



Board of Trustees Materials September 15, 2022, Meeting

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**Tennessee State University
Board of Trustees**



Call to Order

**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**



**Board Meeting
Agenda**

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

2:00 p.m. CST
Thursday, September 15, 2022

Tennessee State University
Via Zoom link:
<https://www.tnstate.edu/board/livestream.aspx>

ORDER OF BUSINESS

- I. Call to Order
- II. Welcome and Introductions
- III. Roll Call/Declaration of a Quorum
- IV. Action Items:
 - A. Approval of the June 16, 2022, Board Meeting Minutes
 - B. Approval of TSU Board of Trustees 2023 Meeting Calendar
 - C. Audit Committee Report
 - i. Approval of the June 16, 2022, Audit Committee Meeting Minutes
 - ii. Review of Completed Internal 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 June 16, 2022, Finance and Budget Committee Meeting Minutes
 - ii. University Budget Update
 - iii. Construction and Facilities Update
 - iv. Report on CARES Act Funding
 - v. Finance and Budget Report
 - vi. Update on Enrollment
 - E. Academic Affairs and Student Affairs Committee Report
 - i. Approval of the June 16, 2022, Academic Affairs and Student Affairs Committee Meeting Minutes
 - ii. Approval of Academic Program Modification – Inactivation of Academic Concentration – International Business Concentration and Minor within the Bachelor of Business
 - iii. Report on SACSCOC Accreditation Review Matters
 - iv. Academic Affairs Report
 - v. Report on Athletics
 - vi. Student Affairs-Housing Report
 - F. Executive Committee Report

- i. Approval of the June 16, 2022, Executive Committee Meeting Minutes
- ii. Report on President's Annual Performance Review Process
- iii. Secretary's Report

V. Report on Student Housing and Athletics

VI. President's Report

VII. Board Chair's Report

VIII. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
June 16, 2022,
Board Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 15, 2022

ITEM: Approval of the June 16, 2022, Board Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees, Deborah Cole

The document reflecting the minutes from the June 16, 2022, Board meeting is included in the September 15, 2022, Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 16, 2022, meeting as contained in the Board materials for the Board's September 15, 2022, meeting.

**Tennessee State University Board of Trustees
Regular Meeting – June 16, 2022
Tennessee State University – Electronic**

MINUTES

Board Members Present: Trustees Deborah Cole, Andre Johnson, Bill Johnson, Obie McKenzie, Richard Lewis, Stephen Corbeil, Joseph Walker, Van Pinnock and Pam Martin.

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

I. CALL TO ORDER

Chair Cole called the Board of Trustees meeting to order at 2:00 p.m., CDT on June 16, 2022. Chair Cole moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. The Board is scheduled to take up important and timely matters. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to limit face-to-face contact whenever possible. Electronic participation for the Board meeting is necessary for the safety of Board members, staff, and guests. Trustee Pam Martin seconded and the motion carried unanimously by roll call vote.

II. WELCOME AND INTRODUCTIONS

The Board Chair welcomed the attendees and Dean Frank Stevenson gave the invocation.

III. ROLL CALL/DECLARATION OF A QUORUM

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

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

IV. ACTION ITEMS

A. APPROVAL OF THE MARCH 17, 2022, BOARD MEETING MINUTES

Chair Cole introduced the first action item – the approval of the minutes of the March 17, 2022, Board meeting. Trustee Bill Johnson moved to approve the Board meeting minutes and Trustee Pam Martin seconded the motion. There was no discussion. The motion carried unanimously by roll call vote.

B. APPROVAL OF REAPPOINTMENT OF THE AUDIT COMMITTEE CHAIR

Vice Chair Pamela Martin reminded the Board that pursuant to the Audit Committee Charter, Board policy, and state law, the Board had established an Audit Committee where the members serve a two year term, and the Audit Committee Chair serves a one-year term. To ensure compliance with state law and the Board Audit Committee Charter, she recommended the reappointment of Trustee Cole to serve another one-year term as Chair of the Audit Committee. She stated that Trustee Cole had been a committed and effective chair of the Audit Committee.

On behalf of the Board of Trustees, Vice Chair Martin moved to appoint Trustee Cole to serve as Chair of the Audit Committee for another one year term. Trustee Obie McKenzie seconded and the motion carried unanimously by roll call vote.

Chair Cole thanked everyone on the Board for their confidence and accepted the appointment.

C. APPOINTMENT OF THE STUDENT TRUSTEE

Chair Cole addressed the next item on the agenda, the appointment of the student trustee. She reminded everyone that pursuant to the FOCUS Act, a Tennessee State University student shall serve as a non-voting student member of the Board. The Board shall appoint the non-voting student member to serve a term of one (1) year.

In preparing for the Board’s appointment of the Student Trustee for the 2022-2023 fiscal year, and pursuant to the institution’s Student Trustee recommendation process, the Tennessee State University Student Government Association (“SGA”) solicited and conducted a preliminary review of the candidates and forwarded three candidates for further consideration. The Board Secretary and Associate Vice President for Student Affairs then met with the finalist candidates and made a recommendation to the President for interviews. She added that President Glover conducted interviews of the recommended candidates. At the conclusion of the recommendation process, President Glover decided to recommend the appointment of Mr. Shaun Wimberly to serve as the Student Trustee.

Chair Cole added that Mr. Wimberly will be a junior in the fall 2022 semester. He is pursuing a Bachelor of Agricultural Science degree in Agribusiness and holds a 3.7 grade point average. He serves as a Brand Ambassador for the Men’s Initiative, and among his many awards and honors, he received the National Academy of Future Scientists and Technologists Award of Excellence.

Chair Cole made a motion to appoint Mr. Shaun Wimberly to serve a one year term as Student Trustee on the TSU Board of Trustees. Trustee Van Pinnock seconded and the motion carried unanimously by roll call vote.

Mr. Wimberly accepted the appointment as Student Trustee and thanked the Board.

D. AUDIT COMMITTEE REPORT

As Audit Committee Chair, Chair Cole informed the Board that the Audit Committee met to take action on two agenda items and received reports on three other items before going into Executive Session to discuss items deemed confidential under state law. The Audit Committee voted to recommend to the full Board the approval of the March 17, 2022, Audit Committee meeting minutes. The Audit Committee also voted to recommend to the full Board the approval of the Fiscal Year 2022-2023 Audit Plan. Chair Cole added that the Audit Committee reviewed and discussed the annual report on the audit office's audit activities, the audit office's internal quality assessment, and the outstanding audit issues.

I. APPROVAL OF THE MARCH 17, 2022, AUDIT COMMITTEE MEETING MINUTES

Chair Cole moved to approve the minutes of the March 17, 2022, audit committee meeting as contained in the board materials for the June 16, 2022, board meeting. Trustee Steve Corbeil seconded the motion, which carried unanimously by roll call vote.

II. APPROVAL OF THE FISCAL YEAR 2022-2023 AUDIT PLAN

On behalf of the Audit Committee, Chair Cole moved to recommend to the full Board the approval the Fiscal Year 2022-2023 Audit Plan as contained in the June 16, 2022, Board materials for this agenda item. Trust Pam Martin seconded the motion to approve and it carried unanimously by roll call vote.

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

E. FINANCE AND BUDGET COMMITTEE REPORT

Trustee Lewis of the Finance and Budget Committee stated that the Committee met to act on five action items and received reports on four other items. The Finance and Budget Committee voted to recommend to the full Board the approval of the March 17, 2022, Finance and Budget Committee meeting minutes; Approval of Fiscal Year 2022-2023 Compensation Plan Six Percent Increase; approval of Fiscal Year 2022-2023 Non-Mandatory Fees/Fee Increase – Housing Fee; approval of Fiscal Year 2022-2023 Non-Mandatory Fees/Fee Increase – Health Science Fee; approval of Institutional Estimated Budget; approval of Institutional Proposed Budget; and approval of University's FY 23 \$250 Million Capital Construction Plan.

In addition, President Glover and her team provided reports on Capital Construction Public Private Partnerships for Resident Halls; update on CARES Act Funds; the Finance and Budget Report; and a report on enrollment.

I. APPROVAL OF THE MARCH 17, 2022, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Lewis moved to recommend to the full Board the approval of the March 17, 2022, Finance and Budget Committee meeting minutes, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Corbeil seconded the motion, which carried unanimously by roll call vote.

II. APPROVAL OF THE INSTITUTION'S FISCAL YEAR 2022-2023 COMPENSATION PLAN SIX PERCENT INCREASE

Trustee Lewis moved to recommend to the full Board the approval of the institution's fiscal year 2022-2023 Compensation Plan, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Bill Johnson seconded the motion, which carried unanimously by roll call vote.

III. APPROVAL OF THE FISCAL YEAR 2022-2023 NON-MANDATORY HOUSING FEE INCREASE

On behalf of the Finance and Budget Committee, Trustee Lewis moved to recommend to the full Board the approval of the fiscal year 2022-2023 non-mandatory housing fee increase, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Pam Martin seconded the motion and it carried unanimously by roll call vote.

IV. APPROVAL OF THE FISCAL YEAR 2022-2023 NON-MANDATORY HEALTH SCIENCE FEE

Trustee Lewis, on behalf of the Finance and Budget Committee, moved to recommend to the full Board the approval of the fiscal year 2022-2023 non-mandatory health science fee, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Bill Johnson seconded the motion, which carried unanimously by roll call vote.

V. APPROVAL OF THE ESTIMATED INSTITUTIONAL BUDGET

Trustee Lewis moved to recommend to the full Board the approval of the Estimated Institutional budget, which reflect the estimated budget for fiscal year 2021-2022, as contained in the June 16, 2022, Board materials. Trustee Obie McKenzie seconded the motion which carried unanimously by roll call vote.

President Glover took time to thank the Board for approving the salary increases for the faculty and staff.

VI. APPROVAL OF THE PROPOSED INSTITUTIONAL BUDGET

On behalf of the Finance and Budget Committee, Trustee Lewis moved to recommend to the full Board the approval of the Proposed Institutional budget, which reflect the proposed budget for fiscal year 2022-2023, which is contained in your June 16, 2022, Board materials. Trustee Pam Martin seconded this motion and it carried.

VII. APPROVAL OF THE INSTITUTION'S FISCAL YEAR 2022-2023 \$250 MILLION CAPITAL CONSTRUCTION PLAN

Trustee Lewis, on behalf of the Finance and Budget Committee voted to recommend to the full Board the approval of the institution's fiscal year 2022-2023 \$250 Million Capital Construction Plan, as contained in the June 16, 2022, Board materials. Trustee Van Pinnock seconded the motion and it carried unanimously by roll call vote.

Chair Cole thanked Trustee Lewis for his leadership on this committee and for the hard work of the Finance and Budget Committee members.

F. ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE REPORT

Trustee Martin reported that the Academic Affairs and Student Affairs Committee met to consider and vote on eight agenda items and to receive reports on five other agenda items.

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to recommend to the full Board the approval of the March 17, 2022, Academic Affairs and Student Affairs Committee meeting minutes; approval of the Academic Year 2021-2022 Tenure and Promotion Recommendations; approval of the Updated International Admissions Policy; approval of a New Academic Program – Minor in Design within Existing B.S. in Art; and approval of a New Academic Concentration - Multidisciplinary Studies within the existing B.S. Arts and Sciences program.

Trustee Martin also stated that the Committee voted to recommend to the full Board the approval of Academic Program Modifications: Approval of New Admission Standards – Doctor of Physical Therapy, Approval of Name Change for an Existing Program – Change Current Masters' of Science in Psychology Program to Masters' of Science in Counseling, and Approval of Name Change for an Existing Concentration – Change Current Counseling Psychology Concentration within the Masters' of Science in Psychology Program to Clinical Mental Health Counseling Concentration. Additionally, the Committee received reports on the Ph.D. in Agricultural Science; SACSCOC accreditation matters; research and sponsored programs; Academic Affairs, and Student Affairs.

I. APPROVAL OF THE MARCH 17, 2022, 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 March 17, 2022, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Bill Johnson seconded and the motion carried unanimously by roll call vote.

II. APPROVAL OF THE 2021-2022 TENURE AND PROMOTIONS RECOMMENDATIONS

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Pam Martin moved to approve the 2021-2022 tenure and promotion recommendations. Trustee Bill Johnson seconded and the motion carried unanimously by roll call vote.

III. APPROVAL OF THE UPDATED INTERNATIONAL ADMISSIONS POLICY

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve the Updated International Admissions Policy, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Bill Johnson seconded and the motion carried unanimously by roll call vote.

IV. APPROVAL OF A NEW ACADEMIC PROGRAM – MINOR IN DESIGN WITHIN EXISTING B.S. IN ART

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve a New Academic Program – Minor in Design within Existing B.S. in Art, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Bill Johnson seconded and the motion to approve was carried unanimously by roll call vote.

V. APPROVAL OF A NEW ACADEMIC PROGRAM CONCENTRATION – MULTIDISCIPLINARY STUDIES WITHIN THE EXISTING B.S. ARTS AND SCIENCES PROGRAM

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve a New Academic Program Concentration - Multidisciplinary Studies within the existing B.S. Arts and Sciences program, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Bill Johnson seconded and the motion carried unanimously by roll call vote.

VI. (A) APPROVAL OF NEW ADMISSION STANDARDS – DOCTOR OF PHYSICAL THERAPY

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve a New Admission Standard – Doctor of Physical Therapy, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Bill Johnson seconded and the motion carried unanimously by roll call vote.

(B) APPROVAL OF NAME CHANGE FOR AN EXISTING PROGRAM – CHANGE CURRENT MASTERS OF SCIENCE IN PSYCHOLOGY PROGRAM TO MASTERS OF SCIENCE IN COUNSELING

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve a Name Change for an Existing Program – Change Current Masters of Science in Psychology Program to Masters of Science in Counseling, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Bill Johnson seconded and the motion carried unanimously by roll call vote.

(C) APPROVAL OF A NAME CHANGE FOR AN EXISTING PROGRAM – CHANGE CURRENT COUNSELING PSYCHOLOGY CONCENTRATION WITHIN THE MASTERS OF SCIENCE IN PSYCHOLOGY PROGRAM TO CLINICAL MENTAL HEALTH COUNSELING CONCENTRATION

On behalf of the Academic Affairs and Student Affairs Committee, Trustee Martin moved to approve a Name Change for an Existing Program – Change Current Counseling Psychology Concentration within the Masters of Science in Psychology Program to Clinical Mental Health Counseling Concentration, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Bill Johnson seconded and the motion carried unanimously by roll call vote.

Trustee Pam Martin concluded the Academic and Student Affairs report.

Chair Cole thanked Trustee Martin and the Academic Affairs and Student Affairs Committee for their hard work.

G. EXECUTIVE COMMITTEE REPORT

Chair Cole stated that the Executive Committee met today to discuss and vote on three action items and hear reports on two items. The Executive Committee voted to recommend to the full Board the approval of the March 17, 2022, Executive Committee meeting minutes; approval of Salary Adjustment Payment for President Glover; and approval of Delegation of Authority to the Board Chair to Execute Amendment No. 1 to the President's Employment Agreement.

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

I. APPROVAL OF THE MARCH 17, 2022, EXECUTIVE COMMITTEE MEETING MINUTES

On behalf of the Executive Committee, Chair Cole moved to approve the minutes of the March 17, 2022, Executive Committee meeting, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Bill Johnson seconded the motion and it was approved by roll call vote.

II. APPROVAL OF SALARY ADJUSTMENT PAYMENT FOR PRESIDENT GLOVER

On behalf of the Executive Committee, Chair Cole moved to approve a Salary Adjustment Payment for President Glover, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Steve Corbeil seconded the motion and it was approved by roll call vote.

III. APPROVAL OF DELEGATION OF AUTHORITY TO THE BOARD CHAIR TO EXECUTE AMENDMENT NO. 1 TO THE PRESIDENT'S EMPLOYMENT AGREEMENT

Chair Cole stated that the Executive Committee voted to recommend to the full Board the approval of Delegation of Authority to the Board Chair to Execute Amendment No. 1 to the President's Employment Agreement, as contained in the Board materials for the June 16, 2022, Board meeting. The vote came after the Executive Committee and other members of the Board discussed the amendments and the need to ensure that President Glover's compensation package remains consistent with Presidents at other HBCU institutions and former TBR institutions.

Chair Cole, then acting on behalf of the Executive Committee, moved to approve the Delegation of Authority to the Board Chair to Execute Amendment No. 1 to the President's Employment Agreement, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Lewis seconded the motion and it was approved unanimously by roll call vote.

After reminding the Board that, in order for TSU to remain competitive, the compensation of faculty, staff and the President should also be competitive, Chair Cole concluded the Executive Committee report.

V. REPORT ON RESEARCH AND SPONSORED PROGRAMS

Chair Cole called on President Glover to present information regarding this agenda item. President Glover asked Dr. Quincy Quick to report on this item.

Dr. Quick shared that TSU had experienced historic grant funding in the recent 2 years. He noted that the institution had submitted 215 grant proposals and had received funding for 141. He added that last year's funding total of \$70.7 million was TSU's highest ever, while this year's \$67.2 million reflects the second highest funding amount.

Dr. Quick commended several faculty and staff members who had received funded grants this year, namely, Dr. Anita McGaha (TigerEDGE – a certificate program for intellectually disabled students; the only one of its kind in Tennessee); Dr. Kimberly Smith (State and Federal grants totaling \$18 million awarded); and Drs. Reddy, Young and Sutton (Agriculture Department - \$1.9 million from the USDA to establish a Center of Excellence). He noted that he expects this trend to follow into the next fiscal year 2022-2023, since within the past 6 months the institution had already submitted 92 proposals as compared with last year's 62 submissions over the same time period.

Chair Cole thanked President Glover and Dr. Quick for the encouraging report.

VI. PRESIDENT'S REPORT

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

President Glover provided reports on various items contained in the Board materials for the June 16, 2022, Board Meeting and her President's report PowerPoint slides. She announced that the reports continued to be all good and proceeded to share reports on: enrollment increase for both undergraduate and graduate; R2 Carnegie Research classification maintained with a path to R1; historic high in research funding; the Governor's inclusion of TSU in his budget recommendations; both the Tennessee House and Senate voted in favor of the funding; and Vice President Kamala Harris as TSU Commencement speaker.

President Glover also provided a COVID-19 update including the fact that the university operated in-person and online, but as of July 1, 2022, will be back in person; although masks are no longer a requirement, the university is still strongly encouraging it indoors. TSU is also reminding students to wash their hands. Tele-counseling services were available for students 24 hours per day, 7 days per week. Tele-health services are also being offered. COVID testing was being performed regularly. Plexiglass desk shields remain throughout the campus. Although TSU did not have a

vaccination mandate, the university has been strongly stressing vaccinations among students, staff and faculty. Aggressive testing is still being performed. Two-thirds of students residing on campus had been vaccinated while 80% of employees had been vaccinated.

President Glover also provided updates on enrollment and recruitment, sharing that enrollment was up this year for both graduate and undergraduate students and anticipates approximately 8100 in the fall. She shared several recruitment and retention strategies that had been implemented. President Glover outlined the various markets where recruitment had increased and identified dual enrollment, veterans and the international market. She reminded the Board of the two new Residence Halls that will open fall 2022 and the new Health Sciences building the was opened in June 2021.

President Glover also indicated that TSU continues to make repairs and handle building maintenance across campus and make major upgrades of technology across campus. She commended Mr. Dwight Beard and his company for keeping our grounds looking welcoming. President Glover reiterated the record amount awarded for Grants and Research funded in FY 20-21 at \$70.7 Million and \$67.2 Million for FY 21-22. She made special mention of university corporate partners and those who donated \$1 million or more to TSU. She reiterated that TSU was included in the Governor's budget and will received \$250 million for infrastructure and another \$68 million for other needs. The bill was signed by Gov. Bill Lee on June 1, 2022. A historic day!

President Glover made special mention to the Vintagers who raised \$2.8 Million for student success and wrapped up her report with the reminder about Vice President Kamala Harris being our commencement speaker, stressing how gracious she was with our students.

President Glover thanked everyone and the Board as she wished TSU a Happy 110 year celebration.

Chair Cole thanked President Glover for her fantastic report and extended praise to the Dr. Levi Watkins Institute students.

VII. BOARD CHAIR'S REPORT

Chair Cole thanked Tiara Thomas for serving on the Board and doing a great job representing the student body.

VIII. ADJOURNMENT

Chair Cole moved to adjourn, with the motion seconded by Trustee Walker. The motion carried by roll call vote. The meeting was adjourned.

**Tennessee State University
Board of Trustees**



**Approval of
TSU Board of Trustees
2023 Meeting Calendar**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 15, 2022

ITEM: Approval of the TSU Board of Trustees 2023 Meeting Calendar

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair, Board of Trustees, Deborah Cole

The proposed Calendar Year 2023 Board of Trustees meeting schedule is included in the September 15, 2022, Board materials.

Proposed Calendar Year 2023 Board Meeting Dates:

1. March 16, 2023
2. June 15, 2023
3. September 14, 2023
4. November 16, 2023

MOTION: To approve the TSU Board of Trustees 2023 meeting dates, as contained in the Board materials for the Board's September 15, 2022, meeting.

**Tennessee State University
Board of Trustees**



**Audit Committee
Report**

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

Thursday, September 15, 2022
10:00 a.m. CST

Tennessee State University
Via Zoom Link:
<https://www.tnstate.edu/board/livestream.aspx>

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the June 16, 2022, Audit Committee Meeting Minutes
- IV. Review of Completed Internal Audits
- V. Review of Outstanding Audit Issues
- VI. Executive Session - Discussion of Items Deemed Confidential Under State Law
- VII. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
June 16, 2022,
Audit Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 15, 2022

ITEM: Audit Committee Report - Approval of the June 16, 2022,
Audit Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

The document reflecting the minutes from the June 16, 2022, Audit Committee meeting is included in the September 15, 2022, Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 16, 2022, Audit Committee meeting, as contained in the Board materials for the Board's September 15, 2022, meeting.

**Meeting of the Tennessee State University Board of Trustees
Audit Committee Meeting
June 16, 2022
Tennessee State University – Electronic**

MINUTES

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

Other Board Members Present: Pam Martin, Andre Johnson, Richard Lewis, and Bill Johnson.

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost & Vice President for Academic Affairs; Douglas Allen, Vice President of Finance and Budget; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Dr. Quincy Quick, Assoc. Vice President of Research & Sponsored Programs; Terrence Izzard, Assoc. Vice President of Enrollment Management; Adrian Davis, Auditor and Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees.

I. CALL TO ORDER

Trustee Cole called the meeting to order at 10:12 a.m. CDT on June 16, 2022. Trustee Cole moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. The Committee found that there were various important matters that required immediate action by the Committee. Participation by electronic means was necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to enforce social distancing guidelines, including limiting face-to-face contact whenever possible. Electronic participation for the Committee meeting was necessary for the safety of Board members, staff, and guests. Trustee McKenzie seconded and the motion carried unanimously by roll call vote.

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, McKenzie and Van Pinnock. A quorum was established.

III. APPROVAL OF THE MARCH 17 2022, AUDIT COMMITTEE MEETING MINUTES

Trustee Cole moved to recommend to the full Board the approval of the minutes from the March 17, 2022, Audit committee meeting, as contained in the June 16, 2022, Board materials. Trustee McKenzie seconded the motion, which carried unanimously by roll call vote.

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

Trustee Cole introduced the next item on the agenda, the Annual Report on the Audit Office’s Audit Activities. She then asked President Glover and Director of Internal Audit, Ms. Adrian Davis, to provide pertinent information related to this agenda item. The material is included in the

June 16, 2022, Board meeting packet. This was an informational and discussion item, so no vote was required.

President Glover asked Director Davis to report on this agenda item, to which Ms. Davis explained that she would report on two completed audits while others were in progress. She commenced to discuss the findings and recommendations for the audit on grants management and financial reports. Regarding the grants, her sample size was 19 grants, and the audit found that 18 of the 19 grants were submitted timely, while one was submitted late. Financial reports were due for 16 of the grants included in the sample size. Three of the sixteen reports were submitted timely, eleven were not submitted timely and two were not provided.

Director Davis explained that in order to ensure timely reporting, management has taken steps to replace the Director of Grants Accounting and recently hired an Assistant Director of Grants Accounting. There had also been an increase in interaction with University departments and Principle Investigators for the grants in an effort to ensure timely reporting deadlines were met. Details of the review are outlined in the Board materials on pages #38 to #49.

VP Doug Allen commented on these findings and confirmed that measures had been taken to ensure compliance in this area. He mentioned that in addition to engaging a consultant, the university had also hired a Chief Data Officer who had extensive banner expertise. Dr. Damian Clarke will be holding Banner training sessions in the upcoming months so as to assist staff in becoming more proficient and to enable automation of most processes. Chair Cole commented on Dr. Clarke's credentials.

Next area of findings and recommendations made by Director Davis was with the timely completion of Form I-9 by new hires and conducted by the Human Resources department. Five of the thirty employees included in the sample were found to have been late in completing this form. Management did confirm that going forward steps have been taken to ensure timely completion of these forms. Regarding employee evaluations, Director Davis stated that she and her team will continue to perform follow-up procedures to determine the level of compliance and university policies in this area.

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

Trustee Cole introduced the next item on the agenda, the discussion of the Audit Office's Internal Quality Assessment. She then asked President Glover and Director of Internal Audit, Ms. Adrian Davis, to provide pertinent information related to this agenda item. The material is included in the June 16, 2022, Board meeting packet. This was an informational and discussion item, so no vote was required.

President Glover again called on Ms. Davis to report on this agenda item. Ms. Davis stated that the TSU Department of Internal Audit conducted a quality self-assessment of the internal audit activity during fiscal year 2022. This was to determine the conformity to the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing. Director Davis explained that this assessment is conducted annually. In May 2022, the assessment was done and pertaining to the three areas of evaluation: Attribute Standards, Performance Standards and Code of Ethics, the department was found to be in General Conformity. Details of the evaluated areas are outlined on pages #63 to #65 in the Board materials.

VI. REVIEW OF OUTSTANDING AUDIT ISSUES

Trustee Cole announced the next item on the agenda, the review of outstanding audit issues and asked President Glover to provide pertinent information related to this agenda item. The material is included in the June 16, 2022, Board meeting packet. This was an informational and discussion item, so no vote was required.

Since all of the outstanding items were already discussed when asked by Chair Cole, Director Davis stated that there was not need to reiterate. All the outstanding items are detailed on pages #68 to #70 in the Board materials.

VP Doug Allen commented on the corrective actions taken on several of the outstanding external audit findings which were listed in the Board materials.

VII. APPROVAL OF THE FISCAL YEAR 2022-2023 AUDIT PLAN

Trustee Cole announced that the next item on the agenda was the approval of the Fiscal Year 2022-2023 Audit Plan and asked President Glover to provide pertinent information related to this agenda item. President Glover called on Director Davis to present on this item. The material is included in the June 16, 2022, Board meeting packet.

Director Davis shared that the annual audit plan for the Department of Internal Audit was prepared using a risk-based approach as required by the International Standards for the Professional Practice of Internal Auditing, as issued by the IIA. The audit plan covers the annual audit period ending June 30, 2023. All relevant risk factors were considered when determining the items to be included in the audit plan. The plan is outlined on page #73 of the Board materials.

In addition, Chair Cole and President Glover commented that there may be times when Director Davis is called upon to do an investigation relevant to TSU that is outside of this stated Audit Plan.

Chair Cole moved to recommend to the full Board the approval of the Fiscal Year 2022-2023 Audit Plan, as contained in the Board materials for the June 16, 2022, Board meeting. The motion was seconded by Trustee Pinnock and was carried unanimously by roll call vote.

VIII. EXECUTIVE SESSION FOR DISCUSSION OF ITEMS DEEMED CONFIDENTIAL UNDER STATE LAW

Trustee Cole moved for the Audit committee to go into Executive Session to discuss items deemed confidential under State law. Trustee Pinnock seconded the motion, which carried unanimously by roll call vote. The committee then transitioned into the Executive Session.

VIII. ADJOURNMENT

There was no further discussion. Trustee Cole moved to adjourn the meeting and the motion was seconded by Trustee Pinnock. The motion carried unanimously by roll call vote. The meeting was adjourned at 10:54 a.m. CDT.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 15, 2022

ITEM: Audit Committee Report – Review of Completed Internal Audits

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

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

DEPARTMENT OF INTERNAL AUDIT

Procurement Card Transactions Review

July 1, 2021 through April 30, 2022



August 23, 2022

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

Dear Dr. Glover:

Enclosed is the internal audit report related to our review of university procurement card purchases. Our review included procurement card purchases during the period July 1, 2021 through April 30, 2022. This audit was performed in accordance with the *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors.

The primary objective of the audit was to determine if procurement card purchases were made in compliance with related university policy and procedures. The results of our review are documented in the attached report.

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

Sincerely,

Adrian R. Davis

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

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

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**Tennessee State University
Department of Internal Audit
Procurement Card Transactions Review
Executive Summary**

Key Area	TSU Office of Procurement; Procurement cardholders in various university departments	Internal Auditor	Adrian R. Davis, <i>CPA, CGFM</i> , Director of Internal Audit
Introduction	The purpose of the University's Procurement Card Program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar transactions. The Procurement Card Program streamlines the purchasing process, including the requisitioning, procurement, receiving, and payment processes for low-dollar value purchases. University policy sets a \$1,000 transaction limit for purchases made using the procurement card and prohibits splitting purchases to bypass this limit.		
Objective	To determine if procurement card purchases were in compliance with related university policy and procedures		
Scope	Procurement card purchases during the period July 1, 2021 through April 30, 2022		
Audit Finding Ranking	Audit findings are rated as high, medium or low depending on auditor judgment. Some of the factors considered in judging the seriousness of a finding include: (1) level of financial impact, (2) extent of violation of laws, regulations and restrictions, (3) lack of a university policy or noncompliance with a matter in an important matter, (4) lack of internal controls or ineffective controls and procedures, and (5) fraud, theft, conflicts of interest or serious waste of university resources.		
Audit Findings	<ul style="list-style-type: none"> ➤ Cardholders did not always obtain approval to exceed the single transaction limit of \$1,000 [high] ➤ Cardholders did not always ensure adequate supporting documentation was provided for procurement card transactions [medium] ➤ Management did not always ensure that procurement card transactions were properly recorded [low] 		
Conclusion	The objective of the audit was met. It was determined that the university has the appropriate controls in place to ensure compliance with related procurement card policies and procedures. There is room for improvement in certain areas of the procurement card program, as indicated above.		

INTRODUCTION

According to the *Tennessee State University Procurement Card Program Policy and Procedures Manual* (Procurement Card Manual), “The purpose of the University's Procurement Card Program is to establish a more efficient, cost effective method of purchasing and paying for small dollar transactions...” The Procurement Card Program streamlines the purchasing process, including the requisitioning, procurement, receiving, and payment processes for low-dollar value purchases from any vendor or supplier that accepts a VISA credit card. This program enables the cardholder to purchase approved commodities directly from vendors/suppliers.

Program Benefits:

- Significant decrease in paperwork for requisitioning, purchasing and receiving activities.
- Significant decrease in the volume of invoices and checks processed by Accounts Payable.
- Provides for a single electronic bank transaction (payment) which replaces hundreds of invoices.
- Quicker Deliveries - The order is placed immediately by the departmental employee. The availability of items, and process and delivery dates are known when placing the order.

Tennessee State University has a commercial card agreement with Regions Bank to facilitate its Procurement Card Program. Regions Bank provides physical procurement cards for approved users. University policy sets a \$1,000 transaction limit for purchases made using the procurement card and policy prohibits splitting purchases to bypass this limit. The card assigned to the Office of Procurement is excluded from this requirement. Transactions exceeding \$1,000 should continue to be processed in accordance with the established procurement disbursement policies and procedures. As of April 30, 2022, there were four university departments with assigned procurement cards. In addition, there is a procurement card assigned to the Office of Procurement. This card is available for use by the campus community for payment of transactions where the vendor does not accept purchase orders and requires payment via credit card.

AUDIT RESULTS

A. Internal Controls

1. Cardholder Agreements

The Procurement Card Manual states, “All individual cardholders must sign and accept the terms and conditions of the Procurement Card Program.”

- ✓ We were provided with the signed cardholder agreement for each cardholder. Cardholders did not initiate purchases prior to signing the cardholder agreement.

2. Monthly Reconciliations

Monthly reconciliations help to ensure that unallowable, inaccurate, and unauthorized transactions are timely identified. If the university has a billing dispute, it must notify Regions Bank in writing within 60 days of the monthly statement date.

- ✓ For the monthly reconciliation of charges incurred from July 2021 through April 2022, we found that management in the Office of Procurement has procedures in place to ensure that reconciliations are timely performed each month.

B. Compliance

We reviewed the university’s Procurement Card Manual, which outlined general information, policies, and operating procedures for the Purchasing Card Program. We also obtained the monthly Procurement Card account statements covering July 1, 2021 through April 30, 2022. Total expenditures during this period were \$99,357.05.

We selected a sample of 40 transactions totaling \$63,110.05 for review. Our review of these transactions found:

1. Procurement Card transactions for allowable goods should not exceed \$1,000.00 per transaction, unless approved as an exception. (The card assigned to the Office of Procurement is excluded from the \$1,000 transaction limit.)
 - For cardholders subject to the \$1,000 limit, we identified 7 transactions that exceeded the \$1,000 transaction threshold. These transactions totaled \$18,586.62 and ranged

from \$1,200 to \$5,183.64. We were not provided with documentation that supports an approved exception to use the procurement card to complete these purchases.

- 6 of the 7 transactions were for unallowable items, including food and travel expenses (hotel rooms, food, entertainment, etc.).

- For cardholders subject to the \$1,000 limit, we identified 4 transactions totaling \$2,465.22 where the cardholder did not exceed the transaction limit but the purchase was for unallowable goods, including food and a refrigerator.

2. Purchases for goods and services must be supported by adequate documentation, have a valid business purpose, and comply with related university policies and procedures.

- For 4 of the 7 transactions above that exceeded \$1,000.00, the cardholder did not ensure that adequate supporting documentation was provided.

- Three of these four transactions totaling \$9,861.62 relate to travel that occurred during spring break for the spring 2022 semester. We were not provided with the purchase order number to support pre-approval for the travel and university payment for other travel costs not included on the procurement card. The travel included approximately 30 university students. We were not provided with the student waivers required to be obtained when university travel includes students.

- For one of these four transactions totaling \$1,200 for the purchase of food, the cardholder did not provide support that documents the foods items purchased, the quantity of items provided, and where the food were delivered. The receipt provided stated “custom item” with a purchase total.

- An exception to the \$1,000 transaction limit was provided for a transaction totaling \$13,738.00. We were not provided with the complete invoice related to this transaction. Only the first and last pages were included. The transaction total was included on the final page of the invoice. However, due to the omitted pages, we were unable to re-calculate the individual charges to verify the accuracy of the total amount paid or determine if the total included payment for individuals categorized as “family and guests”.

3. All purchases made by a cardholder are to be charged against their department’s available funds. Cardholders document which fund code to apply transaction expenses on the *Purchase*

Card Requisition Form. The Procurement Card Manual requires that documented approval be provided on this form prior to making each purchase.

- We found where one cardholder did not ensure that the account information was accurately entered on five requisition forms, resulting in \$6,782.35 being charged to the wrong account in the information system.

Auditor Recommendation & Management's Response

Auditor Recommendation:

To ensure compliance with the Purchasing Card manual and all related university policies, we recommend that management enacts, or enforces, policies and procedures that:

- Ensure purchases exceeding \$1,000 are processed in accordance with the established procurement policies and procedures
- Ensure cardholders obtain documented approval before initiating a purchase over the established transaction limit or for the purchase of an unallowable commodity
- Ensure consequences are enacted for cardholders who do not abide by the terms of the Procurement Card Program

Management should also ensure that P-card transactions identified as being charged to the incorrect fund in the accounting system are reversed and correctly recorded.

Management's Response:

We concur. Management will conduct additional training with cardholders. The violations noted have been considered as the first infractions. Per the Procurement Card Policy, any additional infractions will result in card restrictions and ultimately the card cancellation. Management will also ensure that the identified transactions are correctly recorded.

DEPARTMENT OF INTERNAL AUDIT

**Review of the
National Collegiate Athletic Association
Student Assistance Fund
For the Fiscal Year Ended June 30, 2022**



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

August 16, 2022

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

Dear Ms. DeBauche:

Enclosed is the Tennessee State University Department of Internal Audit's report on our review of the National Collegiate Athletic Association (NCAA) Student Assistance Fund for the fiscal year ended June 30, 2022.

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

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

Sincerely,

Adrian R. Davis

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

CC: Dr. Glenda Glover, President, Tennessee State University
Dr. Deborah A. Cole, Audit Committee Chair, Tennessee State University
Dr. Mikki Allen, Director of Athletics, Tennessee State University

Enclosure

Key Department	Tennessee State University Department of Athletics	Internal Auditor	Adrian R. Davis, CPA, CGFM, Director
Background	<p>The National Collegiate Athletic Association (NCAA) funds the Student Assistance Fund (SAF) each year by providing funds to the conference offices. The Ohio Valley Conference (OVC) then distributes funds to each university annually. The SAF was created due to expanded uses of the former Special Assistance Fund to mirror the permissible uses of the former Student-Athlete Opportunity Fund. These former funds are now combined into one fund known as the Student Assistance Fund.</p> <p>SAF funds are to be used “to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum, or that recognize academic achievement.” All student athletes are eligible to receive SAF benefits. The student-athletes are not required to be grant-in-aid recipients or have demonstrated financial need. Student-athletes are also eligible if they have exhausted their eligibility or may no longer participate for medical reasons. Prospective student-athletes are not eligible to receive SAF benefits, unless they are receiving summer financial aid prior to full-time enrollment under NCAA Bylaw 15.2.8.</p>		
Objectives	<ol style="list-style-type: none"> 1. To determine if SAF expenditures for fiscal year 2022 were in compliance with NCAA guidelines 2. To determine if account balances and expenditures were accurately reported to the Ohio Valley Conference 		
Scope	<p>Our review was conducted in accordance with the <i>International Standards for the Professional Practice of Internal Auditing</i> issued by the Institute of Internal Auditors, inasmuch as these standards relate to the audit objectives, and accordingly, included such tests of the accounting records and such other auditing procedures as considered necessary.</p> <p>The review included, but was not limited to the following:</p> <ul style="list-style-type: none"> – A review of the National Collegiate Athletic Association’s SAF guidelines – Verification that recipients are student-athletes – An examination of the documentation supporting all expenditures made with SAF funds during the year – A review of the SAF report of expenditures submitted to the Ohio Valley Conference and the NCAA by personnel in the Athletics Department. 		
Finding(s)	There were no findings noted for the fiscal year ended June 30, 2022.		
Conclusion	<p>Total expenditures for the fiscal year ended June 30, 2022 were \$128,495.60 and went towards student-athlete scholarships, insurance premiums, and other miscellaneous items.</p> <p>The results of our review indicate that the Athletics Department has controls in place to ensure that student-athletes are eligible to receive SAF benefits and that expenditures from SAF funds were in compliance with NCAA guidelines.</p>		

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 15, 2022

ITEM: Audit Committee Report – Review of Outstanding Audit Issues

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

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

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

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

Tennessee State University
 Department of Internal Audit
Audit Issues Outstanding as of August 26, 2022

INTERNAL AUDITS

Report Date	Audit Issues	Status
2/12/2022	Follow-Up Review of Admissions (Immunizations Compliance)- Fall 2021	<i>Follow-up to begin October 2022</i>

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

2/16/2022	Follow-Up Review of Federal Work-Study Timesheets- Fall 2021	<i>Follow-up to begin December 2022</i>
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1. For 14 of 30 (47%) timesheets selected for detailed review, we found where the students performed FWS duties during scheduled performed FWS duties during scheduled class hours for at least one day during the months under review
2. For 15 of the 50 (30%) timesheets reviewed, the students worked more than 20 hours a week for at least one week while classes were in session.
3. For 3 of the 20 (15%) timesheets reviewed where the student worked in excess of 6 hours for at least one day in the month, we found where the student did not take the required minimum 30-minute unpaid rest/meal break.
4. A net underpayment of \$262.00 was paid to 5 of the students included in our sample. In addition, an overaward of \$340 was also identified.

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

5/12/2022	Audit of TSU Department of Human Resources	<i>Follow-up to begin January 2023</i>
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1. For 5 of the 30 employees (17%) included in our sample, university management did not ensure that the employee and/or university representative completed the applicable sections of the USCIS Form I-9 within the required timeframe.
2. Management did not ensure that employee performance evaluations for approximately 50% of non-faculty personnel were submitted to the Tennessee State University Department of Human Resources for inclusion in employees' personnel file folders during the fiscal year ended June 30, 2020. (*Follow- up August 2022- considerable progress made towards correcting this issue during 2022)
3. Details of noncompliance in the area of Pre-Employment Screening was determined to be confidential pursuant to Section 10-7-504(i), Tennessee Code Annotated.

5/16/2022	Student Housing Revenue Review	<i>Follow-up to begin January 2023</i>
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Details of noncompliance in the area of Pre-Employment Screening was determined to be confidential pursuant to Section 10-7-504(i), Tennessee Code Annotated.

EXTERNAL AUDITS

Report Date	Audit Issues
3/7/2022	Division of State Audit, Financial & Compliance Audit, Endowment For Educational Excellence at the Tennessee State University Foundation for the Fiscal Year Ended June 30, 2019

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

3/10/2022	Division of State Audit, Financial & Compliance Audit, Endowment For Educational Excellence at the Tennessee State University Foundation for the Fiscal Year Ended June 30, 2020
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Finding: As noted in the prior four audits, management needs to improve procedures for preparing and reviewing financial statements

EEE Status : The trust's financial statements and related notes for the fiscal year ended June 30, 2021 were submitted to the Division of State Audit in July 2022. The financial statements were prepared by the Executive Director of Foundation and Fiscal Operations (Executive Director), hired July 2021. The Executive Director stated that the prior audit findings were reviewed to become familiar with the issues that caused the repeat findings. The Executive Director confirmed that steps were taken to ensure the recently prepared financial statements were free from material misstatement. To ensure the financial statements were accurately prepared, the Executive Director stated that the fiscal year 2021 financial statements were prepared using information in the accounting system and not the investment statements, as was done in the prior years. The Director of Foundation Accounting is responsible for carrying out the Foundation's daily accounting functions and ensuring that financial information is timely and accurately recorded. This helps to ensure that year-end reporting is accurate. The financial statements and related notes were reviewed by the University's Controller and the Vice President for Business and Finance before they were submitted to the Division of State Audit.

9/29/2021	Division of State Audit, Financial & Compliance Audit, Tennessee State University for the Fiscal Year Ended June 30, 2020
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Finding: 1. TSU management allowed a breakdown of controls that has resulted in errors in the financial statements, inadequate daily operations, and deficiencies in oversight of federal programs

Status: Management has implemented corrective actions to address the findings resulting from the fiscal year 2020 audit; additional effort is needed in certain areas to fully correct cited issues

*See the Status for each finding below.

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

Status: The university hired new staff members with extensive accounting experience to prepare and review the financial statements and notes to the financial statements for the University and Foundation. The most recently completed financial statements for the year ended June 30, 2021, are currently being audited by the Tennessee Division of State Audit.

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

Status: **Foundation** - We previously received bank reconciliations for the period July 2021 through April 2022. We requested the May 2022 and June 2022 bank reconciliations from Foundation management. On August 18, 2022, we were notified that management was still finalizing changes to the cash reconciliations for FY 2021. The changes being made to the prior year-end cash reconciliation impact subsequent periods. The updated bank reconciliations for the fiscal year ended June 30, 2022 were not yet available.

Status: **University** - We previously received bank reconciliations for the period July 2021 through April 2022. The reconciliations included unreconciled amounts (less than 5% of the month's ending cash balance.) The bank reconciliations for May 2022 and June 2022 were obtained on August 26, 2022. While there remained an unresolved variance amount for May 2022, the June 2022 reconciliation provided by Management did not include an unresolved variance amount. The May 2022 and June 2022 bank reconciliations were prepared 36 and 42 days after the respective month-end.

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

Status: Based on discussion with the university's Bursar, hired March 1, 2022, the department has selected a company to assist the university in automating its collections processes. The contract between the university and the vendor is currently in the review phase. The Bursar disclosed that the automated program will be implemented in phases. The first phase will be student payments, followed by collections. The Bursar also confirmed that the new system integrates well with Banner, the university's current student information system.

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

Status: We reviewed a sample of student withdrawals for the fall 2021 and spring 2022 semesters. Management in the Office of Financial Aid has implemented procedures to ensure that return calculations are accurate and that applicable funds are returned to the Department of Education within the required timeframe.

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

Status: The Financial Aid Office provided us with monthly Direct Loan reconciliations prepared for each applicable month from July 2021 through April 2022. It appears that management prepared the monthly reconciliations and resolved discrepancies in a timely manner. We are currently awaiting the Direct Loan reconciliations for May and June 2022 to verify that the issue was corrected throughout the fiscal year.

Finding: 7. Tennessee State University did not provide adequate internal controls in three areas, including one area reported for the seventh consecutive audit

Status: Management has implemented adequate internal controls in the three areas.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: September 15, 2022

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

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Audit Committee, Trustee Deborah Cole

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

**Tennessee State University
Board of Trustees**



**Finance and Budget
Committee Report**

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

Thursday, September 15, 2022
11:00 a.m. CST

Tennessee State University
Via Zoom Link:
<https://www.tnstate.edu/board/livestream.aspx>

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the June 16, 2022, Finance and Budget Committee Meeting Minutes
- IV. University Budget Update
- V. Construction and Facilities Update
- VI. Report on CARES Act Funding
- VII. Finance and Budget Report
- VIII. Update on Enrollment
- IX. Adjournment

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 15, 2022

ITEM: Approval of the June 16, 2022, 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 June 16, 2022, Finance and Budget Committee meeting is included in the September 15, 2022, Board materials.

**Tennessee State University Board of Trustees
Finance and Budget Committee Meeting
June 16, 2022
Tennessee State University, Electronic**

MINUTES

Committee Members Present: Trustees Richard Lewis, Steve Corbeil, and Andre Johnson.

Other Board Members Present: Deborah Cole, Pam Martin, Bill Johnson, Joseph Walker, III, Van Pinnock, Obie McKenzie.

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost and Vice President for Academic Affairs; Douglas Allen, Vice President for Finance and Budget; Jamie Isabel, Vice President of Institutional Advancement; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Associate Vice President of Student Affairs; Dr. Quincy Quick, Interim Associate Vice President of Research & Sponsored Programs; Terrence Izzard, Associate Vice President of Enrollment Management; Adrian Davis, Director of Internal Audit; and Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees.

I. CALL TO ORDER

Trustee Lewis called the meeting to order at 11:04 a.m. CDT on June 16, 2022. Trustee Lewis moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. There is important action to be conducted by the Finance and Budget Committee. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control to enforce social distancing guidelines, including limiting face-to-face contact whenever possible. Electronic participation for the Committee meeting is necessary for the safety of Board members, staff, and guests. Trustee Corbeil seconded and the motion carried unanimously by roll call vote.

II. ROLL CALL/DECLARATION OF A QUORUM

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

III. APPROVAL OF THE MARCH 17, 2022, FINANCE AND BUDGET COMMITTEE MEETING MINUTES

Trustee Lewis moved to recommend to the full Board the approval of the minutes from the March 17, 2022, Finance and Budget Committee meeting, as contained in the June 16, 2022, Board materials. Trustee Corbeil seconded the motion, which carried unanimously by roll call vote.

IV. APPROVAL OF FISCAL YEAR 2022-2023 COMPENSATION PLAN SIX PERCENT INCREASE

Chair Lewis introduced the next agenda item as the Approval of Fiscal Year 2022-2023 Compensation Plan Six Percent Increase. Chair Lewis called upon Dr. Glover who called on VP Allen to provide information on this item.

VP Allen referred to University policy requiring approval of salary increases and discussed the financial statistics related to a six percent salary increase. President Glover mentioned that this is the largest salary increase in University history she is aware of and wants to reward the hard work of the employees. Trustee Johnson thanked President Glover on behalf of the faculty. Trustee Corbeil asked what salary increases other universities are providing this year. VP Allen noted that Tennessee State University is unique in that Nashville is an extremely expensive city to live in. President Glover noted that there were previous years where no increase was provided and the University wants to be competitive.

Trustee Pinnock asked about the average salary of University employees and agreed that a six percent increase is reasonable. President Glover remarked that TSU's salaries are not at the level of other Tennessee universities but the University is working at it. Trustee Corbeil suggested that the University look at areas of high turnover and the salaries in those areas. President Glover has asked Trustee Martin to provide her expertise in this area and informed the Committee that the University chose to offer an across-the-board increase instead of merit increases. Trustee Martin added that the University needs to look at the Nashville market rather than other Tennessee universities.

Chair Lewis encouraged the University to provide for additional increases in the next budget, noted that TSU has always come in last in this area, and suggested that the University consider merit and market increases in order to retain employees. Trustee Bill Johnson added that salary will be critical for attracting employees needed to reach R-1 status.

Chair Lewis then moved to recommend to the full Board the approval of the Fiscal Year 2022-2023 Compensation Plan Six Percent Increase. Trustee Corbeil seconded the motion, which carried unanimously by roll call vote. President Glover offered her appreciation to the Committee.

V. APPROVAL OF FISCAL YEAR 2022-2023 NON-MANDATORY FEES/FEE INCREASE – HOUSING FEE

Chair Lewis introduced the next agenda item as the Approval of Fiscal Year 2022-2023 Non-Mandatory Fees/Fee Increase – Housing Fee. Chair Lewis called upon Dr. Glover who called on VP Allen to provide information on this item. VP Allen requested a five percent increase in the student housing fee and noted that these fees had not increased in the past 7 to 8 years. VP Allen then discussed the impact of the fee increase on the students and residence halls.

Chair Lewis then moved to recommend to the full Board the approval of the Fiscal Year 2022-2023 Non-Mandatory Fees/Fee Increase – House Fee. Trustee Andre Johnson seconded the motion, which carried unanimously by roll call vote.

VI. APPROVAL OF FISCAL YEAR 2022-2023 NON-MANDATORY FEES/FEE INCREASE – DENTAL HYGIENE FEE

Chair Lewis introduced the next agenda item as the Approval of Fiscal Year 2022-2023 Non-Mandatory Fees/Fee Increase – Dental Hygiene Fee. Chair Lewis called upon Dr. Glover who called on VP Allen to provide information on this item. VP Allen noted students from the Dental Hygiene program informed the President in the fall that they did not have the proper equipment and materials for the program. The University has partnered with a vendor who will provide the items and the students will pay a kit fee.

Trustee A. Johnson added that the Dental Hygiene program is a three-year program and this fee creates a high economic bar for entry into the program. Although other institutions are using the same process, Trustee A. Johnson suggested that the University purchase the equipment to encourage diversity in the program and charge students a sharpening and maintenance fee. President Glover added that many Dental Hygiene students receive scholarships to help offset the cost. Trustee Corbeil asked if students entering the program have the expectation of the fees due to past years and VP Allen confirmed that expectation. Provost Harris added that the cost of the Dental Hygiene associate degree is still below the national average cost for an associate degree. Trustee Pinnock asked if there was any supply chain issue with this equipment and President Glover and Provost Harris responded that they were not aware of any.

Chair Lewis then moved to recommend to the full Board the approval of the Fiscal Year 2022-2023 Non-Mandatory Fees/Fee Increase – Dental Hygiene Fee. Trustee Corbeil seconded the motion, which carried by vote of Trustee Lewis and Trustee Corbeil during roll call vote.

VII. APPROVAL OF INSTITUTIONAL ESTIMATED BUDGET

Chair Lewis introduced the next agenda item as the Approval of Institutional Estimated Budget. Chair Lewis called upon Dr. Glover who called on VP Allen to provide information on this item. VP Allen presented the budget for 2021-2022 and pointed Committee members to pages 98 to 106. VP Allen focused the Committee's attention on page 107 and discussed the institutional estimated budget. Trustee Corbeil asked about the plant fund and VP Allen confirmed that it was increased by six percent and explained the funding and use of the plant fund.

Trustee Bill Johnson expressed his hope that future budgets would increase funds in the area of instruction. VP Allen noted that many funds in other line items are applied to instruction. Provost Harris noted that instruction funds increased as a result of an examination by THEC and President Glover's advocacy. Trustee Bill Johnson added that as we move toward R-1, the costs of instruction are going to increase. President Glover recognized teaching's importance to the University and stated that the goal is to get to 50% of the budget applied to instruction.

Chair Lewis then moved to recommend to the full Board the approval of the Institutional Estimated Budget. Trustee Andre Johnson seconded the motion. Trustee Corbeil asked about our expectation for enrollment next year. VP Allen stated that our enrollment estimate remains flat for a conservative approach. Trustee Corbeil asked about a tuition increase recommendation by the State. VP Allen answered that the State did not recommend an increase in tuition and mandatory fees. The motion was taken to the Committee for vote which carried unanimously by roll call vote.

VIII. APPROVAL OF INSTITUTIONAL PROPOSED BUDGET

Chair Lewis introduced the next agenda item as the Approval of Institutional Proposed Budget. Chair Lewis called upon Dr. Glover who called on VP Allen to provide information on this item. VP Allen noted that the majority of the proposed budget items were covered in the previous discussion and asked for questions. Trustee Lewis asked for an estimation of our financial reserve. President Glover asked VP Allen to report. VP Allen shared and discussed a statement of revenues and expenditures current as of the previous day and described the management of funds at the University as very conservative. Chair Lewis asked for an estimate of a reserve number and VP Allen stated a conservative estimate of around \$50 Million.

Trustee Johnson asked if we were getting to zero debt and VP Allen stated that our debt to equity is significantly better than other institutions but that we need to invest in our facilities. Trustee Johnson congratulated VP Allen and President Glover on the low amount of debt.

Chair Lewis then moved to recommend to the full Board the approval of Institutional Proposed Budget. Trustee Corbeil seconded the motion, which carried unanimously by roll call vote. Trustee Corbeil congratulated the University on its financial health.

IX. APPROVAL OF UNIVERSITY'S FY 23 \$250 MILLION CAPITAL CONSTRUCTION PLAN

Chair Lewis introduced the next agenda item as the Approval of the University's Fiscal Year 2023 \$250,000,000.00 Capital Construction Plan. Chair Lewis called upon Dr. Glover who called on VP Allen to provide information on this item after noting that these funds were included in the Governor's budget and expressed her appreciation to the Governor. Trustee Johnson added that this is a recognition of the State's perceived value of the University.

VP Allen described how the \$250 Million in funds is allocated and pointed to the five-year plan detailed in the Board materials. VP Allen noted that the University will provide detailed reports at the end of each year detailing how the funds have been used. These funds are not going to be used on operations, residence halls or athletic facilities. President Glover added that the University is not receiving a check for this full amount but rather campus improvements have been approved by the State totaling the investment.

Trustee McKenzie asked if there is a system in place to ensure minority firms will be able to participate in these projects. President Glover stated that our contractors must come from a State list but that the University has been working with the State to increase the number of minority contractors on the State list. Trustee Martin added that she understands the Governor is specifically looking at the state of minority participation in the State of Tennessee so this is the time to support that effort. Chair Lewis called on Board members to help support the use of minority contractors.

Chair Lewis then moved to recommend to the full Board the approval of the fiscal year 2023 \$250,000,000 Capital Construction Plan. Secretary Pendleton added that the vote is limited to the material covered by VP Allen. Trustee Corbeil seconded the motion, which carried unanimously by roll call vote.

X. REPORT ON CAPITAL CONSTRUCTION PUBLIC PRIVATE PARTNERSHIP RESIDENCE HALL PROJECT

Chair Lewis presented the Report on Capital Construction Public Private Partnership Residence Hall Project as the next item on the agenda. This is an informational item and no vote was required. President Glover asked VP Allen to provide this update.

VP Allen provided history on the TSU Housing Committee and stated that one option that came up in their efforts is the opportunity for creating housing through public private partnerships. This transfers the risk to the developer and the University does not come out of pocket throughout the execution of the project. Also, the project can be completed much faster than going through the State to build housing. Once the residence hall is complete, the cost will not change from year to year and the developer maintains the building. At the end of the relationship, TSU takes ownership for \$1.00. President Glover added that the University has not done a public private partnership in the past but does not want to be left out of something that will benefit the University.

Secretary Pendleton added that these activities are currently occurring at universities across the country. Trustee Cole asked if information regarding the potential partnership would be brought before the Board for approval and Secretary Pendleton confirmed that it would be. Trustee Johnson noted that if partnership residence halls were located on campus there could be a maintenance conflict. VP Allen noted that there would not necessarily be a conflict as the relationship would be contractual. Trustee Corbeil suggested that former Trustee Bill Freeman may be a good resource in this area. President Glover pointed out that Trustee Andre Johnson is another good resource.

XI. UPDATE ON CARES ACT FUNDS

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

President Glover asked VP Allen to report on this item. VP Allen reported the remaining Cares Act funds and discussed the planned allocation of the funds. VP Allen also shared how Cares Act funds have aided students to date. Chair Lewis raised the issue of the past tornado damage and asked about the state of insurance for that damage. Dr. Curtis Johnson informed the Committee that the University has received some funding and will receive more as the University works on restoration of campus facilities. Chair Lewis asked for a report on these efforts and Dr. Curtis Johnson agreed to provide a report.

XII. FINANCE AND BUDGET REPORT

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

Dr. Glover asked VP Allen to report on this agenda item. VP Allen reported on new employees who are helping the University remain compliant with State regulatory requirements and thanked the rest of his team for their excellent work. VP Allen then thanked the Board and President Glover.

XIII. UPDATE ON ENROLLMENT

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

Dr. Glover called upon Terrence Izzard to provide the update. Mr. Izzard shared enrollment highlights by discussing the University's enrollment successes since the last Board meeting and directed the Committee to the Board materials. Mr. Izzard also described the training his team has received and how it helps in their recruitment efforts, gave figures on the Hope Scholarship awards given to Tennessee State University students, and provided an update on recruitment and the expected enrollment for the fall. Lastly, Mr. Izzard described plans to support students to keep them enrolled at Tennessee State University.

Chair Lewis thanked Dr. Glover and Mr. Izzard for their report and stated that we want to get our fair share of Hope Scholarships. He also asked if we have enough people soliciting quality students for the Hope Scholarship. Chair Lewis noted that graduating students is our most important product. Finally, Chair Lewis emphasized market and merit and called on the University to give a 1% merit increase to employees or at least a cost-of-living increase.

XIV. ADJOURNMENT

Trustee Lewis asked if there was any additional business. Seeing none, he asked for a motion to adjourn and Trustee Andre Johnson moved to adjourn. Trustee Bill Johnson asked for a retention report at the next Board Meeting. Trustee Bill Johnson also asked for information regarding delays in Degree Works. Mr. Izzard is assessing the situation and making necessary staffing changes. Trustee Johnson noted that other universities use Ellucian to build Degree Works and don't appear to have the same difficulties that TSU has. Mr. Izzard stated that we do have an Ellucian group and is open to considering the best options for our campus. Trustee Cole made the comment that we need to do a good job servicing our students and supports the University in doing what we can to support the staff. Trustee Corbeil seconded the motion to adjourn, and the motion carried unanimously by roll call vote. The meeting was adjourned at 12:59 p.m. CDT.

**Tennessee State University
Board of Trustees**



**University Budget
Update**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: September 15, 2022

ITEM: University Budget Update

RECOMMENDED ACTION: None

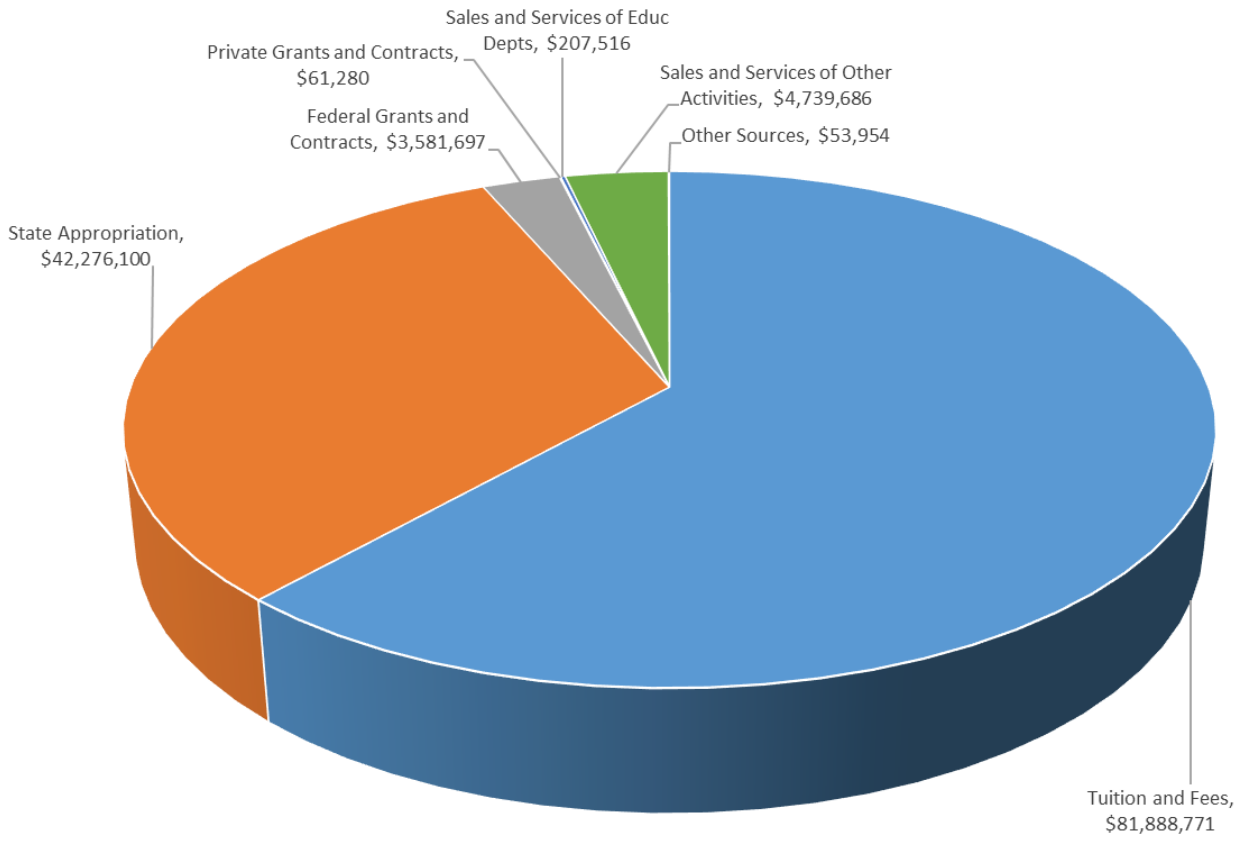
PRESENTED BY: Chair of Finance and Budget Committee, Trustee
Richard Lewis

The President and/or or designee will provide an update on the University budget.

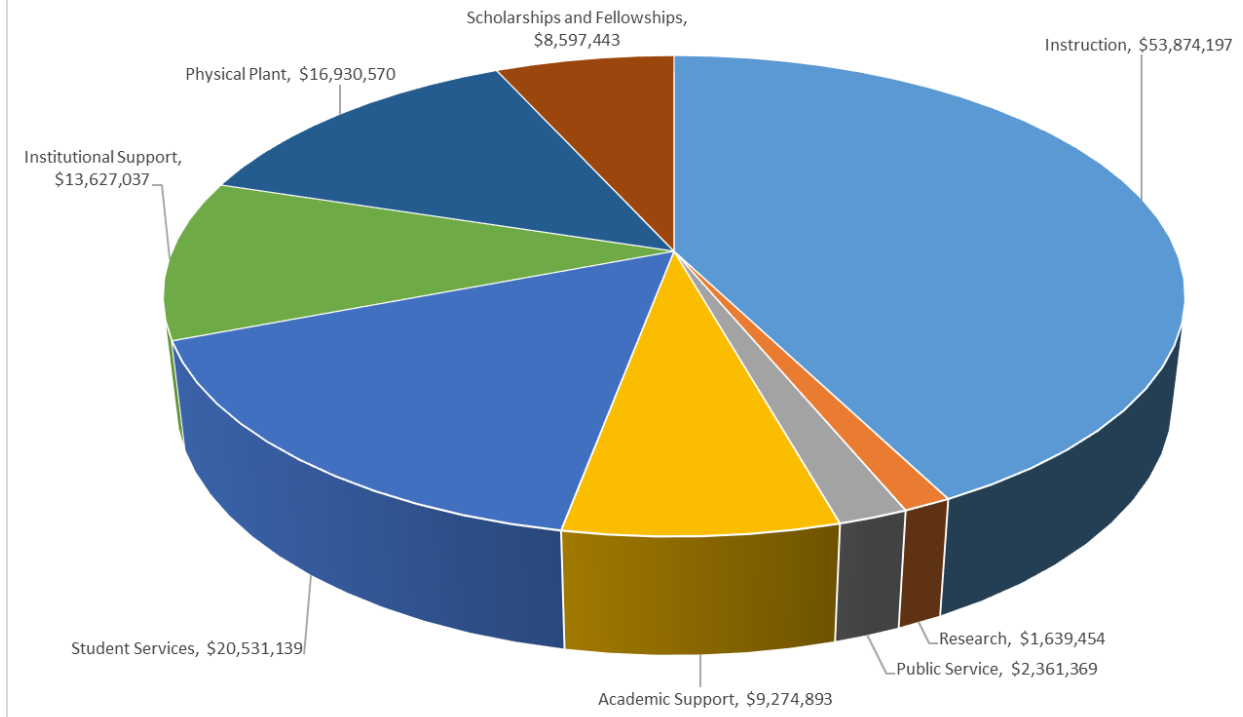
Tennessee State University
Statements of Revenues, Expenditures and Transfers - Budget and Actual
Fiscal Year to Date as of July 31, 2022

	2023				FY2022
	BUDGET	FYTD	VARIANCE	% VARIANCE	ACTUAL
REVENUES:					
Education and General					
Tuition and Fees	\$ 83,931,700	\$ 42,423,413	\$ 41,508,287	50.55%	\$ 81,888,771
State Appropriation	46,531,100	3,961,700	42,569,400	8.51%	42,276,100
Federal Grants and Contracts	2,500,000	-	2,500,000	0.00%	3,581,697
State Grants and Contracts	33,000	-	33,000	0.00%	-
Private Grants and Contracts	47,000	-	47,000	0.00%	61,280
Foundation Gifts	-	-	-	0.00%	-
Sales and Services of Educ Depts	64,300	-	64,300	0.00%	207,516
Sales and Services of Other Activities	7,352,600	1,563,918	5,788,682	21.27%	4,739,686
Other Sources	790,000	-	790,000	0.00%	53,954
Total Education and General	<u>\$ 141,249,700</u>	<u>\$ 47,949,032</u>	<u>\$ 93,300,668</u>	<u>33.95%</u>	<u>\$ 132,809,003</u>
Sales/Svs Aux Enterprises					
Aux Enterprises	<u>\$ 35,302,000</u>	<u>\$ 12,472,464</u>	<u>\$ 22,829,536</u>	<u>35.33%</u>	<u>\$ 30,548,280</u>
TOTAL REVENUES:	<u>\$ 176,551,700</u>	<u>\$ 60,421,496</u>	<u>\$ 116,130,204</u>	<u>34.22%</u>	<u>\$ 163,357,283</u>
EXPENDITURES:					
Education and General					
Instruction	\$ 63,947,600	\$ 2,088,537	\$ 61,859,063	3.27%	\$ 53,874,197
Research	2,477,100	98,027	2,379,073	3.96%	1,639,454
Public Service	2,091,700	151,591	1,940,109	7.25%	2,361,369
Academic Support	11,552,600	600,423	10,952,177	5.20%	9,274,893
Student Services	21,795,800	1,341,323	20,454,477	6.15%	20,531,139
Institutional Support	14,683,900	1,213,514	13,470,386	8.26%	13,627,037
Physical Plant	15,831,000	148,145	15,682,855	0.94%	16,930,570
Scholarships and Fellowships	6,387,500	1,212,873	5,174,628	18.99%	8,597,443
Total Education and General	<u>\$ 138,767,200</u>	<u>\$ 6,854,434</u>	<u>\$ 131,912,766</u>	<u>4.94%</u>	<u>\$ 126,836,103</u>
Sales/Svs Aux Enterprises					
Aux Enterprises Expenditures	<u>\$ 26,080,300</u>	<u>\$ 156,695</u>	<u>\$ 25,923,605</u>	<u>0.60%</u>	<u>\$ 26,148,514</u>
TOTAL EXPENDITURES:	<u>\$ 164,847,500</u>	<u>\$ 7,011,128</u>	<u>\$ 157,836,372</u>	<u>4.25%</u>	<u>\$ 152,984,617</u>
EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES	<u>\$ 11,704,200</u>	<u>\$ 53,410,368</u>	<u>\$ (41,706,168)</u>	<u>456.34%</u>	<u>\$ 10,372,666</u>
TRANSFERS:					
Education and General					
Mandatory Transfers	\$ 2,364,900	\$ -	\$ 2,364,900	0.00%	\$ 2,352,188
Nonmandatory Transfers	150,000	-	150,000	0.00%	-
Total Education and General	<u>2,514,900</u>	<u>-</u>	<u>2,514,900</u>	<u>0.00%</u>	<u>2,352,188</u>
Aux Enterprises					
Mandatory Transfers	\$ 1,313,900	\$ -	\$ 1,313,900	0.00%	\$ 1,342,644
Nonmandatory Transfers	7,907,800	-	7,907,800	0.00%	-
Total Auxiliary Enterprise	<u>9,221,700</u>	<u>-</u>	<u>9,221,700</u>	<u>0.00%</u>	<u>1,342,644</u>
Total Transfers	<u>\$ 11,736,600</u>	<u>\$ -</u>	<u>\$ 11,736,600</u>	<u>0.00%</u>	<u>\$ 3,694,833</u>
EXCESS (DEFICIENCY) OF OVER (UNDER) EXPENDITURES AND TRANSFERS	<u>\$ (32,400)</u>	<u>\$ 53,410,368</u>	<u>\$ (53,442,768)</u>	<u>-164846.81%</u>	<u>\$ 6,677,834</u>

Revenues



Expenditures



**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: September 15, 2022

ITEM: Construction and Facilities Update

RECOMMENDED ACTION: None

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

The President and/or or designee will provide an update on University's construction and facilities.

Tennessee State University
Multi-Year Proposal

Project	Phase 1		Phase 2		Phase 3+		Total	Grand Total							
	Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025				Fiscal Year 2026		Fiscal Year 2027				
	State	TSU	State	TSU	State	TSU			State	TSU	State	TSU			
New Master Plan	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	
New Housing Plan	\$ 500,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 200,000	\$ -	\$ 700,000	\$ 200,000	\$ 700,000	
Total	\$ 1,000,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 200,000	\$ -	\$ 1,200,000	\$ 200,000	\$ 1,200,000	
Infrastructure and Maintenance															
Infrastructure Planning & Construction	\$ 5,400,000	\$ -	\$ 31,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,400,000	\$ -	\$ 36,400,000	
Maintenance, E&G Buildings	21,535,000	40,000	20,000,000	-	21,000,000	-	21,000,000	-	83,535,000	-	-	83,535,000	-	83,535,000	
Humphries Hall*	40,000	-	-	-	-	-	-	-	40,000	-	-	40,000	-	40,000	
Kean Hall*	5,020,000	-	-	-	-	-	-	-	5,020,000	-	-	5,020,000	-	5,020,000	
Elliot Hall*	374,000	-	-	-	-	-	-	-	374,000	-	-	374,000	-	374,000	
(Confirm Status per Master Plan)	365,000	-	-	-	-	-	-	-	365,000	-	-	365,000	-	365,000	
McCord Hall*	1,266,000	-	-	-	-	-	-	-	1,266,000	-	-	1,266,000	-	1,266,000	
Clay Hall*	-	218,200	-	-	-	-	-	-	-	218,200	-	218,200	-	218,200	
Ford Complex D*	-	215,000	-	-	-	-	-	-	-	215,000	-	215,000	-	215,000	
Ford Complex A*	-	260,600	-	-	-	-	-	-	-	260,600	-	260,600	-	260,600	
Ford Complex B*	-	175,000	-	-	-	-	-	-	-	175,000	-	175,000	-	175,000	
Ford Complex C*	-	716,800	-	-	-	-	-	-	-	716,800	-	716,800	-	716,800	
New Residence Center E*	-	185,200	-	-	-	-	-	-	-	185,200	-	185,200	-	185,200	
New Residence Center F*	-	842,400	-	-	-	-	-	-	-	842,400	-	842,400	-	842,400	
New Residence Center G*	-	359,200	-	-	-	-	-	-	-	359,200	-	359,200	-	359,200	
New Residence Center H*	-	2,972,400	-	-	-	-	-	-	-	2,972,400	-	2,972,400	-	2,972,400	
Total	\$ 34,000,000	\$ 2,972,400	\$ 51,000,000	\$ -	\$ 21,000,000	\$ -	\$ 21,000,000	\$ -	\$ 127,000,000	\$ 2,972,400	\$ -	\$ 129,972,400	\$ -	\$ 129,972,400	
Capital Outlay Planning															
New Library	\$ 4,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,250,000	\$ -	\$ -	\$ 4,250,000	\$ -	\$ 4,250,000	
Jackson Hall Renovation	1,250,000	-	-	-	-	-	-	-	1,250,000	-	-	1,250,000	-	1,250,000	
Academic E&G Improvements, Renovation and/or New Construction confirmed by Master Plan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Demolitions: Boyd (358 beds), Watson (316 beds), Epps (272 Beds), Wilson (540 beds)	-	3,500,000	-	-	-	-	-	5,000,000	-	3,250,000	-	11,750,000	-	11,750,000	
Total	\$ 5,500,000	\$ 7,000,000	\$ -	\$ -	\$ 4,000,000	\$ 1,500,000	\$ -	\$ 5,000,000	\$ 3,000,000	\$ 6,250,000	\$ -	\$ 8,000,000	\$ 19,750,000	\$ 29,250,000	
Construction															
New Library	\$ -	\$ -	\$ -	\$ -	\$ 55,750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,750,000	\$ -	\$ 55,750,000	
Jackson Hall Renovation	-	-	-	-	11,250,000	-	-	-	-	-	-	11,250,000	-	11,250,000	
Academic E&G Improvements, Renovation and/or New Construction confirmed by Master Plan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Center for Food and Animal Sciences (State/Grant/APP)	18,320,000	-	-	-	-	-	-	-	27,680,000	-	-	27,680,000	-	27,680,000	
New Housing	-	-	-	-	-	56,500,000	-	-	-	-	-	56,500,000	-	56,500,000	
New Housing	-	-	-	-	-	93,800,000	-	-	-	-	-	93,800,000	-	93,800,000	
Total	\$ 18,320,000	\$ -	\$ -	\$ -	\$ 67,000,000	\$ 56,500,000	\$ -	\$ -	\$ 27,680,000	\$ 93,800,000	\$ -	\$ 113,000,000	\$ 150,300,000	\$ 263,300,000	
Grand Total	\$ 58,320,000	\$ 10,172,400	\$ 51,000,000	\$ -	\$ 97,000,000	\$ 58,000,000	\$ 21,000,000	\$ 5,000,000	\$ 27,680,000	\$ 100,050,000	\$ 250,000,000	\$ 173,222,400	\$ 423,222,400	\$ 423,222,400	

TORNADO RECOVERY

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

Temporary Greenhouses

Temporary Greenhouses are complete.

Greenhouses

Greenhouses 501 & 502 are substantially complete. Awaiting the deionization equipment to complete the building. Bidding is complete for greenhouse 503 with an anticipated start date of 9/20/2022.

Animal Shelter

Most animal shelters have been completed and are being used. The large shelters have some punch list items and adjustments to finalize the work.

Fence Repairs

Pasture fence installation is near completion but has been temporarily placed on hold due to animal research relocation and breeding. Other miscellaneous fence repairs are about 90% complete, while the decorative fence on Ed Temple Blvd has been installed, but contractor needs to complete punch list items.

Wetlands Cleanup

Hand cleanup of the wetlands has been completed. Cleanup using heavy equipment to start fall of 2022.

Ag Pavilion

Construction in progress; anticipated completion date is 2/9/2023

Ag Education Building

Construction in progress; anticipated completion date is 3/9/2023

General Services Building

Interior renovation work has been completed. Permanent roof repairs 90% complete. Anticipated completion date is 9/24/2022.

Other Farm Structures

Hoop Houses are in progress. No report at this time: Poultry Building, Hay Storage Building

ELECTRICAL LOOP REPAIRS (Electrical Master Plan)

We are currently working on phase 2 (installation of new switches and replacement fuses). This phase is 95% complete. Consulting engineers (ICT) and NES are working together to develop the necessary construction documents for the remaining 2 phases. Estimated time for completion of Phase 2 work is Feb. 2023. Phase 3 (Installation of South Loop) and Phase 4 (Installation of North Loop) is estimated to be completed by 2024. There is also a phase in the project that will install five (5) transformers and secondary lines at various buildings on campus. This project is estimated to be completed in 2023.

NEW RESIDENCE HALL

Project was completed on budget and on schedule. Contractor is continuing to work on punch list items. Aramark is continuing their construction work to open the food court and POD. Estimated time for completion is Nov. 2022.

NEW ENGINEERING BUILDING

Designer has been selected and project will begin phase of programming with University stakeholders within the coming weeks.

NEW FOOD AND ANIMAL SCIENCE BUILDING

The Tennessee Legislature's Fiscal Stimulus Accountability Group has recently approved \$32.3M to construct the Food and Animal Science Building. The College of Agriculture submitted a Facilities Grant proposal seeking special funding from the American Rescue Plan funds allocated to the state of Tennessee through the Tennessee Department of Agriculture. These funds are approved to establish fourteen Food and Animal Science Research Laboratories, The Center for Food Safety and Process Innovation, and a Sensory Science and Product Development Center.

MIGRATION PLAN AND CAMPUS MASTER PLAN UPDATE

Migration Plan is currently on hold until completion of Campus Master Plan update. The Master Plan update is scheduled to start after SBC approval in Oct. 2022. This update will include changes and other developments on campus such as Athletic Programs, Agriculture Programs (Main Campus, Cheatham County, and McMinnville), Avon Williams Campus, Campus Infrastructure, Campus Security, and updated Facility Condition Assessments. We have started our Housing Master Plan study that will identify goals and priorities for future campus housing, identify future building sites, and determine which buildings will be retained and renovated or removed. This study is expected to be completed by Nov 2022.

QUARTERLY DISCLOSURE REPORTS

TSU has no disclosed projects for the FY22-23 Quarter.

CAPITAL DISCLOSURE REPORTS

TSU updated the capital disclosure project information for the New Residence Halls project. The project disclosure previously submitted was for 600 beds - \$102.5M. The recent updated project is for 1,000 beds - \$157M.

As a part of the State's Strategic Initiative project (\$250M), a renovation project for Davis and Boswell Halls in the amount of \$29.7M was disclosed. An RFQ has been sent out to designers and the proposal deadline is 9/9/22. These projects will impact approximately 145,000 SF. The goal of this project is a comprehensive renovation of both buildings. Consequently, the scope of work includes both exterior and interior renovations. Exterior renovations include building envelope systems - specifically masonry restoration, roofing, windows, doors, and waterproofing. Interior renovations will include upgrades to MEP, fire alarms, security systems, and repair/replacement of damaged and/or deteriorated interior finishes and related work. Also, existing fume hoods will be replaced, and associated exhaust systems repaired or replaced.

CAMPUS BUILDING ENVELOPE AND STRUCTURE REPAIRS

Stabilization of the colonnade on the grand staircase and main sidewalk is ongoing. Sidewalk installation is scheduled in the coming weeks. Waterproofing of the east side wall of Kean Hall is ongoing at this time; project will also replace storefront and curtain wall systems for areas in Floyd-Payne Campus Center.

UPGRADES TO GENTRY CENTER – HPSS CLASSROOM AND LAB

Renovation of classroom suite into lab space for HPSS teachers and students. New space will include up-to-date lab and equipment, Body Comp, and updated classrooms.

PERIMETER ROAD – ED TEMPLE/CENTRAL RECEIVING IMPROVEMENTS

This project includes the widening of the access road near the intersection of Ed Temple Drive and Walter A. Davis Blvd. In addition, the project includes installation of security gate and communication devices to allow off -hours access.

CAMPUS BEAUTIFICATION

Painting projects have been completed across campus to including painting the handrails in the interior part of campus. We have also pressure washed the following areas: Boswell, Boyd, Clement, Hale Hall, Watson Hall, Wilson Hall, the ROTC Airplane, Hale Stadium, and the wall at the Avon Williams Building. Area near the wetlands has been trimmed back and multiple dead trees removed along with trimming and flowers have been added around campus.

Tennessee State University

Board of Trustees



**Report on
CARES Act Funding**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: September 15, 2022

ITEM: Report on CARES Act Funding

RECOMMENDED ACTION: None

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

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

TENNESSEE STATE UNIVERSITY
Higher Education Emergency Relief Funds
As of August 26, 2022

<u>Fund</u>	<u>Total Award</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>TOTAL</u>	<u>Available</u>	<u>Primary Expense</u>
228074	3,607,331.00	3,100,800.00	456,040.00	50,214.00	0.00	3,607,054.00	277.00	Direct Payments to Students
228080	3,607,331.00	0.00	3,605,970.00	1,361.00	0.00	3,607,331.00	0.00	Direct Payments to Students
228085	11,727,888.00	0.00	0.00	7,106,020.00	(1,730.00)	7,104,290.00	4,623,598.00	Direct Payments to Students
Total Student Portion	18,942,550.00	3,100,800.00	4,062,010.00	7,157,595.00	(1,730.00)	14,318,675.00	4,623,875.00	
226047	3,607,330.00	2,414,259.00	0.00	1,193,071.00	0.00	3,607,330.00	0.00	FY20 Revenue Loss and FY22 Student Debt Relief
226051	9,699,052.00	0.00	0.00	9,699,052.00	0.00	9,699,052.00	0.00	FY22 Student Debt Relief
228086	11,600,946.00	0.00	0.00	11,600,946.00	0.00	11,600,946.00	0.00	FY22 Student Debt Relief
Total Institution Portion	24,907,328.00	2,414,259.00	0.00	22,493,069.00	0.00	24,907,328.00	0.00	
226046		0.00	2,745,694.83	3,774.43	0.00	2,749,469.26		Equipment and Supplies
221399		0.00	2,080,927.45	(3,256.99)	1,655.75	2,079,326.21		Laptops/Technology Upgrades
228075		0.00	9,937,034.09	1,001,239.88	(3,180.00)	10,935,093.97		Scholarships
221397	16,236,433.00	0.00	436,347.80	34,671.51	12,907.14	483,926.45	(11,382.89)	Instructional Support
228081		0.00	1,937,695.93	16,333,094.35	554,364.72	18,825,155.00		Scholarships
226050	20,177,006.00	0.00	101,920.00	1,811,369.28	(93,607.50)	1,819,681.78	(467,830.78)	Equipment and Supplies/Student Debt Relief
228084	35,309,909.00	0.00	20,881,431.81	14,428,477.19	0.00	35,309,909.00	0.00	FY21 Revenue Loss and FY22 Student Debt Relief
Total HBCU Portion	71,723,348.00	0.00	38,121,051.91	33,609,369.65	472,140.11	72,202,561.67	(479,213.67)	
Cumulative Total	115,573,226.00	5,515,059.00	42,183,061.91	63,260,033.65	470,410.11	111,428,564.67	4,144,661.33	

Tennessee State University

Board of Trustees



**Finance and Budget
Report**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: September 15, 2022

ITEM: Finance and Budget Report

RECOMMENDED ACTION: None

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

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

Tennessee State University

Board of Trustees



**Update on
Enrollment**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: September 15, 2022

ITEM: Update on Enrollment

RECOMMENDED ACTION: None

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

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

**ENROLLMENT REPORT & STRATEGIC EMROLLMENT, RECRUITMENT,
AND MARKETING UPDATE
Board of Trustees Meeting**

FALL 2022 UNDERGRADUATE APPLICATION POOL ANALYSIS

Semester	Total Admitted	Net Admitted	Denied	Incomplete	Withdrawn/Cancelled	Grand Total
Fall Term 2017	6231	6059	945	4802	172	11978
Fall Term 2018	6066	5917	925	4043	149	11034
Fall Term 2019	6264	6167	1245	3379	97	10888
Fall Term 2020	6998	6339	901	4378	659	12277
Fall Term 2021	7447	7344	875	4624	103	12946
Fall Term 2022	14294	8957	999	8205	5337	23498

FALL 2022 REGISTRATION ANALYSIS AS SEPTEMBER 13, 2022

TERM	HEADCOUNT	UNDERGRAD	GRADUATE	UG_FTE	GR_FTE
Fall Term 2022	9220	7679	1541	7,097.20	932.25
Fall Term 2021	8072	6369	1703	5,490.00	1,061.00

Recruiting Efforts for Fall 2022

1. Utilized new CRM to increase student engagement and communication throughout the application process.
2. Expanded our brand awareness by increasing our student marketing efforts online and on-ground.
3. Hosted all newly admitted student days exclusively for Fall 2022 admitted students and parents.
4. Expanded strategic partnerships throughout the state to build more pipeline programs for future enrollment growth.
5. Hosted virtual events to reduce summer melt and strengthen the freshman cohort programs of high achieving new students such as Dr. Levi Watkins, 5000 Role Models of Excellence, MLK Computer Science Scholars, etc.
6. Provided special recognition to highlight students who completed the Intent to Enroll process by distributing welcome packets to incoming students.
7. Conducted dynamic “Decision Day” events live in various markets and via social media with over 2000 student participants.
8. Hosted international recruitment events in strategic markets to increase the enrollment of international students.
9. Increased recruitment of prospective undergraduate and graduate students from around the globe interested in the TSU Global online programs through virtual and digital campaigns.
10. Updated policies to allow international students to remain in their home country and pursue a degree through global online and dual enrollment.

Retention Efforts for Fall 2022

1. Centralized retention office to coordinate university retention efforts through the Division of Enrollment Management in collaboration with Academic Affairs, Student Affairs, Auxiliary Services, and other pertinent campus partners.
2. Hired new Director of Retention and assigned new Retention Coordinators for each Academic College to monitor academic progress, student attendance, academic support needs, and student engagement to ensure that each new student feels a sense of belonging and receives the support needed to persist and perform well academically.
3. Created time management, syllabus training, and campus/classroom building tours to guide new students during the first few weeks of classes.
4. Planned incentives for continuing freshmen who completed early registration.
5. Increased collaboration with Academic Deans and Departments to ensure proper advisement of all students.
6. Provided persistence grants to qualified freshmen to help students to continue their enrollment at TSU.
7. Placed continued emphasis on the importance of the *15 to Finish* and *Degree in Three* programs to accelerate student matriculation.
8. Hosted special enrichment sessions through the Freshman Institute to support for new students.
9. Expanded services for new students to include the Office of New Student Parent and Family Services.
10. Designed and implemented a special program to support first-year probation students who may be in danger of failure.

Tennessee State University

Board of Trustees



**Academic Affairs and
Student Affairs
Committee Report**

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

Thursday, September 15, 2022
8:30 a.m. CST

Tennessee State University
Via Zoom Link:
<https://www.tnstate.edu/board/livestream.aspx>

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the June 16, 2022, Academic Affairs and Student Affairs Committee Meeting Minutes
- IV. Approval of Academic Program Modification – Inactivation of Academic Concentration – International Business Concentration and Minor within the Bachelor of Business
- V. Report on SACSCOC Accreditation Review Matters
- VI. Academic Affairs Report
- VII. Report on Athletics
- VIII. Student Affairs - Housing Report
- IX. Adjournment

Tennessee State University

Board of Trustees



**Approval of the
June 16, 2022,
Academic Affairs
and
Student Affairs
Committee Meeting
Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 15, 2022

ITEM: Approval of the June 16, 2022, Academic Affairs and Student Affairs Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the June 16, 2022, Academic Affairs and Student Affairs Committee meeting is included in the September 15, 2022, Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 16, 2022, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's September 15, 2022, meeting.

**Meeting of the Tennessee State University Board of Trustees
Academic Affairs and Student Affairs Committee Meeting
June 16, 2022
Tennessee State University, Electronic**

MINUTES

Committee Members Present: Trustees Pam Martin, Andre Johnson, and Bill Johnson

Other Board Members Present: Trustees Deborah Cole, Pam Martin, Richard Lewis, Van Pinnock, Obie McKenzie, and Joseph Walker, III.

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost and Vice President for Academic Affairs; Douglas Allen, Vice President for Finance and Budget; Jamie Isabel, Vice President of Institutional Advancement; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Associate Vice President of Student Affairs; Dr. Quincy Quick, Interim Associate Vice President of Research & Sponsored Programs; Terrence Izzard, Associate Vice President of Enrollment Management; Dr. Mikki Allen, Director of Athletics; Adrian Davis, Director of Internal Audit; and Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees.

I. CALL TO ORDER

Chair Martin called the meeting to order at 8:31 a.m. CDT on June 16, 2022. Trustee Martin then moved to make certain findings on the records regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. The Committee is set to take up important matters. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control to limit face-to-face contact whenever possible. Electronic participation for the Committee meeting is necessary for the safety of Board members, staff, and guests. Trustee Bill Johnson seconded the motion, and the motion carried unanimously by roll call vote.

II. ROLL CALL/DECLARATION OF A QUORUM

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

III. APPROVAL OF THE MARCH 17, 2022, ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE MEETING MINUTES

Trustee Martin moved to recommend to the full Board the approval of the March 17, 2022, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Andre Johnson seconded the motion, which was carried unanimously by roll call vote.

IV. APPROVAL OF ACADEMIC YEAR 2022-2023 TENURE AND PROMOTION RECOMMENDATIONS

Chair Martin announced the next agenda item as the approval of academic year 2022-2023 tenure and promotion recommendations. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item. The material for this agenda item is contained in the Board materials for June 16, 2022.

President Glover designated Provost Harris to present on this item. Dr. Harris presented the lists of individuals recommended for tenure and promotion and explained the process that led to these recommendations including Dr. Glover's approval.

Chair Martin moved to recommend to the full Board the approval of academic year 2022-2023 tenure and promotion recommendations, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Bill Johnson seconded the motion and the motion carried unanimously by roll call vote.

V. APPROVAL OF UPDATED INTERNATIONAL ADMISSIONS POLICY

Chair Martin announced the next agenda item as the approval of the updated International Admissions Policy. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item. The material for this agenda item is contained in the Board materials for June 16, 2022.

President Glover designated Provost Harris to present on this item. Dr. Harris presented the updated policy to permit international students to stay in their home country and take courses at TSU while maintaining appropriate criteria for admission.

Chair Martin moved to recommend to the full Board the approval of the updated International Admissions Policy, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Bill Johnson seconded the motion and the motion carried unanimously by roll call vote.

VI. APPROVAL OF NEW ACADEMIC PROGRAM – MINOR IN DESIGN WITHIN EXISTING B.S. IN ART

Chair Martin announced the next agenda item as the approval of a new academic program, a Minor in Design within the existing B.S. in Art program. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item. The material for this agenda item is contained in the Board materials for June 16, 2022.

President Glover designated Provost Harris to present on this item. Dr. Harris explained that program adjustments are done through appropriate processes and presented the new Minor in Design academic program as a minor which will allow students in other academic programs to take Design courses.

Chair Martin moved to recommend to the full Board the approval of a new academic program, a Minor in Design within the existing B.S. in Art program, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Bill Johnson seconded the motion and the motion carried unanimously by roll call vote.

VII. APPROVAL OF NEW ACADEMIC CONCENTRATION – MULTIDISCIPLINARY STUDIES WITHIN THE EXISTING B.S. IN ARTS AND SCIENCES PROGRAM

Chair Martin announced the next agenda item as the approval of a new academic program, a concentration in Multidisciplinary Studies within the existing B.S. in Arts and Sciences program. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item. The material for this agenda item is contained in the Board materials for June 16, 2022.

President Glover designated Provost Harris to present on this item. Dr. Harris presented this new academic concentration to allow students to move from the rigidity of the Multidisciplinary Studies degree and allow them to use Multidisciplinary Studies concentration courses toward other degrees.

Chair Martin moved to recommend to the full Board the approval of a new academic program, a concentration in Multidisciplinary Studies within the existing B.S. in Arts and Sciences program, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Bill Johnson seconded the motion and the motion carried unanimously by roll call vote.

VIII. APPROVAL OF ACADEMIC PROGRAM MODIFICATIONS

A. APPROVAL OF NEW ADMISSION STANDARD – DOCTOR OF PHYSICAL THERAPY

Chair Martin announced the approval of a new admission standard – the Doctor of Physical Therapy agenda item and asked President Glover or her designee to provide pertinent related information. The material for this agenda item is contained in the Board materials for June 16, 2022.

President Glover designated Provost Harris to present on this agenda item. Dr. Harris presented this new admission standard as a way to remain competitive and keep admissions and prerequisites current with the market for Doctor of Physical Therapy programs.

Chair Martin moved to recommend to the full Board the approval of a new admission standard for the Doctor of Physical Therapy program, as contained in the Board materials for the June 16, 2022, Board meeting. The motion was seconded by Trustee Bill Johnson and carried unanimously by roll call vote.

B. APPROVAL OF NAME CHANGE FOR AN EXISTING PROGRAM – CHANGE CURRENT MASTERS’ OF SCIENCE IN PSYCHOLOGY PROGRAM TO MASTERS’ OF SCIENCE IN COUNSELING

Chair Martin announced the agenda item for approval of a name change for the existing Masters’ of Science in Psychology to the Masters’ of Science in Counseling and asked President Glover or her designee to provide pertinent related information. The material for this agenda item is contained in the Board materials for June 16, 2022.

President Glover designated Provost Harris to present on this agenda item. Dr. Harris explained that this name change will keep the program current and relevant. This name change will be presented for approval to THEC if approved by the Board, and the University will report back to the Board THEC’s approval or disapproval.

Chair Martin moved to recommend to the full Board the approval of a name change for the existing Masters' of Science in Psychology to the Masters' of Science in Counseling, as contained in the Board materials for the June 16, 2022, Board meeting. The motion was seconded by Trustee Bill Johnson and carried unanimously by roll call vote.

C. APPROVAL OF NAME CHANGE FOR AN EXISTING PROGRAM – CHANGE CURRENT COUNSELING PSYCHOLOGY CONCENTRATION WITHIN THE MASTERS' OF SCIENCE IN PSYCHOLOGY PROGRAM TO CLINICAL MENTAL HEALTH COUNSELING CONCENTRATION

Chair Martin announced the agenda item for approval of a name change for the existing Counseling Psychology concentration with the Masters' of Science in Psychology program to the Clinical Mental Health Counseling concentration and asked President Glover or her designee to provide pertinent related information. The material for this agenda item is contained in the Board materials for June 16, 2022.

President Glover designated Provost Harris to present on this agenda item. Dr. Harris stated that this name change is necessary to keep the program current and relevant in today's market.

Chair Martin moved to recommend to the full Board the approval of a name change for the existing Counseling Psychology concentration with the Masters' of Science in Psychology program to the Clinical Mental Health Counseling concentration, as contained in the Board materials for the June 16, 2022, Board meeting. The motion was seconded by Trustee Bill Johnson and carried unanimously by roll call vote.

IX. UPDATE ON PH.D. IN AGRICULTURAL SCIENCE

Chair Martin introduced the next item on the agenda as an update on the Ph.D. in Agricultural Science program. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item, as contained in the Board materials for the June 16, 2022, Board meeting. This is an informational discussion item only so not vote is required.

President Glover designated Provost Harris to present on this agenda item. Provost Harris reported that the program was approved by SACSCOC and THEC and the Ph.D. in Agricultural Science is now fully approved.

Trustee Martin thanked Dr. Glover and Provost Harris for this report.

X. REPORT ON SACSCOC ACCREDITATION REVIEW MATTERS

Chair Martin introduced the next item on the agenda as the report on SACSCOC accreditation review matters. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item, as contained in the Board materials for the June 16, 2022, Board meeting. This is an informational discussion item only so not vote is required.

President Glover designated Provost Harris to present on this agenda item. Provost Harris reported to the Board that the University has been reaffirmed until 2030. The University will be required to provide a financial report in September 2022. SACSCOC will also come for a brief campus visit to verify the previous online reaccreditation visit.

XI. RESEARCH AND SPONSORED PROGRAMS END OF FISCAL YEAR REPORT

Chair Martin announced the next agenda item as the Research and Sponsored Programs End of Fiscal Year Report. Information regarding this Academic Affairs and Student Affairs Committee agenda item is included in the Board materials dated June 16, 2022. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item. This is an informational discussion item only so no vote was required.

Dr. Glover designated Dr. Quincy Quick to comment on this agenda item. Dr. Quick acknowledged that the University received an historical amount of grants and award last fiscal year and reported that the University continues to maintain that momentum. Dr. Quick highlighted some of the grants and awards given to the University and the University's ongoing activities to maintain this level of awards in the future.

XII. ACADEMIC AFFAIRS REPORT

Chair Martin announced the next agenda item as the Academic Affairs Report. Information regarding this Academic Affairs and Student Affairs Committee agenda item is included in the Board materials dated June 16, 2022. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item. This is an informational discussion item only so no vote was required.

Dr. Glover designated Provost Harris to comment on this agenda item. Provost Harris discussed the strategic plan, Pathway to Excellence 2025, and noted that the University is reassessing the objectives and goals. Provost Harris also explained that unaccredited academic programs must regularly be reviewed by THEC and all six programs recently reviewed by THEC scored very highly. Provost Harris then gave an update on programs going through the accreditation process, highlighted experimental major maps as part of the QEP program, and pointed to the update on advising contained in the Board materials. Finally, Provost Harris gave an update on courses offered in the area of cryptocurrency.

Trustee Martin thanks Provost Harris and Dr. Glover and noted that she was particularly happy to hear about the major maps project. Trustee Cole asked that the University continue to work on the important IT item. Provost Harris responded that the IT item is at the top of the agenda for Academic Affairs. President Glover noted that the University has made some additional hires in the IT area.

Trustee McKenzie then asked whether the University has added any professional staff in the area of mental health. Dr. Glover noted the impact of COVID-19 on mental health and University's increased efforts in that area. Dean Stevenson agreed that there has been an uptick in mental health issues among students and reported on the success of telehealth services offered by the University and the Counseling Center's programming. Dean Stevenson thanked Dr. Glover for additional resources provided to employ additional therapists.

XIII. STUDENT AFFAIRS REPORT

Chair Martin introduced the next item on the agenda as the Student Affairs report. Chair Martin asked President Glover or her designee to provide pertinent information related to this agenda item. Information pertaining to this agenda item is included in the June 16, 2022, Board materials.

Dr. Glover designated Dean Frank Stevenson to report on this agenda item. Dean Stevenson reported the benefits of being able to offer more in-person activities for students and improvements in the student complaint and concern process through its integration with the Maxient system. Dean Stevenson also thanked Dr. Glover and VP Allen for providing the necessary resources for student engagement such as strengthened wi-fi and expanded health services.

Dean Stevenson then pointed to information in the Board materials concerning Career Services and noted that the University has enjoyed higher engagement with employers. Finally, Dean Stevenson discussed student housing including the efforts to create a pathway forward to house students who want to attend the University, and reported on student leadership training and activities.

Trustee Martin thanked Dean Stevenson and President Glover for all their hard work aimed toward the students. Trustee Bill Johnson asked Dean Stevenson for an update at the next meeting concerning campus recreation and intramurals. Dean Stevenson agreed to prepare that update and reported that such activities have already been expanded this year. Trustee Pinnock thanked Dr. Glover and Dean Stevenson for internship information and also thanked the Provost for his information in the Strategic Plan. Trustee McKenzie recommended the University provide digital information about job titles and descriptions.

XIV. ADJOURNMENT

Chair Martin asked if there were any additional comments or business. Hearing none she asked for a motion to adjourn the meeting. Trustee Martin moved to adjourn the meeting and the motion was approved by unanimous roll call vote. The meeting was adjourned at 9:25 a.m. CDT.

Tennessee State University

Board of Trustees

The background features a large, faint watermark of the Tennessee State University seal. The seal is circular with a decorative border of triangles. Inside the border, the words "TENNESSEE STATE UNIVERSITY" are written in a circular path. In the center of the seal is a shield with various symbols, including a book and a torch. Below the shield, the word "WORK" is visible.

**Approval of
Academic Program
Modification
– Inactivation of Academic
Concentration –
International Business
Concentration and Minor
within the Bachelor of
Business**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 15, 2022

ITEM: Approval of Academic Program Modification –
Inactivation of Academic Concentration – International
Business Concentration and Minor within the Bachelor of
Business

RECOMMENDED ACTION: Approval

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

Proposed Inactivation of Academic Program

The University, with the support of the College of Business, requests approval to proceed with inactivating its International Business concentration and minor within the existing Bachelor of Business Administration in Economics and Finance degree program.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes revised programs, academic departments may seek the inactivation of an existing academic program or concentration by initiating an internal review process. The department initiates the review process by developing and proposing the inactivation of an existing academic program or concentration for review at the departmental committee, college, and University levels. The 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 inactivation of an existing academic program or concentration. Upon approval by the Board, the University must submit notification to THEC.

Background

Underlying the request for the inactivation of the International Business concentration and minor in the Department of Economics and Finance are two factors. First, there is no department faculty member with the academic qualifications in the area of International Business.

Second, there have been no students pursuing the concentration in International Business to sustain the requisite minimum number of students for each course within the concentration in International Business.

MOTION: To approve an academic program modification by inactivating the International Business concentration and minor within the Bachelor of Business, as contained in the Board materials for the Board's September 15, 2022, meeting.

**Tennessee State University
Board of Trustees**



**Report on
SACSCOC
Accreditation Review
Matters**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 15, 2022

ITEM: Report on SACSCOC Accreditation Review Matters

RECOMMENDED ACTION: None

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

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

SACSCOC Accreditation Matters

I. University's Reaffirmation of Accreditation

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

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

Next Steps and Timeline:

- September 30, 2022 – Monitoring Report with documentation, including financial audit reports for the two most recent fiscal years and its most recent financial aid audit, are due to SACSCOC.

SACSCOC Review Process:

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

II. Verification Visit

In response to the COVID-19 pandemic, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) conducted over 150 virtual visits by peer review committees in 2020-2021, and per established protocol, all institutions whose committee visits were held virtually will require a follow-up campus visit. On April 25, 2022, the University received SACSCOC communication advising that TSU's follow-up visit will be scheduled as an on-campus visit. On July 19, 2022, President Glover confirmed with SACSCOC the on-campus visit dates as April 18-20, 2023. The visit will be a combined visit with the Substantive Change Committee (see item II below).

This follow-up visit will concentrate on verifying substantial compliance with the standards under review, in a similar manner as the On-Site Reaffirmation Committee would confirm USDE standards already found to be compliant by the Off-Site Reaffirmation Committee

Tentative Itinerary:

- Welcome, Purpose of Verification Visit, and Interview with TSU's President and Leadership Team
- Interview with Representative Group of Faculty
- Interview with Representative Group of Students
- Interview with Student Affairs Staff (to include review of student complaint logs)
- Interview with Institutional Effectiveness Staff
- Tour of campus
- Debrief with President

As a result of the verification visit, SACSCOC will confirm the institutional information provided to the On-Site Reaffirmation Committee and to the SACSCOC Board of Trustees or determine that such information has not been confirmed.

III. Academic Program Offering at Avon Williams - Substantive Change Committee Visit

At its March 17, 2022, meeting, the TSU Board of Trustees approved the offering of 50% or more of delivered instruction at the Avon Williams Campus of the existing Master of Business Administration with final approval by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

During its June 16, 2022, meeting, the SACSCOC Board of Trustees approved the University's substantive change prospectus to expand the Master of Business Administration's program offerings at the Avon Williams Campus with intended implementation in August 2022 and authorized a Substantive Change Committee to visit the institution. The visit is scheduled for April 18-20, 2023.

Six-weeks prior to the visit of the Substantive Change Committee the institution will submit the report entitled *Documentation for the Substantive Change Committee Off-Campus Site*.

SACSCOC Review Process:

The report of the Substantive Change Committee, together with the response of the institution to the recommendations contained in that report (due within five months of the Committee visit), will be reviewed by the Committee on Compliance and Reports. The Committee on Compliance and Reports may recommend one of the following actions:

1. continue the institution in accreditation, with or without a monitoring report
2. continue the institution in accreditation, impose a sanction, and request a monitoring report, with/without a special committee visit (mandatory visit if placed on Probation)
3. discontinue accreditation.

**Tennessee State University
Board of Trustees**



**Academic Affairs
Report**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 15, 2022

ITEM: Academic Affairs Report

RECOMMENDED ACTION: None

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

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

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM
ACADEMIC AFFAIRS REPORT
September 15, 2022

The Office of the Provost and Vice President for Academic Affairs (OAA) has undergone some organizational and personnel changes to accommodate personnel and leave related absences from the Office. Dr. Robbie Melton, Associate Vice President for the SMART Technology Innovation, stepped in to serve as the Acting Interim Vice President of Academic Affairs with the additional assistance of two distinguished Assistant Vice Presidents for Academic Affairs: Dr. Cheryl Seay and Dr. Johnnie Smith.

The OAA has a foundation of collaboration and institutional effectiveness built on the individual, programmatic, and division-wide strengths of the faculty, staff, and students. The OAA wishes to recognize the respective deans, chairs, and faculty for their willingness to step up in addressing the increased number of students and in staffing additional sections.

In preparation for the opening of the Fall Semester 2022, the OAA worked collaboratively (side-by-side) with all respective units (the Offices of Enrollment Management, Student Advising, Business and Finance, Financial Aid, Student Affairs, Student Success, and respective academic units to assist students with a successful start.

The role of Academic Affairs, during this challenge of limited housing, consisted of implementing the HyFLex Teaching Model in which faculty teaches students in-person and online simultaneously using SMART Classroom Technology. In addition, for students selecting to go online, we worked with the faculty to determine the appropriateness and availability of those courses for online delivery as well as offered faculty training and noted support services for online teaching and learning.

Furthermore, to assist with the increased number of new freshmen, we adjusted the official start of classes to Wednesday, August 24th and extended registration to August 31st to allow for schedule adjustments and housing transition.

To further address the increase in the freshmen class, we extended Fall Registration to August 31st to allow adjustments in students schedules, as well as the creation of a seven-week core course sections starting October 10th.

OAA UPDATES

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

- **New Faculty and Adjunct Orientation** – was conducted on August 18th and 19th. These orientations provide faculty with key logistical and performance information to foster success and commitment, and semester long mentoring.
- **Gateway to 8** – a series of workshops aimed at improving performance while offering TSU staff and faculty opportunities to engage. These series, funded by Title III, holds seminars on nutrition, customer service, leadership etc.

- **SMART Immersive Teaching and Learning Research Center:** To research new advances and innovations in the enhancement of teaching and learning, TSU SMART Center has received national support to research the impact of Virtual, Augment, and Mixed Realities Technologies.
- **Faculty Wellness Institute** – the inaugural Faculty Wellness Institute is a four-part series focused on faculty well-being, mental health, and work-life balance. This offers faculty an opportunity to engage and focus on the elements of their lives that assist with job performance.
- **Data Accessibility**– in an effort to deliver highly useful and valuable information, Institutional Research has made a number of improvements to provide commonly requested data accessible for all stakeholders - faculty, staff, alumni, and prospective students - via suitable web visualizations and infographics. These include the TSU Quick Facts, Enrollment Dashboard, and Assessment Summary Dashboard. By making each of these publicly accessible to TSU stakeholders, IR is creating easy pathways for faculty and staff to write grants, engage in academic program planning, and facilitate improvements to curriculum, course delivery, and instruction.
- **Open Education Resources (OER)** – TSU has been awarded a national grant by the William and Flora Hewlett Foundation, on behalf of the HBCUs, to reduce the cost of textbooks, and open access to educational resources. In partnership with the California System of Higher Education, and MERLOT.org, TSU is the lead institution in overseeing the Open Education Diversity and Cultural Collections.
- **Academic eSports Center:** Hashtag: #Play to Learn. TSU SMART Innovation Center has been recognized as a national model for Academic eSports using video gaming as a pathway into STEAM Programs. The center, located on the first level at Avon Williams, provides coding, game designs, podcasting, coaching, and eSports Teams.

AA COLLEGES AND PROGRAMS UPDATES:

- **College of Agriculture** –
 - The College of Agriculture published 114 articles in peer-reviewed journals. Of these publications, 53 had students as senior author, and 61 were faculty publications.
- **College of Business** –
 - The College of Business began its Accelerated Fully Online MBA Program this semester and enrolled the first cohort.
- **College of Education** –
 - Implemented the second phase of the ‘Grow Your Own’ Teacher Education initiatives recognized by the US Department of Education,
- **College of Engineering** –
 - The five Engineering Programs received an excellent ABET accreditation notification with no deficiencies.
 - The new Master of Data Science started the first cohort Fall 2022.
- **College of Health Sciences** –
 - The Graduate Certificate in Public Health launched this fall 2022 its online program.
- **College of Liberal Arts** –
 - The College of Liberal Arts obtained approval for a new minor in Design and new concentration in Multidisciplinary Studies.

- **College of Life and Physical Sciences –**
 - The Dr. Levi Watkins, Jr. Meharry/TSU Medical/Dental Accelerated Pathway Program welcomed its second cohort of students.
- **College of Public Service –**
 - MSW program was fully accredited by CSWE as a single site program for the first time in TSU's history.
- **Title III –**
 - Academic classrooms have been updated with new state of the art technology and smart boards (McCord Hall- 3 labs completed). Funds have also been secured to upgrade labs in Humphreys, Crouch Hall, and the Humanities Building.
- **TRIO Program –**
 - The Upward Bound Program 2022 grant application was approved for six additional years (2022-2027) with funding for \$2,203,243.
- **Honors College –**
 - An enrollment increase, now reaching 848 honors students for the 2021-2022 academic year; a retention rate of 94.4% for the year; a 72.72% increase in Honors students research presentations over the previous year; a 56.73% increase in Honors graduates.
- **Dual Enrollment Partners:**
 - The SMART Unit of Dual Enrollment added three new global partnerships: Malawi and Nigeria
 - DE garnered the first two charter high school partners beginning Fall 2022 (Kipp-Memphis and Knowledge Academies).
 - DE added the second rural high school partnership with Dickson County.
- **Office of Continuing Education:**
 - Tennessee State University Office of Continuing Education, in partnership with the Tennessee State Board of Cosmetology & Barber Examiners, facilitated a virtual seminar entitled, "Diversity, Equity & Inclusion: Instructing in an Ever-Changing World," on August 7th and August 8th, 2022 for Barber & Cosmetology Instructors in preparation for their instructor license renewal.
 - Implemented new registration system and client interface, Campus CE, for processing continuing education registrations and fee collection.
- **Global Initiative Team:** Consisting of The Offices of International Programs & Global Initiatives & Enrollment Management & Dual Enrollment & Graduate School:
 - Established partnership with The Ministry of Education and Technical & Vocational Training of the Commonwealth of the Bahamas (Caribbean) and the Nubian American Advanced college (NAAC)/ Nubian Foundation (Nigeria)

The Office of Academic Affairs continues to seek opportunities to enhance teaching and learning, improve educational outcomes, and deliver exceptional services across campus. As we embark on a new academic year, the Office of AA is already planning several new initiatives to engage faculty, staff, and students in processes aimed at improving and enhancing our campus, communities, and preparing for the global digital workplace.

**Tennessee State University
Board of Trustees**



Report on Athletics

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 15, 2022
ITEM: Report on Athletics
RECOMMENDED ACTION: None
PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,
Trustee Pamela Martin

The President and/or her designee will provide a report on Athletics.

Report on TSU Athletics

Year Two: Building for Sustained Excellence

- On September 3rd, 2022, Coach George began his second year of re-establishing the championship pedigree of Tennessee State University Football.
- The TSU Tigers competed in Spokane, WA against FCS Powerhouse, Eastern Washington.
- Coach George is establishing winning principles that will guide TSU Football and promote a program of sustained excellence.

Notable Games: 2022 Football Season

- **September 10th, 2022;** Jackson State University (Southern Heritage Classic)
- **October 8th, 2022;** Bethune-Cookman (Homecoming)
- **November 5th, 2022;** SEMO
- **November 12th, 2022;** UT Martin (Senior Day for Football)

Future Games

- Tennessee State will open the 2023 season at Notre Dame on national television.
- Notre Dame Football has never played an HBCU or an FCS program.
- The Notre Dame game has already garnered national media attention (NBC, ESPN, USA Today and Bloomberg)
- These two iconic programs have 20 combined national titles
- Tennessee State and FCS powerhouse, North Dakota State, are slated to play a Home & Home Series in 2024 and 2025.
- The North Dakota State Bison have won (17) National Titles; including (9) since 2011.

TSU Volleyball

- TSU Volleyball hosted #14 Stanford in the Gentry Center to start the season.
- TSU Volleyball will host the Tiger Invitational September 15th -17th in Kean Hall.
- The Tiger Invitational will feature two HBCU programs, Bethune-Cookman and Alcorn State University.

TSU Athletics Unveils a New Mobile Fan App

- The Department of Athletics recently launched a mobile fan app to enhance the gameday experience for alumni and fans.
- The TSU Tigers App features latest news, scores, stats, original content, a link to purchase tickets and donate to each of TSU's 15 sports programs.
- The TSU Tigers App is free and compatible with iOS and Android devices.
- The app can be downloaded in the Apple Store or through Google Play.

Working Together: TSU Athletics and the Division of Student-Affairs

- TSU Athletics and the Division of Student Affairs have partnered to fund the student pep club to promote school spirit on campus.
- The Pep Club will help increase student attendance at home and away games and assist with organizing Pep Rallies.

**Tennessee State University
Board of Trustees**



**Student Affairs –
Housing Report**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 15, 2022

ITEM: Student Affairs – Housing Report

RECOMMENDED ACTION: None

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

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

Student Affairs - Housing Report

The Department of Residence Life and Housing was excited to announce the opening of The New Student Hall on August 4, 2022, welcoming the first group of students belonging to the Dr. Levi Watkins Jr. group. The new residence hall has a capacity of 700 beds and will be the home for the 2022- 2023 freshman class and upperclassman. The new hall will have a very diverse population of students living in there and was designed where students in different living learning communities such as the Dr. Levi Watkins Jr. program and the 5000 Role Model Group can be assigned together in a pod. The new hall was designed with four different room designs: single room, double room, semi-suite, and apartment style. The opening of this new hall increased the housing capacity from 2960 to 3660 beds on campus.

Despite this increase in capacity, for the fall 2022-2023 academic year, the department had an appreciable increase in the number of housing applications received. On July 13, 2022, the housing application process was closed and a waiting list was opened where students were not required to pay a deposit with the understanding that there was a chance they may not receive a housing assignment. Our new housing capacity is 3660 beds on campus, and we had to accommodate an additional 1257 students in off campus overflow spaces. Students were assigned to 7 overflow locations. The House of God residential complex leased TSU an additional 150 beds, American Baptist College was able to lease us 44 beds, Best Western Plus Hotel was able to lease us 258 beds, Candlewood Suites was able to lease us 132 beds, Red Roof Inn was able to lease us 179 beds, LaQuinta Inn leased us 218 beds, and the Ramada Inn leased us 320 beds.

Those numbers indicate the trend we have been experiencing over the past 6 years where we have accommodated in-excess of our regular capacity numbers. As illustrated in Table 1.1 from 2017 to, we averaged a 105% occupancy. In 2020, due to the Covid-19 pandemic, we housed 1905 students, which was 65% of our total occupancy. In fall 2021, we housed over 3306 students, which is 112% occupancy rate and in fall 2022 we housed over 4961 students which is a 136% occupancy rate. This significant increase is a result of the freshman class doubling from the previous year and the continuous and significant increase in Nashville area housing costs, which led to more students forced to seek University housing as they could no longer afford to live off campus.

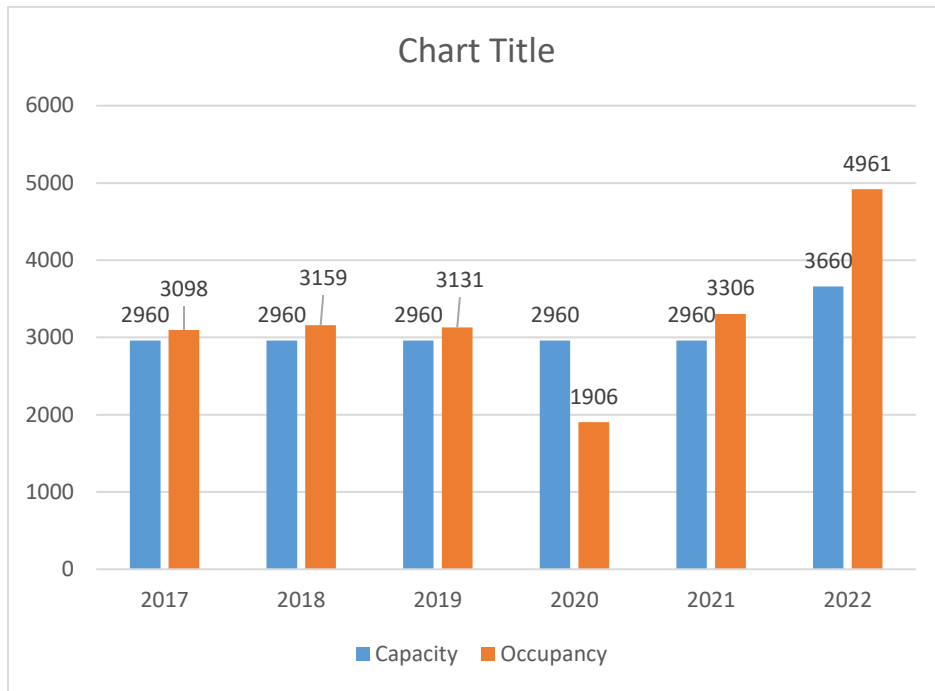


Table 1.1

This increase demand for housing is very exciting for the University because it is a great indicator that campus housing plays a very important role with the increase in enrollment. As a result, a housing master plan is currently being established lead by Moody Nolan. This housing master plan entails expanding our housing capacity to over 6,000 beds by building new halls, renovating two existing halls Rudolph and Hale, and replacing 4 older halls, Wilson, Watson, Eppse and Boyd, over the next three to ten years. The goals for this department will be to include graduate housing, V.A. housing, partnerships with community colleges to provide housing for their students, family housing and staff and faculty housing. The addition of new buildings will allow us to introduce year-round housing to students who are considered homeless and to several athletic teams that participate in inter-collegiate sports during holiday breaks.

In the interim, we plan to keep our partnership with House of God, renovate Clement hall to hold over 120 beds, and in January 2023, add an additional 30 beds where we will be leasing the newly renovated Jefferson Flats which is a quarter mile away from our main campus. In addition, there are current discussions with different community partners to lease their property as we build new halls on campus. The Department of Residence Life and Housing will continue to play an integral part with the achievement of these goals to increase enrollment and retention of the University.

**Tennessee State University
Board of Trustees**



**Executive Committee
Report**

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

Thursday, September 15, 2022
9:30 a.m. CST

Tennessee State University
Via Zoom Link:
<https://www.tnstate.edu/board/livestream.aspx>

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the June 16, 2022, Executive Committee Meeting Minutes
- IV. Report on President's Annual Performance Review Process
- V. Secretary's Report
- VI. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
June 16, 2022,
Executive Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 15, 2022

ITEM: Approval of the June 16, 2022, Executive Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the June 16, 2022, Executive Committee meeting is included in the September 15, 2022, Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 16, 2022, Executive Committee meeting, as contained in the Board materials for the Board's September 15, 2022, meeting.

**Tennessee State University Board of Trustees
Executive Committee Meeting – March 17, 2022**

MINUTES

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

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

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

I. CALL TO ORDER

Chair Cole called the Executive Committee meeting to order at 9:35 a.m. CDT. Chair Cole moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. Chair Cole indicated that the Board is scheduled to take up important and timely matters. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control (“CDC”) and the State of Tennessee to limit face-to-face contact whenever possible. Electronic participation for the Board meeting is necessary for the safety of Board members, staff, and guests. Trustee Martin seconded. Secretary Pendleton called the roll and the motion carried unanimously.

II. ROLL CALL/DECLARATION OF A QUORUM

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

Secretary Pendleton announced the presence of a quorum.

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

III. APPROVAL OF THE MARCH 17, 2022, EXECUTIVE COMMITTEE MEETING MINUTES

Chair Cole introduced the first order of business — the approval of the March 17, 2022, Executive Committee meeting minutes. Chair Cole informed the Committee that the minutes for the Executive Committee’s March 17, 2022, meeting are included in the Board materials for the March June 16, 2022, Board meeting.

Chair Cole moved to recommend to the full Board the approval of the March 17, 2022, Executive Committee meeting minutes, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Martin seconded the motion. With there being no discussion, Chair Cole called

for a roll call vote. Secretary Pendleton called the roll. The motion carried unanimously.

IV. REPORT ON PRESIDENT'S ANNUAL PERFORMANCE REVIEW PROCESS

Chair Cole provided a report on the President's Annual Performance Review Process. She noted that the Executive Committee administers the review by appointing a member to carry out the process with the President. Chair Cole noted that the evaluation had been completed and was distributed to the Board members.

V. APPROVAL OF SALARY ADJUSTMENT PAYMENT FOR PRESIDENT

Chair Cole move to the next item on the agenda – the approval of a salary adjustment payment for President Glover. Chair Cole noted that under President Glover's employment agreement, the Board may approve salary adjustments for the President. Chair Cole commented that the Board approved across-the-board salary percentage adjustments for all University employees, except President Glover, from July 1, 2019, through July 1, 2021. Chair Cole also noted that during the two year period, President Glover mistakenly received across-the-board salary adjustments, totaling \$19,740, from the University through the University's Banner system, which applied the Board approved salary percentage adjustments to all University employees, including the President.

Chair Cole stated that the Board's approval of the salary adjustment payment of \$19,740 operates to ratify the across-the-board salary adjustment payment that President Glover received through the University.

Chair Cole moved to recommend to the full Board the approval of a salary adjustment payment for President Glover in the amount of \$19,740, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Martin seconded the motion. With there being no discussion, Chair Cole called for a roll call vote, and the motion carried unanimously.

VI. APPROVAL OF DELEGATION OF AUTHORITY TO THE BOARD CHAIR TO EXECUTE AMENDMENT NO. 1 TO THE PRESIDENT'S EMPLOYMENT AGREEMENT.

Chair Cole moved to the next item on the agenda – approval of delegation of authority to the Board Chair to execute Amendment No. 1 to the President's employment agreement.

Chair Cole provided a background regarding President Glover's employment agreement. Chair Cole noted that in 2018, the Board authorized then Board Chair, Trustee Walker, to execute an employment agreement with President Glover. Chair Cole also noted that the employment agreement included a five-year term, salary provision, and automobile allowance provision, among other terms. Chair Cole commented that the employment agreement expires on June 30, 2023.

Chair Cole noted that the Board had not addressed or discussed the President's employment agreement, including any discussion of a salary increase, since the Board executed the employment agreement in June 2018. With the recognition that the Board had not taken any action with respect to President Glover's agreement, Chair Cole informed the Board that she commenced a review of President Glover's employment agreement, approached President

Glover about possible amendments to her employment agreement, and asked General Counsel Pendleton to confer with other members of the Executive Committee on possible amendments to President Glover's employment agreement.

In examining possible amendments to President Glover's employment agreement, Board Chair Cole stated that she and the other members of the Executive Committee focused on the term, salary, and automobile allowance provisions in the current employment agreement. She commented that in developing amendments to the agreement, General Counsel Pendleton shared comparative data involving other HBCU Presidents and Presidents at some other former Tennessee Board of Regents universities.

Chair Cole indicated that the first amendment provides for a five year extension to the employment agreement. She noted that multiple year contracts involving Presidents and athletic coaches are often extended a year or two prior to the expiration of the agreement.

With respect to the salary provision, Chair Cole indicated that the proposed amendment provides a new proposed annual salary of \$425,000 for President Glover based on a consideration of the average salaries among HBCU Presidents and Presidents at some former TBR Universities. She further commented that the proposed amendment to the salary provision also provides for an annual \$25,000 retention payment to be paid to President Glover as long as she is President on June 30, 2023, and on June 30 of each year during the remaining term of the extended agreement. The proposed amendment would also authorize the Board to approve additional salary raises based on President Glover's meritorious performance, as evaluated through the annual performance evaluation process.

Chair Cole then shared that the final proposed amendment involves the employment agreement's automobile allowance, increasing the President Glover automobile allowance from \$8,400 to \$12,000, and expanding the automobile allowance provision to allow the President to use the automobile allowance to purchase a vehicle or to cover cost and expenses for private transportation related to her role as President. Chair Cole noted that President Glover has not previously utilized the automobile allowance, as she has maintained her own personal vehicle.

Chair Cole indicated that this action item delegates Board authority to Board Chair Cole to execute an Amendment No. 1 to the President's employment agreement to reflect the proposed amendments described above.

Trustee Lewis commented on his participation in the process for developing the amendments. He also commented that it is critical that Dr. Glover's compensation be comparable to other Presidents at universities in Tennessee. He further noted the history of TSU Presidents not being compensated on the same level of other university Presidents.

Trustee Martin concurred with Trustee Lewis' comments and noted Dr. Glover's accomplishments and the need for the Board to bring her contract in line with other university Presidents.

Secretary Pendleton commented about the institutions reviewed in determining the amendments for President Glover's agreement.

Trustee William Johnson inquired as to the option of basing contract amendments on performance goals or metrics established between the Board and President Glover. Trustee

Martin stated that the Board and President Glover had already established goals through the evaluation process, and the evaluation process allows for additional increases in President Glover's salary and other compensation.

Chair Cole asked if any of the Trustees had any further comments on this agenda items and no additional comments were provided. Chair Cole then moved to recommend to the full Board the approval of delegation of authority to the Board Chair to execute Amendment No. 1 to the President's employment agreement, as contained in the Board materials for the June 16, 2022, Board meeting. Trustee Martin seconded the motion. With there being no discussion, Chair Cole called for a roll call vote, and the motion carried unanimously.

VII. SECRETARY'S REPORT

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

Secretary Pendleton noted that terms for Trustee Martin and Trustee Corbeil officially expire June 30, 2022. However, under the FOCUS Act, trustee terms continue until reappointment or a new appointment. The pattern thus far has been action by the Governor's office the year following the expiration of the term.

Secretary Pendleton also noted that the current Student Trustee's term expires on June 30, 2022. Pursuant to the FOCUS Act, the Board is charged with appointing a TSU student to serve a one-year term as the Student Trustee. Secretary Pendleton indicated that the Board would be voting on the appointment of a new Student Trustee at its full Board meeting later that day.

Secretary Pendleton commented on legislation that passed by the General Assembly, including the divisive concepts bill, the bill regarding eligibility to participate in women's sports based on biological gender, and legislation increasing the Hope Scholarship allocation to students.

Chair Cole thanked Secretary Pendleton for his report.

VIII. ADJOURNMENT

Chair Cole opened the floor for any additional business. With no further business, Chair Cole moved for adjournment. Trustee Martin seconded the motion. With there being no discussion, Chair Cole called for a roll call vote. Secretary Pendleton called the roll and the motion carried unanimously. Chair Cole adjourned the meeting at 10:05 a.m. CDT.

Tennessee State University

Board of Trustees



TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 15, 2022

ITEM: Report on President's Annual Performance Review Process

RECOMMENDED ACTION: None

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

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

Tennessee State University

Board of Trustees



Secretary's Report

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
DISCUSSION ITEM

DATE: September 15, 2022
ITEM: Secretary's Report
RECOMMENDED ACTION: None
PRESENTED BY: Chair of the Executive Committee,
Board Chair Deborah Cole

Secretary Pendleton will provide a report.

**Tennessee State University
Board of Trustees**



**Report on
Student Housing
and
Athletics**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 15, 2022

ITEM: Report on Student Housing and Athletics

RECOMMENDED ACTION: None

PRESENTED BY: Chair Deborah Cole

President Glover and/or her designee will provide a report on Student Housing and Athletics.

**Tennessee State University
Board of Trustees**



President's Report

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 15, 2022

ITEM: President's Report

RECOMMENDED ACTION: None

PRESENTED BY: Glenda Glover, President

The President shall provide a report at the September 15, 2022, Tennessee State University Board of Trustees meeting.

**Tennessee State University
Board of Trustees**



**Board Chair's
Report**

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 15, 2022

ITEM: Board Chair's Report

RECOMMENDED ACTION: None

PRESENTED BY: Board Chair Deborah Cole

Board Chair Deborah Cole will provide a report at the September 15, 2022, Tennessee State University Board of Trustees meeting.

**Tennessee State University
Board of Trustees**



Adjournment