affairs. She then asked Provost Harris to respond to this agenda item. Provost Harris outlined the campus re-opening and response plan as detailed on pages #93 and #94 in the September 24, 2020 Board Meeting materials. His outline included the “Back to TSU for Fall 2020” campaign, access to education plan, course scheduling, streamlined advising, technology and access plan and listing of virtual events. Provost Harris stressed that the university, under the leadership of President Glover, offered a very innovative and comprehensive plan for re-opening during a pandemic. He added that TSU also offered 15% discount to all in-state students who were taking all classes online and a 10% discount to those who were out-of-state.

Trustee Martin congratulated President Glover, Provost Harris and then entire TSU team for putting this plan in place and agreed that when compared to any other university in the country, our plan would stand above the rest. Trustee Martin emphasized that it was President Glover who first said to her, “What if our students are not able to come back? We need to make sure that they are safe”. Trustee Martin also acknowledged that putting this comprehensive plan in place took long days and nights and again thanked everyone for putting in the extra time and effort in making this happen for our students.

Trustee Sekmen commented that it was commendable that we were able to distribute laptops to all of our students and faculty who needed a device. He asked that when faculty loan or purchase laptops that they be given administrative authority to put what they need onto the device. President Glover suggested that Trustee Sekmen, Provost Harris and Interim CIO Tim Warren all meet to discuss this request further.

Trustee Martin thanked President Glover, Provost Harris and all others for all that was done regarding this agenda item.

#### **V. APPROVAL OF UPDATED TSU MISSION STATEMENT**

Trustee Martin introduced the next item on the agenda as approval of the updated TSU mission statement. This is an informational item and no vote is required. Trustee Martin asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the September 24, 2020, Board Meeting materials.

President Glover asked Provost Harris to present on this item. Provost Harris explained that pursuant to Core Accreditation requirement 2.1, the institutional mission must reflect who we are and what we do, as an institution. In keeping with that mandate and to ensure compliance with the SACSCOC standard 2.1, a revision of the current mission statement was necessary. Through a strategic planning process and in consultation with TSU’s accreditation consultant, a new

mission statement was developed. As noted in the September 24, 2020 Board Meeting materials on page #97, the proposed mission statement reads:

*Tennessee State University, through its legacy as an HBCU and land grant institution, transforms lives, prepares a diverse population of leaders, and contributes to economic and community development by providing affordable and accessible educational programs at various degree levels and promoting academic excellence through scholarly inquiry, teaching, research, lifelong learning, and public service.*

Trustee Martin moved to recommend to the full Board the approval of the Updated TSU Mission Statement, as contained in the Board materials for the September 24, 2020, board meeting. Trustee Sekmen seconded and the motion carried unanimously by roll call vote.

## **VI. APPROVAL OF TSU 2020 STRATEGIC PLAN**

Trustee Martin announced the next agenda item as the approval of TSU 2020 Strategic Plan. She asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the September 24, 2020, Board Meeting packet.

President Glover asked Provost Harris to comment on this agenda item. Provost Harris explained that between November, 2019 and July, 2020 several committees conducted institution analysis of strengths, weaknesses, opportunities, and threats (SWOT) using supporting data to frame priorities. He stated that the entire campus community was engaged in providing feedback at several stages and based on this effort, the mission, vision, and core values were revised, and five strategic goals were identified. He added that this bold and transformative plan, "The Pathway to Excellence 2025," defines and addresses the challenges and opportunities facing higher education. Through its focus on student success, academic excellence and world-changing impact stand to position TSU for decades. The plan, "The Pathway to Excellence 2025" is detailed in the September 24, 2020 Board Meeting materials starting on page #100 through #119. Provost Harris mentioned that after completion of the University's plan, academic Colleges and Administrative units will develop integrated plans that are mapped to the institution's priorities and scorecard. He reported that his was a live document and will be evaluated periodically for enhancements and changes.

President Glover complemented Dean Haynes for spear-heading this project.

Trustee Sekmen identified the goal for growing enrollment as to him, the most important goal in the strategic plan. He also took the opportunity to praise President Glover on the approach taken in over-coming the SACSCOC probation issue. He stressed that everyone took ownership in the probation issue and the entire campus worked as one team. He then suggested that we should adopt the same approach with enrollment, where everyone should take ownership.

Provost Harris announced that measures were put in place to keep everyone engaged. He stated that he believed that people support what they help to build and so that is the approach being implemented. He added that mechanisms were now in place where every unit and department will be held accountable. We will continue working together.

Trustee Martin moved to recommend to the full Board the approval of the TSU 2020 Strategic Plan, as contained in the Board materials for the September 24, 2020, board meeting. Trustee Johnson seconded and the motion carried unanimously by roll call vote.

## **VII. APPROVAL OF OFF-CAMPUS ACADEMIC PROGRAM SITE: Bachelor of Science (B.S.) in Applied Industrial Technologies at the Motlow State Community College – McMinnville Campus**

Trustee Martin announced the next agenda item as the approval of off-campus academic program site: Bachelor of Science (B.S.) in Applied Industrial Technologies at the Motlow State Community College – McMinnville Campus. She asked President Glover and her designee to provide pertinent information related to this agenda item. The material is included in the September 24, 2020, Board Meeting packet.

Provost Harris discussed the relevance of expanding this program to Motlow State Community College and the McMinnville Campus. He pointed out that this was part of the larger strategic plan. He also stated that the state was focusing heavily on this area and it was in our best interest to position ourselves accordingly. Provost Harris also added that TSU will benefit from the transfer students coming from this program. President Glover commented that TSU now had a presence in 50 of the 95 counties in the state of Tennessee.

Trustee Sekmen added that Applied Industrial Technologies (AIT) was a good fit for TSU and that we might also consider offering Mechatronics in the future especially since Tennessee was becoming a “hot spot” for the automotive industry. He pointed out that companies such as GM and Nissan had moved in and that this expansion was very timely for TSU.

Trustee Martin moved to recommend to the full Board the approval of the Off-Campus Academic Program Site: Bachelor of Science (B.S.) in Applied Industrial Technologies at the Motlow State Community College – McMinnville Campus, as contained in the Board materials for the September 24, 2020, Board meeting. Trustee Johnson seconded and the motion carried unanimously by roll call vote.

## **VIII. APPROVAL OF THE DISCONTINUANCE OF MASTER OF SCIENCE IN PROFESSIONAL SCIENCE**

Trustee Martin announced the next agenda item as the approval of the Discontinuance of Master of Science in Professional Science. She asked President Glover and her designee to provide pertinent information related to this agenda item. Information pertaining to this agenda item is included in the September 24, 2020 board materials.

President Glover asked Provost Harris to comment on this item. He explained that the Professional Science Masters (PSM) will be consolidated into the proposed new MS degree in Environmental Sciences (pending approval by THEC) as a concentration in Geospatial Sciences. Provost Harris added that more students were interested in Geospatial Information Systems (GIS) courses and not the core which include business courses. The PSM degree program could not be sustained because its success was dependent on full participation and support of the College of Agriculture and other colleges at TSU; however, the other colleges did not come on board.

Provost Harris went on to explain that the new concentration in Geospatial Sciences within the Environmental Sciences MS degree will provide only such needed courses. During the 2019 Graduate Program Review, it was recommended that the Department of Agricultural and Environmental Sciences where the PSM degree program is housed, find alternative and feasible method of delivering the GIS. After discussions with faculty in the GIS, PSM and the Environmental Sciences, there was unanimous agreement that the PSM program should be

consolidated and offered as a concentration within the proposed MS degree in Environmental Sciences.

Trustee Martin then moved to recommend to the full board the approval of the Discontinuance of Master of Science in Professional Science, as contained in the Board materials for the September 24, 2020, board meeting. Trustee Johnson seconded and the motion carried unanimously by roll call vote.

## **IX. APPROVAL OF THE FOCUS ACT REQUIRED INSTITUTIONAL MISSION PROFILE FOR THE TENNESSEE HIGHER EDUCATION COMMISSION**

Trustee Martin introduced the next item on the agenda as the approval of the FOCUS Act Required Institutional Mission Profile for the Tennessee Higher Education Commission. Trustee Martin asked President Glover and her designees to provide pertinent information related to this agenda item. Information pertaining to this agenda item is included in the September 24, 2020 board materials.

President Glover asked Provost Harris to comment on this agenda item. Provost Harris explained the significance of the Institutional Mission Profile and stressed that this was how TSU will be recognized. In stating this, he pointed out that there were some changes necessary to be made as compared to the current profile. Below are the changes which were made:

*The proposed Institutional Mission Profile makes the following changes (as seen in the merged profile).*

- *Added additional details regarding TSU's Carnegie clarification*
- *Added specificity to the geographic scope of our student placements and partnerships (local, state, national, international)*
- *Added a statement emphasizing our commitment and focus on recruitment, retention, and graduation*
- *Added language regarding our student career placements in diverse sectors (private, public, nonprofit)*
- *Added public service as a focus of TSU's curriculum*

The entire proposed profile and the current profile highlighting the recommended changes were all included in the September 24, 2020, Board Materials on pages #127 and #128.

Trustee Martin then moved to recommend to the full board the approval of the FOCUS Act Required Institutional Mission Profile for the Tennessee Higher Education Commission, as contained in the Board materials for the September 24, 2020, Board Meeting. Trustee Johnson seconded and the motion carried unanimously by roll call vote.

## **X. REPORT ON SACSCOC ACCREDITATION REVIEW MATTERS**

Trustee Martin introduced the next item on the agenda as the report on SACSCOC accreditation review matters. Trustee Martin asked President Glover or her designee to provide pertinent information related to this agenda items, as contained in the Board materials for the September 24, 2020, Board Meeting.

President Glover called on Provost Harris to announce the great news relating to this agenda item. Provost Harris reiterated why the university was on probation and all steps taken to reverse this probationary status. He applauded the efforts of the Deans, Chairs and most importantly, the efforts of Dr. Charlise Anderson.

Provost Harris then addressed the SACSCOC Decennial Review process as well and detailed the timeline which everyone was adhering to in order to have the reports completed and submitted on time. The timeline included the upcoming On-Site Reaffirmation Committee visit and the

time-frame for responding to any recommendations. He stipulated that by December, 2021 we should receive the SACSCOC Board of Trustees Reaffirmation decision.

President Glover then thanked everyone who participated in getting TSU off probation. She praised the efforts of everyone: faculty, staff and the leadership of Provost Harris. She commented that we all did this because everyone “had a mind to work”. We all accomplished this goal together.

Trustee Martin then thanked President Glover and Provost Harris for the report. She was then joined by all the other Trustees in applauding the efforts of everyone who had a hand in getting TSU off probation.

## **XI. ACADEMIC AFFAIRS REPORT**

Trustee Martin announced the next agenda item as the Academic Affairs Report. Information regarding this Academic Affairs and Student Affairs Committee agenda item is included in your board materials dated September 24, 2020. Trustee Martin asked President Glover and her designee to provide pertinent information related to this agenda item.

President Glover asked Provost Harris to comment on this agenda item. Provost Harris detailed the outline found on pages #134 and #135 in the September 24, 2020 Board Meeting materials. He highlighted the work completed on the academic calendar, faculty handbook, strategic plan, personnel transitions and discipline specific accreditations. He also thanked everyone again for all the hard work put in to achieving these goals.

Provost Harris then went on to briefly mention some of the other programs that were being considered for the TSU curriculum.

Trustee Cole thanked President Glover and Provost Harris for “thinking outside of the box”. She then asked for a timeframe when updates will be made to the dashboard. Trustee McKenzie then commented on adding programs such as “the digitalization of money” in an effort to stay ahead of the market and exposing our students to the moving trend. President Glover agreed and welcomed continuing the conversation on this topic.

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

## **XII. REPORT ON RESEARCH FUNDING**

Trustee Martin introduced the next item on the agenda as the report on research funding. Trustee Martin asked President Glover and her designees to provide pertinent information related to this agenda item. Information pertaining to this agenda item is included in the September 24, 2020 board materials.

President Glover then asked Dr. Frances Williams to comment on this agenda item. Dr. Williams directed everyone to pages #139 and #140 of the September 24, 2020, Board Meeting materials. She announced that FY20 was a great year for grant funding at TSU, since that research awards exceeded the previous goal of \$50M for a total of \$55.2M.

Dr. Williams then highlighted some of the funding agencies responsible for helping us meet and exceed our goals. She also listed the diversity in grants awards.

Trustee Sekmen applauded this wonderful news of the amount of awarded grants. He then commented that the recent hires were doing an excellent job regarding grant writing. Trustee Sekmen added that the faculty should be rewarded for bringing in such high amounts of grant funding. Dr. Williams alluded to the fact the President Glover was working on an incentive program for the faculty regarding grant awards.

Trustee Martin then thanked President Glover and Dr. Williams for the report.

### **XIII. STUDENT AFFAIRS REPORT**

Trustee Martin introduced the next item on the agenda as a Student Affairs report. Trustee Martin asked President Glover or her designee to provide pertinent information related to this agenda item. Information pertaining to this agenda item is included in the September 24, 2020 board materials.

President Glover asked Dean Frank Stevenson to provide pertinent information related to this agenda item. Since this was an informational discussion item, no vote was required. Dean Stevenson stated that regarding the COVID-19 Response to students, when compared to the other LGIs, TSU was doing extremely well. The two-week “safer in place” played a large part in minimizing the student exposure to the virus. Even amid the pandemic, the Student Affairs division was able to host “Welcome week” and student elections. In fact we experience the highest voter participation turnout. Voting for Mr. and Ms. TSU was also included in this election. “Power to the Polls” was another initiative held, along with Voter Registration Drives. An excess of 300 students showed up for the Drive and we were able to register over 100 students. The students are ready to have their voices heard. They are ready for this election.

Dean Stevenson added that another initiative held was Leadership Institute – Leadership TSU. The Career Center also hosted a virtual Career Fair where 169 companies participated, compared to 82 who did last year.

Dean Stevenson also noted that the institution set up a Bubble on campus for students who needed to be quarantined or isolated due to the COVID-19. We instituted daily student testing and results were received in 24 – 48 hours.

Regarding student conduct, Dean Stevenson stated that TSU continues to educate students about conflict resolution. He pointed out that on page #144 of the September 24, 2020, Board Meeting materials, there are diagrams illustrating analytical breakdown for student conduct. He stressed that there were two areas needing improvement: marijuana use on campus and sexual assault reporting.

Dean Stevenson was happy to announce that the students were doing a great job on campus, especially during these very different and unprecedented times. Trustee Tiara Thomas had been very instrumental in getting the student needs to administration. Last announcement was regarding the unveiling of the Tiger - a reminder of how we made it through this challenge.

Trustee Martin commended Dean Stevenson for everything that was done.

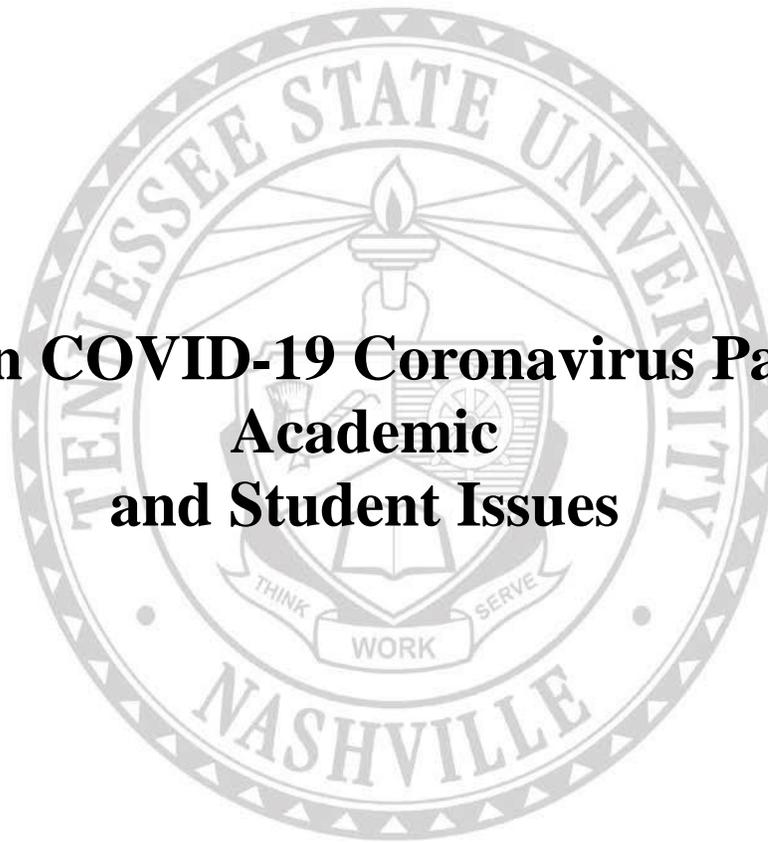
Trustee Thomas thanked the leadership at TSU for helping in making the transition back to school during this COVID-19 pandemic, very smooth. She thanked the administration for allowing students to have the option of paying only 25% of their balance in order to set up payment plans, and for extending the purge date. One request she had was to extend the “Tutor Me” availability to students to 8 to 10 hours per week. President Glover agreed that this was possible and suggested that further conversations be held with Provost Harris.

#### **XIV. ADJOURNMENT**

Trustee Martin asked if there was any additional business. Seeing none, she moved to adjourn the meeting, and the motion was seconded by Trustee Johnson which carried unanimously by roll call vote. The meeting was adjourned at 10:07 am.

**Tennessee State University  
Board of Trustees**

**Report on COVID-19 Coronavirus Pandemic  
Academic  
and Student Issues**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 19, 2020

ITEM: Report on COVID-19 Coronavirus Pandemic Academic  
and Student Issues

RECOMMENDED ACTION: None

PRESENTED BY: President Glover

President Glover and/or her designee will provide a report on COVID-19 academic and student issues.

**Tennessee State University  
Board of Trustees**



**Approval of Academic  
Program Modification –  
Discontinuance of the  
Bachelor of Science Degree  
Completion in Dental  
Hygiene**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 19, 2020

ITEM: Approval of Academic Program Modification –  
Discontinuance of Bachelor of Science Degree Completion  
in Dental Hygiene

RECOMMENDED ACTION: Approval

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

The materials associated with the approval of the academic program modification –  
discontinuance of bachelor of science degree completion in dental hygiene, are included in the  
November 19, 2020 Board materials.

**MOTION: To approve the academic program modification – discontinuance of Bachelor of  
Science degree completion in dental hygiene, as contained in the Board materials for the  
Board’s November 19, 2020, meeting.**

## Academic Program Modification

### **Proposed Inactivation of Academic Program**

The University, with the support of the College of Health Sciences, requests approval to proceed with discontinuing/inactivating its Bachelor of Science Degree Completion in Dental Hygiene. Pursuant to TSU's Academic Programs, Units and Modifications process, which includes revised programs, academic departments may seek the discontinuance/inactivation of an academic program by initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

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

### Background

The University, with the support of the College of Health Sciences, requests approval to proceed with inactivating the Bachelor of Science Degree Completion in Dental Hygiene degree. In its current form, this program has consistently not been able to sustain the requisite minimum number of students for each course, for several consecutive years, rendering the program low producing. Our intent is to restructure the program courses and delivery format. The on-line delivery platform has been identified, and there is significant regional and national demand for this delivery format within the Dental Hygiene community. The decision to inactivate this program comes with the following teach-out plan to assure successful matriculation for the three (3) remaining students. The Department of Dental Hygiene has identified two core elective courses within the College of Health Sciences that students can choose from to fulfill their degree requirement for spring 2021 graduation.

**Tennessee State University  
Board of Trustees**



**Approval of Title IX  
Emergency Rule**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 19, 2020

ITEM: Approval of Title IX Emergency Rule

RECOMMENDED ACTION: Approval

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

Under the Uniform Administrative Procedures Act (UAPA), State entities are required to promulgate rules and regulations under certain circumstances, including when student due process rights may be affected. The Federal Government recently articulated new regulations under Title IX related to the investigation and due process requirements involving sexual harassment. The attached rule will be filed as an emergency rule and mirrors the recently effective federal regulations. The institution will ultimately present a permanent rule for review and approval by the Board.

The rule also requires approval by the attorney general and the secretary of state, and will be reviewed by the Government Operations Committee of the Tennessee General Assembly.

In conformance with the rulemaking process, TSU held a rulemaking hearing on the attached Student Conduct Rule on June 1, 2020. No comments were made and there have been no modifications to the draft since the rulemaking hearing. A roll call vote is required.

**MOTION: To adopt the new Title IX Emergency Rule, as contained in the Board materials for the Board's November 19, 2020, meeting, as a rulemaking rule, and authorize the President and her designees to make any technical or legal based corrections to these rules, including changes required by the Attorney General's Office, after review.**

# Emergency Rule Filing Form

Emergency rules are effective from date of filing, unless otherwise stated in the rule, for a period of up to 180 days.

<b>Agency/Board/Commission:</b>	Tennessee State University
<b>Division:</b>	
<b>Contact Person:</b>	Laurence Pendleton
<b>Address:</b>	
<b>Zip:</b>	37209
<b>Phone:</b>	615-963-7925
<b>Email:</b>	Laurence.pendleton@tnstate.edu

**Revision Type (check all that apply):**

- Amendment  
 New  
 Repeal

**Statement of Necessity:**

It is necessary for Tennessee State University to file this emergency rule in order to confirm compliance with Title IX of the Educational Amendments of 1972 final regulations that went into effect on August 14, 2020.

**Rule(s) Revised (ALL chapters and rules contained in filing must be listed here. If needed, copy and paste additional tables to accommodate multiple chapters. Please make sure that ALL new rule and repealed rule numbers are listed in the chart below. Please enter only ONE Rule Number/Rule Title per row.)**

Chapter Number	Chapter Title
0240-08-02	Title IX Compliance
Rule Number	Rule Title
0240-08-02-.01	Statement of Nondiscrimination on the Basis of Sex
0240-08-02-.02	Definitions
0240-08-02-.03	General Provisions Related to Reporting Title IX Complaints
0240-08-02-.04	Response to Complaints of Sex Discrimination
0240-08-02-.05	Response to Complaints of Sexual Harassment
0240-08-02-.06	Confidentiality
0240-08-02-.07	Written Notice to the Parties Upon Receipt of a Formal Complaint
0240-08-02-.08	Investigations of Formal Complaints
0240-08-02-.09	Grievance Process for Formal Complaints
0240-08-02-.10	Hearing of Formal Complaints
0240-08-02-.11	Determination Regarding Responsibility
0240-08-02-.12	Appeal of Determination of Responsibility or Dismissal of Formal Complaint
0240-08-02-.13	Informal Resolution Process
0240-08-02-.14	Retaliation
0240-08-02-.15	Training Related to Sexual Harassment
0240-08-02-.16	Effect of Other Requirements
0240-08-02-.17	Record Retention and Disposition
0240-08-02-.18	Severability

**Rules  
of  
Tennessee State University**

**Chapter 0240-08-02  
Title IX Compliance**

**New Chapter**

Division 0240-05 is amended by adding Chapter 06 Title IX Compliance, a table of contents, and Rules .01 through .18, so that it shall read as follows:

Table of Contents

0240-08-02-.01	Statement of Nondiscrimination on the Basis of Sex
0240-08-02-.02	Definitions
0240-08-02-.03	General Provisions Related to Reporting Title IX Complaints
0240-08-02-.04	Response to Complaints of Sex Discrimination
0240-08-02-.05	Response to Complaints of Sexual Harassment
0240-08-02-.06	Confidentiality
0240-08-02-.07	Written Notice to the Parties Upon Receipt of a Formal Complaint
0240-08-02-.08	Investigations of Formal Complaints
0240-08-02-.09	Grievance Process for Formal Complaints
0240-08-02-.10	Hearing of Formal Complaints
0240-08-02-.11	Determination Regarding Responsibility
0240-08-02-.12	Appeal of Determination of Responsibility or Dismissal of Formal Complaint
0240-08-02-.13	Informal Resolution Process
0240-08-02-.14	Retaliation
0240-08-02-.15	Training Related to Sexual Harassment
0240-08-02-.16	Effect of Other Requirements
0240-08-02-.17	Record Retention and Disposition
0240-08-02-.18	Severability

0240-08-02-.01 Statement of Nondiscrimination on the Basis of Sex is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

**0240-08-02-.01 Statement of Nondiscrimination on the Basis of Sex**

- (1) As required by law, no student, employee, or applicant for admission or employment will be excluded, on the basis of sex, from participation in, be denied the benefit of, or be subjected to discrimination under any Tennessee State University (TSU) education program or activity.
- (2) If TSU has actual knowledge of sexual harassment in an education program or activity against a person in the United States, TSU will respond promptly in a manner that is not deliberately indifferent.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02-.02 Definitions is added to Chapter 0240-05-02 Title IX Compliance and shall read as follows:

**0240-08-02-.02 Definitions**

- (1) Actual knowledge: notice of sexual harassment or allegations of sexual harassment to an TSU Title IX Coordinator or any TSU official who has authority to institute corrective measures on behalf of TSU. This definition is not met when the only TSU official with actual knowledge is also the respondent.

- (2) Complainant: an individual who is alleged to be the victim of conduct that could constitute sexual harassment. Complainant does not mean the Title IX Coordinator when the Title IX Coordinator signs a formal complaint or is not otherwise an alleged victim of sexual harassment. References in this rule to the singular "complainant" include the plural, as applicable.
- (3) Deliberately indifferent: a response that is clearly unreasonable in light of the known circumstances.
- (4) Education program or activity: locations, events, or circumstances over which TSU exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by TSU.
- (5) Formal complaint: a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting TSU investigate the allegation of sexual harassment. As used in this definition, the phrase "document filed by a complainant" means a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.
- (6) Hearing officer: the person who is the decision-maker with respect to the determination of responsibility after a live hearing. Hearing officer may also mean a committee that is the decision-maker with respect to the determination of responsibility after a live hearing. A hearing officer cannot be the same person(s) as the Title IX Coordinator or the investigator(s).
- (7) Party: either complainant or respondent. References in this rule to the plural "parties" includes complainant and respondent.
- (8) Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. References in this rule to the singular "respondent" include the plural, as applicable.
- (9) Sexual harassment: conduct on the basis of sex that satisfies one (1) or more of the following:
  - (a) An TSU employee conditioning the provision of an aid, benefit, or service of TSU on an individual's participation in unwelcome sexual conduct;
  - (b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to TSU's education program or activity; or
  - (c) Sexual assault as defined by federal law, "dating violence" as defined by federal law, "domestic violence" as defined by federal or state law, or "stalking" as defined by federal law.
- (10) Supportive measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to TSU's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or TSU's educational environment, or deter sexual harassment. Supportive measures may include but are not limited to counseling, adjustments for assignments or tests, extensions of deadlines or other course-related adjustments, academic support services such as tutoring, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, providing or assisting in providing medical services, arranging a course re-take or withdraw from a class without penalty including ensuring that any changes do not adversely affect the student's academic record, and other similar measures.
- (11) Title IX Coordinator: the person designated and authorized by TSU to coordinate its efforts to comply with its Title IX responsibilities.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02-.03 General Provisions Related to Reporting Title IX Complaints is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

**0240-08-02-.03 General Provisions Related to Reporting Title IX Complaints**

- (1) Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- (2) Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.
- (3) A complainant may file a formal complaint with the Title IX Coordinator in person, by mail, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any additional method TSU designates. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a TSU education program or activity.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02-.04 Response to Complaints of Sex Discrimination is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

**0240-08-02-.04 Response to Complaints of Sex Discrimination**

- (1) When a person reports sex discrimination committed against a person while in the United States, TSU will follow its rules, procedures and processes used for Title VII sex discrimination allegations, which provide for the prompt and equitable resolution of complaints alleging sex discrimination.
- (2) Where a person alleges both sex discrimination and sexual harassment committed against a person while in the United States, TSU will follow its rules, procedures and processes for responding to a formal complaint of sexual harassment. If the formal complaint is dismissed at any point in the process, TSU will follow its rules, procedures and processes used for Title VII sex discrimination allegations.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02-.05 Response to Complaints of Sexual Harassment is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

**0240-08-02-.05 Response to Complaints of Sexual Harassment**

- (1) If TSU has actual knowledge of sexual harassment in an education program or activity committed against a person while in the United States, TSU will respond promptly in a manner that is not deliberately indifferent and follow its grievance process.
- (2) TSU will treat complainants and respondents equitably by offering supportive measures to a complainant, and in cases where a formal complaint is filed, will follow its grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.
- (3) The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

- (4) The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- (5) TSU may remove a respondent from an education program or activity on an emergency basis only after undertaking an individualized safety and risk analysis, determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and providing the respondent with notice and an opportunity to challenge the decision immediately following the removal.
- (6) TSU may place a non-student employee respondent on administrative leave during the pendency of a grievance process.
- (7) TSU's response to Title IX inquiries, informal reports and complaints of sexual discrimination and harassment, including its investigations, the administering of its processes and procedures, and other activities shall be subject to legal sufficiency review through the TSU General Counsel or the TSU General Counsel's designee.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02-.06 Confidentiality is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

**0240-08-02-.06 Confidentiality**

- (1) TSU will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent and any witness, except as may be permitted or required by federal or state law, or to carry out the purposes of this rule and attendant policies, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.
- (2) TSU will utilize good faith efforts to maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality does not impair TSU's ability to provide the supportive measures.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02-.07 Written Notice to the Parties Upon Receipt of a Formal Complaint is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

**0240-08-02-.07 Written Notice to the Parties Upon Receipt of a Formal Complaint**

- (1) When a formal complaint is filed, TSU will provide parties with a written notice of its grievance process, including any informal resolution process(es).
- (2) TSU will provide written notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.
- (3) TSU's written notice will include a statement that:
  - (a) The respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
  - (b) The parties may have an advisor of their choice, who may be, but is not required to be, an attorney;

(c) The parties may inspect and review evidence; and

(d) Identifies any provision in its codes of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

(4) If, in the course of an investigation, TSU decides to investigate allegations about the complainant or respondent that are not included in the initial written notice, TSU will provide notice of the additional allegations to the parties whose identities are known.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02.08 Investigations of Formal Complaints is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

**0240-08-02-.08 Investigations of Formal Complaints**

- (1) TSU will investigate, to the extent necessary or possible, the allegations in a formal complaint.
- (2) If the conduct alleged in a formal complaint would not constitute sexual harassment even if proved, did not occur in TSU's education program or activity, or did not occur against a person while in the United States, TSU will dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX; such a dismissal does not, however, preclude action under another provision of TSU's codes of conduct or other related rules or policies.
- (3) TSU may dismiss a formal complaint or any allegations therein, if at any time during the investigation a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein, the respondent is no longer enrolled or employed by TSU; or specific circumstances prevent TSU from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- (4) If TSU dismisses a formal complaint during the investigation phase, TSU will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.
- (5) TSU may consolidate formal complaints as to allegations of sexual harassment against more than one (1) respondent, or by more than one (1) complainant against one (1) or more respondents, or by one (1) party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.
- (6) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on TSU and not on the parties.
- (7) TSU will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and are made and maintained in connection with the provision of treatment to the party, unless TSU obtains that party's voluntary, written consent to do so for a grievance process.
- (8) TSU will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- (9) TSU will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- (10) TSU will provide the parties with the same opportunities to have others present during any interview or investigative process, including the opportunity to be accompanied to any related investigation meeting by the advisor of their choice, who may be, but is not required to be, an attorney.
- (11) TSU will not limit the choice or presence of an advisor for either the complainant or respondent in any investigative meeting; however, TSU may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

- (12) TSU will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.
- (13) TSU will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which TSU does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- (14) Prior to completion of the investigative report, TSU will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy,
- (15) TSU will allow the parties ten (10) business days to submit a written response, which the investigator will consider prior to completion of the investigative report.
- (16) TSU will create an investigative report that fairly summarizes relevant evidence.
- (17) At least ten (10) business days prior to a hearing or other time of determination regarding responsibility, TSU will send the investigative report in electronic format or a hard copy to each party and the party's advisor, if any, for their review and written response to the investigative report.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02.09 Grievance Process for Formal Complaints is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

**0240-08-02-.09 Grievance Process for Formal Complaints**

- (1) TSU will apply its grievance procedures and requirements equally to both parties.
- (2) During the course of the grievance process, TSU will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following its grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.
- (3) TSU will design remedies to restore or preserve equal access to TSU's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- (4) TSU will ensure that the Title IX Coordinator, investigator, hearing officer, or decision-maker does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- (5) TSU will require an objective evaluation of all relevant evidence - including both inculpatory and exculpatory evidence - and prohibit credibility determinations based on a person's status as a complainant, respondent, or witness.
- (6) TSU will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- (7) TSU will apply a preponderance of the evidence standard for all formal complaints.
- (8) TSU will require the grievance process, including the appeal process, to conclude within a reasonably prompt time frame.
- (9) TSU will provide the range of possible disciplinary sanctions and remedies or list the possible disciplinary sanctions and remedies that TSU may implement following any determination of responsibility.
- (10) TSU will describe the range of supportive measures available to complainants and respondents.
- (11) TSU will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor

of their choice, who may be, but is not required to be, an attorney.

- (12) TSU will not limit the choice or presence of advisor for either the complainant or respondent in any grievance proceeding; however, TSU may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- (13) TSU will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all proceedings or hearings, or other meetings with a party, with sufficient time for the party to prepare to participate.
- (14) TSU will appoint a hearing officer that meets the training requirements set forth in T.C.A. §4-5-324.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02.010 Hearings of Formal Complaints is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

### **0240-08-02-.10 Hearings of Formal Complaints**

- (1) TSU will conduct a live hearing of formal complaints not dismissed pursuant to this rule.
- (2) At the request of either party, TSU will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the hearing officer and parties to simultaneously see and hear the party or the witness answering questions.
- (3) Live hearings may be conducted with all parties physically present in the same geographic location or, at TSU's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- (4) At least seventy-two (72) hours prior to a live hearing, TSU will provide both parties with written notice of the following:
  - (a) The time, place, date of the hearing, and electronic access information, if applicable;
  - (b) The name of each witness TSU expects to present at the hearing and those TSU may present if the need arises;
  - (c) The right to request a copy of the investigative file;
  - (d) The right to request copies of all documents, copies of all electronically stored information, and access to tangible evidence that TSU has in its possession, custody, or control and may use to support claims or defenses.
- (5) When notice is sent by United States mail or courier service, the notice is effective on the date that the notice is mailed or delivered to the courier service. When notice is hand delivered to the parties from TSU, notice is effective on the date that the notice is delivered to the parties. When notice is sent by email, the notice is effective on the date that the email is sent to the parties' TSU-provided email account.
- (6) The hearing officer may allow a temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include but is not limited to considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.
- (7) In cases that involve more than one (1) respondent, the hearing officer may, consistent with the requirements of Title IX, consider whether separate proceedings are necessary to avoid undue prejudice to the respondents.
- (8) During the hearing, the hearing officer will make evidence subject to review and inspection during the investigation phase available to give each party equal opportunity to refer to that evidence, including for purposes of cross-examination.

- (9) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- (10) Only relevant cross examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the hearing officer will first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
- (11) The hearing officer will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- (12) Notwithstanding any limitations to the contrary that TSU has placed on the advisor's participation in the hearing, the hearing officer will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing will be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
- (13) If a party does not have an advisor at the live hearing, TSU will provide without fee or charge to that party an advisor of TSU's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.
- (14) If a party or witness does not submit to cross-examination at the live hearing, the hearing officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the hearing officer cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- (15) TSU will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.
- (16) The hearing officer may dismiss the formal complaint or any allegations therein, if at any time during the hearing a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein, the respondent is no longer enrolled or employed by TSU, or specific circumstances prevent TSU from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- (17) If the hearing officer dismisses the formal complaint during the grievance process, the hearing officer will promptly notify the Title IX Coordinator who will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02.11 Determination Regarding Responsibility is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

#### **0240-08-02.11 Determination Regarding Responsibility**

- (1) The hearing officer will issue a written determination simultaneously to the complainant and respondent regarding responsibility, using a preponderance of evidence to reach a determination.
- (2) The written determination must include:
  - (a) Identification of allegations potentially constituting sexual harassment;
  - (b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses,

site visits, methods used to gather other evidence, and hearings held;

- (c) Findings of fact supporting the determination;
  - (d) Conclusions regarding the application of TSU's rule, policy, and, if applicable, code of conduct to the facts;
  - (e) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions TSU imposes on the respondent, and whether remedies designed to restore or preserve equal access to TSU's education program or activity will be provided to the complainant; and
  - (f) TSU's procedures and permissible bases for the complainant and/or respondent to appeal.
- (3) Either party may submit a written statement in support of the outcome to the Title IX Coordinator within ten (10) business days of the date of the determination or dismissal.
  - (4) The Title IX Coordinator will be responsible for effective implementation of any remedies.
  - (5) The determination regarding responsibility becomes final either on the date that TSU provides the parties with the written appeal decision, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02.12 Appeal of Determination of Responsibility or Dismissal of Formal Complaint is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

**0240-08-02-.12 Appeal of Determination of Responsibility or Dismissal of Formal Complaint**

- (1) Both parties may appeal a determination regarding responsibility or the dismissal of a formal complaint or any allegations therein, only on the following bases:
  - (a) Procedural irregularity that affected the outcome of the matter;
  - (b) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made and that could affect the outcome of the matter; and
  - (c) The Title IX Coordinator, investigator(s), or hearing officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- (2) A party wishing to appeal a determination regarding responsibility or the dismissal of a formal complaint or any allegations therein must file a written appeal with the Title IX Coordinator within ten (10) business days of the date of the determination or the dismissal. The written appeal must identify the basis or bases for the appeal and explain with specificity the facts supporting the basis or bases of the appeal.
- (3) As to all appeals, the Title IX Coordinator will
  - (a) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
  - (b) Ensure that the decision-maker(s) for the appeal is not the same person as any investigator(s) or the hearing officer that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
  - (c) Ensure that the decision-maker(s) for the appeal meets the training requirements as required by Title IX and state law.
- (4) Within a reasonable time, the decision-maker(s) will issue a written appeal decision describing the result of the appeal and the rationale for the result.

(5) The Title IX Coordinator will provide the written appeal decision simultaneously to both parties.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02-.13 Informal Resolution Process is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

**0240-08-02-.13 Informal Resolution Process**

- (1) TSU will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment.
- (2) TSU will not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility, TSU may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, but only if TSU
  - (a) Provides to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
  - (b) Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
  - (c) Obtains the parties' voluntary, written consent to the informal resolution process; and
  - (d) Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- (3) At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
- (4) TSU will ensure that an individual designated to facilitate an informal resolution process does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- (5) TSU will require an informal resolution process to conclude within a reasonably prompt time frame.

Authority: T.C.A §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02.14 Retaliation is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

**0240-08-02-.14 Retaliation**

- (1) Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this rule, constitutes retaliation.
- (2) The exercise of rights protected under the First Amendment does not constitute retaliation.
- (3) Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance process does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Authority: T.C.A §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02.-15 Training Related to Sexual Harassment is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

### **0240-08-02-.15 Training Related to Sexual Harassment Issues**

- (1) TSU will ensure that its Title IX Coordinator, investigators, hearing officers, decision-makers, and any person who facilitates an informal resolution process receive training on this rule's definition of sexual harassment, the scope of TSU's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- (2) Such training will satisfy the requirements of Title IX and be developed or conducted consistent with the requirements of state law, including but not limited to T.C.A. § 4-5-324.
- (3) TSU will ensure that hearing officers receive training on any technology to be used at a live hearing.
- (4) TSU will ensure that hearing officers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
- (5) TSU will ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
- (6) TSU will ensure that any materials used to train Title IX Coordinators, investigators, hearing officers, decision-makers, and any person who facilitates an informal resolution process promote impartial investigations and adjudications of formal complaints and do not rely on sex stereotypes.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02.16 Effect of Other Requirements is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

### **0240-08-02-.16 Effect of Other Requirements**

- (1) TSU will not restrict any rights protected from government action by the First Amendment of the U.S. Constitution, deprive a person of any rights that would otherwise be protected from government action under the Due Process Clauses of the Fifth and Fourteenth Amendments of the U.S. Constitution, or restrict any other rights guaranteed against government action by the U.S. Constitution or State of Tennessee Constitution.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02.17 Record Retention and Disposition is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

### **0240-08-02-.17 Record Retention and Disposition**

- (1) TSU will retain and dispose of records related to Title IX matters as required by federal and state laws and regulations.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

0240-08-02.18 Severability is added to Chapter 0240-08-02 Title IX Compliance and shall read as follows:

### **0240-08-02-.18 Severability**

- (1) If any provision of this rule or its application to any person, act, or practice is held invalid as to TSU, the remainder of the rule or the application of its provisions to any person, act, or practice shall not be affected thereby.
- (2) If any provision of the Title IX regulations on which this rule is based is enjoined or held invalid and applies to TSU or the Title IX regulations' application to any person, act, or practice is enjoined or held invalid and applies

to TSU, the remainder of this rule or the application of its provisions to any person, act, or practice shall not be affected thereby.

Authority: T.C.A. §§ 49-8-101(a)(2)(A) and 49-8-203(a)(1)(D) & 49-8-203(a)(4).

**Tennessee State University  
Board of Trustees**



**Report on SACSCOC  
Accreditation Review  
Matters**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 19, 2020  
ITEM: Report on SACSCOC Accreditation Review Matters  
RECOMMENDED ACTION: None  
PRESENTED BY: President Glover

President Glover and/or her designee will present a report on SACSCOC Accreditation Review Matters.

## SACSCOC

### *Compliance Certification (CCR) for University's Reaffirmation of Accreditation*

SACSCOC member institutions undergo a 10-year review process to maintain their accreditation. The purpose of the Compliance Certification (CCR) document is to demonstrate Tennessee State University's (University) compliance with the *Principles of Accreditation*.

The SACSCOC Steering Committee was charged in 2017 with the internal review process and completion of the CCR. On August 31, 2020 the Steering Committee submitted its final draft to Silver & Associates for review and feedback. On September 23, 2020, the President and Provost reviewed the final product and on September 25, 2020, the University's Compliance Certification was submitted to SACSCOC – ahead of the SACSCOC deadline provided for submission.

#### Next Steps and Timeline

- November 5 – 6, 2020 - The SACSCOC Off-Site Reaffirmation Committee reviews the CCR and all documentation to determine if University is in compliance with the *Principles of Accreditation*.
- November – December – The University will receive the Off-Site Reaffirmation Committee Report.
- December – January – the SACSCOC Steering Committee will resume weekly meetings and prepare the Focused Report.
- February 2020 – The University will respond to Off-Site Reaffirmation Committee Report, submits Focused Report and the Quality Enhancement Plan.
- March 16 – 18, 2021 - On-Site Reaffirmation Committee will visit the campus to review any areas of concern or non-compliance and completes Report of the Reaffirmation Committee submitted to the President to identify any errors of fact.
- Fall 2021 – The University prepares a response to the recommendations in the Report of the Reaffirmation Committee.
- December 4-7, 2021 - SACSCOC Board of Trustees Reaffirmation Decision.

### *Quality Enhancement Plan*

SACSCOC standard 7.2: The institution has a Quality Enhancement Plan that (a) has a topic identified through its ongoing, comprehensive planning and evaluation processes; (b) has broad-based support of institutional constituencies; (c) focuses on improving specific student learning outcomes and/or student success; (d) commits resources to initiate, implement, and complete the QEP; and (e) includes a plan to assess achievement.

In accordance with the above-cited SACSCOC standard, in November 2017, the University established the Topic Research Committee which hosted a well-attended campus-wide faculty and staff forum in January 2018. Faculty and staff members at the forum were invited to submit short QEP topic proposals during the spring 2018 semester. As a result, two sets of proposals were recommended by the Topic Research Committee for development into full QEP prospectuses and writing teams were commissioned to prepare these documents. As a result of this broad-based involvement, the QEP prospectus entitled *Care, Academics, Development, Navigating Careers, and Engagement* (CADENCE) was presented to and approved by the President. The University's QEP seeks to improve student success and career outcomes through a coordinated network of support services with a focus on students' personal and career goals.

#### Next Steps and Timeline:

- August 21, 2020 - Formation of TSU QEP Working Committee

- September 30, 2020 – First draft of QEP submitted to Silver & Associates
- October 23, 2020 – Second internal draft due to Provost
- October 30, 2020 - Second draft submitted to Silver & Associates
- November 10, 2020 – Third internal draft submitted to Provost
- November 12, 2020 – Third draft due to Silver & Associates
- December 4, 2020 – Final internal draft due to President and Provost
- January 9, 2021 - Final draft due to Silver & Associates
- February – QEP due to SACSCOC

**Tennessee State University  
Board of Trustees**



**ACADEMIC AFFAIRS  
REPORT**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 19, 2020  
ITEM: Academic Affairs Report  
RECOMMENDED ACTION: None  
PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,  
Trustee Pamela Martin

President Glover and/or her designee will provide a report on academic affairs.

TENNESSEE STATE  
UNIVERSITY  
BOARD OF TRUSTEES  
ACADEMIC AFFAIRS REPORT

Opportunities, Realities, and Challenges

The Office of the Provost and Vice President for Academic Affairs continues to move forward as we face the ongoing challenges impacting the higher education landscape across the nation. The COVID-19 pandemic, economic recession, and institutional budget shortfall have resulted in a confluence of variables our Office has to navigate on a micro, mezzo, and macro level. From working directly with students seeking funds to pay for their education to managing class delivery options for health and safety to working collaboratively with our community to ensure our success, the Office of the Provost and Vice President for Academic Affairs continues to work comprehensively to deliver educational excellence. Now is the time to consider innovative approaches to our work and we are reviewing all options! This is a challenging time in the history of our country and in higher education but challenge breeds opportunity.

*Academic Affairs Strategic Alignment – New and Existing Units*

One of the major opportunities for our Office is the strategic alignment of our new units with our existing units. Over the past three months, several units were transitioned under the Office's leadership. This transition provides our Office with the capacity to review, analyze, and redesign processes, procedures, and policies to best meet the needs of all stakeholders. The units transitioning to our Office include:

- Information Technology – led by CIO Tim Warren
- Financial Aid – led by AVP Amy Wood
- Office of Records – led by Director Thelria Hardaway\*
- Student Success Center – led by Interim Executive Director Kimi Bonner\*
- Title III – led by Interim Executive Director Marjorie Seward\*
- Office of Institutional Effectiveness, Research, Planning, and Assessment – led by Dr. Charlise Anderson\*
- Testing Center – led by Director Brenda Coleman\*
- TRIO – led by Director Victoria McGee-Hayes

\*These units have undergone or soon will be undergoing leadership changes and this is a key component of our comprehensive planning and alignment going forward.

One of the first changes we made was to align our advising, coaching, and mentoring programs by placing the success coaches in the advising center. This realignment streamlines our student services and helps students access additional resources in one location. Another change was to place three employees in the Office of Institutional Effectiveness, Research, Planning, and Assessment to manage the review of data, implement the strategic plan, and provide support services for program accreditation. Over the next year, our Office will take a “deep dive” into our processes.

Our Office has and continues to assess all units on efficiency, effectiveness, and quality assurance and we will continue to make changes.

Spring 2021 Academic Calendar

The Spring 2021 academic calendar has been finalized. With a continued focus on educational excellence while fostering a culture of health and safety, the calendar is designed with an emphasis on both. As a result, the following decisions were made:

*Course Delivery* – the majority of courses will be delivered online. The programs, departments, and faculty will determine the course delivery method.

*Two Week Quarantine* – all students living in dorms will quarantine for the first two weeks of classes. All classes during those two weeks will be delivered online.

*Extreme Winter* – two mini semesters will be offered virtually at the beginning of January. This will allow students to work toward degree completion and will replace (for this academic year) Extreme Spring Break.

*Delayed Start* – with the potential convergence of a severe flu season with the ongoing pandemic during the winter months, spring semester will start two weeks later than normal.

#### Student Partnerships

Our Office has been working directly with student leadership in order to address the needs, concerns, and issues related to student learning. Due to the transition to a largely virtual classroom space, the collaboration between Academic Affairs and student leaders is imperative. As a result, our Office has been working with the Student Government Association President and Vice President as well as the student Trustee. Moreover, our staff works with students across campus on an ongoing basis to identify potential solutions to problems as well as new approaches to our work. The list below contains some of our ongoing initiatives as a result of these partnerships:

*Pulse Check* – our Office worked directly with the Global Online center to create a Pulse Check Survey accessible via eLearn. This allows students to identify issues they are having in their classrooms. Our office works directly to address the feedback and find solutions.

*Financial Aid* – we continue to address the issues in the Office of Financial Aid. We held a meeting between student leadership and the Director of Financial Aid to begin the process of adjusting the procedures impacting student aid delivery. We are in the process hiring two additional staff members for the Office of Financial Aid as well as a thorough review of the customer service protocol for student contacts. This included a meeting on October 23<sup>rd</sup>, 2020

with our external call center partner EdAmerica where we conducted a comprehensive discussion of solutions and procedures to assure responsiveness. To make this effort we will be producing a paper for publication every month demonstrating key metrics on the Office's responsiveness.

*Academic Leadership* – our Office continues to emphasize, with Deans and Department Chairs the necessity of compassion and responsiveness while maintaining standards. We constantly urge our faculty to create a sense of community and reach out to students.

### Strategic Plan Implementation

The implementation phase of strategic planning development is the most important part of the process. It has been characterized as the living and breathing of the plan. Implementation is the phase that should turn strategies into actions. This step should ensure that a document does not get put on a shelf but instead is used to produce actions that drive institutional change and growth. The implementation phase continues the process of institutional self-reflection.

Implementation at TSU began in September with a cross section of representatives. An attempt was made to expand participation beyond those individuals who participated in the development of the strategic plan. To date a grouping of approximately forty-five individuals from the colleges and support units have met weekly to take on the process of developing strategies. This group includes all of the academic deans or their representatives, representatives from each academic support unit, and representatives from administrative support units such as Human Resources, IT, Facilities Management and Alumni Affairs.

This process will conclude at the end of October. Though this has been a somewhat lengthy process, the conversation and teamwork that has developed will foster a sense of ownership in the strategic planning process by the entire university community. The work process has produced rich discussion and has been informed by the voices and experiences of employees from a variety of units.

#### *Next Steps*

A subset of the larger group will begin developing a document outlining proposed methods of assessments, performance targets, units responsible for the strategies and budgetary needs. The document will be brought back to the larger group during the third week of November for discussion and reflection.

The implementation phase has been executed carefully to maximize benefits of the process. One of the real benefits of an incremental approach to implementation is helping to dissuade negativity, skepticism and resistance among the university community. Scholars have suggested that the process may be more important than the document. The process should engender greater participation to broaden the base of acceptance of the process.

### *Timeline*

- October 29, 2021 – Completion of the development of strategies
- November 2-13, 2020 - Subgroup development of methods of assessments, performance targets, units responsible for the strategies and budgetary needs
- November 19, 2020 – Full group evaluation of subgroup product
- December 1 – 11, 2020 - OIERPA staff will work with responsible units
- January 11, 2021 - Draft Strategic Plan Semi-Annual Review Report submitted to Provost
- February 1, 2021 – Final Strategic Plan Semi-Annual Review Report submitted to President

## Program Accreditation Site Visits

The Provost and Vice President for Academic Affairs continues to work with programs and units to achieve program accreditation success. This includes participating accreditation site visits. During September and October, the Provost participated in two site visits. They are described in the table below.

<b>Program/Unit</b>	<b>Accreditor</b>	<b>Site Visit</b>	<b>Purpose</b>
Bachelors and Masters in Public Health	Council on Education for Public Health	October 1 & 2, 2020	Reaccreditation of both programs
Intensive English Center, Office of International Affairs	The Commission on English Language Accreditation	October 8, 9, and 10, 2020	Initial accreditation of the Intensive English Center

## Faculty VESP

As part of the ongoing efforts to provide avenues for budget realignment, the TSU faculty were offered the Voluntary Employee Separation Program. All faculty approved will finish the fall 2020 academic semester and the officially retire from the university. The following provides information on the faculty VESP.

The Provost and Vice President for Academic Affairs worked collaboratively with Deans to strategically redesign resources to ensure that programs are able to maintain high levels of student learning outcomes, classroom instruction, and support service activities. Through one-on-one meetings the Provost and staff had honest, open discussions regarding those resources and the impact of the faculty VESP on program activities. This process was transparent, open, and continues.

Our Office is recommending measures that would result in an annual salary savings of \$1,516,331 and the elimination of eleven positions (out of 33).

## Professional Development for Faculty

Our Office is committed to the ongoing offering of professional development opportunities for faculty. We have identified several streams of funding for professional development. These are listed below (please note that all are virtual offerings):

virtual  
output  
classroom.

*Academic Affairs Resources* – We are offering up to \$400 for faculty to attend conferences, trainings, workshops etc. This allows faculty to continue their research as well as gain important knowledge to execute their jobs in and out of the

participate  
was

*External Partners* – we partner with several organizations through which we can in national, local, and TSU-specific activities. For example, we held a TSU-focused workshop on October 1, 2020 through our partnership with EAB. The partnership

titled “Blueprint for Growth” and discussed strategies for growing our graduate programs. EAB held another workshop on October 22, 2020 on “Timely Degree Completion.” Over 45 attendees have received training from EAB. Other partners include the United Negro College Fund and Association of Public Land Grant Universities.

*Academic Affairs Initiative* – our Office will be working with and directing an activity in partnership with Title III which provides funding for faculty development. This activity will allow our office to strategically target funds for faculty development with local and national organizations as well as internal projects aimed at promoting skills, knowledge, and advancement.

**Tennessee State University  
Board of Trustees**



**Student Affairs Report**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 19, 2020

ITEM: Student Affairs Report

RECOMMENDED ACTION: None

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

President Glover or her designee will provide a report on student affairs.

## **DIVISION OF STUDENT AFFAIRS**

### **DIVISION OF STUDENT AFFAIRS**

#### **Tennessee State University Counseling Center**

The University Counseling Center has instituted several practices to address TSU's shift to virtual operations and supporting the mental health needs of our students. The University Counseling Center has moved all scheduled counseling sessions to a virtual format via a HIPAA compliant Zoom platform, with additional weekly psychiatric evaluation and med check appointments available every Friday as well. The University Counseling Center continues to hold "Let's Talk" drop in hours, 4 times a week, which allow students who may not be sure if they want/need to make an appointment to seek counseling, have concerns that they may not deem urgent or therapy related, or simply want to work through a specific issue for one-time "drop in" support.

Additionally, the University Counseling Center also host Friday Conversations with Counseling via Instagram, where each week staff from the University Counseling Center either highlights a mental health concern and provides an interactive education and information program, and/or interviews black professionals in the field of mental health services regarding mental health needs, service providers, resources, and ways to identify potential mental health concerns. The University Counseling Center has also revised the Suicide Prevention Plan which is now disseminated twice yearly to the University.

The University Counseling Center recently held their annual depression screening day encouraging students to receive mental health screening for potential depression/anxiety or other mental health needs. In support of students who have either tested positive or have come in contact with someone who tested positive for COVID-19 and are in isolation or quarantine, the University Counseling Center is providing weekly "check-in" hours to those students address any counseling related needs.

#### **Tennessee State University Health Services**

TSU University Health Services has taken the lead for the COVID-19 testing initiative for the campus community, testing over 700+ students and staff over the course of the semester. UHS nursing staff members have directly provided medical support for the Isolation and Quarantine Zone (I/Q Zone) visiting the I/Q/ zone daily for med checks, retesting, and other general health related concerns.

UHS nurses have set daily hours to support students, staff, and faculty self-testing process, setting up an additional site for testing and evaluation. Also, the UHS has maintained its ongoing service provision for general health care for students, also provided ongoing consultation services for general health care concerns, well-women's care, and prescription maintenance.

Additionally, the UHS has recently premiered its collaboration with a distinguished telehealth entity to provide ongoing services after hours, on weekends, and during semester breaks to TSU students with included programming such as outreach education, individual consultation, and access to medical support and consultation for both local and out of state students.

## **Update on TSU Student Affairs COVID Response**

### **-Testing**

The University is averaging approximately 75 test per day. Any student can request a test.

### **-Isolation/Quarantine Zone**

The I/Q Zone is managed by professional staff, and clinical staff to create a safe learning environment for our students. It is a self-sufficient area that is monitored 24 hours a day.

### **-Monitoring**

The campus experienced an unusual uptick in COVID-19 positive cases in early October. The administration reacted swiftly with three things that made an immediate impact:

- 1) A ten-day reprieve was instituted for all campus activities and sports.
- 2) Aggressive testing and contact tracing was amplified.
- 3) Unified marketing campaign to remind the campus community of our responsibilities to social distance and wearing masks was initiated.

**Tennessee State University  
Board of Trustees**



**EXECUTIVE  
COMMITTEE REPORT**

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

9:30 a.m. CST  
Thursday, November 19, 2020

Tennessee State University – Via Zoom Link:

**ORDER OF BUSINESS**

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the September 24, 2020, Executive Committee Meeting Minutes
- IV. Discussion of President's Annual Performance Review Process
- V. Secretary's Report
- VI. Adjournment

**Tennessee State University  
Board of Trustees**



**Approval of the  
September 24, 2020  
Executive Committee  
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 19, 2020

ITEM: Approval of the September 24, 2020, 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 September 24, 2020, Executive Committee meeting is included in the November 19, 2020, Board materials.

**MOTION: To approve the minutes from the Board of Trustees' September 24, 2020, Executive Committee meeting, as contained in the Board materials for the Board's November 19, 2020, meeting.**

**Tennessee State University Board of Trustees  
Executive Committee Meeting – September 24, 2020  
Via Zoom Link**

**MINUTES**

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

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

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

**I. CALL TO ORDER**

Chair Walker called the Executive Committee meeting to order at 10:10 a.m. Chair Walker moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. The Board is scheduled to take up important and timely matters. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to limit face-to-face contact whenever possible. Electronic participation for the Board meeting is necessary for the safety of Board members, staff, and guests. Trustee Martin seconded. Secretary Pendleton called the roll and the motion carried unanimously.

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

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

Secretary Pendleton announced the presence of a quorum.

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

**III. APPROVAL OF THE JUNE 18, 2020, EXECUTIVE COMMITTEE MEETING MINUTES**

Chair Walker introduced the first order of business — the approval of the June 18, 2020, Executive Committee meeting minutes. Chair Walker informed the Committee that the minutes for the Executive Committee’s June 18, 2020, meeting are included in the Board materials for the September 24, 2020, Board meeting.

Chair Walker moved to recommend to the full Board the approval of the June 18, 2020, Executive Committee meeting minutes, as contained in the Board materials for the September 24, 2020, Board meeting. Trustee Martin seconded the motion. With there being no discussion, Chair Walker called for a roll call vote. Secretary Pendleton called the roll. The motion carried unanimously.

#### **IV. APPROVAL OF AMENDMENT OF BOARD POLICY 001 (CODE OF ETHICS AND CONDUCT/CONFLICT OF INTEREST)**

Chair Walker moved to the next item on the agenda – the approval of an amendment to of Board Policy 001 (Code of Ethics and Conduct/Conflict of Interest).

Chair Walker asked Secretary Pendleton provide information related to this agenda item.

Secretary Pendleton indicated that the amendment was being requested to move the date for the submission of the conflict of interest policy acknowledgment forms from January of each year to the Board's spring meeting each year. This move would enhance the Board's compliance with the annual submission requirement. Secretary Pendleton noted that while the Board members had, for the most part, submitted annual acknowledgment forms, the forms had not been submitted in compliance with the timing requirement. Secretary Pendleton noted the specific amendment was reflected in the Board materials for today's meeting.

Chair Walker moved to recommend to the full Board the approval of an amendment of Board Policy 001, as contained in the Board materials for the September 24, 2020, Board meeting. Trustee Cole seconded the motion. With there being no discussion, Chair Walker called for a roll call vote. Secretary Pendleton called the roll. The motion carried unanimously.

#### **V.**

#### **REPORT ON**

#### **PRESIDENT'S ANNUAL PERFORMANCE REVIEW**

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

Vice Chair Cole provided information to the Committee on the performance evaluation procedures. She indicated the process had been completed and the performance evaluation had been signed by President Glover. She indicated that the Board will need to address the administering of the next evaluation as part of the Annual Performance Review Process.

#### **VI. SECRETARY'S REPORT**

Chair Walker asked Secretary Pendleton to provide a report to the Board. Secretary Pendleton addressed Board member terms. He noted a communication that had been submitted to the Board regarding a personnel matter and how the institution was addressing it internally.

Secretary Pendleton also indicated that Governor Lee has yet to make any announcements on board appointments or reappointments, noting the ending terms of Trustees Freeman, McKenzie and Walker.

Secretary Pendleton commented on the ongoing state sunset audit process and the projected sunset hearing in November 2020. Secretary Pendleton also indicated that the General Assembly held a

special session to address a few items, including COVID-19 liability protections. He indicated that the legislation had passed and would make it more difficult to bring a legal action and to be successful with a legal action involving institutions of higher education.

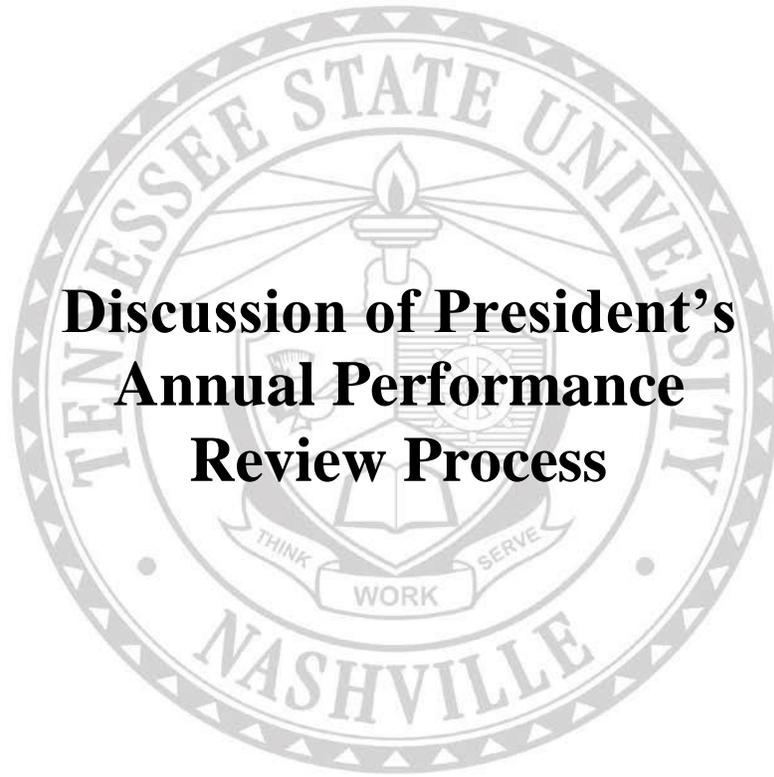
Chair Walker thanked Secretary Pendleton for his report.

## **VII. ADJOURNMENT**

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

With there being no discussion, Chair Walker called for a roll call vote. Secretary Pendleton called the roll and the motion carried unanimously. Chair Walker adjourned the meeting at 10:31 a.m.

**Tennessee State University  
Board of Trustees**



**Discussion of President's  
Annual Performance  
Review Process**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: November 19, 2020

ITEM: Discussion of 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 for discussion of the President's Annual Performance Review Process.

**Tennessee State University  
Board of Trustees**



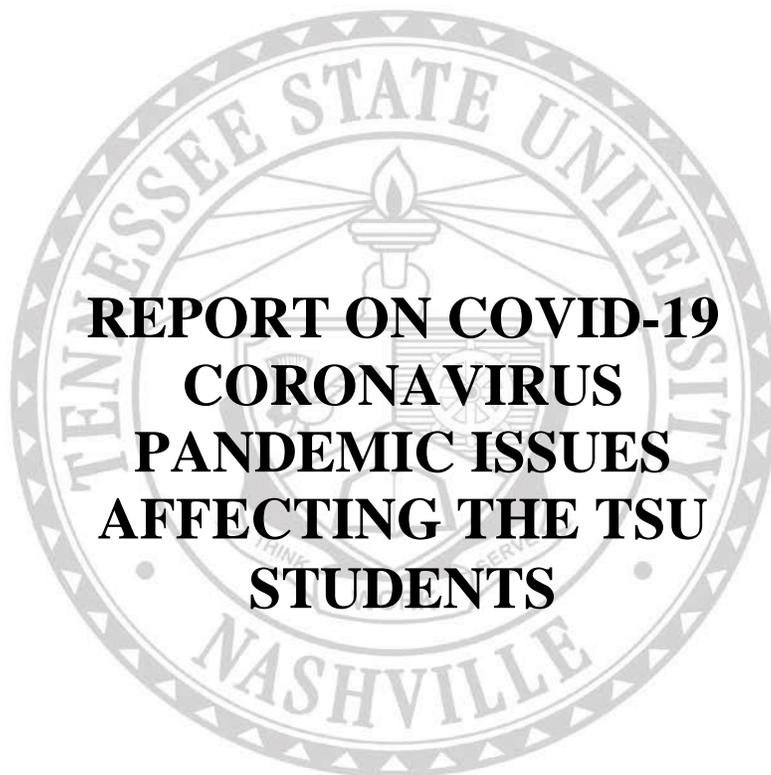
**Secretary's Report**

TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
INFORMATION ITEM

DATE: November 19, 2020  
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**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 19, 2020

ITEM: Report on COVID-19 Coronavirus Pandemic Issues Affecting  
TSU Students

RECOMMENDED ACTION: None

PRESENTED BY: Dr. Glenda Glover, President

President Glover or designee will provide report on COVID-19 Pandemic Issues Affecting the TSU Community.

**The Resilience of Student Life and Experiences, despite a Pandemic**  
**Student Trustee Tiara Thomas**

- **Student Trustee Presentation**
  - o **Introduction of Presentation**
  - o **Personal Experiences as a Student for Fall 2020**
    - **Academics**
    - **Social life**
    - **Safety**
- **Student Presentation: Jazmyn Wall**
  - o **Introduction of Student**
  - o **Personal Experiences as a Freshman Student for Fall 2020**
    - **Academics**
    - **Social Life**
    - **Safety**
- **Closing Remarks**
  - o **Spring 2020 Optimism**

**Tennessee State University  
Board of Trustees**



**PRESIDENT'S REPORT**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 19, 2020

ITEM: President's Report

RECOMMENDED ACTION: None

PRESENTED BY: Glenda Glover, President

To be presented by President Glover at the November 19, 2020, Tennessee State University Board of Trustees meeting.

**Tennessee State University  
Board of Trustees**



**BOARD CHAIR'S  
REPORT**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 19, 2020

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 November 19, 2020, Tennessee State University Board of Trustees meeting.

**Tennessee State University**  
**Board of Trustees**



APPENDIX A

**TENNESSEE STATE UNIVERSITY**  
**SUMMARY OF UNRESTRICTED CURRENT FUNDS**

<u>Revenues</u>	<u>October Revised Budget</u>
<i>Educational and General</i>	
Tuition and Fees	\$ 68,026,400
State Appropriations	40,338,900
Federal Grants and Contracts	5,500,000
State Grants and Contracts	33,000
Private Gifts, Grants and Contracts	47,000
Foundation Gifts	25,000
Sales & Services of Educ. Depts.	84,300
Sales & Services of Other Activities	3,920,100
Other Sources	730,000
Total Educ. & General	<u>118,704,700</u>
<i>Auxiliaries</i>	
Total Sales/Services Aux Enterprises	<u>17,650,000</u>
<b>Grand Total Revenues</b>	<u><u>\$ 136,354,700</u></u>

**TENNESSEE STATE UNIVERSITY  
SUMMARY OF UNRESTRICTED CURRENT FUNDS**

**Expenditures and Transfers**

*Education and General*

Instruction	\$ 65,204,311
Research	2,449,100
Public Service	1,605,900
Academic Support	11,647,246
Student Services	16,834,900
Institutional Support	11,851,367
Operation & Maint. of Plant	15,038,100
Scholarships & Fellowships	5,232,200

Total E&G Expenditures	<u>129,863,124</u>
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Mandatory Transfers	2,474,000
Transfers from Unexpended Plant	(13,632,424)
Non-Mandatory Transfers-Others	-

Total E&G Expenditures and Transfers	<u>118,704,700</u>
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*Auxiliaries*

Auxiliary Enterprises Expenditures	21,309,900
Mandatory Transfers for Principal and Interest	1,783,200
Non-Mandatory Transfers for:	
Transfers to Renewal and Replacement	522,500
Transfers from Unexpended Plant	(5,965,600)

Total Non-Mandatory Transfers	<u>(5,443,100)</u>
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Total Auxiliary Enterprises Expenditures and Transfers	<u>17,650,000</u>
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Grand Total Unrestricted Expenditures & Transfers	<u>\$ 136,354,700</u>
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