



Middle Tennessee State University Board of Trustees

Tuesday, September 12, 2017

EXECUTIVE SUMMARY OF ACTION ITEMS

Below is a list of all actions brought before the MTSU Board of Trustees on September 12, 2017. Items include minutes from the previous meeting and recommendations from Committees to be considered by the Full Board. All items presented were approved by the Board.

MINUTES OF THE MIDDLE TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES - JUNE 5, 2017

Call to Order

The Middle Tennessee State University Board of Trustees met in regular session on Monday, June 5, 2017. Chairman Stephen Smith called the meeting to order at 2:00 p.m. (CDT) and requested retired Lt. Gen. Keith Huber to lead the Pledge of Allegiance.

Roll Call

Board Secretary Heidi Zimmerman called the roll. Present were: W. Andrew "Andy" Adams, J.B. Baker, Pete DeLay, Darrell Freeman, Sr., Joey Jacobs, Tony Johnston, Stephen Smith, Lindsey Weaver and Pamela Wright. A quorum was declared. Trustee Chris Karbowski was unable to attend.

Opening Remarks

Chairman Smith welcomed all those present, stating that a great deal of work has been done since the prior Board meeting. He stated that he met with various administrators and faculty on campus during that time in addition to weekly meetings with the President. He then asked Dr. Sidney A. McPhee, President, to provide opening remarks. Dr. McPhee also welcomed those attending the meeting to the MTSU campus and recognized several individuals in the audience including Rep. Bryan Terry from the 48th District, and former Rep. John Hood.

Approval of Minutes

The first agenda item was the approval of the minutes from the April 10, 2017, Board meeting. Copies of the minutes were provided to all Board members prior to the meeting. Trustee DeLay made the motion to approve the minutes; Trustee Freeman seconded the motion. The motion to approve the minutes of the April 10, 2017 Board meeting carried by unanimous voice vote. A copy of these minutes is attached as Appendix 1.

Adoption of Board Committee Minutes and Approval of Committee Actions

Academic Affairs, Student Life and Athletics Committee. Committee Chair Pam Wright gave the report from the May 15, 2017 regular session meeting of the Academic Affairs, Student Life and Athletics Committee at which items approved by the Committee, as stated in the meeting minutes, included university policies, faculty candidates for tenure, faculty candidates for promotion and, a new degree program (B.S. in Interactive Media) as contained in the Committee minutes. The minutes and materials are found in Appendix 2. Trustee Wright moved for approval; the motion was seconded by Trustee Freeman. The motion carried by unanimous voice vote.

Audit and Compliance Committee. In the absence of Committee Chair Chris Karbowskiak, Trustee Adams gave the report of the Audit and Compliance Committee which met in regular session on May 17, 2017. As provided in the meeting minutes, the Committee approved the Audit Charter for the Office of Audit and Consulting Services; the 2018 Audit Plan; and, university policies. The minutes and materials are found in Appendix 3. Trustee Adams moved for approval; Trustee DeLay provided the second. The motion carried by unanimous voice vote.

Finance and Personnel Committee. The Finance and Personnel Committee met in regular session on three occasions: April 24, May 9, and May 22, 2017. Trustee Jacobs gave the report indicating items approved by the Committee, as stated in the minutes of the meetings, which include university policies, the estimated budget for 2016-17, proposed budget for 2017-18, a 3.5 % increase in in-state maintenance fees and out-of-state tuition for undergraduate and graduate courses for 2017-18, mandatory and non-mandatory fees for 2017-18, housing rates for 2017-18, renewal of Dr. Sam Ingram's President Emeritus contract for 2017-18, a salary increase for the Chief Audit Executive, revision in the current compensation plan, and a 3% across-the-board salary increase with a \$1,000 minimum payment for all full-time and part-time regular employees effective July 1, 2017. The minutes and materials are found in Appendix 4. Trustee Jacobs moved for approval; Trustee Wright seconded the motion. The motion carried by unanimous voice vote.

President's Report

Chairman Smith called on Dr. McPhee to give his President's Report. Dr. McPhee began his report by reading a Welcome Statement adopted unanimously by the Faculty Senate. The Statement is included as Appendix 5. Dr. McPhee then recognized outgoing Faculty Senate president, Dr. Mary Martin, and incoming Faculty Senate president, Dr. Joey Gray, both of whom were in attendance.

Dr. McPhee updated the Board on fall enrollment at MTSU, noting that excellent progress is being made in attracting more high ability students for the freshman class entering in Fall 2017. Guaranteed scholarships are offered to freshman with an ACT score of 25 and a GPA of 3.5; and, to transfer students with a transfer GPA of 3.0 and completion of between 45 to 105 transfer hours. The numbers for both freshmen and transfers show increases in scholarships offered and scholarships accepted as compared to this time last year. This presents the potential for these freshmen and transfers to be the best prepared students ever admitted to MTSU. Additionally, the percentages are up for both fall 2017 applications and admits. Dr. McPhee recognized Dr. Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment Management, and the university recruiters for their outstanding work; and, the deans and faculty for their ongoing outreach efforts to prospective students. Dr. McPhee reminded the trustees that the True Blue Tours will be making six (6) recruiting stops this year, beginning in the next couple months.

Dr. McPhee next addressed the recent increase in violent crimes and gun-related incidents at apartment complexes near campus. University leadership, along with City of

Murfreesboro officials and representatives from the MTSU and Murfreesboro police departments, have been meeting and have developed a strategy to address the situation. Dr. McPhee stressed that these incidents are not occurring on campus and are not random in nature. Rather, they are connected to illicit drug activities engaged in by individuals who are not currently enrolled students. He stated that the MTSU campus is relatively safe compared to comparable institutions, and that the latest crime statistics for on-campus incidents from the TBI show a decrease between 2015 and 2016 in several criminal offense categories. Dr. McPhee indicated that efforts to make the campus safe have been ongoing, including installation of interior and exterior surveillance cameras throughout campus. By fall 2017, there will be a total of 591 such cameras, all connected to one system, allowing for one location to provide video access to any area on campus. Additional actions include installation of new emergency call boxes and lighting, the hiring of more police officers and an increased police presence on campus, and a public awareness campaign on student and employee safety. Finally, Dr. McPhee responded to assertions made on social media that MTSU has lowered admissions standards to achieve growth, thus enrolling individuals who may be prone to violence. To the contrary, he stressed that admissions standards were raised in 2004 and 2008 resulting in one of the highest standards among public universities in the state. Consequently, the GPA and ACT scores of incoming freshmen have increased over the years.

Dr. McPhee congratulated Electronic Media Communication Production students who were awarded the Outstanding Live Game Production Award at the 2017 College Sports and Media Awards in Atlanta. This marks the second time the national award has been won by our students.

Dr. McPhee then asked Dr. Rick Sluder, Vice Provost for Student Success and Dean of the University College, to make a presentation on the Quest for Student Success, put in place in 2013 to increase retention and graduation rates. Dr. Sluder provided details about integrating predictive analytics into student advising, course redesign, learner support initiatives, and establishing performance metrics and a communication plan for their dissemination. These efforts have been successful in increasing these rates, and the Quest for Student Success has served as a national model for retention and graduation. Chairman Smith remarked on the institution's commitment to helping its students. A discussion about the Scholar's Academy then took place, with Dr. Sluder reiterating how much growth the program has experienced. An investment in the Academy of \$200,000 is seeing great returns in a retention rate higher than the general population. Each student attending the program pays \$45 to participate. Trustee Freeman inquired about the ratio of advisor to students, currently 1 to 260, asking if hiring additional advisors would further help increase retention and graduation rates. Dr. Sluder responded that he believes the ratio is where it needs to be. The graduation rates already reflect the impact of having added additional advisors. Trustee Freeman also complimented Dr. Sluder and his staff on the work being done to assist at-risk students access higher education. Dr. Sluder's presentation is included as Appendix 6.

Lastly, Dr. McPhee invited the trustees to experience the Great Tennessee Solar Eclipse on August 21 on campus.

Adjournment of the Meeting

No further business was brought before the Board and Chairman Smith adjourned the meeting at 3:10 p.m. CDT.

RECOMMENDATIONS FROM THE FINANCE AND PERSONNEL COMMITTEE MEETINGS ON AUGUST 15, 2017 & AUGUST 30, 2017

Capital Outlay Project Submittal #1

The MTSU 2008 and 2016 Master Plans envisioned the Academic Classroom Building as a priority project; the State Building Commission approved the master plans in February 2008 and August 2016, respectively. The project was accepted as a TBR priority outlay project in June 2012, was designated a #3 TBR priority on the 2016 capital list and placed in line to receive full project funding FY2017-18. As a result, MTSU received SBC approval in June 2016 for full planning, and use of local match funding to complete the project design. Bauer Askew, PLLC was appointed by the State Building Commission (SBC) as the designer for the project, and Turner Construction Company was approved as the Construction Manager/General Contractor (CM/GC) for the project. The designers have completed the Schematic Design Phase.

Capital Maintenance Projects Submittal

The Board of Trustees is charged with approving the Capital Maintenance project requests for FY 2018-19 in conjunction with instructions received from the Tennessee Higher Education Commission (THEC). The Board was provided a brief overview of the Capital Maintenance process, the MTSU strategy for developing qualifying projects, and highlights of the FY 2018-19 project requests. Documentation submitted to THEC has also been provided and includes: Summary of Capital Maintenance potential project requests for five years, FY 2018-19 thru FY 2022-23; and, documentation for seven (7) capital maintenance projects for FY 2018-19 totaling \$8,170,000

Severance of Capital Project Management Services from TBR

The FOCUS Act directs THEC to approve or deny a Locally Governed Institution's (LGI) request to assume the capital project management function beginning December 1, 2017. An LGI may desire to assume those duties on that date or a future one. December 1 simply represents the first opportunity to assume those duties. Regardless of the timing, two facets are important: 1. The LGI Board itself, per the FOCUS Act, must officially request to sever from the Tennessee Board of Regents (TBR). 2. The timeframe to assess readiness and capacity, and to allow TBR management sufficient time to plan accordingly, will be approximately four to eight months. The Board was provided with the requirements set forth by THEC for obtaining approval for severance. The University is recommended a severance date of July 1, 2018. This date would provide the necessary time required for assessing readiness and capacity, as well as provide the new process to being with the start of a new fiscal year.

Permanent Appointment of the University Provost

Policy 808 – Compensation Reporting and Approvals – requires the appointment and salary recommendation of Vice Presidents or other executives reporting directly to the President be approved by the Board of Trustees. A recommendation to permanently appoint Dr. Mark Byrnes, Interim University Provost, as well as the salary request, falls under this approval requirement and was therefore being presented to the Board.

Capital Outlay Project Submittal #2

With the passage of the FOCUS Act in Spring 2016, each of the six Locally Governed Institutions (LGI), along with the TBR and UT systems, will submit funding requests for capital outlay projects directly to the Tennessee Higher Education Commission (THEC). Projects should be ranked in priority order by the institution/system when submitted. Campus rankings are then taken into account by THEC in the overall ranking process. The Financial and Personnel Committee approved the University's recommendation of submitting the Academic Classroom Building (ACB) as the #1 priority outlay project for FY 2018-19 funding at its August 15, 2017 meeting. The ACB was envisioned as a priority project in both the 2008 and 2016 Master Plans, which were approved by the State Building Commission (SBC) in February 2008 and August 2016, respectively. The project was originally accepted as a TBR priority outlay project in June 2012 and placed in line to receive full project funding in FY 2017-18. As a result, MTSU received SBC approval in June 2016 for full planning and use of local match funding to complete the project design. The Mechatronics Engineering Building project is in the early pre-planning phase and is being recommended for submission as the #2 priority outlay project to THEC for funding in FY 2018-19. This project is in the 2016 Master Plan, as part of the Engineering Technology (ET) facility, with a proposed location that is in close proximity to the Science Corridor.

RECOMMENDATIONS FROM THE AUDIT AND COMPLIANCE COMMITTEE MEETING – AUGUST 12, 2017

Revised Audit Charter for Audit and Compliance Committee

The Audit Charter for the Audit and Compliance Committee requires approval from the Comptroller of the Treasury. After submission of the original Charter, the Comptroller directed that two sections of the Charter be revised in order to comply with the Comptroller's Guidelines for Audit Committee Charters. Section V. Independence was revised to specifically state that members of the Audit and Compliance Committee "shall be free of any interests, in fact or in appearance, that are in conflict with their duties as members of the Audit and Compliance Committee" instead of referencing compliance with the Board Bylaws and Code of Ethics policy. Section VI. Membership was revised to specifically state that "the chair of the Audit and Compliance Committee shall be appointed by the Board Chair and serve a one (1) year term," and "Appointments of the Audit and Compliance Committee members and its chair shall be approved by the Board." The Audit Charter was also revised to reflect the change in title of the Director of Audit and Consulting Services to Chief Audit Executive.

After the Board approved the revised Charter, it also approved the membership and chair of the Audit and Compliance Committee.

Public Session – Risk Assessment Report Submittal

Section 9-18-104 of the Financial Integrity Act requires institutions of higher education to prepare and provide a management assessment of risk to the State of Tennessee's

Commissioner of Finance and Administration and to the Comptroller of the Treasury by December 31 annually. The results of the risk assessment for the Information Technology Division and President's Office were designated as confidential and discussed in the non-public Executive session of the Audit and Compliance Committee. The Audit and Compliance Committee is responsible for the oversight and monitoring of internal controls, compliance, and risk management functions of the University; therefore, the risk assessment reports are presented to the Committee for approval prior to the reports submission to the State, as required by law. The Committee reconvened the public session and approved the report.

RECOMMENDATIONS FROM THE EXECUTIVE AND GOVERNANCE COMMITTEE MEETING - AUGUST 12, 2017

Board of Trustees Policy: Professional Development

Tennessee Code Annotated §§49-8-201(f)(7)(A) and (B)(iii)(C) specify that board of trustees members participate in orientation programs, continuing education and professional development. This policy was approved to comply with the statutory mandate.

Board of Trustees Policy: Selection, Evaluation and Retention of the President

Tennessee Code Annotated §49-8-203(a)(1)(A) and Section 2.1.2 of the Board of Trustees Bylaws authorize the Board of Trustees to select, employ and assess the performance of the chief executive officer of the institution, the president. The policy provides that, as these duties are solely the responsibility of the Board, the Board shall establish the processes to be followed for each of these circumstances.

Institutional Mission Statement and Strategic Plan

Middle Tennessee State University is a public, state-supported, comprehensive university in the State University and Community College System of Tennessee, which is coordinated by the Tennessee Higher Education Commission (THEC). The University's mission is revisited, revised, and approved in accordance with the THEC strategic planning cycle. The cycle drives the institution's strategic planning processes, the achievement of its longer term goals and its internal institutional effectiveness processes which are directly linked to the University's mission. MTSU currently has a clearly defined mission statement approved by the Tennessee Board of Regents March 25, 2011, that is aligned with the THEC Master Plan for Postsecondary Education, 2015-2025 and the THEC Strategic Planning cycle. As a state university now subject to the authority of the Middle Tennessee State University Board of Trustees (Board), MTSU is required to have a mission statement approved by the Board. MTSU's current mission statement is submitted for its review and approval. Future MTSU reviews of the mission will continue to be conducted in alignment with the THEC planning cycle and the requirements of the FOCUS Act.

Delegation of Limited Authority to Board Secretary to Make Technical Changes in Policies and Rules

The Board delegated to the Board Secretary the ability to make technical changes to policies and rules so that the Board will not be required to review and approve them prior to the revisions being made.