# TENNESSEE STATE UNIVERSITY
# BOARD OF TRUSTEES
# NOVEMBER 2026 MEETING

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| Thursday, November 5, 2026<br>Friday, November 6, 2026 | Tennessee State University Main Campus<br>The Barn Agricultural Building<br>3500 John A. Merritt Blvd.<br>Nashville, TN 37209 |

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**TENNESSEE STATE UNIVERSITY**
**BOARD OF TRUSTEES**

| **FINANCE COMMITTEE** | |
|---|---|
| Thursday, November 5, 2026<br>9:00 a.m. CT | Tennessee State University Main Campus<br>Farrell Westbrook Complex (The Barn)<br>3500 John A. Merrit Blvd. Nashville, TN 37209<br>Live Stream Link:<br>https://www.tnstate.edu/board/livestream.aspx |

## AGENDA

I. Call to Order

II. Roll Call & Quorum Confirmation

III. Opening Remarks by the Committee Chair (5 minutes)

IV. Adoption of Agenda (5 minutes)

V. Approval of Minutes: September 10, 2026, Finance Committee Meeting (Action) (5 minutes)

VI. Approval of Accounts Receivable Collections policy (Action) (10 minutes)

VII. Ingram Barge Extension (10 minutes)

VIII. Real Estate – Tune Airport Property (45 minutes)

A. Disclosure of Conflicts of Interest
B. Use of Proceeds from the State-To-State Transfer of Property
C. Approval of the State-To-State Transfer of Property Agreement (Action)

IX. University Financial Update (15 minutes)

X. Homecoming Financial Summary (15 minutes)

XI. Approval of FY27 Revised Budget (Action) (45 minutes)

XII. Outcomes Based Funding Formula Update (20 minutes)

XIII. Other Business

XIV. Adjournment

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Approval of September 10, 2026, Finance Committee Meeting Minutes |
| RECOMMENDED ACTION: | Approval |
| PRESENTED BY: | Trustee Dakasha Winton, Committee Chair |

## Background Information

The committee conducted the meeting(s) referenced below. The document reflecting the minutes from the meeting(s) are included in the Board materials:

September 10, 2026, Finance Committee Meeting Minutes

## Proposed Committee Action

The Committee Chair will call for a motion recommending the adoption of the meeting minutes.

**MOTION: I move to recommend that the Board of Trustees approve the Finance Committee meeting minutes, as presented in the Board materials.**

**Meeting of the Tennessee State University Board of Trustees**
**Finance Committee Meeting**
**September 10, 2026**
**Tennessee State University**

# MINUTES

**Committee Members Present:** Trustees Dakasha Winton, Venkataswarup Tiriveedhi, and Dimeta Smith Knight. Other Board members present: Trustees Jeffery Norfleet, Marquita Qualls, Charles Traughber, Leticia Towns, Terica Smith

**University Staff Present:** President Dwayne Tucker; Ginette Brown, Interim General Counsel and Board Secretary; April Robinson, Chief Finance Officer; Sterlin Sanders, Interim Chief Information Officer; Eric Stokes, Vice President of Enrollment Management; Erik Schmeller, Interim Provost and Vice President of Academic Affairs; Will Radford, Assistant Vice President for Campus Planning, Design, and Construction

## I. CALL TO ORDER

Committee Chair Winton called the meeting to order at 12:16 p.m.

## II. ROLL CALL/DECLARATION OF A QUORUM

Committee Chair Winton requested that Secretary Brown conduct the roll call. The following committee members were present: Trustees Dakasha Winton, Venkataswarup Tiriveedhi, and Dimeta Smith Knight. Following the roll call, Secretary Brown determined that a quorum was present.

## III. ADOPTION OF AGENDA

Committee Chair Winton requested that the presentation on the State of Tennessee real estate process and the status of the John C. Tune Airport property, listed under Item VII.a, be moved to the beginning of the agenda, with the remainder of the agenda unchanged. Trustee Tiriveedhi moved to adopt the amended agenda, and Trustee Smith Knight seconded the motion. A roll-call vote was taken, with all present Committee members voting in favor. The motion passed unanimously.

Committee Chair Winton also requested that the administration distribute meeting materials further in advance to allow trustees sufficient time to review the materials and fulfill their oversight responsibilities.

## IV. STATE OF TENNESSEE REAL ESTATE PROCESS & JOHN C. TUNE AIRPORT PROPERTY STATUS

Committee Chair Winton introduced the agenda item concerning the State of Tennessee real estate disposition process and the status of the John C. Tune Airport property and invited Dick Tracy to

provide an overview of the property's history, applicable State requirements, proposed disposition process, and potential sale to the Metro Nashville Airport Authority prior to Committee discussion.

Mr. Tracy explained that property under an institution's jurisdiction is property of the State of Tennessee and that its disposition is governed primarily by Titles 12 and 49 of the Tennessee Code and State Building Commission policies. He noted that Title 49 permits higher education institutions, under certain circumstances, to retain proceeds from property acquired through gifts, grants, or other institutional sources. Property dispositions are processed through the State's real estate function, commonly known as STREAM, and require review by the State Building Commission. Property may be offered through a competitive process or negotiated for sale to another governmental entity at fair market value, subject to applicable statutory requirements, public benefit considerations, and potential reversionary rights.

Mr. Tracy reviewed the property's history, explaining that the State acquired the land in the early twentieth century and subsequently transferred jurisdiction to the Tennessee Board of Regents (TBR) on behalf of Tennessee State University for an aviation-related program. Following the change in governance structure in 2017, jurisdiction over TSU property held by TBR transferred to the University. Accordingly, the property remains State-owned property under TSU's jurisdiction rather than property privately titled to the University. Mr. Tracy reported that discussions with State officials supported allowing TSU to retain the proceeds if the property is sold. The proposed next step was to seek approval from the State Building Commission's Executive Subcommittee to negotiate a sale to the Metro Nashville Airport Authority at fair market value. The item was being prepared for consideration at the subcommittee's meeting on the 21st.

Mr. Tracy stated that the operative appraisal supported a value of approximately $15,500,000 and that the specific appraisal information could be disclosed once permitted under the State's process. He added that the Airport Authority had indicated it could allow the existing program to remain on the property at no cost for at least one year to facilitate relocation. Mr. Tracy further explained that the proceeds would be held until allocated to an eligible capital project. He noted that if the property ceased to be used as an airport, it would revert to the State.

Mr. Tracy also discussed the property's relationship with the Tennessee College of Applied Technology (TCAT), as well as the potential effects of Metro Nashville's zoning overlay. He explained that TCAT operates at the site but does not have a formal relationship with TSU. He noted that the property does not appear in the University's most recent master plan, except for a possible reference to one building used for storage. Due to the adjacent airport, the property is subject to federal restrictions, including height limitations, use restrictions, and expanded setbacks, some of which were implemented following September 11. He also noted that Metro Nashville had previously considered an overlay or zoning designation encompassing both John C. Tune Airport and Nashville International Airport.

Trustee Traughber asked whether a new Metro zoning overlay could constitute a taking if it restricted future development and expressed concern about the potential diminution in property value resulting from zoning restrictions. Mr. Tracy explained that, while the State retains ownership, it may assert sovereign immunity against local planning and zoning restrictions unless the restrictions arise from federal requirements. He further explained that the Metro Airport

Authority could exercise its condemnation authority following a sale, in which case compensation would be determined between the Authority and the property's new owner.

Trustee Traughber questioned whether the appraisal accurately reflected the property's market value. Mr. Tracy explained that State Building Commission policies and applicable statutes require the State to obtain appraisals, typically more than one, and that fair market value is determined by the Department of General Services or a third party using those appraisals. He added that if the State established a fair market value and a seller sought a higher amount, the State could pursue condemnation, with any dispute over value resolved through subsequent litigation.

Mr. Tracy agreed to provide informational materials addressing the topics discussed, including the property's history. Trustee Traughber noted that the Board had received a summary presentation of the third-party appraisal but had not received the underlying appraisal document. He requested copies of the appraisal from Trustee Winton, President Tucker, or Mr. Tracy. Mr. Tracy also explained that once property is identified for disposal, STREAM circulates the property information to State agencies. Under Title 12, a State agency may claim surplus property at no cost to the agency. At Trustee Traughber's request, Secretary Brown agreed to provide the relevant meeting minutes and motion language concerning the John C. Tune Airport property and the process for the Board to proceed.

Trustee Towns asked clarifying questions regarding the proposed sale process, prior Board discussions before the State Building Commission meeting, and how the transaction would be reflected on the University's balance sheet. Mr. Tracy confirmed that a sale to another public entity was the option currently being pursued and that no Board action was required before the Executive Subcommittee meeting. He explained that proceeds from the sale of surplus property are held in an interest-bearing capital account for the institution until an eligible project is identified. He noted that Title 49 restricts the use of the proceeds to capital projects and stated that questions regarding balance sheet recognition and any proposed alternative use of the funds should be directed to the Board.

Trustee Qualls asked how donated property is treated under the State's disposition process and whether property donated through estate planning would instead be transferred to the TSU Foundation. Mr. Tracy explained that donated land becomes State property and would follow the same disposition process if the University subsequently sought to dispose of it. He added that when a foundation acquires property on behalf of the University, State Building Commission requirements call for the foundation's minutes to document that the property is being acquired on the University's behalf and may be transferred to the University. Upon transfer, the property becomes State property.

## V. APPROVAL OF COMMITTEE MINUTES

Trustee Tiriveedhi moved to recommend that the full Board approve May 14, June 23 and August 13, 2026, Finance Committee meeting minutes. The motion was seconded by Trustee Smith Knight. A voice vote was taken, with all present Committee members voting in favor of the motion. The motion passed unanimously.

## VI. APPROVAL OF FINANCE POLICIES

Committee Chair Winton introduced Chief Financial Officer, April Robinson, to present the proposed policies. Mrs. Robinson acknowledged the delay in distributing the materials and attributed it to the department's rapid pace of work.

### A. FEES AND ENROLLMENT POLICY

Mrs. Robinson explained that the Fees and Enrollment Policy had been modernized from its former TBR format into a TSU-specific policy, reorganized for readability, and clarified regarding when a student is considered enrolled. The most significant substantive addition was a section addressing installment payment plans, which formalizes a practice already administered by the University. She confirmed that a comparison with policies at in-state local governing institutions (LGIs) had been completed and that all installment payment plans are administered through Flywire.

Trustee Tiriveedhi moved to recommend approval of the Fees and Enrollment Policy to the full Board. Trustee Smith Knight seconded the motion. A voice vote was taken, with all present Committee members voting in favor. The motion passed unanimously.

### B. ACCOUNTS RECEIVABLE COLLECTIONS POLICY

Mrs. Robinson explained that most revisions to the Accounts Receivable Collections Policy involved modernizing its structure and language. A new section addressing lease collections was added to clarify collection obligations associated with arrangements such as the YMCA lease and the previously contemplated Meharry transaction, consistent with policies at peer institutions.

Trustee Towns raised concerns regarding provisions affecting employees, including language that appeared to permit consequences for relatively minor outstanding obligations. Mrs. Robinson explained that much of the employee-related receivables language had been carried forward from the existing policy and reflected State requirements and peer-institution practices. She emphasized that the policy used discretionary language, such as "may," rather than imposing mandatory consequences, and preserved opportunities for appeals at both the University and State levels.

Trustees questioned the $100 minimum threshold for referring accounts to collections, the source of that threshold, the University's average collection referral amount, and whether the threshold should be revised. Mrs. Robinson stated that the $100 threshold may have originated from State requirements and agreed to verify its source. She explained that the notification schedule included in the policy's appendix further guides collection efforts and helps prioritize accounts with the greatest potential impact on the University.

Mrs. Robinson also noted that the University outsources collection activities for a fee and that accounts currently referred for collection average more than $1,000. She referenced the nearly $29 million write-off discussed during the Finance Committee update. Trustees expressed concerns about the cost-effectiveness and administrative capacity required to pursue small balances, the impact on students referred to collections for amounts near $100, and the apparent inconsistency between the collection threshold and the policy allowing students to register with an outstanding balance of $200.

Committee Chair Winton requested that the administration confirm the average amount of accounts referred for collection and whether the $100 threshold is required by State law or policy, with the information to be reported at the Committee meeting the following day. She further directed that, if the information could not be provided, consideration of the policy should be deferred until the November Committee meeting. Secretary Brown agreed to upload the current policy to the Board portal.

## VII. MASTER BRIDGE PLAN

Committee Chair Winton introduced Assistant Vice President of Campus Operations, Planning, Design, and Construction Will Radford to present an overview of the Master Bridge Plan, including its relationship to the University's existing master plan, the Space Utilization Study, proposed capital projects, and the anticipated timeline for development of the University's 2027–2028 Master Plan, prior to consideration of the action by the Committee.

Mr. Radford explained that the Master Bridge Plan integrates the existing master plan, the five-year stabilization plan, a migration study, the housing business plan, the Space Utilization Study, and more detailed analyses supporting proposed capital projects. He noted that the Space Utilization Study provided data that had been missing from an earlier master-planning effort. The Master Bridge Plan was developed to establish a current planning framework for projects already under consideration and to bridge the period before the University's long-range master plan can be aligned with its emerging strategic plan.

In response to questions regarding the timeline and the Board's expectations for the 2027-2028 Master Plan, Mr. Radford stated that the Strategic Vision Plan was expected to be completed in spring 2027, with a proposed master plan to be presented to the Board between summer and fall 2027. He explained that the University would engage a consultant to work with the University personnel and present the plan to the Board through a series of meetings. Following Board consideration, the plan would be submitted to the Tennessee Higher Education Commission (THEC) for acceptance and the State Building Commission for approval of implementation. He anticipated that the planning process would extend through the end of 2028, with work on the master plan beginning after completion of the Strategic Vision Plan. Mr. Radford also noted that the Space Utilization Study had been uploaded to the Board portal in May or June 2025 and had appeared on several meeting agendas.

Trustees asked whether a bridge plan was a standard practice, why the University needed one, how the Strategic Vision Plan related to the master plan, and how the Board could approve the Master Bridge Plan without having reviewed the Space Utilization Study. Mr. Radford explained that the bridge plan was not a standard standalone document but an amendment to the existing master plan developed in response to a request from THEC to bring the University into compliance with State planning requirements. He clarified that the master plan serves as the implementation framework for the University's strategic plan.

Committee Chair Winton attributed the University's lack of compliance to timing and competing financial priorities following the current Board's arrival in April 2024. Mr. Radford explained that the prior master plan had been incomplete and that the 2023 update was not finalized because the University declined to approve the consultant's use of outdated 2015 data and instead requested a

new Space Utilization Study. This decision contributed to a four-year gap in the State's planning cycle.

In response to Trustee Qualls's concerns about approving the plan without reviewing the space-utilization data, Mr. Radford stated that the existing plans had been incorporated into the Master Bridge Plan to maintain consistency and that the study, completed in 2025, did not materially change the action before the Board. Committee Chair Winton emphasized the need for realistic timelines and complete documentation for future planning matters to ensure that trustees have sufficient information to make informed decisions.

Regarding recent demolitions, including the Education Building, Mr. Radford explained that these projects were included in the 2016-2026 Master Plan and considered as part of the University's space-utilization planning. He noted that demolitions are typically planned and funded as much as eight years in advance.

Mr. Carlton of Bower Architects presented the findings of the Space Utilization Study. He reported that classroom space was oversupplied by approximately 57 percent, while laboratory and office space were undersupplied. He explained how the Master Bridge Plan addresses these findings through a phased demolition and migration strategy, new construction, and renovation projects. One proposed project is the Lab Sciences Commons Building on the Elliot Hall site, which would consolidate academic functions and reduce the University's overall campus square footage.

Mr. Carlton affirmed that the study accounted for anticipated enrollment growth, additional faculty, and research laboratory needs. He explained that research-space requirements were calculated using THEC guidelines, which base projected space needs on anticipated faculty numbers, and that the resulting analysis reflected an increase in research-space needs.

Mr. Radford reviewed the developing projects and potential partnerships included in the Master Bridge Plan. He explained that these items were disclosed to THEC to document discussions that could lead to partnerships benefiting students through improved financial, housing, and academic opportunities. He emphasized that inclusion in the plan did not constitute authorization to proceed and that any project advancing beyond the planning stage would return to the Board as a fully developed proposal for consideration.

Trustees asked clarifying questions regarding which projects were already underway versus aspirational, whether approval of the Master Bridge Plan was necessary to sell the John C. Tune Airport property, and how the proposed plan differed from the amendment approved in May. Mr. Radford explained that the listed projects represented a combination of existing initiatives and projects under discussion. He further clarified that the Master Bridge Plan was neither a prerequisite for nor materially connected to the proposed airport property sale.

Trustee Towns explained that the May amendment, which was associated with the five-year stabilization plan, ratified an action taken by the prior interim president. In contrast, the Master Bridge Plan serves as a broader amendment to the existing master plan, allowing the University to pursue approved projects without requiring a separate master plan amendment from THEC for each project.

Mr. Radford concluded that approval of the Master Bridge Plan would allow the University to confirm its signature projects, continue implementing the building migration plan, and pursue potential partnerships, with any proposals requiring action to be returned to the Board for appropriate review and approval.

Trustee Smith Knight moved to recommend approval of the Master Bridge Plan to the full Board. Trustee Tiriveedhi seconded the motion. A voice vote was taken, with all present Committee members voting in favor. The motion passed unanimously.

## VIII. REAL ESTATE UPDATE

### A. MEHARRY MEDICAL COLLEGE TRANSACTION UPDATE

Mrs. Robinson stated that this transaction is no longer being considered, as Meharry Medical College has decided to not purse the parking arrangement.

## IX. UNIVERSITY FINANCIAL UPDATE

Committee Chair Winton introduced Chief Financial Officer, April Robinson, to present an overview of the University's Business and Finance priorities, FY26 estimated budget, fall enrollment, proposed FY27 budget, and FY27 fiscal year-to-date budget-to-actual results prior to Committee discussion.

### A. FINANCE ADMINISTRATION

Mrs. Robinson reviewed the University's Business and Finance priorities. She reported that the State had approved approximately $29 million in bad-debt write-offs, largely associated with prior years when students were not consistently purged for nonpayment. She noted that additional significant write-offs might be necessary as older balances are resolved.

Of more than 1,300 aged and unreconciled grants, the Finance team had closed more than 1,100. The reconciliation process resulted in approximately $4.8 million in unallowable expenses being transferred from restricted funds to the Education and General Fund, an estimated $1.4 million in cash returns, and a $580,000 adjustment to indirect-cost revenue.

Committee Chair Winton asked why bank reconciliations were not identified as a priority. Mrs. Robinson explained that bank reconciliations were current and that standardized templates and departmental training had improved the process.

Trustees discussed the process for tracking accruals and provisions for Board review, as well as the reasons for the unrecovered indirect costs. Mrs. Robinson explained that an appropriate process for managing accruals and provisions existed but had not historically been followed consistently. She stated that the process would be implemented once the backlog was resolved. She further explained that the indirect-cost adjustment resulted from revenue previously calculated on expenditures that were subsequently determined to be unallowable.

### B. FY26 ESTIMATED BUDGET

Mrs. Robinson reported that the June estimate projected a surplus of approximately $8.6 million, while preliminary actual results reflected a surplus of approximately $26 million, representing a favorable variance of approximately $18 million. Favorable variances included better-than-expected bad-debt collections, additional State support for the Banner/Enterprise Resource Planning (ERP) migration, other revenue sources, including athletics, personnel and fringe-benefit variances, and adjustments resulting from grant reconciliation.

Mrs. Robinson confirmed that approximately $59 million represented one-time State resources when the $14.6 million in Banner support was combined with the previously discussed $45 million.

Trustee Traughber asked why the $14.6 million in additional State support had not been reflected in the original estimate. President Tucker explained that the University had requested the funding in April or May but was initially advised that it was unavailable because the State's original allocation was tied to Oracle. He credited Mrs. Robinson with returning to the State to request an adjustment, which resulted in $14.6 million to offset the cost of the Banner upgrade.

Trustee Traughber reiterated concerns regarding the use of accruals and provisions, emphasizing the importance of ensuring that financial forecasts and budgets accurately reflect the University's financial position.

## C. ENROLLMENT

Mrs. Robinson provided a financial overview of fall enrollment. She explained that the first-time freshman pipeline did not reach the budgeted target of 1,200 students until the end of April, shortly before the budget was finalized on April 30. Actual enrollment subsequently exceeded the budgeted assumption following intensive recruitment and enrollment efforts through the final purge process. The purge rate was approximately 3.2 percent.

Trustee Qualls asked how students were financing their attendance and whether students who enrolled in payment plans late in the process would be able to meet their remaining obligations. Mrs. Robinson reported that nearly 400 students enrolled in payment plans during the final two days of the purge process, each of whom was required to make a 25 percent deposit. Of those students, only 32 had defaulted on the next scheduled payment. She expressed moderate confidence that students would continue making their payments.

Mrs. Robinson explained that students who subsequently default on their payment plans may remain enrolled for the current semester, but the outstanding balance must be resolved before they can register for a future semester.

She also reported a favorable enrollment variance of 1,541 in total enrollment and 1,281 in full-time equivalent (FTE) enrollment. Freshman retention increased from 59 percent to 69 percent, while the institutional discount rate decreased from approximately 50 percent to 31 percent.

At the trustees' request, Mrs. Robinson agreed to provide the total number of students enrolled in payment plans and information on additional discounts offered to accommodate the larger

incoming class. She also agreed to present the in-state and out-of-state enrollment breakdown, reported at approximately 54 percent and 43 percent, respectively, with the October budget.

Trustees further requested enrollment data by classification, net tuition revenue, scholarships, multiyear enrollment trends, and student demographics.

## D. FY27 PROPOSED BUDGET

Mrs. Robinson presented the proposed FY27 budget, explaining that it reflected budget adjustments, revisions, and actual enrollment changes. She distinguished this budget update from the original FY27 budget and the forthcoming October budget.

She reported that increased enrollment had generated additional tuition, fee, and auxiliary revenue. Personnel costs remained at approximately the $90 million target, with no revisions deemed necessary, while certain additional non-personnel expenses had been absorbed within the existing operating budget.

Trustee Traughber asked whether the approximately $80 million in State appropriations included the $25 million in Memorandum of Understanding (MOU) funding, whether the remaining $55 million was consistent with prior years, and whether an operating-margin issue remained without the MOU funding. Mrs. Robinson confirmed that the regular State appropriation was approximately $55 million and acknowledged that the operating-margin issue remained a concern to be addressed in a subsequent section.

Trustee Traughber emphasized that favorable budget variances should not diminish the importance of disciplined financial forecasting. He noted that anticipated revenues, grant funding, athletics guarantees, and known cost commitments should be identified early enough to inform financial decisions.

Mrs. Robinson explained that the April 30 budget lock occurred several months before certain actual financial results and other relevant information became available. She noted that the latest-thinking forecast was intended to incorporate new information received since the original budget was finalized.

## E. FY27 FISCAL-YEAR-TO-DATE BUDGET VS ACTUAL

Mrs. Robinson explained that the FY27 budget-to-actual comparison prorated the annual proposed budget over 12 months and compared the resulting two-month allocation with actual results for the first two months of the fiscal year. She stated that the University's goal for the FY28 budget was to incorporate the seasonal and cyclical nature of the University revenues and expenses through monthly budgeting. She also reviewed significant additional FY27 expenses incurred after the budget was finalized, including internal audit consulting services, residence life repairs and preparations for the incoming class, football field maintenance, scholarships, and expanded new student orientation.

Trustees asked whether the former auditor's compensation had been removed from the internal audit consulting expense, whether significant budget changes should return to the Committee for review, how the University planned to accommodate the larger incoming class, how student

success and retention would be funded, and what student-to-faculty and student-to-staff ratios were appropriate. Mrs. Robinson confirmed that the former auditor's compensation had not been deducted from the internal audit consulting expense and acknowledged that the reported figure should therefore be lower. She stated that no current policy required material budget revisions to return to the Committee, but the administration planned to provide more detailed monthly financial information to help trustees understand budget changes before quarter-end.

Mrs. Robinson explained that the University had absorbed most additional costs associated with the larger incoming class by utilizing existing excess capacity. The primary additional expenses involved adjunct faculty and residence life, with further increases likely to be reflected in the October budget. Regarding student success and retention, she reported that the University was reviewing its investment strategy as Title III funding entered the final year of its five-year cycle, with a revised student success and retention model expected within the next several months.

Mrs. Robinson also agreed to obtain student-to-faculty and student-to-staff ratios from the Provost. She noted that the University's academic advising caseloads had been significantly below those of benchmark institutions. Trustee Towns cautioned that comparisons with other institutions might not fully account for the characteristics and needs of TSU's student population. Mrs. Robinson agreed and confirmed that the administration was considering these factors in its review.

## X. STATE MOU PERFORMANCE UPDATE

Committee Chair Winton introduced Chief Financial Officer, April Robinson, to present the first performance update on the benchmarks established in the University's agreement with the State, which govern the continued receipt of Memorandum of Understanding (MOU) funds, prior to Committee discussion.

Mrs. Robinson reported that deficit reduction and the real estate plan were on track, the material expense reduction benchmark had been completed, and work on audit findings and the enrollment management strategy was ongoing. She noted that the University did not expect to eliminate its structural deficit until 2030, when MOU funding is scheduled to end.

Committee Chair Winton clarified that the MOU provides for an additional payment of $15.5 million on July 1, 2027, followed in 2028 by the distribution of any remaining capital outlay funds and accrued interest. She emphasized that the University should not anticipate any additional one-time funding beyond these amounts.

### A. PRO FORMA FORECAST UPDATE

Mrs. Robinson presented the updated Pro Forma, explaining that the original version, submitted to the State in February 2025, was developed to demonstrate the University's plan to achieve a break-even position using State funding and become self-sustaining by the end of the MOU period. The updated Pro Forma incorporates actual results for FY25 and FY26, the latest-thinking forecast for FY27, and projections for FY28 through FY30. She explained that the goal is to increase the University's cumulative surplus in preparation for the conclusion of the State's special appropriations.

Trustees asked whether the commitments under the MOU were fixed, why the revenue and expense line items differed substantially between the original and updated Pro Formas, and how one-time funding, including the Banner allocation, should be considered when evaluating progress. Mrs. Robinson explained that the original Pro Forma reflected the University's MOU commitments, but circumstances had changed significantly. She emphasized that the overall financial position, measured against the University's structural deficit and State funding, was the key indicator of progress, while individual revenue and expense categories needed to remain flexible. She reported that the University remained ahead of its goal even when the $14.6 million in Banner funding was excluded and agreed to consistently present results excluding one-time items to demonstrate the normalized operating run rate. Committee Chair Winton also requested that the University's cash position be incorporated into future Pro Forma presentations, and Mrs. Robinson agreed.

Trustee Qualls asked whether the University had significant outstanding obligations that could affect its cash position and requested more detailed budget information. Mrs. Robinson reported that the University's cash position had strengthened considerably. She identified a potential outstanding obligation to the Agriculture Department, the amount of which was still being determined in consultation with Dean Ready. She stated that even the maximum potential amount would not change her assessment of the University's cash position.

President Tucker noted that estimated interest income of $12 million to $15 million was not currently reflected in the forecast. A trustee requested the full budget detail, including the departmental zero-based budget and a breakdown of total expenditures by function. Mrs. Robinson agreed to provide the requested information.

Mrs. Robinson also noted that the Pro Forma assumes a 70 percent freshman retention rate for FY28 through FY30, compared with the actual rate of 69 percent. She emphasized that achieving the projected rate would require continued University efforts to improve student retention.

## XI. ATHLETICS FINANCE & OPERATIONS UPDATE

Committee Chair Winton introduced Interim Athletic Director, Jennifer Bell, to provide an overview of the University's Athletics programs, student-athlete achievements, budget adjustments, and revenue-sharing initiatives, prior to Committee discussion.

Ms. Bell reported that Athletics sponsors 15 sports with 265 student-athletes and employs approximately 65 coaches and support staff. Student-athletes achieved a cumulative grade-point average of 3.32 and an 81 percent Graduation Success Rate. Additionally, 86 student-athletes were named to the OVC Commissioner's Honor Roll, and six earned a 4.0 grade-point average. She also announced the hiring of alumnus Cal Burton as head coach of the men's and women's tennis teams and reported that Athletics received a $100,000 NCAA grant to support student-athlete development and mental health initiatives, including expanded professional tutoring.

Ms. Bell reviewed budget adjustments for maintenance of five athletic practice and competition facilities, additional scholarships, and travel expenses. She reported that the University received $600,000 from the Georgia football game guarantee, of which $200,000 was reinvested in Athletics to support football scholarships.

Ms. Bell explained that the University elected to participate in the House settlement for the 2026-2027 academic year following a review of peer institutions' practices. Athletics leadership established a revenue-sharing budget, distribution schedule, and funding source and consulted with the NCAA, College Sports Commission, CAPS, peer institutions, the Office of General Counsel, and outside counsel regarding applicable policies and agreements.

She further explained that revenue-sharing agreements and reportable third-party name, image, and likeness (NIL) transactions would be entered into the required systems. Transactions exceeding $600 would be subject to reporting and market-value review. Revenue sources supporting these initiatives included a $5 fee on single-game football and men's and women's basketball tickets, a talent fee for basketball season tickets, and allocations from game guarantees.

Trustees asked questions regarding audit expectations, financial preparation for student-athletes, and the role of the Chief Basketball Officer. Ms. Bell explained that approvals occur before revenue-sharing distributions are made and that the University's planned distributions were below the applicable cap. She added that the NCAA grant would support financial-literacy seminars for student-athletes. Ms. Bell also clarified that the newly announced Chief Basketball Officer serves in a volunteer capacity, focusing on fundraising to support men's basketball revenue sharing and NIL opportunities.

## XII. REPORT ON INSTITUTIONAL ADVANCEMENT

Ms. Eloise Alexis reported that the University received approximately $6.6 million in philanthropic gifts from approximately 2,700 donors during the fiscal year ending June 30. Alumni giving generated the second-highest dollar total in 15 years, although alumni participation was at its lowest level during that period, indicating that fewer donors contributed larger gifts. She explained that Advancement would focus on donor acquisition, retention, reactivation, and outreach to lapsed donors while expanding performance dashboards to better monitor fundraising activity.

Ms. Alexis also reported a decline in credit-card use and an increase in Apple Pay transactions, which would be presented separately in future reports. Current priorities included engagement campaigns, the Tiger-versus-Tiger challenge, and reunion giving.

Trustee Smith Knight asked how many alumni return for Homecoming and whether attendance is tracked. Ms. Alexis stated that a current attendance figure was not available but agreed to explore methods for measuring Homecoming attendance and assessing its economic impact.

## XIII. ADJOURNMENT

Trustee Smith Knight moved to adjourn, with the motion seconded by Trustee Tiriveedhi. A roll call vote was conducted, with all Committee members present voting in favor of the motion. The meeting was adjourned.

## COMMITTEE FOLLOW-UP ITEMS:

- **Airport Property Consideration Materials –** Trustee Traughber notated that it would have been helpful to receive the information earlier in the year and requested that President

Tucker provide materials to help guide the Board through its consideration of the airport property, including the historical information. Assigned to: *President Tucker*

- **Airport Property Appraisal** – Trustee Traughber requested that the President provide the underlying appraisal for the airport property so that the Board can receive and review it. *Assigned to: President Tucker*

- **Average Debt and Policy –** Trustee Winton requested the average student debt amount and asked for confirmation of the $100 amount in the current policy. *Assigned to: April Robinson*

- **Enrollment Funding and Payment Plans –** Trustee Qualls requested a breakdown of the enrollment population, including how students are funding their education, the number of students on payment plans and information regarding students' ability pay. *Assigned to: April Robinson*

- **Out-of-State Student Enrollment –** Trustee Qualls requested a breakdown of out-of-state students and asked whether out-of-state enrollment is being used to supplement in state enrollment. *Assigned to: April Robinson*

- **Student-to-Faculty Ratio –** Trustee Qualls requested the University's student-to-faculty ratio and asked the University's student population and demographic characteristics be considered when evaluating the ratio. *Assigned to: April Robinson*

- **Major Expenditures –** Trustee Smith Knight requested a correction to the amount reported for major expenditures. *Assigned to: April Robinson*

- **Education Building Demolition –** Trustee Qualls requested information regarding when the Education Building was demolished and when the decision to demolish the building was made. *Assigned to: Will Radford*

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Accounts Receivable Collections Policy |
| RECOMMENDED ACTION: | Approval |
| PRESENTED BY: | April Robinson, Chief Financial Officer |

## Background Information

This version of the Accounts Receivable Collections policy has been updated to reflect the Board discussion during the previous Finance Committee meeting on September 10, 2026. The minimum balance required to start collection procedures was increased from $100 to $200.01 to align with the University's existing policy and practice to allow students to register and enroll with a $200 unpaid balance.

The previous policy presented at the September 10, 2026 Finance Committee meeting reflected efforts to modernize the language and provide policy structure. Additionally, a lease collections section was also added.

The policy was last approved by the Board of Trustees in 2019.

## Proposed Committee Action

The Committee Chair will call for a motion recommending the approval of this policy.

**MOTION: I move to recommend that the Board of Trustees approve the Accounts Receivable Collections Policy, as contained in the Board materials.**

# Collection of Accounts Receivable

## Guideline Area

Business and Finance Policy

## Purpose

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

## Definitions

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

## Policy

### I. General

A. This policy applies to the collection of all accounts and notes receivable by Tennessee State University. The University shall, to the maximum extent practicable, require payment in advance for all services and goods to avoid the creation of receivables.

1. TSU Policy on the Payment of Fees. Requires (with limited exceptions) that all assessed fees be paid in advance by a student before he or she is considered enrolled for any academic term.
2. Types of Receivables. Accounts and notes receivable may be generated from programs and activities including but not limited to:
    a. Student loan programs;
    b. Balances arising from non-payment of student fees;
    c. Traffic and parking fines;
    d. Library fines;
    e. Bad checks;
    f. Contracts;

g. Property rental;

h. Damage, loss, or liability to the institution by others; and

i. Financial aid adjustments.

3. Security Deposits. The University is authorized to require any person to post a deposit or security bond, or provide appropriate insurance to offset potential obligations to the institution arising from programs or activities.

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

## II. General Collection Procedures

A. Billing. Collection efforts should begin no later than thirty days after the obligation has been incurred or other fixed due date.

1. The University may negotiate alternative payment arrangements with debtors when such arrangements offer the best prospect of collecting the debt.

2. An account becomes delinquent based on payment criteria established by the University for the types of debt involved. The University's collection schedule is included below as Attachment 1.

3. Debts from students are classified as delinquent once a student fails to enroll in a subsequent fall or spring semester where the provisions of the "Record Holds" in II.D below would apply. Other types of debt become delinquent based on the contract or other terms of agreement.

B. Delinquent Accounts. A minimum of three billings or letters of contact shall be sent by the University at thirty-day intervals once an account becomes delinquent.

1. For debts greater than $100, the third letter should indicate that the account will be referred to a collection agency if payment is not made within a specified date.

2. Sending letters by certified mail is optional.

C. Defaulted Accounts. Accounts are classified as defaulted when the University's established collection efforts for the type of debt have failed to produce payment.
   1. Receivables of $100 or more shall be referred to a collection agency if the University's collection efforts are unsuccessful.
   2. The accounts should be submitted to the agency within a reasonable time after the final collection letter is sent if the debtor has not responded.
   3. Referral of accounts under $100 to a collection agency is not required.
      a. No additional collection efforts are required for receivables under $100 except as provided for under the Record Holds (Section II.D) and Employee Receivables (Section III.).
      b. See Section IX. for write/off procedures.

D. Record Holds. Pursuant to T.C.A. § 49-9-108, diplomas, transcripts, certificates of credit or grade reports will not be issued until the student involved has satisfied all debts or obligations owed to the university.
   1. This statutory limitation shall not apply to debts or obligations:
      a. Of less than twenty-five dollars ($25.00) that are more than ten (10) years old.
      b. Evidenced by notes or other written contracts providing for future payment, such as, but not limited to, loans authorized under federal or state education or student assistance acts.
   2. An amount owed under the University's installment payment plan for enrollment fees which is not yet due shall not cause a hold to be applied. A notice stating specific amount due should be sent to each student prior to completion of registration.

E. Enrollment and Outstanding Debts or Obligations. A student must pay any past due debts and obligations incurred in prior academic terms before being permitted to register at the University unless the debt is less than $100 or an

acknowledgement of debt/promise to pay agreement for the prior debt or obligation has been executed

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

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

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

**III. Employee Receivables**

A. Procedure for Withholding. Employee receivables (including student employees) may result from, among other things, traffic and parking fines, library fines, institution services or bad checks.

1. In order to recoup the amount owed from the employee's paycheck, notice of intent to withhold must be sent to the employee by registered or certified mail, email, or personally delivered.
    a. The notice should inform the employee of the amount alleged to be owed and should specify that he may elect to pay the debt in full, authorize deductions from his paycheck or, if the employee is terminating, the check for accrued but unused annual leave, or contest the intent to withhold through an institutional or UAPA hearing.

b. Subsequent to receiving a pre-deprivation notice of the debt owing, the employee, within 15 calendar days of receipt of such notice, must:
    1. Pay the debt in full;
    2. Authorize the University to withhold a designated amount from each subsequent paycheck or, if the employee is terminating, from the accrued but unused annual leave until the debt is paid in full;
    3. Elect to contest the intent to withhold through an institutional hearing; or,
    4. Elect to contest the intent to withhold through a contested case hearing held pursuant to T.C.A. § 4-5-301, et seq.

2. If the employee elects an institutional hearing, the employee shall appear on behalf of himself but is entitled to be advised by counsel.
    a. The Chief Business Officer or his/her representative, or a representative of the department involved in the debt, shall be present to represent the university.
    b. The case will be heard before one hearing officer designated to hear all cases on that date.
    c. The hearing officer must be an individual who is not so closely connected with the collection of the debt that he/she cannot render an unbiased and objective decision on the validity of the debt.
    d. Such hearing should be held within one week of the decision to elect the hearing.
    e. The hearing officer shall render his/her decision on the validity of the debt. If the debt is ruled valid, the debt shall be deducted from the employee's payroll check beginning at the end of the next appropriate pay period in accordance with deduction schedules.
    f. If the employee elects a UAPA hearing, the Office of General Counsel should be notified immediately.

g. If the employee refuses to pay, authorize deduction, or specify or waive a hearing process, a UAPA hearing must be initiated.
h. The employee's failure to appear at either an institutional or UAPA hearing will constitute default, or, if a prima facie case is presented that the debt is owed, it will be deemed valid; the appropriate deductions may then be made.
i. Additionally, if a UAPA hearing, a Default Order must be issued.
j. If the employee does not appeal the Default Order, funds may be deducted as specified.

B. Limitations on Amounts to be Withheld. The deduction from any check shall not exceed the maximum deductible under state garnishment laws.
1. The maximum amount of disposable earnings of an individual for any work week which is subjected to garnishment may not exceed:
a. Twenty-five percent (25%) of his disposable earnings for that week; or
b. Thirty (30) times the federal minimum hourly wage at the time the earnings for any pay period become due and payable, whichever is less.
2. In the case of earnings from any pay period other than a week, an equivalent amount shall be in effect.
3. These limits are applicable to retirement funds, but are not applicable to checks for accumulated annual leave.
4. Additionally, the above limits do not apply to employee overpayments.

C. Retirement Funds. If a former employee is found to owe a debt to the state, retirement funds may be utilized to pay off the amount owing to the extent permitted by Tennessee law.
1. The same procedural steps outlined in III.A. for notice and the opportunity for a hearing must be followed.
2. Accumulated retirement contributions of a former employee terminated for any reason and for which he has made application, or monthly benefits of a

retired employee are subject to withholding to the extent permitted by Tennessee law.

3. A copy of the final order resulting from an institutional or UAPA hearing, or a signed waiver of hearing and written agreement of the former employee authorizing deductions should be sent to the director of the retirement system along with a written request to withhold, specifying the reason for the claim and the total amount involved.

D. Recovery of Overpayments to Employees. Unlike cases in which the employee owes the University money, in instances of overpayments to employees there is no obligation to provide a hearing.

1. The University is obligated, however, to attempt to recoup the funds. The University should advise the employee in writing of the overpayment and the institution’s proposed actions to correct the overpayment.
2. The method of repayment will depend upon the amount of the overpayment, the time which has elapsed between the overpayment and its discovery, the hardship which immediate repayment might cause the employee because of amount of current salary and personal expenses, the culpability of the employees in not reporting the overpayment, and the longevity as well as the expectation that the employee will remain in state government until the repayment is completed.
3. If a current employee receives overpayment, the refund may be made in one of the following ways:
    a. Repayment by the employee by cash or check; or,
    b. Adjustment of deductions to be made automatically from the employee's paycheck, either with a single deduction or a series of deductions made from each paycheck until the full amount is recovered.

c. The amount of partial payments recovered by the latter method should be reasonable and systematic so that full recovery will be completed within the shortest period possible.

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

## IV. Dishonored Payments

A. Enrollment Fees. Pursuant to the University Policy on the Payment of Fees and Enrollment of Students if any student tenders payment of fees by a check or credit card that is subsequently dishonored by the financial institution, and the payment is not redeemed in cash within the time period specified below, the University has the option to not consider that student enrolled at the institution.

1. At the discretion of the University, the student may be considered enrolled and will be assessed the applicable returned check fee, the late registration fee, and will be denied grade reports, transcripts and future registration privileges until such dishonored check is redeemed.
2. The University has the discretion to allow enrollment when the outstanding obligation is $200 or less.
3. The University may deny future check writing privileges to students that have paid registration fees with checks that are subsequently dishonored.
4. A student paying enrollment fees with a check that is dishonored must redeem the check within five (5) calendar days from receipt of the notice.
    a. Notice should be sent by the University to the student no more than three (3) working days from receipt of notice of a bad check from the bank.
    b. Notice by certified mail is optional.
    c. The University will have five (5) working days after the expiration of the five (5) calendar days to pursue any additional collection efforts deemed necessary.
    d. Immediately after the five (5) working days, the student will be deleted if the check has not been redeemed in full if that option is selected by the University.
    e. Enrollment fees including returned check fees for students de-enrolled for bad checks should be reversed.

B. Non-Student or Non-Employee. Any person other than a student or employee who tenders a check for payment for goods or services which is subsequently dishonored shall be given the opportunity to redeem the check and pay the amount due in cash. The person shall be given notice of the dishonored check, sent certified mail, demanding payment within five (5) days.

C. Collection of Dishonored Checks. A check presented for payment of any goods or service which is subsequently dishonored shall be treated as an account

receivable under Section II. Any transactions that have been processed should be reversed when possible and appropriate.

D. Future Check-Writing. Receipt of one or more bad checks from any person may result in that person becoming ineligible to make payments by check thereafter, or to have any check cashed by the University. A record of individuals who have written bad checks should be maintained.

## V. Federal Loans

A. Federal Regulations. Collection officers should be certain that they are consulting the most recent legal authorities concerning Federal loans. These authorities include interpretative materials, issues letters, manuals, Congressional Enactments and Federal Department of Education Regulations.

B. Pre-Loan Counseling. Federal regulations require the University to conduct entrance counseling to stress the importance of repayment, describe the consequences of default and emphasize the terms of repayment. An individual with Federal Regulations expertise should be available during and after the session to answer questions.

C. Exit Interview. An individual or group exit interview must be conducted to discuss the borrower's financial responsibilities and to obtain updated information. Exit interview materials may be sent by certified mail to borrowers who do not attend the exit interview.

1. The borrower should be provided with a copy of the note and two copies of the repayment schedule.
    a. These schedules can be provided either in person or by certified mail.
    b. The borrower should promptly sign and return one of the schedules to the University.
    c. A minimum payment of $30 per month should be required for Perkins Loans made prior to October 1, 1992, $40 per month for Perkins Loans

made after October 1, 1992, and $15 per month for Health Professions Student Loan (HPSL) and Nursing Student Loan (NSL) programs.

D. Grace Period Notices. Contact with the borrower should be made during the initial and post-deferment grace periods.
   1. For a nine-month grace period, notices are required 90 days, 180 days and 240 days after the grace period begins.
   2. For a six-month grace period, notices are required at 90 days and 150 days.
   3. The last contact should coincide with the first billing notice.

E. Billings. A written notice and statement of account should be sent at least 30 days before the first payment is due. If a coupon system is used, coupons should be sent instead of statements. Future statements should be sent at least 15 days before each payment is due.

F. Late Payments or Delinquent. Three past due notices should be sent beginning when the debt is fifteen days past due. The second notice is sent 30 days from the first notice. A final demand letter should be sent within 15 days of the second past due notice. If all past-due follow-up procedures have failed to elicit a response, a telephone call is required within 30 days of the final demand letter.

G. Cancellation or Deferments. The University may postpone loan repayments for a 12-month period if the borrower will be providing services eligible for loan cancellation or deferment.
   1. Interest does not accrue and the loan is not considered delinquent when in a deferred status.
   2. The borrower must request deferment and cancellation status on an annual basis.
   3. If, at the end of the postponement period, the borrower does not qualify for cancellation or deferment, the postponed payments are due.

H. Acceleration. The borrower must be given written notice of intent to accelerate at least 30 days in advance. This can be included in the final demand letter.

I. Federal Loans Not Written Off. Annual collection efforts should be pursued for Federal loans that are not able to be written off or turned over to the U.S. Department of Education.

J. Perkins Loans. The IRS/ED skip-tracing service should be used for Perkins Loans.

## VI. Collection Agencies

A. General. The University shall procure collection services through one or more companies.

1. The service should provide for the referral of all types of delinquent accounts and notes from the University to the designated company only after campus collection efforts have been exhausted.
2. The terms of the contract and RFP govern all collection actions.
3. Unless otherwise prohibited by law or regulation, any note, contract or lease which may result in accounts receivable to the University should contain a provision pursuant to which the person will be responsible for the costs of collection and reasonable attorneys' fees in the event of default, and should further provide for the assignment of the account or note to the proper agency.

B. Billing Services. The University may use an outside billing service to collect payments on accounts receivable. The service should be familiar with all provisions of loan programs and provide prompt, clear and accurate bills.

C. Credit Bureaus. The University may report all loans when made to a credit bureau. The University must obtain the borrower's consent to report loans not in default by including a statement in the promissory note or some other document that is signed by the borrower at the time the loan is made.

D. Collection Agency. Accounts that are still delinquent 30 days after the final collection letter should be turned over to a collection agency. Receivables less than $100 are not required to be turned over to a collection agency.

E. Reporting Requirements. The collection agency should be required to report the status of delinquent loans periodically to the University.

F. Revised Repayment Plan. A revised repayment plan agreement should be signed by the borrower if the borrower returns to repayment status.

G. Recalling Accounts from Collection Agency. No account should be recalled from a collection agency other than debts eligible for deferment, postponement, cancellation, bankruptcy, death, disability or some other mitigating circumstance (University error, etc.).

1. No account should be recalled in order for a borrower to re-enroll or obtain a transcript.
2. The borrower should pay the accelerated amount plus collection costs to the collection agency.

## VII. Litigation

A. General. After all other attempts at collection have failed, the University must authorize litigation of accounts of $2,000 or more providing litigation costs do not exceed the amount which can be recovered. Generally, the collection services contract will provide for litigation when appropriate.

B. Federal Loans. If a Federal loan cannot be litigated for any of the following reasons, it should be assigned to the U.S. Department of Education:

1. Borrower has no assets;
2. Address unknown;
3. Debtor is incarcerated;
4. Debtor is on Public Assistance;
5. Unable to serve borrower with court papers;
6. Litigation is in process and debtor skips;
7. Expected cost of litigation exceeds amount to be recovered from borrower.

## VIII. Bankruptcy

A. General Information - The University shall designate a bankruptcy contact person to serve as a liaison between the University and the Attorney General's office.

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

B. Chapter 7 (Liquidation) Upon receiving any notice of the filing of a petition, all collection efforts against the debtor must be suspended immediately until the bankruptcy has been discharged.

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

C. Chapter 13 (Reorganization)

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

## IX. Write Offs

A. Authority. The University is authorized to write off uncollectible receivables pursuant to policies outlined in Chapter 0620-1-9 of the rules of the Department of Finance and Administration.

1. This includes the write off of any account of five thousand dollars ($5,000) or greater and/or accounts aggregating twenty-five thousand dollars ($25,000) or more.
2. Receivables submitted for write off must have been subjected to appropriate collection efforts in accordance with this guideline and University procedures.

B. Reserve. A reserve for doubtful accounts should be established for activities for which accounts receivable represent a material amount to the activity income.

1. The reserve should be reported in the financial records of the University.
2. Receivables which prove to be uncollectible after prescribed collection efforts have been exhausted should be written off by a charge to the reserve for doubtful accounts after appropriate approvals are obtained.

C. Approval. The proposed write offs must be approved by University officials not directly involved in recording and collection of accounts receivable.

1. The University president and chief business officer should certify compliance with the prescribed statute and collection guidelines.
2. The accounts submitted for write off should be single accounts of $5,000 or more and/or accounts aggregating $25,000 or more. The write off request summary and certification, along with a detailed list of the accounts, should be submitted to the Vice President for Business and Finance for approval.
3. The write off request must be approved by the President and forwarded to the Commissioner of Finance and Administration and the Comptroller of the Treasury for approval

4. Requests for the write off of single accounts of less than $5,000 and/or accounts aggregating less than $25,000 shall be approved at the University level by the appropriate officials.
    a. These requests do not require additional approval by the Tennessee Board of Regents office or State Departments.

D. State/TBR Employees. Any debtors identified by the TBR or State as employees with debts $50 and above will not be approved for write off.
1. Information on the employing institution or agency will be returned to the institution for additional collection efforts.
2. If the debtor is a state employee, the Chief Business Officer of the department employing the debtor should be notified.
3. The department employing the individual will be responsible for taking the appropriate action to collect the debt.
4. If the department is unsuccessful in collecting the debt, written notification will be sent to the institution. The written notification shall be submitted with the next write off request for approval.

E. Holds on Written Off Receivables. A hold on transcripts and future registration will continue until the debt is cleared for former students whose receivables were written off if the debt was twenty-five (25) dollars or more.
1. The University has the discretion to allow enrollment when the outstanding obligation is $200 or less.
2. The University will continue to withhold certificates of credit, diplomas, grade reports, and transcripts for these accounts until they are paid in full or meet the criteria established in T.C.A. § 49-9-108.

## X. Gramm-Leach-Bliley Act Contract Clause

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

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

Program in violation of its obligations under the GLBA, if Service Provider has lost or materially altered nonpublic financial customer information, or if the University reasonably determines that Service Provider's Program is inadequate.

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

## Sources

November 16, 1977, TBR presidents meeting. Revised July 1, 1984. Revised May 17, 1988. Revised May 12, 1992. Revised August 9, 1994, TBR presidents meeting. Revised November 9, 1994, TBR presidents meeting. Revised May 14, 1996, presidents meeting. Revised August 25, 1998, presidents meeting. Revised May 11, 1999, presidents meeting. Revised May 21, 2001, presidents meeting. Revised May 16, 2006, presidents meeting. Revised November 8, 2006, presidents meeting; Presidents Meeting August 19, 2008; Presidents Meeting November 5, 2008; Presidents Meeting, May 21, 2013; Presidents Meeting February 2, 2016. Revised November 19, 2020, TSU Board of Trustees meeting.

## Related Policies

- Payment of Student Fees & Enrollment

**Tennessee State University**

**Receivables Schedule Template**

| Type | Due | Delinquent Notice 1 | Delinquent Notice 2 | Delinquent Notice 3 | Default Date | Placement 1 | Placement 2 | Write-Off |
|---|---|---|---|---|---|---|---|---|
| Student Accounts Receivable: Non-Title IV | Day Before 1st Day of Term | Purge Date of subsequent Fall or Spring Term | 30 Days from Delinquent Notice 1 | 30 Days from Delinquent Notice 3 | 30 Days from Delinquent Notice 3 | 30 Days from Delinquent Notice 3* | 9mo after unsuccessful Placement 1* | 9mo after unsuccessful Placement 2** |
| Student Accounts Receivable: Title IV Returns | Reversal Date | Purge Date of subsequent Fall or Spring Term | 30 Days from Delinquent Notice 1 | 30 Days from Delinquent Notice 3 | Purge Date of subsequent Fall or Spring Term | 30 days after 1st payment due* | 9mo after unsuccessful Placement 1* | Not Applicable |
| Student Federal Loans | Per Prom Note | Per Prom Note | Per Prom Note | Per Prom Note | 30 days after 1st payment due | 30 days after 1st payment due | 9mo after unsuccessful Placement 1 | Not Applicable |
| Student Institutional Loans | Per Prom Note | Per Prom Note | Per Prom Note | Per Prom Note | Per Prom Note | Per Prom Note | Per Prom Note | 2 Collection Attempts Exhausted |
| Parking/Traffic Fees & Fines | | | | | | | | |
| Library Fines | | | | | | | | |
| NSF Transactions - Non-Student | 10 days after bank notice | End of Month - 30 days after bank notice | End of Month - 30 days after Delinquent | End of Month - 30 days after Delinquent | End of Month - 30 days after Delinquent | End of Month - 30 days after Delinquent | End of Month - 9 months after unsuccessful | End of Month - 9 months after unsuccessful |
| Rental Fees | | | | | | | | |
| Notes Receivables | | | | | | | | |
| Other: | | | | | | | | |

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

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

**BUSINESS AND FINANCE DEPARTMENT**
*The Office of the Bursar*

Effective Date: Upon Board Approval

*DRAFT AS OF 9/21/2026*

# COLLECTION OF ACCOUNTS RECEIVABLES

| | |
|---|---|
| **Policy Number** | |
| **Approval Authority** | Board of Trustees |
| **Responsible Administrator** | The Chief Financial Officer |
| **Responsible Office** | Business and Finance |
| **Policy Contact** | The Office of the Bursar |

## 1.0 POLICY STATEMENT

As a state university, Tennessee State University ("TSU" or the "University") is held to a high level of accountability for fiscal stewardship. Numerous constituencies, including alumni, students, taxpayers, the State of Tennessee, and the federal government, have an interest in how the University handles and safeguards its money. Accordingly, every reasonable effort must be made to ensure that accounts receivable are managed appropriately.

TSU is committed to the timely and effective collection of accounts receivable, which supports its financial stability and operational effectiveness. The following principles guide our collection efforts:

1. **Transparency**: All charges and expected payment terms will be clearly communicated to students and other stakeholders at the time of commitment.

2. **Fairness**: Collection efforts will be conducted in a respectful manner, adhering to ethical standards and legal regulations.

3. **Timeliness**: Accounts receivable will be monitored regularly, and follow-up communications will be initiated promptly to ensure timely resolution of outstanding balances.
4. **Confidentiality**: All information regarding accounts receivable will be handled with strict confidentiality in accordance with applicable privacy laws and University policies.

5. **Compliance**: The University will comply with all relevant federal and state laws governing debt collection practices, ensuring that all collection activities are conducted legally and ethically.

## 2.0 IMPORTANCE AND REASON FOR THE POLICY

Accounts receivable are a vital asset and represent revenue earned by the University that has not yet been collected. Effective management and oversight of these receivables are essential to ensure the complete and timely collection of all outstanding amounts.

The establishment of TSU's comprehensive policy for collecting accounts receivable is critical. The policy improves cash flow, ensures financial sustainability, and maintains strong relationships with students, vendors, and other stakeholders. Additionally, an effective collection policy can help mitigate the risks associated with overdue accounts, enhance operational efficiency, and ultimately contribute to the organization's overall financial health.

Specifically, the policy supports the following areas:

1. **Financial Stability**: Ensures the timely collection of accounts receivable, which is crucial for maintaining the University's financial stability and supporting its academic and operational activities.
2. **Efficient Management**: Provides guidelines and procedures for the effective management of accounts receivable, reducing the likelihood of bad debts and minimizing the need for costly and time-consuming collection efforts.
3. **Fairness and Transparency**: Promotes fairness and transparency in the collection process, ensuring that students and stakeholders are aware of their financial obligations, payment terms, and consequences of non-payment.
4. **Compliance with Laws and Regulations**: Ensures that the University complies with relevant federal and state laws governing debt collection practices, avoiding potential legal issues and reputational damage.
5. **Protection of University Resources**: Protects the University's resources by outlining procedures for dealing with delinquent accounts, minimizing the risk of financial losses, and ensuring that resources are allocated efficiently.

## 3.0 DEFINITIONS

**Accounts Receivable -** Amounts owed to the University by students, staff, or other entities for tuition, fees, services rendered, or other charges.

**Collection Agency -** A third-party service provider engaged by the University to collect outstanding debts on its behalf.

**Confidentiality -** The obligation to protect the personal and financial information of debtors in accordance with relevant laws and policies.

**Credit Hold -** A restriction placed on a student debtor's ability to register for classes, receive transcripts, or access other university services until outstanding debts are resolved.

**Debtor -** An individual or entity that owes money to the University, including students, employees, alumni, and third-party organizations.

**Defaulted Account –** An account classified as defaulted when the University's established internal collection efforts have failed to produce payment.

**Delinquent Account -** An account that has not been paid by the due date and is considered overdue.

**Dispute Resolution -** The process by which a debtor can formally dispute the validity of an outstanding debt and seek resolution.

**Interest and Fees –** Additional charges applied to overdue accounts, including late fees or interest accrued on the outstanding balance**.**

**Payment Plan –** An arrangement allowing a debtor to pay their outstanding balance in installments over a specified period.

**UAPA** – Uniform Administrative Procedures Act hearing is a formal legal proceeding similar to a court trial used to resolve contested administrative cases involving state agencies or public universities.

**Write-Off –** The process of removing an account from the University's active accounts receivable due to the account being deemed uncollectible after exhausting collection efforts.

## 4.0 PROCEDURES

I. **General**

A. This policy applies to the collection of all accounts and notes receivable by Tennessee State University. The University will, to the maximum extent practicable, require payment in advance for all services and goods to avoid the creation of receivables.

B. TSU policy on the payment of fees requires (with limited exceptions) that all assessed fees be paid in advance by a student before they are considered enrolled for any academic term.

C. Types of Receivables. Accounts and notes receivable may be generated from programs and activities including, but not limited to:

a. Balances arising from non-payment of student fees

b. Student loan programs
c. Traffic and parking fines
d. Library fine
e. Bad checks
f. Contracts
g. Property rental
h. Damage, loss, or liability to the university by others; and
i. Financial aid adjustments.

D. Security Deposits. The University is authorized to require any person to post a deposit or security bond or provide appropriate insurance to offset potential obligations to the University arising from programs or activities.

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

## II. General Collection Procedures

A. TSU will establish a written systematic process and procedure for collecting receivables from all persons, including students and employees.

1. The provisions included may be modified by TSU based on sound and responsible management practices.

2. Any modifications should result in more cost-effective procedures or provide better or more convenient service to debtors of TSU without compromise to collection.

B. Collection efforts should begin no later than 30 days after the obligation is incurred or the other fixed due date.

1. TSU may negotiate alternative payment arrangements with debtors when such arrangements offer the best prospect of collecting the debt.

2. An account becomes delinquent based on payment criteria established by TSU for the type of debt involved.

C. TSU will send a minimum of three billings or letters of contact at thirty-day intervals once an account becomes delinquent.

1. For debts equal to and greater than $200.01, the third letter will indicate that the account will be referred to a collection agency if payment is not made within a specified date.

2. Sending letters by certified mail is optional.

D. Accounts are classified as defaulted when the University's established collection

efforts for the type of debt have failed to produce payment.

1. Receivables of $200.01 or more will be referred to a collection agency if TSU's collection efforts are unsuccessful.

2. The accounts will be submitted to the agency within a reasonable time after the final collection letter is sent if the debtor has not responded.

3. Referral of accounts under $200.01 to a collection agency is not required. No additional collection efforts are required for receivables under $200.01 except as provided for under the Record Holds (Section II.E) and Employee Receivables (Section III.).

E. Record Holds. Unless otherwise expressly prohibited by law, the University will withhold diplomas, transcripts, certificates of credit or grade reports until the student involved has satisfied all debts, or obligations or meet the criteria established in T.C.A. § 49-7-166.

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

G. Documentation. Accurate records of correspondence, telephone calls, and personal contacts with borrowers will be maintained. TSU will comply with record maintenance, safekeeping, and retention regulations for federally funded loans.

## III. Employee Receivables

A. Procedure for Withholding

1. Employee receivables (including student employees) may result from, among other things, traffic and parking fines, library fines, University services, or bad checks.

2. To recoup the amount owed from the employee's paycheck, notice of intent to withhold must be sent to the employee by registered or certified mail, email, or personal delivery.

   a. The notice should inform the employee of the amount alleged to be owed and should specify that they may elect to pay the debt in full or contest the intent to withhold through the University or UAPA hearing.

   b. Subsequent to receiving a pre-deprivation notice of the debt unpaid, the employee, within 15 calendar days of receipt of such notice, must:

      1. Pay the debt in full;
      2. Authorize TSU to withhold a designated amount from each subsequent paycheck or, if the employee is terminating, from the accrued but unused annual leave until the debt is paid in full;

3. Elect to contest the intent to withhold through a University hearing; or

4. Elect to contest the intent to withhold through a contested case hearing held pursuant to T.C.A. § 4-5-301, et seq. (a "UAPA hearing").

If the employee fails to request a hearing or make payment arrangements satisfactory to the University within 15 days of which the written notice of debt was sent, a deduction will be made from each paycheck subsequently issued the employee, in accordance with a schedule established by the University, until the debt is paid in full.

B. Electing a University Hearing

1. If the employee elects an informal University hearing and waives their UAPA hearing rights in writing, the employee will appear on behalf of himself/herself but is entitled to be advised by counsel.

2. The Chief Financial Officer or his/her representative, or a representative of the department involved in the debt, will be present to represent TSU.

3. The case will be heard before one hearing officer, appointed by the President, appointed to hear all cases on that date.

4. The hearing officer must be an individual who is not so closely connected with the collection of the debt that they cannot render an unbiased and objective decision on the validity of the debt.

5. Such a hearing should be held within one week of the decision to elect the hearing.

6. The hearing officer will render his/her decision on the validity of the debt. If the debt is ruled valid, the debt will be deducted from the employee's payroll check beginning at the end of the next appropriate pay period in accordance with deduction schedules.

C. Electing a Tennessee Uniform Administrative Procedures Act (UAPA) Hearing

1. If the employee elects a UAPA hearing, the Office of General Counsel will be notified immediately.

2. If the employee refuses to pay, authorize deduction, or specify or waive a hearing process, TSU will initiate a UAPA hearing.

3. If the employee fails to appear at a UAPA hearing, a Default Order must be issued.

4. If the employee does not appeal the Default Order, funds may be deducted as specified.

D. Employee's Failure to Appear; Deductions

1. The employee's failure to appear at either a University or UAPA hearing will constitute default, or, if TSU presents a prima facie case that the debt is owed, it will be deemed valid; the appropriate deductions may then be made.

2. Additionally, if a UAPA hearing is initiated, a Default Order must be issued. If the employee does not appeal the Default Order, funds may be deducted as specified.

E. Limitations on Amounts to be Withheld

The deduction from any check will not exceed the maximum deductible under state garnishment laws.

1. The maximum amount of disposable earnings of an individual for any work week which is subject to garnishment may not exceed:

   a. Twenty-five percent (25%) of their disposable earnings for that week; or

   b. Thirty (30) times the federal minimum hourly wage at the time the earnings for any pay period become due and payable, whichever is less.

2. In the case of earnings from any pay period other than a week, an equivalent amount will be in effect.

3. These limits apply to retirement funds, but do not apply to checks for accumulated annual leave.

4. Additionally, the above limits do not apply to employee overpayments.

F. Retirement Funds.

If a former employee is found to owe a debt to the state, retirement funds may be utilized to pay off the amount unpaid to the extent permitted by Tennessee law.

1. The same procedural steps for notice and the opportunity for a hearing must be followed.

2. Accumulated retirement contributions of a former employee terminated for any reason and for which they have made application or monthly benefits of a retired employee are subject to withholding to the extent permitted by Tennessee law.

3. A copy of the final order resulting from a University or UAPA hearing or a

signed waiver of hearing and written agreement of the former employee authorizing deductions should be sent to the director of the retirement system along with a written request to withhold, specifying the reason for the claim and the total amount involved.

G. Recovery of Overpayments to Employees.

Unlike cases in which the employee owes TSU money, in instances of overpayments to employees there is no obligation to provide a hearing.

1. TSU is obligated, however, to attempt to recoup the funds. TSU will advise the employee in writing of the overpayment and TSU's proposed actions to correct the overpayment.

2. The method of repayment will depend upon the amount of the overpayment, the time which has elapsed between the overpayment and its discovery, the hardship which immediate repayment might cause the employee because of amount of current salary and personal expenses, the culpability of the employees in not reporting the overpayment, and the longevity as well as the expectation that the employee will remain in state government until the repayment is completed.

3. If a current employee receives overpayment, the refund may be made in one of the following ways:

   a. Repayment by the employee by cash or check; or,

   b. Adjustment of deductions to be made automatically from the employee's paycheck, either with a single deduction or a series of deductions made from each paycheck until the full amount is recovered.

   c. The amount of partial payments recovered by the latter method should be reasonable and systematic so that full recovery will be completed within the shortest period possible.

4. If overpayment is discovered after the employee terminates employment with the state, an account receivable should be established.

   a. The former employee should be notified of the overpayment, the circumstances of the overpayment, and a request that the employee contact the appropriate campus official.

   b. If the employee has not received their final paycheck, the appropriate deduction from that check can be made.

   c. If the final paycheck has been received, negotiations for reimbursement should be initiated.

d. If repayment cannot be negotiated or collected, the account should be turned over to the collection agency.

e. In the event collection is not possible, proper write-off procedures should be followed.

f. The limits on amounts withheld in Section III-E above do not apply to employee overpayments.

5. In instances in which the employee has agreed to systematic deduction(s) from the employee's paycheck(s), a signed written authorization from the employee is required.

6. TSU will draft forms to document overpayments, the steps taken to recoup same, any negotiated repayment plan, the amounts received, and any write/off of the overpayment.

H. Before implementing any deduction, offset, or other withholding from an employee's wages to recover an overpayment or other amount owed to the University without the employees signed, written authorization, the responsible department or payroll office will consult with the Office of the General Counsel.

## IV. Dishonored Payments

A. Enrollment Fees.

1. A student paying enrollment fees with a dishonored check or other form of payment must redeem the payment within five (5) calendar days from receipt of the notice.

a. Notice should be sent by TSU to the student no more than three (3) working days from receipt of notice of a bad payment from the bank.

b. Notice by certified mail is optional.

c. TSU will have five (5) working days after the expiration of the five (5) calendar days to pursue any additional collection efforts deemed necessary.

d. Immediately after the five (5) working days, the student will be deleted if the payment has not been redeemed in full, if that option is selected by the University.

e. Enrollment fees, including returned check fees, for students de-enrolled for returned payment should be reversed.

2. Pursuant to 34 CFR § 668.14(b)(33), the University may not deny enrollment when a debt is due to institutional error related to administration of Title IV or

HEA programs, or any fraud or misconduct by the institution or its personnel.

B. Non-Student or Non-Employee. Any person other than a student or employee who tenders a check for payment for goods or services which is subsequently dishonored will be given the opportunity to redeem the payment and pay the amount due in cash. The person will be given notice of the dishonored payment, sent by certified mail, demanding payment within five (5) days.

C. Collection of Dishonored Payment. Payment of any goods or services which is subsequently dishonored will be treated as an account receivable under Section II. Any transactions that have been processed should be reversed when possible and appropriate.

D. Future Check-Writing/ACH Payments. Receipt of one or more returned payments from any person may result in that person becoming ineligible to make payments by check/ACH thereafter, or to have any check cashed by TSU. A record of individuals who had payments returned should be maintained.

## V. Lease Collections

A. The terms of the lease should be consulted in the event of failure by the tenant to pay rent timely.

B. Collections will be made in accordance with the Tennessee Residential Landlord and Tenant Act (the "Act"), where applicable, including, T.C.A. § 66-28-505, which provides that upon noncompliance with a rental agreement, a landlord (i.e., the University) will deliver a written notice to the tenant specifying the noncompliance and stating that the rental agreement will terminate upon a date not less than 14 days after receipt of the notice or as authorized in the Act.

1. If the noncompliance is not remedied in 14 days, the rental agreement will terminate, as provided in the notice.

2. If the tenant remits the rental, but subsequently again fails to pay rent within a six-month period, the rental agreement may be terminated upon at least 14 days written notice, specifying the noncompliance and the date of termination of the rental agreement.

3. Written notice is required when rent is unpaid, unless otherwise specifically waived in a written rental agreement.

## VI. Federal Loans

A. Federal Regulations. Collection officers will ensure they consult the most recent legal authorities regarding federal loans. These authorities include interpretative materials, issued letters, manuals, Congressional Enactments, and federal Department of Education regulations.

B. Pre-Loan Counseling. Federal regulations require TSU to conduct entrance counseling to stress the importance of repayment, describe the consequences of default, and emphasize the terms of repayment. An individual with expertise in federal regulations should be available during and after the session to answer questions. This may be accomplished using online services.

C. Exit Interview. An exit interview must be conducted to discuss the borrower's financial responsibilities and to obtain updated information. This may be accomplished using online services or by mail.

The borrower should be provided with a copy of the note and two copies of the repayment schedule.

1. These schedules can be provided either in person or by certified mail.

2. The borrower should promptly sign and return one of the schedules to the University.

3. A minimum payment of $30 per month should be required for Perkins Loans made before October 1, 1992, $40 per month for Perkins Loans made after October 1, 1992, and $15 per month for Health Professions Student Loan (HPSL) and Nursing Student Loan (NSL) programs.

D. Grace Period Notices. Contact with the borrower should be made during the initial and post-deferment grace periods.

1. For a nine-month grace period, notices are required 90 days, 180 days, and 240 days after the grace period begins.

2. For a six-month grace period, notices are required at 90 days and 150 days.

3. The last contact will coincide with the first billing notice.

E. Billings. A written notice and statement of account will be sent at least 30 days before the first payment is due. If a coupon system is used, coupons should be sent instead of statements. Future statements should be sent at least 15 days before each payment is due.

F. Late Payments or Delinquent. Three past-due notices will be sent beginning when the debt is fifteen days past due. The second notice is sent 30 days from the first notice. A final demand letter will be sent within 15 days of the second past due notice. If all past-due follow-up procedures have failed to elicit a response, a telephone call is required within 30 days of the final demand letter.

G. Cancellation or Deferments. TSU may postpone loan repayments for a 12-month period if the borrower will be providing services eligible for loan cancellation or deferment.

1. Interest does not accrue, and the loan is not considered delinquent when in a deferred status.

2. The borrower must request deferment and cancellation status on an annual basis.

3. If, at the end of the postponement period, the borrower does not qualify for cancellation or deferment, the postponed payments are due.

H. Acceleration. The borrower must be given written notice of intent to accelerate at least 30 days in advance. This can be included in the final demand letter.

I. Federal Loans Not Written Off. Annual collection efforts will be pursued for federal loans that are not able to be written off or turned over to the U.S. Department of Education.

J. Perkins Loans. The IRS/ED skip-tracing service should be used for Perkins Loans.

## VII. Collection Agencies

A. TSU will procure collection services through one or more companies.

1. The service will provide for the referral of all types of delinquent accounts and notes from TSU to the designated company only after campus collection efforts have been exhausted.

2. The terms of the contract and/or RFP govern all collection actions.

3. Unless otherwise prohibited by law or regulation, any note, contract, or lease that may result in accounts receivable to TSU will contain a provision pursuant to which the person will be responsible for the costs of collection and reasonable attorneys' fees in the event of default and will further provide for the assignment of the account or note to the proper agency.

B. Billing Services. TSU may use an outside billing service to collect payments on accounts receivable. The service will be familiar with all provisions of loan programs and provide prompt, clear, and accurate bills.

C. Credit Bureaus. TSU may report all loans to a credit bureau when made. TSU must obtain the borrower's consent to report loans that are not in default by including a statement in the promissory note or another document, signed by the borrower at the time the loan is made.

D. Collection Agency. Accounts that remain delinquent 30 days after the final collection letter will be turned over to a collection agency. Receivables less than $200.01 are not required to be turned over to a collection agency.

E. Reporting Requirements. The collection agency will be required to report the status of delinquent loans periodically to TSU.

F. Revised Repayment Plan. The borrower will sign a revised repayment plan agreement if the borrower returns to repayment status.

G. Recalling Accounts from Collection Agency. No account will be recalled from a collection agency other than debts eligible for deferment, postponement, cancellation, bankruptcy, death, disability, or some other mitigating circumstance (University error, etc.).

1. No account will be recalled in order for a borrower to re-enroll or obtain a transcript.

2. The borrower will pay the accelerated amount plus collection costs to the collection agency.

## VIII. Litigation

A. General. After all other attempts at collection have failed, TSU must authorize litigation of accounts of $2,000 or more, providing litigation costs do not exceed the amount which can be recovered. Generally, the collection services contract will provide for litigation when appropriate.

B. Federal Loans. If a Federal loan cannot be litigated for any of the following reasons, it should be assigned to the U.S. Department of Education:

1. Borrower has no assets;

2. Address unknown;

3. Debtor is incarcerated;

4. Debtor is on public assistance;

5. Unable to serve borrower with court papers;

6. Litigation is in process and debtor skips;

7. Expected cost of litigation exceeds amount to be recovered from borrower.

## IX. Bankruptcy

A. General Information – TSU will designate a bankruptcy contact person to serve as a liaison between the University and the Attorney General's office.

1. Once notice of, or a petition for, bankruptcy is received, all collection efforts against the debtor must cease immediately.

2. If the account is at a collection agency, the file must be returned to TSU

immediately.

3. TSU should immediately forward the file to the Attorney General's office with a referral form and the documentation specified on the referral form.

   The Attorney General's office will advise TSU regarding the dischargeability of the debt and when and if collection efforts may resume, depending on the nature of the action and the debt's dischargeability.

B. Chapter 7 (Liquidation). Upon receiving any notice of the filing of a petition, all collection efforts against the debtor must be suspended immediately until the bankruptcy has been discharged.

   1. Collection efforts may continue against an endorser.

   2. TSU will immediately forward the file to the Attorney General's office with a referral form and the documentation specified on the referral form.

   3. Educational loans - If the date of bankruptcy filing is after the expiration of the exception period, the loan should be written off once the notice of discharge is received unless there is some other basis upon which to challenge dischargeability.

      a. The Attorney General's office will advise TSU as to the dischargeability of the debt.

      b. However, if there is an endorser, collection efforts may proceed against them.

      c. If the date of bankruptcy filing is before the expiration of the exception period, collection activity may be reinstated once the notice of discharge is received due to the self-executing nature of the exception, unless the debtor has been able to establish dischargeability of the debt through an adversary proceeding.

      d. If TSU is served with a summons and complaint, the University will immediately send to the Attorney General's bankruptcy unit a copy of the summons and complaint, the debt payoff amount, the date the note went into repayment, and any deferment and/or forbearance history.

   4. Other debts - TSU will immediately forward the file to the Attorney General's office with a referral form and the documentation specified on the referral form. Upon receipt of a bankruptcy notice, a proof of claim is filed. The debt must be written off once the Attorney General's office provides TSU with notice of discharge.

C. Chapter 13 (Reorganization)

1. Educational loans are permanently non-dischargeable in bankruptcy under 11 U.S.C. § 523(a)(8) across all chapters (including Chapter 7 and Chapter 13), regardless of the amount of time elapsed since becoming due, unless the debtor establishes undue hardship through an adversary proceeding.

2. Regardless of the date of filing or the nature of the debt owing, upon receiving any notice of the filing of a petition, all collection efforts against the debtor and endorser must cease immediately.

   a. The University will immediately forward the file to the Attorney General's office with a referral form and the documentation specified on the referral form.

   b. The Attorney General's office will advise the University whether the debt is dischargeable and the extent to which collection activities may be reinstated.

3. The University will immediately send to the Attorney General's bankruptcy unit a copy of the summons and complaint, the debt payoff amount, the date the note went into repayment, and any deferment and/or forbearance history.

4. Other debts - The University will immediately forward the file to the Attorney General's office with a referral form and the documentation specified on the referral form. The Attorney General's office will advise the University as to the dischargeability of the debt.

## X. Write-Off Procedures

A. Authority. TSU is authorized to write off uncollectible receivables pursuant to policies outlined in Chapter 0620-1-9 of the rules of the Department of Finance and Administration.

1. This includes the write-off of any account of five thousand dollars ($5,000) or greater and/or accounts aggregating twenty-five thousand dollars ($25,000) or more.

2. Receivables submitted for write-off must have been subjected to appropriate collection efforts in accordance with this policy and TSU procedures. See Exhibit A for collection escalation schedule.

B. Reserve. A reserve for doubtful accounts will be established for activities for which accounts receivable represent a material amount to the activity income.

1. The reserve will be reported in the financial records of TSU.

2. Receivables which prove to be uncollectible after prescribed collection efforts have been exhausted will be written off by a charge to the reserve for doubtful accounts after appropriate approvals are obtained.

C. Approval. The proposed write-offs must be approved by TSU officials who are not directly involved in the recording and collection of accounts receivable.

1. The Chief Financial Officer will certify compliance with the prescribed statute and collection guidelines.

2. The accounts submitted for write-off will be single accounts of $5,000 or more and/or accounts aggregating $25,000 or more. The write-off request summary and certification, along with a detailed list of the accounts, should be submitted for approval.

3. The write-off request must be approved by the President and forwarded for approval to the Commissioner of Finance and Administration and the Comptroller of the Treasury.

4. Requests for the write-off of single accounts of less than $5,000 and/or accounts aggregating less than $25,000 will be approved by the Chief Financial Officer.

D. Holds on Written Off Receivables. Unless otherwise expressly prohibited by law, rule, or regulation, the University will continue to withhold diplomas, transcripts, certificates of credit or grade reports for the applicable term(s) until the student involved has satisfied all debts, or obligations for the applicable term(s) or meet the criteria established in T.C.A. § 49-7-166.

XI. **Gramm-Leach-Bliley Act Contract Clause**

Contracts with third-party service providers that have access to the University's customers' non-public financial information should incorporate the requirements of the Gramm-Leach-Bliley Act into the service providers' agreement, unless otherwise determined by the Office of the General Counsel.

## 5.0 AUTHORITY AND REFERENCES

- T.C.A. § 28-1-113
- T.C.A. § 49-7-166
- T.C.A. § 49-7-166
- T.C.A. § 4-5-301 *et seq*.
- T.C.A. § 49-8-203(a)(1)(C)

## 6.0 HISTORY

November 16, 1977, TBR presidents meeting. Revised July 1, 1984. Revised May 17, 1988. Revised May 12, 1992. Revised August 9, 1994, TBR presidents meeting. Revised November 9, 1994, TBR presidents meeting. Revised May 14, 1996, presidents meeting. Revised August 25,

1998, presidents meeting. Revised May 11, 1999, presidents meeting. Revised May 21, 2001, presidents meeting. Revised May 16, 2006, presidents meeting. Revised November 8, 2006, presidents meeting; Presidents Meeting August 19, 2008; Presidents Meeting November 5, 2008; Presidents Meeting, May 21, 2013; Presidents Meeting February 2, 2016. Revised November 19, 2020, TSU Board of Trustees meeting

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# Exhibit A

**Tennessee State University**

**Receivables Schedule Template**

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

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

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

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**BUSINESS AND FINANCE DEPARTMENT**
*The Office of the Bursar*

Effective Date: Upon Board Approval

*DRAFT AS OF 9/21/2026*

# COLLECTION OF ACCOUNTS RECEIVABLES

| | |
|---|---|
| **Policy Number** | |
| **Approval Authority** | Board of Trustees |
| **Responsible Administrator** | The Chief Financial Officer |
| **Responsible Office** | Business and Finance |
| **Policy Contact** | The Office of the Bursar |

## 1.0 POLICY STATEMENT

As a state university, Tennessee State University ("TSU" or the "University") is held to a high level of accountability for fiscal stewardship. Numerous constituencies, including alumni, students, taxpayers, the State of Tennessee, and the federal government, have an interest in how the University handles and safeguards its money. Accordingly, every reasonable effort must be made to ensure that accounts receivable are managed appropriately.

TSU is committed to the timely and effective collection of accounts receivable, which supports its financial stability and operational effectiveness. The following principles guide our collection efforts:

1. **Transparency**: All charges and expected payment terms will be clearly communicated to students and other stakeholders at the time of commitment.

2. **Fairness**: Collection efforts will be conducted in a respectful manner, adhering to ethical standards and legal regulations.

3. **Timeliness**: Accounts receivable will be monitored regularly, and follow-up communications will be initiated promptly to ensure timely resolution of outstanding balances.
4. **Confidentiality**: All information regarding accounts receivable will be handled with strict confidentiality in accordance with applicable privacy laws and University policies.

5. **Compliance**: The University will comply with all relevant federal and state laws governing debt collection practices, ensuring that all collection activities are conducted legally and ethically.

## 2.0 IMPORTANCE AND REASON FOR THE POLICY

Accounts receivable are a vital asset and represent revenue earned by the University that has not yet been collected. Effective management and oversight of these receivables are essential to ensure the complete and timely collection of all outstanding amounts.

The establishment of TSU's comprehensive policy for collecting accounts receivable is critical. The policy improves cash flow, ensures financial sustainability, and maintains strong relationships with students, vendors, and other stakeholders. Additionally, an effective collection policy can help mitigate the risks associated with overdue accounts, enhance operational efficiency, and ultimately contribute to the organization's overall financial health.

Specifically, the policy supports the following areas:

1. **Financial Stability**: Ensures the timely collection of accounts receivable, which is crucial for maintaining the University's financial stability and supporting its academic and operational activities.
2. **Efficient Management**: Provides guidelines and procedures for the effective management of accounts receivable, reducing the likelihood of bad debts and minimizing the need for costly and time-consuming collection efforts.
3. **Fairness and Transparency**: Promotes fairness and transparency in the collection process, ensuring that students and stakeholders are aware of their financial obligations, payment terms, and consequences of non-payment.
4. **Compliance with Laws and Regulations**: Ensures that the University complies with relevant federal and state laws governing debt collection practices, avoiding potential legal issues and reputational damage.
5. **Protection of University Resources**: Protects the University's resources by outlining procedures for dealing with delinquent accounts, minimizing the risk of financial losses, and ensuring that resources are allocated efficiently.

## 3.0 DEFINITIONS

**Accounts Receivable -** Amounts owed to the University by students, staff, or other entities for tuition, fees, services rendered, or other charges.

**Collection Agency -** A third-party service provider engaged by the University to collect outstanding debts on its behalf.

**Confidentiality -** The obligation to protect the personal and financial information of debtors in accordance with relevant laws and policies.

**Credit Hold -** A restriction placed on a student debtor's ability to register for classes, receive transcripts, or access other university services until outstanding debts are resolved.

**Debtor -** An individual or entity that owes money to the University, including students, employees, alumni, and third-party organizations.

**Defaulted Account** – An account classified as defaulted when the University's established internal collection efforts have failed to produce payment.

**Delinquent** ~~Collection of Accounts Receivable~~

## ~~Guideline Area~~

~~Business and Finance Policy~~

## ~~Purpose~~

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

## ~~Definitions~~

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

## ~~Policy~~

**Account -** An account that has not been paid by the due date and is considered overdue.

**Dispute Resolution -** The process by which a debtor can formally dispute the validity of an outstanding debt and seek resolution.

**Interest and Fees –** Additional charges applied to overdue accounts, including late fees or interest accrued on the outstanding balance**.**

**Payment Plan –** An arrangement allowing a debtor to pay their outstanding balance in installments over a specified period.

**UAPA** – Uniform Administrative Procedures Act hearing is a formal legal proceeding similar to a court trial used to resolve contested administrative cases involving state agencies or public universities.

**Write-Off** – The process of removing an account from the University's active accounts receivable due to the account being deemed uncollectible after exhausting collection efforts.

## 4.0 PROCEDURES

I. **General**

~~I.~~

A. This policy applies to the collection of all accounts and notes receivable by Tennessee State University. The University ~~shall~~will, to the maximum extent practicable, require payment in advance for all services and goods to avoid the creation of receivables.

B. TSU ~~Policy~~policy on the ~~Payment~~payment of ~~Fees. Requires~~fees requires (with limited exceptions) that all assessed fees be paid in advance by a student before ~~he or she is~~they are considered enrolled for any academic term.

~~1.~~

~~2.~~C. Types of Receivables. Accounts and notes receivable may be generated from programs and activities including, but not limited to:

~~a. Student loan programs;~~

~~b.~~a. Balances arising from non-payment of student fees~~;~~

b. Student loan programs

c. Traffic and parking fines~~;~~

d. Library ~~fines;~~fine

e. Bad checks~~;~~

f. Contracts~~;~~

g. Property rental~~;~~
h. Damage, loss, or liability to the ~~institution~~university by others; and
i. Financial aid adjustments.

~~i.~~

D. Security Deposits. The University is authorized to require any person to post a deposit or security bond~~,~~ or provide appropriate insurance to offset potential obligations to the ~~institution~~University arising from programs or activities.

~~3.~~

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

## II. General Collection Procedures

A. TSU will establish a written systematic process and procedure for collecting receivables from all persons, including students and employees.

1. The ~~Billing.~~ provisions included may be modified by TSU based on sound and responsible management practices.

2. Any modifications should result in more cost-effective procedures or provide better or more convenient service to debtors of TSU without compromise to collection.

~~A.~~B. Collection efforts should begin no later than ~~thirty~~30 days after the obligation ~~has been~~is incurred or the other fixed due date.

~~The University~~

1. TSU may negotiate alternative payment arrangements with debtors when such arrangements offer the best prospect of collecting the debt.

2. An account becomes delinquent based on payment criteria established by ~~the University~~TSU for the ~~types~~type of debt involved. ~~The University's collection schedule is included below as Attachment 1.~~

~~Debts from students are classified as delinquent once a student fails to enroll in a subsequent fall or spring semester where the provisions of the "Record Holds" in II.D below would apply. Other types of debt become delinquent based on the contract or other terms of agreement.~~

~~3.~~ TSU will send a

~~B.~~C. ~~**Delinquent** Accounts. A~~ minimum of three billings or letters of contact ~~shall be sent by the University~~ at thirty-day intervals once an account becomes delinquent.

1. For debts equal to and greater than $~~100~~200.01, the third letter ~~should~~will indicate that the account will be referred to a collection agency if payment is not made within a specified date.

2. Sending letters by certified mail is optional.

~~Defaulted Accounts.~~

~~C.~~D. Accounts are classified as defaulted when the University's established collection efforts for the type of debt have failed to produce payment.

1. Receivables of $~~100~~200.01 or more ~~shall~~will be referred to a collection agency if ~~the University's~~TSU's collection efforts are unsuccessful.

2. The accounts ~~should~~will be submitted to the agency within a reasonable time after the final collection letter is sent if the debtor has not responded.

~~3.~~ Referral of accounts under $~~100~~200.01 to a collection agency is not required.

~~a.~~3. No additional collection efforts are required for receivables under $~~100~~200.01 except as provided for under the Record Holds (Section II.~~D~~E) and Employee Receivables (Section III.).

~~b. See Section IX. for write/off procedures.~~

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

~~1. This statutory limitation shall not apply to debts or obligations:~~

~~a. Of less than twenty-five dollars ($25.00) that are more than ten (10) years old.~~

~~b. Evidenced~~ by ~~notes or other written contracts providing for future payment, such as, but not limited to, loans authorized under federal or state education or student assistance acts.~~

~~2. An amount owed under the University's installment payment plan for enrollment fees which is not yet due shall not cause a hold to be applied. A notice stating specific amount due should be sent to each student prior to completion of registration.~~

~~E. Enrollment and Outstanding Debts or Obligations. A student must pay any past due debts and obligations incurred in prior academic terms before being permitted to register at~~law, the University ~~unless the debt is less than $100 or an~~

~~acknowledgement of debt/promise to pay agreement for the prior debt or obligation has been executed~~

~~1.~~E. ~~Additionally, all known debts and obligations incurred during the current term must be paid prior to a student being allowed to pre-register for any future terms. The University will continue to~~will withhold diplomas, transcripts, certificates of credit or grade reports until the student involved has satisfied all debts, or obligations or meet the criteria established in T.C.A. § 49-~~9-108, as stated in D.1 and D.2, above~~7-166.

~~2. An amount owed under the University's deferred payment plan for enrollment fees which is not yet due shall not cause an enrollment hold to be applied.~~

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

~~F.~~

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

## III. Employee Receivables

A. Procedure for Withholding~~.~~

~~A.~~1. Employee receivables (including student employees) may result from, among other things, traffic and parking fines, library fines, ~~institution~~University services, or bad checks.

~~In order to~~

~~1.~~2. To recoup the amount owed from the employee's paycheck, notice of intent to withhold must be sent to the employee by registered or certified mail, email, or ~~personally delivered~~personal delivery.

a. The notice should inform the employee of the amount alleged to be owed and should specify that ~~he~~they may elect to pay the debt in full~~, authorize deductions from his paycheck or, if the employee is terminating, the check for accrued but unused annual leave,~~ or contest the intent to withhold through ~~an institutional~~the University or UAPA hearing.

b. Subsequent to receiving a pre-deprivation notice of the debt ~~owing~~unpaid, the employee, within 15 calendar days of receipt of such notice, must:

1. Pay the debt in full;
2. Authorize ~~the University~~TSU to withhold a designated amount from each subsequent paycheck or, if the employee is terminating, from the accrued but unused annual leave until the debt is paid in full;

3. Elect to contest the intent to withhold through ~~an institutional~~a University hearing; or~~,~~

4. Elect to contest the intent to withhold through a contested case hearing held pursuant to T.C.A. § 4-5-301, et seq. (a "UAPA hearing").

If the employee fails to request a hearing or make payment arrangements satisfactory to the University within 15 days of which the written notice of debt was sent, a deduction will be made from each paycheck subsequently issued the employee, in accordance with a schedule established by the University, until the debt is paid in full.

B. Electing a University Hearing

~~2.~~1. If the employee elects an ~~institutional~~informal University hearing and waives their UAPA hearing rights in writing, the employee ~~shall~~will appear on behalf of himself/herself but is entitled to be advised by counsel.

~~a.~~2. The Chief ~~Business~~Financial Officer or his/her representative, or a representative of the department involved in the debt, ~~shall~~will be present to represent ~~the university~~TSU.

~~b.~~3. The case will be heard before one hearing officer ~~designated~~, appointed by the President, appointed to hear all cases on that date.

~~c.~~4. The hearing officer must be an individual who is not so closely connected with the collection of the debt that ~~he/she~~they cannot render an unbiased and objective decision on the validity of the debt.

~~d.~~5. Such a hearing should be held within one week of the decision to elect the hearing.

~~e.~~6. The hearing officer ~~shall~~will render his/her decision on the validity of the debt. If the debt is ruled valid, the debt ~~shall~~will be deducted from the ~~employee's~~employee's payroll check beginning at the end of the next appropriate pay period in accordance with deduction schedules.

C. Electing a Tennessee Uniform Administrative Procedures Act (UAPA) Hearing

~~f.~~1. If the employee elects a UAPA hearing, the Office of General Counsel ~~should~~will be notified immediately.

~~g.~~2. If the employee refuses to pay, authorize deduction, or specify or waive a hearing process, TSU will initiate a UAPA hearing ~~must be initiated~~.

~~h.~~ If the ~~The employee's failure~~employee fails to appear at ~~either an institutional or UAPA hearing will constitute default, or, if a prima facie case is presented that the debt is owed, it will be deemed valid; the appropriate deductions may then be made.~~

~~i.~~3. ~~Additionally, if~~ a UAPA hearing, a Default Order must be issued.

~~j.~~4. If the employee does not appeal the Default Order, funds may be deducted as specified.

D. Employee's Failure to Appear; Deductions

1. The employee's failure to appear at either a University or UAPA hearing will constitute default, or, if TSU presents a prima facie case that the debt is owed, it will be deemed valid; the appropriate deductions may then be made.

2. Additionally, if a UAPA hearing is initiated, a Default Order must be issued. If the employee does not appeal the Default Order, funds may be deducted as specified.

E. Limitations on Amounts to be Withheld~~.~~

~~B.~~ The deduction from any check ~~shall~~will not exceed the maximum deductible under state garnishment laws.

1. The maximum amount of disposable earnings of an individual for any work week which is ~~subjected~~subject to garnishment may not exceed:

   a. Twenty-five percent (25%) of ~~his~~their disposable earnings for that week; or ~~a.~~
   b. Thirty (30) times the federal minimum hourly wage at the time the earnings for any pay period become due and payable, whichever is less.

2. In the case of earnings from any pay period other than a week, an equivalent amount ~~shall~~will be in effect.

3. These limits ~~are applicable~~apply to retirement funds, but ~~are~~do not ~~applicable~~apply to checks for accumulated annual leave.

4. Additionally, the above limits do not apply to employee overpayments.

F. Retirement Funds.

~~C.~~ If a former employee is found to owe a debt to the state, retirement funds may be utilized to pay off the amount ~~owing~~unpaid to the extent permitted by Tennessee law.

1. The same procedural steps ~~outlined in III.A.~~ for notice and the opportunity for a hearing must be followed.

~~2.~~ Accumulated retirement contributions of a former employee terminated for any reason and for which ~~he has~~they have made application~~,~~ or monthly benefits of a

2. retired employee are subject to withholding to the extent permitted by Tennessee law.

3. A copy of the final order resulting from ~~an institutional~~a University or UAPA hearing~~,~~ or a signed waiver of hearing and written agreement of the former employee authorizing deductions should be sent to the director of the retirement system along with a written request to withhold, specifying the reason for the claim and the total amount involved.

G. Recovery of Overpayments to Employees.

~~D.~~ Unlike cases in which the employee owes ~~the University~~TSU money, in instances of overpayments to employees there is no obligation to provide a hearing.
~~The University~~

1. TSU is obligated, however, to attempt to recoup the funds. ~~The University should~~TSU will advise the employee in writing of the overpayment and ~~the institution's~~TSU's proposed actions to correct the overpayment.

2. The method of repayment will depend upon the amount of the overpayment, the time which has elapsed between the overpayment and its discovery, the hardship which immediate repayment might cause the employee because of amount of current salary and personal expenses, the culpability of the employees in not reporting the overpayment, and the longevity as well as the expectation that the employee will remain in state government until the repayment is completed.

3. If a current employee receives overpayment, the refund may be made in one of the following ways:

   a. Repayment by the employee by cash or check; or,

   b. Adjustment of deductions to be made automatically from the employee's paycheck, either with a single deduction or a series of deductions made from each paycheck until the full amount is recovered.

c. The amount of partial payments recovered by the latter method should be reasonable and systematic so that full recovery will be completed within the shortest period possible.

4. If overpayment is discovered after the employee terminates employment with the state, an account receivable should be established.

   a. The former employee should be notified of the overpayment, the circumstances of the overpayment, and a request that the employee contact the appropriate campus official.

   b. If the employee has not received ~~his~~their final paycheck, the appropriate deduction from that check can be made.

   c. If the final paycheck has been received, negotiations for reimbursement should be initiated.

   d. If repayment cannot be negotiated or collected, the account should be turned over to the collection agency.

   e. In the event collection is not possible, proper write~~/~~-off procedures should be followed.

   f. The limits on amounts withheld in Section III-E above do not apply to employee overpayments.

5. In instances in which the employee has agreed to systematic deduction(s) from ~~his~~the employee's paycheck(s), a signed written authorization from the employee is ~~encouraged~~required.
   ~~The University shall~~
6. TSU will draft forms to document overpayments, the steps taken to recoup same, any negotiated repayment plan, the amounts received, and any write/off of the overpayment.

H. Before implementing any deduction, offset, or other withholding from an employee's wages to recover an overpayment or other amount owed to the University without the employees signed, written authorization, the responsible department or payroll office will consult with the Office of the General Counsel.

## IV. Dishonored Payments

~~A. Enrollment Fees. Pursuant to the University Policy on the Payment of Fees and Enrollment of Students if any student tenders payment of fees by a check or credit card that is subsequently dishonored by the financial institution, and the payment is not redeemed in cash within the time period specified below, the University has the option to not consider that student enrolled at the institution.~~

~~1. At the discretion of the University, the student may be considered enrolled and will be assessed the applicable returned check fee, the late registration fee, and will be denied grade reports, transcripts and future registration privileges until such dishonored check is redeemed.~~

~~The University has the discretion to allow enrollment when the outstanding obligation is $200 or less.~~

A. Enrollment Fees.

~~2.~~

~~3. The University may deny future check writing privileges to students that have paid registration fees with checks that are subsequently dishonored.~~

~~4.~~1. A student paying enrollment fees with a ~~check that is~~ dishonored check or other form of payment must redeem the ~~check~~payment within five (5) calendar days from receipt of the notice.

~~a.~~ Notice should be sent by ~~the University~~TSU to the student no more than three a. (3) working days from receipt of notice of a bad ~~check~~payment from the bank.

b. Notice by certified mail is optional.

~~The University~~

c. TSU will have five (5) working days after the expiration of the five (5) calendar days to pursue any additional collection efforts deemed necessary.

d. Immediately after the five (5) working days, the student will be deleted if the ~~check~~payment has not been redeemed in full, if that option is selected by the University.

e. Enrollment fees, including returned check fees, for students de-enrolled for ~~bad checks~~returned payment should be reversed.

2. Pursuant to 34 CFR § 668.14(b)(33), the University may not deny enrollment when a debt is due to institutional error related to administration of Title IV or HEA programs, or any fraud or misconduct by the institution or its personnel.

~~e.~~

B. Non-Student or Non-Employee. Any person other than a student or employee who tenders a check for payment for goods or services which is subsequently dishonored ~~shall~~will be given the opportunity to redeem the ~~check~~payment and pay the amount due in cash. The person ~~shall~~will be given notice of the dishonored ~~check~~payment, sent by certified mail, demanding payment within five (5) days.

~~C.~~ Collection of Dishonored ~~Checks. A check presented for payment~~Payment. Payment of any goods or ~~service~~services which is subsequently dishonored ~~shall~~will be treated

as an account

C. receivable under Section II. Any transactions that have been processed should be reversed when possible and appropriate.

D. Future Check-Writing~~.~~/ACH Payments. Receipt of one or more ~~bad checks~~ returned payments from any person may result in that person becoming ineligible to make payments by check/ACH thereafter, or to have any check cashed by ~~the University.~~TSU. A record of individuals who ~~have written bad checks~~had payments returned should be maintained.

## V. Lease Collections

A. The terms of the lease should be consulted in the event of failure by the tenant to pay rent timely.

B. Collections will be made in accordance with the Tennessee Residential Landlord and Tenant Act (the "Act"), where applicable, including, T.C.A. § 66-28-505, which provides that upon noncompliance with a rental agreement, a landlord (i.e., the University) will deliver a written notice to the tenant specifying the noncompliance and stating that the rental agreement will terminate upon a date not less than 14 days after receipt of the notice or as authorized in the Act.

1. If the noncompliance is not remedied in 14 days, the rental agreement will terminate, as provided in the notice.

2. If the tenant remits the rental, but subsequently again fails to pay rent within a six-month period, the rental agreement may be terminated upon at least 14 days written notice, specifying the noncompliance and the date of termination of the rental agreement.

3. Written notice is required when rent is unpaid, unless otherwise specifically waived in a written rental agreement.

## ~~V.~~VI. Federal Loans

A. Federal Regulations. Collection officers ~~should be certain that~~will ensure they ~~are consulting~~consult the most recent legal authorities ~~concerning Federal~~regarding federal loans. These authorities include interpretative materials, ~~issues~~issued letters, manuals, Congressional Enactments, and ~~Federal~~federal Department of Education ~~Regulations.~~regulations.
~~A.~~

B. Pre-Loan Counseling. Federal regulations require ~~the University~~TSU to conduct entrance counseling to stress the importance of repayment, describe the consequences of default, and emphasize the terms of repayment. An individual with ~~Federal Regulations~~ expertise in federal regulations should be available during and after the session to answer questions. This may be accomplished using online services.

C. Exit Interview. An ~~individual or group~~ exit interview must be conducted to discuss the borrower's financial responsibilities and to obtain updated information. ~~Exit interview materials~~This may be ~~sent~~accomplished using online services or by ~~certified~~ mail ~~to~~

~~borrowers who do not attend the exit interview.~~.

~~1.~~ The borrower should be provided with a copy of the note and two copies of the repayment schedule.

~~a.~~1. These schedules can be provided either in person or by certified mail.

~~b.~~2. The borrower should promptly sign and return one of the schedules to the University.

~~c.~~ A minimum payment of $30 per month should be required for Perkins Loans made ~~prior to~~before October 1, 1992, $40 per month for Perkins Loans

3. made after October 1, 1992, and $15 per month for Health Professions Student Loan (HPSL) and Nursing Student Loan (NSL) programs.

D. Grace Period Notices. Contact with the borrower should be made during the initial and post-deferment grace periods.

1. For a nine-month grace period, notices are required 90 days, 180 days, and 240 days after the grace period begins.

2. For a six-month grace period, notices are required at 90 days and 150 days.

3. The last contact ~~should~~will coincide with the first billing notice.

E. Billings. A written notice and statement of account ~~should~~will be sent at least 30 days before the first payment is due. If a coupon system is used, coupons should be sent instead of statements. Future statements should be sent at least 15 days before each payment is due.

F. Late Payments or Delinquent. Three past-due notices ~~should~~will be sent beginning when the debt is fifteen days past due. The second notice is sent 30 days from the first notice. A final demand letter ~~should~~will be sent within 15 days of the second past due notice. If all past-due follow-up procedures have failed to elicit a response, a telephone call is required within 30 days of the final demand letter.

G. Cancellation or Deferments. ~~The University~~TSU may postpone loan repayments for a 12-month period if the borrower will be providing services eligible for loan cancellation or deferment.

1. Interest does not accrue, and the loan is not considered delinquent when in a deferred status.

2. The borrower must request deferment and cancellation status on an annual basis.

3. If, at the end of the postponement period, the borrower does not qualify for cancellation or deferment, the postponed payments are due.

H. Acceleration. The borrower must be given written notice of intent to accelerate at least 30 days in advance. This can be included in the final demand letter.

I. Federal Loans Not Written Off. Annual collection efforts ~~should~~will be pursued for ~~Federal~~federal loans that are not able to be written off or turned over to the U.S. Department of Education.

J. Perkins Loans. The IRS/ED skip-tracing service should be used for Perkins Loans.

## ~~VI.~~VII. Collection Agencies

~~General. The University shall~~

A. TSU will procure collection services through one or more companies.

1. The service ~~should~~will provide for the referral of all types of delinquent accounts and notes from ~~the University~~TSU to the designated company only after campus collection efforts have been exhausted.

2. The terms of the contract and/or RFP govern all collection actions.

3. Unless otherwise prohibited by law or regulation, any note, contract, or lease ~~which~~that may result in accounts receivable to ~~the University should~~TSU will contain a provision pursuant to which the person will be responsible for the costs of collection and reasonable attorneys' fees in the event of default~~,~~ and ~~should~~will further provide for the assignment of the account or note to the proper agency.

B. Billing Services. ~~The University~~TSU may use an outside billing service to collect payments on accounts receivable. The service ~~should~~will be familiar with all provisions of loan programs and provide prompt, clear, and accurate bills.

C. Credit Bureaus. ~~The University~~TSU may report all loans ~~when made~~ to a credit bureau~~. The University~~ when made. TSU must obtain the borrower's consent to report loans that are not in default by including a statement in the promissory note or ~~some other~~another document ~~that is~~, signed by the borrower at the time the loan is made.

D. Collection Agency. Accounts that ~~are still~~remain delinquent 30 days after the final collection letter ~~should~~will be turned over to a collection agency. Receivables less than $~~100~~200.01 are not required to be turned over to a collection agency.

E. Reporting Requirements. The collection agency ~~should~~will be required to report the status of delinquent loans periodically to ~~the University.~~TSU.

~~E.~~

F. Revised Repayment Plan. ~~A~~The borrower will sign a revised repayment plan agreement ~~should be signed by the borrower~~ if the borrower returns to repayment status.

G. Recalling Accounts from Collection Agency. No account ~~should~~will be recalled from a collection agency other than debts eligible for deferment, postponement, cancellation, bankruptcy, death, disability, or some other mitigating circumstance (University error, etc.).

1. No account ~~should~~will be recalled in order for a borrower to re-enroll or obtain a transcript.

2. The borrower ~~should~~will pay the accelerated amount plus collection costs to the collection agency.

## ~~VII.~~VIII. Litigation

A. General. After all other attempts at collection have failed, ~~the University~~TSU must authorize litigation of accounts of $2,000 or more, providing litigation costs do not exceed the amount which can be recovered. Generally, the collection services contract will provide for litigation when appropriate.

B. Federal Loans. If a Federal loan cannot be litigated for any of the following reasons, it should be assigned to the U.S. Department of Education:

1. Borrower has no assets;

2. Address unknown;

3. Debtor is incarcerated;

4. Debtor is on ~~Public Assistance~~public assistance;

5. Unable to serve borrower with court papers;

6. Litigation is in process and debtor skips;

7. Expected cost of litigation exceeds amount to be recovered from borrower.

## ~~VIII.~~IX. Bankruptcy

A. General Information ~~. The University shall~~ TSU will designate a bankruptcy contact person to serve as a liaison between the University and the Attorney General's office.

1. Once notice of, or a petition for, bankruptcy is received, all collection efforts against the debtor must cease immediately.

2. If the account is at a collection agency, the file must be returned to ~~the University~~TSU immediately.

~~The University~~

3. TSU should immediately forward the file to the Attorney General's office with a ~~Referral Form~~referral form and the documentation specified on the ~~Referral Form~~referral form.

~~4.~~ The Attorney General's office will advise TSU regarding the dischargeability of the ~~University~~debt and when and if collection efforts may resume, depending on the nature of the action and the debt's dischargeability.

~~a. NOTE: Effective for actions filed on or after 5/28/91, the period during which an educational loan may not generally be discharged will increase from five (5) years to seven (7) years.~~

~~b. This period is calculated from the date the loan first came due to the date the bankruptcy action was filed, exclusive of periods during which repayment obligations are suspended.~~

~~c. Additionally, obligations to repay an "overpayment" of, or any other obligation to repay an "educational benefit" provided by a governmental unit or under a program funded by a government unit or non-profit institution will be excepted from discharge during the same seven-year period under either Chapter 7 or 13 unless the borrower establishes that repayment constitutes undue hardship.~~

B. Chapter 7 (Liquidation~~)~~). Upon receiving any notice of the filing of a petition, all collection efforts against the debtor must be suspended immediately until the bankruptcy has been discharged.

1. Collection efforts may continue against an endorser. ~~The University shall~~
2. TSU will immediately forward the file to the Attorney General's office with a ~~Referral Form~~referral form and the documentation specified on the ~~Referral Form~~referral form.

3. Educational loans~~:~~ - If the date of bankruptcy filing is after the expiration of the exception period, the loan should be written off once the notice of discharge is received unless there is some other basis upon which to challenge dischargeability.

    a. The Attorney General's office will ~~contact the University to~~ advise ~~whether~~TSU as to the dischargeability of the debt ~~is dischargeable~~.

    b. However, if there is an endorser, collection efforts may proceed against ~~him~~them.

    c. If the date of bankruptcy filing is before the expiration of the exception period, collection activity may be reinstated once the notice of discharge is received due to the self~~/~~-executing nature of the exception, unless the debtor has been able to establish dischargeability of the debt through an adversary proceeding.

    d. If ~~the University~~TSU is served with a summons and complaint, the University ~~shall~~will immediately ~~fax~~send to the Attorney General's bankruptcy unit a copy of the ~~Summons~~summons and ~~Complaint~~complaint, the debt payoff amount, the date the note went into repayment, and any deferment and/or forbearance history.

~~e.~~4. Other debts~~: The University shall~~ - TSU will immediately forward the file to the Attorney General's office with a ~~Referral Form~~referral form and the documentation specified on the ~~Referral Form. When the~~referral form. Upon receipt of a bankruptcy notice ~~states "No assets," unless the institution is a secured creditor (in which case~~, a proof of claim ~~would have been~~ is filed~~), the~~. The debt must be written off once the Attorney General's office provides ~~the institution~~TSU with notice of discharge.

C. Chapter 13 (Reorganization)

~~1. NOTE: For petitions filed on or after 11/5/90, an educational loan is non-dischargeable if the loan first became due within five years calculated from the date the loan first came due to the date the bankruptcy action was filed, exclusive of periods during which repayment obligations are suspended.~~

~~Effective for bankruptcies filed on or after 5/28/91, that same five (5) year period was increased to seven (7) years. See NOTE above for further details.~~

1. Educational loans are permanently non-dischargeable in bankruptcy under 11 U.S.C. § 523(a)(8) across all chapters (including Chapter 7 and Chapter 13), regardless of the amount of time elapsed since becoming due, unless the debtor establishes undue hardship through an adversary proceeding.

~~2.~~

~~3.~~1. Regardless of the date of filing or the nature of the debt owing, upon receiving any notice of the filing of a petition, all collection efforts against the debtor and endorser must cease immediately.

a. The University ~~shall~~will immediately forward the file to the Attorney General's office with a ~~Referral Form~~referral form and the documentation specified on the ~~Referral Form.~~referral form.

~~a.~~

~~b.~~a. The Attorney General's office will advise the University whether the debt is dischargeable and the extent to which collection activities may be reinstated. ~~If the seven (7) year exception period applies and the debtor serves the University with a summons and complaint the University shall~~

~~4.~~1. The University will immediately ~~fax~~send to the Attorney General's bankruptcy unit a copy of the ~~Summons~~summons and ~~Complaint~~complaint, the debt payoff amount, the date the note went into repayment, and any deferment and/or forbearance history.

~~a.~~1. Other debts~~:~~ - The University ~~shall~~will immediately forward the file to the Attorney General's office with a ~~Referral Form~~referral form and the documentation specified on the ~~Referral Form~~referral form. The Attorney General's office will advise the University as to the dischargeability of the debt.

## X. Write-~~Offs~~-Off Procedures

~~IX.~~

A. Authority. ~~The University~~TSU is authorized to write off uncollectible receivables pursuant to policies outlined in Chapter 0620-1-9 of the rules of the Department of Finance and Administration.

1. This includes the write-~~-~~off of any account of five thousand dollars ($5,000) or greater and/or accounts aggregating twenty-five thousand dollars ($25,000) or more.

2. Receivables submitted for write-~~-~~off must have been subjected to appropriate collection efforts in accordance with this ~~guideline~~policy and ~~University~~TSU procedures. See Exhibit A for collection escalation schedule.

~~2.~~

B. Reserve. A reserve for doubtful accounts ~~should~~will be established for activities for which accounts receivable represent a material amount to the activity income.

1. The reserve ~~should~~will be reported in the financial records of ~~the University~~TSU.

2. Receivables which prove to be uncollectible after prescribed collection efforts have been exhausted ~~should~~will be written off by a charge to the reserve for doubtful accounts after appropriate approvals are obtained.

C. Approval. The proposed write-~~-~~offs must be approved by ~~University~~TSU officials who are not directly involved in the recording and collection of accounts receivable.

1. The ~~University president and chief business officer should~~Chief Financial Officer will certify compliance with the prescribed statute and collection guidelines.

2. The accounts submitted for write-~~-~~off ~~should~~will be single accounts of $5,000 or more and/or accounts aggregating $25,000 or more. The write-~~-~~off request summary and certification, along with a detailed list of the accounts, should be submitted ~~to the Vice President for Business and Finance~~ for approval.

3. The write-~~-~~off request must be approved by the President and forwarded for approval to the Commissioner of Finance and Administration and the Comptroller of the Treasury ~~for approval~~.

4. Requests for the write-off of single accounts of less than $5,000 and/or accounts aggregating less than $25,000 shall will be approved at the University level by the appropriate officials.

a. These requests do not require additional approval by the Tennessee Board of Regents office or State Departments.

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

1. Information on the employing institution or agency will be returned to the institution for additional collection efforts.

2.4. If the debtor is a state employee, the Chief BusinessFinancial Officer of the department employing the debtor should be notified.

3. The department employing the individual will be responsible for taking the appropriate action to collect the debt.

4. If the department is unsuccessful in collecting the debt, written notification will be sent to the institution. The written notification shall be submitted with the next write off request for approval.

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

1. The University has the discretion to allow enrollment when the outstanding obligation is $200 or less.

2.D. The University Unless otherwise expressly prohibited by law, rule, or regulation, the University will continue to withhold diplomas, transcripts, certificates of credit, diplomas, or grade reports, and transcripts for these accounts until they are paid in full for the applicable term(s) until the student involved has satisfied all debts, or obligations for the applicable term(s) or meet the criteria established in T.C.A. § 49-9-1087-166.

X.XI. **Gramm-Leach-Bliley Act Contract Clause**

Include the standard language printed below in all future contracts

A. Contracts with third-party service providers that have access to the University's customers' non-public financial information should incorporate the requirements of the Gramm-Leach-Bliley Act into the service providers' agreement, unless otherwise determined by the Office of the General Counsel.

## 5.0 AUTHORITY AND REFERENCES

- T.C.A. § 28-1-113
  T.C.A. § 49-

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

~~Program in violation of its obligations under the GLBA, if Service Provider has lost or materially altered nonpublic financial customer information, or if the University reasonably determines that Service Provider's Program is inadequate.~~

~~8. Within thirty (30) days of the termination or expiration of this Agreement, Service Provider shall, at the election of University, either:~~

~~a. Return to the University; or~~

~~b. Destroy (and shall cause each of its agents to destroy) all records, electronic or otherwise, in its or its agent's possession that contain such nonpublic financial customer information and shall deliver to the University a written certification of the destruction."~~

- ~~Sources~~ 7-166
- T.C.A. § 49-7-166
- T.C.A. § 4-5-301 *et seq.*
- T.C.A. § 49-8-203(a)(1)(C)

## 6.0 HISTORY

November 16, 1977, TBR presidents meeting. Revised July 1, 1984. Revised May 17, 1988. Revised May 12, 1992. Revised August 9, 1994, TBR presidents meeting. Revised November 9, 1994, TBR presidents meeting. Revised May 14, 1996, presidents meeting. Revised August 25, 1998, presidents meeting. Revised May 11, 1999, presidents meeting. Revised May 21, 2001, presidents meeting. Revised May 16, 2006, presidents meeting. Revised November 8, 2006, presidents meeting; Presidents Meeting August 19, 2008; Presidents Meeting November 5, 2008; Presidents Meeting, May 21, 2013; Presidents Meeting February 2, 2016. Revised November 19, 2020, TSU Board of Trustees meeting~~.~~

## ~~Related Policies~~

- ~~Payment of Student Fees & Enrollment~~

**Tennessee State University**

**Receivables Schedule Template**

| Type | Due | Delinquent Notice 1 | Delinquent Notice 2 | Delinquent Notice 3 | Default Date | Placement 1 | Placement 2 | Write-Off |
|---|---|---|---|---|---|---|---|---|
| Student Accounts Receivable: Non-Title IV | Day Before 1st Day of Term | Purge Date of subsequent Fall or Spring Term | 30 Days from Delinquent Notice 1 | 30 Days from Delinquent Notice 3 | 30 Days from Delinquent Notice 3 | 30 Days from Delinquent Notice 3* | 9mo after unsuccessful Placement 1* | 9mo after unsuccessful Placement 2** |
| Student Accounts Receivable: Title IV Returns | Reversal Date | Purge Date of subsequent Fall or Spring Term | 30 Days from Delinquent Notice 1 | 30 Days from Delinquent Notice 3 | Purge Date of subsequent Fall or Spring Term | 30 days after 1st payment due* | 9mo after unsuccessful Placement 1* | Not Applicable |
| Student Federal Loans | Per Prom Note | Per Prom Note | Per Prom Note | Per Prom Note | 30 days after 1st payment due | 30 days after 1st payment due | 9mo after unsuccessful Placement 1 | Not Applicable |
| Student Institutional Loans | Per Prom Note | Per Prom Note | Per Prom Note | Per Prom Note | Per Prom Note | Per Prom Note | Per Prom Note | 2 Collection Attempts Exhausted |
| Parking/Traffic Fees & Fines | | | | | | | | |
| Library Fines | | | | | | | | |
| NSF Transactions - Non-Student | 10 days after bank notice | End of Month - 30 days after bank notice | End of Month - 30 days after Delinquent | End of Month - 30 days after Delinquent | End of Month - 30 days after Delinquent | End of Month - 30 days after Delinquent | End of Month - 9 months after unsuccessful | End of Month - 9 months after unsuccessful |
| Rental Fees | | | | | | | | |
| Notes Receivables | | | | | | | | |
| Other: | | | | | | | | |

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

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

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# Exhibit A

**Tennessee State University**

**Receivables Schedule Template**

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

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

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

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TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Ingram Barge Extension |
| RECOMMENDED ACTION: | No action |
| PRESENTED BY: | April Robinson, Chief Financial Officer |

**Background Information**

The informational item informs the Board of the University plans to extend its existing Right of Entry/ License with Ingram Barge Company for five years.

The partnership covers the riverfront area along the southwest edge of the TSU agricultural farm. This area sits 10 to 15 feet below the farmland. Since the partnership the start of the partnership in at least 2020, Ingram Barge has supported TSU students through scholarship contributions. The current Right of Entry / License expires December 31, 2026.

*Terms of the Extension*

| Term | Current agreement | Extension |
|---|---|---|
| Expiration | December 31, 2026 | Extended five years |
| Scholarships | Three in-state scholarships | Six out-of-state scholarships |
| Student engagement | None | One opportunity each year, including a barge or vessel tour |

The extension doubles the number of scholarships, from three to six. It also converts them to out-of-state awards, which increases the total dollars available to selected students. The annual student engagement opportunity will introduce students to the barge industry operating next to campus. The University and Ingram Barge will determine the timing and scope of each student engagement event.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Real Estate – Tune Airport Property - Use of Proceeds from the State-To-State Transfer of Property |
| RECOMMENDED ACTION: | No action |
| PRESENTED BY: | April Robinson, Chief Financial Officer |

## Background Information

This informational item presents the potential use of funds from the proceeds of the state-to-state transfer of the Tune Airport property.

# Tennessee State University's monetization of 7200 Cockrell Bend Boulevard at John C. Tune Airport
# November 2026

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**Authorization and Initial Engagement**
Following approvals by the Tennessee State University Board of Trustees and the Executive Subcommittee of the State Building Commission, The Tennessee Board of Regents on behalf of Tennessee State University has begun formal discussions with the Metro Nashville Airport Authority (MNAA) regarding the final terms of the transfer of the University's site at 7200 Cockrell Bend Boulevard at John C. Tune Airport.

**Potential Use of Proceeds**
When the funds arrive, Tennessee State University plans to carry out capital improvements in line with the University's primary objectives.

- **Primary Objectives**
  - ✓ **Expansion of student housing capacity:** Pursue proposed purchases, partnerships, and renovations for more residence halls and/or residence halls capacity to prepare for sustained or growing enrollment over the next two First-Time Freshmen (FTF) classes.
  - ✓ **Existing residence halls:** Address deferred maintenance and upgrades to mechanical systems.
  - ✓ **2028 Master Plan:** Provide seed funding for the University's 2028 Master Plan.
  - ✓ **New Construction funding:** Supply matching funds required for State-funded new construction projects already underway, this reduces the burden of fundraising.

**Partnership and Student Opportunities**
Through a future partnership with MNAA, the University is encouraged to explore how its academic programs, including Aeronautical and Industrial Technology (AIT), and affiliated Alumni can design opportunities for Tennessee State University students. The University's goal is for any such programming to be funded by MNAA, independent of University resources and airport property ownership.

**Potential Uses of Proceeds from State-to-State Transfer of Property**
*(in 000s $)*

| Funding Appropriation | | Amount |
|---|---|---|
| **Housing: Renovations, Acquisitions, and Leases** | **$** | **6,600** |
| *Estimated renovations to existing buildings* | | *4,000* |
| *Estimated purchase upfront capital* | | *1,600* |
| *Estimated Leases* | | *1,000* |
| **Bus Shed and Replacement Warehousing** | | **2,000** |
| **Master Plan and Consultant Services** | | **500** |
| **Capital Project Matching Funds** | | **2,600** |
| **Migration to support Bridge Masterplan** | | **3,000** |
| **Campus Improvements Leveraging Titans/Sustainability Grant** | | **800** |
| **Total Planned Uses** | **$** | **15,500** |
| Funding Source - Potential Proceeds | | 15,500 |
| **Remaining Balance** | **$** | **-** |

**Transaction Current Status**

The next transaction steps include:

- TBR has negotiated terms, including the University's appraisal full price of $15.5M and an included one-year lease-back period, on behalf of the University directly with MNAA for the State-to-State Transfer Agreement.

- The negotiated terms of both the transfer of the property and the lease-back period will be presented in a consolidated and simplified State-To-State Transfer Agreement provided by the State of Tennessee Real Estate Asset Management division (STREAM) to the University Board of Trustees for review and approval.

- After approval, STREAM and TBR will manage the closing of the actual transaction.

- Once the transaction is complete, the proceeds will be deposited into a Treasury account to be subsequently disbursed to a University capital plant fund for upon the identification of desired capital projects.

- To the extent any desired capital project requires University Board of Trustees approval, the individual real estate project will be brought to the Board for approval.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | University Financial Update |
| RECOMMENDED ACTION: | No action |
| PRESENTED BY: | April Robinson, Chief Financial Officer |

**Background Information**

The University Financial Update is a recap of the Monthly Financial Update that was provided to the Board of Trustees on October 20, 2026. It will include 2 highlights of the University's cash and debt position.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Homecoming Financial Summary |
| RECOMMENDED ACTION: | No action |
| PRESENTED BY: | April Robinson, Chief Financial Officer |

**Background Information**

This information item will provide the Board with a preliminary and current status financial update on Homecoming 2026. The update includes an overview of the new objectives and changes, historical and current accounting structure, revenue and expense budgets by event, revenue budgets by event actuals, and the gross to net ticket sales by type for the Roar on the Yard campus event.

*See Supplement A.*

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 5, 2026

ITEM: Approval of Fiscal Year 2026-2027 Revised Budget

RECOMMENDED ACTION: Approval of FY27 Revised Budget

PRESENTED BY: Chief Financial Officer, April Robinson

The purpose of this agenda item is to review and approve the FY27 Revised Budget. The FY27 Revised Budget reflects an anticipated surplus of $10.1M.

## FY27 Revised Budget

**Tennessee State University**
**FY27 Revised Budget**
*($ in 000s)*

| | REVISED FY27 | % of Total FY27 |
|---|---|---|
| **REVENUES** | | |
| Tuition & Fees | $ 69,504 | 38.6% |
| *Less: Scholarships* | *(23,092)* | *-12.8%* |
| State Appropriations | 80,004 | 44.4% |
| Other E&G Revenues | 13,002 | 7.2% |
| Total E&G Revenues | 139,419 | 77.5% |
| Total Auxiliary Revenues | 40,572 | 22.5% |
| **Total Revenues** | **179,991** | **100.0%** |
| **EXPENSES** | | |
| Personnel Costs | 91,367 | 53.8% |
| Non-Personnel Costs | 38,635 | 22.7% |
| Total E&G Expenditures | 130,002 | 76.5% |
| Personnel Costs | 4,676 | 2.8% |
| Non-Personnel Costs | 28,421 | 16.7% |
| Total Auxiliary Expenditures | 33,096 | 19.5% |
| Debt Service | 6,769 | 4.0% |
| **Total Expenses** | **169,867** | **100.0%** |
| **Net Surplus/(Deficit)** | **10,123** | |

The unexpected significant increase in First Time Freshmen enrollment of 1,737 vs the 1,200 budgeted, as well as better than expected retention of the prior Freshmen class and enrollment of transfer students led to a positive financial impact on the FY27 Revised budget.

Despite the incremental investment in key strategic areas as well as unforeseen costs, the FY27 Revised Budget anticipates a larger surplus than the FY27 Proposed budget.

## FY27 Revised vs. Proposed Budget

**Tennessee State University**
**FY27 Revised to Proposed**
*($ in 000s)*

| | REVISED FY27 | PROPOSED FY27 | VARIANCE $ | VARIANCE % |
|---|---|---|---|---|
| **REVENUES** | | | | |
| (1) Tuition & Fees | $ 69,504 | $ 55,757 | $ 13,747 | 24.7% |
| *Less: Scholarships* | *(23,092)* | *(19,371)* | *(3,721)* | *19.2%* |
| State Appropriations | 80,004 | 80,004 | *1* | 0.0% |
| (2) Other E&G Revenues | 13,002 | 9,947 | *3,055* | 30.7% |
| Total E&G Revenues | 139,419 | 126,337 | 13,082 | 10.4% |
| (3) Total Auxiliary Revenues | 40,572 | 34,160 | 6,412 | 18.8% |
| **Total Revenues** | **179,991** | **160,497** | **19,494** | **12.1%** |
| **EXPENSES** | | | | |
| (4) Personnel Costs | 91,367 | 89,657 | 1,710 | 1.9% |
| (5) Non-Personnel Costs | 38,635 | 35,303 | 3,332 | 9.4% |
| Total E&G Expenditures | 130,002 | 124,959 | 5,042 | 4.0% |
| (4) Personnel Costs | 4,676 | 4,120 | 556 | 13.5% |
| (3) Non-Personnel Costs | 28,421 | 23,852 | 4,568 | 19.2% |
| Total Auxiliary Expenditures | 33,096 | 27,972 | 5,124 | 18.3% |
| Debt Service | 6,769 | 6,769 | - | 0.0% |
| **Total Expenses** | **169,867** | **159,701** | **10,167** | **6.4%** |
| **Net Surplus/(Deficit)** | **10,123** | **796** | **9,327** | |

(1) FTE enrollment drives higher tuition revenue and scholarships expense

(2) Other E&G Revenues increases include football ticket sales, Grants IDC, and investment income

(3) Changes to auxiliary revenues and expenses are primarily driven by enrollment, with some additional expenses detailed in *"Material Budget Adjustments to Date"*

(4) Personnel costs are being closely monitored; increases driven by the following:
- Budgeted 1.5% year-end bonus for all faculty and staff (assuming positive performance continues)
- Movement of student salaries from operating budget pools to personnel costs

(5) E&G operating expense increases outlined in further detail in *"Material Budget Adjustments to Date"*

Unforeseen expenses and positive-ROI opportunities may reduce that surplus as the FY progresses, but the administration will make every effort to continue to maximize the surplus dollars available to rebuild reserves.

## Proposed Committee Action

The Committee Chair will call for a motion recommending the below.

**MOTION: I move to recommend that the Board of Trustees approve the Fiscal Year 2026 - 2027 Revised Budget, as contained in the Board materials.**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Outcomes Based Funding Formula Update |
| RECOMMENDED ACTION: | No action |
| PRESENTED BY: | April Robinson, Chief Financial Officer |

## Background Information

This information item will provide the Board with an update on the changes to the Outcomes Based Funding Formula for the 2026-2030 cycle. Additionally, the new priority rankings selected by the University as well as the resulting THEC-calculated percentages will be presented.

**TENNESSEE STATE UNIVERSITY**
**BOARD OF TRUSTEES**

| **AUDIT COMMITTEE** | |
|---|---|
| Thursday, November 5, 2026<br>12:00 p.m. CT | Tennessee State University Main Campus<br>Farrell Westbrook Complex (The Barn)<br>3500 John A. Merrit Blvd.<br>Nashville, TN 37209 |

## AGENDA

I. Call to Order

II. Roll Call

III. Opening Remarks by the Committee Chair

IV. Adoption of Agenda

V. Approval of Minutes: September 10, 2026, Audit Committee Meeting (Action)

VI. Report on External Audit Status

VII. Review of Internal Audit Plan Status

VIII. Report on Internal Audit Activity

IX. Adjournment of Public Session

X. Non-Public Executive Session

*Discussion of matters deemed not subject to public inspection under state law, confidential or privileged matters, litigation, audits, investigations, and other matters deemed not subject to public inspection pursuant to T.C.A. § 4-35-108(b)(1)-(3)).*

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Approval of September 10, 2026, Audit Committee Meeting Minutes |
| RECOMMENDED ACTION: | Approval |
| PRESENTED BY: | Trustee Dimeta Smith Knight, Committee Chair |

## Background Information

The committee conducted the meeting(s) referenced below. The document reflecting the minutes from the meeting(s) are included in the Board materials:

September 10, 2026, Audit Committee Meeting Minutes

## Proposed Committee Action

The Committee Chair will call for a motion recommending the adoption of the meeting minutes.

**MOTION: I move to recommend that the Board of Trustees approve the Audit Committee meeting minutes, as presented in the Board materials.**

**Meeting of the Tennessee State University Board of Trustees**
**Audit Committee**
**September 10, 2026**
**Tennessee State University**

# MINUTES

**Committee Members Present:** Trustees Dimeta Smith Knight, Terica Smith, and Dakasha Winton. Other Board members present: Trustees Jeffery Norfleet, Marquita Qualls, Charles Traughber, Leticia Towns, Venkataswarup Tiriveedhi

**University Staff Present:** President Dwayne Tucker; Ginette Brown, Interim General Counsel and Board Secretary; April Robinson, Chief Finance Officer; Sterlin Sanders, Interim Chief Information Officer; Eric Stokes, Vice President of Enrollment Management; Erik Schmeller, Interim Provost and Vice President of Academic Affairs; Will Radford, Assistant Vice President for Campus Planning, Design, and Construction; Jerod Holloway, Internal Audit

## I. CALL TO ORDER

Committee Chair Smith Knight called the meeting to order at 3:26 p.m.

## II. ROLL CALL

Committee Chair Smith Knight requested that Secretary Brown conduct the call. The following committee members were present: Trustees Dimeta Smith Knight, Terica Smith, Trustee Winton. Following the roll call, Secretary Brown determined that a quorum was present.

## III. OPENING REMARKS BY THE COMMITTEE CHAIR

Committee Chair Smith Knight welcomed attendees and emphasized the Committee's fiduciary responsibility to ensure the continuity and integrity of the University's internal audit function. She reported that the function had been inactive for several months and that the University needed resources capable of immediately addressing the workload, completing outstanding items from the previous audit plan, and strengthening the function through investments in technology and systems.

Chair Smith Knight reported that she had participated in several meetings to identify outstanding audit matters and upcoming deadlines and had maintained direct communication with the State Audit Director. She also attended weekly audit status meetings to monitor progress toward resolving recurring audit findings and fostering transparent working relationships between auditors and University staff. These efforts resulted in an extension for submitting a critical corrective action report.

To address immediate deadlines and staffing needs, Chair Smith Knight met with the University's Procurement Director to discuss the cooperative agreement process and consulted with the Office of General Counsel and the President regarding outsourcing the internal audit function. Weaver and Tidwell LLP were selected based on its experience in higher education, audit and information technology capabilities, available resources, and ability to begin work promptly.

## IV. ADOPTION OF AGENDA

Trustee Smith moved to adopt the agenda as presented. The motion was seconded by Trustee Winton. A voice vote was taken, with all present Committee members voting in favor of the motion. The motion passed unanimously.

## V. APPROVAL OF MINUTES: MAY 14, 2026, AUDIT COMMITTEE MEETING

Trustee Winton moved to recommend that the full Board approve May 14, 2026, Audit Committee meeting minutes. The motion was seconded by Trustee Smith. A voice vote was taken, with all present Committee members voting in favor of the motion. The motion passed unanimously.

## VI. APPROVAL OF THE FY27 INTERNAL AUDIT PLAN

Committee Chair Smith Knight introduced the agenda item concerning the proposed FY27 Internal Audit Plan and invited Alyssa Martin and Jerod Holloway of Weaver and Tidwell LLP to present an overview of the firm's engagement, the proposed audit plan, and the activities planned to reconstitute and strengthen the University's internal audit function prior to consideration of the action by the Committee.

Trustee Traughber requested clarification regarding Weaver and Tidwell LLP's selection and who made the final decision. Committee Chair Smith Knight explained that the Audit Charter addressed the hiring of an internal auditor but did not specifically address outsourcing the function. Given the University's immediate needs, the Chair and University staff consulted with the Office of General Counsel and the Procurement Director. The University utilized a cooperative agreement that allowed it to consider firms with previously established pricing rather than conduct a full competitive bidding process. Chair Smith Knight confirmed that the selection was made jointly by her and University staff.

Secretary Brown explained that the Audit Charter did not specifically address outsourcing the internal audit function, requiring the University to determine an appropriate course of action in the absence of explicit guidance. Secretary Brown also agreed to provide Trustee Traughber with a copy of the contract for review.

Trustee Qualls asked whether the Audit Committee should have approved or otherwise authorized the selection or whether it was an administrative decision. Chair Smith Knight responded that future Board policies regarding the matter would be for the full Board to consider, while emphasizing the Audit Committee Chair's responsibility to ensure that the internal audit function operated effectively. She noted that prompt action was critical and that the need to address the matter had been discussed over several months. Trustee Traughber observed that the Audit Charter assigned responsibility for ensuring adequate staffing and resources to the Audit Committee, rather than solely to the Chair or administration.

Ms. Martin explained that Weaver and Tidwell LLP had been engaged to establish and reconstitute the University's internal audit function. She stated that the FY27 Internal Audit Plan incorporated applicable Tennessee requirements, the University's history of audit deficiencies and required remediation, and the Global Internal Audit Standards following their 2024 revision.

Mr. Holloway explained that the plan incorporated mandatory State requirements, risk-based priorities, and anticipated workload considerations. The proposed financial reporting and internal controls review would address the financial close process, journal entries, reconciliations, and segregation of duties. Additional engagements would examine bank reconciliations, role-based access and segregation of duties within Banner, and Title IV financial aid balances, refunds, and allocations.

Required annual activities included reviews of the President's expenses, surprise reviews of cash accounts, conflict-of-interest activities, and NCAA assistance funds. Initial requested engagements included a transition assessment of the internal audit function and a review of accounting and reporting responsibilities between the University and the TSU Foundation.

Recurring responsibilities under the plan included providing updates to the Audit Committee and University management, refreshing the annual risk assessment, following up on prior audit findings, supporting ongoing Committee activities, and conducting fraud, waste, and abuse investigations and inquiries.

Trustee Traughber questioned how the Board could approve the FY27 Internal Audit Plan without first receiving a report on the FY26 plan. Chair Smith Knight explained that matters requiring detailed discussion would be addressed during the non-public executive session. She noted that the FY27 plan included required activities that would proceed regardless of the outcome of the prior fiscal year's work. The Committee could subsequently amend the FY27 plan if information from FY26 warranted revisions.

Secretary Brown confirmed that, to her knowledge, the anticipated executive-session topics fell within applicable exemptions from open-meeting requirements. At Trustee Traughber's request, she agreed to provide an email identifying the applicable exemptions.

Trustee Qualls asked whether Mr. Holloway would conduct the work independently or with a team and whether he would maintain a physical presence on campus. Mr. Holloway explained that he leads a team and offered to provide the organizational chart upon request. He also stated that he attends the President's Cabinet meetings each Tuesday, is generally on campus two days per week, and has a temporary office on campus.

Chair Smith Knight confirmed that Weaver and Tidwell LLP serve as the internal audit function for the entire University. Mr. Holloway affirmed this arrangement and noted that University personnel had been notified of the engagement. He added that Weaver planned to conduct additional outreach to inform employees how to contact the Internal Audit function.

Trustee Traughber requested clarification regarding the reduced hours allocated to prior audit follow-up activities and fraud, waste, and abuse investigations in the FY27 plan. Ms. Martin explained that Weaver did not anticipate the need for follow-up on prior-year audit findings at that time, although the hours allocated to such activities could increase in the future. She noted that much of the prior effort had involved investigations, recurring requirements, and State Auditor matters, which were addressed elsewhere within the risk-based portion of the FY27 plan.

Regarding investigation hours, Ms. Martin explained that the estimate was uncertain because not every report results in a full investigation, and certain matters must be referred to the State Comptroller's Office for assignment. She added that Weaver's prior experience could help the firm

assess recurring types of matters more efficiently; however, the number and scope of future reports could not be predicted.

Trustee Smith moved to recommend approval of the FY27 Internal Audit Plan to the full Board. Trustee Winton seconded the motion. Secretary Brown conducted a voice vote, with all present Committee members voting in favor of the motion. The motion passed unanimously.

## VII. ADJOURNMENT OF PUBLIC SESSION

Trustee Smith moved to adjourn the session to enter into executive session, with the motion seconded by Trustee Winton. A voice vote was taken, with all present Committee members voting in favor of the motion. The motion passed unanimously. The meeting was adjourned to enter executive session.

## COMMITTEE FOLLOW-UP ITEMS:

- **Internal Audit Hours and Weaver Contract** – Trustee Traughber requested additional detail regarding the lower number of audit hours included in the Weaver contract compared to the hours previously estimated by the former Internal Audit Director, including the reason for the difference and how the reduced hours will impact the University's ability to meet all internal audit requirements. Assigned to: *Jerod Holloway*

- **FY26 Audit Plan Report-Out –** Trustee Traughber requested a report-out on the FY26 Audit Plan and questioned why the Board of Trustees has not yet received the report-out while the FY27 Audit Plan is already being developed. Assigned to: *Jerod Holloway*

- **Weaver and Tidwell LLP Contract Review** – Secretary Brown agreed to provide Trustee Traughber with a copy of the Weaver and Tidwell LLP contract for review. *Assigned to: Attorney Ginette Brown*

- **Executive Session Exemptions** – Trustee Traughber requested an email identifying the applicable exemptions supporting the anticipated executive-session topics. *Assigned to: Secretary Brown*

- **Internal Audit Team Organizational Chart** – Trustee Qualls asked about the staffing structure supporting the University's internal audit function. Mr. Holloway offered to provide the organizational chart for Weaver and Tidwell LLP's internal audit team upon request. *Assigned to: Jerod Holloway*

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Report on External Audits |
| RECOMMENDED ACTION: | No action |
| PRESENTED BY: | Trustee Dimeta Smith Knight, Audit Committee Chair<br>April Robinson, Chief Financial Officer |

**Background Information**

A report on the current status of external audits, as well as remediation procedures of prior audits, will be provided to the Committee.

TENNESSEE STATE UNIVERSITY

# Meeting of the TSU Board of Trustees Audit Committee

Thursday, November 5, 2026

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# TENNESSEE STATE UNIVERSITY BOT AUDIT COMMITTEE

## ORDER OF BUSINESS

Thursday, November 5, 2026, 2:30 p.m. CT

Tennessee State University Main Campus, Farrell Westbrook Complex (The Barn)
3500 John A. Merrit Blvd., Nashville, TN 37209

I. Call to Order
II. Roll Call
III. Opening Remarks by the Committee Chair
IV. Adoption of Agenda
V. Approval of Minutes: September 10, 2026, Audit Committee Meeting (Action)
VI. Report on External Audit Status
VII. Review of Internal Audit Plan Status
VIII. Report on Internal Audit Activity
IX. Adjournment of Public Session
X. Non-Public Executive Session

*Discussion of matters deemed not subject to public inspection under state law, confidential or privileged matters, litigation, audits, investigations, and other matters deemed not subject to public inspection pursuant to T.C.A. § 4-35-108(b)(1)-(3)).*

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# TENNESSEE STATE UNIVERSITY
# BOT AUDIT COMMITTEE

## ACTION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: Minutes | Approval of September 10, 2026, Audit Committee Meeting |
| RECOMMENDED ACTION: | Approval |
| PRESENTED BY: | Trustee Dimeta Smith Knight, Audit Committee Chair |

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# TENNESSEE STATE UNIVERSITY
# BOT AUDIT COMMITTEE

## INFORMATION/DISCUSSION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Report on External Audit Status |
| RECOMMENDED ACTION: | None |
| PRESENTED BY: | Trustee Dimeta Smith Knight, Audit Committee Chair<br>April Robinson, TSU CFO |

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# April's External Audit Update Slides – Add Here

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# TENNESSEE STATE UNIVERSITY BOT AUDIT COMMITTEE

## INFORMATION/DISCUSSION ITEMS

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEMS: | Review of Internal Audit Plan Status |
| RECOMMENDED ACTION: | None |
| PRESENTED BY: | Trustee Dimeta Smith Knight, Audit Committee Chair<br>Alyssa Martin, CPA and Jerod Holloway, CIA, CFE, CICA, Internal Audit |

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FY27 AUDIT COMMITTEE STATUS UPDATE

## Agenda

Engagement status and project updates

| | | | |
|---|---|---|---|
| 01 | **Engagement Status Dashboards** | Priority and recurring audit activity status | Slides 3–4 |
| 02 | **Appendix - FY27 Internal Audit Plan** | Plan approach, mandatory and risk-based audits, initial and recurring engagements | Slides 9–12 |

FY27 AUDIT COMMITTEE STATUS UPDATE

# Engagement Status Dashboard

Progress on the eight priority FY27 engagements as of October 2026; phases align to IIA Global Standards Domain V (Principles 13–15).

**2 In Fieldwork** — President's Expense; Conflict of Interest

**2 In Planning** — Bank Reconciliations; Banner Access & SoD

**3 Not Yet Started** — Remaining risk-based & required audits

**1 Not Required** — NCAA Student Assistance Fund

| Engagement | Type | Status | Plan (Std 13) | Fieldwork (Std 14) | Report (Std 15) | Commentary |
|---|---|---|---|---|---|---|
| **FY27 Risk-Based Internal Audits** | | | | | | |
| Financial Reporting & Internal Controls | Risk-Based | Not Started | ○ | ○ | ○ | Timing expected – December 2026 – February 2027 |
| Bank Reconciliations | Risk-Based | Planning | ◐ | ○ | ○ | Planning underway: risk assessment, objectives and scope |
| Banner Role-Based Access & SoD | Risk-Based | Planning | ◐ | ○ | ○ | Planning underway. |
| Federal Programs & Title IV Compliance | Risk-Based | Not Started | ○ | ○ | ○ | Timing expected – November 2026 – January 2027 |
| **FY27 Annual Required Audits** | | | | | | |
| President's Expense Audit | Required | Fieldwork | ● | ◐ | ○ | Fieldwork underway: testing of support, approval and business purpose. |
| Cash Counts | Required | Not Started | ○ | ○ | ○ | Unannounced counts to be scheduled. |
| Conflict-of-Interest Form Review | Required | Fieldwork | ● | ◐ | ○ | Fieldwork underway: Board, executive and key-employee disclosures under review. |
| NCAA Student Assistance Fund | Required | Not Required | — | — | — | *Ohio Valley Conference (OVC) does not require SAF expenditure audits for funds received in 2025 or 2026 following the NCAA reporting suspension. [1]* |

[1] Amy McGinnis, OVC Associate Commissioner for Finance, HR & Championships, June 29, 2026 email.
OVC reports the NCAA's two-year AEF/SAOF/SAF reporting suspension and waives expenditure audits for funds received in 2025 or 2026.
Resources to be reallocated to Board of Trustees (BOT) or senior management requests.

● Complete ◐ In progress ○ Not started | NCAA removal to be documented as an exception under TSU Policy 01.06.



FY27 AUDIT COMMITTEE STATUS UPDATE

# Initial, Requested & Recurring Status

Progress on transition, Foundation and recurring engagements as of October 2026.

**1 Complete** — Transition Assessment; presented 9/10 AC

**1 In Fieldwork** — Foundation Accounting & Reporting

**1 Validation** — Multi-year risk assessment

**4 Ongoing** — Recurring management, follow-up, AC & FWA

| Engagement | Type | Status | Plan (Std 13) | Fieldwork (Std 14) | Report (Std 15) | Commentary |
|---|---|---|---|---|---|---|
| **FY27 Initial and Requested Engagements** | | | | | | |
| Transition Assessment | Initial | Complete | ● | ● | ● | Completed and presented to the Audit Committee at the September 10, 2026 meeting. |
| Foundation Accounting & Reporting Obligations | Requested | Fieldwork | ● | ◐ | ○ | Fieldwork underway. Governance framework and responsibility matrix completed covering Executive Director matters, banking & treasury, financial reporting, audit support, and student-support activities. Foundation stakeholder interviews completed and information requests issued to both parties. Evaluation of responses and identification of governance, operational, and reporting implications in progress. |
| **FY27 Recurring Audit Engagements** | | | | | | |
| Audit Management & Reporting | Recurring | Ongoing | — | — | — | Function management, administration meetings and internal audit reporting. |
| Risk Assessment & Plan Determination | Recurring | Validation | ● | ◐ | ◐ | Multi-year risk assessment informing FY28 IA plan and beyond. Fieldwork complete. Next steps: management consultation meetings. |
| Prior Audit Follow-Up | Recurring | Ongoing | — | — | — | Monitoring outstanding findings and verifying corrective actions. |
| Audit Committee Activities | Recurring | Ongoing | — | — | — | Meeting support and quarterly reporting; October update in progress. |
| FWA Investigations | Recurring | Active | — | — | — | Intake and triage active; qualifying matters to be reported to the Comptroller. |

● Complete ◐ In progress ○ Not started — Recurring activity, tracked continuously through the FY27 cycle

# Appendix – FY27 Internal Audit Plan

PLAN OVERVIEW

## How the FY27 Plan Was Built

***"The FY27 plan pairs every audit activity that Tennessee law and professional standards require with the highest-rated risks identified in TSU's legacy risk assessment."***

3,970 budgeted hours across the July 2026 – June 2027 cycle, delivered by Weaver as outsourced internal audit provider.

### Mandatory Coverage

Every engagement required by Tennessee statute, federal law, or IIA Global Standards is included and cannot be omitted without a documented Audit Committee exception.

### Risk-Based Coverage

Remaining capacity to target the critical-rated risks driving recurring Comptroller findings across nine consecutive audits.

### Capacity & Reporting

Resources are budgeted by engagement, supporting Financial Integrity Act reporting and quarterly status updates to the Audit Committee.

FY27 INTERNAL AUDIT PLAN

## Risk-Based & Annual Required Audits

Eight priority engagements totaling 2,615 hours: four critical risk-based audits and four annually required audits.

| Audit Area | Risk Rating | Summary Procedures | Audit Focus |
|---|---|---|---|
| **FY27 Risk-Based Internal Audits** | | | |
| **Financial Reporting & Internal Controls** | Critical | Evaluate controls over financial close, journal entries, reconciliations, segregation of duties, year-end reporting, and remediation of recurring Comptroller findings. | Internal Audit |
| **Bank Reconciliations** | Critical | Test timeliness, completeness, accuracy, aged reconciling items, and independent review against the 30-day completion standard and two-approver workflow. | Internal Audit |
| **Banner Role-Based Access & Segregation of Duties** | Critical | Evaluate provisioning, deprovisioning, privileged and generic accounts, role design, segregation of duties, and periodic access recertification in Banner. | IT / Internal Audit |
| **Federal Programs & Title IV Compliance** | Critical | Assess Return of Title IV calculations, enrollment reporting, credit-balance refunds, Direct Loan reconciliation, and corrective action for interconnected prior findings. | Compliance |
| **FY27 Annual Required Audits** | | | |
| **President's Expense Audit** | Required | Audit expenses made by, at the direction of, or for the benefit of the President across all funding sources; test support, approval, and business purpose. | Statutory Requirement |
| **Cash Counts** | Required | Perform unannounced counts at cash-handling locations to verify balances, segregation of duties, safeguarding, and timely deposit of receipts. | Policy Compliance |
| **Conflict-of-Interest Form Review** | Required | Review Board, executive, and key-employee disclosures for completeness and evaluate disclosed relationships requiring follow-up. | Statutory Requirement |
| **NCAA Student Assistance Fund** | Required | Perform agreed-upon procedures over Student Assistance Fund expenditures, including eligibility, approval, and allowability under NCAA requirements. | Membership Requirement |

July 2026 to June 2027 cycle - delivered by Weaver as outsourced internal audit provider.



FY27 INTERNAL AUDIT PLAN

## Initial, Requested & Recurring Engagements

Transition and Foundation reviews plus recurring plan activities, 1,355 hours of the 3,970-hour FY27 plan.

| Audit Area | Risk Rating | Summary Procedures | Audit Focus |
|---|---|---|---|
| **FY27 Initial and Requested Engagements** | | | |
| **Transition Assessment** | N/A | Complete kickoff, prior-workpaper inventory, open-finding mapping, IIA Global Standards alignment, and establishment of management and Audit Committee reporting cadence. | Plan Transition |
| **Foundation Accounting and Reporting Obligations** | N/A | Review memoranda of understanding, bylaws, and state regulations related to the sole purpose of the TSU Foundation; assess accounting obligations for component-unit reporting and transition risks associated with complete legal separation. | Internal Audit |
| **FY27 Recurring Audit Engagements** | | | |
| **Audit Management & Reporting** | N/A | Internal audit function management and representation, administration meetings, and internal audit reporting. | Management |
| **Risk Assessment & Plan Determination** | N/A | Refresh the University-wide risk assessment, determine risk-based priorities, develop the annual plan, and obtain Audit Committee approval. | Policy Compliance |
| **Prior Audit Follow-Up** | N/A | Perform status reporting and monitoring and verify implementation of corrective actions for outstanding audit findings. | Internal Audit |
| **Audit Committee Activities** | N/A | Support committee meetings, executive sessions, annual and quarterly reporting, charter obligations, and Chief Audit Executive governance responsibilities. | Governance |
| **FWA Investigations** | N/A | Receive, triage, investigate, and track fraud, waste, and abuse allegations; preserve evidence, maintain confidentiality, and report qualifying matters to the Comptroller. | Investigations |

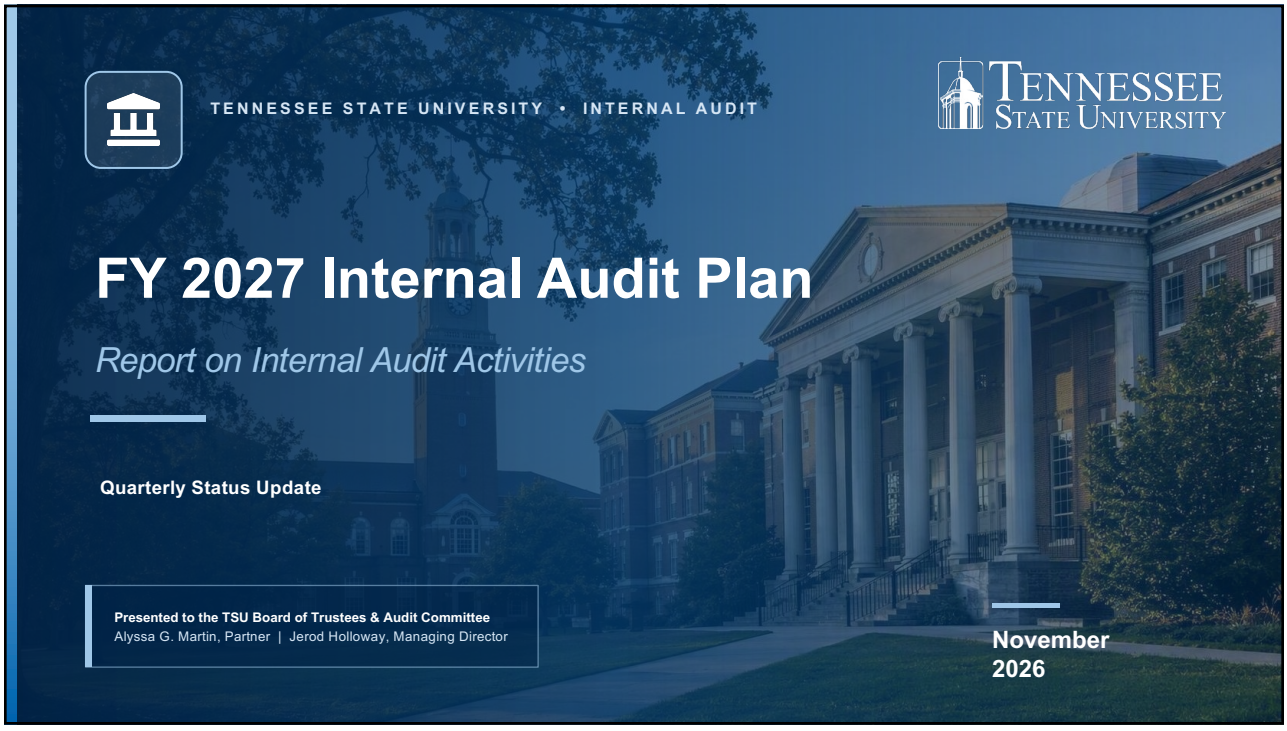
Mandatory items may not be omitted without a documented Audit Committee exception under TSU Policy 01.06.

# TENNESSEE STATE UNIVERSITY
# BOT AUDIT COMMITTEE

## INFORMATION/DISCUSSION ITEMS

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEMS: | Report on Internal Audit Activity |
| RECOMMENDED ACTION: | None |
| PRESENTED BY: | Trustee Dimeta Smith Knight, Audit Committee Chair<br>Alyssa Martin, CPA and Jerod Holloway, CIA, CFE, CICA, Internal Audit |

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FY27 AUDIT COMMITTEE STATUS UPDATE

# Agenda

Engagement status and project updates

| | | | |
|---|---|---|---|
| 01 | **Priority Audit Updates** | President's Expense Audit and Conflict-of-Interest Form Review | Slides 5–6 |
| 02 | **Foundation Review** | Governance and reporting obligations, completed procedures and next steps | Slide 7 |
| 03 | **Risk Assessment & Planning** | Multi-year risk assessment informing the FY28 Internal Audit plan and beyond | Slide 8 |



FY27 AUDIT COMMITTEE STATUS UPDATE · BY PROJECT

# President's Expense Audit

Annual required audit · Statutory requirement · Status as of October 2026

**Planning** Complete | **Fieldwork** In progress | **Reporting** Upcoming

FIELDWORK

## 1 Scope Recap

- Expenses made by, at the direction of, or for the benefit of the President across all funding sources
- Test supporting documentation, approval and business purpose
- Statutory requirement under the FY27 annual required audits

## 2 IIA Standards Procedures Completed

- Engagement communicated to the Treasurer, with approval to coordinate directly
- Held the introductory meeting on October 9th to discuss the process and requests
- Met with the Budget Director on October 12th to discuss this audit and how it has been approached in prior years
- Confirmed scope and document requests with the Treasurer
- Met again with the Treasurer and Budget Director on October 13th to finalize the detailed document request list

## 3 IIA Standards Procedures Upcoming

- Gain Banner and SciQuest access for selection and testing. Walk through the process and obtain the expense population and supporting records
- Test support, approvals and business purpose. Evaluate findings and agree action plans
- Issue final communication to the Audit Committee

## 4 Engagement Impediments

None at this time

- Any scope, access, or timing constraints will be escalated to management and the Audit Committee

FY27 AUDIT COMMITTEE STATUS UPDATE · BY PROJECT

# Conflict-of-Interest Form Review

Annual required audit · Statutory requirement · Status as of October 2026

**Planning** Complete → **Fieldwork** In progress → **Reporting** Upcoming

FIELDWORK

## 1 Scope Recap

- Review Board, executive and key-employee conflict-of-interest disclosures for completeness
- Evaluate disclosed relationships requiring follow-up
- Statutory requirement under the FY27 annual required audits
- 2026–2027 COI forms due October 22, 2026 for all faculty and staff. Separate from HR's Outside Employment disclosure.

## 2 IIA Standards Procedures Completed

- Engagement initiated and communicated to management
- Engagement risk assessment, objectives and scope set
- Obtained current-year disclosure forms and the filer population
- October 7th campus notice communicated mandatory submission by October 22nd
- Risk and Financial Compliance reported over 80 completed forms received as of October 7th
- Met with the Assistant Vice President for Risk and Financial Compliance to gain access to Argos and Qualtrics databases and discuss triage, testing protocols and the review approach

## 3 IIA Standards Procedures Upcoming

- Test disclosures for completeness against Board, executive and key-employee populations
- Evaluate disclosed relationships and follow-up actions on reported matters
- Issue final engagement communication to the Audit Committee
- Coordinate with the Assistant Vice President for Risk and Financial Compliance on Dynamic Forms access and triage. Internal Audit will evaluate disclosures
- Monitor outstanding submissions with Risk and Financial Compliance, which plans reminders targeting 100% by October 22nd

## 4 Engagement Impediments

None at this time

- Any scope, access, or timing constraints will be escalated to management and the Audit Committee



FY27 AUDIT COMMITTEE STATUS UPDATE · BY PROJECT

# Foundation Accounting & Reporting Obligations

Requested engagement · Internal Audit · Status as of October 2026

**Planning** Complete → **Fieldwork** In progress → **Reporting** Upcoming

FIELDWORK

## 1 Scope Recap

- Assess governance, operational, reporting and oversight responsibilities between the University and Foundation
- Evaluate alignment of authority, responsibility, accountability and current operating practices under the 2026 MOU
- Assess component unit reporting considerations and implications of the evolving operating model

## 2 IIA Standards Procedures Completed

- Engagement communicated to management
- Risk assessment, objectives, scope and work program finalized
- MOUs, Bylaws, Charter and supporting correspondence obtained and reviewed
- Separated considerations into Tier I, II and III matters
- Tier I governance and responsibility matrix developed
- Foundation interviews completed and responses incorporated into the assessment framework
- Information requests issued to University and Foundation stakeholders
- Obtained and evaluated University management and Foundation responses for Tier I requests and supporting documentation provided

## 3 IIA Standards Procedures Upcoming

- Compare University and Foundation considerations on governance, authority, operational responsibilities and reporting obligations
- Assess documented responsibilities against current operating practices for Tier I, II, III matters
- Develop observations, governance considerations and recommendations
- Complete component unit assessment and related reporting implications
- Issue final communication to the Audit Committee

## 4 Engagement Impediments

No significant scope or access limitations identified at this time.

FY27 AUDIT COMMITTEE STATUS UPDATE · BY PROJECT

## Risk Assessment & Plan Determination

Recurring engagement · Policy compliance · Status as of October 2026

**Risk Ratings** Complete → **Draft Report** In progress → **Consultation** Upcoming → VALIDATION

### 1 Scope Recap

- Develop a multi-year University-wide risk assessment to inform the FY28 Internal Audit plan and beyond
- Include the FY27 plan and historical audit results as context
- Internal Audit performs risk ratings across risk categories, followed by management and Audit Committee consultation

### 2 IIA Standards Procedures Completed

- Prepared the FY27 plan and presented it to the Audit Committee in September 2026
- Evaluated significant process universe and defined risk categories
- Completed the multi-year risk assessment workbook, added current state context and incorporated risk ratings
- Drafted management reporting with the significant activity list, definitions, ratings workbook and ranked activities

### 3 IIA Standards Procedures Upcoming

- Conduct management consultation meeting to review significant activities, risk category definitions and risk rankings
- Consult the Audit Committee on risk ratings and incorporate feedback
- Complete risk maps after both consultation and concurrence meetings
- Finalize reporting to inform the FY28 IA plan and beyond
- Obtain Audit Committee approval of plan revisions as needed

### 4 Engagement Impediments

No scope or access limitations reported.



# TENNESSEE STATE UNIVERSITY BOT AUDIT COMMITTEE

DATE: November 5, 2026

ITEM: Adjournment of Open Session and Call to Order of Non-Public Executive Session to Discuss Audits, Investigations, Litigations, and Matters Deemed Not Subject to Public Inspection Pursuant to T.C.A. § 4-35-108(b)(1)-(3)

RECOMMENDED ACTION: None

PRESENTED BY: Trustee Dimeta Smith Knight, Audit Committee Chair
Alyssa Martin, CPA and Jerod Holloway, CIA, CFE, CICA, Internal Audit

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TENNESSEE STATE UNIVERSITY

# ADJOURNMENT
# TSU Board of Trustees
# Audit Committee

November 5, 2026

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TENNESSEE STATE UNIVERSITY

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## ACTIVE AUDITS

**1)** FY25 Financial & Compliance Audit – **Wrapping up**

- In wrap-up/reporting phase – no additional standing meetings
- Draft findings titles shared by audit team
    i. Certainty of significant repeat audit findings – Audit covers a year of financial uncertainty before MOU stability funds were secured and permanent president named.
        1. Management oversight
        2. Financial Statements
        3. Bank Reconciliations
        4. Title IV funds
- Draft financial report expected within coming weeks (early November)

**2)** FY26 Single Financial Aid Audit – **In progress**

- Weekly status update meetings
- No results to report

**3)** Active audit findings actions - **In compliance**

- FY24 Endowment for Educational Excellence Foundation Report of Action submitted 6/30/2026
- FY24 Financial & Compliance Audit Report of Action submitted 6/30/2026
- FY25 Single Audit Report of Action submitted 9/25/2026
- Current Summary Schedule of Prior Audit Findings (SSPAF) submitted 9/25/2026

## 4) Internal Controls remediation

- FY17 Office of Inspector General - **Closed**

| Recommendation No. | Recommendation | Corrective Action Plan | Target date | Status |
|---|---|---|---|---|
| 1.3 | Direct TSU to strengthen the administrative and management controls and processes over obtaining and maintaining sufficient supporting documentation. | New policies drafted and pending final approval. October implementation planned. | 6/15/2026 | As of Friday, September 4, the OIG has accepted all of TSU's corrective actions and officially closed and finalized its 2017 audit. |
| 2.3 | Direct TSU to strengthen its administrative and management controls and processes over the proper allocation of costs. | | 5/31/2026 | |
| 3.3 | Direct TSU to update its administrative and management processes and internal control procedures related to assigning participant support costs within its accounting system. | | 5/31/2026 | |
| 4.2 | Direct TSU to update its administrative and management processes and internal control procedures surrounding the Award Cash Management $ervice system. | | 5/31/2026 | |
| 5.1 | Direct TSU to strengthen the administrative and management procedures over certifying time and effort reports in a timely manner. | | 5/29/2026 | |
| 5.2 | Direct TSU to strengthen the administrative and management procedures to require the inclusion of pertinent information on time and effort reports such as fund codes, award numbers, and work descriptions. | | 4/30/2026 | |

- FY20-2025 Management letters - **Ongoing**

| | No. of Items Each Year | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Topic | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Comments | Status | ETA |
| Access Restriction / Safeguarding (Foundation Gift Log) | | | | | 1 | | This items was also mentioned as a possible issue for FY25. Contoller has met/calls with Director of Foundation Accounting surrounding cash handling controls. Will schedule another meeting to finalize the updated process.<br><br>Pending Foundation's leadership. | In process | TBD |
| Account Completeness / Disclosure to Auditors (Missing Foundation Accounts) | | | | 2 | | | Met with Director of Foundation Accounting. She will review the listing at least annually to ensure what is provided to state audit includes all bank and investment accounts. | Complete | |
| Account Completeness / Disclosure to Regulators | | | 1 | | | | Met with Director of Foundation Accounting. She will review the listing at least annually to ensure what is provided to Comptrollers Office includes all bank and investment accounts. | Complete | |
| Accounting Errors / Misstatements | | | 1 | | | | During FY26 closeout, evaluating and drafting possible checklists for future use. | In process | 12/31/2026 |
| Accrual / Liability Review | | | 1 | | | | Policy drafted. Pending final approval. | In process | 12/31/2026 |
| Accrual Accuracy | | | | | 1 | | Policy drafted. Pending final approval. | In process | 12/31/2026 |
| Allocation Methodology | | | | 1 | | | TBD | Not started | |
| Approval / Authorization | | | | 1 | 2 | | Policy drafted. Pending final approval. | In process | 12/31/2026 |
| Approval Documentation | | 1 | | | | | Emailed Payroll Director to confirm current process. Controller to follow-up. | In process | 11/30/2026 |
| Authorized Signer Maintenance | | | | 1 | | | Requested authorized signer changes for the recent Foundation Board changes. | In process | TBD |
| Bank Reconciliation Accuracy | | | 1 | 2 | | | Related policy implemented. Bank reconciliations are up-to-date, being approved and reviewed. Planning future university-wide training for those who impact this process. | In process | Bank recs - complete<br>Training - 12/31/2026 |
| Bank Reconciliation Timeliness / Accuracy / Completeness | | | | 1 | 1 | | Related policy implemented. Bank reconciliations are up-to-date, being approved and reviewed. Planning future university-wide training for those who impact this process. | In process | Bank recs - complete<br>Training - 12/31/2026 |
| Capital Asset Recording Accuracy | | | | | 2 | | GA and Facilities to meet at least quarterly. Also established a position, Fixed Asset Accounting Manager, to commit to this work. | In process | Already started, but pending hire of FA Manager. |
| Capitalization / Classification | | | | | 1 | | GA and Facilities to meet at least quarterly. Also established a position, Fixed Asset Accounting Manager, to commit to this work. | In process | Already started, but pending hire of FA Manager. |
| Cash Handling Controls / Segregation of Duties | | | 1 | 1 | 1 | | Contoller has met with with the Asst. Bursar surrounding cash handling controls. Directed Asst. Bursar on how to update this process. Planning to follow-up on this when memos are drafted for FY26 audit. | In process | 1/31/2026 |
| Completeness of Investment Records | | | | 1 | | | Pending Foundation leadership. | TBD | TBD |
| Completeness of Student Population | | | | | 1 | | TBD | Not started | TBD |
| Documentation of Accounting Judgments | | | | 1 | | | Audit memos are being drafted related to anomalies or items that required management's judgment. | Complete | |
| Fund Segregation and Reconciliation | | | | 1 | | | Will need to connect with new Director of GA to review and establish process. | Not started | 1/31/2026 |
| Grant Accounting Accuracy | | | | | 1 | | Ongoing work in this department - With OIG items now closed out, will need to focus on review. Also, working with RSP on a software to assist Grants with some of this work--removes some of the risk of human error in the grants workflow. | In process | TBD |
| Grant Closeout / Return of Unused Funds | | | | | 1 | | OIG findings closed as of September 2026. Grant closeout entry booked for FY26. Unused funds reports are being submitted to CFO and/or Controller for sign-off. | Complete | |
| Interentity Reconciliation | | | | 1 | 1 | | GA and Foundation reconciled at 2026 YE. Planning to conduct this reconciliation at least quarterly going forward. | Complete | |
| Inventory Records / Documentation | | 2 | 1 | | 1 | | Policy drafted. Pending final approval. GA / Facilities established quarterly meetings. | Complete | 12/31/2026 |
| Note Disclosure Accuracy / Completeness | | 2 | 1 | 3 | 2 | | Policy drafted. Pending final approval. | In process | 12/31/2026 |
| Policy Compliance / Collections | | | | | 1 | | Policy drafted. Pending final approval. | In process | 12/31/2026 |
| Policy Documentation / Accounts Payable | | | | | 1 | | Policy drafted. Pending final approval. | In process | 12/31/2026 |
| Policy Documentation / Bank Reconciliation (Foundation) | | | | | 1 | | Final policy completed and submitted to state audit during FY25 audit; but applicable as of FY26. | Complete | |
| Policy Documentation / Board Approval | | | | | 1 | | Debt Management Policy finalized and approved during January 2026 University BOD meeting. | Complete | |
| Policy Governance / Unauthorized Change | | | | 1 | 1 | | Final University bank reconcilation policy approved by BOD in Nov. 2025. | Complete | |
| Recognition / Classification | | 1 | 3 | 2 | 2 | | During FY26 closeout, evaluating and drafting possible checklists for future use. | In process | 12/31/2026 |
| Reconciliation / Statement Presentation | | | | | 1 | | During FY26 closeout, evaluating and drafting possible checklists for future use. | In process | 12/31/2026 |
| Reconciliation to Supporting Records | | | 1 | 1 | 1 | | Directors and Controller review of supporting documentation for material items to support transactions. | In process | Ongoing |
| Segregation of Duties / Approval Access | | 1 | | | | | Evaluating Argos exception reports and potential controls within new Banner SaaS environtment | In process | TBD - Continues with Banner SaaS testing and configurations. |
| Statement Presentation / Classification | | | 1 | 2 | 1 | | During FY26 closeout, evaluating and drafting possible checklists for future use. | In process | 12/31/2026 |
| Travel Controls | | | | | 1 | | Controller and GA working with the internal Concur team to establish controls within the new system. | In process | TBD - Completion of implementation. |
| Tuition Billing Accuracy | | | | | 1 | | Included in overall finding connected to rate table, etc. Continued conversations with Bursar. Believed to be corrected, but will follow-up. | In process | 12/31/2026 |
| Unclaimed Property Compliance | | | 2 | 2 | 1 | | Unclaimed property work occurring now. Policy drafted, pending final approval. | In process | 12/31/2026 |
| Unclaimed Property Policy Compliance | | | 1 | 1 | 1 | | Policy drafted. Pending final approval. | In process | 12/31/2026 |
| Unsupported Adjustment / Documentation | | | | 1 | 1 | | Ongoing work with various depts--continuous educating staff on required documentation for transaction posting. JV policy draftd--pending approval. | In process | 10/30/2026 |
| User Deprovisioning | | 1 | | | | | Pending final report from state audit on FY25 finding. However, user access controls/setup to be reviewed with Banner SaaS transition. | In process | 10/30/2026 |
| Write-off Evaluation / Collections | | | 1 | | | | Policy drafted. Pending final approval. | In process | 12/31/2026 |

## ➢ FY24 Financial & Compliance Audit - **Ongoing**

| Topic | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | Notes | Status |
|---|---|---|---|---|---|---|---|---|
| Oversight / error-prone control environment | F1 | — | F1 | F1 | F1 | Pending final report | Addressed with leadership. Evaluating tools to assist with oversight. | In progess |
| Financial reporting errors / breakdown of controls | F2 | F2 | F3 | F3 | F2 | Pending final report | Controls being drafted and addressed in realtime. Evaluating tools to assist with monitoring. | In progess |
| Bank reconciliations | F3 | part of F1 | F2 | F2 | Not repeated | *Will be a finding for FY25* | Recons up-to-date. Policy finalized. | Complete |
| Accounts receivable collections | F4 | F3 | F7 | F7 | Not repeated | Pending final report | Policy drafted and pending final approval. | In progess |
| Return of Title IV funds | F5 | — | — | F13 | F10 | Pending final report | Recons now occurring. Refunds are being processed. | In progess |
| Student charges / tuition & fees | — | — | F5 | F5 | F4 | Pending final report | Portion of issue is resolved. | In progess |
| Enrollment status reporting (NSLDS / Pell / Direct Loan) | — | — | — | F12 | F9 | Pending final report | Enrollment making progress; script was needed and now in place. | In progess |
| Title IV credit refunds | — | — | — | F11 | F8 | Pending final report | Recons now occurring. Refunds are being processed. | In progess |
| Direct Loan reconciliation | F6 | — | — | F10 | F7 | Pending final report | F/A restaffed, along with SIG assistance. Recons occurring. | In progess |
| Financial aid eligibility / ineligible students | — | — | — | F14 | Not repeated | Pending final report | Related departments working together to keep this at bay. | In progess |
| Capital Projects | — | — | F4 | Not repeated | Not repeated | Pending final report | General Accounting and Facilities is now meeting quarterly. Also hiring a Fixed Asset Accounting Manager. | In progess |
| Withdrawals / withdrawal dates & types | — | — | F6 | F6 | F5 | Pending final report | Continued work in the area. Controller wants quarterly internal testing to occur. | In progess |
| Confidential internal controls finding | F7 | — | F9 | F15 | F11 | Pending final report | Addressing system controls as we work through Banner SaaS. | In progess |
| Ledgers / grants / subledgers / reconciliations | — | — | — | F4 | F3 | Pending final report | Grant closeout work occurred for FY26. Working on software to assist in this area. | In progess |
| Foundation investment policy / asset allocation | — | — | — | F8 | F6 | Pending final report | Foundation leadership addressing. | In progess |
| HEERF compliance | — | — | F8 | F9 | Not repeated | Pending final report | Planning to return HEERF. HEERF no longer applicable. However, policy drafted pertaining to handling emergency funding. Pending approval | Complete |

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEMS: | Review of Internal Audit Plan Status |
| RECOMMENDED ACTION: | No Action |
| PRESENTED BY: | Trustee Dimeta Smith Knight, Audit Committee Chair<br>Alyssa Martin, CPA and Jerod Holloway, CIA, CFE, CICA, Internal Audit |

**Background Information**

The FY27 Internal Audit Plan provides the framework for Tennessee State University's internal audit activities for July 2026 through June 2027, combining mandatory coverage with priorities drawn from the University's legacy risk assessment. This first FY27 plan status update provides the Audit Committee with progress on the priority engagements in the approved plan, using status information as of October 2026.

At the November 5, 2026 meeting, Internal Audit will present the FY27 Internal Audit Plan status, including progress on each priority engagement, current phases of work, and anticipated start dates for engagements not yet underway. The update will distinguish completed work from engagements in fieldwork, planning, or not started and will identify the proposed NCAA Student Assistance Fund plan exception.

Tennessee State University
Department of Internal Audit
3500 John A. Merritt Boulevard
Nashville, Tennessee 37209

## Review of Internal Audit Plan Status

This first FY27 Internal Audit Plan status update reports progress as of October 2026 for the July 2026–June 2027 cycle. Of the eight priority engagements in the original plan, two are in fieldwork, two are in planning, three have not started, and NCAA Student Assistance Fund procedures are identified as not required. The President's Expense Audit and Conflict-of-Interest Form Review are in fieldwork; Bank Reconciliations and Banner Role-Based Access & Segregation of Duties are in planning. Federal Programs & Title IV Compliance is expected to begin in November 2026, Financial Reporting & Internal Controls in December 2026, and unannounced Cash Counts remain to be scheduled.

Planning is complete for the President's Expense Audit and Conflict-of-Interest Form Review, and both engagements are in fieldwork with final reporting to follow. Testing and final conclusions remain pending.

The plan status identifies NCAA Student Assistance Fund procedures as not required because the Ohio Valley Conference does not require expenditure audits for funds received in 2025 or 2026 following the NCAA reporting suspension. Any resulting plan exception or revision will be presented separately for Committee action.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEMS: | Report on Internal Audit Activity |
| RECOMMENDED ACTION: | No Action |
| PRESENTED BY: | Trustee Dimeta Smith Knight, Audit Committee Chair<br>Alyssa Martin, CPA and Jerod Holloway, CIA, CFE, CICA, Internal Audit |

**Background Information**

This report provides the Audit Committee with an update on Internal Audit activity through October 2026, including current reviews, recurring responsibilities, and other matters requiring Committee awareness.

At the November 5, 2026 meeting, Internal Audit will provide updates on the President's Expense Audit, Conflict-of-Interest Form Review, Foundation Accounting and Reporting Obligations review, and multi-year risk assessment. The presentation will also summarize recurring internal audit activities and discuss the proposed treatment of the NCAA Student Assistance Fund review.

Tennessee State University
Department of Internal Audit
3500 John A. Merritt Boulevard
Nashville, Tennessee 37209

# Report on Internal Audit Activity

Internal Audit activity through October 2026 includes fieldwork on the President's Expense Audit and Conflict-of-Interest Form Review. President's expense procedures include obtaining system access and supporting records and testing documentation, approvals, and business purpose across funding sources. The conflict-of-interest review addresses disclosure completeness and relationships requiring follow-up, supported by management submissions and coordination on disclosure-system access.

Planning is complete for both reviews, fieldwork is in progress, and final reporting will follow completion of testing and evaluation. No engagement impediments have been reported; testing and final conclusions remain pending.

The Foundation Accounting and Reporting Obligations review is in fieldwork, addressing governance, operational responsibilities, and reporting considerations under the 2026 MOU. Work completed includes document review, development of a governance and responsibility matrix, Foundation interviews, and evaluation of Tier I responses and supporting documentation. Assessment of operating practices, component-unit reporting implications, observations, and recommendations remains underway. The multi-year risk assessment has completed initial risk ratings and is in validation, with draft reporting and stakeholder consultation pending.

Recurring Internal Audit activities continue through audit function management and reporting, Audit Committee support, and fraud, waste, and abuse intake and triage. This report is presented for information and discussion; any matter requiring Committee action will be addressed separately.

**TENNESSEE STATE UNIVERSITY**
**BOARD OF TRUSTEES**

| **STUDENT AND ACADEMIC AFFAIRS COMMITTEE** | |
|---|---|
| Thursday, November 5, 2026<br>2:15 p.m. CT | Tennessee State University Main Campus<br>Farrell Westbrook Complex (The Barn)<br>3500 John A. Merrit Blvd.<br>Nashville, TN 37209 |

## AGENDA

I. Call to Order

II. Roll Call

III. Opening Remarks by the Committee Chair

IV. Adoption of Agenda

V. Approval of Minutes: September 10, 2026, Student and Academic Affairs Committee Meeting (Action)

VI. Academic Affairs Report

- A. Academic Programs and Academic Units (Action)
- B. Update on Accreditation
- C. Update on Tenure Policy Revision
- D. Retention Update

VII. Student Affairs Report

VIII. Research and Sponsored Programs Update

IX. Adjournment

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Approval of September 10, 2026, Student and Academic Affairs Committee Meeting Minutes |
| RECOMMENDED ACTION: | Approval |
| PRESENTED BY: | Trustee Jeffery Norfleet, Committee Chair |

## Background Information

The committee conducted the meeting(s) referenced below. The document reflecting the minutes from the meeting(s) are included in the Board materials:

September 10, 2026, Student and Academic Affairs Committee Meeting Minutes

## Proposed Committee Action

The Committee Chair will call for a motion recommending the adoption of the meeting minutes.

**MOTION: I move to recommend that the Board of Trustees approve the Student and Academic Affairs Committee meeting minutes, as presented in the Board materials.**

**Meeting of the Tennessee State University Board of Trustees**
**Student and Academic Affairs Committee Meeting**
**September 10, 2026**
**Tennessee State University**

**MINUTES**

**Committee Members Present:** Trustees Jeffery Norfleet, Marquita Qualls, Venkataswarup Tiriveedhi, Terica Smith, Oliva Blauser. Other Board members present: Charles Traughber, Leticia Towns, Terica Smith

**University Staff Present:** President Dwayne Tucker; Ginette Brown, Interim General Counsel and Board Secretary; April Robinson, Chief Finance Officer; Sterlin Sanders, Interim Chief Information Officer; Eric Stokes, Vice President of Enrollment Management; Erik Schmeller, Interim Provost and Vice President of Academic Affairs; Will Radford, Assistant Vice President for Campus Planning, Design, and Construction; Jerod Holloway, Internal Audit

## I. CALL TO ORDER

Committee Chair Norfleet called the meeting to order at 10:01 a.m.

## II. ROLL CALL

Committee Chair Norfleet requested that Secretary Brown conduct the call. The following committee members were present: Trustee Jeffery Norfleet, Trustee Marquita Qualls, Trustee Tiriveedhi, Trustee Terica Smith, and Trustee Blauser. Following the roll call, Secretary Brown determined that a quorum was present.

## III. OPENING REMARKS BY THE COMMITTEE CHAIR

Committee Chair Norfleet welcomed all the new trustees to the meeting, including the new student trustee, Oliva Blauser. He noted that there is a lot to discuss and welcomes a productive meeting.

## IV. ADOPTION OF AGENDA

Trustee Tiriveedhi moved to adopt the agenda as contained in the September 10, 2026 meeting materials. The motion was seconded by Trustee Smith. A voice vote was taken, with all present Committee members voting in favor of the motion. The motion passed unanimously.

## V. APPROVAL OF COMMITTEE MINUTES

Trustee Tiriveedhi moved to recommend that the full Board approve May 7, May 13, and June 30, 2026, Student and Academic Affairs Committee meeting minutes. The motion was seconded by Smith. A voice vote was taken, with all present Committee members voting in favor of the motion. The motion passed unanimously.

## VI. ENROLLMENT REPORT

Committee Chair Norfleet introduced Dr. Eric Stokes, Vice President of Enrollment Management, to provide an update on the University's enrollment report, including recruitment outcomes, enrollment trends, and plans to support future enrollment growth.

Dr. Stokes reported increases in applications, admissions, deposits, and orientation participation compared with the prior year. More than 2,000 students had paid deposits, and nearly 2,000 had registered for orientation. The incoming class's academic profile remained generally consistent with the prior year, with a slightly higher average grade-point average and a slight decrease in average ACT scores. The University hosted more than 4,500 students and family members across 10 summer orientation sessions.

New freshman enrollment increased from 435 in fall 2025 to 1,737 in fall 2026, an increase of nearly 300 percent. New transfer enrollment increased from approximately 213 to 365, while dual-enrollment participation increased from 133 to 410. Total University enrollment exceeded 6,100 students. Dr. Stokes also reviewed the top 25 high schools and states represented in enrollment, as well as the top 20 transfer institutions. The University reduced the number of students dropped for nonpayment to 55 freshmen and 16 transfer students.

Dr. Stokes reported that applications for fall 2027 were 124 percent ahead of the same point in the previous recruitment cycle, with transfer applications also increasing. Planned enhancements included improvements to the Dynamic Portal, targeted email and text campaigns, enhanced communications with admitted students, earlier financial-aid information, welcome videos from college deans, student testimonials, and direct invitations to eligible scholarship applicants. Enrollment Management also planned to integrate scholarship opportunities, including the Presidential and Levi Watkins scholarships, more directly into the admissions process to identify potentially eligible applicants and encourage them to complete the appropriate review. Additional recruitment partnerships were planned with colleges, faculty, alumni, summer programs, and campus visitors across multiple metropolitan areas.

Trustee Qualls asked about plans to retain incoming students, the percentage of admitted students with ACT scores below 18, and the support available to those students. Dr. Stokes explained that Academic Affairs could provide additional details regarding retention, while Enrollment Management prioritized proactive communication about scholarship-renewal requirements and early registration and enrollment deadlines. He noted that ACT scores were distributed across the range of incoming students and that admission decisions also considered high school grade-point averages, dual-enrollment credits, and other indicators of academic preparation. Student support included advising, developmental support, tutoring, course placement, and early intervention. In response to a follow-up question about responsibility for retention, Dr. Stokes explained that Academic Affairs has primary responsibility for academic retention, while Enrollment Management also plays an important role. He identified Enrollment Management's responsibilities as including admissions, the Registrar's Office, orientation, merit scholarships, enrollment data, and communications reporting.

Trustee Traughber requested a chart showing the incoming freshman class's distribution of grade-point averages and test scores. Dr. Stokes agreed that the information could be compiled and shared. Trustee Traughber also asked whether enrollment trends among new freshmen and transfer students could inform academic-program strategy, recruitment priorities, and future operating needs. Dr. Stokes explained that engineering, business, and computer science generally attract strong student interest. Recruitment efforts highlight these high-demand areas while introducing prospective students to related programs, including agribusiness, healthcare administration, and industrial technology. He noted that program-specific recruitment, scholarships, summer programs, campus visits, and grant-funded activities also influence student decisions. Academic Affairs was working with deans to review enrollment patterns and determine how programs and resources could be adjusted to attract and support students. Committee Chair Norfleet recommended that academic-program planning also incorporate state and national workforce data to ensure that new or expanded programs align with emerging occupations, labor-market needs, student interests, and future employment opportunities.

Trustee Traughber requested more detailed enrollment data by student classification, including net tuition revenue, scholarship awards, geographic representation, and other relevant measures. He also asked about the involvement of SIG in the University's enrollment efforts. Dr. Stokes agreed to provide the requested dashboard and confirmed that SIG remained involved in supporting enrollment efforts. He added that Alvarez & Marsal had assisted with scholarship revisions that contributed to recruitment outcomes and developed a dashboard containing enrollment, scholarship, and net tuition revenue data for freshmen and the overall student population.

Trustee Qualls requested additional information about the strategies used to reduce the number of students dropped for nonpayment and whether those efforts presented any retention risks. The discussion highlighted earlier and more frequent communications, orientation participation, and collaboration among Admissions, Financial Aid, the Bursar, the Registrar, Housing, Academic Affairs, and the President's Office. Direct outreach included calls, text messages, and residence-hall visits. Staff regularly identified students with incomplete requirements and assisted them with financial aid, enrollment, and scholarship matters before the purge deadline. These efforts continued through the final purge and census date. The administration was documenting successful strategies, areas for improvement, and potential financial risks to inform future enrollment and retention efforts.

Committee Chair Norfleet asked whether the recruitment budget adequately supported Enrollment Management's responsibilities and requested information regarding the University's Spring 2027 recruitment strategy, including outreach to early high school graduates, adult learners, and transfer students. Dr. Stokes stated that current funding was sufficient, although additional resources could be beneficial. He noted that University leadership remained open to additional investments when the anticipated return could be demonstrated and emphasized the important nonfinancial contributions of faculty and staff to recruitment efforts.

Dr. Stokes explained that spring recruitment would include working with high school counselors to identify December graduates and continuing to offer merit scholarships to eligible students beginning in the spring. Transfer recruitment plans included hosting TSU recruitment events at community colleges, targeting in-state and out-of-state students, and adding a transfer-credit

evaluator. The additional position was expected to reduce evaluation times and help admitted transfer students make enrollment decisions more quickly.

## VII. STUDENT AFFAIRS REPORT

Committee Chair Norfleet introduced Dr. Bridgett Golman, Vice President of Student Affairs, to present the Student Affairs report, including updates on housing occupancy, summer camp revenue, student engagement, and student support services.

### A. HOUSING UPDATE

Dr. Golman reported that University housing was at 91.3 percent occupancy. The University generated approximately $444,000 in revenue from 14 summer camps, an increase of approximately 65 percent over the prior year. The Urban League National Youth Summit accounted for more than $250,000 in revenue and brought students ages 13 to 18 from across the country to campus.

Dr. Golman highlighted expanded Welcome Week programming, including field-day activities, game nights, talent shows, and other events. The University processed approximately 2,600 immunization records and served 204 military-connected students, including 63 new freshmen. Approximately 1,500 first-time freshmen resided in the University housing, making them the largest residential population. Utilization also increased across the One-Stop Navigation Center, Health Services, Disability Services, Military Services, International Student Services, the Wellness Center, and the Aquatic Center.

Committee Chair Norfleet requested clarification regarding the One-Stop Navigation Center. Dr. Golman explained that the center serves as a liaison to help students navigate University services, including financial aid. A trustee asked whether the reported utilization figures represented unique users. Dr. Golman clarified that the figures reflected individual scans and could include duplicate counts for students who accessed services multiple times.

Trustee Smith asked which facilities were used to accommodate summer camps and whether summer camp activity could become a recurring revenue source. Dr. Golman explained that, because much of the campus was undergoing summer maintenance, the University used three residence halls, along with facilities and services provided by Events Planning, Events Management, and Food Services.

Regarding summer camp recruitment, Dr. Golman explained that the Urban League invited TSU to host its National Youth Summit following the development of a partnership through a state-funded grant. The summit generated the largest share of summer camp revenue. Additional camps may be organized through various University departments, including Athletics, STEM, Engineering, and Aeronautics. She stated that the University planned to generate revenue from facilities and activities during both peak and off-peak periods, with proceeds supporting Student Affairs and the broader University budget.

Trustee Qualls asked whether the University had compared summer camp revenue with potential losses associated with pausing or discontinuing Maymester, including the effects of Maymester participation on student retention. Dr. Golman clarified that summer camps supplemented, rather

than replaced, summer academic operations. Students attending summer sessions continued to reside on campus and received scaled programming and activities from year-round Student Affairs staff. She deferred questions regarding the Maymester assessment to Provost Erik Schmeller.

Trustee Traughber asked whether increased enrollment had created operational cost pressures, whether future growth would require additional planning, and what enrollment growth the University anticipated over the next several years. Dr. Golman reported that, although the University had not experienced significant operational strain, demand for Student Affairs services had increased. Continued enrollment growth could create challenges related to housing, staffing, and Residence Life. She noted that the President and Cabinet had begun discussing strategies to address anticipated needs for the next academic year.

Committee Chair Norfleet asked how Student Affairs would sustain student engagement beyond Welcome Week. Dr. Golman reported that six weeks of intentional programming had been planned for first-year students, along with more than 115 Residence Life programs throughout the semester. Additional activities would be offered through Career Services, Counseling Services, Student Leadership and Engagement, and other University units.

Trustee Qualls asked how the central Student Affairs budget supports student-led organizations. Dr. Golman explained that professionally staffed programs receive support through a central programming budget. The Student Programming Board proposes activities through the Office of Student Engagement and Leadership, which administers the associated budget. Independent student organizations and Greek organizations generally rely on their own resources.

Trustee Tiriveedhi asked whether housing was reserved for graduate students. Dr. Golman explained that freshmen and other undergraduate students receive priority because of current demand. Limited graduate housing may be available in special circumstances, including accommodations associated with certain graduate assistant positions in Residence Life and other campus units.

Committee Chair Norfleet emphasized the importance of reviewing student conduct and safety procedures. Dr. Golman reported that the student conduct manual had been reviewed and updated and was being coordinated with the Office of General Counsel for presentation to the Board.

## VIII. ACADEMIC AFFAIRS REPORT

Committee Chair Norfleet introduced Dr. Erik Schmeller, Interim Provost and Vice President of Academic Affairs, to present the Academic Affairs report. Dr. Schmeller thanked the deans, department chairs, faculty, advisers, Graduate School, and staff who worked extended hours to register new and returning students.

Dr. Schmeller reported that Academic Affairs had experienced numerous personnel transitions resulting from the Voluntary Separation Program (VSP), retirements, and departures to other institutions. Following the departure of Dr. Nolan McMurray, Dean of the College of Life and Physical Sciences, Dr. Samantha Morgan-Curtis, Dean of the College of Liberal Arts, was appointed interim dean of both colleges, with support from interim Associate Dean Dr. John Robinson. Academic Affairs explained that the arrangement reflected the historical relationship between the colleges and their shared responsibility for much of the general education curriculum.

Following Dr. Cheryl Seay's departure through the VSP, the Office of Academic Affairs was restructured from a provost and four assistant vice presidents to an interim provost and one assistant vice president, Dr. Johnnie Smith, with experienced staff assuming additional responsibilities. A proposal was also under consideration to add an instructional designer position to support online learning, faculty development, digital accessibility, and course quality. The larger freshman class increased demand for general education and introductory courses, while smaller upper-division cohorts required some low-enrollment advanced courses to remain available for degree completion.

Academic Affairs reported implementing stronger faculty workload and personnel controls in response to changing enrollment while maintaining fiscal responsibility. Measures included increased oversight of research and administrative release time, requiring full-time faculty to carry full teaching loads before temporary instructors or adjuncts were hired, and centralizing approval of adjunct and temporary instructional appointments. Vacant faculty positions were being evaluated to determine whether replacements were necessary, with permanent faculty hires preferred when possible.

Academic Affairs was also pursuing initiatives to improve student success and retention. These included proposed policy revisions requiring greater use of the learning management system gradebook to support early intervention, compliance with federal digital accessibility requirements, and improvements to advising for health sciences students.

Under the leadership of Dr. De'Etra Young and Dr. Johnnie Smith, the Retention Council began a data-informed review of retention trends and student success strategies. The work included developing measurable recommendations, identifying barriers, and benchmarking peer institutions. The University retained 69 percent of the previous freshman class.

Dr. Schmeller stated that the remainder of the Academic Affairs report would address SACSCOC accreditation, student and faculty accomplishments, and the tenure policy revision. Additional tenure policy updates and four proposed academic program modifications were expected to be presented at the November meeting.

## A. ACCREDITATION UPDATE

Dr. Schmeller reported that the University's Quality Enhancement Plan (QEP), CADENCE, had been recognized as a project of excellence, and the University had been invited to present at the annual SACSCOC convention. CADENCE supported student retention through wraparound services. Other improvements included faculty advising resources, an advising manual, and the PAW Plan, which freshmen complete through UNIV 1000 to connect academic programs, career interests, wellness, and degree planning.

Dr. Schmeller stated that the fifth-year referral report was positive but identified areas requiring follow-up, including cost-of-attendance information, inconsistent program listings, and a discontinued specialist degree. He noted that SACSCOC was undergoing significant revisions, including changes to accreditation standards and the possibility of reducing the accreditation cycle from 10 years to seven years. The revised standards were expected to be announced in December,

and the University's next self-study was anticipated in 2030. He also noted that the QEP might be discontinued because of financial and workload constraints. The position previously held by Dr. Charlise Anderson was expected to be posted in December.

Committee Chair Norfleet asked whether an interim had been appointed following Dr. Anderson's departure. Dr. Schmeller confirmed that no interim had been appointed and that her responsibilities had been distributed among existing staff. Committee Chair Norfleet urged the administration to appoint an interim or secure consulting support immediately rather than wait until December to post the position. President Tucker agreed and stated that he would work to identify a viable solution.

Trustee Qualls requested clarification regarding the timeline for filling the position. President Tucker stated that he would discuss the matter with Dr. Schmeller following the meeting. Dr. Schmeller noted that he was currently serving as the accreditation liaison and communicating directly with SACSCOC. Trustee Qualls also asked about the potential impact of reducing the accreditation cycle from 10 years to seven years. Dr. Schmeller stated that he expected to provide greater clarity in December.

Trustee Towns asked whether Academic Affairs had sufficient personnel to manage its responsibilities and whether positions lost through attrition would be refilled. She also requested clarification regarding the number of interim deans and whether the University was considering consolidating the College of Liberal Arts and the College of Life and Physical Sciences. Dr. Schmeller stated that current staffing was adequate, although some positions would need to be backfilled. Academic Affairs had limited senior-level hiring to maintain the staffing reductions experienced across the colleges.

Dr. Schmeller clarified that the deans were permanently appointed, except that Dr. Morgan-Curtis was serving as interim dean of the College of Life and Physical Sciences while continuing as dean of the College of Liberal Arts. The possibility of consolidating the colleges was being considered as part of strategic planning and would require further program analysis, due diligence, and consultation with faculty. Committee Chair Norfleet noted that merging academic units could create additional accreditation concerns and emphasized that accreditation should remain a priority.

Trustee Qualls expressed concern about whether Academic Affairs had sufficient staffing to support a freshman class nearly four times larger than the previous year's cohort while maintaining the 69 percent retention rate. Dr. Schmeller acknowledged that the office relied on additional staff assistance and that Academic Affairs' capacity would need to increase if enrollment continued to grow. Trustee Qualls reiterated her concern about Academic Affairs operating with a limited staff.

Trustee Qualls requested the ratio of online to in-person courses and the percentage of residential freshmen enrolled in online courses because of capacity limitations. Dr. Schmeller agreed to provide the information by the end of the day on September 11. He explained that advisers attempted to place freshmen in in-person courses whenever possible, but student preferences, classroom availability, and instructor capacity resulted in some freshmen taking online courses.

Trustee Qualls asked what support was available to students taking online courses. Dr. Schmeller stated that online and in-person students received the same support services, including tutoring, regular check-ins, third-week faculty progress reports, and coordinated tracking through the EAB system. Trustee Qualls followed up by asking whether existing advisers could provide the same level of support to the larger freshman class. Dr. Schmeller reported that staffing had remained relatively stable and consisted primarily of experienced personnel. Student progress would continue to be monitored, with midterm examinations serving as an important measure of academic performance.

Dr. Schmeller continued the report by noting that several academic programs were approaching accreditation reviews and that Academic Affairs was working to ensure reports were submitted on time, including those for the teacher education program and CAPE. The University had also secured Quality Assurance funding through THEC and implemented *the Gracie Lab*, which was in the process of being institutionalized.

## B. FACULTY AND STUDENT UPDATES

Dr. Schmeller reported that first-generation freshman retention increased from approximately 50 percent for fall 2024 to 65 percent for fall 2025. The University also received a $2,500 Celebrate FirstGen grant to support recognition, advising, coaching, and community-building initiatives for first-generation students. Several faculty members had also received Fulbright awards.

## C. TENURE POLICY UPDATE

Dr. Schmeller reported that the tenure policy working group included experienced faculty representatives from each college and from the Library and Media Centers, along with a representative from Academic Affairs. The group was charged with revising the University's tenure and promotion policy and considering related issues identified during its review. He noted that individual colleges maintained their own tenure and promotion guidelines, which also required revision. The revised University policy would undergo Faculty Senate review before being presented to the Board, with consideration anticipated at the June meeting.

Committee Chair Norfleet asked whether the tenure process remained paused while the policy was being revised. President Tucker stated that the University intended to resume the tenure and promotion process and bring recommendations to the Board in June 2027. Faculty whose reviews had been paused during the previous cycle, along with the next eligible cohort, would be included. Until a new policy was adopted, candidates would proceed under the current policy.

Trustee Tiriveedhi raised concerns about faculty compensation, noting that faculty had not received a State-appropriated 1.5 percent compensation adjustment and had gone nearly three years without a base-pay increase, while student tuition had increased by approximately 10 percent. He stated that faculty compensation was approximately 30 to 40 percent below market levels, while some administrators and decision-makers were 10 to 15 percent above market. He also expressed concern about low faculty morale and delays in tenure and promotion for faculty who had met the expectations in place when they were hired. He urged the administration to restore the tenure and promotion process promptly and address market inequities in faculty compensation.

President Tucker stated that the University had not provided base-pay increases to the President or staff because of the need to maintain financial stability. The approved budget did not include salary increases; however, if financial performance exceeded projections, the University would consider a one-time 1.5 percent payment. He added that the University's goal was to resume regular base-pay increases effective July 1 of the following year, subject to financial results.

Trustee Qualls asked whether the tenure process would begin during the current academic year for decisions expected in June of the following year. President Tucker responded that the University was close to reopening the application portals but first needed to establish a process.

Committee Chair Norfleet expressed concern about reopening the portal without an updated policy. Dr. Schmeller explained that candidates would proceed under the current policy until the revised policy was implemented. Committee Chair Norfleet noted the risk of evaluating faculty under a policy already identified as needing improvement while a replacement was being developed. Dr. Schmeller explained that approximately 30 faculty members whose reviews had been paused had already begun preparing their materials under the current policy. Because the core documentation requirements for teaching, research, and service were not expected to change significantly, those faculty members would be grandfathered under the existing policy. Faculty entering future review cycles would follow the revised policy once it was implemented.

In response to Committee Chair Norfleet, Dr. Schmeller agreed to provide a list of faculty members whose reviews had been paused by the end of the day. Trustee Qualls also requested a copy of the list and an estimate of the number of faculty members eligible for review during the current year. Dr. Schmeller agreed to work with his department to provide an accurate estimate. Trustee Towns emphasized the need to coordinate with the administration and Finance Committee to prepare for the increased volume of reviews and provide greater insight into the associated decisions.

Trustee Smith asked whether faculty whose reviews had been paused and newly eligible faculty would both be evaluated under the current tenure and promotion policy or whether the new cohort would transition to the revised policy during the process. Dr. Schmeller confirmed that both groups would proceed under the current policy. He explained that the tenure and promotion review process spans the full academic year and that the revised policy was expected to be finalized by June.

Trustee Smith followed up by asking whether reviewing approximately twice the usual number of candidates would create a corresponding increase in financial obligations. Dr. Schmeller clarified that tenure itself does not create a direct financial cost, but promotion does. The promotion costs associated with the combined group could therefore exceed the University's usual average. Committee Chair Norfleet noted that the University would be reviewing both tenure and promotion for the previous and current cohorts.

Trustee Tiriveedhi requested clarification regarding the expected timeline for the tenure and promotion process for the 2025–2026 and 2026–2027 cohorts. Dr. Schmeller stated that the calendar would need to be adjusted to ensure newly eligible faculty received a full and fair opportunity to participate. He expected the Academic Affairs review to be finalized in April.

Committee Chair Norfleet emphasized the need for additional coordination among committees, timely and transparent communication, and sufficient preparation time for faculty as the tenure

and promotion timeline approached. Secretary Brown agreed to work with the chairs of the Student and Academic Affairs and Finance Committees to schedule additional meetings before the next Board meetings.

Trustee Qualls asked how the University would fund the process, given that tenure and promotion expenses had not been included in the FY 2026–2027 budget. President Tucker stated that the University would identify funds within the existing budget to cover the expenses. Trustee Qualls noted that the Board and the Student and Academic Affairs Committee should have been involved when the process was initially paused. She emphasized that the issue involved more than finances and underscored the importance of involving the appropriate Board committees in future governance decisions.

In the interest of time, Trustee Towns recommended including the retention and other remaining reports in the Committee Chair's report to the full Board.

## D. GLOBAL EDUCATION INITIATIVES UPDATE

Committee Chair Norfleet called on Dr. Jewell Winn to provide an update on Global Education Initiatives. Dr. Winn stated that the office's vision was to expand global opportunities, strengthen academic excellence, and prepare students for a global workforce. TSU benchmarked its internationalization strategy against peer historically Black colleges and universities (HBCUs) and integrated international programming with global risk-management practices, including its passport acceptance facility, crisis protocols, and faculty-led travel safety systems.

Dr. Winn reported that the University partnered with program providers and identified national funding sources to reduce students' out-of-pocket travel costs. During the previous three fiscal years, TSU sent 174 students to 14 countries through 19 programs. Participation declined from 95 students in FY 2023-2024 to 51 in FY 2024-2025 and 28 in FY 2025-2026 as federal funding decreased. Since 2023, TSU had produced eight Fulbright awardees spanning 10 countries and five academic colleges and disciplines. The University maintained 23 active memoranda of understanding across 13 countries and five global regions. Through the Title III Global Faculty Fellows program, TSU had trained and supported 15 fellows from seven academic colleges who led projects across more than 20 countries. The office was also working with deans and department chairs to incorporate global competencies into degree maps so that international experiences would not delay graduation.

Trustees discussed the potential impact of the proposed international student study-period policy on doctoral and graduate programs, how TSU was leveraging Fulbright participants' experiences to strengthen curricula and attract students and faculty, and whether the University had identified priority countries or programs aligned with its academic strengths or international investments within Tennessee. Dr. Winn explained that current TSU students would be grandfathered under the proposed rule, while new students beginning in January would be subject to it. Students exceeding the applicable period would have to leave the country, reapply, and return. She noted that litigation was pending and the University was monitoring potential changes because the rule could adversely affect universities that rely on international student revenue.

Dr. Winn added that returning Fulbright participants worked with their deans and departments and delivered presentations or workshops to share their experiences and knowledge. Fulbright participation increased TSU's visibility as a leading HBCU in the program and strengthened its research and scholarship. Faculty generally selected countries based on their courses, while her office monitored safety conditions. International plans could also change in response to geopolitical developments.

## IX. RESEARCH AND SPONSORED PROGRAMS UPDATE

Due to schedule constraints, Committee Chair Norfleet postponed this update to the following Board meeting.

## X. ADJOURNMENT

Trustee Tiriveedhi moved to adjourn the meeting. The motion was seconded by Trustee Smith. Secretary Brown conducted a voice vote, with all members present voting in favor. The motion passed unanimously, and the meeting was adjourned.

## COMMITTEE FOLLOW-UP ITEMS:

- **Student Data Dashboard** – A&M has developed a dashboard that provides student-level data, including scholarships and awards. The University will provide the Board with access to or information from the dashboard as appropriate. *Assigned to: April Robinson and Beau Briggs*

- **Student Code of Conduct –** Trustee Norfleet emphasized the importance of prioritizing the Student Code of Conduct. Assigned to: *Dr. Bridgett Golman*

- **Dr. Anderson's Replacement –** Trustee Norfleet emphasized the importance of filling Dr. Anderson's position prior to December 2026 and requested consideration of an interim appointment or consultant to ensure the position is covered and would like an update on the applications and process. Assigned to: *Dr. Erik Schmeller*

- **Online and In-Person Courses –** Trustees requested the ratio of online courses to in-person courses, as well as the number of first-year students taking online courses who reside on campus. Assigned to: *Dr. Eric Stokes and/or Dr. Erik Schmeller*

- **Faculty on Pause –** Trustee Norfleet requested a list of faculty currently on pause, including names. Assigned to: *Dr. Erik Schmeller*

- **Tenure Communication –** Trustee Norfleet requested that the Provost and President develop a communication regarding upcoming tenure decisions and related matters and provide it to the Board for review before it is shared with faculty. Assigned to: *Dr. Erik Schmeller and President Tucker*

- **ACT Scores and GPA Trends –** Trustees requested a chart showing ACT score ranges above and below 18, corresponding GPAs, and comparisons to prior years. Assigned to: *Dr. Eric Stokes*

- **Academic Programs and First-Time Students –** Trustees requested information regarding which academic programs are most attractive to first-time TSU students. Assigned to: *Dr. Eric Stokes and/or Dr. Erik Schmeller*

- **Enrollment Detail and Net Revenue –** Trustees requested additional enrollment detail by student classification, including net revenue, scholarships, and other relevant financial information. Assigned to: *Dr. Eric Stokes*

- **Maymester and Camps Revenue –** Trustees requested information comparing the revenue generated from Maymester programs and camps, including whether the University has monetized these activities. Assigned to: *Dr. Eric Stokes and/or Dr. Erik Schmeller*

- **Interim Deans –** Trustee Norfleet requested the number of interim deans currently serving at the University. Assigned to: *Dr. Erik Schmeller*

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Academic Programs and Academic Units Actions |
| RECOMMENDED ACTION: | Approval |
| PRESENTED BY: | Dr. Erik Schmeller, Interim Provost and Vice President of Academic Affairs<br>Dr. Samantha Morgan-Curtis, Dean of the College of Liberal Arts |

## Background Information

The ongoing review and evaluation of Tennessee State University's academic programs and academic units is a critical component for the institution to maintain regional and specialized accreditation. Academic programs that are mission-oriented, market-driven for student recruitment and workforce development, and cost-conscious are essential indicators in program evaluation and productivity. It is critical that the University communicates on an ongoing basis the performance of its academic program inventory. Part of this process also involves removing concentrations that are no longer sustainable or generate student interest. Additionally, the concentrations in Urban Planning and Public Administration are somewhat duplicative of offerings in the College of Urban Studies. This action allows Political Science to better prioritize its principal strengths in American Politics and Government, Pre-Law and Legal Studies, and International Affairs.

At the request of the Board of Trustees (BOT), a succinct Summary of Academic Actions: Academic Programs is presented in this agenda item. The Division of Academic Affairs is requesting approval of the following academic program modification.

| College | Academic Program or Academic Unit | Academic Action |
|---|---|---|
| Liberal Arts | History, **Political Science**, Geography, and Africana Studies | Terminate concentrations in Intelligence Studies, Public Administration, and Urban Planning |

## Proposed Committee Action

The Division of Academic Affairs is requesting approval of the academic unit modification. The Committee Chair will call for a motion on the requested action.

> **MOTION: I move to recommend that the Board of Trustees approve the academic actions for academic programs and academic units outlined in Table 1, as contained in the Board Materials. The proper officers of the University are authorized to take other actions as may be necessary and deemed appropriate to effectuate the successful implementation of the proposed academic actions and to work with the Tennessee Higher Education Commission (THEC) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to implement these academic actions for academic programs and academic units.**

**Additional Justification for Inactivation of Political Science Concentrations from the Political Science Faculty**

**MEMORANDUM**

**To:** Provost Schmeller
**From:** History, Political Science, Geography and Africana Studies
**Re:** Proposed Inactivation of Political Science Concentrations

According to the Tennessee Higher Education Commission's Academic Program Inventory, the Bachelor of Science (B.S.) in Political Science currently includes six active concentrations: Intelligence Studies, International Affairs, Pre-Law, Public Administration, Teacher Certification, and Urban Planning. The Political Science program proposes the termination of three of these concentrations: **Intelligence Studies, Public Administration, and Urban Planning**.

These proposed terminations are not indicative of a reduction in the strength or viability of the Political Science program. Instead, they are intended to streamline the academic inventory and ensure that degree concentrations accurately reflect the program's current structure. Political Science is one of the University's strongest academic programs, and its long-term success is best served by concentrating resources in areas of established faculty expertise, robust curriculum, and demonstrated student interest.

Each concentration proposed for termination either lacks an established curriculum or necessary faculty expertise, exhibits minimal or no demonstrated student demand, or substantially overlaps with existing academic offerings elsewhere at Tennessee State University.

**Urban Planning**

The Urban Planning concentration is not available for student selection within the University's student information system. Available records indicate no current student enrollment in the concentration, nor do they show any students having completed the B.S. in Political Science with this concentration during the period for which such information is recorded.

Furthermore, the Political Science program lacks the specialized faculty expertise required to sustain an Urban Planning concentration. Moreover, this concentration substantially overlaps with an existing TSU program. Urban Studies already offers concentration in Urban Policy and Planning, rendering a separate Political Science concentration duplicative of an existing and more appropriately situated academic pathway. Political Science maintains a productive relationship with Urban Studies, evidenced by eight students currently pursuing a double major in Political Science and Urban Studies, allowing students interested in related policy and planning issues to draw upon coursework from both programs.

For these reasons, the Political Science program recommends the termination of the Urban Planning concentration.

**Public Administration**

Similarly, the Public Administration concentration is not available for student selection within the University's student information system. It has never been fully defined by the Political Science faculty as a distinct curricular pathway, and available records indicate no current student enrollment or completion in this concentration.

Nevertheless, Public Administration remains an important career pathway for Political Science students. Students interested in government and public service can gain practical experience through legislative internships at the Tennessee State Capitol, while those seeking advanced professional preparation may pursue Tennessee State University's Master of Public Administration program.

The Political Science program currently lacks a faculty member whose primary specialization is Public Administration. An introductory Public Administration course has only recently been offered, and only two Public Administration courses are currently listed in the catalog. Developing a viable concentration would therefore necessitate additional specialized faculty expertise and substantial curricular expansion, which does not align with the program's current academic priorities.

For these reasons, the program recommends the termination of the Public Administration concentration.

**Intelligence Studies**

Intelligence Studies differs from the other two concentrations in that it remains available for student selection within the University's student information system. However, student demand has been extremely limited, with only one student selecting this concentration in recent records. That student enrolled during Summer 2026 but is not enrolled in Fall 2026.

This concentration was highly specialized and largely associated with the expertise of Dr. Daniel Gibran. Following his retirement, specialized courses supporting this concentration have not been offered, and the program currently lacks faculty with comparable specialization.

The department will, however, retain the **International Affairs** concentration, which provides a broader and more sustainable pathway for students interested in international politics, foreign affairs, and related careers while aligning with current faculty expertise and instructional capacity. For these reasons, the program recommends the termination of the Intelligence Studies concentration.

**Program Direction and Conclusion**

The proposed modifications are integral to a broader initiative aimed at aligning the Political Science program with its core strengths, available resources, and strategic directions and objectives. Instead of sustaining concentrations that lack adequate faculty expertise, robust curricular infrastructure, or sufficient student demand, the program seeks to focus its resources on areas where it can deliver a strong, cohesive, and sustainable academic experience.

Political Science will continue to prioritize its principal strengths in **American politics and government, pre-law and legal studies, and international affairs**. These areas are supported by existing faculty expertise and well-defined pathways that prepare students for advanced graduate and professional education as well as diverse array of career opportunities.

Future curricular development will emphasize **research methodology, analytical skills, and other transferable skills** crucial for enhancing preparedness for employment and graduate or professional study. Strengthening these foundational components will benefit Political Science students across all substantive areas and better equip graduates for an increasingly skills-oriented labor market.

Consequently, the termination of the Intelligence Studies, Public Administration, and Urban Planning concentrations will fortify the program by aligning its academic offerings with current realities and long-term priorities. The strategic realignment will allow faculty and curricular resources to remain focused on established strengths and future developments that offer the most significant educational and professional benefit to students.

TENNESSEE STATE UNIVERSITY

# Meeting of the TSU Board of Trustees

Student and Academic Affairs

1

# TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

AGENDA ITEM

I. Academic Program Modifications
II. Accreditation Updated
III. Tenure Policy Update

2

# Political Science

- Request for Approval to terminate the following concentrations within the Political Science program:
  - Intelligence Studies
  - Public Administration
  - Urban Planning
- No Teach out Plan needed as no students are enrolled.



# Inactivation of Program Concentrations Political Science

- Rationale
  - Limited to no student demand
  - Currently unavailable faculty specialization
  - Duplication/overlap with existing programs
  - Need to align offerings with institutional resources and priorities
- Strategic Benefits
  - Streamlined academic inventory
  - Greater focus on high-demand and sustainable areas
  - Improved alignment of faculty expertise and curriculum
  - Enhanced emphasis on transferable workforce and graduate school skills
- Program Strengths Retained and Enhanced
  - American Politics and Government
  - Pre-Law and Legal Studies
  - International Affairs

# Accreditation Update

- TSU Remains Fully Accredited with The Commission on Colleges and Universities (SACSCOC)

| Compliance Requirement | Due Date | Status |
|---|---|---|
| Annual Enrollment Profile | January 10, 2027 | Submit in December |
| Financial Profile | July 2027 | Submit in June |
| Dues, Fees, and Expenses | May 15, 2027 | Submit in May |
| Substantive Change Submissions | Submit in June and December as needed | MBA 4+1 |
| Annual Meeting | December 5-8, 2026 | 3 Representatives Attending |
| Reaffirmation Review | 2030 or possibly 2032 | Annual Assessment Ongoing |
| Compliance Certification/Self-Study | 15 months prior to Reaffirmation Review | 2028 or 2030 |

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# Ongoing Annual Assessment

- The Office of Assessment held its annual assessment planning work sessions in September.
- All Academic and Student Service Units, Academic and Student Support Units, and Administrative Support Units completed 2025-2026 assessment reports.
- Materials, such as faculty and administrative annual performance reviews, credentialling, and THEC required data submissions are ongoing.

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## Tenure Policy Committee Update

- The Committee is having ongoing meetings
- Two teams are analyzing the redlined document with a focus on sections 3 and 4 ( Criteria for Tenure and Changes in Tenure/Tenure-Track Status)
- Draft completed by January
- Additional editing and revision in February
- Present to Faculty Senate in March
- Submit in June for TSU Board of Trustee review

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TENNESSEE STATE UNIVERSITY

8

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Update on Accreditation |
| RECOMMENDED ACTION: | No action |
| PRESENTED BY: | Dr. Erik Schmeller, Interim Provost and Vice President of Academic Affairs |

**Background Information**

Dr. Schmeller will provide an update TSU's accreditation status and an overview of requirements and activities supporting our continued accreditation with the Commission on Colleges and Universities (formerly SACSCOC).

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Update on Tenure Policy Revision |
| RECOMMENDED ACTION: | No action |
| PRESENTED BY: | Dr. Erik Schmeller, Interim Provost and Vice President of Academic Affairs |

**Background Information**

Dr. Schmeller will provide an update on the progress and timeline on revising TSU's current Tenure Policy. Work is actively underway, and the expectation remains that a revised policy will be presented to the Board of Trustees for consideration at its June 2027 meeting.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Student Affairs Report |
| RECOMMENDED ACTION: | No action |
| PRESENTED BY: | Dr. Bridgett Golman, Vice President of Student Affairs |

**Background Information**

Dr. Golman will present a report on the Division of Student Affairs.

**Tennessee State University - Division of Student Affairs**

**Departmental Board Report**

**November 2026**

## OFFICE OF RESIDENCE LIFE AND HOUSING

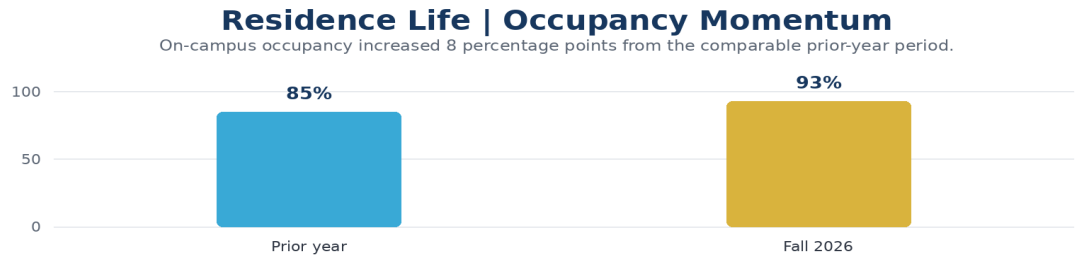
Residence Life continues to advance strategic priorities related to student success, enrollment support, operational effectiveness, and financial sustainability. Strong housing demand has resulted in 93% occupancy (3,201 residents), generating an estimated $9.3 million in Fall 2026 revenue and positioning the department to support continued institutional growth.

**Strategic Highlights**

- Maintained 93% occupancy, an increase from 85% during the same period last year, reflecting strong student demand for on-campus housing.
- Enhanced operational efficiency through continued optimization of the StarRez housing platform and implementation of standardized maintenance reporting procedures.
- Strengthened risk management and student safety through coordinated emergency preparedness and fire evacuation training across residential communities.
- Delivered 37 residential programs engaging 1,015 students, supporting student belonging, wellness, academic success, and retention goals.
- Expanded institutional visibility and student communication through digital engagement efforts, generating 370,019 social media views and 9,329 interactions.
- Advanced community-building initiatives, including Decor Wars and the Miles of Hope Walk, which attracted more than 212 participants.

**Strategic Outlook:**

Residence Life is proactively planning for Fall 2027 housing demand, evaluating capacity optimization strategies and potential off-campus housing partnerships to accommodate continued enrollment growth. Focus areas remain student experience, operational excellence, revenue optimization, and ensuring sufficient housing capacity to support the University's enrollment and retention objectives.




## OFFICE OF STUDENT ENGAGEMENT AND LEADERSHIP

The Office of Student Engagement and Leadership (OSEL) continues to advance student engagement, leadership development, and campus involvement through intentional programming and organizational support.

**Programming & Student Engagement**

- **12 student engagement programs** hosted during September.
- **86th SGA Inauguration** conducted to install student leaders for the 2026–2027 academic year.

- Ongoing **first-year student programming** focused on student transition, belonging, and retention.

**Student Organizations**

- **53 organizations** fully registered.
- **16 organizations** pending registration requirements.
- **3 new organization applications** submitted for review.
- **7 organizations** are currently reactivating.

**Leadership & Organizational Development**

- Advisor and student leader training completed as part of the annual registration process.
- Continued support for organizations rebuilding leadership and membership following Spring 2026 graduations.

OSEL remains focused on strengthening student success through leadership development, organizational effectiveness, and meaningful campus engagement opportunities.

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## OFFICE OF STUDENT CONDUCT

**Student Conduct Data (August 13 -October 2)**

| Case Type | August, 2026 | September, 2026 | October, 2026 | Total |
|---|---|---|---|---|
| Residential Conduct | 52 | 55 | 0 | 107 |
| Student Conduct | 26 | 28 | 0 | 54 |
| TOTALS | 78 | 83 | 0 | 161 |

| Classification | August, 2026 | September, 2026 | October, 2026 | Total |
|---|---|---|---|---|
| Classification not recorded on case | 8 | 1 | 0 | 9 |
| Freshman | 44 | 55 | 0 | 99 |
| Graduate Masters | 1 | 0 | 0 | 1 |
| Junior | 11 | 11 | 0 | 22 |
| Senior | 7 | 7 | 0 | 14 |
| Sophomore | 7 | 9 | 0 | 16 |
| TOTALS | 78 | 83 | 0 | 161 |

The Office of Student Conduct recorded 161 total conduct cases during the reporting period (August 13 -October 2), including 107 Residential Conduct cases (66%) and 54 Student Conduct cases (34%). Case volume increased from 78 cases in August to 83 cases in September, reflecting continued engagement in conduct management and student accountability processes.

Freshmen accounted for most conduct cases, with 99 cases (61%), followed by juniors (22), sophomores (16), seniors (14), and graduate students (1). Classification information was not recorded in 9 cases.

**Key departmental initiatives include:**

- Revision of the Student Code of Conduct, with updated policies scheduled for submission for approval by October 20, 2026.
- Development of a Student Court Handbook to clarify roles, responsibilities, procedures, and expectations. Five new Student Court members have been selected, and final handbook revisions will coincide with the updated Code of Conduct.
- Enhancement of Maxient operations, including the addition of new Residence Life staff as users and scheduled training for Residence Life personnel on October 19, 2026.

Overall, the department continues to strengthen conduct processes, policy compliance, student accountability, and administrative efficiency through policy updates, Student Court development, and staff training initiatives.

## ARISTOCRAT OF BANDS (AOB)

The Tennessee State University Aristocrat of Bands (AOB) continues to advance its legacy of excellence, leadership, and innovation while serving as one of the University's most visible ambassadors. Through high-profile performances, expanded recruitment, and student development initiatives, the AOB strengthens institutional pride and promotes the TSU brand nationally.

**Performance Highlights**

- Represented TSU at the National Urban League Annual Conference, Freshman Convocation, John Merritt Pep Rally and Classic, and football games against Alabama A&M and Florida A&M.
- Upcoming appearances include the UT Martin home football game and Homecoming 2026 activities, including the pep rally collaboration with guest artist TI., parade, football game, and additional Homecoming-week performances.

**Recruitment & Student Development**

- Recruitment increased for the 2026 season through expanded outreach and collaboration with Enrollment Management, with Preview Day and the Whitehaven High School Battle of the Bands supporting continued engagement.
- Enhanced social media content is increasing program visibility, while a fundamentals class supports member skill development and consistent performance standards.

## CHEERLEADERS AND SOPHISTICATED LADIES

The Cheer and Dance Programs continue to advance Tennessee State University's visibility, student engagement, and community outreach through athletic event participation, leadership development, alumni engagement, and youth programming. During the reporting period, the University Cheerleaders, Sophisticated Ladies Majorettes, and Lil Tigers Cheerleaders successfully represented the University at athletic and community events while preparing for Homecoming and other key institutional activities.

Notable accomplishments include continued preparation for the 2027 NCA College Nationals, enhanced alumni involvement supporting the Sophisticated Ladies' 75th Anniversary and the Aristocrat of Bands' 80th Anniversary, and sustained youth engagement through the Lil Tigers program. Operationally, the programs maintained effective coordination of travel, event logistics, facilities, and administrative support.

Looking ahead, priorities include successfully executing Homecoming activities, continuing student leadership development, completing staffing support initiatives, and supporting University events that promote student success and institutional excellence.

## THE FLOYD PAYNE STUDENT CENTER (FPSC)

The Floyd–Payne Student Center (FPSC) serves as the heart of the university. It is the center of campus activity. We offer a wide array of social, recreational, and athletic activities designed to meet the diverse interests of our students, faculty, and staff. We operate under the slogan, "Something for everybody." The center fosters holistic development and experiential learning outside the traditional classroom.

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**Major Accomplishments**

- Faculty and Staff Institute; 9/26
- Supported the health center in their testing for various health issues.
- Supported Tabletop Tuesday & Thursday in the 2nd-floor hallway.
- Inauguration of Mr. & Miss TSU; 9/26
- Assisted with transportation of students to the John Merritt Classic; 8/26
- Set up and support for JLL volleyball practice and games in Kean Hall; 9/26
- Worked with student activities on all outdoor activities on the admin lawn.
- This report was done during a six (6) week period; therefore, activities were limited.

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## STUDENT HEALTH SERVICES CENTER

**Overview**

The Student Health Services Center (SHSC) remains a critical access point for preventive, acute, and ongoing medical care for TSU students. The department focuses on maintaining continuity of care, expanding access through our telehealth partnership, strengthening campus and community collaborations, and providing proactive health education—despite ongoing staffing issues and reduced operational funding. These efforts continue to support student retention, academic success, and overall well-being.

**Student Health Services (September 1, 2026 – September 30, 2026)**

- Total Visits: 526
- Immunizations processed: 9

**Continued Access to Telemedicine Through TimelyCare September 1– 25, 2026**

- TimelyCare has served as a critical extension of medical campus-based services, ensuring continuity of care during periods of limited provider/nursing capacity, when the clinic reaches full capacity, and after hours.
- TimelyCare Utilization & Service Metrics -Benchmarks & Trends Jan 2025 - May 2026:

Demographics of students registering for TimelyCare services are primarily freshman undergraduates between the ages of 18-22. The significance of 47.7% after hours and weekend visits cannot be understated. Students have 24/7 access to services outside of traditional clinic hours. The number of completed visits correlates with the number of registrations which shows that students who register for the service are utilizing the service.

Compared to April – August 2026 (5 months, 43 visits), completed visits increased to 65 (over 4 weeks), indicating higher utilization as students were encouraged to register during busy times or when providers were unavailable.

***Student Satisfaction Scores***

Of students surveyed, TimelyCare is viewed as consistently providing quality care, as evidenced by 5.0/5.0 Average Visit and Provider ratings. Students can use services when out of state, for example, online students or students who may be out of town during vacations and breaks.

In conclusion, TimelyCare continues to play a vital supportive role in meeting student medical needs when on-campus providers are unavailable, helping to reduce delays in care while maintaining appropriate clinical oversight.

**Health Outreach & Educational Engagement (September 1 – September 25, 2026)**

Programming has included one educational activity for the general student population since August.

**Sex in the Dark**

Sex in the Dark is an interactive, judgment-free program where students can anonymously ask questions about sexual health, relationships, and wellness. In a darkened, glow-lit setting, a panel of health professionals provides honest, medically accurate answers. The unique atmosphere encourages open conversation, reduces embarrassment, and empowers students to make informed decisions.

Attendance: 173 students who signed up for this event.

**Health & Wellness Fair**

Planned for October 28, 2026, the Health and Wellness Fair will include vendors providing health screenings, education, and preventive information on student health and wellness. Activities will include fitness challenges and interactive tabling.

**Community Partnerships -A. Lentz Metro Health Department Partnership**

Student Health Services is on track to expand its collaboration with the Lentz Metropolitan Health Department to provide free, mobile, on-campus STI testing and Women's Healthcare beginning with one day per week, with plans to expand to two days per week as demand dictates.

**Services will include:**

- Female STI screening and symptomatic treatment provided by two Nurse Practitioners
- Male STI testing provided by one Registered Nurse
- Tests to be offered: Syphilis, Gonorrhea, Chlamydia, Hepatitis, and Trichomonas

This partnership will significantly improve access by allowing students to receive free, confidential testing and treatment without leaving campus, reducing common barriers such as transportation, time, and cost. This initiative is scheduled to begin in the Fall 2026 Semester. *The actual start date is still pending as the Right of Entry Agreement and TSU Addendum are being reviewed by the Metro Public Health Department Legal Department.*

Note: The STI testing for September was canceled due to insufficient staffing of the Metropolitan Public Health Department.

**B. Continued Partnership with Music City PrEP Clinic**

As in previous semesters, the Music City PrEP Clinic has continued to provide off-campus STI testing, treatment, and PrEP therapy to TSU students at no cost. They have also been a pivotal partner with student outreach, attending outreach events so far this semester. This partnership has also expanded the scope of services Student Health Services can offer. The Memorandum of Understanding is currently with General Counsel for review.

**Community Partnerships and Resources for Students**

The GYN provider has been referring students to A Step Ahead for Long-Acting Reversible Contraception (LARC), and many female students are taking advantage of the partnership.

**Operational Changes - Appointment-Based Care Model Pilot Continues**

Due to alignment with practices at most in-state peer institutions, Student Health Services has begun a gradual transition to an appointment-only care model, with full implementation targeted for Spring 2027. So far, results have been encouraging, allowing nursing staff to spend more time with patients while reducing their workload. Wait times have decreased as well. This ensures patients are evaluated thoroughly and in a timely manner, and it will also help prevent nurses from feeling overwhelmed during busy periods due to decreased staffing.

Scheduled appointments are available for physicals and sick visits from 1:00 pm to 4:30 pm. Walk-ins and scheduled physicals are still available from 8:00 am – 12:00 pm. The previous model allowed walk-in appointments all day.

As of September 14, 2026, the student portal is now available for students to schedule appointments.

**Shared Programming & Events**

Student Health Services has collaborated with the Counseling and Wellness Centers to host a Health and Wellness Fair on October 28 from 11 am to 2 pm. There will be 13 vendors in attendance, including community partners, the Tennessee Kidney Foundation, Regional Outreach Prevention Specialists, Today's Hope, Breaking the Sickle Cell Cycle, and the Music Center PrEP Clinic. We are also collaborating with other departments on campus, including Dental Hygiene, Respiratory Therapy, Nursing, and Food and Nutritional Services.

Our collaboration continued with the Counseling Center for another edition of Sex in the Dark: A Q&A discussion on sexual health aimed at the general student population. This event was very successful, with 173 students attending.

### Staffing and Increased Usage

Student Health Services continues to maximize its current staffing model to provide clinical care and support campus outreach and prevention initiatives. The clinic's dedicated team includes one medical provider who also serves as Medical Director, one full-time registered nurse, one part-time registered nurse, and an administrative assistant.

The Medical Director provides essential leadership and on-campus clinical care, complemented by TimelyCare when the provider is unavailable because of illness, vacation, meetings, professional obligations, or other absences. This coordinated approach expands students' access to virtual medical services and strengthens continuity within the University's healthcare delivery model while underscoring the value of consistent on-campus clinical services. This model will be enhanced in the future to accommodate increased usage.

The clinic's full-time and part-time nurses work collaboratively to support student care throughout the week. Continued attention to cross-coverage, particularly on Thursdays and Fridays when the part-time nurse is not regularly scheduled, will further strengthen service continuity during planned or unexpected absences. This focus is especially timely as student use of health services continues to grow:

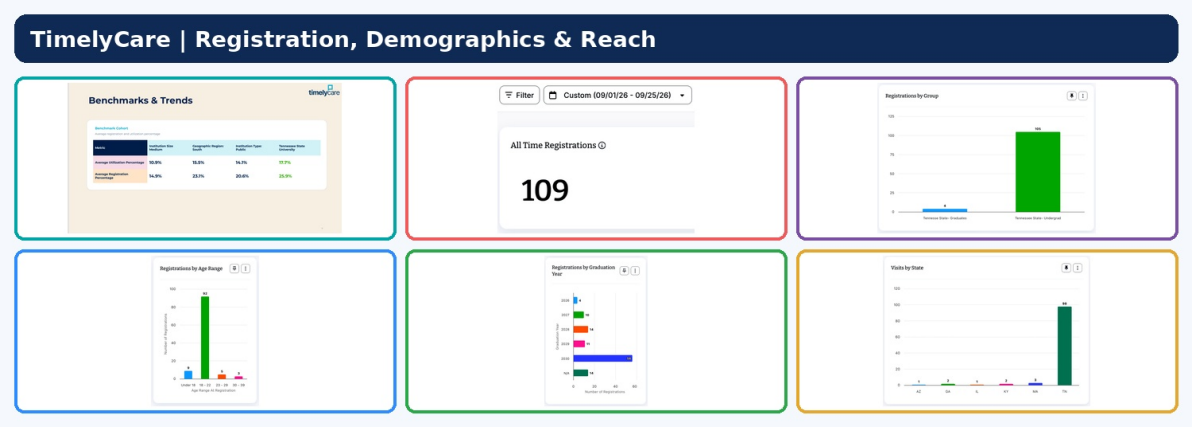
- August 2024: 243 visits
- August 2025: 223 visits
- August 2026: 334 visits
- September 2024: 398 visits
- September 2025: 434 visits
- September 2026: 526 visits

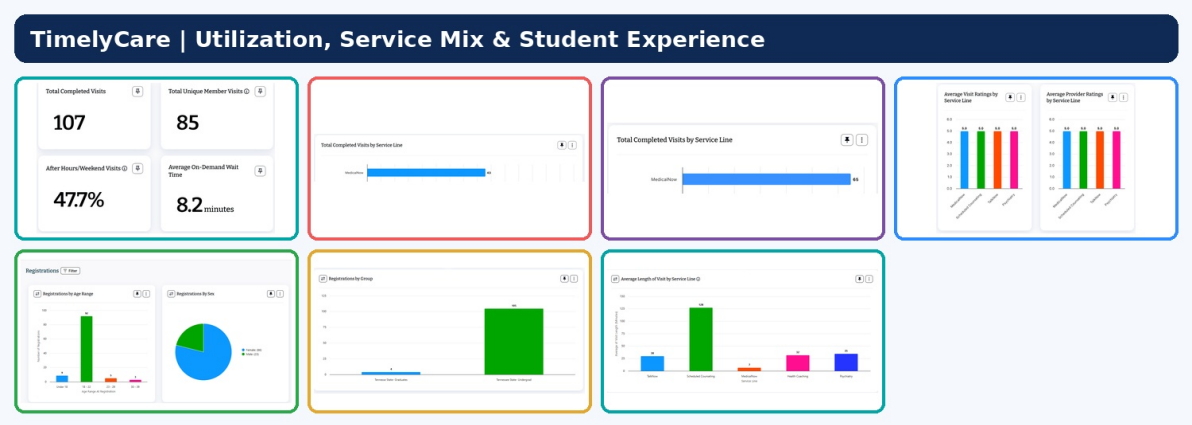
Reflected is the increase in the total number of students enrolled and access to on-campus health services.

Accessible on-campus healthcare is an important student support service, particularly for students who may lack reliable transportation, have limited financial resources, or experience other barriers to accessing community-based acute care. Adequate clinical staffing strengthens access to care, supports student health and well-being, reduces service disruptions, and ultimately contributes to student success and retention.

The current budget supports the clinic's essential day-to-day functions, while additional investment would create opportunities to expand services, strengthen professional development and training, assess clinical standards, upgrade software, and maintain medical supply resources. Prioritizing these areas will further enhance the quality of student care and support efficient daily operations.

The Center continues to advance collaboration and outreach planning while remaining committed to quality patient care. Strategic attention to staffing and budget resources during the academic year will help sustain this progress, expand service capacity, and strengthen support for students.




TimelyCare | Utilization, Service Mix & Student Experience
Total Completed Visits
107
Total Unique Member Visits
85
After Hours/Weekend Visits
47.7%
Average On-Demand Wait Time
8.2 minutes
Total Completed Visits by Service Line
Total Completed Visits by Service Line
Average Visit Ratings by Service Line
Average Provider Ratings by Service Line
Registrations
Registrations by Age Range
Registrations By Sex
Registrations by Group
Average Length of Visit by Service Line

# RALPH H. BOSTON WELLNESS CENTER/AQUATICS DEPARTMENT

This report provides an overview of recent initiatives and accomplishments within the Wellness Center and the Aquatics Department, highlighting ongoing efforts to promote safety, student engagement, and overall well-being. Through strategic programming, collaborative partnerships, and a continued focus on high operational standards, both areas have worked to enhance the campus experience and support students' holistic health and success.

Key activities, initiatives, outcomes, and other significant updates during this reporting period.

- Recreational Activities were re-established. Pickleball, Kickboxing/HIIT, and Apple Fitness classes are offered on Wednesday and Friday. Students gave positive feedback and are looking to increase participation.
- Felicia Sweatt was recognized as a High Performer in Outcome Assessment for

2025-2026.

- The Wellness Center will collaborate with Health Services and the Career Center to host a Health and Wellness Fair on October 28th

The Aquatics Department demonstrated a strong commitment to safety, education, and campus community engagement through several key initiatives.

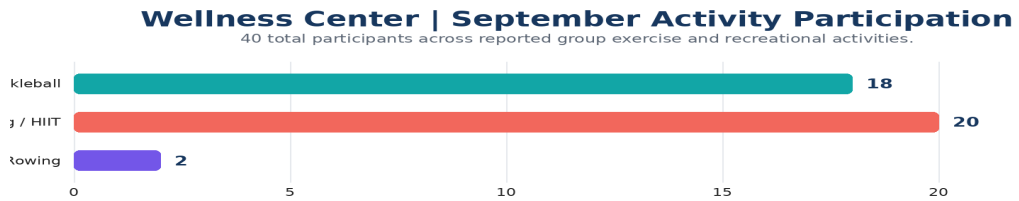
- The Gentry Swimming Pool received a 96/100 score from the TN Health Inspector.

The swimming schedule is now released weekly based on lifeguard availability.

- The Aquatics Department certified a student to become a lifeguard.
- The Aquatics Department is offering swimming lessons to students, faculty, and staff.
- A Water Fitness Class will be offered beginning in October.

**Metrics**

- **Semester Total Attendance: July 1, 2026, to September 30, 2026:** 6,426 students and 350 staff members
- **Total participants for Swimming Pool, July 1 to September 30, 2026:** 796
- **Group Exercise and Recreational Activities: September Totals: 40, including** Pickleball: 18, Kickboxing/HIIT Class: 20, and Apple Fitness Spin Bike/Yoga/ Rowing: 2




# THE COUNSELING CENTER

**Counseling Services Activity**

- The Counseling Center received 34 new student referrals between September 1–25.
- A total of 89 counseling appointments were scheduled, with 67 appointments attended, resulting in an overall attendance rate of approximately 75% for the reporting period.
- The Center continued to provide walk-in access for students seeking immediate support. During the latter half of the reporting period, walk-ins represented a significant pathway into services, including 8 of 12 referrals during the week of September 14–18.

- Counseling interns are now fully utilizing Titanium for clinical documentation, improving continuity of documentation and eliminating the temporary paper-based workflow used while technology access was being established.
- The Counseling Center continued to expand access through multiple entry points, including scheduled counseling, walk-in services, campus outreach, referral forms, Drop & Talk opportunities, and referrals from campus and external partners.

**Outreach and Prevention**

- The Counseling Center expanded its prevention and early-intervention efforts through campus tabling, residence hall outreach, educational presentations, social media initiatives, and collaborative programming.
- Outreach efforts created direct pathways into Counseling Center services. During one cafeteria tabling initiative, 5 students subsequently completed counseling referrals, accounting for 50% of the Center's referrals that week.
- The Student Success Liaison conducted outreach at Boyd Hall, engaging 10 students. Two students completed Drop & Talk forms and received follow-up from the Counseling Center.
- The Center participated in University Library Welcome Day, resulting in contacting 13 students who signed in at the Counseling Center table.
- Additional outreach included Tuesday tabling, “Wins” Day tabling, Career Fair outreach, and participation in Breaking the Silence, increasing student awareness of mental health resources and opportunities to connect with Counseling Center staff.
- The Counseling Center continued development of preventive programming focused on stress management, social connection, mental health awareness, and reducing barriers to seeking counseling.

**Outreach Highlights**

- McNair Scholars Program: Presented to at least 8 students on managing stress in college, healthy coping strategies, and accessing Counseling Center resources.
- Breaking the Silence: Maintained a Counseling Center presence and informational table to promote mental health awareness and connect students with available support.
- SANE Program & Family Safety Center: Met with representatives from the SANE Program and Medical Forensic Clinic to strengthen awareness of available forensic and interpersonal violence resources and develop pathways for connecting students receiving those services with ongoing Counseling Center support.
- Tiger Link Up – Speed Friending: Secured space at Epps Hall for October 21 for a student connection initiative designed to encourage peer relationships, reduce social isolation, and strengthen students' sense of campus belonging.
- Movement Monday: Began development of a wellness initiative incorporating physical movement, student engagement, and mental health promotion. President's Lawn has been reserved for the program.
- ABPsi Collaboration: Continued preparation for an October 7 mock therapy program with the Association of Black Psychologists student organization. The program is designed to demystify the counseling experience and help students better understand what participation in therapy can look like.

The dataset shows current utilization and active registration information from the onset of services beginning 1/10/25.

## CAREER DEVELOPMENT CENTER

The Career Development Center expanded career readiness, employer engagement, and workforce development opportunities for students throughout September. Programming focused on career preparation, professional development, campus employment, employer recruitment, individualized coaching, and direct connections to internship and full-time employment opportunities. Across reported programming from September 1–25, the Center recorded 985+ student engagements, including 640 students who attended the Fall Career Expo on September 24th.

**Career Services Activity During the September1-25 reporting period.**

- Hosted the Fall 2026 Career Expo, engaging 640 students and welcoming 101 companies and 17 university departments for internship, full-time employment, and networking opportunities.
- Secured significant Career Expo financial support, including $43,600 through the Marketplace account, $6,200 in checks, and $10,000 in sponsorships.
- Conducted three UNIV 1000 career-readiness presentations for 115 students across Honors, Communications, and Business.
- Hosted and supported employer-led professional development, including the GEP workshop for 21 students and the Teach For America LinkedIn workshop for 19 students.
- Hosted the Resume & How to Navigate a Career Fair Workshop for 25 students, preparing participants for employer engagement and successful career-fair navigation.
- Hosted Federal Work-Study orientations serving 75 students and supported SUBG's *All About the Business* professional development program for 50 students, including resume assistance for students preparing for campus-wide, Agriculture, and Engineering career fairs.
- Conducted at least 9 individualized career/student-success coaching sessions during the reporting period, focused on career navigation, job placement, time management, and professional development.
- Strengthened employer partnerships through continued engagement with organizations including Schneider Electric, Teach For America, Southern Company, Unum, Cummins, GEP, and FedEx.
- Southern Company leadership expressed interest in expanding its partnership with the Career Development Center through future programming.

**Student Success Impact**

- Teach For America exceeded its TSU recruitment goal, extending 10 offers against a goal of 9, achieving 111% of its target. Additionally, 89% of TSU applicants were invited to interviews, and 67% of interviewed students received an offer.
- More than half of TSU students who accepted Teach For America offers elected to remain in Nashville, demonstrating the Career Development Center's contribution to both student employment outcomes and the local workforce.
- Career readiness efforts reached students through classroom presentations, employer-led workshops, resume development, LinkedIn training, networking preparation, work-study orientation, and individualized coaching, creating multiple pathways for students to strengthen their professional skills and prepare for employment.

**Please see the Career Center PowerPoint presentation.**



# STUDENT NAVIGATION 1STOP CENTER & VETERAN AFFAIRS

The Student Navigation 1Stop Center serves as a centralized access point for student affairs and support services. The office addresses student needs on a case-by-case basis and assists with a wide range of matters, including admissions, bursar support, degree tracking, financial aid, registration, excused absences, and other student support functions. By consolidating these services in one location, the department enhances the university's customer service and helps students resolve concerns and complaints without navigating multiple offices across campus.

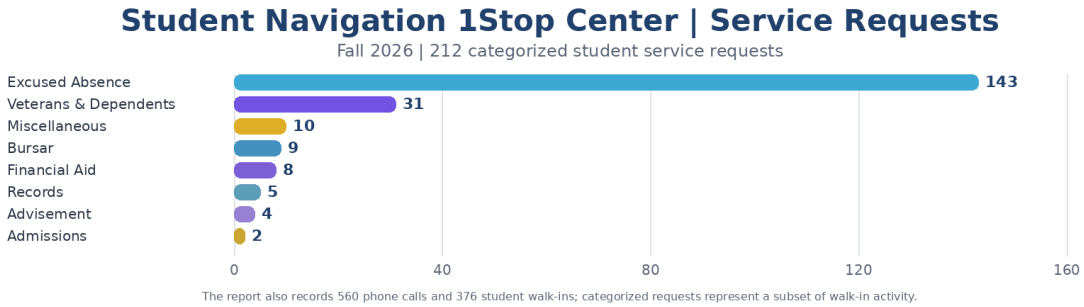
Backup Support

In addition, the Navigation 1Stop Center, led by Dr. Bryant and Mr. Greg Williams, provides backup support for the university's main phone line (615-963-5000). We have recently added a Graduate Assistant as well. It has helped tremendously.

Phone calls taken and assisted or transferred totaled 560

Although the foot traffic slowed in summer. We saw an increase during the Fall 26 orientation period.

Student walk-ins totaled 376




Unit Focus: The Veterans Affairs Office remains a vital support pillar for the military-affiliated community, focusing on certification benefits, immigration compliance, and holistic academic success and transition support.

VA Update: The office is actively supporting 222 military funding recipients

Enrollment Breakdown: 5 Doctoral, 22 Graduates, 62 Seniors, 45 Juniors, 22 Sophomores, 66 Freshmen

VA Benefits Used: Chapter 35 –Dependents – 145, Chapter 33 – GI Bill- Soldiers –39, Parents transferred GI Bill –12, Chapter 31 –Voc Rehab – 9, Reserves – 1606-17

TSU recertification submitted and approved by the State. TSU allowed the Academic Departments to make changes to our catalog up until August 2026. We could not apply for recertification until September. We applied and received approval once the catalogs were published. This approval allows us to continue receiving federal funding for our SACS-accredited majors and confirms they align with our 2026-27 Undergraduate and Graduate catalogs.

The office maintained strict compliance with VA record-keeping requirements, ensuring students received the correct in-state tuition rate and accurate enrollment certifications.

An issue with tuition rate discounts was reported and resolved, but not without harm. We received numerous complaints and inquiries, which required us to continuously recheck students' accounts for accuracy.

Changes in VA deferments: The office has received notice from our Veteran population that they are not allowed to register for the upcoming semesters due to a balance hold on registration accounts. After following up with our Bursar, we confirmed that, going forward, we will not allow students to register with prior balances. Some students receive funding from Chapters that will not pay out until after grades are reported for the current semester. This administrative change impacted summer and Fall 26 Veterans enrollment.

This Fall, Veteran students could opt to use a payment plan. We aim to communicate this change to the population in the upcoming week.

Barriers: Some VA students were caught up in the Purge. –We aim to send communication reminding the military group of their responsibilities (end of semester) and prior to purge dates.

Future Growth: The Office is excited to see the dedicated space open for our Veterans in the coming months. Kudos to the Title III team for supporting our students.

This centralized hub will provide a critical sense of belonging, study space, and coordinated access to resources, significantly enhancing support for this key student demographic.

## THE OFFICE OF DISABILITY SERVICES (ODS)

**The Office of Disability Services focuses on the three areas comprising:**

1. **Customer Service** - Produce accommodation memos for students from request receipt to submission to the student and faculty.
2. **Knowledge and Awareness of Disability Services** – Intentional engagement (both on-campus and off-campus) through event participation and information dissemination for students, faculty, and the community
3. **Persistence and Self-Advocacy** – Focuses on encouraging students with impairment needs to take advantage of the unit and request/receive accommodations each semester of their matriculation at the university.

During the first seven weeks of the fall term, the Office of Disability Services continued to provide consistent student support, issuing accommodation letters and maintaining frequent student contact through office visits, phone calls, emails, and virtual meetings. These accommodations represent not only those of an academic nature but also dietary and residential requests as well. For the fall 2026 semester, many students, both new and returning, registered with the office/sought to renew their accommodations, while some students still have outstanding actions remaining. Support requests increased during Midterm exam week. Moreover, for the fall term, the office is supporting the first deaf students it has had registered in over a decade. In addition to coordinating in-person interpreting services for each student's course schedule, the office, in partnership with the Office of Institutional Compliance, worked to acquire a signed/executed partner agreement for virtual ASL support for students. This platform was acquired to ensure wraparound support (extracurricular activities, residence hall needs, learning support, etc.)

ODS continued to make progress in outreach, visibility, and campus engagement. The unit collaborated with the Libraries and Media Unit to participate in Welcome Day in the Brown-Daniel Library on September 9th. This open-house-style event familiarized students with library offerings and identified critical university resources. The ODS office is engaged with over 30 students, primarily First-Time Freshmen. ODS staff supported the university's Fall Career Fair, earning volunteer hours while helping students check in. The office also developed a fall awareness flyer to send through University Communications. It aims to remind the campus community of the office, its desire to engage, and its ability to provide support.

Staff participated in professional learning opportunities and connected with peer institutions; new disability support needs emerged that the office had not seen in previous years. These efforts reflect the office's focus on improving practitioner skill sets while preparing for evolving student and institutional needs.

**Key Accomplishments**

1. Total number of registered students at present: 171
2. To date, for the fall 2026 semester, 138 Academic, 48 Special Need Residential, and 2 Dietary accommodations have been approved and issued.
3. The office engaged in one outreach/awareness initiative and collaborated with the Libraries and Media Unit during the Welcome Day in the Brown-Daniel Library.
4. Office staff attended multiple professional development opportunities, including How Campuses Are Rethinking Proactive Student Support (8.25), TNAHEAD (Tennessee Association on Higher Education and Disability) monthly professional development meeting, *Coffee Chat* (9.4), and Assessment Fall Planning Work Session hosted by OIERPA (9.22)

5. Continue to manage the logistics coordination of logistics for needed interpreting support for deaf students, including working to onboard these students to the new virtual ASL interpreting platform to support their out-of-classroom extracurricular needs.
6. Participated in resolution meetings (called by upper administration: Graduate school dean and Vice President of Academic Affairs) concerning students currently and formerly registered with the Office of Disability Services
7. Team members supported registered ODS students in conversations about accommodation execution conversations with their professors
8. Provided JLL with written approval to carry out the work needed for the residence hall retrofitting for deaf students. (Email communication sent to JLL Fire & Safety Specialist, Dr. Golman, Director Granderson, and Dr. Dukhie.
9. Established dates for fall programming including Fall 2026 MNPS Special Tour event (Tentatively set for 11.13.26 and 11.20.26) and the Advocacy and Education Workshop (10.8.26)




## INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS)

ISSS is committed to building a globally inclusive campus by offering a wide range of services to support international students, scholars, and exchange visitors. We focus on increasing international student enrollment, ensuring compliance with immigration regulations, and promoting cross-cultural engagement. Through targeted recruitment initiatives, comprehensive support services, and global partnerships, we strive to create an environment in which international students can excel academically, socially, and professionally.

**Fall 2026 International Student Enrollment**

- **57** new international students enrolled at TSU in the Fall 2026 semester. This comprises **22** undergraduates and **35** graduate students, out of the **91** I-20s (32 UG & 59 Grad) issued for Fall 2026.
- A total of **219** international students (68 undergraduates and 151 graduate students) are currently enrolled this Fall 2026 at TSU.
- International students (F-1 visa holders) are from **37** different countries. The top five countries are Nepal, India, China, Nigeria, and the Bahamas.

**Enrollment & Compliance Initiatives**

- Attended a webinar held by the U.S. Department of State on “Establishing a Fixed Time Period of Admission and Extension of Stay Procedure for J-1 Exchange Visitors”.
- Finished registering SEVIS records for all international students registered for a full-time course load for this fall semester.
- Participated in Recertification Overview Training held by the SEVP state field representative for Tennessee. Recertification is required every two years to continue hosting international students on F-1 student visas. TSU’s current certification expires December 26, 2026.
- Assisted students with their applications for Optional Practical Training (OPT) employment.

- Evaluated requests for Curricular Practical Training (CPT), determined eligibility, and granted authorization when appropriate.
- Processed immigration documents for new J-1 Visiting Scholars.

**Programming**

- Conducted Optional Practical Training and Curricular Practical Training Workshops (OPT/CPT) on September 3rd and 18th. The Career Development Center provided information on its services, and the Career Fair was held on September 24th.
- TSU international students will meet students from other local colleges and universities at "Celebrate Nashville," which will be held at Centennial Park on October 3rd. This is Nashville's largest annual cultural celebration.
- International Student & Scholar Services will hold an "International Cup" Soccer Tournament on October 24th in collaboration with the Division of Student Affairs.

# DIVISION OF STUDENT AFFAIRS

Board of Trustees Update

November 2026




Presented by Dr. Bridgett Golman
Vice President for Student Affairs

TENNESSEE STATE UNIVERSITY



## Student Affairs at a Glance

### Strategic narrative

| | |
|---|---|
| **Capacity & belonging** | Strong residential demand and broad engagement are supporting enrollment and retention. |
| **Access & well-being** | Health, counseling, recreation, and telehealth services are meeting rising utilization. |
| **Career & completion** | Employer access and career-readiness programming are translating into offers and local workforce impact. |
| **Compliance & inclusion** | Veteran, disability, international, and conduct operations are strengthening controls and equitable access. |

**Board focus: sustain capacity, staffing, and compliance**

TENNESSEE STATE UNIVERSITY | DIVISION OF STUDENT AFFAIRS

NOVEMBER 2026

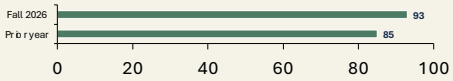
# Belonging Begins Where Students Live and Lead

Residence Life and student engagement are expanding the conditions for persistence

| 3,201 | 37 | 1,015 |
|---|---|---|
| Residents | Residential programs | Students engaged |

## Housing momentum

**93% occupancy** versus 85% last year, reflecting sustained demand and stronger utilization.




## Engagement infrastructure

53 registered student organizations • 12 September programs • 86th SGA inauguration • 370,019 digital views




**Forward view**

Plan now for Fall 2027 capacity and selective off-campus partnerships.



TENNESSEE STATE UNIVERSITY | DIVISION OF STUDENT AFFAIRS

NOVEMBER 2026

# Student Conduct: Accountability & Intervention

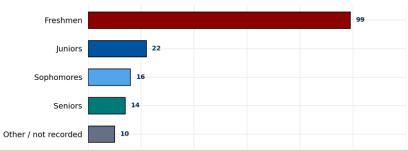
Conduct volume is concentrated in residential settings and among first-year students

**161** total cases
Aug. 13–Oct. 2

**Monthly movement**




**Student Conduct Cases by Classification**




**61%** of cases involved freshmen

Updated Student Code of Conduct submitted for approval

Student Court Handbook and five new court members

Maxient expansion and Residence Life training

Priority: prevention, first-year education, and data completeness



TENNESSEE STATE UNIVERSITY | DIVISION OF STUDENT AFFAIRS

NOVEMBER 2026

# Whole-Student Well-Being

Demand is rising across clinical, telehealth, recreation, and counseling services



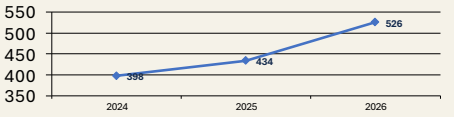

**526**
Sept. health visits

**65**
Telehealth visits

**796**
Pool participants

## Health utilization trend

+32% vs. 2024




## Counseling access

34 new referrals • 89 scheduled appointments • 67 attended • 75% attendance rate

**Strategic need: protect clinical staffing and scale appointment-based access**



TENNESSEE STATE UNIVERSITY | DIVISION OF STUDENT AFFAIRS

NOVEMBER 2026

# One Front Door, Specialized Support

Navigation, veteran services, disability services, and international programs reduce friction and protect access

## 1Stop Center

560 phone contacts — 376 walk-ins

Centralized resolution across admissions, bursar, financial aid, registration, and student concerns.

## Veteran Affairs

222 recipients — State recertification approved

Registration holds and delayed benefit timing require earlier communication and coordinated account review.

## Disability Services

171 registered — 188 accommodations issued

Includes 138 academic, 48 residential, and 2 dietary accommodations, plus expanded interpreting support.

## International Services

219 enrolled — 37 countries represented

The top five countries: Nepal, India, China, Nigeria, and the Bahamas.

**Board lens: student-facing access depends on coordinated policy, timely communication, and dependable staffing.**

# Tradition, Visibility, and Campus Pride

Signature programs extend the University brand while deepening student leadership and belonging

## ARISTOCRAT OF BANDS

National Urban League • Freshman Convocation • John Merritt Classic • Football performances

**Recruitment, performance excellence, and national visibility**

## Cheerleaders & Sophisticated Ladies

- Preparing for 2027 NCA College Nationals
- Supporting Homecoming and university events
- Expanding alumni and youth engagement
- Building student leadership through performance

### Floyd–Payne Student Center

The campus hub supports major events, student activities, recreation, and experiential learning under the banner "Something for everybody."

## Strategic Value

**Enrollment appeal**

**Student identity**

**Alumni connection**

**Institutional reach**





# Career Readiness Is Converting to Opportunity

The Career Development Center is building employer reach and measurable placement momentum

| 985+ | 640 | 101 |
|---|---|---|
| Career engagements | Expo attendance | Companies |

### Employer investment

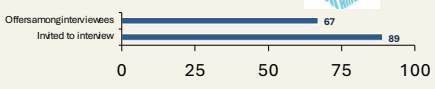
**$59,800**

**Revenue Mix**
Marketplace: $43,600
Checks: $6,200
Sponsorships: $10,000

**3**
Major sponsors: Unum, Cummins, Southern Company

### Outcome spotlight

Teach For America reached 111% of its TSU recruitment target, with 10 offers against a goal of 9.



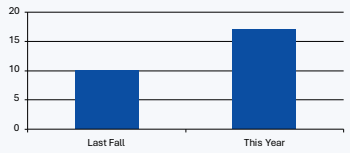



## University department participation increased

Department participation grew from 10 departments last fall to 17 departments this year, strengthening campus-wide career pathways and recruitment support.

**Department participation**

**Participating departments**

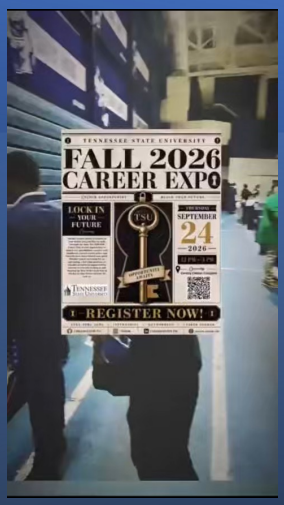



**+70%** increase
+7 departments

### Why departments participate?

1. **Recruit graduate school programs**
   Build awareness and recruit students into advanced-degree pathways.
2. **Fill grant-funded roles**
   Share paid opportunities, internships, research roles, and project-based positions.
3. **Connect students to campus resources**
   Help students understand academic, career, and workforce pathways within TSU.

**Board takeaway: the Career Expo is becoming a broader campus platform—not only an employer event, but a university-wide recruitment and student-success opportunity.**




TENNESSEE STATE UNIVERSITY | DIVISION OF STUDENT AFFAIRS
NOVEMBER 2026
Priorities for the Next 90 Days
Translate strong demand and improving engagement into durable capacity, access, and accountability
1
Housing capacity
Advance Fall 2027 scenarios, optimize existing inventory, and assess off-campus options.
2
Health
Protect clinical continuity and fully operationalize appointment-based access.
3
First-year prevention
Target conduct education, residential outreach, and early intervention to freshmen.
4
Compliance readiness
Complete policy approvals, international recertification, and accessible service infrastructure.
5
Service integration
Connect navigation, veterans, disability, counseling, and career pathways around student journeys.
Our commitment: every student can access the support, community, and opportunity needed to thrive at Tennessee State University.
Student Affairs Board Update
11

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 5, 2026 |
| ITEM: | Research and Sponsored Programs Update |
| RECOMMENDED ACTION: | No action |
| PRESENTED BY: | Dr. Quincy Quick, Associate Vice President Research and Sponsored Programs/Chief Research Officer |

**Background Information**

Dr. Quick will present an update on Grant Awards, Submission Data, Tech Transfer, and Faculty Highlights

# RESEARCH AND SPONSORED PROGRAM
# BOARD OF TRUSTEES NOVEMBER 2026 QUARTERLY REPORT

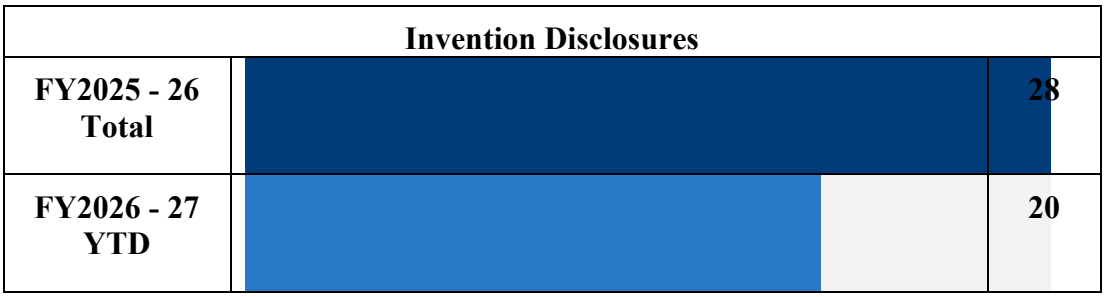
## GRANT AWARDS AND SUBMISSIONS DATA
## YEAR-OVER-YEAR COMPARISON

| Metric | FY2025–26 YTD | FY2026–27 YTD | Change |
|---|---|---|---|
| **Total Awards** | $27.21M | $18.15M | - 33.3% |
| **Direct Funding** | $25.42M | $15.38M | -39.5% |
| **Indirect Costs** | $1.79M | $2.77M | +54.8% |
| **Number of Awards** | 42 | 30 | -28.6% |
| **Proposal Dollars Requested** | $27.91M | $87.90M | +214.9% |
| **Proposals Submitted** | 34 | 51 | +50.0% |

**Summary:** Leading indicators of future funding activity have strengthened considerably. Proposal volume is up 50%, requested funding has more than tripled, and indirect cost has increased approximately 55% year over year.

## TECH TRANSFER: INVENTION DISCLOSURES

Tennessee State University has received 20 invention disclosures so far in FY 2026 - 2027, representing approximately 71% of the 28 disclosures received during the entire FY 2025 - 2026 fiscal year. Given that the current fiscal year remains in its early stages, this level of activity reflects continued faculty engagement in innovation, intellectual property development, and commercialization. The early pace of disclosures demonstrates a strong pipeline of potentially commercializable technologies and provides an important indicator of the University's expanding culture of innovation.




## BUSINESS INCUBATION CENTER UPDATE

The Tennessee State University Business Incubation Center has experienced significant year-over-year growth, reflecting utilization of the University's business development infrastructure. In October 2025, the Center supported four occupants; as of October 2026, occupancy has increased to 13 businesses an increase of 225% in one year. This expansion has been accompanied by significant financial growth, with monthly revenue increasing from $9,091 in 2025 to $19,750 in 2026, an increase of approximately 117%. Together, these indicators

demonstrate growing demand for the Center and meaningful progress in strengthening its operational and economic impact.

| BUSINESS INCUBATION CENTER \| YEAR-OVER-YEAR GROWTH | | |
|---|---|---|
| | **Occupancy** | **Monthly Revenue** |
| **October 2025** | 4 | $9,091 |
| **October 2026** | 13 | $19,750 |
| **YoY Change** | +225% | +117% |

## FACULTY HIGHLIGHTS:GRANTS FUNDED

Dr. Lin Li
Agency: National Science Foundation
College: Engineering
Project: Integrating artificial intelligence and research based experiential learning into STEM curriculum to enhance education and student retention
Amount: $3,000,000

Dr. Sonali Roy
Agency: National Science Foundation
College: Agriculture
Project: Investigating the molecular rules of legume partner selection
Amount: $1,088,069

Dr. Martene Stanberry
Agency: National Science Foundation
College: Life & Physical Sciences
Project: Increasing mathematics potential by addressing collegiate-level teacher professional development
Amount: $399,999

**TENNESSEE STATE UNIVERSITY**
**BOARD OF TRUSTEES**

| **GOVERNANCE AND GOVERNMENTAL AFFAIRS COMMITTEE** | |
|---|---|
| Friday, November 6, 2026<br>9:00 a.m. CT | Tennessee State University Main Campus<br>Farrell Westbrook Complex (The Barn)<br>3500 John A. Merrit Blvd.<br>Nashville, TN 37209 |

## AGENDA

I. Call to Order

II. Roll Call

III. Opening Remarks by the Committee Chair

IV. Adoption of Agenda

V. Approval of Committee Minutes: September 10, 2026, Governance and Governmental Affairs Committee Meeting (Action)

VI. Policy Modernization Update

VII. Legislative Updates

VIII. Boarding Training Discussion

IX. Adjournment

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

| | |
|---|---|
| DATE: | November 6, 2026 |
| ITEM: | Approval of September 10, 2026, Governance and Governmental Affairs Committee Meeting Minutes |
| RECOMMENDED ACTION: | Approval |
| PRESENTED BY: | Trustee Terica Smith, Committee Chair |

## Background Information

The committee conducted the meeting(s) referenced below. The document reflecting the minutes from the meeting(s) are included in the Board materials:

September 10, 2026, Governance and Governmental Affairs Committee Meeting Minutes

## Proposed Committee Action

The Committee Chair will call for a motion recommending the adoption of the meeting minutes.

**MOTION: I move to recommend that the Board of Trustees approve the Governance and Governmental Affairs Committee meeting minutes, as presented in the Board materials.**

**Meeting of the Tennessee State University Board of Trustees**
**Governance and Governmental Affairs Committee Meeting**
**September 10, 2026**
**Tennessee State University**

**MINUTES**

**Committee Members Present**: Trustees Terica Smith, Trevia Chatman (virtual), and Jeffery Norfleet. Other Board members present: Trustees Marquita Qualls, Charles Traughber, Leticia Towns, Venkataswarup Tiriveedhi, Olivia Blauser

**University Staff Present:** President Dwayne Tucker; Ginette Brown, Interim General Counsel and Board Secretary; April Robinson, Chief Finance Officer; Sterlin Sanders, Interim Chief Information Officer; Eric Stokes, Vice President of Enrollment Management; Erik Schmeller, Interim Provost and Vice President of Academic Affairs; Will Radford, Assistant Vice President for Campus Planning, Design, and Construction; Jerod Holloway, Internal Audit

## I. CALL TO ORDER

Committee Chair Smith called the meeting to order at 9:12 a.m.

## II. ROLL CALL

Committee Chair Smith requested that Secretary Brown conduct the roll call. The following Committee members were present: Trustees Terica Smith, Trevia Chatman, and Jeffery Norfleet. Trustee Chatman participated virtually, and Secretary Brown verified that she was alone and able to speak freely. Following the roll call, Secretary Brown confirmed that a quorum was present.

## III. ADOPTION OF AGENDA

Trustee Norfleet moved to adopt the agenda as presented. The motion was seconded by Trustee Chatman. A roll call vote was taken, with all present Committee members voting in favor of the motion. The motion passed unanimously.

## IV. APPROVAL OF COMMITTEE MINUTES

Trustee Norfleet moved to recommend that the full Board approve the May 14, June 9, and June 30, 2026 Governance and Governmental Affairs Committee meeting minutes. The motion was seconded by Trustee Chatman. Trustee Traughber requested that Secretary Brown revise the minutes to more fully reflect governance questions and unresolved matters raised during the meetings. However, no motion was made regarding Trustee Traughber's request. A roll call vote was subsequently taken on the original motion, with all present Committee members voting in favor. Accordingly, the minutes were approved as presented, and the motion passed unanimously.

## V. POLICY MODERNIZATION UPDATE

Committee Chair Smith introduced the agenda item concerning the University's policy modernization initiative and invited Secretary Brown to present an update on policy revisions, implementation procedures, and related governance matters.

Secretary Brown noted that Leah Louallen, Strategic Advisor to the President, was unable to attend but had provided a written update included in the meeting materials. Secretary Brown then presented the project update, reporting significant progress in modernizing Business and Finance and Human Resources policies. The review identified 27 Business and Finance policies and 29 Human Resources policies requiring updates. Some revisions were ministerial, including replacing outdated Tennessee Board of Regents references, updating department names and contact information, removing duplicative provisions, and distinguishing policies from procedures. Other policies required substantive review and revision.

Secretary Brown reported that the Finance Committee would consider substantive revisions to the Payment of Student Fees and Enrollment Policy and the Collection of Accounts Receivable Policy later that day. A conflict-of-interest policy was also being developed in coordination with Weaver and Tidwell LLP, the University's internal audit provider, and was expected to return to the Committee at a future meeting. Reviews of Facilities and Academic Affairs policies were expected to be completed by December and presented to the Committee in February. Secretary Brown recognized Cynthia Howell, Assistant Vice President for Risk and Financial Compliance, for her leadership in the policy modernization effort and emphasized that policies would be reviewed and updated regularly going forward.

Trustee Norfleet asked whether Student Affairs and student conduct policies were included in the review. Secretary Brown confirmed that they were, noting that the Student Code of Conduct also required updating. She added that information concerning the tenure policy would be discussed during the Student and Academic Affairs Committee meeting.

Trustee Qualls asked how the University determines which policies require Board approval and which may be approved administratively. Secretary Brown explained that approval authority is governed by the Board bylaws, Board Policy No. 2, and the University's policy governing policy development and approval. Department-level policies generally receive administrative approval unless the Board has reserved authority over the subject.

Trustee Qualls also asked how trustees and faculty are notified when new policies are implemented. Secretary Brown explained that the University is responsible for communicating applicable policies to employees and that PolicyTech would serve as a centralized, searchable repository, supporting notifications and reminders. Policies affecting specific units would be distributed to those units, and departments would be responsible for providing relevant training. She acknowledged that policy dissemination had not been systematic because relatively few policies had recently been revised. The modernization initiative is intended to establish a more consistent process, including incorporating applicable policies into new-employee onboarding and departmental training.

Trustee Traughber requested clarification regarding the presentation's designation of certain policies as "completed." Dr. Howell explained that a completed policy had been reviewed by the

responsible manager or vice president, checked for current Tennessee statutory references and an accurate policy history, and was ready for entry into PolicyTech and distribution to the appropriate departments. She added that the University planned to centralize policy training through a committee convened by the President. University-wide policies, including procurement policies, would be placed on a master training calendar, and supervisors would notify affected employees and coordinate required training. The process would also include employee attestations confirming that applicable employees had received training and reviewed the relevant policies.

Trustee Traughber asked about delays in completing the Human Resources and Business and Finance policies. Dr. Howell explained that three Human Resources policies concerning affirmative action, the University's affirmative-action statement, and religion required additional review in light of recent State legislation involving affirmative action and diversity, equity, and inclusion. These policies required consultation with the Office of General Counsel and other appropriate personnel. In Business and Finance, the Controller had recommended developing an additional purchase-order closeout policy, and work remained on grants management and cash management policies.

Trustee Traughber asked whether a dashboard was available for trustees to track policy titles, owners, risk ratings, review schedules, and completion status. Secretary Brown stated that no consolidated Board-level dashboard was currently available, although individual policies identify their owners and expected review schedules. She agreed to consult with Information Technology and the policy team regarding the development of a useful reporting tool. Dr. Howell noted that PolicyTech includes reporting capabilities and can generate advance alerts. Trustee Traughber suggested providing reports quarterly or every other month. Committee Chair Smith agreed that the Committee should receive an update on PolicyTech's reporting capabilities so that it could establish an appropriate reporting schedule.

Trustee Traughber also asked how standing committee chairs would be involved in policy development and how policies would be brought before the appropriate committees. Secretary Brown explained that each committee's administrative liaison should communicate with the committee chair regarding policies under development, policies ready for consideration, and matters the committee should anticipate. Policies requiring Board approval would be presented to the committee with jurisdiction, allowing trustees to deliberate and provide feedback before the policies advance to the full Board.

Trustee Towns asked whether future reports could distinguish Board policies from the University or administrative policies. She emphasized that the distinction was important to maintaining appropriate boundaries between governance and management and ensuring that policies requiring Board approval receive priority. Dr. Howell agreed to explore including this designation in the proposed dashboard or reporting tool.

Trustee Towns also asked whether the University's policy governing policy development specifies how committee jurisdiction is determined when Board approval is required. Secretary Brown explained that the policy primarily governs the administrative process and identifies when Board approval is necessary, but does not designate the specific standing committee. Committee jurisdiction is determined by reference to the Board bylaws. She noted that although the bylaws

clearly assign many policy areas, some subjects may be open to interpretation or appropriately involve more than one committee. Secretary Brown offered to help facilitate those determinations.

Trustee Qualls requested that the prior meeting minutes identify her by name rather than referring to her only as a trustee. She also asked when the Board self-assessment and other evaluations required for bylaw and accreditation compliance would take place. Trustee Towns stated that she intended to ask the Governance and Governmental Affairs Committee to develop processes for the Board self-assessment, Board education, annual education required by the Tennessee Higher Education Commission, and the presidential evaluation. She identified these as pressing matters that would be included in her report to the full Board.

Trustee Traughber asked why the Board bylaws were not included on the September agenda, given earlier discussions indicating that they would be considered that month. Trustee Towns explained that the previous process had invited trustee comments through a portal, but the effort had stalled and substantive revisions had not begun. She stated that the Committee needed a formal charge to initiate the work and establish an appropriate process.

Trustee Traughber further asked whether the respective responsibilities of the Governance and Governmental Affairs Committee and the Executive Committee would be clarified and why the Executive Committee had not met recently. Trustee Towns attributed the lack of meetings since July to scheduling and anticipated that the Executive Committee would meet before the next regular Board meeting, with an established agenda and action items.

Trustee Towns stated that some overlap between the two committees could be beneficial given the volume of governance work facing the Board. Responsibilities could be allocated between the Executive Committee and the Governance and Governmental Affairs Committee while the Board reviewed its structure. She noted that the bylaws and numerous Board policies were outdated and that the modernization process would help reduce duplication and better align committee responsibilities.

Trustee Traughber requested clearer written guidance regarding nonpublic informational meetings, executive sessions, Board deliberations, and compliance with the Tennessee Open Meetings Act. He identified outstanding questions concerning when trustees may receive information privately, when public discussion is required, whether all trustees should be invited, and what records or summaries should be provided to trustees who cannot attend.

Secretary Brown explained that trustees may receive information in a nonpublic setting when they do not deliberate, discuss matters toward a decision, or take action. She emphasized that each gathering must be evaluated based on its purpose and the activities that occur and that the Tennessee Open Meetings Act establishes the applicable requirements.

Committee Chair Smith explained that the April 30 gathering was intended to obtain information from University representatives in preparation for a future committee agenda, including an update on potential strategic-planning consulting work. She stated that the participants did not establish an agenda, deliberate, or take action.

Trustee Traughber clarified that he was not alleging improper intent but was using the meeting as an example to emphasize the need for consistent guidance for all informational sessions. He requested uniform practices for invitations, access to materials or summaries for absent trustees, and expectations for the full Board. Trustee Towns acknowledged the concern and stated that the point was well taken.

Trustee Qualls requested clarification regarding the authority delegated to the Board Chair, standing committee chairs, and the President. She asked whether the President's delegated authority was broad or limited and suggested that the matter could be addressed through Board training.

Committee Chair Smith stated that the Committee had completed its posted agenda and needed to remain on schedule. Trustee Qualls then asked when trustees who are not members of a particular committee could provide questions or input. Committee Chair Smith responded that they could do so during the full Board meeting. Secretary Brown also offered to meet with Trustee Qualls to discuss the bylaws and delegated-authority questions.

Trustee Chatman reminded the Committee that all Board members had previously been invited to review the bylaws and propose revisions. She encouraged trustees to continue identifying issues so that the Board could develop stronger bylaws through a collaborative process.

Trustee Traughber stated that he had not received clarification regarding how bylaw comments should be submitted, whether comments would be visible to all trustees, and whether an interactive review process could raise concerns under the Tennessee Open Meetings Act. He emphasized the need for a consistent process before trustees began exchanging proposed revisions.

Trustee Towns recalled previously suggesting that trustees who were concerned about deliberation through email or the portal submit their comments directly to Secretary Brown. Trustee Traughber asked how comments from all nine trustees would be compiled, incorporated, and presented for public discussion. Trustee Towns acknowledged that the earlier process remained incomplete and explained that these unresolved procedural questions were the reason the bylaws had not been placed on the current agenda. She stated that a final process had not yet been established and that an update was expected at the next Committee meeting.

## VI. ADJOURNMENT

Trustee Norfleet moved to adjourn the meeting, and Trustee Chatman seconded the motion. Secretary Brown called the roll call vote, and the motion carried unanimously. The meeting was adjourned.

## COMMITTEE FOLLOW-UP ITEMS:

- **Policy Modernization Dashboard and Reporting –** Trustees requested a reporting tool to track policy titles, responsible owners, risk ratings, review schedules, completion status, and distinguish Board policies from University and administrative policies. *Assigned to: Leah Louallen and Dr. Cynthia Howell*

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 6, 2026 |
| ITEM: | Policy Modernization Update |
| RECOMMENDED ACTION: | No action |
| PRESENTED BY: | Leah Louallen, Strategic Advisor to the President |

**Background Information**

At the May 2026 meeting of the Board of Trustees, we announced the launch of Tennessee State University's Policy Modernization Project. This initiative is designed to review and update existing policies to ensure they align with the University's current mission, strategic direction, and operational needs.

Modernizing institutional policies will provide clear expectations for faculty, staff, and students while strengthening compliance, enhancing consistency in decision-making, and mitigating institutional risk. The information below provides an update on the current status and progress of the project.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 6, 2026 |
| ITEM: | Legislative Update |
| RECOMMENDED ACTION: | No action |
| PRESENTED BY: | Leah Dupree Love |

**Background Information**

Leah Dupree Love will provide a legislative update to the Board of Trustees.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

| | |
|---|---|
| DATE: | November 6, 2026 |
| ITEM: | Board Training Discussion |
| RECOMMENDED ACTION: | No action |
| PRESENTED BY: | Terica Smith, Committee Chair |

**Background Information**

Trustee Terica Smith will lead a discussion regarding Board trainings.

**TENNESSEE STATE UNIVERSITY**
**BOARD OF TRUSTEES**
**NOVEMBER 2026 MEETING**

| | |
|---|---|
| Friday, November 6, 2026<br>10:00 a.m. CT | Tennessee State University Main Campus<br>Farrell Westbrook Complex (The Barn)<br>3500 John A. Merrit Blvd.<br>Nashville, TN 37209 |

## AGENDA

I. Call to Order

II. Roll Call

III. Opening Remarks by the Chair

IV. Adoption of Agenda

V. Approval of Consent Agenda Items (Action)

A. Meeting Minutes
   i. September 10, 2026, Student and Academic Affairs Committee Meeting
   ii. September 10, 2026, Governance and Governmental Affairs Committee Meeting
   iii. September 10, 2026, Audit Committee Meeting
   iv. September 10, 2026, Finance Committee Meeting
   v. September 10, 2026, Board Meeting
   vi. September 25, 2026, Special Called Board Meeting

B. Approval of Policies:
   i. Collection of Accounts Receivable Policy

*Note concerning consent agenda items: The Bylaws of the Board provide that any item unanimously approved by a committee may be designated by the Chair for unanimous consent at the full Board meeting. Such items must be separately identified and be voted on by a single motion. Therefore, any item that is not unanimously approved in committee will be moved to the regular agenda of the Board. Further, any Trustee may request that an item on the consent agenda of the Board be moved to the regular agenda, even if unanimously approved in committee, by notifying the Secretary in writing prior to the meeting. The request must then be approved by a majority of those members of the Board present and voting.*

VI. President's Report

VII. Committee Reports

A. Governance and Governmental Affairs Committee

B. Student and Academic Affairs Committee
   i. Academic Programs and Academic Units (Action)

C. Finance Committee
   i. Approval of Sale and Purchase Agreement with MNAA (Action)
   ii. Approval of Lease-Back Agreement with MNAA (Action)
   iii. Approval of FY 27 Revised Budget (Action)

D. Audit Committee

VIII. Board Conflict-of-Interest Discussion

IX. Other Business

*Under the Bylaws of the Board, items not appearing on the agenda may be considered only upon an affirmative vote of a majority of those members of the Board who are present. Other business necessary to come before the Board at this meeting should be brought to the Chair's attention before the meeting.*

X. Closing Remarks and Adjournment

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

| | |
|---|---|
| DATE: | November 6, 2026 |
| ITEM: | Approval of Consent Agenda Items |
| RECOMMENDED ACTION: | Approval |
| PRESENTED BY: | Trustee Leticia Towns, Board Chair |

## Background Information

The only items on the consent agenda are the minutes from previously conducted Board and committee meetings and a policy submitted for approval. The minutes of the following Board and committee meetings, along with the policy, are included in the Board materials for review and approval.

Meeting Minutes:

Approval of the September 10, 2026, Student and Academic Affairs Committee Meeting
Approval of the September 10, 2026, Governance and Governmental Affairs Committee Meeting
Approval of the September 10, 2026, Audit Committee Meeting
Approval of the September 10, 2026, Finance Committee Meeting
Approval of the September 11, 2026, Board Meeting
Approval of the September 25, 2026, Special Called Board Meeting

Policy:

Approval of the Collection of Accounts Receivable Policy

## Proposed Action

The Chair will call for a motion to approve the consent agenda items, which include minutes from previous Board and committee meetings and the Collection of Accounts Receivable Policy recommended for approval by the Finance Committee, as presented in the Board materials.

**MOTION: I move to approve the consent agenda items, as contained in the Board materials.**

**Meeting of the Tennessee State University**
**Board of Trustees**
**September 11, 2026**
**Tennessee State University**

**MINUTES**

**Board Members Present:** Trustees Leticia Towns, Terica Smith, Jeffery Norfleet, Marquita Qualls, Dimeta Smith Knight, Venkataswarup Tiriveedhi, Charles Traughber, Dakasha Winton, Trevia Chatman (virtual), Oliva Blauser.

**University Staff Present:** President Dwayne Tucker; Ginette Brown, Interim General Counsel and Board Secretary; April Robinson, Chief Finance Officer; Sterlin Sanders, Interim Chief Information Officer; Eric Stokes, Vice President of Enrollment Management; Erik Schmeller, Interim Provost and Vice President of Academic Affairs; Will Radford, Assistant Vice President for Campus Planning, Design, and Construction; Jerod Holloway, Internal Audit

## I. CALL TO ORDER

Chair Towns called the meeting to order at 9:00 a.m.

## II. ROLL CALL

Chair Towns requested that Secretary Brown conduct the roll call. The following committee members were present: Trustees Leticia Towns, Terica Smith, Trevia Chatman, Jeffery Norfleet, Marquita Qualls, Dimeta Smith Knight, Venkataswarup Tiriveedhi, Charles Traughber, Oliva Blauser. The members participating electronically confirmed that they could hear and speak with the Board and that they were alone in the room. Following the roll call, Secretary Brown determined that a quorum was present. Trustee Winton joined the meeting after the roll call.

## III. ADOPTION OF AGENDA

Chair Towns called for a motion to adopt the meeting agenda. Trustee Chatman moved to approve the agenda, and Trustee Smith Knight seconded the motion. A roll-call vote was conducted, with all present Board members voting in favor. The motion passed unanimously.

## IV. APPROVAL OF CONSENT AGENDA ITEMS

Chair Towns introduced the consent agenda, which included the following minutes for approval:

- May 7, 2026, Student and Academic Affairs Committee Meeting
- May 13, 2026, Student and Academic Affairs Committee Meeting
- May 14, 2026, Governance and Governmental Affairs Committee Meeting
- May 14, 2026, Audit Committee Meeting

- May 14, 2026, Finance Committee Meeting
- May 15, 2026, Board Meeting
- June 9, 2026, Governance and Governmental Affairs Committee Meeting
- June 23, 2026, Finance Committee Meeting
- June 23, 2026, Board Meeting
- June 30, 2026, Student and Academic Affairs Committee Meeting
- June 30, 2026, Governance and Governmental Affairs Committee Meeting
- June 30, 2026, Board Meeting
- August 13, 2026, Finance Committee Meeting
- August 13, 2026, Board Meeting

Trustee Smith moved to approve the amended consent agenda, with the Collection of Accounts Receivable Policy removed. Trustee Smith Knight seconded the motion. During discussion, Trustee Traughber expressed concerns that certain prior committee meeting minutes did not accurately reflect governance concerns raised during those meetings. No motion was made regarding Trustee Traughber's comments. A roll call vote was conducted on the motion to approve the amended consent agenda, with the following results:

- Chair Towns: Yes
- Trustee Smith: Yes
- Trustee Norfleet: Yes
- Trustee Qualls: Yes
- Trustee Smith Knight: Yes
- Trustee Tiriveedhi: Yes
- Trustee Traughber: Abstained
- Trustee Winton: Yes
- Trustee Chatman (virtual): Yes

The motion passes.

## V. PRESIDENT'S REPORT

President Tucker introduced Kamal Adkins, Senior Consultant with the Association of Governing Boards (AGB), to provide an overview of the University's five-year strategic planning process and the Board's role in developing and approving the plan.

Mr. Adkins explained that AGB was engaged to facilitate a strategic plan focused on student success, financial stability, organizational culture, and service to Nashville and the surrounding region. The process formally launched in July 2026, following preliminary work in May and June. The President and Cabinet met on July 16, followed by meetings of the approximately 53-member strategic planning task force on July 30 and 31. The University is currently reviewing institutional data and gathering stakeholder input to establish a shared vision, develop measurable priorities, and create an implementation framework.

Mr. Adkins outlined the Board's role in providing strategic direction, participating in engagement opportunities, approving the final plan, and monitoring progress. Immediate next steps include continued data collection, stakeholder engagement, and development of strategic priorities.

Trustee Qualls moved that the Board formally charge the President with leading the strategic planning process, with the Board providing guidance and the resulting plan returning to the Board for approval. Chair Towns seconded the motion. A roll-call vote was conducted, with all present Board members voting in favor. The motion passed unanimously.

President Tucker then introduced Eric Stokes and the Enrollment Management team to recognize their contributions to recruitment and enrollment. Dr. Stokes thanked the President and Board and recognized staff across admissions, registration, scholarships, communications, orientation, and student services. He reported that the team enrolled approximately 2,000 new students across the fall, spring, and summer terms, processed more than 20,000 applications, completed more than 1,000 transfer evaluations, and handled more than 30,000 student inquiries and interactions. The team received Presidential Service Awards in recognition of its work.

The Board discussed institutional risks, the student experience, and the proposed sale of the John C. Tune Airport property. President Tucker identified financial stabilization, housing capacity for continued enrollment growth, and academic program alignment as the University's primary risks over the next 12 months. Trustee Qualls requested periodic updates on the student experience, including housing, counseling, career preparation, and faculty engagement. President Tucker agreed to provide additional information.

Regarding the John C. Tune property, President Tucker stated that the State Building Commission was expected to consider approval to proceed with the sale before the matter returned to the Board for final action.

Trustee Traughber asked about the property's academic usability, the space utilization study, valuation, and legal requirements. William Radford, Assistant Vice President of Planning, Design, and Construction, explained that the study considered historical use, current academic functions, and projected needs. He stated that the property had not been part of TSU's academic footprint for approximately two decades and was not needed for current or projected academic purposes. Mr. Radford confirmed that the study had been provided to the Board and that the University's work with Hyatt Brown was based on its findings.

Trustees discussed whether to delay the sale for further academic review, with Trustee Norfleet raising concerns about the interim academic leadership in place during the study and Chair Towns cautioning that a delay could create additional risks. Mr. Radford recommended proceeding with the sale, noting that the $15.5 million appraised value established the minimum price and that proceeds could be used only for capital improvements. He emphasized the importance of addressing the University's housing and deferred capital needs.

Trustee Qualls questioned whether the study fully considered the University's future academic potential, including opportunities related to BNA's expansion, and whether a formal determination of academic unusability was required before the sale. Secretary Brown stated that additional legal research was necessary before providing guidance on that requirement.

## VI. COMMITTEE REPORTS

Chair Towns introduced the next agenda item, committee reports.

### A. GOVERNANCE AND GOVERNMENTAL AFFAIRS COMMITTEE

The Board Chair called upon Trustee Smith to present the Governance and Governmental Affairs Committee report. Trustee Smith reported that the Committee met on September 11, 2026, and received an update on the University's policy modernization initiative. Business and Finance had completed the review and revision of 25 policies, with three remaining under review. Human Resources had completed the review and revision of 29 policies, with three remaining under review. The Administration had also identified three policies requiring Board approval.

Trustee Smith reported that the Committee and other Board members requested that the Administration develop a report or dashboard to track policy modernization progress and identify policies requiring Board oversight. The policy team is evaluating available software and reporting capabilities. She also noted that revisions to the Board bylaws remain on hold while Chair Towns develops a process for moving the work forward.

Trustee Traughber noted that the Committee had discussed his questions regarding public and nonpublic meetings, exceptions under the Tennessee Open Meetings Act, informational sessions, Board member participation, and the availability of records or meeting summaries for trustees unable to attend.

### B. STUDENT AND ACADEMIC AFFAIRS COMMITTEE

Trustee Norfleet reported that the Student and Academic Affairs Committee met on September 10, 2026, and received updates on Enrollment Management, Student Affairs, and Academic Affairs. He thanked President Tucker, Dr. Stokes and the Enrollment Management team, Dr. Golman and the Student Affairs team, and Dr. Schmeller and the Academic Affairs team for their work.

Trustee Norfleet identified priorities for the coming months, including spring 2027 enrollment strategies, continued updates on the review and revision of the Student Conduct Policy, prioritization of a leadership position within the Office of Accreditation and Institutional Effectiveness, and updates on the review, approval, and implementation of the tenure and

promotion policy. He recommended that matters involving budget, staffing, or resource needs also be shared with the Finance Committee.

Trustee Norfleet then introduced Dr. Quincy Quick, Associate Vice President of Research and Sponsored Programs and Chief Research Officer, to present an update on research and sponsored programs. Dr. Quick reported an 11.5 percent increase in grant awards compared with the prior year, with 33 submissions totaling $72 million year to date. He noted, however, that FY2025 and FY2026 grant awards totaled approximately $54 million, among the lowest levels in five to six years. Faculty engagement remained strong, particularly in the Colleges of Engineering and Health Sciences. He cautioned that proposed federal funding cuts affecting NIFA, 1890 research programs, and NSF could significantly impact the University. He emphasized the importance of timely financial and progress reporting and noted that Grants Accounting had developed a standalone AWS-based system to support pre-award and post-award compliance.

Dr. Quick explained that although the University's indirect cost rate is 42 percent, actual recovery historically averages 7 to 8 percent because many federal grants cap recovery at that level, while Title III and certain USDA awards provide no indirect-cost recovery. He also described opportunities to include student tuition support in grants, noting that approximately $460,000 had been applied to student tuition balances during the fall. The “Grants to Graduation” initiative aims to support student workforce development while generating revenue for the University. He also highlighted growing commercialization activity, including Flow UV, the University's first faculty research licensing agreement, and partnerships with ECD and Launch Tennessee.

A trustee asked how the recently announced consortium of HBCU presidents would inform the University's research strategy. Dr. Quick explained that the consortium seeks to help HBCUs advance from R2 to R1 research status. He stated that the University's immediate focus remains building the capacity needed to sustain R2 status while working toward R1.

Trustee Tiriveedhi asked about the number of active grants and how the new teaching-load policy affects research. Dr. Quick reported nearly 400 active grants following the reconciliation and closeout of many grants from an initial list of approximately 1,100. He noted that heavy teaching loads can limit research productivity and supported release time for faculty actively conducting research, an issue under discussion with the Provost and President.

Trustee Tiriveedhi, incorporating concerns raised by the Faculty Senate, identified five issues: potential inefficiencies in research operations based on sponsored-programs and HERD data; overlapping functions and possible duplicate grant classifications; limited integration between pre-award and post-award processes; concerns about administrative oversight and additional compensation on faculty-led grants; and the need to better align the Center for Entrepreneurship and Economic Development and the Small Business Development Center with academic units. President Tucker requested that these concerns be documented in the minutes and that the Administration prepare a response for the Board.

The Board also discussed the use of grant funds for student tuition and safeguards against unallowable expenses. Dr. Quick explained that funding agencies establish allowable costs and that the pre-award team reviews proposed budgets and justifications for compliance. He also described agency reporting and review requirements, characterizing the risk of unallowable costs

as low but not nonexistent. He noted that the adjustment previously discussed by CFO Robinson covered a period of approximately 20 years.

At the conclusion of the presentation, Trustee Norfleet requested that Dr. Schmeller present the Academic Affairs retention report at the November Board meeting.

## C. FINANCE COMMITTEE

Finance Committee Chair Trustee Winton reported that the Committee received updates on real estate, University finances, the State of Tennessee-University MOU, Athletics, and Institutional Advancement. She invited CFO April Robinson to address questions and concerns raised during the Committee meeting.

Mrs. Robinson reported that 2,151 students, out of approximately 6,100 enrolled for fall 2026, were participating in payment plans, with an average balance of approximately $4,700. Of those students, 97 were in default, while approximately 2,052 active plans had made at least two payments. She agreed to provide a chart showing the distribution of student balances by specified ranges. In response to questions about affordability and enrollment sustainability, Mrs. Robinson explained that payment plans give students additional time to satisfy outstanding balances. She noted that the significant increase in participation reflects recent enrollment growth and does not yet provide a long-term trend for comparison.

Mrs. Robinson reviewed internal audit expenses, reporting gross FY2027 expenses of $863,000. After subtracting budgeted internal audit positions, including salaries and benefits, the adjusted amount was $422,000, resulting in a net budget impact of $441,000. She also noted that the previous technology budget request had not been approved.

Trustee Traughber clarified that his earlier request to pause the proposed sale of the John C. Tune property was intended to confirm whether the property had been formally determined unsuitable for academic use and whether any additional steps were required before the sale could proceed. President Tucker agreed to respond.

Trustee Qualls reiterated her request for the FY2027 budget to be presented by functional expenditure categories, including instruction, research, student services, academic support, and institutional support. She noted that the request predated budget approval and remained outstanding. Mrs. Robinson explained that the State receives detailed financial data from the University's Banner system and that the THEC publishes information based on the University's submissions. She agreed to provide the Board with functional expenditure data and supporting details. She also offered to share the condensed reporting forms that replaced the former Forms 1 through 8. Chair Towns emphasized that the State's reporting requirements do not necessarily provide the level of detail the Board needs to fulfill its fiduciary responsibilities.

Mrs. Robinson clarified that the existing $100 collection threshold is not a statutory requirement. Rather, State requirements prohibit institutions from withholding transcripts for balances of $100 or less. Historical TSU and Tennessee Board of Regents policies had linked the collection threshold to that transcript-hold limit. Given the University’s current $200 registration allowance, Mrs. Robinson recommended increasing the minimum collection threshold to $200 to align collection practices with registration procedures. She added that the University had not referred employee

receivables to collections and that historical collection activity primarily involved educational expenses. Because write-offs require State approval, she emphasized the importance of maintaining prudent collection practices and agreed to provide the revised redline policy to the Board for review.

### i. Master Bridge Plan

Trustees expressed concern that the approximately 70 pages of supporting materials had not been provided sufficiently in advance to allow adequate review of the plan and its potential impacts. Questions were also raised regarding laboratory space and the timeline for approval.

Mr. Radford emphasized the need for timely approval, explaining that a $181 million Laboratory Sciences project was already in the funding cycle and that THEC expected to present the project to its Board in November, subject to the required approvals. Trustee Winton acknowledged the time-sensitive nature of the process while emphasizing the importance of allowing sufficient time for review.

Trustee Chatman moved to defer action on the Master Bridge Plan for two weeks to allow additional review by the Board. Trustee Smith Knight seconded the motion. A roll call vote was conducted, with all Trustees voting in favor. The motion passed unanimously.

## D. AUDIT COMMITTEE

Audit Committee Chair Trustee Smith Knight reported that the Committee met the previous day and voted to recommend approval of the May 14 meeting minutes and the FY27 Internal Audit Plan. The meeting minutes were subsequently approved by the full Board as part of the consent agenda.

### i. Approval of the FY27 Internal Audit Plan

Trustee Smith Knight moved to approve the FY27 Internal Audit Plan as presented in the Board materials for the September 11, 2026 meeting. The motion was seconded by Trustee Smith.

During discussion, Trustee Traughber noted that the Weaver team had addressed questions regarding the reduced hours allocated to fraud, waste, and abuse investigations and prior audit follow-ups. He also noted that a report on the FY26 Internal Audit Plan had not been provided during the Committee meeting.

A roll call vote was conducted, with all Trustees voting in favor. The motion passed unanimously.

## VII. ADOPTION OF 2027 TSU BOARD OF TRUSTEES MEETING CALENDAR

Trustee Chatman moved to defer action on the 2027 calendar. The motion was seconded by Trustee Norfleet. A roll call vote was conducted, with all present Board members voting in favor. The motion passed unanimously.

## VIII. OTHER BUSINESS

Board Chair Towns acknowledged the work of the administration and staff and emphasized the need to improve the organization and distribution of Board materials. She asked Secretary Brown to clarify and document requirements for informational meetings, executive sessions, and public notices in response to Trustee Traughber's earlier request, ensuring legal compliance while preserving appropriate opportunities for trustees to receive information.

Chair Towns asked Trustee Smith to work with Secretary Brown to develop a process for revising the Board bylaws and present it to the Board, noting inconsistencies between the bylaws and University policies amid the ongoing policy modernization initiative. She also planned to coordinate with President Tucker and Secretary Brown to hold an Executive Committee meeting before the next full Board meeting, with proper notice and a published agenda. Additionally, she asked the Governance and Governmental Affairs Committee to develop a proposal for ongoing Board training, including required State training and additional education on higher education trends and the University's strategic planning process.

In response to Trustee Chatman's question about a Board retreat, Chair Towns referenced Dr. Adkins' presentation on active Board engagement and stated that she would review the bylaws for further guidance. She added that the strategic planning facilitators would help determine the format and process for gathering Board feedback.

Trustee Traughber thanked the Chair and fellow trustees and requested that the Audit Committee's discussion regarding the selection of Weaver be reflected in the Board meeting minutes. He also asked Trustee Smith Knight when the Board could expect the Comptroller's financial and compliance audit report for FY2025. Trustee Smith Knight stated that the report was forthcoming and agreed to follow up once a release date was available.

Trustee Qualls thanked the Board for addressing her questions and requested that the official record reflect the need for a Board self-assessment and presidential evaluation. Chair Towns confirmed that both would be pursued and noted that appropriate support and assessment tools would be needed. Trustee Qualls also asked whether budget issues were delaying the University's website redesign. President Tucker clarified that the redesign was not delayed by budget constraints and that an update would be provided soon. Trustee Smith Knight requested that updated policies be posted on the website, and Secretary Brown agreed to address the matter.

Chair Towns presented former Board Chair Dakasha Winton with a memento on behalf of the University and Board in recognition of her service, sacrifice, and leadership during her tenure as Board Chair.

## IX. CLOSING REMARKS AND ADJOURNMENT

Trustee Norfleet moved to adjourn, with the motion seconded by Trustee Smith. A roll call vote was conducted, with all Committee members present voting in favor of the motion. The meeting was adjourned.

## COMMITTEE FOLLOW-UP ITEMS:

- **First-Time Enrolled College Students –** Trustee Towns requested follow-up on first-time enrolled college students, including information regarding student profiles, their academic profiles, and average ACT scores. She noted that the University had sent an original communication and committed to follow-up, and that the Board expects to receive the follow-up before the information is finalized so that outstanding questions can be addressed. Assigned to: *Dr. Eric Stokes and President Tucker*

- **Accreditation Update –** Trustee Towns requested an update from the University on matters of accreditation, particularly the accreditation liaison position, where we are reporting on readiness, and what the body of work that is being undertaken to make sure that we are meeting all of the standards related to accreditation for the university. She also requested a mechanism for regular feedback and updates to the Board of Trustees. Assigned to: *Dr. Erik Schmeller and President Tucker*

- **Board Information Requests and Follow-Up –** Trustee Towns emphasized that when information is requested by the Board, the University needs to be responsive and provide the requested information. She also requested that matters addressed to the Board and the University be properly memorialized and that the Board receive updates on these matters so that the Board has the information needed to make sound decisions. Assigned to: *President Tucker and Cabinet*

- **Board Information Request Protocol –** Trustee Traughber suggested that the Executive Committee or Governance Committee develop a simple protocol for processes related to Board information requests, including a tracking mechanism identifying the request, responsible party, expected response date, status, and any applicable committee ownership. Assigned to: *Executive Committee and Governance Committee*

**Meeting of the Tennessee State University Board of Trustees**
**Special Meeting**
**September 25, 2026**
**Tennessee State University – Virtual**

# MINUTES

**Board Members Present**: Trustees Leticia Towns, Terica Smith, Jeffery Norfleet, Marquita Qualls, Dimeta Smith Knight, Venkataswarup Tiriveedhi, Charles Traughber, Dakasha Winton

**University Staff Present:** President Dwayne Tucker; Ginette Brown, Interim General Counsel and Board Secretary; April Robinson, Chief Finance Officer; Sterlin Sanders, Interim Chief Information Officer; Eric Stokes, Vice President of Enrollment Management; Erik Schmeller, Interim Provost and Vice President of Academic Affairs; Will Radford, Assistant Vice President for Campus Planning, Design, and Construction

## I. CALL TO ORDER

Board Chair Towns called the meeting to order at 12:00 pm.

## II. ROLL CALL

Chair Towns requested that Secretary Brown conduct the roll call. The following committee members were present: Trustees Leticia Towns, Terica Smith, Jeffery Norfleet, Marquita Qualls, Dimeta Smith Knight, Venkataswarup Tiriveedhi, Charles Traughber, Dakasha Winton. The members participating electronically confirmed that they could hear and speak with the Board and that they were alone in the room. Following the roll call, Secretary Brown determined that a quorum was present.

## III. OPENING REMARKS BY THE CHAIR

Chair Towns welcomed Mr. Cavender, representative of the Tennessee Higher Education Commission (THEC), and explained that the meeting is a follow-up to the Board's previous meeting.

## IV. ADOPTION OF AGENDA

Trustee Smith moved to approve the agenda as submitted. The motion was seconded by Trustee Winton. A roll call vote was taken, with all present Board members voting in favor of the motion. The motion passed unanimously.

## V. APPROVAL OF MASTER BRIDGE PLAN

Finance Committee Chair Winton reported that, at its September 10, 2026, meeting, the Finance Committee recommended that the Board of Trustees approve the Master Bridge Plan, with the expectation that the Board would continue to receive updates on its implementation.

Mr. Radford presented an overview of the Master Bridge Plan, explaining that the Tennessee Higher Education Commission (THEC) requested the plan to provide a facilities planning framework pending completion of the University's 2027-2028 Master Plan. He discussed the Space Utilization Study, which provides a 10-year projection of the University's academic space needs and serves as a resource for future capital planning. The study indicated that the University has sufficient space to accommodate approximately 12,000 students, compared with current enrollment of approximately 6,000. The Master Bridge Plan also identifies opportunities to reduce operating costs through the consolidation of academic and administrative spaces and improved facility utilization. Proposed projects include the Lab Sciences Commons, renovations to Jackson Hall, and potential agricultural meat processing facilities. Approval of the Master Bridge Plan would allow the University to continue pursuing state funding for eligible capital projects.

Trustee Qualls asked clarifying questions regarding the Board's role in the Space Utilization Study, the alignment between the study's enrollment projections and the pro forma, and the scope of the proposed Master Bridge Plan approval. Mr. Radford explained that the study did not require Board approval because it was independently prepared by a national consultant as a reference resource. Regarding enrollment, he stated that the study projected a return to current enrollment levels around 2030-2031 and would help inform planning for future student housing needs, including the potential arrival of another large incoming class. He clarified, however, that the study's enrollment projections were separate from and did not inform the pro forma. Regarding the scope of approval, Mr. Radford emphasized that the Board would be approving an overall strategic facilities framework for the next three to five years, as required to pursue state funding, rather than granting blanket approval for individual projects. Each project would return to the Board for the appropriate review and approval. He further confirmed that applicable actions would also require consideration by THEC or the State Building Commission, as appropriate.

Trustee Traughber asked whether approval of the Master Bridge Plan would constitute approval of the assumptions underlying the plan and whether the Board could consider a narrower approval. Mr. Radford responded that approval would reflect confidence in the recommendations of the University's professionals and in the University's ability to present a comprehensive plan for THEC's consideration. He explained that the plan could not easily be divided into separate components because it serves as a temporary three-to-five-year framework bridging the University's current planning efforts and its 2027-2028 Master Plan. The forthcoming Master Plan, which is already in the strategic planning process, will provide a 10-year projection and be presented to the Board for similar consideration.

Mr. Cavender added that the Master Bridge Plan was already narrowly tailored to meet THEC's requirements. He explained that THEC's current consideration was limited to the two proposals submitted: the Jackson Hall renovation and the Lab Sciences Commons project. Any additional projects would need to return to the Board for review and approval before being submitted to THEC for consideration. Trustee Traughber recommended that any motion to approve the Master Bridge Plan expressly state that approval does not constitute Board approval of any specific assumptions underlying the plan.

Trustee Winton moved to approve the Master Bridge plan as approved by the Finance Committee. The motion was seconded by Trustee Smith. Trustee Traughber moved to amend the motion to state that the motion would not constitute an approval of any underlying assumption or any report that went into approving the Bridge Plan. The motion was seconded by Trustee Qualls. A roll call vote was taken, with all present Board members voting in favor of the motion. The motion passed unanimously.

Trustee Winton moved to approve the underlying item as amended. Trustee Qualls seconded the motion. A roll call vote was taken, with all present Board members voting in favor of the motion. The motion passed unanimously.

## VI. ADOPTION OF 2027 TSU BOARD OF TRUSTEES MEETING CALENDAR

Chair Towns presented the proposed dates as follows:

- March 4th and 5th, 2027
- June 3rd and 4th, 2027
- September 16th and 17th, 2027
- November 4th and 5th, 2027

Trustee Winton moved to approve the 2027 meeting schedule. Trustee Tiriveedhi seconded the motion. A roll call vote was taken, with all present Board members voting in favor of the motion. The motion passed unanimously.

## VII. DISCUSSION REGARDING GOVERNANCE REQUESTS

Chair Towns emphasized the importance of formally documenting the Board's expectation that it receives information requested from the University to fulfill its fiduciary responsibilities. Addressing President Tucker and his team, the Chair stated that the University is expected to respond to Board requests and provide the requested information promptly. The Chair identified three areas requiring follow-up:

- First-time college students: Provide information on first-time enrolled college students, including student and academic profiles and average ACT scores.

- Accreditation: Provide an update on accreditation, particularly the accreditation liaison position, assessments of institutional readiness, and efforts to ensure compliance with all accreditation standards. The update should also address a process for providing the Board with regular feedback and progress reports.

- Board and University matters: Provide a broader report on how matters and concerns directed to the Board and the University are being addressed, ensuring that the Board receives appropriate updates. The Chair noted that the Board could then determine whether an executive session is warranted.

Trustee Qualls asked Secretary Brown whether the bylaws establish an approval or routing process for information requests that individual trustees submit to the administration. Secretary Brown

stated that she did not recall a specific bylaw provision requiring such requests to be routed through a committee. However, she noted that Board Bylaw 3.4 identifies the direction of administrative matters or executive action through the President as one of the Board's duties. She added that other provisions address communication protocols and require trustees to avoid impeding University operations.

Trustee Traughber suggested that the Executive Committee or Governance Committee develop a straightforward protocol for managing information requests. The protocol could include a tracking mechanism maintained by the Office of General Counsel, documenting each request, the responsible party, the expected response date, the current status, and committee oversight, where applicable. Trustee Traughber further recommended that matters involving material academic, financial, audit, or governance issues be brought back for substantive discussion in an open meeting or, when legally permitted and appropriate, in executive session or another authorized closed session.

Secretary Brown expressed her willingness to assist in developing an appropriate process. She also noted that follow-up items had been included at the end of the minutes to help the Board monitor outstanding requests.

Chair Towns concluded by affirming that the Board would not take any action inconsistent with its bylaws but would work to strengthen communication and improve the process for addressing information requests on both sides.

## VIII. CLOSING REMARKS AND ADJOURNMENT

Trustee Smith moved to adjourn the meeting, and Trustee Traughber seconded the motion. Secretary Brown called the roll call vote, and the motion carried unanimously. The meeting was adjourned.

## COMMITTEE FOLLOW-UP ITEMS:

- **First-Time College Student Profiles and ACT Scores** – Chair Towns requested information regarding first-time enrolled college students, including student and academic profiles and average ACT scores. *Assigned to: Dr. Eric Stokes*

- **Accreditation Readiness and Updates –** Chair Towns requested an update on the accreditation liaison position, institutional readiness, efforts to ensure compliance with accreditation standards, and a process for providing regular updates to the Board. *Assigned to: President Tucker & Dr. Erik Schmeller*

- **Board and University Matters Tracking** – Chair Towns requested a report on how matters and concerns directed to the Board and the University are being addressed, including a process for providing updates and identifying matters that may warrant executive session consideration. *Assigned to: Attorney Ginette Brown*

**BUSINESS AND FINANCE DEPARTMENT**
*The Office of the Bursar*

Effective Date: Upon Board Approval

*DRAFT AS OF 9/21/2026*

# COLLECTION OF ACCOUNTS RECEIVABLES

| | |
|---|---|
| **Policy Number** | |
| **Approval Authority** | Board of Trustees |
| **Responsible Administrator** | The Chief Financial Officer |
| **Responsible Office** | Business and Finance |
| **Policy Contact** | The Office of the Bursar |

## 1.0 POLICY STATEMENT

As a state university, Tennessee State University ("TSU" or the "University") is held to a high level of accountability for fiscal stewardship. Numerous constituencies, including alumni, students, taxpayers, the State of Tennessee, and the federal government, have an interest in how the University handles and safeguards its money. Accordingly, every reasonable effort must be made to ensure that accounts receivable are managed appropriately.

TSU is committed to the timely and effective collection of accounts receivable, which supports its financial stability and operational effectiveness. The following principles guide our collection efforts:

1. **Transparency**: All charges and expected payment terms will be clearly communicated to students and other stakeholders at the time of commitment.

2. **Fairness**: Collection efforts will be conducted in a respectful manner, adhering to ethical standards and legal regulations.

3. **Timeliness**: Accounts receivable will be monitored regularly, and follow-up communications will be initiated promptly to ensure timely resolution of outstanding balances.
4. **Confidentiality**: All information regarding accounts receivable will be handled with strict confidentiality in accordance with applicable privacy laws and University policies.

5. **Compliance**: The University will comply with all relevant federal and state laws governing debt collection practices, ensuring that all collection activities are conducted legally and ethically.

## 2.0 IMPORTANCE AND REASON FOR THE POLICY

Accounts receivable are a vital asset and represent revenue earned by the University that has not yet been collected. Effective management and oversight of these receivables are essential to ensure the complete and timely collection of all outstanding amounts.

The establishment of TSU's comprehensive policy for collecting accounts receivable is critical. The policy improves cash flow, ensures financial sustainability, and maintains strong relationships with students, vendors, and other stakeholders. Additionally, an effective collection policy can help mitigate the risks associated with overdue accounts, enhance operational efficiency, and ultimately contribute to the organization's overall financial health.

Specifically, the policy supports the following areas:

1. **Financial Stability**: Ensures the timely collection of accounts receivable, which is crucial for maintaining the University's financial stability and supporting its academic and operational activities.
2. **Efficient Management**: Provides guidelines and procedures for the effective management of accounts receivable, reducing the likelihood of bad debts and minimizing the need for costly and time-consuming collection efforts.
3. **Fairness and Transparency**: Promotes fairness and transparency in the collection process, ensuring that students and stakeholders are aware of their financial obligations, payment terms, and consequences of non-payment.
4. **Compliance with Laws and Regulations**: Ensures that the University complies with relevant federal and state laws governing debt collection practices, avoiding potential legal issues and reputational damage.
5. **Protection of University Resources**: Protects the University's resources by outlining procedures for dealing with delinquent accounts, minimizing the risk of financial losses, and ensuring that resources are allocated efficiently.

## 3.0 DEFINITIONS

**Accounts Receivable -** Amounts owed to the University by students, staff, or other entities for tuition, fees, services rendered, or other charges.

**Collection Agency -** A third-party service provider engaged by the University to collect outstanding debts on its behalf.

**Confidentiality -** The obligation to protect the personal and financial information of debtors in accordance with relevant laws and policies.

**Credit Hold -** A restriction placed on a student debtor's ability to register for classes, receive transcripts, or access other university services until outstanding debts are resolved.

**Debtor -** An individual or entity that owes money to the University, including students, employees, alumni, and third-party organizations.

**Defaulted Account –** An account classified as defaulted when the University's established internal collection efforts have failed to produce payment.

**Delinquent Account -** An account that has not been paid by the due date and is considered overdue.

**Dispute Resolution -** The process by which a debtor can formally dispute the validity of an outstanding debt and seek resolution.

**Interest and Fees –** Additional charges applied to overdue accounts, including late fees or interest accrued on the outstanding balance**.**

**Payment Plan –** An arrangement allowing a debtor to pay their outstanding balance in installments over a specified period.

**UAPA** – Uniform Administrative Procedures Act hearing is a formal legal proceeding similar to a court trial used to resolve contested administrative cases involving state agencies or public universities.

**Write-Off –** The process of removing an account from the University's active accounts receivable due to the account being deemed uncollectible after exhausting collection efforts.

## 4.0 PROCEDURES

I. **General**

A. This policy applies to the collection of all accounts and notes receivable by Tennessee State University. The University will, to the maximum extent practicable, require payment in advance for all services and goods to avoid the creation of receivables.

B. TSU policy on the payment of fees requires (with limited exceptions) that all assessed fees be paid in advance by a student before they are considered enrolled for any academic term.

C. Types of Receivables. Accounts and notes receivable may be generated from programs and activities including, but not limited to:

a. Balances arising from non-payment of student fees

b. Student loan programs
c. Traffic and parking fines
d. Library fine
e. Bad checks
f. Contracts
g. Property rental
h. Damage, loss, or liability to the university by others; and
i. Financial aid adjustments.

D. Security Deposits. The University is authorized to require any person to post a deposit or security bond or provide appropriate insurance to offset potential obligations to the University arising from programs or activities.

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

## II. General Collection Procedures

A. TSU will establish a written systematic process and procedure for collecting receivables from all persons, including students and employees.

1. The provisions included may be modified by TSU based on sound and responsible management practices.

2. Any modifications should result in more cost-effective procedures or provide better or more convenient service to debtors of TSU without compromise to collection.

B. Collection efforts should begin no later than 30 days after the obligation is incurred or the other fixed due date.

1. TSU may negotiate alternative payment arrangements with debtors when such arrangements offer the best prospect of collecting the debt.

2. An account becomes delinquent based on payment criteria established by TSU for the type of debt involved.

C. TSU will send a minimum of three billings or letters of contact at thirty-day intervals once an account becomes delinquent.

1. For debts equal to and greater than $200.01, the third letter will indicate that the account will be referred to a collection agency if payment is not made within a specified date.

2. Sending letters by certified mail is optional.

D. Accounts are classified as defaulted when the University's established collection

efforts for the type of debt have failed to produce payment.

1. Receivables of $200.01 or more will be referred to a collection agency if TSU's collection efforts are unsuccessful.

2. The accounts will be submitted to the agency within a reasonable time after the final collection letter is sent if the debtor has not responded.

3. Referral of accounts under $200.01 to a collection agency is not required. No additional collection efforts are required for receivables under $200.01 except as provided for under the Record Holds (Section II.E) and Employee Receivables (Section III.).

E. Record Holds. Unless otherwise expressly prohibited by law, the University will withhold diplomas, transcripts, certificates of credit or grade reports until the student involved has satisfied all debts, or obligations or meet the criteria established in T.C.A. § 49-7-166.

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

G. Documentation. Accurate records of correspondence, telephone calls, and personal contacts with borrowers will be maintained. TSU will comply with record maintenance, safekeeping, and retention regulations for federally funded loans.

## III. Employee Receivables

A. Procedure for Withholding

1. Employee receivables (including student employees) may result from, among other things, traffic and parking fines, library fines, University services, or bad checks.

2. To recoup the amount owed from the employee's paycheck, notice of intent to withhold must be sent to the employee by registered or certified mail, email, or personal delivery.

   a. The notice should inform the employee of the amount alleged to be owed and should specify that they may elect to pay the debt in full or contest the intent to withhold through the University or UAPA hearing.

   b. Subsequent to receiving a pre-deprivation notice of the debt unpaid, the employee, within 15 calendar days of receipt of such notice, must:

      1. Pay the debt in full;
      2. Authorize TSU to withhold a designated amount from each subsequent paycheck or, if the employee is terminating, from the accrued but unused annual leave until the debt is paid in full;

3. Elect to contest the intent to withhold through a University hearing; or

4. Elect to contest the intent to withhold through a contested case hearing held pursuant to T.C.A. § 4-5-301, et seq. (a "UAPA hearing").

If the employee fails to request a hearing or make payment arrangements satisfactory to the University within 15 days of which the written notice of debt was sent, a deduction will be made from each paycheck subsequently issued the employee, in accordance with a schedule established by the University, until the debt is paid in full.

B. Electing a University Hearing

1. If the employee elects an informal University hearing and waives their UAPA hearing rights in writing, the employee will appear on behalf of himself/herself but is entitled to be advised by counsel.

2. The Chief Financial Officer or his/her representative, or a representative of the department involved in the debt, will be present to represent TSU.

3. The case will be heard before one hearing officer, appointed by the President, appointed to hear all cases on that date.

4. The hearing officer must be an individual who is not so closely connected with the collection of the debt that they cannot render an unbiased and objective decision on the validity of the debt.

5. Such a hearing should be held within one week of the decision to elect the hearing.

6. The hearing officer will render his/her decision on the validity of the debt. If the debt is ruled valid, the debt will be deducted from the employee's payroll check beginning at the end of the next appropriate pay period in accordance with deduction schedules.

C. Electing a Tennessee Uniform Administrative Procedures Act (UAPA) Hearing

1. If the employee elects a UAPA hearing, the Office of General Counsel will be notified immediately.

2. If the employee refuses to pay, authorize deduction, or specify or waive a hearing process, TSU will initiate a UAPA hearing.

3. If the employee fails to appear at a UAPA hearing, a Default Order must be issued.

4. If the employee does not appeal the Default Order, funds may be deducted as specified.

D. Employee's Failure to Appear; Deductions

1. The employee's failure to appear at either a University or UAPA hearing will constitute default, or, if TSU presents a prima facie case that the debt is owed, it will be deemed valid; the appropriate deductions may then be made.

2. Additionally, if a UAPA hearing is initiated, a Default Order must be issued. If the employee does not appeal the Default Order, funds may be deducted as specified.

E. Limitations on Amounts to be Withheld

The deduction from any check will not exceed the maximum deductible under state garnishment laws.

1. The maximum amount of disposable earnings of an individual for any work week which is subject to garnishment may not exceed:

   a. Twenty-five percent (25%) of their disposable earnings for that week; or

   b. Thirty (30) times the federal minimum hourly wage at the time the earnings for any pay period become due and payable, whichever is less.

2. In the case of earnings from any pay period other than a week, an equivalent amount will be in effect.

3. These limits apply to retirement funds, but do not apply to checks for accumulated annual leave.

4. Additionally, the above limits do not apply to employee overpayments.

F. Retirement Funds.

If a former employee is found to owe a debt to the state, retirement funds may be utilized to pay off the amount unpaid to the extent permitted by Tennessee law.

1. The same procedural steps for notice and the opportunity for a hearing must be followed.

2. Accumulated retirement contributions of a former employee terminated for any reason and for which they have made application or monthly benefits of a retired employee are subject to withholding to the extent permitted by Tennessee law.

3. A copy of the final order resulting from a University or UAPA hearing or a

signed waiver of hearing and written agreement of the former employee authorizing deductions should be sent to the director of the retirement system along with a written request to withhold, specifying the reason for the claim and the total amount involved.

G. Recovery of Overpayments to Employees.

Unlike cases in which the employee owes TSU money, in instances of overpayments to employees there is no obligation to provide a hearing.

1. TSU is obligated, however, to attempt to recoup the funds. TSU will advise the employee in writing of the overpayment and TSU's proposed actions to correct the overpayment.

2. The method of repayment will depend upon the amount of the overpayment, the time which has elapsed between the overpayment and its discovery, the hardship which immediate repayment might cause the employee because of amount of current salary and personal expenses, the culpability of the employees in not reporting the overpayment, and the longevity as well as the expectation that the employee will remain in state government until the repayment is completed.

3. If a current employee receives overpayment, the refund may be made in one of the following ways:

   a. Repayment by the employee by cash or check; or,

   b. Adjustment of deductions to be made automatically from the employee's paycheck, either with a single deduction or a series of deductions made from each paycheck until the full amount is recovered.

   c. The amount of partial payments recovered by the latter method should be reasonable and systematic so that full recovery will be completed within the shortest period possible.

4. If overpayment is discovered after the employee terminates employment with the state, an account receivable should be established.

   a. The former employee should be notified of the overpayment, the circumstances of the overpayment, and a request that the employee contact the appropriate campus official.

   b. If the employee has not received their final paycheck, the appropriate deduction from that check can be made.

   c. If the final paycheck has been received, negotiations for reimbursement should be initiated.

d. If repayment cannot be negotiated or collected, the account should be turned over to the collection agency.

e. In the event collection is not possible, proper write-off procedures should be followed.

f. The limits on amounts withheld in Section III-E above do not apply to employee overpayments.

5. In instances in which the employee has agreed to systematic deduction(s) from the employee's paycheck(s), a signed written authorization from the employee is required.

6. TSU will draft forms to document overpayments, the steps taken to recoup same, any negotiated repayment plan, the amounts received, and any write/off of the overpayment.

H. Before implementing any deduction, offset, or other withholding from an employee's wages to recover an overpayment or other amount owed to the University without the employees signed, written authorization, the responsible department or payroll office will consult with the Office of the General Counsel.

## IV. Dishonored Payments

A. Enrollment Fees.

1. A student paying enrollment fees with a dishonored check or other form of payment must redeem the payment within five (5) calendar days from receipt of the notice.

a. Notice should be sent by TSU to the student no more than three (3) working days from receipt of notice of a bad payment from the bank.

b. Notice by certified mail is optional.

c. TSU will have five (5) working days after the expiration of the five (5) calendar days to pursue any additional collection efforts deemed necessary.

d. Immediately after the five (5) working days, the student will be deleted if the payment has not been redeemed in full, if that option is selected by the University.

e. Enrollment fees, including returned check fees, for students de-enrolled for returned payment should be reversed.

2. Pursuant to 34 CFR § 668.14(b)(33), the University may not deny enrollment when a debt is due to institutional error related to administration of Title IV or

HEA programs, or any fraud or misconduct by the institution or its personnel.

B. Non-Student or Non-Employee. Any person other than a student or employee who tenders a check for payment for goods or services which is subsequently dishonored will be given the opportunity to redeem the payment and pay the amount due in cash. The person will be given notice of the dishonored payment, sent by certified mail, demanding payment within five (5) days.

C. Collection of Dishonored Payment. Payment of any goods or services which is subsequently dishonored will be treated as an account receivable under Section II. Any transactions that have been processed should be reversed when possible and appropriate.

D. Future Check-Writing/ACH Payments. Receipt of one or more returned payments from any person may result in that person becoming ineligible to make payments by check/ACH thereafter, or to have any check cashed by TSU. A record of individuals who had payments returned should be maintained.

## V. Lease Collections

A. The terms of the lease should be consulted in the event of failure by the tenant to pay rent timely.

B. Collections will be made in accordance with the Tennessee Residential Landlord and Tenant Act (the "Act"), where applicable, including, T.C.A. § 66-28-505, which provides that upon noncompliance with a rental agreement, a landlord (i.e., the University) will deliver a written notice to the tenant specifying the noncompliance and stating that the rental agreement will terminate upon a date not less than 14 days after receipt of the notice or as authorized in the Act.

1. If the noncompliance is not remedied in 14 days, the rental agreement will terminate, as provided in the notice.

2. If the tenant remits the rental, but subsequently again fails to pay rent within a six-month period, the rental agreement may be terminated upon at least 14 days written notice, specifying the noncompliance and the date of termination of the rental agreement.

3. Written notice is required when rent is unpaid, unless otherwise specifically waived in a written rental agreement.

## VI. Federal Loans

A. Federal Regulations. Collection officers will ensure they consult the most recent legal authorities regarding federal loans. These authorities include interpretative materials, issued letters, manuals, Congressional Enactments, and federal Department of Education regulations.

B. Pre-Loan Counseling. Federal regulations require TSU to conduct entrance counseling to stress the importance of repayment, describe the consequences of default, and emphasize the terms of repayment. An individual with expertise in federal regulations should be available during and after the session to answer questions. This may be accomplished using online services.

C. Exit Interview. An exit interview must be conducted to discuss the borrower's financial responsibilities and to obtain updated information. This may be accomplished using online services or by mail.

The borrower should be provided with a copy of the note and two copies of the repayment schedule.

1. These schedules can be provided either in person or by certified mail.

2. The borrower should promptly sign and return one of the schedules to the University.

3. A minimum payment of $30 per month should be required for Perkins Loans made before October 1, 1992, $40 per month for Perkins Loans made after October 1, 1992, and $15 per month for Health Professions Student Loan (HPSL) and Nursing Student Loan (NSL) programs.

D. Grace Period Notices. Contact with the borrower should be made during the initial and post-deferment grace periods.

1. For a nine-month grace period, notices are required 90 days, 180 days, and 240 days after the grace period begins.

2. For a six-month grace period, notices are required at 90 days and 150 days.

3. The last contact will coincide with the first billing notice.

E. Billings. A written notice and statement of account will be sent at least 30 days before the first payment is due. If a coupon system is used, coupons should be sent instead of statements. Future statements should be sent at least 15 days before each payment is due.

F. Late Payments or Delinquent. Three past-due notices will be sent beginning when the debt is fifteen days past due. The second notice is sent 30 days from the first notice. A final demand letter will be sent within 15 days of the second past due notice. If all past-due follow-up procedures have failed to elicit a response, a telephone call is required within 30 days of the final demand letter.

G. Cancellation or Deferments. TSU may postpone loan repayments for a 12-month period if the borrower will be providing services eligible for loan cancellation or deferment.

1. Interest does not accrue, and the loan is not considered delinquent when in a deferred status.

2. The borrower must request deferment and cancellation status on an annual basis.

3. If, at the end of the postponement period, the borrower does not qualify for cancellation or deferment, the postponed payments are due.

H. Acceleration. The borrower must be given written notice of intent to accelerate at least 30 days in advance. This can be included in the final demand letter.

I. Federal Loans Not Written Off. Annual collection efforts will be pursued for federal loans that are not able to be written off or turned over to the U.S. Department of Education.

J. Perkins Loans. The IRS/ED skip-tracing service should be used for Perkins Loans.

## VII. Collection Agencies

A. TSU will procure collection services through one or more companies.

1. The service will provide for the referral of all types of delinquent accounts and notes from TSU to the designated company only after campus collection efforts have been exhausted.

2. The terms of the contract and/or RFP govern all collection actions.

3. Unless otherwise prohibited by law or regulation, any note, contract, or lease that may result in accounts receivable to TSU will contain a provision pursuant to which the person will be responsible for the costs of collection and reasonable attorneys' fees in the event of default and will further provide for the assignment of the account or note to the proper agency.

B. Billing Services. TSU may use an outside billing service to collect payments on accounts receivable. The service will be familiar with all provisions of loan programs and provide prompt, clear, and accurate bills.

C. Credit Bureaus. TSU may report all loans to a credit bureau when made. TSU must obtain the borrower's consent to report loans that are not in default by including a statement in the promissory note or another document, signed by the borrower at the time the loan is made.

D. Collection Agency. Accounts that remain delinquent 30 days after the final collection letter will be turned over to a collection agency. Receivables less than $200.01 are not required to be turned over to a collection agency.

E. Reporting Requirements. The collection agency will be required to report the status of delinquent loans periodically to TSU.

F. Revised Repayment Plan. The borrower will sign a revised repayment plan agreement if the borrower returns to repayment status.

G. Recalling Accounts from Collection Agency. No account will be recalled from a collection agency other than debts eligible for deferment, postponement, cancellation, bankruptcy, death, disability, or some other mitigating circumstance (University error, etc.).

1. No account will be recalled in order for a borrower to re-enroll or obtain a transcript.

2. The borrower will pay the accelerated amount plus collection costs to the collection agency.

## VIII. Litigation

A. General. After all other attempts at collection have failed, TSU must authorize litigation of accounts of $2,000 or more, providing litigation costs do not exceed the amount which can be recovered. Generally, the collection services contract will provide for litigation when appropriate.

B. Federal Loans. If a Federal loan cannot be litigated for any of the following reasons, it should be assigned to the U.S. Department of Education:

1. Borrower has no assets;

2. Address unknown;

3. Debtor is incarcerated;

4. Debtor is on public assistance;

5. Unable to serve borrower with court papers;

6. Litigation is in process and debtor skips;

7. Expected cost of litigation exceeds amount to be recovered from borrower.

## IX. Bankruptcy

A. General Information – TSU will designate a bankruptcy contact person to serve as a liaison between the University and the Attorney General's office.

1. Once notice of, or a petition for, bankruptcy is received, all collection efforts against the debtor must cease immediately.

2. If the account is at a collection agency, the file must be returned to TSU

immediately.

3. TSU should immediately forward the file to the Attorney General's office with a referral form and the documentation specified on the referral form.

   The Attorney General's office will advise TSU regarding the dischargeability of the debt and when and if collection efforts may resume, depending on the nature of the action and the debt's dischargeability.

B. Chapter 7 (Liquidation). Upon receiving any notice of the filing of a petition, all collection efforts against the debtor must be suspended immediately until the bankruptcy has been discharged.

   1. Collection efforts may continue against an endorser.

   2. TSU will immediately forward the file to the Attorney General's office with a referral form and the documentation specified on the referral form.

   3. Educational loans - If the date of bankruptcy filing is after the expiration of the exception period, the loan should be written off once the notice of discharge is received unless there is some other basis upon which to challenge dischargeability.

      a. The Attorney General's office will advise TSU as to the dischargeability of the debt.

      b. However, if there is an endorser, collection efforts may proceed against them.

      c. If the date of bankruptcy filing is before the expiration of the exception period, collection activity may be reinstated once the notice of discharge is received due to the self-executing nature of the exception, unless the debtor has been able to establish dischargeability of the debt through an adversary proceeding.

      d. If TSU is served with a summons and complaint, the University will immediately send to the Attorney General's bankruptcy unit a copy of the summons and complaint, the debt payoff amount, the date the note went into repayment, and any deferment and/or forbearance history.

   4. Other debts - TSU will immediately forward the file to the Attorney General's office with a referral form and the documentation specified on the referral form. Upon receipt of a bankruptcy notice, a proof of claim is filed. The debt must be written off once the Attorney General's office provides TSU with notice of discharge.

C. Chapter 13 (Reorganization)

1. Educational loans are permanently non-dischargeable in bankruptcy under 11 U.S.C. § 523(a)(8) across all chapters (including Chapter 7 and Chapter 13), regardless of the amount of time elapsed since becoming due, unless the debtor establishes undue hardship through an adversary proceeding.

2. Regardless of the date of filing or the nature of the debt owing, upon receiving any notice of the filing of a petition, all collection efforts against the debtor and endorser must cease immediately.

   a. The University will immediately forward the file to the Attorney General's office with a referral form and the documentation specified on the referral form.

   b. The Attorney General's office will advise the University whether the debt is dischargeable and the extent to which collection activities may be reinstated.

3. The University will immediately send to the Attorney General's bankruptcy unit a copy of the summons and complaint, the debt payoff amount, the date the note went into repayment, and any deferment and/or forbearance history.

4. Other debts - The University will immediately forward the file to the Attorney General's office with a referral form and the documentation specified on the referral form. The Attorney General's office will advise the University as to the dischargeability of the debt.

## X. Write-Off Procedures

A. Authority. TSU is authorized to write off uncollectible receivables pursuant to policies outlined in Chapter 0620-1-9 of the rules of the Department of Finance and Administration.

1. This includes the write-off of any account of five thousand dollars ($5,000) or greater and/or accounts aggregating twenty-five thousand dollars ($25,000) or more.

2. Receivables submitted for write-off must have been subjected to appropriate collection efforts in accordance with this policy and TSU procedures. See Exhibit A for collection escalation schedule.

B. Reserve. A reserve for doubtful accounts will be established for activities for which accounts receivable represent a material amount to the activity income.

1. The reserve will be reported in the financial records of TSU.

2. Receivables which prove to be uncollectible after prescribed collection efforts have been exhausted will be written off by a charge to the reserve for doubtful accounts after appropriate approvals are obtained.

C. Approval. The proposed write-offs must be approved by TSU officials who are not directly involved in the recording and collection of accounts receivable.

1. The Chief Financial Officer will certify compliance with the prescribed statute and collection guidelines.

2. The accounts submitted for write-off will be single accounts of $5,000 or more and/or accounts aggregating $25,000 or more. The write-off request summary and certification, along with a detailed list of the accounts, should be submitted for approval.

3. The write-off request must be approved by the President and forwarded for approval to the Commissioner of Finance and Administration and the Comptroller of the Treasury.

4. Requests for the write-off of single accounts of less than $5,000 and/or accounts aggregating less than $25,000 will be approved by the Chief Financial Officer.

D. Holds on Written Off Receivables. Unless otherwise expressly prohibited by law, rule, or regulation, the University will continue to withhold diplomas, transcripts, certificates of credit or grade reports for the applicable term(s) until the student involved has satisfied all debts, or obligations for the applicable term(s) or meet the criteria established in T.C.A. § 49-7-166.

XI. **Gramm-Leach-Bliley Act Contract Clause**

Contracts with third-party service providers that have access to the University's customers' non-public financial information should incorporate the requirements of the Gramm-Leach-Bliley Act into the service providers' agreement, unless otherwise determined by the Office of the General Counsel.

## 5.0 AUTHORITY AND REFERENCES

- T.C.A. § 28-1-113
- T.C.A. § 49-7-166
- T.C.A. § 49-7-166
- T.C.A. § 4-5-301 *et seq*.
- T.C.A. § 49-8-203(a)(1)(C)

## 6.0 HISTORY

November 16, 1977, TBR presidents meeting. Revised July 1, 1984. Revised May 17, 1988. Revised May 12, 1992. Revised August 9, 1994, TBR presidents meeting. Revised November 9, 1994, TBR presidents meeting. Revised May 14, 1996, presidents meeting. Revised August 25,

1998, presidents meeting. Revised May 11, 1999, presidents meeting. Revised May 21, 2001, presidents meeting. Revised May 16, 2006, presidents meeting. Revised November 8, 2006, presidents meeting; Presidents Meeting August 19, 2008; Presidents Meeting November 5, 2008; Presidents Meeting, May 21, 2013; Presidents Meeting February 2, 2016. Revised November 19, 2020, TSU Board of Trustees meeting

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# Exhibit A

**Tennessee State University**

**Receivables Schedule Template**

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

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

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

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TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

| | |
|---|---|
| DATE: | November 6, 2026 |
| ITEM: | Academic Programs and Academic Units Actions |
| RECOMMENDED ACTION: | Approval |
| PRESENTED BY: | Dr. Erik Schmeller, Interim Provost and Vice President of Academic Affairs<br>Dr. Samantha Morgan-Curtis, Dean of the College of Liberal Arts |

## Background Information

The ongoing review and evaluation of Tennessee State University's academic programs and academic units is a critical component for the institution to maintain regional and specialized accreditation. Academic programs that are mission-oriented, market-driven for student recruitment and workforce development, and cost-conscious are essential indicators in program evaluation and productivity. It is critical that the University communicates on an ongoing basis the performance of its academic program inventory. Part of this process also involves removing concentrations that are no longer sustainable or generate student interest. Additionally, the concentrations in Urban Planning and Public Administration are somewhat duplicative of offerings in the College of Urban Studies. This action allows Political Science to better prioritize its principal strengths in American Politics and Government, Pre-Law and Legal Studies, and International Affairs.

At the request of the Board of Trustees (BOT), a succinct Summary of Academic Actions: Academic Programs is presented in this agenda item. The Division of Academic Affairs is requesting approval of the following academic program modification.

| College | Academic Program or Academic Unit | Academic Action |
|---|---|---|
| Liberal Arts | History, **Political Science**, Geography, and Africana Studies | Terminate concentrations in Intelligence Studies, Public Administration, and Urban Planning |

## Proposed Committee Action

The Division of Academic Affairs is requesting approval of the academic unit modification. The Committee Chair will call for a motion on the requested action.

> **MOTION: I move to approve the academic actions for academic programs and academic units outlined in Table 1, as contained in the Board Materials. The proper officers of the University are authorized to take other actions as may be necessary and deemed appropriate to effectuate the successful implementation of the proposed academic actions and to work with the Tennessee Higher Education Commission (THEC) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to implement these academic actions for academic programs and academic units.**

**Additional Justification for Inactivation of Political Science Concentrations from the Political Science Faculty**

**MEMORANDUM**

**To:** Provost Schmeller
**From:** History, Political Science, Geography and Africana Studies
**Re:** Proposed Inactivation of Political Science Concentrations

According to the Tennessee Higher Education Commission's Academic Program Inventory, the Bachelor of Science (B.S.) in Political Science currently includes six active concentrations: Intelligence Studies, International Affairs, Pre-Law, Public Administration, Teacher Certification, and Urban Planning. The Political Science program proposes the termination of three of these concentrations: **Intelligence Studies, Public Administration, and Urban Planning**.

These proposed terminations are not indicative of a reduction in the strength or viability of the Political Science program. Instead, they are intended to streamline the academic inventory and ensure that degree concentrations accurately reflect the program's current structure. Political Science is one of the University's strongest academic programs, and its long-term success is best served by concentrating resources in areas of established faculty expertise, robust curriculum, and demonstrated student interest.

Each concentration proposed for termination either lacks an established curriculum or necessary faculty expertise, exhibits minimal or no demonstrated student demand, or substantially overlaps with existing academic offerings elsewhere at Tennessee State University.

**Urban Planning**

The Urban Planning concentration is not available for student selection within the University's student information system. Available records indicate no current student enrollment in the concentration, nor do they show any students having completed the B.S. in Political Science with this concentration during the period for which such information is recorded.

Furthermore, the Political Science program lacks the specialized faculty expertise required to sustain an Urban Planning concentration. Moreover, this concentration substantially overlaps with an existing TSU program. Urban Studies already offers concentration in Urban Policy and Planning, rendering a separate Political Science concentration duplicative of an existing and more appropriately situated academic pathway. Political Science maintains a productive relationship with Urban Studies, evidenced by eight students currently pursuing a double major in Political Science and Urban Studies, allowing students interested in related policy and planning issues to draw upon coursework from both programs.

For these reasons, the Political Science program recommends the termination of the Urban Planning concentration.

**Public Administration**

Similarly, the Public Administration concentration is not available for student selection within the University's student information system. It has never been fully defined by the Political Science faculty as a distinct curricular pathway, and available records indicate no current student enrollment or completion in this concentration.

Nevertheless, Public Administration remains an important career pathway for Political Science students. Students interested in government and public service can gain practical experience through legislative internships at the Tennessee State Capitol, while those seeking advanced professional preparation may pursue Tennessee State University's Master of Public Administration program.

The Political Science program currently lacks a faculty member whose primary specialization is Public Administration. An introductory Public Administration course has only recently been offered, and only two Public Administration courses are currently listed in the catalog. Developing a viable concentration would therefore necessitate additional specialized faculty expertise and substantial curricular expansion, which does not align with the program's current academic priorities.

For these reasons, the program recommends the termination of the Public Administration concentration.

**Intelligence Studies**

Intelligence Studies differs from the other two concentrations in that it remains available for student selection within the University's student information system. However, student demand has been extremely limited, with only one student selecting this concentration in recent records. That student enrolled during Summer 2026 but is not enrolled in Fall 2026.

This concentration was highly specialized and largely associated with the expertise of Dr. Daniel Gibran. Following his retirement, specialized courses supporting this concentration have not been offered, and the program currently lacks faculty with comparable specialization.

The department will, however, retain the **International Affairs** concentration, which provides a broader and more sustainable pathway for students interested in international politics, foreign affairs, and related careers while aligning with current faculty expertise and instructional capacity. For these reasons, the program recommends the termination of the Intelligence Studies concentration.

**Program Direction and Conclusion**

The proposed modifications are integral to a broader initiative aimed at aligning the Political Science program with its core strengths, available resources, and strategic directions and objectives. Instead of sustaining concentrations that lack adequate faculty expertise, robust curricular infrastructure, or sufficient student demand, the program seeks to focus its resources on areas where it can deliver a strong, cohesive, and sustainable academic experience.

Political Science will continue to prioritize its principal strengths in **American politics and government, pre-law and legal studies, and international affairs**. These areas are supported by existing faculty expertise and well-defined pathways that prepare students for advanced graduate and professional education as well as diverse array of career opportunities.

Future curricular development will emphasize **research methodology, analytical skills, and other transferable skills** crucial for enhancing preparedness for employment and graduate or professional study. Strengthening these foundational components will benefit Political Science students across all substantive areas and better equip graduates for an increasingly skills-oriented labor market.

Consequently, the termination of the Intelligence Studies, Public Administration, and Urban Planning concentrations will fortify the program by aligning its academic offerings with current realities and long-term priorities. The strategic realignment will allow faculty and curricular resources to remain focused on established strengths and future developments that offer the most significant educational and professional benefit to students.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 6, 2026

ITEM: Approval of Fiscal Year 2026-2027 Revised Budget

RECOMMENDED ACTION: Approval of FY27 Revised Budget

PRESENTED BY: Chief Financial Officer, April Robinson

The purpose of this agenda item is to review and approve the FY27 Revised Budget. The FY27 Revised Budget reflects an anticipated surplus of $10.1M.

## FY27 Revised Budget

**Tennessee State University**
**FY27 Revised Budget**
*($ in 000s)*

| | REVISED FY27 | % of Total FY27 |
|---|---|---|
| **REVENUES** | | |
| Tuition & Fees | $ 69,504 | 38.6% |
| *Less: Scholarships* | *(23,092)* | *-12.8%* |
| State Appropriations | 80,004 | 44.4% |
| Other E&G Revenues | 13,002 | 7.2% |
| Total E&G Revenues | 139,419 | 77.5% |
| Total Auxiliary Revenues | 40,572 | 22.5% |
| **Total Revenues** | **179,991** | **100.0%** |
| **EXPENSES** | | |
| Personnel Costs | 91,367 | 53.8% |
| Non-Personnel Costs | 38,635 | 22.7% |
| Total E&G Expenditures | 130,002 | 76.5% |
| Personnel Costs | 4,676 | 2.8% |
| Non-Personnel Costs | 28,421 | 16.7% |
| Total Auxiliary Expenditures | 33,096 | 19.5% |
| Debt Service | 6,769 | 4.0% |
| **Total Expenses** | **169,867** | **100.0%** |
| **Net Surplus/(Deficit)** | **10,123** | |

The unexpected significant increase in First Time Freshmen enrollment of 1,737 vs the 1,200 budgeted, as well as better than expected retention of the prior Freshmen class and enrollment of transfer students led to a positive financial impact on the FY27 Revised budget.

Despite the incremental investment in key strategic areas as well as unforeseen costs, the FY27 Revised Budget anticipates a larger surplus than the FY27 Proposed budget.

## FY27 Revised vs. Proposed Budget

**Tennessee State University**
**FY27 Revised to Proposed**
*($ in 000s)*

| | REVISED FY27 | PROPOSED FY27 | VARIANCE $ | VARIANCE % |
|---|---|---|---|---|
| **REVENUES** | | | | |
| (1) Tuition & Fees | $ 69,504 | $ 55,757 | $ 13,747 | 24.7% |
| *Less: Scholarships* | *(23,092)* | *(19,371)* | *(3,721)* | *19.2%* |
| State Appropriations | 80,004 | 80,004 | *1* | 0.0% |
| (2) Other E&G Revenues | 13,002 | 9,947 | *3,055* | 30.7% |
| Total E&G Revenues | 139,419 | 126,337 | 13,082 | 10.4% |
| (3) Total Auxiliary Revenues | 40,572 | 34,160 | 6,412 | 18.8% |
| **Total Revenues** | **179,991** | **160,497** | **19,494** | **12.1%** |
| **EXPENSES** | | | | |
| (4) Personnel Costs | 91,367 | 89,657 | 1,710 | 1.9% |
| (5) Non-Personnel Costs | 38,635 | 35,303 | 3,332 | 9.4% |
| Total E&G Expenditures | 130,002 | 124,959 | 5,042 | 4.0% |
| (4) Personnel Costs | 4,676 | 4,120 | 556 | 13.5% |
| (3) Non-Personnel Costs | 28,421 | 23,852 | 4,568 | 19.2% |
| Total Auxiliary Expenditures | 33,096 | 27,972 | 5,124 | 18.3% |
| Debt Service | 6,769 | 6,769 | - | 0.0% |
| **Total Expenses** | **169,867** | **159,701** | **10,167** | **6.4%** |
| **Net Surplus/(Deficit)** | **10,123** | **796** | **9,327** | |

(1) FTE enrollment drives higher tuition revenue and scholarships expense

(2) Other E&G Revenues increases include football ticket sales, Grants IDC, and investment income

(3) Changes to auxiliary revenues and expenses are primarily driven by enrollment, with some additional expenses detailed in *"Material Budget Adjustments to Date"*

(4) Personnel costs are being closely monitored; increases driven by the following:
- Budgeted 1.5% year-end bonus for all faculty and staff (assuming positive performance continues)
- Movement of student salaries from operating budget pools to personnel costs

(5) E&G operating expense increases outlined in further detail in *"Material Budget Adjustments to Date"*

Unforeseen expenses and positive-ROI opportunities may reduce that surplus as the FY progresses, but the administration will make every effort to continue to maximize the surplus dollars available to rebuild reserves.

## Proposed Committee Action

The Chair will call for a motion recommending the below.

**MOTION: I move to approve the Fiscal Year 2026 Revised Budget, as contained in the Board materials.**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

DISCUSSION ITEM

| | |
|---|---|
| DATE: | November 6, 2026 |
| ITEM: | Board Conflict of Interest Discussion |
| RECOMMENDED ACTION: | No action |
| PRESENTED BY: | Leticia Towns, Board Chair |

**Background Information**

Chair Towns will lead a discussion regarding the Board's conflict of interest policy and disclosures required, pursuant to Board Policy No. 001, Board Code of Ethics and Conduct/Conflict of Interest Policy.

# TENNESSEE STATE UNIVERSITY
# BOARD OF TRUSTEES
# NOVEMBER 2026 MEETING

| | |
|---|---|
| Thursday, November 5, 2026<br>Friday, November 6, 2026 | Tennessee State University Main Campus<br>The Barn Agricultural Building<br>3500 John A. Merritt Blvd.<br>Nashville, TN 37209 |

## SUPPLEMENTS

I. SUPPLEMENT A ..... 2

# TENNESSEE STATE UNIVERSITY
# BOARD OF TRUSTEES

AGENDA ITEM

## X. Homecoming Financial Summary

# Homecoming Economics and Business Changes

## Reclaiming ownership of Homecoming

- **Homecoming is the "Crown Jewel" of the University's (if not all HBCUs) engagement occasion**
  - Most visible giving occasion
  - Most prevalent and extended contact with Alumni (ranging from currently engaged to no prior contact Alums)
  - Largest revenue generating opportunity

- **The city of Nashville and local promoters shouldn't be the primary benefactors of TSU's Homecoming**
  - Hotels, rentals cars, local restaurants, and Green Hills mall look forward to the economic impact of Homecoming
  - The University was bankrupt – very close to not making payroll and closing our doors – while everyone else made money

## Managing the business of Homecoming compliantly and properly

- Changed the ticketing for all University-sponsored events to one Eventbrite account that the University manages
- Paid and collected sales and use tax on University sales in accordance with state law – remitted directly to the state by Eventbrite
- Changed our internal chart of accounts to record and track Homecoming revenue and expenses by event

## Using qualitative and quantitative data to make informed, University-centered decisions

**New Goal beginning with Homecoming 2026: To center the University in the economic impact of TSU Homecoming!**

- Changing the culture of Homecoming being a time to invest in/give to/serve this University

# Homecoming Economics and Business Changes - Historical Data Structure

| Homecoming - Revenue | DESCRIPTION | FY 2026 Actuals | FY 2025 Actuals | FY 2024 Actuals | FY 2023 Actuals | FY 2022 Actuals | FY 2021 Actuals | FY 2020 Actuals | FY 2019 Actuals | FY 2018 Actuals | FY 2017 Actuals |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Homecoming - General | Revenue | 150,461.41 | 18,295.60 | 114,098.96 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Homecomng - Step Show | Revenue | 0.00 | 28,990.38 | 28,176.09 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 29,445.05 |
| **Total Homecoming Revenue** | | **150,461.41** | **47,285.98** | **142,275.05** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **29,445.05** |

| Homecoming Expenses | DESCRIPTION | FY 2026 Actuals | FY 2025 Actuals | FY 2024 Actuals | FY 2023 Actuals | FY 2022 Actuals | FY 2021 Actuals | FY 2020 Actuals | FY 2019 Actuals | FY 2018 Actuals | FY 2017 Actuals |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Travel Budget Pool | Travel Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Individual Out Of State Or Country | Travel Expenses | 0.00 | 0.00 | 0.00 | 1,188.77 | 847.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Individual Out Of State Or Country | Travel Expenses | 0.00 | 175.42 | 0.00 | 7,144.21 | 1,687.41 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Individual Out Of State Or Country | Travel Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 394.56 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Operating Expense Budget Pool | Operating Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Printing Of Supplies Outside Instit | Operating Expenses | 9,053.00 | 0.00 | 20,284.16 | 9,500.00 | 195.00 | 425.00 | 6,710.95 | 1,243.00 | 4,435.95 | 1,087.00 |
| Duplicating And Copy By Institution | Operating Expenses | 3,986.80 | 1,209.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Maintenance And Repairs | Operating Expenses | 0.00 | 0.00 | 0.00 | 736.00 | 0.00 | 0.00 | 0.00 | 586.00 | 0.00 | 0.00 |
| Freight And Express Charges | Operating Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 165.00 |
| Other Maintenance And Repairs | Operating Expenses | 8,600.00 | 0.00 | 7,835.20 | 7,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Software Maintenance | Operating Expenses | 5,550.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Medical Services | Operating Expenses | 10,350.00 | 2,520.00 | 0.00 | 2,050.00 | 2,400.00 | 510.00 | 0.00 | 2,700.00 | 0.00 | 1,521.75 |
| Dues And Subscriptions | Operating Expenses | 1,899.84 | 200.00 | 0.00 | 0.00 | 0.00 | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Professional And Admin Srvs | Operating Expenses | 133,492.80 | 66,040.33 | 58,607.63 | 89,876.45 | 4,300.00 | 600.00 | 6,600.00 | 5,075.00 | 4,650.00 | 6,100.00 |
| Other Services Participant Support | Operating Expenses | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Operational Supplies | Operating Expenses | 0.00 | 0.00 | 187.93 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,306.86 |
| Other Supplies | Operating Expenses | 1,027.75 | 13,584.03 | 9,321.13 | 5,351.62 | 5,485.00 | 0.00 | 6,240.92 | 4,327.01 | 3,154.70 | 2,812.27 |
| Rentals | Operating Expenses | 23,484.10 | 18,519.75 | 2,985.00 | 5,145.00 | 15,369.05 | 150.00 | 3,490.00 | 10,209.95 | 10,485.00 | 10,370.00 |
| Rent Lease Bld Space | Operating Expenses | 4,400.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Miscellaneous Unclassified | Operating Expenses | 0.00 | 7,314.80 | 16,749.72 | 452.00 | 0.00 | 0.00 | 0.00 | 3,500.00 | 4,149.00 | 8,113.00 |
| Catering Services | Operating Expenses | 4,828.66 | 3,484.30 | 3,887.45 | 4,018.33 | 1,225.88 | 0.00 | 1,626.03 | 1,252.47 | 2,303.15 | 2,519.40 |
| Payments to Foundation | Operating Expenses | 0.00 | 4,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Total Homecoming Expenses** | | **207,172.95** | **117,047.88** | **119,858.22** | **132,962.38** | **31,904.50** | **1,885.00** | **24,667.90** | **28,893.43** | **29,177.80** | **33,995.28** |
| | | | | | | | | | | | |
| **RECORDED Homecoming Profit/Loss** | | **(56,711.54)** | **(69,761.90)** | **22,416.83** | **(132,962.38)** | **(31,904.50)** | **(1,885.00)** | **(24,667.90)** | **(28,893.43)** | **(29,177.80)** | **(4,550.23)** |

- Historical mapping and accounting for Homecoming revenue and expenses are both extremely unreliable and inconsistent
- The FY26 (Homecoming 2025) expenses of $207K were **subsidized by the Sirius XM sponsorship of the pep rally that the company valued at approx. $500K**
- Doesn't allow for decision-making analysis
- **Doesn't include interdepartmental and indirect costs (i.e. security and officer overtime)**

# Homecoming Economics and Business Changes - 2026 Data Structure

| ORGANIZATION NAME | DESCRIPTION |
|---|---|
| Homecoming - General | Revenue |
| Homecomng - Concert | Revenue |
| Roar on the Yard/Pep Rally | Revenue |
| Blackout | Revenue |
| Concert/Step Show | Revenue |
| Gospel Explosion | Revenue |
| Tiger Strut | Revenue |
| Homecoming Parade | Revenue |
| Parking | Revenue |
| Vendor VIP Tents | Revenue |
| Tent Rental and Vendor Spaces | Revenue |
| Misc Homecoming Expenses | Revenue |
| **Total Revenue** | |

| ORGANIZATION NAME | DESCRIPTION |
|---|---|
| Homecoming - General | Operating Expenses |
| Roar on the Yard/Pep Rally | Operating Expenses |
| Blackout | Operating Expenses |
| Concert/Step Show | Operating Expenses |
| Gospel Explosion | Operating Expenses |
| Tiger Strut | Operating Expenses |
| Homecoming Parade | Operating Expenses |
| Parking | Operating Expenses |
| Vendor VIP Tents | Operating Expenses |
| Tent Rental and Vendor Spaces | Operating Expenses |
| Misc Homecoming Expenses | Operating Expenses |
| **Total Operating Expenses** | |

- New Chart of Accounts by event – individual revenue and expense accounts
- Ability to recognize the full costs, including interdepartmental expenses (i.e. security and officer overtime)

# Homecoming Economics – 2026 Event Budget Summary

## HOMECOMING BUDGET SUMMARY

| EVENT | REVENUE BUDGET | EXPENSE BUDGET | PROFIT/LOSS BUDGET |
|---|---|---|---|
| Gospel Explosion | $16,500 | $19,870 | ($3,370) |
| Tiger Strut | $17,000 | $3,065 | $13,935 |
| Black Out | $183,250 | $213,485 | ($30,235) |
| Step Show/Concert | $260,000 | $197,200 | $62,800 |
| VIP Tent | $140,000 | $151,590 | ($11,590) |
| Parade | $18,000 | $40,977 | ($22,977) |
| Parking | $28,850 | $9,980 | $18,870 |
| Roar of the Yard | $143,365 | $254,490 | ($111,125) |
| Tent Rental and Spaces | $26,900 | $40,000 | ($13,100) |
| Miscellaneous | $75,875 | $16,118 | $59,757 |
| **TOTAL** | **$909,740** | **$946,775** | **($37,035)** |

- Homecoming has not historically been a profit generator for the University. “Favorite” legacy events are mostly net expenses that represent the “cost of doing business” for Homecoming.
- The FY27 Proposed Budget reflected $175,000 of revenue and $258,308 of expenses which was locked in April 2026 and before the University’s decision to expand Homecoming to drive Alumni engagement.
- Homecoming Budget for Committee purposes excluded the football game
- Required budgets by event (considering both direct and indirect costs) were reviewed and approved prior to Homecoming

# Homecoming Economics – Event Gross Ticket Sales

| HOMECOMING REVENUE ACTUAL SUMMARY | | | |
|---|---|---|---|
| REVENUE BY DEPARTMENT | BUDGET | EVENTBRITE SALES | VARIANCE |
| Roar on the Yard | $143,365 | $207,505 | $64,140 |
| Alumni VIP Tent | $140,000 | $49,000 | ($91,000) |
| Gospel Explosion | $16,500 | $7,480 | ($9,020) |
| Tiger Strut | $17,000 | $4,095 | ($12,905) |
| Black Out | $183,250 | $115,225 | ($68,025) |
| Step Show/Concert | $260,000 | $78,470 | ($181,530) |
| Parade | $18,000 | $11,225 | ($6,775) |
| Parking | $28,850 | $11,840 | ($17,010) |
| Tent Rental and Spaces | $26,900 | $22,000 | ($4,900) |
| Miscellaneous | $75,875 | $23,685 | ($52,190) |
| **TOTAL REVENUE** | **$909,740** | **$530,525** | **($379,215)** |

- The FY27 Revised Budget reflects $526,180 of Homecoming revenue and $946,775 of Homecoming expenses.
- Revenue ticket sales were less than expected for all events **except Roar of the Yard**.
- **Attendees using their paid or University-provided credentials improperly and guests accessing events free of charge continue to create challenge to the University profitability.**
- Homecoming Budget for Committee purposes excluded the football game
- **New event-level data will be used to inform 2027 decisions**

TENNESSEE STATE UNIVERSITY

# Homecoming Economics – Roar on the Yard

| Type | Paid By Purchaser | Retained by Eventbrite (fees + taxes) | | | | Paid out to the University | | |
|---|---|---|---|---|---|---|---|---|
| | Gross Eventbrite Collections | Eventbrite service fee | Eventbrite processing fee | Eventbrite tax | Total Eventbrite fees | Price $ | Quantity Sold | University Revenue |
| Early General Admission | $ 123,558 | $ 8,286 | $ 2,939 | $ 10,972 | $ 22,198 | $ 40 | 2,534 | $ 101,360 |
| General Admission | $ 120,492 | $ 7,633 | $ 2,890 | $ 10,699 | $ 21,222 | $ 45 | 2,206 | $ 99,270 |
| Student Ticket | $ - | $ - | $ - | $ - | $ - | $ - | 2,155 | $ - |
| Alumni VIP Tent Admission | $ 57,879 | $ 2,316 | $ 1,422 | $ 5,141 | $ 8,879 | $ 175 | 280 | $ 49,000 |
| Ballou High School | $ 1,268 | $ 85 | $ 30 | $ 113 | $ 228 | $ 40 | 26 | $ 1,040 |
| Faculty/Staff Ticket | $ 4,260 | $ 425 | $ 97 | $ 378 | $ 900 | $ 20 | 168 | $ 3,360 |
| YMCA Charlotte, NC | $ 3,004 | $ 190 | $ 72 | $ 267 | $ 529 | $ 45 | 55 | $ 2,475 |
| Staff Test Ticket | $ - | $ - | $ - | $ - | $ - | $ - | 15 | $ - |
| **Total Sold by Eventbrite code** | **$ 310,461** | **$ 18,935** | **$ 7,451** | **$ 27,569** | **$ 53,956** | | **7,439** | **$ 256,505** |
| Early General Admission | $ - | $ - | $ - | $ - | $ - | $ - | 100 | $ - |
| General Admission | $ - | $ - | $ - | $ - | $ - | $ - | 15 | $ - |
| Alumni VIP Tent Admission | $ - | $ - | $ - | $ - | $ - | $ - | 105 | $ - |
| **Total Manual complimentary tickets** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | | **220** | **$ -** |

- Pep Rally was reimagined into a larger Homecoming entertainment event - $40 ticket price approved by the President.
- Ticket sales deposited into the University's operating account and used as general and normal University operating revenue. The 2,155 student tickets were issued free of charge.
- Homecoming 2025 event was financially sponsored by Sirius XM, including payment for the artist. Eventbrite issued tickets totaled 5,598.
- Homecoming 2026 event was paid by the University, including a $300K artist fee (split between Blackout and Roar on the yard). Eventbrite issued tickets totaled 7,439, excluding 220 collective complimentary tickets.