Board of Trustees Materials

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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
REGULAR MEETING
AGENDA

1:30pm CST
Thursday, September 20, 2018

Tennessee State University
Main Campus – Hankal Hall
3500 John A. Merritt Blvd.
Nashville, TN 37209

ORDER OF BUSINESS

I. Call to Order

II. Welcome and Introductions

III. Roll Call/Declaration of a Quorum

IV. Action Items:
- A. Approval of the June 21, 2018, Board Meeting Minutes
- B. Approval of the Reappointment of Audit Committee Chair
- C. Audit Committee Report
  - i. Approval of the June 21, 2018, Audit Committee Meeting Minutes
  - ii. Review of Completed Internal Audits
  - iii. Discussion of the External Audit Process
  - iv. Executive Session – Discussion of Items Deemed Confidential under State Law
- D. Finance and Budget Committee Report
  - i. Approval of June 21, 2018, Finance and Budget Committee Meeting Minutes
  - ii. Report: Formal Introduction of newly appointed Vice President for Business and Finance
  - iii. Report: Budget Update
  - iv. Report on Enrollment
  - v. Report on the TSU Foundation
  - vi. Report on the Cumberland Project

E. Academic Affairs and Student Affairs Committee Report
    i. Approval of the June 21, 2018, Academic Affairs and Student Affairs Committee Meeting Minutes
    ii. Approval of TSU's Policy on SACSCOC Substantive Change
    iii. Approval of New Certificate Academic Programs for Public Health Management and Local Government
    iv. Approval of Inactivation of the School Psychology concentration in the M.S. program in Psychology
    v. Academic Affairs Report
    vi. Student Affairs Report
    vii. Student Trustee Orientation Report
F. Executive Committee Report
    i. Approval of the June 21, 2018, Executive Committee Meeting Minutes
    ii. Approval of August 15, 2018, Executive Committee Minutes
    iii. Approval of an Amendment to Board Policy 002: Committees of the Board Policy
    iv. Approval of Board Policy 005: Board Self-Assessment and Trustee Orientation Policy
    v. Update on Status of President's Annual Performance Review

V. Report on Enrollment

VI. Report on the Tennessee State University Foundation

VII. Report on Campus Construction

VIII. President's Report

IX. Board Chair's Report

X. Adjournment

Tennessee State University
Board of Trustees



Approval of the June 21, 2018, Board Meeting Minutes

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE:	September 20, 2018
ITEM:	Approval of the June 21, 2018, Board Meeting Minutes
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair, Board of Trustees, Joseph Walker, III

The document reflecting the minutes from the June 21, 2018, Board meeting is included in the September 20, 2018, Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 21, 2018, meeting as contained in the Board materials for the Board's September 20, 2018, meeting.

Tennessee State University Board of Trustees
Regular Meeting – June 21, 2018
Tennessee State University – Main Campus – Hankal Hall.
3500 John A. Merritt Blvd., Nashville, Tennessee

MINUTES

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

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

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

I. CALL TO ORDER

Chair Walker called the June 21, 2018, Board of Trustees meeting to order at 2:15 p.m., CST. The Board of Trustees welcomed the Student Trustee, Braxton Simpson. Chair Walker welcomed the Trustees, THEC members, President Cabinet members, Deans, Coaches, and other attendees to the meeting. Rev. Enoch Fuzz, gave the invocation. Chair Walker and the board recognized the founding of Tennessee State University on June 19, 1912.

II. ROLL CALL/DECLARATION OF A QUORUM

Chair Walker asked the Board Secretary, Laurence Pendleton, to call the roll. The following Trustees were present: Dr. Deborah Cole, Mr. Stephen Corbeil, Mr. William Freeman, Dr. Richard Lewis, Dr. Edith Peterson Mitchell, Dr. Joseph Walker, III, Dr. Ali Sekmen, and Ms. Braxton Simpson. Board Secretary Pendleton announced the presence of a quorum.

III. ACTION ITEMS

A. APPROVAL OF MINUTES OF THE NOVEMBER 16, 2017 BOARD MEETING

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

APPROVAL OF THE MODIFIED CALENDAR FOR THE REMAINDER OF THE 2018, BOARD OF TRUSTEES MEETINGS

Chair Walker presented the proposed modified calendar to the board for approval. The board voted to modify the calendar for the 2018, Board of Trustees meetings by rescheduling without any change to the November 15, 2018, meeting. Trustee Cole moved to modify the calendar by moving the September 13, 2018, to September 20, 2018, and Trustee Mitchell seconded the motion. There was no discussion. The motion carried unanimously (7 Ayes/ 0 Nays).

B. AUDIT COMMITTEE REPORT

Trustee and Audit Committee Chair Cole provided the report of the June 21, 2018, Audit Committee meeting.

Trustee Cole noted that the Audit Committee voted to recommend the following items to full board for approval: (1) The June 21, 2018, Audit Committee meeting minutes, and (2) the approval of the FY 2018-19 Audit Plan.

Trustee Cole also informed the full board that the following items were discussed in the Audit Committee meeting: (1) the Annual Report on the Audit Office's Activities, (2) the Audit Office's Quality Assurance and Improvement Program, and (3) the Institutional Risk Assessment.

Trustee Cole moved to approve the March 15, 2018, Audit Committee meeting minutes as contained in the June 21, 2018, Board materials. Trustee Mitchell seconded the motion. There was no discussion and the motion carried unanimously (7 Ayes / 0 Nays).

Trustee Cole then moved to the action item – the approval of the FY 2018-19 Audit Plan. Trustee Cole commented that annual audit plan for the Department of Internal Audit was prepared using a risk-based approach as required by the *International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors. The audit plan covers the annual audit period ending June 30, 2019.

Trustee Cole moved to approve the FY 2018-19 Audit Plan, as contained in the June 21, 2018, Board materials. Trustee Corbeil seconded the motion. There was no discussion and the motion carried unanimously (7 Ayes / 0 Nays).

C. FINANCE AND BUDGET COMMITTEE REPORT

Trustee Corbeil provided the report of the June 21, 2018, Finance and Budget Committee meeting.

Trustee Corbeil noted that the Committee voted to recommend the following items to the full Board for approval: (1) the November 16, 2017, Finance and Budget Committee meeting minutes, (2) the approval of the FY 2018-19 tuition and mandatory fees, (3) the approval of the Institutional Budgets, (4) the approval of the FY 2018-19 Compensation Plan, and (5) the approval of the Institution's Capital Construction Plan.

Trustee Corbeil also commented that the Finance and Budget Committee heard reports from President Glover and the Vice President for Business and Finance, Ms. Cynthia Brooks, and her staff, on the composite financial index, updates on the institution's plans to sever from the Tennessee

Board of Regents on capital management and procurement, the institution's capital campaign, and the institution's holiday schedule.

Trustee Corbeil moved to approve the November 16, 2017, finance and budget committee meeting minutes as contained in the Board materials for the June 21, 2018, Board meeting. Trustee Cole seconded the motion. There was no discussion. The motion carried unanimously (7 Ayes/ 0 Nays).

Trustee Corbeil reiterated to the full board that pursuant to the FOCUS Act, the Board's Bylaws and Delegation of Authority to the President Policy, and TSU Policy, the Board must approve all mandatory institutional fees and charges unless specific exceptions are provided.

Trustee Corbeil stated that, "Maintenance" is a fee assessed to students based on the number of credit hours for which they are registered and is commonly referred to as "tuition," although for fee purposes, "tuition" is separately defined and assessed as the premium paid by out-of-state students. "Other" represents various other fees related to student activities, athletics, specialized courses, certain services, etc. Maintenance/tuition recommendations will generally be considered at the late spring/early summer.

Trustee Corbeil stated that pursuant to the FOCUS Act, fee increase ranges are established by the Tennessee Higher Education Commission. For FY 2018-19, THEC set the range for maintenance plus other mandatory fees, excluding out-of-state tuition, at 0% to 3%. TSU is proposing an increase of 2.98% for its tuition and mandatory fees.

Trustee Corbeil moved to approve the FY 2018-19 tuition and mandatory fees, as contained in the June 21, 2018, Board materials. Trustee Cole seconded the motion. There was no discussion. Secretary Pendleton called for a roll call vote, per the Board bylaws. The motion carried unanimously.

Trustee Corbeil moved to the next Finance and Budget Committee action item – the approval of the Institutional Budgets. Trustee Corbeil commented that under the TBR (and now, TSU) budgeting process, the plans of the University are translated into an itemized, authorized, and systematic plan of operation, expressed in dollars, for a given period. This policy also recognizes that a budget is a plan and that circumstances may necessitate revisions or changes to the original plan from time to time. The University submits detailed budgets for approval three times for each FY.

Trustee Corbeil noted that the original budget for each FY is entitled the *Proposed Budget* and is prepared in the spring of each year. This budget is based on the level of state funds recommended in the Governor's proposed budget, as well as early estimates of factors such as enrollment growth, research activities, and availability of federal funds.

Trustee Corbeil also noted that the *Proposed Budget* is normally submitted to the Board for approval at the Summer Board meeting. The *October Revised Budget* is prepared in the fall of each year and is normally submitted to the Board for approval at the Winter Board meeting.

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

Trustee Corbeil stated that pursuant to the FOCUS Act, the Board's Bylaws and Delegation of Authority to the President Policy, and TSU policy, the Board must approve institutional budgets.

Trustee Corbeil moved to approve the Institution's Estimated Budget for the FY 2017-18, and the Proposed Budget for FY 2018-19, as contained in the June 21, 2018, Board meeting materials. Trustee Lewis seconded the motion. Secretary Pendleton called the roll, per Board Bylaws. Trustee Sekmen abstained from the vote, all other attending Trustees voted aye and the motion carried (6 Ayes/ 0 Nays/ 1 abstention).

Trustee Corbeil moved to the next agenda action item – approval of the FY 2018-19 Compensation Plan. TSU Policy (formerly TBR Guideline) P-043 (*Compensation Guideline*) sets a University goal of providing all employees with compensation consistent with the market, subject to satisfactory job performance and budget availability.

Trustee Corbeil noted that the Board materials contain the possible strategies used to distribute a pool of funds designated for compensation adjustments.

Trustee Corbeil stated that the salary pool for FY 2018-19 is 2.5%, consistent with the total allocated for regular State of Tennessee employees. No additional amount or percentage is proposed. Unless otherwise provided, these increases do not apply to adjunct faculty, temporary employees, graduate assistants, student workers, or employees on terminal leave status. All eligible employees on the payroll prior to the proposed implementation dates below are eligible for these increases.

Trustee Corbeil reported that pursuant to the FOCUS Act, the Board's Bylaws and Delegation of Authority to the President Policy, and TSU policy, the Board must approve institutional compensation plans.

The Committee members discussed the institution's compensation strategies and proposed compensation plan for FY 2018-19 and voted to recommend for approval the Institution's FY 2018-19 Compensation Plan.

Trustee Corbeil moved to approve the Institution's FY 2018-19 Compensation Plan, as contained in the June 21, 2018, Board meeting materials. Trustee Mitchell seconded the motion. A roll call vote was taken and the motion carried unanimously. (7 Ayes/ 0 Nays).

Trustee Corbeil commented that The FY 2018-19 Capital Construction Plan is comprised of funding requests involving Capital Outlay, Maintenance, and Disclosure funding requests. The Capital Construction Plan will be presented to the Tennessee Higher Education Commission.

Trustee Corbeil moved to approve the FY 2018-19 Capital Construction Plan, as contained in the Board materials for the June 21, 2018, Board meeting. Chairman Lewis seconded the motion, which carried unanimously (7 Ayes/ 0 Nays).

D. ACADEMIC AFFAIRS / STUDENT AFFAIRS COMMITTEE REPORT

Trustee Lewis provided the committee report on behalf of Trustee Martin for the Academic Affairs and Student Affairs Committee.

Trustee Lewis stated that the Academic Affairs and Student Affairs Committee voted to recommend to the full Board the approval of the following as contained in the June 21, 2018, Board meeting materials: (1) the March 15, 2018, Academic Affairs and Student Affairs Committee meeting minutes, (2) tenure and promotion recommendations, (3) revised academic programs, (4) an academic program name change, and (5) off-campus academic program sites.

Trustee Lewis stated that the Academic Affairs and Student Affairs Committee also received reports on academic affairs, student affairs, enrollment, the academic calendar, and the campus crime statistics from President Glover and her staff.

Trustee Lewis stated that campus crime statistics continue to reflect a downward trend in crimes on campus. The Committee had a robust discussion about enrollment, including the decrease in the institution's enrollment, the factors attributable to the decline, and the action plan for reversing the decline.

Trustee Lewis moved to approve the Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the June 21, 2018, Board meeting. Trustee Cole seconded the motion, there was no discussion, and the motion carried unanimously (7 Ayes/ 0 Nays).

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

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

Trustee Lewis moved to approve the tenure and promotion recommendations, as contained in the Board materials for the June 21, 2018, Board meeting. Chairman Mitchell seconded the motion, there was no discussion, and the motion carried unanimously (7 Ayes/ 0 Nays).

Trustee Lewis informed the attendees that pursuant to TSU's New Program Development policy, which includes revised programs, requests for a new or revised program are initiated when the department proposing the new or revised academic program submits a new or revised academic program proposal for review. Once the department develops the proposal, it is reviewed at the departmental committee, college and University levels. The Vice President for Academic Affairs and the President must ultimately approve the proposals. The entire process, including a new program development process flow chart, was included in the Board's materials.

Trustee Lewis presented that pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve new academic programs. Upon approval by the Board, THEC must provide final approval.

Trustee Lewis moved to approve the proposed revised academic programs, as contained in the Board's June 21, 2018, meeting materials. Trustee Mitchell seconded the motion. There was no discussion and the motion carried unanimously (7 Ayes/ 0 Nays).

Trustee Lewis informed the attendees that the Academic Affairs and Student Affairs Committee discussed and considered for recommendation the institution's proposed academic program name change.

Trustee Lewis commented that under the Academic Program Modification process, departments/colleges may propose academic unit and academic program name modifications through a 30-day review process, which involves a review at the college and University (Vice President and President) levels. Upon approval by the Vice President and President, the University is required to submit the proposed unit/academic program name modification to the Board for final approval. Academic unit/academic program name changes do not require THEC approval. Trustee Lewis informed that during the committee meeting, committee members discussed the proposed academic program name change with President Glover and Dr. Mosley.

Trustee Lewis moved to approve the proposed change to the name of the academic program referenced and contained in the Board's June 21, 2018, meeting materials. Trustee Corbeil seconded the motion. There was no discussion. The motion carried unanimously (7 Ayes/ 0 Nays).

Trustee Lewis presented the institution's proposed off-campus academic program sites.

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

Trustee Lewis commented that academic programs are often proposed to accommodate students dually enrolled in high school and college, enhance TSU's pipeline with community college and non-traditional students, and increase convenience for working professionals.

Trustee Lewis informed the attendees that the committee discussed two proposed off-campus academic sites: Motlow State Community College – Fayetville Campus (located in Fayetville, TN); and the Turney Center Industrial Complex (located in Only, TN).

Trustee Lewis moved to approve the proposed off-campus academic program sites, as contained in the June 21, 2018, Board meeting materials. Trustee Mitchell seconded the motion. There was no discussion and the motion carried unanimously (7 Ayes/ 0 Nays).

E. EXECUTIVE COMMITTEE REPORT

Chair Walker provided the committee report for the Executive Committee.

Chair Walker noted that the Executive Committee voted to recommend to the full Board the approval of the minutes of the March 15, 2018, Executive Committee meeting, as contained in the Board materials for the June 21, 2018, Board meeting.

Chair Walker moved to approve the minutes of the March 15, 2018, Executive Committee meeting, as contained in the Board materials for the June 21, 2018, Board meeting. Trustee Mitchell seconded the motion. There was no discussion and the motion carried unanimously (7 Ayes/ 0 Nays).

Chair Walker informed attendees that the Board authorized the Executive Committee to create an employment contract with President Glover, subject to the Board's final approval. The Executive Committee has developed an employment agreement with President Glover. The recommended employment agreement is consistent with the employment agreement that the Tennessee Tech University (TTU) Board of Trustees created for the TTU President, and contains similar terms and language as contained in the University of Tennessee President's employment agreement.

Chair Walker commented that the proposed and recommended employment agreement with President Glover also reflects standard terms in Presidential employment agreements at other universities throughout the country. The proposed employment agreement for President Glover contains standard terms, including a five-year term, termination for cause and without cause provisions, a provision governing outside activities by the President, housing provision, tenured faculty appointment, which President Glover already holds, and payout terms related to termination of the agreement. President Glover accepted the terms of the Agreement.

Chair Walker moved to approve the Executive Committee's recommended employment agreement for President Glover, as contained in the Board materials for the Board's June 21, 2018, meeting, and delegation of authority to the Board Chair to Execute the Agreement. Trustee Cole seconded the motion. There was no discussion. Trustee Sekmen abstained and the motion carried (6 Ayes/ 0 Nays/ 1 Abstention).

The Chair of the Board recognized President Glover for her award of the 2018, Thurgood Marshall President of the Year Award.

F. THE PRESIDENT'S REPORT

The President provided a report to the Board and attendees on (1) campus concerns consisting of enrollment decline, the Division of Graduate and Professional Studies, the Nursing School, facilities maintenance/ campus infrastructure, and customer service; (2) campus safety; and (3) the TSU update.

The President informed the assembly that the university is implementing an extensive campaign to attract high-school students with a 3.0 cumulative grade point average (GPA) or higher to secure their commitment to attend TSU. The campaign also focuses on community college students, non-traditional and non-returning students, veterans, and TSU graduates who are seeking graduate level degrees.

The President noted that the university is adjusting the information technology structure to improve the graduate admissions process and to reduce application response times. The university is also supporting a paradigm shift toward obtaining both undergraduate and graduate degrees from TSU.

The President commented that the university is adjusting the support it provides to its Nursing School students to increase the pass rate on the National Council of Licensure Examination (NCLEX) to 85% of the students who sit for the exam. The university has retained a nursing education consultant, each of the seven nursing students has been assigned a coach, and the students are required to take and pass a practice exam as a condition precedent to graduation.

The President commented that the university has implemented changes to facilities management personnel assignments, reduced work orders from 1,229 to 234 in the residence halls, and began prospective building assessments. The university spent $2.6 million on building repairs and maintenance in 2016-17. The projected funding required address the facilities issues is $70 million and $6 million was provided by the state. An individual has been appointed as a building manager for each of the residence halls.

The President asserted that she has mandated customer service training for every TSU employee. Customer service will be monitored and evaluated using randomly selected surveys of incoming calls. A manual of best practices in customer service will be distributed and employees who do not comply with the best practices will be sanctioned.

TSU Updates were given. The President lauded the fact that two outstanding high school students have agreed to enroll at TSU. The family of Dr. Levi Watkins has agreed to donate $500,000 to the university in his honor. TSU alumni, James Shaw, Jr., has become an ambassador for TSU and a scholarship has been established in his honor. An Emergency Management Conference was held at TSU last year. The Aristocrat of Bands was sponsored to perform in Houston, TX in July 2018. The number of degrees conferred increased from 988 in FY 2014-15 to 1018 in FY 2015-16 to 1044 in FY 2016-17.

The President reported that students perceive that the campus is safer. This improved perception is due to increased police visibility, increased building access control that function using swipe ID cards, the TSU Police Bike Patrol, and advanced active shooter training of TSU police.

The President noted that the Grants and Research funding goal for FY 2017-18 was $50 million. Over $52 million was secured.

The President reported that new construction will consist of two residence halls to be completed in May of 2020, a Health Science building to be completed in February 2020, a Food Science building to be completed in April 2020, Gateway entrance in March of 2019, and the Alumni House and Welcome Center in August 2019.

G. THE CHAIRMAN'S REPORT

Chair Walker informed the assembly that the committee chairs and vice-chairs have been asked to serve a second one-year term. The assembly applauded Cynthia Brooks for her tenure and service to the university in advance of her retirement in the fall of 2018. The assembly applauded Trustee, Dr. Edith Mitchell, for being the first female and first person of color to be named the 2018, Thomas Jefferson Faculty Honoree in Philadelphia, PA in October 2018. The assembly applauded Dr. Glover on her election as the International President of Alpha Kappa Alpha Sorority, Inc.

Chair Walker moved to adjourn the meeting. The motion was seconded by Trustee Cole. There was no discussion and the motion carried unanimously. The meeting was adjourned at 3:35 p.m. CST.

Tennessee State University

Board of Trustees

Approval of the Reappointment of Audit Committee Chair

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE:	September 20, 2018
ITEM:	Approval of the Reappointment of Audit Committee Chair
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair, Board of Trustees, Joseph Walker, III

MOTION: To approve the reappointment of the Audit committee chair.

Pursuant to the Board's Committees of the Board Policy, the Board established an Audit Committee, Chaired by Trustee Cole. The Audit Committee members serve a two-year term on the committee. At the June 21, 2018, Board meeting, Chair Walker announced that he had reappointed Trustee Cole and the other Board Committee Chairs to serve for another one-year term.

Pursuant to state law and the Board Audit Committee Charter, the Board must approve the Chair of the Audit Committee. To ensure compliance with state law and the Board Audit Committee Charter, the Board must approve Chair Walker's reappointment of Trustee Cole to serve as Chair of the Audit Committee.

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

Tennessee State University
Board of Trustees



AUDIT COMMITTEE REPORT

TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES
AUDIT COMMITTEE MEETING AGENDA

8:00 a.m. CST
Thursday, September 20, 2018

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

ORDER OF BUSINESS

I. Call to Order

II. Roll Call/Declaration of a Quorum

III. Approval of the June 21, 2018, Audit Committee Meeting Minutes

IV. Review of Completed Internal Audits

V. Discussion of the External Audit Process

VI. Executive Session – Discussion of the Items Deemed Confidential under State Law

Tennessee State University
Board of Trustees



Approval of the June 21, 2018, Audit Committee Meeting Minutes

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE:	September 20, 2018
ITEM:	Approval of the June 21, 2018, Audit Committee Meeting Minutes
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Audit Committee, Trustee Deborah Cole

The document reflecting the minutes from the June 21, 2018, Audit Committee meeting is included in the September 20, 2018, Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 21, 2018, Audit Committee meeting, as contained in the Board materials for the Board's September 20, 2018, meeting.

Tennessee State University Board of Trustees
Audit Committee Meeting. June 21, 2018
Tennessee State University. 3500 John A. Merritt Blvd. Nashville, Tennessee
McWherter Administration Building
President's Conference Room

MINUTES

Committee Members Present: Dr**.** Deborah Cole, Dr. Edith Peterson Mitchell, and Obie McKenzie (via conference call).

Other Board Members Present: Dr. Richard Lewis

University Staff Present: President Glenda Glover; Mr. Laurence Pendleton, University Counsel and Board Secretary; Ms. Cynthia Brooks, Vice President for Business and Finance; Dr. Curtis Johnson, Chief of Staff and Associate Vice President of Administration; and Ms. Adrian Davis, Director of Internal Audit.

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

I. CALL TO ORDER

Trustee Cole called the meeting to order at 8:05 a.m. and welcomed all attendees.

A round of introductions was made because this meeting was the first instance of attendance for several of the attendees.

II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at the committee chair's request. All members of the Audit Committee were present. Secretary Pendleton announced the presence of a quorum.

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

Trustee Cole proceeded to the approval of the March 15, 2018, Audit Committee Meeting Minutes, as included in the June 21, 2018, board materials. Trustee Cole moved to approve the minutes. Trustee Mitchell seconded the motion, which carried unanimously.

IV. ANNUAL REPORT ON THE AUDIT OFFICE'S ACTIVITIES

Dr. Glover asked Adrian Davis, Director of Internal Audit to provide the report for this item as

her designee.

Adrian Davis reported that audit research and sponsorship programs remains to be audited. The Office of Internal Audit audited the federal work/study program and found that not all students were taking the mandated breaks, some student worked in excess of the twenty hour weekly limit, and some students were working while they were scheduled to attend classes. No fraudulent reporting of student work time was found. All records were found to be accurate.

Director Davis also noted that the office evaluated the participation of thirteen work/study athlete students and thirteen non-athlete students. Seventeen of the twenty-six students were found to have worked during their scheduled class time. Training for managers of students who participate in the work/study program will be mandated.

Director Davis stated that the triggers for investigations and audits were discussed. Complaints trigger investigations while audits are performed as scheduled.

This was an information item, thus no vote was taken.

V. DISCUSSION OF THE OFFICE'S QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

Dr. Glover asked Adrian Davis, Director of Internal Audit to provide the report for this item as her designee.

Director Davis reported that the program consists of two components: and Internal Audit, which is conducted by the TSU Office of Internal Audit, and an External Audit, which is conducted by an independent consultant.

Director Davis noted that the Internal Audit Office performed the last internal audit in August of 2013. Internal audits are required every five years. There are possible outcome determinations for internal audits:

1. Generally Conforming. The policies and procedures are being followed as prescribed.
2. Partially Conforming. The policies and procedures are followed substantially, but improvements would be possible and required to meet the Generally Conforming guidelines.
3. Non-Conforming. The policies and procedures are not being followed, and no attempt to follow them was found.

Director Davis informed the committee that the Office of Internal Audit conducted a search for a certified public accounting firm to conduct the external audit. Proposals were taken from several firms. KraftCPAs, PLLC of Columbia, TN was selected to conduct the 2018 external audit. Kraft is scheduled to submit its report to the Audit office in August. The Audit office will report the findings of the external audit to the Board of Trustees Audit Committee in September 2018.

This was a discussion item, thus no vote was taken.

VI. APPROVAL OF THE FISCAL YEAR 2018-19 AUDIT PLAN

Dr. Glover asked Director Davis to provide the report for this item as her designee.

Director Davis discussed the Annual Audit Plan for Fiscal Year 2018-19, as provided on pages 35 and 36 of the Board of Trustees materials for the June 21, 2018, meeting was discussed. The President's designee provided details on the items and their corresponding functional areas to be audited, the hours allocated to audit each item, the schedule for conducting the audits, and the type of audits to be conducted.

Director Davis noted that every audit requested by the external auditor was completed.

Chair Cole suggested that the type of audit for University Scholarships be changed from Risk-Based (A) to Special Request to more accurately show the justification for the audit and that the University has been proactive in closely monitoring its scholarship funds.

Chair Cole then moved to recommend the approval of the Audit Plan as contained in the Board materials for the June 21, 2018, Board meeting with the modification to the type of audit for University Scholarships to be listed as Special Request to the full Board. Trustee Mitchell seconded the motion. There was no further discussion and Secretary Pendleton called the roll. The motion carried unanimously.

VII. DISCUSSION OF THE INSTITUTIONAL RISK ASSESSMENT

Dr. Glover asked Adrian Davis, Director of Internal Audit to provide the report for this item as her designee.

The committee discussed the Institutional Risk Assessment that was used to develop the audit plan referenced supra. This was a discussion item, thus no vote was taken.

VIII. ADJOURNMENT

There was no further discussion. Trustee Cole moved to adjourn the meeting. Trustee Mitchell seconded the motion, which carried unanimously. The meeting was adjourned at 8:35 a.m.

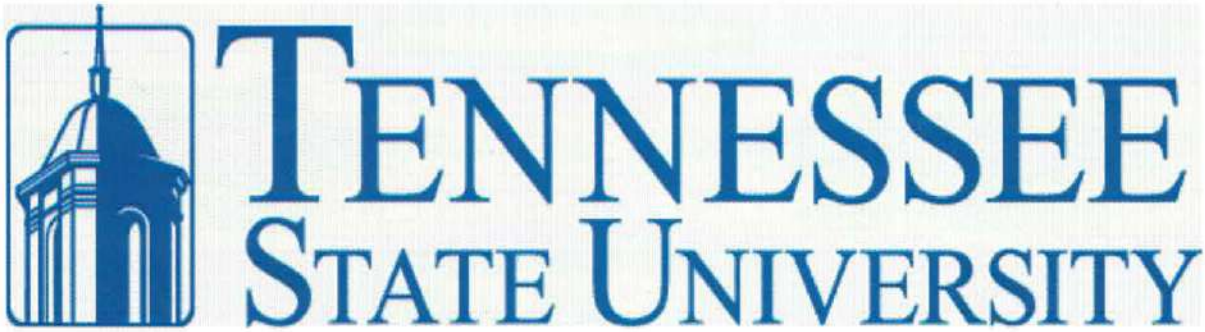
TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE:	September 20, 2018
ITEM:	Review of Completed Internal Audits
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Audit Committee, Trustee Deborah Cole

The Tennessee State University Department of Internal Audit has completed audit work on two audits. The Internal Audit Director will discuss the results of the audits. Materials related to the two audits are enclosed.



DEPARTMENT OF INTERNAL AUDIT

Review of the

National Collegiate Athletic Association Student Assistance Fund

For the Fiscal Year Ended June 30, 2018

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

August 22, 2018

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, 2018.

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

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

Sincerely,

Adrian R. Davis

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

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

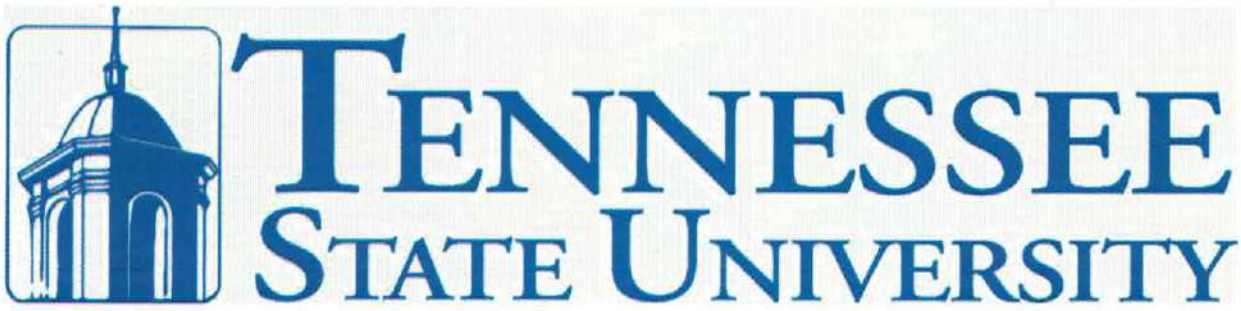
Enclosure

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER M/F

Tennessee State University
Audit of NCAA Student Assistance Fund
For the Year Ended June 30, 2018
Executive Summary

Key Department	Tennessee State University Department of Athletics	**Internal Auditor**	Adrian R. Davis, CPA, CGFM, Director
Background	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. 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.		
Objectives	1. To determine if SAF expenditures for fiscal year 2018 were in compliance with NCAA guidelines 2. To determine if account balances and expenditures were accurately reported to the Ohio Valley Conference		
Scope	Our review was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* 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. The review included, but was not limited to the following: – A review of the National Collegiate Athletic Association's SAF guidelines – Interviews with appropriate university staff in the Athletics Department – An examination of the documentation supporting all expenditures made with SAF funds during the year – A review of the SAF report of expenditures submitted to the Ohio Valley Conference and the NCAA by personnel in the Athletics Department.		
Prior Audit Results	There were no findings reported as a result of our review of the Student Assistance Fund for the fiscal year ended June 30, 2017.		

Current Audit Results	The results of our review indicated that the Athletics Office had a process in place to ensure that student-athletes were eligible to receive SAF funds. It was determined that expenditures were in compliance with NCAA guidelines. We did make two minor observations during our review. We did not note any material weaknesses. A. Two allowable expense amounts, totaling $101.99, were paid twice during the fiscal year. 1. A student-athlete purchased educational material totaling $65.00 on January 30, 2018. The student-athlete was reimbursed using SAF funds. The student-athlete erroneously received reimbursement twice for the purchase. She received a check dated February 15, 2018 and another check dated February 20, 2018. 2. A $36.99 medical bill for a student-athlete who received medical services on July 31, 2017, was paid twice according to the supporting documentation in the university's purchasing system. The medical bill was included as support for two separate payments of 36.99. The initial payment of the medical bill was made with a check dated November 16, 2017. The second payment was made using a check dated May 4, 2018. Management in Athletics indicated that there likely was another invoice that was received before the second payment was made. There was no separate invoice used to support the transaction. The invoice included was a replica of the invoice from the previous transaction. B. In addition, $300.00 paid to a student-athlete for providing music services at the annual Athletics Banquet was applied to his student account causing the funds to be classified in the accounting system as scholarship funds. The funds were not provided for the student's educational expenses. Due to the funds being applied to the student's account, the $300.00 was misclassified as scholarship funds in the accounting system and reported erroneously to the NCAA as part of scholarship funds provided during the year.
Conclusion	The results of our review indicate that the Athletics Department had controls in place to ensure that students who received funds were eligible for the funds and that expenditures of the funds were in compliance with NCAA guidelines. Expenditures were accurately reported for the fiscal year ended June 30, 2018, except for the immaterial instances noted above. **Recommendation**: Athletics Managements needs to institute procedures that will prevent duplicate payment for allowable expense amounts. Also, appropriate reviews should be performed to ensure all amounts are properly categorized when reporting to the NCAA. **Management's Response**: We will work with Accounts Payable in the future to ensure that no student-athlete is paid twice. If the mistake were to be made in the future, we would have the student-athlete to reimburse the SAF funds.



DEPARTMENT OF INTERNAL AUDIT

Travel Expense Audit for the period January 1, 2017 – December 31, 2017

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

August 21, 2018

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

Dear Dr. Glover:

Enclosed is the internal audit report for our audit of university travel expenses paid during calendar year 2017. The audit was performed in accordance with *the International Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors.

The objective of the audit was to determine if the university complied with state and institutional policies, procedures, rules, guidance, etc. regarding travel expenses.

Our findings are included. Our audit revealed no significant statutory or policy violations, material omissions, or deficiencies in internal controls.

We appreciate the courtesy and cooperation of university personnel during our review.

Sincerely,

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

CC: Dr. Deborah A. Cole, Audit Committee Chair
Ms. Cynthia Brooks, Vice President for Business and Finance

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER M/F

Tennessee State University
Audit of Travel Expenses
For the Period January 1, 2017 – December 31, 2017

Key Area	Business and Finance	**Internal Auditor**	Ray Trobaugh, MBA, CGFM
Objectives	• To determine compliance with state and institutional travel rules, regulations, policies, procedures, etc.; • To verify expenses and agree amounts to the accounting records; • To determine that internal controls are sufficient; and • Make recommendations to improve any deficiencies and/or improve operations.		
Scope	The scope of the audit was university travel expenses paid during calendar year 2017 (January 1, 2017 through December 31, 2017).		
Summary	We extracted travel transactions paid during the period January 1 to December 31, 2017, totaling $3,671,343.93 from the university's accounting system. Recorded travel expenses during the period included: Individual In-State Travel $448,869.25 Individual Out-of-State or Country 1,555,181.31 Individual Out-of-Country 14,578.72 Teams and Groups In-State 475,285.78 Teams Groups Out-of-State or Country 914,555.01 Travel Group Out-of-Country 40,324.08 Visitors in State 19,237.83 Visitors Out-of-State or Country 16,499.21 Travel Visitor Out-of-Country 4,664.06 Athletic Recruitment Travel 172,952.67 Other Travel 9,196.01 Grand Total $ 3,671,343.93 We reviewed 67 travel transactions. For 11 of the 67 transactions tested, we noted 12 instances of noncompliance with travel policies or generally accepted accounting principles (gaap).		
Questioned Costs	None	**Recoveries**	N/A
Observations /Findings	▪ For four of the 67 transactions tested (5.97%), the travelers did not return unused travel advance funds within the required timeframe. [finding ranking- Medium]		

	▪ For five of the 67 transactions tested (7.46%), the travelers did not submit their request for travel reimbursement in a timely manner. [finding ranking- Low] ▪ For one of the 67 transactions tested (1.49 %), the traveler completed his travel prior to obtaining documented approval. [finding ranking- Low] ▪ For two of the 67 transactions tested (4.48%), the travel expenses were not charged to the correct account number in the university's accounting records. [finding ranking- Low]
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.
Conclusion	Our objectives for the audit of travel expenses for calendar year 2017 were achieved. We were able to verify the existence of supporting documentation for expenses and transactions included in the university's accounting system. We reviewed 67 travel transactions, and found 11 instances of noncompliance with travel policies and one instance of noncompliance with generally accepted accounting principles. The audit did not reveal any significant statutory or policy violations, or significant deficiencies in internal controls. Internal controls appear to be adequate and in place. Recommendation: The Vice President for Business and Finance should ensure that university employees are aware of, and adhering to, university travel policies at all times. In addition, procedures should be implemented that provide for a proper review of the recording of transactions to ensure that all transactions are properly accounted for in the accounting system.
Restriction on Use of Report	*This report is intended solely for the internal use of the Tennessee State University Board of Trustees' Audit Committee and Tennessee State University. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be approved by the Audit Committee, the university's Office of Internal Audit, and handled in accordance with institutional policies; however, this report is a matter of public record.*

Analysis:

The university's travel expense population for calendar year 2017 totaled $3,671,343. We selected for testing all travel documents exceeding $36,000, which included seven test items. We then chose a random sample of 60 additional items from the remaining population. Our sample included 67 test items totaling $542,453.97.

1. The university's travel policy 5.9.6(f), *Cash Advances*, states, "Unused cash advances MUST be returned to the cashier within 72 hours…"

   For four of 67 travel transactions tested (5.97%), the travelers did not return unused cash advance funds, ranging from $50 to $3,537, to the university cashiers within 72 hours of their return date.

   - For one of the four transactions, the university was hosting a perspective student athlete and his parent. The visitors concluded their visit to the university on November 5, 2016, but the employee responsible for advanced funds did not return the $776.54 in unused advance funds until December 21, 2016 ($676.54) and January 12, 2017 ($100). The employee cited an extended illness as the reason for the delay.
   - For one of the four transactions, an athletic coach received a cash advance to provide meals for players. Travel for the group concluded on October 15, 2017; however, the $413.37 in unused funds was not returned to the university cashiers until November 1, 2017. The coach did not cite a reason for the untimely return of funds.
   - For one of the four transactions, a former athletic coach received a cash advance to provide meals for student athletes during the Christmas 2016 holiday break. The anticipated end date for the holiday break was January 11, 2017, according to the travel requisition submitted by the former coach. The $50 in unused cash advance funds was not returned to the cashier until January 26, 2017. The student athletes signed a receipt form documenting their receipt of the funds. Approximately half of the signatures were dated December 30, 2016, and the remainder were dated January 26, 2017, the day the former athletic coach submitted the related travel claim. As the coach is no longer employed with the university, we were not able to determine if he provided the funding to those athletes at January 26, 2017, or if that simply was the date he requested the students to sign the receipt form in order to complete his supporting documentation for the travel claim.
   - For one of the four transactions, funds were provided to provide meals for the band during a trip that concluded on September 17, 2017. The traveler did not return $3,536.67 in unused advanced funds until October 13, 2017. The traveler did not cite a reason for the untimely return of funds.

2. University Travel Policy 5.9.15(2) and *TBR Policy* 4:03:03:00 VII. states, "Claims for reimbursement of travel expenses should be submitted no later than thirty (30) days after completion of the travel."

   For three of 67 transactions tested (4.48%), the employees did not submit their claims for reimbursement in a timely manner.

   - For one of the three travelers, the employee concluded travel on July 14, 2016. The travel claim related to this travel was submitted on February 8, 2017, and approved by the employee's supervisor on February 15, 2017. On March 13, 2017, the Accounts Payable Manager inquired about the lateness of the claim. The traveler indicated the Administrative Assistant position experienced turnover twice from summer 2016 to fall 2016, and he was not aware of any requests for him to file his travel claim. The traveler was owed $506.83.

   - For one of the three travelers, the employee has blanket travel authorization because a considerable amount of his time is spent traveling. For one travel period ending March 28, 2017, the traveler did not submit his claim for reimbursement until May 18, 2017. The travel claim related to this travel was required to be submitted on, or before, April 27, 2017. There was a signed letter from the employee's supervisor stating that the employee was in attendance at numerous conferences and camps, which prevented him from submitting his claim more timely. The traveler was owed $197.40.

   - For one of the three travelers, the employee's travel ended on August 10, 2017. The employee and his supervisor signed and dated the related travel claim on September 12, 2017. The travel claim was due on September 10, 2017. An explanation of the traveler's late filing was not included. The traveler was owed $90.71.

   For two of the 67 transactions (2.99%), the travelers did not date their travel claims, so we were not able to determine if the claim was submitted timely or not. The date the claims were approved by the employees' supervisors was outside of the required 30-day timeframe.

   - For one of the two travelers, the employee concluded travel on March 30, 2017. The travel claim related to this travel was required to be submitted on, or before, April 29, 2017. The employee did not date her travel claim. The employee's supervisor dated her approval of the travel claim on May 5, 2017. We could not verify if the employee submitted the travel claim within 30 days. The traveler was owed $231.71.

- For the traveler noted above as having not returned $776.54 to the university within 72 hours of the conclusion of travel, the traveler also did not date her submission of the related travel claim. The travel period ended on November 5, 2016. The employee's supervisor dated her approval of the travel claim on January 13, 2017. We could not verify if the employee submitted the travel claim within 30 days.

3. TBR Policy 4:03:03:00(C)(2) states, "All employees must obtain prior written authorization for out-of-state travel, which must be approved by the employee's approving authority."

    - For one of the 67 transactions tested (1.49%), an employee traveled from December 15, 2016 through December 17, 2016 and incurred $204.62 in travel expenses prior to obtaining documented approval to travel. The employee, an Athletics Recruiter, prepared his Travel Requisition on December 13, 2016. The Athletics Coordinator approved his requisition on December 20, 2016.

4. The university adheres to generally accepted accounting principles (gaap). GAAP standards indicate that the recording of financial transactions should be timely and accurate. For two of the 67 transactions tested, management did not ensure that the travel was recorded accurately as the two transactions were charged to the incorrect account code.

    - For one of the two transactions, team travel to Florida totaling $44,238 was incorrectly recorded as group in-state travel (73300) and should have been charged as group out-of-state-travel (73400).
    - For one of the two transactions, an employee's travel to California totaling $1,690.14 was incorrectly recorded as individual in-state travel (73100) and should have been charged as individual out-of-state-travel (73200).

Conclusion:

Our objectives for the audit of travel expenses for calendar year 2017 were achieved. We were able to verify the existence of supporting documentation for expenses and transactions included in the university's accounting system. We reviewed 67 travel transactions, and found 11 instances of noncompliance with travel policies and one instance of noncompliance with generally accepted accounting principles. The audit did not reveal any significant statutory or policy violations, or significant deficiencies in internal controls. Internal controls appear to be adequate and in place.

Recommendation:

The Vice President for Business and Finance should ensure that university employees are aware of, and adhering to, university travel policies at all times. In addition, procedures should be implemented that provide for a proper review of the recording of transactions to ensure that all transactions are properly accounted for in the accounting system.

Management's Comment:

We concur. The Vice President for Business and Finance will ensure the following:

- The Associate Vice President for Financial Services will coordinate with the Account Clerk III in Accounts Payable by September 30, 2018, to: (1) send reminders to travelers with outstanding claims prior to the thirty-day submission deadline; and (2) send alerts to travelers who have received advances that unused funds must be returned within 72 hours.

- The Director of Procurement Services will modify the Travel Request Form in SciQuest to provide a link to the university's travel policies by September 30, 2018. The Director will also begin ensuring by this date that the Travel Coordinator: (1) references the university's travel policies when notifying travelers that their requisitions are complete; (2) has written justification on file when approval for travel is obtained after-the-fact; and (3) verifies the travel account codes are correct.

- The Director of Procurement Services and the Associate Vice President for Financial Services will coordinate providing travel information to all employees a minimum of annually, via in-person training and/or University Communications, by June 30 of each fiscal year.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE: September 20, 2018

ITEM: Discussion of the External Audit Process

Tennessee Code Annotated Section 8-4-109(a)(2) states, "The comptroller of the treasury is hereby authorized to audit any books and records of any governmental entity created under and by virtue of the statutes of the state which handles public funds when such audit is deemed necessary or appropriate by the comptroller of the treasury." The Director of Internal Audit will provide information on the timing of the Division of State Audit's financial and compliance audits.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

DATE:	September 20, 2018
ITEM:	Audit Committee Report – Executive Session. Discussion of Items Deemed Confidential under State Law
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Audit Committee, Trustee Deborah Cole

Tennessee State University
Board of Trustees



FINANCE AND BUDGET COMMITTEE REPORT

TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

FINANCE AND BUDGET COMMITTEE MEETING AGENDA

9 a.m. CST
Thursday, September 20, 2018

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

ORDER OF BUSINESS

I. Call to Order

II. Roll Call/Declaration of a Quorum

III. Approval of the June 21, 2018, Finance and Budget Committee Meeting Minutes

IV. Report: Formal Introduction of newly appointed Vice President for Business and Finance

V. Report: Budget Update

VI. Report on Enrollment

VII. Report on the TSU Foundation

VIII. Report on the Cumberland Project

Tennessee State University
Board of Trustees



Approval of the June 21, 2018, Finance and Budget Committee Meeting Minutes

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE:	September 20, 2018
ITEM:	Approval of the June 21, 2018, Finance and Budget Committee Meeting Minutes
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Stephen Corbeil

The document reflecting the minutes from the June 21, 2018, Finance and Budget Committee meeting is included in the September 20, 2018, Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 21, 2018, Budget and Finance Committee meeting, as contained in the Board materials for the Board's September 20, 2018, meeting.

Tennessee State University Board of Trustees
Finance and Budget Committee Meeting. June 21, 2018
Tennessee State University. 3500 John A. Merritt Blvd. Nashville, Tennessee 37209
McWherter Administration Building
President's Conference Room

MINUTES

Committee Members Present: Stephen Corbeil and Dr. Richard Lewis

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

University Staff Present: President Glenda Glover; Mr. Laurence Pendleton, University Counsel and Board Secretary; Ms. Cynthia Brooks, Vice President for Business and Finance; Bradley White, Associate Vice President for Financial Services; Adrienne Frame, Budget Director; Dr. Lesia Crumpton-Young, Vice President for Research and Sponsored Programs, and Tamika Parker, Executive Assistant to the University Counsel.

Guests Present: Lauren Collier, The Higher Education Commission and Brittany Mosely, HBCU Success.

I. CALL TO ORDER

Trustee Corbeil called the meeting to order at 9:05 a.m. and welcomed all attendees.

II. ROLL CALL/DECLARATION OF A QUORUM

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

III. APPROVAL OF NOVEMBER 16, 2017, COMMITTEE MEETING MINUTES

Trustee Corbeil proceeded to the approval of the November 16, 2017, Finance and Budget Committee meeting minutes, as included in the June 21, 2018, board materials. Trustee Corbeil moved to approve the minutes. Trustee Lewis seconded the motion, which carried unanimously.

IV. APPROVAL OF FISCAL YEAR 2018-19 TUITION AND MANDATORY FEES

President Glover asked Cynthia Brooks, Vice President for Business and Finance, to present information on this agenda item as her designee.

VP Brooks discussed and described the tuition and mandatory fees process. She provided the following information regarding the process: the Tennessee Higher Education Commission

(THEC) limits the increase in mandatory fees charged to students to 3% per annum. The proposed fee increase for fiscal year 2018-19 is 2.98%. Not all fees apply to all students because fees are not amortized across all programs in the university.

VP Brooks noted that the fees charged to TSU students are generally lower than other LGI schools. Several fees remained unchanged from fiscal year 2017-18 to fiscal year 2018-19. Tuition at TSU is lower than what is charged at other Tennessee LGIs.

VP Brooks informed the committee that TSU is required to post notice of proposed fee increases, make a report of the proposed fee increase to the Tennessee General Assembly, and take public comments for fifteen calendar days before the increase takes effect.

VP Brooks also noted that the student government association conducted a survey on program fees. Students voted to increase fees to support on campus programs such as bringing public figures to campus and the addition of a Greek life coordinator.

Trustee Corbeil moved to present the recommended fee increases to the full board and Trustee Lewis seconded the motion, which carried.

V. APPROVAL OF INSTITUTIONAL BUDGETS

President Glover designated Vice President Cynthia Brooks to present the information on this item.

VP Brooks directed the committee to the Revenues, Expenditures, and Transfers as shown on page 55 of the June 21, 2018 board meeting materials. The estimated mandatory transfer for fiscal year 2017-18 budget was $1,580,900. The estimated non-mandatory transfer for the fiscal year 2017-18 budget was $6,774,500, to account for student debt the university anticipates will not be recovered. The estimated non-mandatory transfer for fiscal year 2017-2018 will come out of the university's reserves of approximately $44 million.

Dr. Sekmen commented that President Glover previously discussed the implications of the estimated non-mandatory transfers with faculty and that she instituted a number of cost-reducing measures for the 2018-19 fiscal year. Dr. Sekmen stated that the President directed the deans of the various colleges to combine classes and implement additional cost saving measures. The President informed the committee that the university would continue to pursue debt collections from accounts in default. The President also confirmed that the university is evaluating its enrollment criteria for fiscal year 2018-19 to reduce the number of students at risk of default on payment of their tuition and fees.

Dr. Sekmen stated an objection to the FTE values presented in the Institutional Budgets and asserted that he believed the Institutional Budgets were inconsistent with the proposed budget cuts and enrollment projections. Dr. Sekmen referenced the cost-reducing measures he believed the administration had asked faculty to implement during a meeting with faculty earlier in the year regarding operations for the 2018-19 fiscal year, and stated that based on his reverse calculations, there is no basis to expect the projected revenues or enrollment. Dr. Sekmen commented that he

believes enrollment will not exceed 6400 FTE. Dr. Sekmen also noted that the University continues to reenroll students who owed a debt to the university.

Trustee Corbeil asked VP Brooks to explain the assumptions used to project enrollment. VP Brooks initiated the explanation, which was completed by President Glover. President Glover clarified that the good faith estimates provided in the June 21, 2018, board materials are based on an anticipated 5% reduction in expenses and assumptions related to full-time and part-time students for the fiscal year 2018-2019.

President Glover further clarified that the values provided in the June 21, 2018, board packet were projected in April 2018 based on flat enrollment with a 2.98% increase in fees. The anticipated reduction in revenues for fiscal year 2018-19 is $5 million. The budget will be revised in October 2018, again in April 2019, and then followed with the statements actual financial position.

Trustee Mitchell reiterated that the budget is a planning document, not a certainty that is fluid and not absolute. She noted that we must not characterize the budget as false information and must expect the projected numbers to change. She concluded that we must not undermine our Finance and Budget professionals.

Trustee Corbeil noted that the budget will be revised in October 2018, April 2019, and then a final budget will be produced.

Trustee McKenzie noted that management uses budgets as a planning tool to adjust strategy.

VP Brooks stated that the budget is good faith report.

Trustee Cole complemented President Glover and staff for taking the write-off and for working toward truing-up the university's accounts.

Trustee Mitchell asserted that we must break down divisions amongst groups and constituencies on campus and asked Larry to revisit how an ad-hoc committee with members appointed by Chair Walker and led by Dr. Sekmen could monitor and report on enrollment.

Dr. Curtis Johnson stated that enrollment would be discussed in further detail later.

Trustee Corbeil commended the President on her decision to prepare for the anticipated financial shortfall for fiscal year 2018-19 due to bad student debt and projected reductions in enrollment.

Trustee Corbeil moved to present the Institutional Budget as presented in the June 21, 2018, board packet to the full-board.

Trustee Lewis seconded the motion, which carried.

VI. APPROVAL OF THE INSTITUTION'S FISCAL YEAR 2018-19 COMPENSATION PLAN

President Glover designated Vice President Cynthia Brooks to present the information on this item.

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

- Compensation Plan: The University may provide salary adjustments: (1) consistent with its Board-approved plan; and/or (2) that address changes in market salaries as prescribed in the plan, if the plan has already been fully funded; and/or (3) that address specific equity issues and reclassifications consistent with the plan.

- Cost of Living Adjustment (COLA): The University may provide a COLA and may establish a minimum payment.

- Faculty Promotion: The University may fund faculty promotions consistent with its approved compensation plan.

- One-Time Payment: The University may provide one-time payments up to $1,000.

- Merit Increases: The University may provide an increase based on the job performance of employees.

- Funding Additional Positions: The University may create new positions based on institutional needs.

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

VP Brooks further stated that the salary pool for Fiscal Year 2018-2019 is 2.5%, consistent with the total allocated for regular State of Tennessee employees. No additional amount or percentage was proposed.

VP Brooks informed the committee that unless otherwise noted, these increases do not apply to the President's cabinet, adjunct faculty, temporary employees, graduate assistants, student workers, or employees on terminal leave status. Eligible employees are classified as "regular" or "post-retirement service," unless a distribution includes those in the above-referenced "other" category. In addition, the pool will not cover faculty promotions.

VP Brooks told attendees that all eligible employees on the payroll prior to the proposed implementation dates below are eligible for these increases, regardless of the funding source (i.e., unrestricted, restricted, E&G, or auxiliary) or effort percent (although some categories may be prorated for employees on a part-time status); however, staff received increases last fiscal year.

VP Brooks noted that the goal is to bring Chair of Department salaries up to a minimum of $90,000 and faculty salaries up to a minimum of $55,000.

VP Brooks also noted that there was discussion about the equity of increases for faculty who perform dual administrative and instruction roles because under the plan, these persons would receive a 1.5% increase in pay, while persons providing instruction only would receive a 2% increase in pay. As a result, those persons performing a dual role could receive a 0.5% smaller increase in pay as compared to those providing instruction only.

Trustee Lewis asked the President to evaluate other HBCU payment plans with the intent to insure TSU can complete with its sister institutions in attracting and retaining the best and the brightest professionals. Trustee Lewis also asked the President to appoint an advocate to elevate the needs of Tennessee State University to the governor and state legislature.

Trustee Lewis moved to recommend approval of this item to the full board as presented in the June 21, 2018, board materials. Trustee Corbeil seconded the motion, which carried unanimously.

VII. REPORT ON COMPOSITE FINANCIAL INDEX

President Glover designated Vice President Cynthia Brooks to present the information on this item.

VP Brooks led the committee's review of the sufficiency and flexibility of TSU's resources, TSU's capacity to repay debt through its reserves, TSU's change in net financial position over the previous fiscal year, TSU's ability to maintain its operations using the available resources, and TSU's overall composite financial index as compared to the average scores of Tennessee's land grant institutions (LGI), a pre-established standard, and pre-established warning index. These comparisons were shown from fiscal year 2004-05 to fiscal year 2017-18.

VP Brooks noted that the general trend demonstrates that TSU's net change were downward as compared to other LGI's.

This was an information item, thus no vote was taken.

VIII. APPROVAL OF CAPITAL CONSTRUCTION PLAN

President Glover designated Vice President Cynthia Brooks to present the information on this item.

VP Brooks informed the committee that the Capital Outlay, Maintenance, and Disclosed funding requests (Capital Construction Plan) were generated based on the funds provided in previous years from the state with the expectation that those funding allocations would recur at the same level.

VP Brooks noted that the general requests consist of the following:

Each governing board will submit a request to THEC for capital outlay projects. The Commission makes recommendations to fund projects based on a prioritization process/rubric that incorporates criteria detailed in the attachment. (For additional information, please see page 49.)

Each governing board is allocated a proportion of the total higher education capital maintenance request based on a formula. Each governing board will submit a capital budget request that contains the capital maintenance projects to be requested for each of the four planning years through FY2022-23. (For additional information, please see page 50.)

Each governing board must submit a list of all anticipated capital projects to be funded from sources other than state appropriations, such as institutional funds, auxiliary funds, and reallocation of existing capital funds, Tennessee State School Bond Authority funds, or gift funds, for FY2018-19. All construction or erections of new buildings or structures in excess of $100,000 must be disclosed to THEC. The University must disclose all major maintenance projects, which are defined by State Building Commission policy 2.01.A.2. as "the repair or renovation of any building or structure or any portion thereof," in excess of $500,000, to THEC. (For additional information, please see page 51.)

Trustee Mitchell asked the President amend TSU's above requests by adding to them a special request for preemptive inspections and evaluations of campus infrastructure with particular emphasis on equity in funding allocation from the Higher Education Commission (THEC) for prospective capital maintenance and improvement funds.

VP Brooks stated that TSU received the last significant funding allocation in 2003.

VP Brooks noted that the President requested funding from the Unites States Department of Agriculture (USDA) for funding for improvements to our institution, which encompasses rural programs in an urban setting. The USDA did not approve the requested funding.

Trustee Corbeil asked Dr. Glover to form a working group to generate a multi-year plan to raise the university constituent's concerns to the state legislature. Both Trustee Corbeil and Trustee Lewis volunteered for the working group, which will be led by Trustee Lewis.

VP Brooks led the committee's review of the fiscal year 2019-2020 capital disclosure submission. The new disclosures include the Alumni House and Welcome Center funded with gifts and partnership funds, the Agriculture Food Science Research Facility funded with federal grants through USDA, and Housing Upgrades and Repair funded through housing fees. The report noted that the agriculture project will be disclosed in two phases consisting of a master plan

amendment and a disclosure to the THEC after the master plan amendment is approved.

VP Brooks stated that the university will submit the disclosure to THEC staff by July 16, 2018, for their presentation to the THEC at its November 7, 2018, meeting.

Trustee Lewis moved to approve this item as contained in the June 21, 2018, board materials for submission to the board. Trustee Corbeil seconded the motion, which carried.

IX. REPORT ON INSTITUTION'S INTENT TO SEVER FROM THE TENNESSEE BOARD OF REGENTS ON CAPITAL MANAGEMENT

President Glover designated Vice President Cynthia Brooks to present the information on this item.

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

VP Brooks informed the committee that TSU Facilities staff members have been participating in the capital management severance training offered by THEC, and the institution had initially planned to request authority for the President to execute an *Intent to Sever* form authorizing TSU to sever from the TAR approximately February or March of 2019. However, with the recent vacancies in key capital project related positions at TSU, including the Director of Capital Initiatives and the Vice President for Business and Finance, the institution has determined that it is prudent to defer this action.

VP Brooks noted that the capital management severance process, including the petition, capacity demonstration, and evaluation phases would take approximately ten months. The other five LGIs will sever by July 1, 2018, but THEC has emphasized there is no pressure or requirement for Tennessee State University to do so. The University anticipates that it will request Board approval to proceed with capital severance in approximately a year, after the institution has filled the relevant positions on a permanent basis.

VP Brooks informed the committee that no LGI has commenced the process of severing from TBR in the area of data systems, as each LGI is awaiting THEC's instructions to execute this process.

This was an information item, thus no vote was taken.

X. REPORT ON INSTITUTION'S SEVERANCE FROM THE TENNESSEE BOARD OF REGENTS ON PROCUREMENT

President Glover designated Vice President Cynthia Brooks to present the information on this item.

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

VP Brooks noted that the Tennessee State University Board of Trustees granted the institution authority to sever from the TBR on procurement, effective July 1, 2018. The University's Procurement and University Counsel offices worked diligently to meet all THEC requirements and conditions for independence. THEC approved TSU's severance from the TBR at THEC's May 17, 2018, meeting. The severance is effective July 1, 2018.

This was an information item and no vote was taken.

XI. REPORT ON INSTITUTION'S NEW CAPITAL CAMPAIGN

The President designated Lesia Crumpton-Young, VP for Research to provide the report on this item.

Dr. Crumpton-Young stated that the Institution's new capital campaign is a comprehensive fundraising campaign effort implemented over a 5-7 year span by the Tennessee State University Foundation. All funds received from private sources will be counted. The campaign focuses on four key priorities that are critical to advancing the entire university: funding for student scholarships, endowed chairs and professorships, new facilities, and student programming.

Dr. Crumpton-Young reported that there will be four phases of the campaign. Silent Phase – The start of the campaign, during which time relationships are developed with donors and initial donations are secured. Public Phase – The phase of the campaign during which the funds raised have reached 50% -70% of the fundraising goal, and the campaign marketing goes public. Wrap up Phase –The phase of the campaign where fundraising has reached 90% of the goal. Completion– When the campaign goal is met and the announcement has been made that the Campaign is completed.

Dr. Crumpton-Young noted that the overall goal of the Comprehensive Campaign for Tennessee State University is to raise $50 million.

Dr. Crumpton-Young informed the committee that TSU's National Alumni Association meeting was held in Atlanta, GA, on June 15-17, 2018. Alumnae expressed an interest in giving with a focus on TSU's athletic programs. TSU Points of Pride was unveiled in March of 2018 to recognize TSU's alumnae who are prominent and emerging leaders in their respective fields. The program is designed to excite and motivate the alumnae body, use social media to highlight TSU's positive contributions to society, and to motivate alumnae to give back to the University through financial contributions.

This was an information item, thus no vote was taken.

XII. REPORT ON THE INSTITUTION'S HOLIDAY SCHEDULE

President Glover designated Vice President Cynthia Brooks to present the information on this item. VP Brooks informed the committee that inn accordance with TSU Policy 5:01:01:10, *Holidays*, the University observes the following seven holidays per year:

(1) New Year's Day,
(2) Martin Luther King, Jr. Day,
(3) Memorial Day,
(4) Independence Day,
(5) Labor Day,
(6) Thanksgiving Day, and
(7) Christmas Day.

In accordance with TSU Policy 5:01:01:11, *Days of Administrative Closing*, an additional six administrative closing days shall be designated as time off from work with pay for regular full-time and part-time employees.

PROPOSED HOLIDAY SCHEDULES*

PROPOSED 2019

New Year's Day	Monday, January 1, 2019
Martin Luther King Day	Monday, January 21, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Thanksgiving Day	Thursday, November 28, 2019
Administrative Closing	Friday, November 29, 2019
Administrative Closing	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019
Administrative Closing	Thursday, December 26, 2019
Administrative Closing	Friday, December 27, 2019
Administrative Closing	Monday, December 30, 2019
Administrative Closing	Tuesday, December 31, 2019

PROPOSED 2020

New Year's Day	Wednesday, January 1, 2020
Martin Luther King Day	Monday, January 20, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Thanksgiving Day	Thursday, November 26, 2020
Administrative Closing	Friday, November 27, 2020

Administrative Closing	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
Administrative Closing	Monday, December 28, 2020
Administrative Closing	Tuesday, December 29, 2020
Administrative Closing	Wednesday, December 30, 2020
Administrative Closing	Thursday, December 31, 2020

* When a recognized holiday falls on a Saturday, the University will observe it on the preceding Friday, and if the holiday falls on a Sunday, the University will observed it on the Monday following the holiday.

This was an information item, thus no vote was taken.

The President commended VP Cynthia Brooks on her years of dedication and service and the persons assembled applauded her to wish her well in her upcoming retirement.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE:	September 20, 2018
ITEM:	Report: Formal Introduction of newly appointed Vice President for Business and Finance
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Stephen Corbeil

Horace Chase Bio

President Glover recently appointed Mr. Horace Chase to serve as the new Vice President for Business and Finance at TSU, replacing Ms. Cynthia Brooks, who recently retired from serving in this position. Mr. Chase arrives at TSU with a long and distinguished career in higher education business and finance.

Prior to his arrival at TSU, Mr. Chase worked for seventeen years as the Vice President for Financial and Administrative Affairs at Jackson State Community College, a Tennessee Board of Regents institution. In this position, Mr. Chase served as the chief financial officer, was a member of the President's cabinet, and oversaw many institutional offices, including accounts payable, accounts payable, Human Resources, Physical Plant, and Campus Police.

Mr. Chase also held the positions of Interim President and Internal Auditor at Jackson State Community College, and provided Financial Accreditation consulting services for the United Negro College Fund.

Mr. Chase is a certified public accountant. He received his Bachelor of Professional Accountancy from Mississippi State University and his Master of Business Administration from the University of Tennessee.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE:	September 20, 2018
ITEM:	Report: Budget Update
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Stephen Corbeil

Information regarding the budget update is enclosed.

TENNESSEE STATE UNIVERSITY
FY 2018-2019
BUDGET UPDATE

The institution will present the Revised October Budget (Revised Budget) to the Board at the November 15, 2018, Board meeting. The Revised Budget is a revision of the budget the Board approved at the June 21, 2018 (July Budget), and will reflect fall 2018 revenue figures and other adjustments.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE:	September 20, 2018
ITEM:	Report on Enrollment
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Stephen Corbeil

Fall 2018 End of Cycle Undergraduate Comparative Admission Applicant Analysis

	Admitted	Denied	Incomplete	Grand Total	Freshmen	Transfer
Fall 2017	6,168	935	4,599	11,702	4,756	871
Fall 2018	6,073	919	4,032	11,024	4,723	740
%Diff	-1.5	-1.7	-12.3	-5.8	-0.7	-15

GPA and ACT New Enrolled Freshmen Comparative Analysis

	GPA	ACT
Fall 2017	3.07	18.7
Fall 2018	3.10	18.9

Fall 2018 Preliminary Comparative Enrollment Figures as of Sept. 10, 2018

(Figures are subject to change due to census review/cleanup of the frozen data.)

	Headcount			FTE		
	Fall 2017	Fall 2018	% Diff	Fall 2017	Fall 2018	% Diff
Undergraduate	6,756	6,129	-9.3	6,142.93	5,578.67	-9.2
Graduate	1,705	1,653	-3.0	1,042.75	985.17	-5.5
Total	8,461	7,782	-8.0	7,185.68	6,563.84	-8.7

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE:	September 20, 2018
ITEM:	Report on the TSU Foundation
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Stephen Corbeil

The materials for this information item are found in the materials for the full Board Foundation Report, starting on page 135 through 150 of the Board materials.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

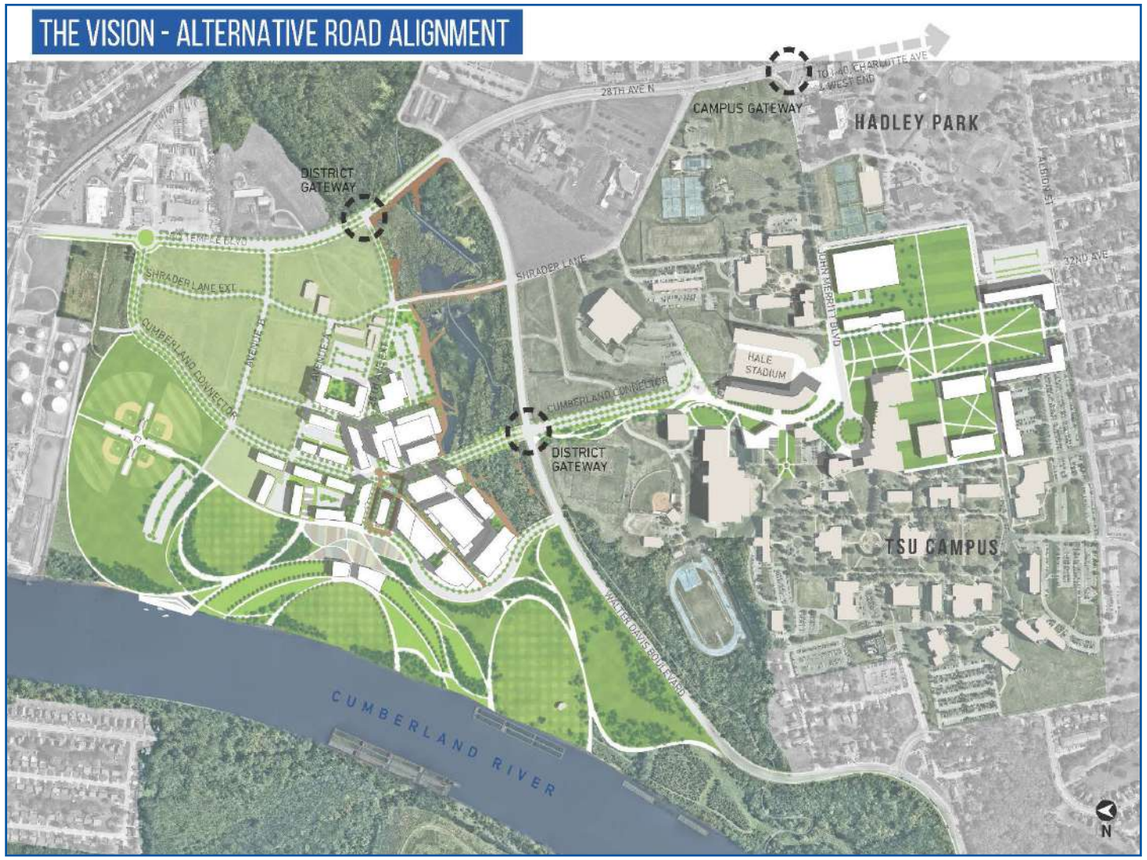
DATE:	September 20, 2018
ITEM:	Report on the Cumberland Project
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Finance and Budget Committee, Trustee Stephen Corbeil



Report on
The CUMBERLAND Shores at TSU
Research and Innovation Park

TENNESSEE STATE UNIVERSITY

Site Location



TENNESSEE STATE UNIVERSITY

Founded in 1912, Tennessee State University (TSU) is Nashville's only public university, and is a comprehensive, urban, co-educational, land-grant university offering 42 undergraduate, 24 graduate and seven doctoral programs. TSU has earned a top 20 ranking for Historically Black Colleges and Universities according to U.S. News and World Report, and rated as one of the top universities in the country by Washington Monthly for social mobility, research and community service.

Division of Research and Institutional Advancement
research@tnstate.edu
615-963-7631

Cumberland Shores at TSU

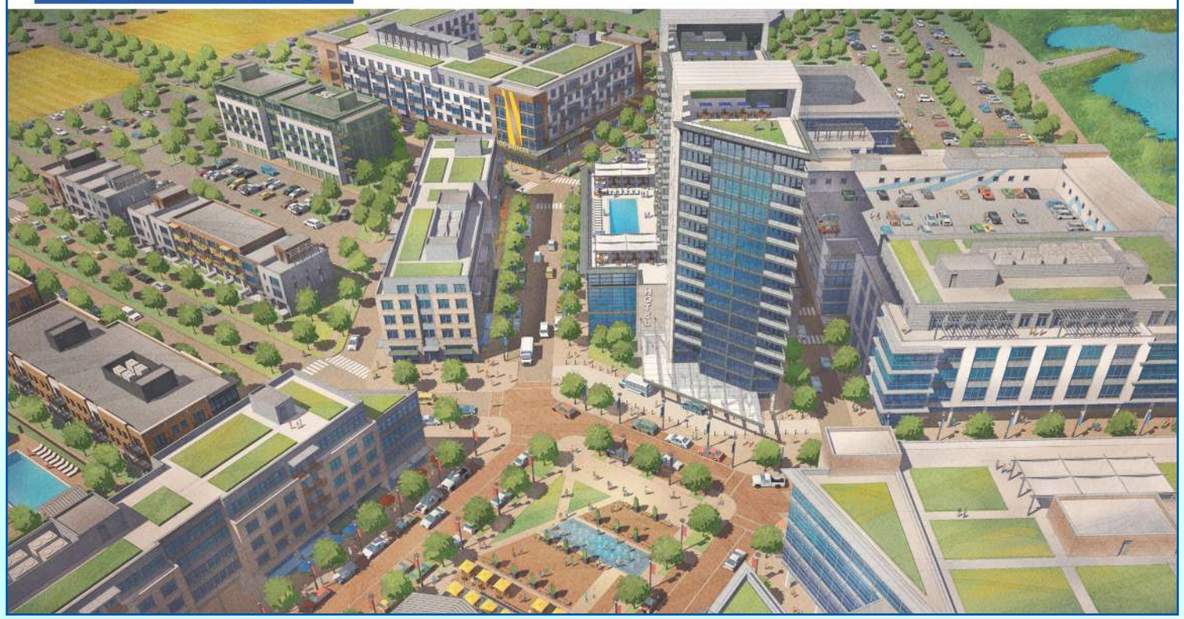


Cumberland Shores at TSU will stimulate learning, research, and innovation, thereby, enhancing economic and community development while spurring job creation and Neighborhood Revitalization.

TENNESSEE STATE UNIVERSITY

North Nashville's Innovation Galaxy on the Cumberland

THE HEART OF THE DISTRICT



INNOVATION ALLEY



Hotel and Conference Center
Research Center
Innovation Center
Workforce Training and Development

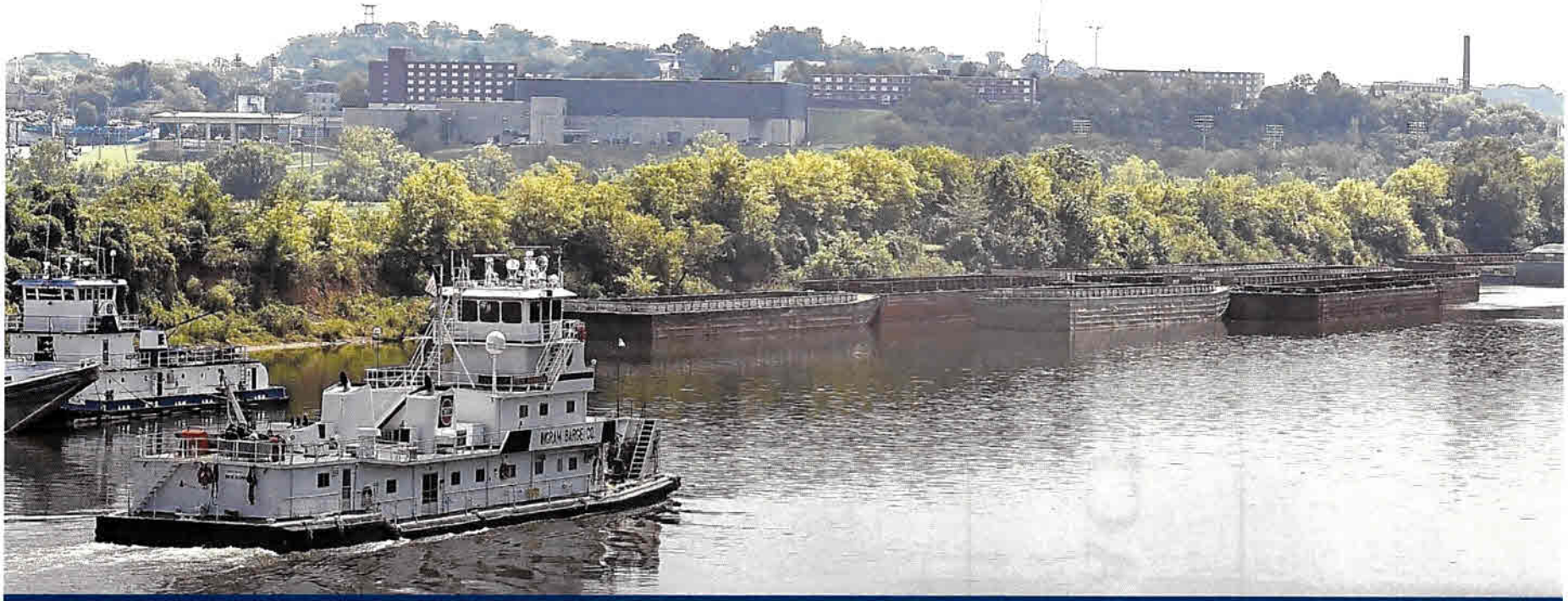
Restaurants and Retail
Library and Community Resource Center
Business Partnership Complex
Art, Recreation and Entertainment

Business Incubator Facility
Residential Community
Greenway, Park and
Maritime Activities



This Research and Innovation Mixed-Use Community will yield the following results for TSU and the City of Nashville:

- State-of-the-Art Student, Faculty, and Community Innovation Resources
- Increased local economic impact
- Diversification of Revenue Streams for TSU
- Attraction of national companies/agencies
- Creation of new job opportunities
- Increased affluence in North Nashville
- Increased public/private partnerships
- Creation of technology-led economic development
- Create new technologies and other opportunities for innovation and commercialization
- Increase tax revenue for state, county and city government
- Revitalization of the North Nashville Community



ADMINISTRATIVE PLAN TO IMPLEMENT MASTER DEVELOPER PROGRAM FOR THE TENNESSEE STATE RECD FOUNDATION CUMBERLAND SHORES DEVELOPMENT INITIATIVE

PRESENTED AUGUST 1, 2018

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

10:00 a.m. CST
Thursday, September 20, 2018

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

ORDER OF BUSINESS

I. Call to Order

II. Roll Call/Declaration of a Quorum

III. Approval of the June 21, 2018, Academic Affairs and Student Affairs Committee Meeting Minutes

IV. Approval of TSU's Policy on SACSCOC Substantive Change

V. Approval of New Certificate Programs for Public Health Management and Local Government

VI. Approval of Inactivation of the School Psychology Concentration in the M.S. Program in Psychology

VII. Academic Affairs Report

VIII. Student Affairs Report

IX. Student Trustee Orientation Report

X. Adjournment

Tennessee State University
Board of Trustees

Approval of the June 21, 2018, Academic Affairs and Student Affairs Committee Meeting Minutes

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE:	September 20, 2018
ITEM:	Approval of the June 21, 2018, 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 21, 2018, Academic Affairs and Student Affairs Committee meeting is included in the September 20, 2018, Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 21, 2018, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's September 20, 2018, meeting.

Meeting of the Tennessee State University Board of Trustees
Academic Affairs and Student Affairs Committee Meeting
June 21, 2018
Tennessee State University – Main Campus –
McWherter Administration Building. President's Conference Room
3500 John A. Merritt Blvd., Nashville, Tennessee 37209

MINUTES

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

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

University Staff Present: President Glenda Glover; Laurence Pendleton, University Counsel and Board Secretary; Dr. Alisa Mosley, Associate Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dr. Tracey Ford, Vice President of Student Affairs, and Cynthia Brooks, Vice President of Business and Finance.

I. CALL TO ORDER

Trustee Martin called the meeting to order at 10:52 a.m.

II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at the committee chair's request. All member of the committee were present. Secretary Pendleton announced the presence of a quorum.

III. APPROVAL OF THE JUNE 21, 2018, COMMITTEE MEETING MINUTES

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

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

IV. APPROVAL OF TENURE AND PROMOTION RECOMMENDATIONS

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

Dr. Mosley commented that Pursuant to the TSU tenure policy, tenure eligible faculty members must apply for tenure in their sixth year. A faculty member is required to submit a portfolio of

materials in support of their tenure application. The criteria TSU uses to evaluate applicants include quality instruction, research and creative activities, public service and professional activities, and potential for professional growth.

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

Dr. Mosley noted that during this tenure review period, fourteen (14) tenure eligible faculty members applied for tenure. One tenure eligible faculty member stopped the tenure clock, in accordance with the University's tenure policy, and did not apply for tenure. President Glover recommended the fourteen tenure applicants for tenure as follows:

Dr. Mosley advised that Faculty members of TSU might apply for promotion upon completion of the required years in rank. A tenured or tenure-track faculty member becomes eligible to apply for promotion when he or she has achieved the required years in rank and meets the defined qualifications for the various faculty ranks, which are assistant professor, associate professor, and professor.

Dr. Mosley further noted that faculty members who are at the associate professor level generally apply for promotion to professor after five years of service at the associate professor level. She outlined that in order for faculty to apply for promotion, a faculty member must prepare a portfolio containing evidence of the faculty member's teaching, research, and service since his or her last promotion at TSU. The specific evidence requested includes quality instruction, research and creative activities, public service and professional activities, and potential for professional growth.

Dr. Mosley informed the committee that the University reviews the candidate's portfolio at several levels, including at the departmental, college, and University level. The Vice President for Academic Affairs and the President must ultimately approve the applications. The comprehensive promotion review and approval process, as well as the list of those recommended for promotion, were included in the June 21, 2018, board materials.

Dr. Mosley stated that twenty-six (26) faculty members applied for promotion. President Glover recommended twenty (20) faculty members for promotion. The University level did not overturn any department level decisions regarding tenure or promotion.

Dr. Mosley stated that the proposed implementation date was set for August 2018. Twenty (20) faculty members were recommended for promotion. Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve all tenure and promotion recommendations.

Trustee Lewis moved to recommend to the full Board the approval of all of President Glover's recommendations of faculty tenure and promotion. Dr. Sekmen seconded the motion.

During discussion, Dr. Sekmen conveyed concerns regarding tenure and promotion, specifically, the process and movement of the faculty application through the system. He discussed concerns regarding the overriding of lower level decisions at some higher level and commented that the board needs to know if there is a pattern of overriding decisions.

Trustee Sekmen suggested the Board be provided with a chart indicating approval or denial at each stage of tenure and/or promotion with a method of protecting individually identifiable information. Confidentiality would be maintained by assigning each candidate a unique identification number that would be publicly disclosed as opposed to faculty names. The process could be supervised by the board, but the individual award of tenure and promotions would be made by the President and would reduce the oversight burden on the board.

Trustee Sekmen moved to amend the motion to require that the Board of Trustees be provided with a chart reflecting approval or denial at each stage of tenure and/or promotion application with a method of protecting the identities of the faculty members. Trustee Sekmen's motion did not receive a second. The modified motion failed. The chair called for the vote on the original motion, which carried.

V. APPROVAL OF REVISED ACADEMIC PROGRAMS

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

Dr. Mosley advised that Pursuant to TSU's New Program Development policy, which includes revised programs, academic departments might seek the creation of a new academic program or the revision of an existing program by initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Vice President for Academic Affairs and the President must ultimately approve the proposals. The entire review process was included in the Board's June 21, 2018, meeting materials.

Dr. Mosley notified the committee that two program revisions were proposed. The College of Agriculture sought approval to revise the professional science master's degree with concentration in Applied Geospatial Science to a Master of Science degree in Environmental Sciences with an Applied Geospatial Science Concentration. The College of Agriculture also sought approval to revise the concentration within the current Master of Science in Food and Animal Science to an independent Master of Science in Food and Animal Sciences.

Dr. Mosley informed the committee that pursuant to the FOCUS Act, the Board's Bylaws, and the board's policy on Delegation of Authority to the President, the board must approve new and revised academic programs. Upon approval by the board, THEC must provide final approval.

Trustee Lewis moved to recommend the revisions to the two academic programs to the full board for approval. Dr. Sekmen seconded the motion, which carried unanimously.

VI. APPROVAL OF ACADEMIC PROGRAM NAME CHANGE

Dr. Glover asked Dr. Mosley to provide the report for this item as her designee.

Dr. Mosley led the committee through the type of academic program changes that are subject to the 30-day review.

Dr. Mosley informed the committee that the Division of Academic Affairs receives requests for academic program action (other than new degree programs) by the 15th of each month (except December). Academic Affairs typically reviews the proposed action by the end of the month and prepare summaries for ultimate consideration by the President and the Board of Trustees. Upon approval by the President and the Board, the University will send letters to the academic units to authorize implementation of the proposed action. If the THEC approval is required, the letter will inform the academic unit of the approval by the Board and an explanation that the University will send the proposed academic action to the THEC for its review. Academic departments may request program, concentration and minor name changes through the Division of Academic Affairs for ultimate approval by the President and Board. Approval through the THEC is not required per THEC Policy.

Dr. Mosley noted that the College of Education proposed one program name change with the aim to facilitate the attainment of teacher licensure of the program's graduates. The request is expected to reduce confusion concerning students who are majoring in a general studies concentration. The proposed program name is from Interdisciplinary Studies Certification (Grades K-8) to Elementary Education (Grades K-5).

Trustee Lewis moved to recommend the program name change to the full board for approval. Dr. Sekmen seconded the motion, which carried unanimously.

VII. APPROVAL OF OFF-CAMPUS ACADEMIC PROGRAM SITES

Dr. Glover asked Dr. Mosley to provide the report for this item as her designee.

Dr. Mosley informed the committee that colleges request to operate an academic program off TSU's main campus from time to time. Colleges may seek off-campus academic program sites to accommodate students dually enrolled in high school and college, enhance TSU's pipeline with community college and non-traditional students, and increase convenience for working professionals. In this instance, the purposes for the proposed off-campus sites are to increase convenience for working professionals and to enhance TSU's pipeline to non-traditional students. The program will leverage partnerships with community colleges and provide condensed courses scheduled for approximately 8-weeks to achieve the goals.

Dr. Mosley informed the committee that colleges that seek to operate an academic program off campus must follow a 30-day review process under which, a department will submit an off-campus academic program site request that must be approved at each of the following levels: College, the Vice President for Academic Affairs, the President, and the board. Following approval by the

Board, the University must submit the off-campus academic program sites to THEC for final approval.

Dr. Mosley commented that pursuant to the FOCUS Act, Board Bylaws and the board's policy of Delegation of Authority to the President, the board must approve off-campus sites for academic programs. The two proposed off-campus academic sites were Motlow State Community College – Fayetville Campus (located in Fayetville, TN); and the Turney Center Industrial Complex (located in Only, TN).

Dr. Mosley commented that the College of Agriculture wishes to offer the Bachelor of Science (BS) in Agricultural Sciences at the Motlow State Community College-Fayetteville Campus. This request is the result of TSU initiating a partnership whereby students with an associate degree from MSCC will continue to matriculate through TSU's program for their remaining hours.

Dr. Mosley confirmed that the requested site of program delivery is:
Motlow State Community College-Fayetteville Campus (MSCC)
1802 Winchester Highway
Fayetteville, TN 37334

Dr. Mosley commented that Tennessee State University's Office of Community College Initiatives worked with the Motlow State Community College-Fayetteville Campus academic staff to establish a memorandum of understanding for a 2+2 program in Agricultural Science. The two institutions have a history of successfully partnerships demonstrated by an eleven-year 2+2 Criminal Justice program on the Moore County campus. Tennessee State also has a research farm program in McMinnville and is one of the premier agriculture programs in the southeastern region of the United States.

Dr. Mosley further noted that Motlow State Community College-Fayetteville historically had an associate degree program in Agriculture; however, the college discontinued the program due to low enrollment. The MSCC academic staff wants to revive the associate degree. Through focus surveys, there is a renewed interested in the area with the advent of a bachelor's degree. The MSCC staff recently relaunched the associate degree to align the curriculum for a potential TSU partnership.

Dr. Mosley clarified that the proposed 2+2 program targets are adults who began college but never finished and traditional age students with an interest in Agriculture. This program focuses on potential students who would prefer to study close to home. The courses will be taught in face-to-face and/or videoconferencing formats with supplemental information available online. Courses will also be available in the summer months.

Dr. Mosley commented that the College of Liberal Arts wishes to offer the Bachelor of Science (BS) in Interdisciplinary Studies at the Turney Center Industrial Complex. Tennessee Higher Education Initiatives in (THEI) is a non-profit organization founded in 2012, whose mission is to provide access to on-site degree bearing higher education for individuals in Tennessee correctional facilities; to prepare students for successful re-entry and to help students become contributing members of our communities.

Dr. Mosley noted that THEIC funds and coordinates on-site degree-bearing college programs in correctional facilities throughout Tennessee. Working in partnership with the Tennessee Department of Corrections and local colleges and universities, THEIC has served 600 students and enrolled more than 300 students at three SACSCOC accredited institutions - Nashville State Community College, Dyersburg State Community College and Lipscomb University as the four-year partner. These programs have been located at the following correctional facilities: Charles Bass Correctional Complex in Nashville, Turney Center Industrial Complex in Only, Tennessee and Northwest Correctional Complex in Tiptonville.

Dr. Mosley further noted that THEIC would like to collaborate with Tennessee State University (TSU) to serve as the four-year institution partner for students graduating from Nashville State Community College. Upon completion of the Associate degree, students will matriculate to TSU to complete the Bachelor of Science Degree in Interdisciplinary Studies. TSU intends to offer a minimum of two courses from the identified major area per semester for one cohort of 25 students at the Turney Center Industrial Complex in Only, Tennessee.

Dr. Mosley informed the committee that TSU is also proposing to provide at least one course per semester to correctional staff members in traditional, hybrid and/or online formats. TSU will also offer the traditional and hybrid courses for this student group at this site.

Dr. Mosley detailed that the request site of program delivery is:
Turney Center Industrial Complex
1499 R. W. Moore Memorial Rt. Hwy
Only, TN 37140

Trustee Lewis moved to recommend approval of the proposed academic program sites to the full board. Dr. Sekmen seconded the motion. During discussion, Trustee Lewis commended the administration on its work to extend TSU's reach and positive influence throughout the state. The motion carried unanimously.

VIII. ACADEMIC AFFAIRS REPORT

Dr. Glover asked Dr. Mosley to provide the report for this item as her designee.

Dr. Mosley stated that the University has met or exceeded its goals for the last two years as the Tennessee Board of Regents and Tennessee Higher Education Commission (THEC) tracked the data, resulting in a 19 percent increase in the number of degrees conferred as compared to the previous academic year.

Number of Undergraduate Degrees

2014-2015:	988
2015-2016:	1018
2016-2017:	1044

Dr. Mosley informed the committee that TSU is on track for an increase for the 2017-2018 academic year as well.

Progression Points for the Outcomes Formula

	2014-15	2015-16	2016-17
60 SCH	918	1044	1081
90 SCH	928	966	1059

Dr. Mosley commented that to increase the 30-student credit hours (SCH) threshold, we have obtained grant funding through the United Negro College Fund Career Pathways Initiative to integrate the efforts of Academic Affairs and Student Affairs. Faculty and staff efforts to support student progress have been so successful that the term "Progression" has become part of the student body lexicon.

Dr. Mosley listed the New Academic Programs as the following:
1. Executive Master of Business Administration (EMBA)
2. Accelerated Master of Science in Computer Science
3. M.S. in Environmental Science
4. Off-campus Program for Nashville Electric Service in Engineering
5. Online Delivery of the Master of Public Health (MPH) degree
6. 2+2 Program with Motlow State-Fayetteville Campus for Agricultural Science

Dr. Mosley informed the committee that the university has excellent advisory boards composed of internal and external stakeholders in the Colleges of Agriculture; Business including: Supply Chain, Accounting, and Hospitality Management; Education; Engineering; Liberal Arts; Public Service, and the Office of International Affairs.

Dr. Mosley crowed that our alumni and corporate partners serve in numerous ways, including curriculum review, career placement, quality assessment of programs and graduates, fundraising initiatives, and recruiting.

This was an information item, thus no vote was taken.

IX. REPORT ON ENROLLMENT

Dr. Glover asked Dr. Curtis Johnson and Dr. Ford to provide the report for this item as her designees.

The report as provided in the board materials for the June 21, 2018, board meeting was reviewed. Dr. Curtis Johnson warned that enrollment is projected to be lower than previous years. The university is applying data driven analysis to target the reasons for the reductions in enrollment.

Dr. Johnson stated that TSU would adjust its acceptance of new students to those with higher grade point average and ACT scores to reduce the risk of students being placed on academic probation. Dr. Johnson further stated that returning students at risk of academic underperformance will receive mentoring and will be offered recovery courses to bolster the skills required for academic success and to meet the federal requirements for satisfactory academic progress. The university is also taking a closer look at students' ability to pay. The university has attempted to mitigate the financial burden on out-of-state students with the 250-Mile Radius for discounted tuition program.

Dr. Johnson informed the committee that housing remains a weighty concern for local TSU students due to elevated housing costs in Nashville. Nashville housing rates may be higher than those demanded in New York City. 2/3 of TSU students commute, which results in less available study time, risks to class attendance due to traffic congestion and mechanical breakdowns, and increased costs to students.

Dr. Johnson informed the committee that the Financial Aid office will be proactive in helping students identify aid for which they qualify.

Dr. Johnson outlined that the marketing effort to bolster enrollment includes calls, direct email and postal mail contact to students and their parents where appropriate, and social media blitzes. The "45" Initiative was unveiled. The initiative is a 45-day effort to boost recruitment by provoking conversations about TSU's programs and offerings for new undergraduate and transfer students. A conversation script and button with 45 emboldened on it were distributed to campus stakeholders.

Trustee Sekmen noted his twenty years of service at TSU and how he has grown enrollment in his department by sixty percent over the last six years. Trustee Sekmen commented on his

efforts to obtain enrollment data from TSU and THEC. He noted TSU's enrollment headcount and how it was the lowest among the LGIs. Trustee Sekmen further noted TSU's retention rates in comparison to other LGIs. Trustee Sekmen also commented that the admissions office might have an opportunity to increase enrollment if same day admissions for transfer and graduate students could be offered, that offering automatic admissions to graduates of Nashville State Community College may increase enrollment, and that support of the nursing program would be beneficial.

Trustee Sekmen also expressed the need for TSU to innovate its enrollment practices, address what he viewed as a failing community college initiative, and improve TSU's advisement strategy.

This was an information item, thus no vote was taken.

X. REPORT ON THE ACADEMIC CALENDAR

The President asked Cynthia Brooks to review the academic calendar as her designee. The 2018-19 academic calendar was reviewed as an information item and no vote was taken.

VP Brooks stated that final examinations for summer semesters would be scheduled during the last official meeting date/ time for each specific course. This was an information item, thus no vote was taken.

XI. REPORT ON CAMPUS CRIME STATISTICS

The President asked Chief Robinson to provide the report on campus crime statistics as her designee.

Chief Robinson reported that campus crime is down from 2015-2017. TSU demonstrated the lowest number of major offenses in 2017 as compared to MTSU, Austin Peay, UTK, and the University of Memphis based on the FBI's Uniform Crime Reporting program.

Chief Robinson stated that TSU's police force has leveraged visibility and relationship building with the resident assistants, students, faculty, and staff as a deterrent to crime. Chief Robinson commended his officers and Student Affairs for holding students accountable for their actions.

This was an information item, thus no vote was taken.

XII. STUDENT AFFAIRS REPORT

The President asked Dr. Ford, Vice President of Student Affairs, to provide the student affairs report as her designee.

Dr. Ford reported that TSU continues to improve its efforts to address out of class factors that negatively affect students' academic, professional, and personal achievement. When basic needs (money, housing, food, and healthcare) are not met, students struggle to acquire a college degree.

Dr. Ford informed the committee that according to the EAB report, ***Addressing College Students' Basic Needs***, 20% of students at four-year institutions in the United States have very low food security and 64% of food-insecure students experience housing insecurity. Approximately 55% of students with very low food security experience symptoms of depression; 25% of basic needs insecure students consequently drop a class; there is a 15 times higher chance that food-insecure students will fail a class; and less than 20% of basic needs insecure students graduate in five years. To address the basic needs of our students more effectively, the offices primarily charged with addressing these matters will work closely together to provide an integrative approach to helping students.

Dr. Ford outlined the following for the committee:
Student Health Center will continue to provide non-emergent urgent care and primary care medical services for all currently enrolled and eligible students at no cost.

Counseling Center is a mental health site designed to provide comprehensive mental health services to the students of TSU at no cost.

Ralph H. Boston Wellness Center offers a broad program of sport, recreation, and fitness activities for students, faculty, staff, and alumni. The Center provides life enhancing, recreational opportunities for the physical, mental, and social interest of the individual. The food pantry is currently located in the Wellness Center.

Care Management is a team dedicated to the wellbeing of the students, faculty, and staff of TSU. The Care team provides care management services addressing issues of sustained hunger, housing insecurity, financial crisis management, healthcare referral, and coordination of care services, life planning, and resiliency training. The care management is free for registered students. All students who engage with the care management center will be encouraged to develop along the pyramid continuum during subsequent follow-up appointments. The care management team's goal is help students gain the necessary skills to avoid crises and, therefore, reduce recidivism rates in the basic needs category. Low basic needs crises will lead to increased rates of persistence towards graduation and a healthier adult life.

Dr. Ford noted for the committee that the Care Management team has a goal to add one additional full-time counselor to its staff.

Dr. Ford informed the committee that the work to improve and make repairs in the residence halls is progressing. In summer 2017, 2400 work orders were submitted. Currently, only 600 work orders remain for the residence halls, and approximately 500 of the current work orders were submitted as general annual maintenance orders.

This was an information item, thus no vote was taken.

XIII. ADJOURNMENT

There was no further business. Trustee Lewis moved to adjourn. Trustee Sekmen seconded the

motion, which carried unanimously.

The Board of Trustees' Academic Affairs and Student Affairs Committee meeting adjourned at 12:12 p.m.

Tennessee State University
Board of Trustees

Approval of TSU's Policy on SACSCOC Substantive Change

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE:	June 21, 2018
ITEM:	Approval of TSU's Policy on SACSCOC Substantive Change
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin

Pursuant to Board Policy 003, Delegation of Authority to the President, the Board delegated authority to the President to establish and approve policies governing the institution, except for policies reserved for the Board's approval. The Board reserved for its approval policies related to academic programs, among others.

The Division of Academic Affairs has developed a policy governing the conditions and process by which TSU shall notify or obtain approval from TSU's accrediting body, SACSCOC, before it implements any substantive change in its academic programs. The notification to SACSCOC would occur after the requisite approvals at the institution and Board levels.

MOTION: To approve TSU's Policy on SACSCOC Substantive Change, as contained in the Board materials for the Board's September 20, 2018, meeting.

TSU Policy # _____ **Name of Policy**: Substantive Change

Source: Division of Academic Affairs

Statement of Policy
Tennessee State University (TSU) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate's, bachelor's, master's, professional, and doctoral degrees.

As part of SACSCOC policy, TSU must first notify or obtain approval from SACSCOC before it implements any substantive change in its academic programs. This is done after approval has been obtained at all of the appropriate levels including curricula committees, administrative approvals, and Board approval.

Definitions

As defined by SACSCOC, the definition of a substantive change is:

> A significant modification or expansion in the nature and scope of an accredited institution.

Substantive Change Notification and Approval Requirements

TSU shall follow SACSCOC policy, including the SACSCOC document entitled, *Substantive Change for SACSCOC Accredited Institutions,* in identifying the types of substantive change subject to this policy and the procedures for complying with SACSCOC's notification and approval requirements.

TSU shall adhere to the following guidance to ensure compliance with the applicable SACSCOC Substantive Change requirements:

- Some changes, such as offering courses on-line that amount to less than 25% of the coursework needed to complete a degree, certificate or diploma, do not need to be reported to the Commission.

- Others, such as offering (for the first time) 25% to 49% of the coursework required for a program on-line, simply require that the Commission be notified in advance of the implementation of the change.

- Larger scale changes, such as adding significantly different programs to the academic curriculum or offering a majority of the coursework needed to complete a degree, certificate or diploma on-line, require written notification at least 6 months in advance and approval of a prospectus, which must be submitted at least 3 months prior to the anticipated implementation date.

- If TSU seeks to offer coursework at a more advanced level than SACSCOC has approved, it must notify the Commission of its intent at

least 12 months in advance, and submit an application for level change by the appropriate deadline.

- In addition to obtaining the appropriate administrative and Board approvals, any academic program director, department chair, and/or dean must notify the SACSCOC Liaison if there will be changes to the program as listed above and provide appropriate paperwork.

Tennessee State University
Board of Trustees

Approval of New Certificate Academic Programs for Public Health Management and Local Government

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE:	September 20, 2018
ITEM:	Approval of New Certificate Academic Programs for Public Health Management and Local Government
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin

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

The institution is proposing the creation of the Certificate in Public Health Management to train a cadre of highly trained public health managers and physicians in partner countries to work with scientists, advance public health agendas, and improve health outcomes by using the newest tools of public health. A benefit of the Certificate in Public Health Management is to collaborate with the Centers of Disease Control and Prevention (CDC) to improve Public Health Management for Action through the IMPACT Program.

The Local Government program is a short-term program to train current and future local government employees, in Tennessee, on how to effectively and efficiently manage public sector organizations at the local government level.

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

MOTION: To approve the new certificate academic programs for public health management and local government, as contained in the Board materials for the Board's September 20, 2018, meeting.

New and Revised Academic Programs

College	Academic Area	Degree Offered	Proposal
THEC Approval Needed			
Education	Psychology	M.S.	To inactivate the School Psychology concentration in the M.S. in Psychology. The state of Tennessee requires school psychologists to have either an Ed.S. or doctorate. Therefore, the School Psychology Concentration of the MS Psychology program does not prepare students for a career as a school psychologist. Students would be better served by directly entering an Ed.S. program or pursuing a Master's degree in another area.
Health Sciences	Public Health, Health Administration and Health Sciences	Certificate	Certificate in Public Health Management is to train a cadre of highly trained public health managers and physicians in partner countries to work with scientists, advance public health agendas, and improve health outcomes by using the newest tools of public health. A benefit of the Certificate in Public Health Management is to collaborate with the Centers of Disease Control and Prevention (CDC) to improve Public Health Management for Action through the IMPACT Program. [Stackable Program]
Public Service	Public Administration	Certificate	Short-term program to train current and future local government employees, in Tennessee, on how to effectively and efficiently manage public sector organizations at the local government level. [Stackable Program]

Tennessee State University
Board of Trustees

Approval of the Inactivation of the School of Psychology Concentration in the M.S. program in Psychology

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE:	September 20, 2018
ITEM:	Approval of the Inactivation of the School of Psychology Concentration in the M.S. program in Psychology
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin

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

The state of Tennessee requires school psychologists to have either an Ed.S. or a doctorate. The School Psychology Concentration of the MS Psychology program does not prepare students for a career as a school psychologist. Students are better served by directly entering an Ed.S. program or pursuing a Master's degree in another area.

Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve new and revised academic programs, as well as the discontinuance or inactivation of an existing academic program. Upon approval by the Board, THEC must provide final approval.

MOTION: To approve the Inactivation of the School of Psychology Concentration in the M.S. program in Psychology, as contained in the Board materials for the Board's September 20, 2018, meeting.

New and Revised Academic Programs

College	Academic Area	Degree Offered	Proposal
THEC Approval Needed			
Education	Psychology	M.S.	To inactivate the School Psychology concentration in the M.S. in Psychology. The state of Tennessee requires school psychologists to have either an Ed.S. or doctorate. Therefore, the School Psychology Concentration of the MS Psychology program does not prepare students for a career as a school psychologist. Students would be better served by directly entering an Ed.S. program or pursuing a Master's degree in another area.
Health Sciences	Public Health, Health Administration and Health Sciences	Certificate	Certificate in Public Health Management is to train a cadre of highly trained public health managers and physicians in partner countries to work with scientists, advance public health agendas, and improve health outcomes by using the newest tools of public health. A benefit of the Certificate in Public Health Management is to collaborate with the Centers of Disease Control and Prevention (CDC) to improve Public Health Management for Action through the IMPACT Program. [Stackable Program]
Public Service	Public Administration	Certificate	Short-term program to train current and future local government employees, in Tennessee, on how to effectively and efficiently manage public sector organizations at the local government level. [Stackable Program]

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE:	September 20, 2018
ITEM:	Academic Affairs Report
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin

President Glover and Dr. Alisa Mosley will present the Academic Affairs report.

Academic Affairs Report

Notable Accomplishments

- Tennessee State University's Aristocrat of Bands and country music megastar Keith Urban came together during the singer's recent tour stop in Nashville. Tennessee State's Aristocrat of Bands was featured as a part of Urban's closing song, and number one hit "Wasted Time." The singer introduced the 40-member band led by head drum major Hassan Moody, a senior business administration major.

Additional Funding

- The U.S. Department of Education (Department) has awarded your institution an additional $1.5 million authorized by Title III, Part F, Section 371 of the Higher Education Act of 1965 (HEA), as amended. This additional funding is due to our university's ability to meet or exceed the grant objectives.

Technology Enhancements

- Implementation to evaluate instructional costs per academic program
- Development of a faculty development portal for pedagogical resources
- Inclusion of analytic tools to ensure students remain on track during the semester and aligned with progression goals
- Efforts to improve the efficiency have resulted in the launch of a graduate program application system
- Launch of an electronic course and academic program approval system
- Launch of an electronic promotion and tenure application process

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE:	September 20, 2018
ITEM:	Student Affairs Report
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin

President Glover and Dr. Tracey Ford will present the Student Affairs report.

Student Affairs Report
Career Development Center

TSU Career Development Center continues to soar! From affording currently enrolled student internships and employment opportunities, to transforming new alumni into giving alumni and being a major gateway into corporate relationships, the Career Development Center has created a dynamic impact on the campus community in its entirety.

Career Development Center assists students in pursuing their career goals by providing them with a myriad of opportunities and empowering them to successfully compete in the global environment.

Services include career advising on carious employment related topics, professional development, corporate company engagement activities and experiential learning. These services are free to all students and alumni.

Through career development and experiential learning, the University strives to aid the campus community in developing a strong campus environment consistent with Tennessee State University's motto, *"Think. Work. Serve."*

**The document on the next page reflect the overall Experiential Learning outcomes and Classification break down of participants for Academic Year 2017-2018.*

Increased Engagement

The 2017 – 2018 term was a year of increased engagement with students and employers due to the Career Development Center's transition to a new career management system (Handshake) and its focus on employer visibility:

Student Registrations in Handshake (228% increase from last year)

2016 - 2017	2017 - 2018
578	1,896

Employer Registrations (671% increase from last year)

2016 - 2017	2017 - 2018
634	4,889

Information Sessions (100% increase from last year)

2016 - 2017	2017 - 2018
19 companies	**38 companies**

Table Top Tuesday and Thursday (24% increase from last year)

2016 - 2017	2017 - 2018
17 companies	**21 companies**

On Campus Interviews (16% increase from last year)

2016 - 2017	2017 - 2018
19 companies	**22 companies**

Internship Placement

The Career Development Center completed the university wide experiential learning/internship report which details all experiential learning and internship opportunities that Tennessee State University students participated in throughout the year. The report revealed that there were **909** placements, which was an impressive **77%** increase from last year (**514**).

Comparison Data

Internship Placement Totals Fall 2013 - Summer 2018			
	Career Dev Center	Colleges	Total
Fall 2013 - Summer 2014	103	534	637
Fall 2014 - Summer 2015	226	189	412
Fall 2015 - Summer 2016	126	319	445
Fall 2016 - Summer 2017	132	382	514
Fall 2017 - Summer 2018	161	748	909

Challenges

- As an office that has several imperative objectives to meet throughout the academic year, the Career Development Center needs to diversify its revenue streams in order to provide effective services and programs.

- Transitioning from a Career Development Center that provides several opportunities for students to interact with employers to a Career Development Center that directly connects students with their desired industries. The current staff are generalists within the career development arena but a team of industry specialists (former members of various fields) are needed within the center to drive this initiative forward.

- With internship numbers increasing, there will be some opportunities that offer an unpaid experience to the students. Due to the financial situation of the students, that opportunity is not feasible in regards to their matriculation at the institution. Having a funding source

that will provide students with internship scholarships that will handle their expenses during the unpaid experiences will have an impact on the students' acceptance of the opportunities.

Next Steps - Innovations

- Niche or Boutique Career Fairs – instead of the general career fair that has a large amount of employers to meet with the students, hosting smaller, intimate events ("Career Meet Ups") that focus on a specific industry for the students in order to make the experience more transformational instead of transactional.

- Industry Institute – to assist with career exploration as well as career education in order for students to make concise decisions in regards to academic majors. Institutes will focus on industries such as sales, IT, coding and new and emerging industries.

- Tailor Made Tiger – a clothing boutique that will grant the students of the university with the proper attire for career fairs, on campus interviews and internships. Many of the first generational college students on the campus do not possess the necessary clothing for the aforementioned professional events and this initiative will combat this challenge for them.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE:	September 20, 2018
ITEM:	Student Trustee Orientation Report
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of Academic Affairs and Student Affairs Committee, Trustee Pamela Martin

Trustee Martin will defer to Student Trustee Braxton Simpson to provide a report on her experience participating in the THEC sponsored Student Trustee orientation session on September 7, 2018.

Tennessee State University
Board of Trustees



EXECUTIVE COMMITTEE REPORT

TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
MEETING AGENDA

11:00 a.m. CST
Thursday, September 20, 2018

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

ORDER OF BUSINESS

I. Call to Order

II. Roll Call/Declaration of a Quorum

III. Approval of the June 21, 2018, Executive Committee Meeting Minutes

IV. Approval of the August 15, 2018, Executive Committee Meeting Minutes

V. Approval of an Amendment to Board Policy 002: Committees of the Board Policy

VI. Approval of Board Policy 005: Board Self-Assessment and Trustee Orientation Policy

VII. Update on Status of President's Annual Performance Review

VIII. Adjournment

Tennessee State University
Board of Trustees



Approval of the June 21, 2018, Executive Committee Meeting Minutes

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE:	September 20, 2018
ITEM:	Approval of the June 21, 2018, Executive Committee Meeting Minutes
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of the Executive Committee, Board Chair Joseph Walker, III

The document reflecting the minutes from the June 21, 2018, Executive Committee meeting is included in the September 20, 2018, Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 21, 2018, Executive Committee meeting, as contained in the Board materials for the Board's September 20, 2018, meeting.

Tennessee State University Board of Trustees
Executive Committee Meeting. June 21, 2018
Tennessee State University – Main Campus – McWherter Administration Building,
President's Conference Room – 3500 John A. Merritt Blvd., Nashville, Tennessee

MINUTES

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

Other Board Members Present: Trustees Steve Corbeil, Bill Freeman, Edith Peterson Mitchell, and Dr. Ali Sekmen.

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

I. CALL TO ORDER

Chair Walker called the meeting to order at 12:25 p.m. He then proceeded to the second item on the agenda.

II. ROLL CALL/DECLARATION OF A QUORUM

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

Secretary Pendleton announced the presence of a quorum.

III. APPROVAL OF MARCH 15, 2018 EXECUTIVE COMMITTEE MEETING MINUTES

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

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

IV. APPROVAL OF THE EXECUTIVE COMMITTEE'S RECOMMENDED EMPLOYMENT AGREEMENT FOR PRESIDENT GLOVER AND DELEGATION OF AUTHORITY TO THE BOARD CHAIR TO EXECUTE THE AGREEMENT

Chair Walker introduced the second order of business— the approval of the Executive Committee's recommended employment agreement for President Glover and delegation of

authority to the Board Chair to Execute the agreement. Chair Walker noted that the draft employment agreement was included in the Board materials for the June 21, 2018, Board meeting.

Chair Walker noted that according to the American Council on Education, the majority of university presidents throughout the country serve their respective institutions under an employment contract. He also noted the Board's authority to set the President's compensation terms and conditions of employment.

Chair Walker further commented that the Executive Committee had conferred and consulted with University Counsel Pendleton in developing the employment agreement, and that each Executive Committee member had reviewed the agreement. Chair Walker asked University Counsel Pendleton to provide an overview of the agreement.

University Counsel Pendleton discussed some of the terms of the agreement including the provisions governing the President's salary, housing, term, and termination. He also commented that the agreement reflects terms common in many President's contracts, including the Presidents at Tennessee Tech University and the University of Tennessee system.

Chair Walker asked President Glover if she had any comments on the employment agreement. President Glover indicated that she had reviewed the agreement and is fine with the terms of the agreement.

Trustee Cole noted that she had reviewed the agreement and spoke to University Counsel Pendleton about the agreement's terms.

Chair Walker asked if there was any further discussion.

Trustee Sekmen stated that as the Faculty Trustee, he believes the campus community sometimes views the Board as disengaged from the University's current status. He also commented that he is at the university daily and has a clear understanding of TSU's current status and issues. He further noted that he works closely with Dr. Glover to help her address important issues.

Trustee Sekmen then turned his attention to national rankings. He noted that according to Forbes, TSU ranked 658 in the country, compared to other LGI institutions, with TTU having the highest rank at number 551. He also noted TSU's ranking among HBCUs (#22). Trustee Sekmen commented that TSU is bottom ranked among Tennessee LGIs, and expressed concern that TSU is not worried about its rankings.

Trustee Sekmen also commented about the anticipated significant budget cuts and noted what he viewed as TSU's low graduation and retention rates, including in comparison to MTSU. He remarked about TSU's inability to attract students from Community Colleges. He also commented on the ineffectiveness of the institution's financial aid office, and the Nursing School's impending loss of its accreditation.

Trustee Sekmen then relayed his discussions with faculty members who have expressed concerns about what they viewed as large salary increases among some members of the upper

administration, small salary increases for faculty members, and the credentials of some top administrators.

Trustee Sekmen also stated that given the current state of the University, a five-year contract for the President will not be viewed positively by the campus community. He recommended that the Board not move forward with the proposed contract and revisit it in the upcoming years based on the items previously mentioned.

Trustees Cole and Martin noted the agreement allows the President to be under a standard contract, as the President is currently operating under more of an appointment form. Secretary Pendleton confirmed the President's current contractual status and commented on the termination provisions in the proposed agreement grants the Board the ability to address performance related issues in an employment agreement context moving forward.

Chair Walker proceeded to a vote on the employment agreement.

Chair Walker moved for the Executive Committee to recommend to the full Board the approval of the Executive Committee's recommended employment agreement for President Glover and delegation of authority to the Board Chair to execute the agreement. Trustee Cole seconded the motion. Chair Walker called for a vote. The motion carried unanimously.

V. DISCUSSION OF EXECUTIVE COMMITTEE'S PROCEDURES GOVERNING THE PRESIDENT'S ANNUAL PERFORMANCE REVIEW

Chair Walker moved to the next agenda item – a discussion of the Executive Committee's procedures governing the President's annual performance review.

Chair Walker noted that pursuant to Board Policy No. 004, the Board shall evaluate the President's job performance on an annual basis. Under Board Policy No. 004, the Board has delegated to the Executive Committee the authority to organize and conduct an annual performance review of the President, in accordance with procedures adopted by the Executive Committee and approved by the Board.

Chair Walker asked Secretary Pendleton to provide information on the performance evaluation procedures. Secretary Pendleton reminded the Executive Committee that the procedures give the Executive Committee flexibility in administering the performance evaluation. He noted that the first item for consideration would be to develop a rough timeline for the Executive Committee to proceed under the procedures.

The Executive Committee discussed possible dates for meetings and deadlines. The Executive Committee asked President Glover to submit her confidential written assessment to the Executive Committee members by July 31, 2018, and discussed a tentative meeting on August 15, 2018, to go over the next steps in the annual performance review procedures.

VI. ADJOURNMENT

Chair Walker opened the floor for any additional business. After seeing none, Chair Walker moved for adjournment. Trustee Martin seconded the motion.

With there being no discussion, Chair Walker called for a vote. The motion carried unanimously. Chair Walker adjourned the meeting at 12:55 p.m.

Tennessee State University
Board of Trustees



Approval of the August 15, 2018, Executive Committee Meeting Minutes

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE:	September 20, 2018
ITEM:	Approval of the August 15, 2018, Executive Committee Meeting Minutes
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair of the Executive Committee, Board Chair Joseph Walker, III

The document reflecting the minutes from the August 15, 2018, Executive Committee meeting is included in the September 20, 2018, Board materials.

MOTION: To approve the minutes from the Board of Trustees' August 15, 2018, Executive Committee meeting, as contained in the Board materials for the Board's September 20, 2018, meeting.

Tennessee State University Board of Trustees
Executive Committee Meeting. August 15, 2018
Tennessee State University – Main Campus – McWherter Administration Building,
President's Conference Room – 3500 John A. Merritt Blvd., Nashville, Tennessee

MINUTES

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

Other Board Members Present: Trustees Bill Freeman (phone) and Edith Peterson Mitchell (phone).

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

I. CALL TO ORDER

Chair Walker called the meeting to order at 9:10 a.m. He then proceeded to the second item on the agenda.

II. ROLL CALL/DECLARATION OF A QUORUM

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

Secretary Pendleton announced the presence of a quorum.

III. DISCUSSION OF EXECUTIVE COMMITTEE'S PROCEDURES GOVERNING THE PRESIDENT'S ANNUAL PERFORMANCE REVIEW

Chair Walker introduced the first order of business — the discussion of the Executive Committee procedures governing the President's annual performance review. Chair Walker noted that at the last Executive Committee meeting, the Executive Committee discussed the annual performance review procedures and a broad outline as to how the Executive Committee may want to proceed in moving forward under the procedures.

Chair Walker commented that in accordance with the annual performance review procedures, the Executive Committee asked President Glover to submit her confidential written self-assessment statement to the Executive Committee by July 31, 2018. Chair Walker noted that President Glover submitted her statement to the Executive Committee on July 31, 2018.

Chair Walker further commented that in accordance with the Annual Performance Review procedures, the next step is for the Executive Committee to confidentially share the President's confidential statement with the Board and solicit confidential feedback from the Board on the President's confidential statement.

Chair Walker asked Secretary Pendleton to provide additional pertinent information related to the tasks and decision-making matters under the performance review procedures.

Secretary Pendleton walked the Executive Committee through the steps in the annual performance review procedures. He commented that the Executive Committee will need to determine how it wishes to carry out its responsibilities under the procedures, with the first step developing the mechanism for soliciting feedback from the Board on the President's confidential written assessment, deciding whether to solicit information from anyone other than the board, and developing an overall timeline to complete the process.

Chair Walker thanked Secretary Pendleton for his presentation.

IV. APPROVAL OF ACTION ITEMS TO IMPLEMENT EXECUTIVE COMMITTEE PROCEDURES GOVERNING THE PRESIDENT'S ANNUAL PERFORMANCE REVIEW

Chair Walker introduced the second order of business— the approval of action items to implement the Executive Committee procedures governing the President's Annual Performance Review.

Chair Walker announced that pursuant to the authority granted to him under the annual performance review procedures, he was designating Dr. Deborah Cole, Vice Chair, to administer the annual performance review procedures on behalf of the Executive Committee.

Chair Walker indicated that Dr. Cole will be responsible for administering the procedures moving forward, including, but not limited to, submitting the President's Statement to the Board and other invitees to solicit feedback, summarizing the feedback and sharing the summary with the Executive Committee, meeting with the President to go over the President's statement and the feedback received, and preparing a confidential written assessment of the President's performance.

Chair Walker then moved for the Executive Committee, through its designated member, to submit the President's confidential written self-assessment to the Board by August 17, 2018, and for the Board members to submit written individual feedback on the President's written confidential self-assessment statement by August 27, 2018. Trustee Martin seconded the motion.

Chair Walker then reiterated the confidentiality of the annual performance review process. The Executive Committee will be soliciting the Trustees individual feedback. Pursuant to state law, annual performance evaluations, including performance evaluation related materials, are deemed to be confidential. Therefore, I am asking each Board member not to share the President's written confidential self-assessment statement or their feedback with anyone other than the Executive Committee member designated to receive the feedback, and to not solicit feedback from anyone else.

With there being no further discussion, Chair Walker called for a vote. The motion carried unanimously.

Chair Walker then moved to the solicitation of feedback from other individuals. Chair Walker commented that the Executive Committee needs to decide if there are other individuals from whom the Committee wants to solicit feedback, and if so, the specific persons to be solicited.

Chair Walker also emphasized the Executive Committee and the Trustees should keep in mind this performance review will be the first annual performance review for the President, so how the Executive Committee chooses to proceed with this first evaluation may differ from annual evaluations in the future once the Board has the opportunity to review and evaluate the President's performance under her first written self-assessment statement.

Chair Walker moved that the Executive Committee solicit feedback from the current Faculty Senate Executive Committee members, Deans Corrine Jackson, Michael Harris, and Millicent Lownes-Jackson, and the members of the President's Cabinet as part of the feedback solicitation under the Annual Performance Review procedures. Trustee Cole seconded the motion.

Chair Walker reiterated the confidentiality of the performance review process. He indicated that the Executive Committee will be soliciting feedback individually from the selected invitees with appropriate instructions to ensure the confidentiality of the process and compliance with state law.

With there being no further discussion, Chair Walker called for a vote. The motion carried unanimously.

Chair Walker next moved to a timeline for soliciting feedback from the selected invitees. Chair Walker moved for the Executive Committee, through its designated member, to submit the President's confidential written self-assessment to the selected invitees by August 17, 2018, and for the selected invitees to submit written individual feedback on the President's written confidential self-assessment statement by August 27, 2018. Trustee Cole seconded the motion.

With there being no discussion, Chair Walker called for a vote. The motion carried unanimously.

Chair Walker turned to setting a timeframe for Dr. Cole to complete the other tasks set forth in the annual performance review procedures. He noted that the Executive Committee went over these tasks earlier in the meeting and the tasks are included in the Executive Committee's annual performance review procedures, with the final task comprised of Dr. Cole providing a copy of the final confidential written assessment to the Board and the President.

Chair Walker moved that the Executive Committee set September 30, 2018, as the timeframe for Dr. Cole to complete the procedural tasks reflected in the Executive Committee procedures, with Dr. Cole possessing the authority to request an extension of the timeframe, and the Chair authorized to grant an extension. Trustee Martin seconded the motion.

With there being no discussion, Chair Walker called for a vote. The motion carried unanimously.

V. ADJOURNMENT

Chair Walker opened the floor for any additional business. After seeing none, Chair Walker moved for adjournment. Trustee Martin seconded the motion.

With there being no discussion, Chair Walker called for a vote. The motion carried unanimously. Chair Walker adjourned the meeting at 9:50 a.m.

Tennessee State University
Board of Trustees

Approval of an Amendment to Board Policy 002: Committees of the Board Policy

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE:	September 20, 2018
ITEM:	Approval of an Amendment to Board Policy 002: Committees of the Board Policy
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Board Chair, Joseph Walker, III

Pursuant to the FOCUS Act, all policies of the Tennessee Board of Regents are deemed to be the policies of the state university board and their respective institutions, unless the Board or institution revises or rescinds a particular policy. The TSU grievance policy authorizes appeals of the President's decision under applicable circumstances. The TBR appeals policy authorizes individuals to submit a petition seeking a review of the President's grievance decision. The TBR appeals policy provides that an appropriate standing committee of the Board shall review a petition for appeal and determine whether to grant the petition. The TBR appeals policy does not specify the "appropriate standing committee" to review the petition.

The proposed amendment to the Committees of the Board policy specifies that the Executive Committee shall be deemed the appropriate standing committee to review a petition to appeal the President's grievance decision to the Board. The amendment also authorizes the Board Chair, as Chair of the Executive Committee, to assign the petition to a member of the Executive Committee for review and a determination as to whether to grant the petition, taking into consideration the factors reflected in the TBR appeals policy.

In the event a petition is granted, the Executive Committee shall hear the appeal and make recommendations on the appeal to the Board of Trustees.

MOTION: To approve the Amendment to Board Policy 002: Committees of the Board Policy, as contained in the Board materials for the Board's September 20, 2018, meeting.

Tennessee State University Board of Trustees

Policy No. 002: Committees of the Board of Trustees of Tennessee State University

I. Purpose. As provided in the Bylaws, the Board of Trustees (the "Board") of Tennessee State University (the "University" or "TSU") may establish standing and special committees, as it deems appropriate, to fulfill its legal obligations and responsibilities. This Board policy establishes the committees of the board, and defines their membership and duties.

II. Committees

A. Standing Committees.

1. The standing committees of the Board shall be comprised of the:

a. Executive Committee

b. Audit Committee

c. Academic Affairs and Student Affairs Committee

d. Finance and Budget Committee

2. Authority of Standing Committees. The authority of the standing committees shall be subject to action by the entire Board. The committees' actions must be authorized and approved by the Board before becoming effective unless the Board delegates to the committee the authority to act on its own behalf.

B. Special/Ad Hoc Committees. The Board Chair may create special/ad hoc committees with such functions, powers, and authority as deemed appropriate.

III. Appointment of Committees.

A. The Board Chair shall determine the composition of, and shall make appointments to, standing committees and special/ad hoc committees.

B. The Board Chair shall designate each standing committee's Chair and Vice Chair, or may authorize the committee to select its committee Chair and Vice Chair. The Board Chair shall designate the chair and vice chair of any Special/Ad Hoc Committee. When feasible, all committee members shall receive at least five (5) days written notice of the meeting, including the purpose of the meeting.

IV. Membership and Structure.

A. Each standing committee shall have at least three (3) voting members who shall each serve a two-year term.

B. Each standing committee shall have a Chair and a Vice-Chair who shall serve for one-year terms.

C. Members of the standing committees, with the exception of the Executive Committee, shall be appointed by the Board Chair.

D. The Board Chair shall serve as an ex officio member of all standing committees, and entitled to vote.

E. The President of the University and the Secretary to the Board shall be ex officio, non-voting members of all committees except the Audit Committee. Each committee shall have designated administrators of the University to assist with its work.

V. Setting Committee Meetings. The Executive Committee shall meet as often as necessary to carry out its responsibilities. All other standing committees shall meet at the call of the Committee Chair, Board Chair, or the President. Special/ad hoc committees shall meet as deemed necessary.

VI. Notice of Committee Meetings and Agenda

A. When feasible, committee members shall receive at least five (5) days' notice of meetings to include the purpose of the meeting. The notice may be delivered by any reasonable means.

B. When feasible, a copy of the agenda and related materials shall accompany notice of the meeting.

C. Matters not appearing on the agenda of a standing or special committee meeting may be considered only upon a majority vote of the entire committee.

VII. Quorum. A quorum shall be comprised of a majority of the voting members of each standing or special committee. In the absence of a quorum, those attending may adjourn the meeting until a quorum is present.

VIII. Minutes. Minutes shall be made of all standing and special committee meetings and provided to the Board Chair, the President, and the Secretary to the Board.

IX. Open Meetings. All meetings of standing and special committees shall be open to the public except as authorized by a statutorily or judicially recognized exception to the Tennessee Open Meetings Act, T.C.A. §8-44-101, et. seq.

X. Standing Committee Duties/Charge.

A. Executive Committee.

1. **Composition**. The Executive Committee shall be composed of the Chair and Vice Chair of the Board, and at least one other at-large voting member elected by the Board. The Chair of the Board shall be the chair of this committee.

2. **Executive Committee Responsibilities**. The Executive Committee shall ensure the integrity of the Board and is responsible for:

   a. Establishing and maintaining standards of Board conduct;

   b. Assessing the performance of the Board and Board members by monitoring compliance with Board policies, including the Board's Code of Ethics/Conflicts of Interest policy;

   c. Ensuring an effective orientation and ongoing professional development for Board members;

   d. Periodically reviewing and ensuring compliance with the Board Bylaws and other Board policies, and recommending amendments when appropriate;

   e. Reviewing the committee structure of the Board for continued effectiveness;

   f. Overseeing the work of the other standing committees;

   g. Overseeing and monitoring the University's standards of conduct and internal control structure to ensure key risk, compliance, and regulatory requirements are met;

   h. **To review petitions to appeal the President's decision on institutional grievances to the Board. In such cases, the Chair of the Executive Committee may authorize the entire Executive Committee to review the petition or assign the petition to an Executive Committee member for review and a determination on whether to grant the petition, taking into consideration the factors enumerated in Tennessee Board of Regents' appeals policy (TBR Policy 1:02:11:00). A decision not to grant a petition shall be deemed the final decision of the Board. In the event a petition is granted, the Executive Committee shall hear the appeal and make recommendations on the appeal to the full Board.**

   i. Making nominations to the Board for Board officers; and

j. Others areas as directed by the Board.

3. **Authority**. The Executive Committee may act for the Board between regular Board meetings on emergency matters, except the following, which shall be reserved to the Board:

   a. Presidential selection, evaluation, and dismissal;

   b. Amendments to the Board Bylaws;

   c. Sale or disposition of real estate;

   d. Tenure decisions;

   e. Maintenance fees, tuition, and other student fees;

   f. Capital budget requests prepared for submission to the Tennessee Higher Education Commission for consideration and inclusion in the Governor's budget proposal;

   g. Adoption of the annual budget; and

   h. Conferral of degrees.

4. **Staff.** The Secretary to the Board is responsible for providing staff support to the Executive Committee.

B. Audit Committee.

1. **Purpose.** The Audit Committee is established to assist the Board in its oversight, compliance, and audit functions and requirements.

2. **Audit Committee Responsibilities.** The Audit Committee is responsible for and shall make recommendations to the Board related to:

   a. Audit engagements with the Tennessee Comptroller's Office, including the integrity of financial statements and compliance with legal and regulatory requirements;

   b. Audit engagements with external auditors;

   c. Internal audit activities and reports;

   d. Internal audit administration;

   e. Internal controls and compliance with laws, regulations, and other requirements;

f. Risk and control assessments;

g. Fraud, waste, and abuse prevention, detection, and reporting;

h. The review and approval of policies related to audit, compliance, finance, compensation, and facilities matters, consistent with the Board is Delegation of Authority policy;

i. Monitoring the University's financial performance and reporting to the Board;

j. Participating in the annual audit planning risk assessment process and approving the annual audit plan;

k. Conducting or authorizing any investigation appropriate to fulfill its purpose and oversight responsibilities; and

l. Establishing procedures for handling anonymous submissions, and gathering and evaluating information about questionable financial practices based upon those anonymous submissions.

3. **Authority.** The Audit Committee shall have the authority to direct the University's management to initiate and address specific audit and compliance issues within the mandate of the Audit Committee. It may conduct, authorize, or facilitate any audit or investigation appropriate to fulfill its oversight responsibilities.

4. **Staff.** The Director of the Internal Audit Department is responsible for providing staff support to the Audit Committee.

C. Academic Affairs and Student Affairs Committee.

1. **Purpose.** The Academic Affairs/Student Affairs Committee (the "Committee") is established to assist the Board in its oversight of the teaching, research, and public service missions of, and student life enhancement at, the University.

2. **Committee Responsibilities.** The Committee is responsible for:

a. Reviewing and approving proposals for new academic programs and the significant revision of existing programs;

b. Assisting the Board in ensuring and protecting, within the context of faculty-shared governance, Tennessee State University's educational quality and its academic programs;

c. Approving admission, progression, retention, and graduation standards;

d. Conducting institutional accreditations, program accreditations, and program reviews;

e. Promoting the welfare of students attending Tennessee State University;

f. Reviewing and approving policies related to academic and student affairs consistent with Board Delegation of Authority policy;

g. Oversight of programs seeking to extend University's scientific, technological, commercialization, and educational expertise to communities, counties, agencies, and organizations in the state, nationally, and globally;

h. Monitoring progress towards the University's achievement compact and other academic performance measures;

i. Reviewing and recommending to the Board major changes to the academic programs of the University, educational policy, including admissions requirements, enrollment strategies, instruction, curriculum, educational technology, distance learning, public services activities, and the establishment and disestablishment of educational and research organizational units;

j. Overseeing the University's engagement with accrediting bodies;

k. Overseeing University policies governing research, outreach and extension;

l. Overseeing University policies governing institutional advancement and TSU Foundation matters;

m. Overseeing University policies regarding student life and conduct and faculty and academic affairs; and

n. Assisting the Board in such other matters as may be referred to it by the Board.

3. **Staff.** The Vice Presidents for the Divisions of Academic Affairs, Research, and Student Affairs shall provide staffing to the Committee.

D. Finance and Budget Committee

1. **Purpose.** The Finance and Budget Committee (the "Finance Committee") is established to assist the Board in its oversight of the integrity of the University's financial operations, long-term economic health, allocation of resources, facility, and the continued development and advancement, of the University.

2. **Finance and Budget Committee Responsibilities.** The Finance Committee is responsible for:

   a. Reviewing and approving policies related to finance, compensation, and facilities matters, consistent with Board Delegation of Authority;

   b. Monitoring the University's financial performance and reporting to the Board;

   c. Reviewing and recommending student tuition rates and fees;

   d. Reviewing and recommending capital improvement plans, including long-range capital, the facilities master plan, maintenance budgets, issuance of debt, and investment policies, and advocating for new structures or the rehabilitation or removal of older structures;

   e. Recommending appropriate action with regard to the acquisition and disposition of real property;

   f. Acting on matters related to personnel, including faculty and staff compensation, consistent with Board Delegation of Authority;

   g. Exercising oversight of the University's programs related to private gifts, alumni support, public relations, and communications and marketing, consistent with Board Delegation of Authority;

   h. Reviewing and approving policies related to finance and institutional advancement matters, consistent with the Board Delegation of Authority;

   i. Reviewing and approving policies related to finance, compensation, and facilities, consistent with Board Delegation of Authority;

   j. Reviewing proposed construction projects;

   k. Supporting the mission and responsibility of the University Foundation, as the University's key fundraising support entity;

   l. Representing the University's core interest in advancing the mission, needs and resource requirements to government officials at appropriate levels and time; and

   m. Aiding in such other matters as may be referred to it by the Board.

3. **Staff.** The Vice President for the Division of Business and Finance and the Associate Vice President for Institutional Advancement are responsible for providing staff support to the Committee. The President may designate other staff members to assist the Committee.

Citation of Authority for Policy: T.C.A. § 49-8-201 (f) (8) (B).

Approval of Board Policy 005: Board Self-Assessment and Trustee Orientation Policy

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE:	September 20, 2018
ITEM:	Approval of Board Self-Assessment and Trustee Orientation Policy
RECOMMENDED ACTION:	Approval
PRESENTED BY:	Chair, Board of Trustees, Joseph Walker, III

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

With the potential appointment of new Trustees next year, this policy also establishes a Trustee orientation policy and program for ensuring that new Trustees are appropriately oriented to the institution's mission and operations, and Board policies and applicable laws governing their role as trustees.

MOTION: To approve Board Policy 005: Board Self-Assessment and Trustee Orientation, as contained in the September 20, 2018, Board materials.

Tennessee State University Board of Trustees

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

I. Board Self-Assessment

A. Purpose

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

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B. Timing of Self-Assessment

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

C. Self-Assessment Process

1. The Executive Committee of the Board shall be responsible for reviewing potential self-evaluation instruments and recommending the instrument (s), procedure (s), and timeline for conducting the self-assessment.

2. The Board will have the opportunity to review and approve the Executive Committee's recommendations for conducting the self-assessment.

3. The Board Chair shall be responsible for receiving the information developed in connection with the self-assessment and sharing the results with the Board.

II. Board Trustee Orientation

A. Purpose

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

B. New Trustee Orientation Program

1. All new Trustees shall participate in an orientation session within sixty days prior to or following their first meeting as a new Board member.

2. The Board Chair shall designate a Trustee to participate in a scheduled orientation session. The President and the Board Secretary shall also participate in the orientation session, and the President may designate other University personnel to participate in the orientation session.

3. The orientation staff shall conduct, and the Trustee shall participate in, the orientation session in person, or via a video or an audio orientation session.

4. The orientation session shall include, but is not limited to, the distribution of materials summarizing the institution's history, mission, operations, student body makeup, strategic priorities, organizational chart, leadership team members, and the laws and policies that govern a Trustee's, governing, fiduciary and ethical duties. The orientation session may also include the dissemination of other pertinent information to assist the new Trustee in carrying out the responsibilities as a Trustee.

C. Orientation Sessions for Existing Board Trustees

1. Current members of the Board of Trustees are expected to attend Tennessee Higher Education Commission sponsored orientation/educational sessions.

2. The Board Chair may also schedule an orientation or educational session for Trustees to attend.

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

Document History:

- Adopted by the Board of Trustees: _____

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE:	September 20, 2018
ITEM:	Update on Status of President's Annual Performance Review
RECOMMENDED ACTION:	None
PRESENTED BY:	Chair of the Executive Committee, Board Chair Joseph Walker, III

Tennessee State University
Board of Trustees



REPORT ON ENROLLMENT

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE:	September 20, 2018
ITEM:	Report on Enrollment
RECOMMENDED ACTION:	None
PRESENTED BY:	President Glover

The President will present information on TSU's enrollment for the fall 2018.

Fall 2018 End of Cycle Undergraduate Comparative Admission Applicant Analysis

	Admitted	Denied	Incomplete	Grand Total	Freshmen	Transfer
Fall 2017	6,168	935	4,599	11,702	4,756	871
Fall 2018	6,073	919	4,032	11,024	4,723	740
%Diff	-1.5	-1.7	-12.3	-5.8	-0.7	-15

GPA and ACT New Enrolled Freshmen Comparative Analysis

	GPA	ACT
Fall 2017	3.07	18.7
Fall 2018	3.10	18.9

Fall 2018 Preliminary Comparative Enrollment Figures as of Sept. 10, 2018

(Figures are subject to change due to census review/cleanup of the frozen data.)

	Headcount			FTE		
	Fall 2017	Fall 2018	% Diff	Fall 2017	Fall 2018	% Diff
Undergraduate	6,756	6,129	-9.3	6,142.93	5,578.67	-9.2
Graduate	1,705	1,653	-3.0	1,042.75	985.17	-5.5
Total	8,461	7,782	-8.0	7,185.68	6,563.84	-8.7

Tennessee State University
Board of Trustees

REPORT ON THE TENNESSEE STATE UNIVERSITY FOUNDATION

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE:	September 20, 2018
ITEM:	Report on the Tennessee State University Foundation
RECOMMENDED ACTION:	None
PRESENTED BY:	President Glover

The President will present information on the TSU Foundation and Foundation materials are included in the Board materials for the September 20, 2018, Board meeting.







TENNESSEE STATE UNIVERSITY
FOUNDATION

2017-2018
Fiscal Year End Report

THE TSU FOUNDATION

www.tnstate.edu/foundation

- **Official charitable organization authorized to accept gifts, donations and private contributions for Tennessee State University**
  - Promotes educational mission
  - Supports development goals, priorities, and objectives.

- **Strategic Fundraising Priorities (2017 – 2021)**
  - **TSU Comprehensive Campaign**
  - Changing the Alumni Giving Model
  - Foundation Endowment Growth
  - Building Fundraising Capacity

TSU FOUNDATION BOARD



Dwayne Tucker - Chair



Amos ‘Leon Otis – Vice Chair



Harvey Hoskins



Glenda Glover – University President



Terry Clayton



Carletta Harlan



Jayme Merritt



Dwight Beard



Steve Harris



Chuck West



Joe Cleveland



Andrea Bond Johnson



Alvin Crawford

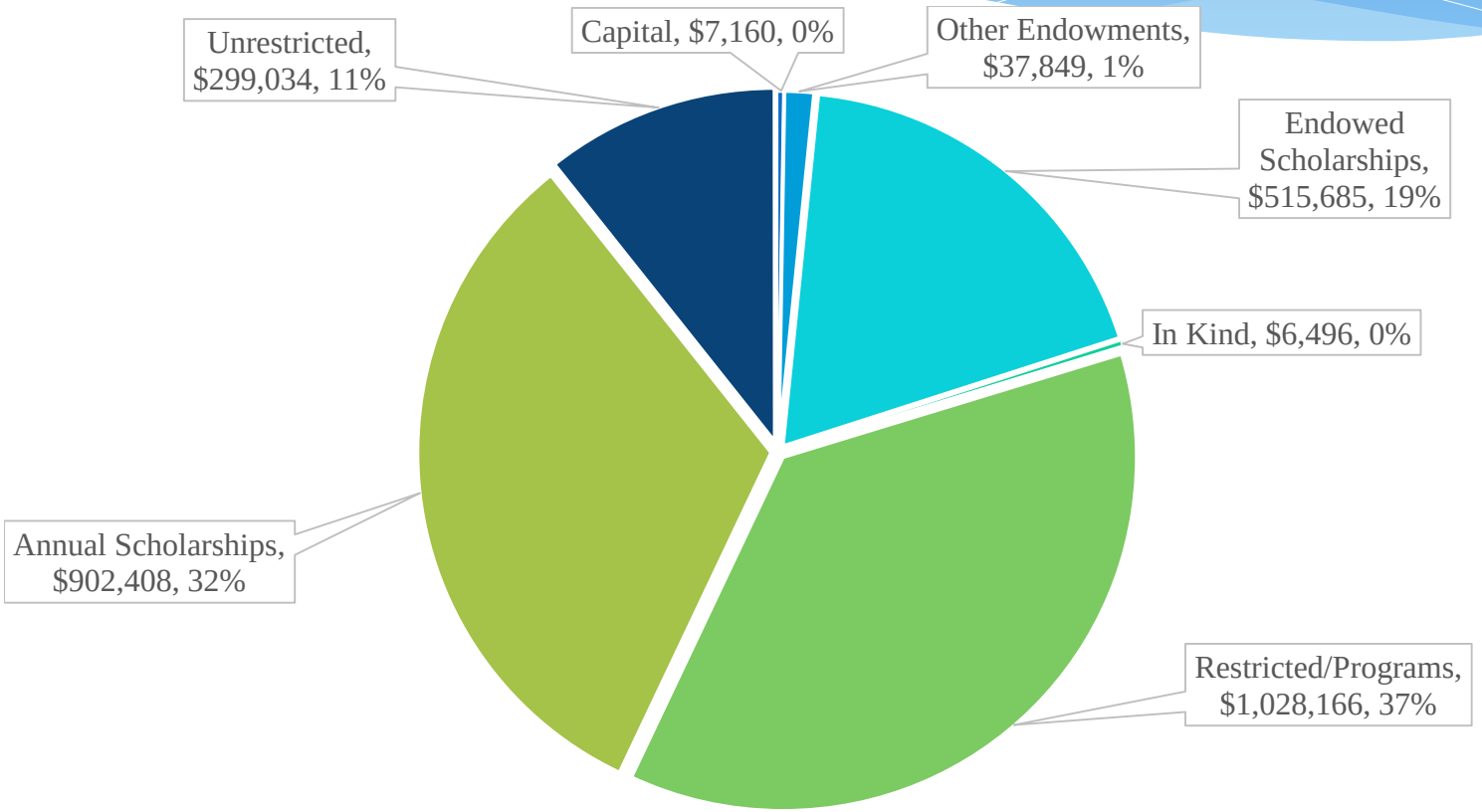


Joni McReynolds

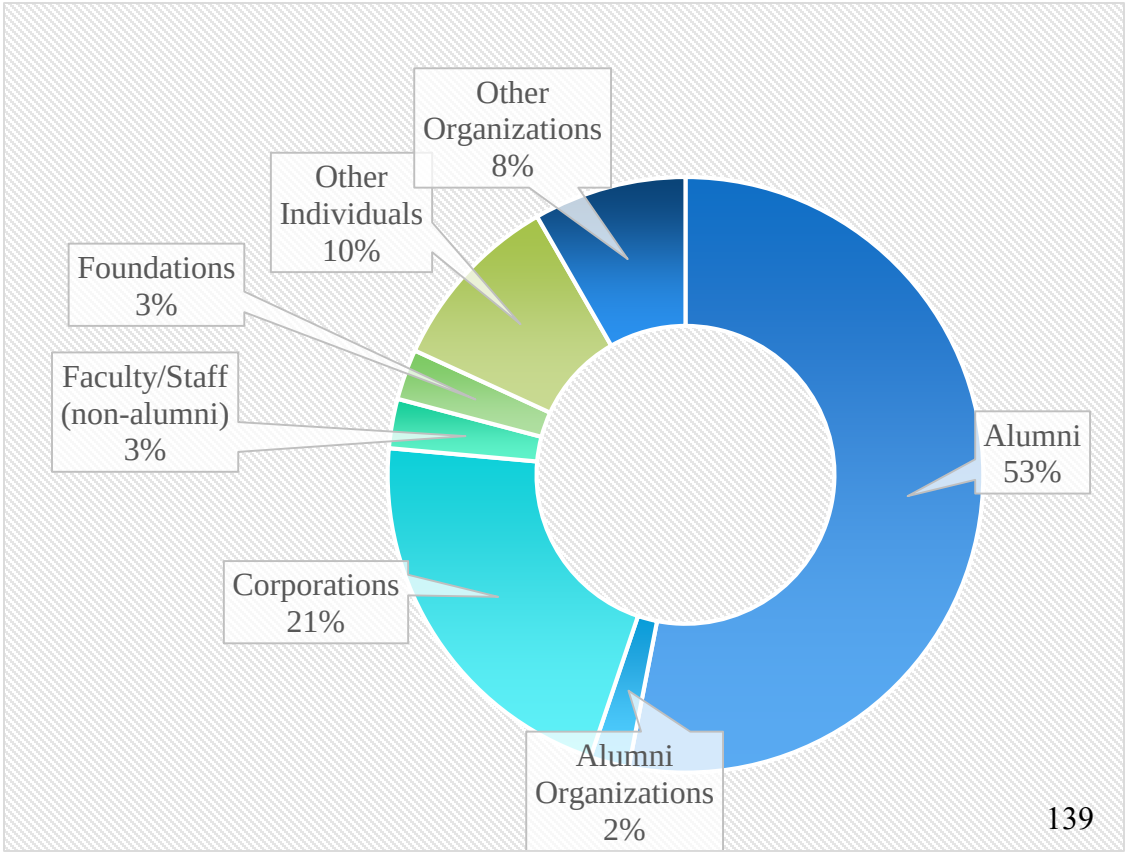


Kevin Williams

What Donors Supported
$2.796,797 in total giving



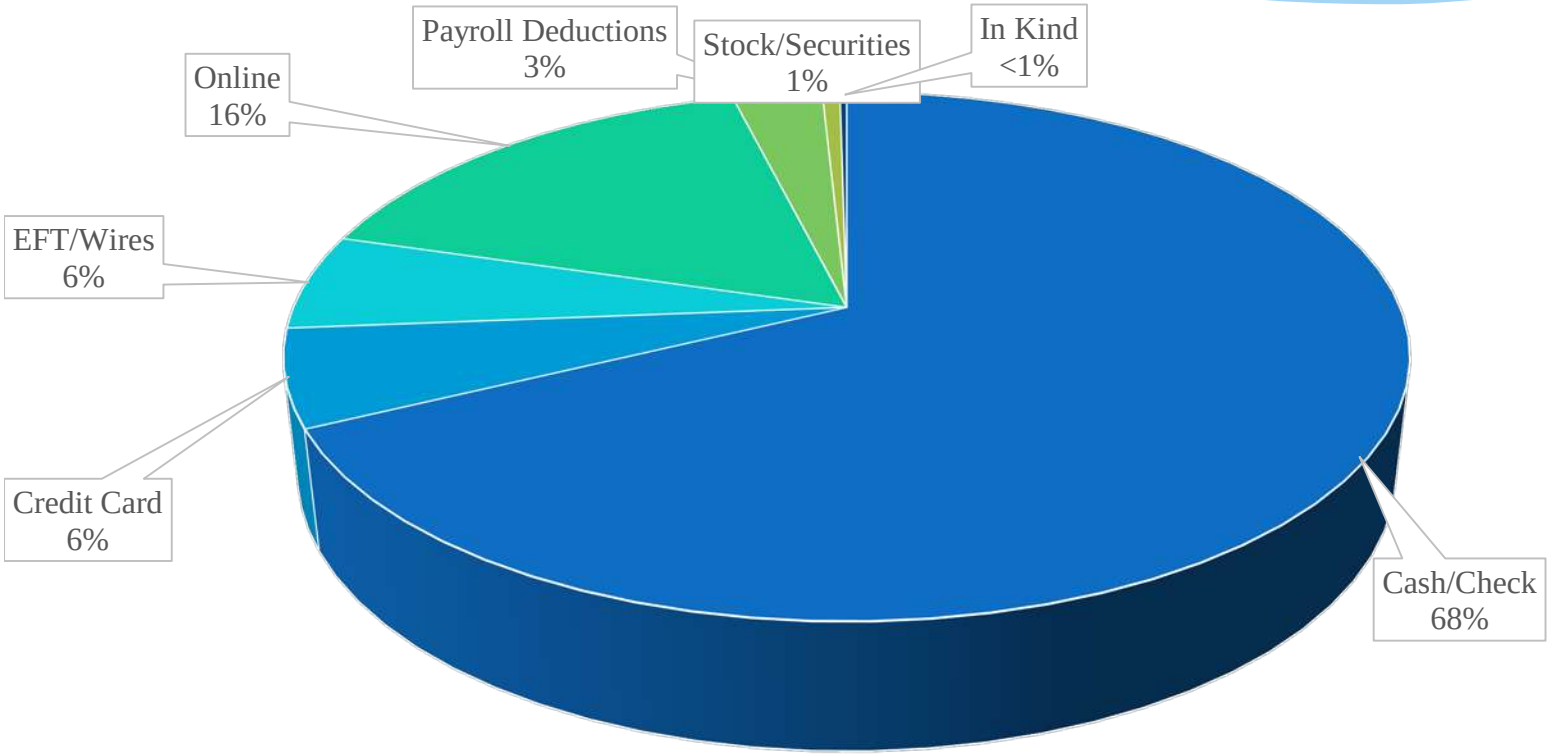
Who Gave
4,117 donors



ALUMNI PARTICIPATION
# of Contactable Alumni: 50,077
# of Alumni Donors: 2,684
Participation Rate: 5.36%
New: 23% Retained: 53% Returning: 24%

FACULTY/STAFF PARTICIPATION
# of Faculty/Staff: 1,861
# of Faculty/Staff Donors: 363
Participation Rate: 19.51%

Donor Gift Type 2017-2018



New Planned Gift Commitments

* Total Commitments: $1,560,000
* 4 Alumni (Classes of 1960, 1987, 1992, 1997)
* Vehicles
  * Living Trust ($500,000)
  * Life Insurance ($1,050,000)
  * Will/Bequest ($10,000)

Scholarships

* TOTAL SCHOLARSHIPS AWARDED 2017-18: $1,892,477.91

* TOTAL # OF SCHOLARSHIP RECIPIENTS: 644
  * Class
    * Freshman 179
    * Junior 82
    * Graduate 43
    * Sophomore 136
    * Seniors 201
    * Other 3
  * In State 333
  * Out of State 311

New Scholarships established 2017-2018

Endowed

* Annie R Kinzer and Family
* Buckely-Reed Memorial
* Dr. Andrew Bond PhD DSc
* Kenneth E Lewis
* Getahn Ward Memorial
* Glee and Anthony King
* The Gardner Family
* Zeta Alpha Alumni Chapter

Endowed: $180,655

Annual

* Burnece Brunson Cheerleader
* Charles McTorry Memorial
* Devaraj Vennapusa Merit
* James Shaw Jr.
* Miami Alumni Chapter
* Sam Smith Memorial
* Clarksville Alumni Chapter
* The Boyz Inc.
* Theodore Lewis Sr. Memorial
* Sandra Wills Scales ‘Peaches’ Memorial
* Dennis E. Obregon
* Hardeman County Chapter
* The Crumpton Family
* Ray Robinson

Annual: $79,754.34

Tennessee State University Foundation Summary
Preliminary Financial Statement Highlights
As of July 31, 2018

The Tennessee State University Foundation's endowment portfolio has increased in its overall market value. As of July 31, 2018, the endowment has a fair market value of $60,481,313.00.

The net asset position of the Foundation is $74,348,335.00. Operating revenues equate to $452,371.00 versus total operating expenditures of $81,173.00. This results in operating income in the amount of $371,198.00, as of July 31, 2018.

Endowment

- Market Value of Investment Portfolio - $60,481,313.00
- Capital added (YTD) - $36,719.00

Preliminary Balance Sheet

- Unrestricted Net Assets - $616,703.00
- Restricted Net Assets - $13,250,319.00
- Total Endowed Net Assets - $60,481,313.00
- Total Net Assets - $74,348,335.00

Preliminary Income Statement

- Total Current Operating Revenues - $452,371.00
- Total Current Operating Expenses – $81,173.00
- Current Operating Income – $371,198.00
- Total Non-Operating Revenues – $719,513.00
- Increase in Net Assets for the Period – $1,090,711.00

TENNESSEE STATE UNIVERSITY

The Comprehensive Campaign For Tennessee State University

Think Work Serve

Excellence is our Habit





GOAL

Tennessee State University embarks upon a $60 Million Comprehensive Campaign.

TENNESSEE STATE UNIVERSITY



Campaign Priorities

How will the funds be used?

1	2	3	4	5
Endowed and Annual Scholarships	Facilities Enhancements	Endowed Chairs and Professorships	Student Engagements	Athletics
$25,000,000	**$10,000,000**	**$10,000,000**	**$5,000,000**	**$10,000,000**

TENNESSEE STATE UNIVERSITY



Campaign Activities

Actions Underway

1. Planning with University Leadership
2. Discussion with Governing Board, Foundation Board, and other Stakeholders
3. Drafting of Case Statement and Promotional Video
4. Planning for Campus Training and Awareness
5. Planning for Campaign Success Strategy

TENNESSEE STATE UNIVERSITY

Tennessee State University

Campaign Planning Pyramid

Goal Amount: $60,000,000.00

Gift Range	No. Gifts Required	No. Prospects Required	Subtotal	Cumulative Total	Cumulative Percentage
6,000,000.00	1	6	6,000,000.00	6,000,000.00	10%
3,000,000.00	2	8	6,000,000.00	12,000,000.00	20%
1,000,000.00	6	20	6,000,000.00	18,00,000.00	30%
600,000.00	10	40	6,000,000.00	24,000,000.00	40%
300,000.00	20	80	6,000,000.00	30,000,000.00	50%
150,000.00	40	160	6,000,000.00	36,000,000.00	60%
100,000.00	60	240	6,000,000.00	42,000,000.00	70%
60,000.00	100	400	6,000,000.00	48,000,000.00	80%
50,000.00	120	480	6,000,000.00	54,000,000.00	90%
10,000.00 or less	600+	2400+	6,000,000.00	60,000,000.00	100%



Board Leadership , Support, and Participation are Vital to Our Success

Thanks for Your Continued Support of TSU

TENNESSEE STATE UNIVERSITY

Tennessee State University
Board of Trustees

REPORT ON CAMPUS CONSTRUCTION

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE:	September 20, 2018
ITEM:	Report on the Tennessee State University's Campus Construction
RECOMMENDED ACTION:	None
PRESENTED BY:	President Glover

The President will present information on the TSU's campus construction, and campus construction materials are included in the Board materials for the September 20, 2018, Board meeting.

Campus Construction - Capital Projects

Under Construction ($9,267,120.00)

-New Health Sciences Migration Plan Renovations ($ 7,850,000.00)

-Apartments Stairs Replacement ($ 400,000.00)

-Wilson Residence Roof Replacement ($ 459,908)

-Rudolph Residence Roof Replacement ($ 490,000)

-Gentry ADA Parking Upgrades ($ 17,044.00)

-Electrical Distribution Repairs ($ 50,168.00)

In Design Process – ($ 115,870,926.00)

-Health Sciences Facility ($ 38,800,0000.00)*****

-New Residence Halls ($ 75,300,000.00)*

-Campus Entry Archway ($ 350,000.00)

-Biotechnology Lab Renovation (Lawson Hall) & Field Research Organic Lab Construction (Farm) ($ 780,000.00)

-Campus – Wide ADA Upgrades (Gentry Access, Pool Lift) ($ 84,616.00)

-Rudolph / Hale Elevators Repairs (out for bid) ($ 490,000.00)

-Kean Hall Elevator Repair ($ 66,310.00)

-Security Projects –($2,035,560)

--New Guardhouse / Fencing, TSU West Entrance ($ 660,000.00)

--Electronic Access Control Installation ($ 500,000.00)

--Camera Systems Installation ($ 140,000.00)

--Code Blue Repairs ($ 75,000.00)

--Exterior Lighting Installation ($ 275,000.00)

--Locking / Keying Upgrades ($ 385,560.00)

Recently Funded

Capital Maintenance ($ 6,200,000.00)

-- Building Envelope, Interiors, and Structures Repairs Campus-Wide ($ 1,900,000.00)

-- HVAC Repairs Campus-Wide ($ 1,900,000.00)

--Mechanical / Plumbing (Metering / Shutoffs Upgrades) Campus-Wide ($ 800,000.00)

--Electrical Upgrades Campus-Wide ($ 550,000.00)

--Safety Upgrades Campus-Wide ($ 200,000.00)

--Landscape / Hardscape Improvements ($ 200,000.00)

--Perimeter Road Design and Construction ($ 500,000.00)

--McCord Fire Alarm Replacement ($ 150,000.00)

*** Homecoming groundbreaking ceremony**

Tennessee State University
Board of Trustees

THE PRESIDENT'S REPORT

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE:	September 20, 2018
ITEM:	President's Report
RECOMMENDED ACTION:	None
PRESENTED BY:	President Glover

The President will present her report to the Board.

Tennessee State University

Board of Trustees

THE BOARD
CHAIR'S REPORT

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE:	September 20, 2018
ITEM:	President's Report
RECOMMENDED ACTION:	None
PRESENTED BY:	Board Chair, Joseph Walker, III

The Board Chair will present his report.

Tennessee State University
Board of Trustees



ADJOURNMENT