



Middle Tennessee State University

Board of Trustees

Summer Quarterly Board Meeting

Tuesday, June 14, 2022
1:00 p.m.

MEC Meeting Room – 2nd Floor
Miller Education Center
503 East Bell Street
Murfreesboro, Tennessee 37130



**Middle Tennessee State University
Board of Trustees**

Quarterly Board Meeting

Tuesday, June 14, 2022
1:00 p.m.

AGENDA

Call to Order

Pledge of Allegiance

Introduction of Student-Veteran

Welcome and Opening Remarks

Roll Call

Requests to Address the Board

MinutesTab 1
 April 5, 2022 Board Meeting

Academic Affairs, Student Life and Athletics Committee Report
 and RecommendationsTab 2

- 1. Approval of Tenure and Promotion Candidates
- 2. Approval of Appointment of Chair of Excellence
- 3. Approval of Degree under Consideration

Audit and Compliance Committee Meeting Report

Finance and Personnel Committee Report and RecommendationsTab 3

- 1. Approval of Revisions to Policies
 - a. 641 Student Fees, Incidental Charges and Refunds
 - b. 730 Campus Crisis and Emergency Management
- 2. Capital Outlay Project Submittal
- 3. Capital Disclosures
- 4. Capital Maintenance Projects Submittal
- 5. Approval of Tuition, Fees and Housing Rates

6. Approval of Compensation Plan
7. Approval of Operating Budgets
 - a. Estimated 2021-22 Budget
 - b. Proposed 2022-23 Budget

Appointment of Student Trustee.....Tab 4

President's Report

Closing Remarks

Adjournment



**Middle Tennessee State University
Board of Trustees**

Action Item

DATE: June 14, 2022

SUBJECT: **Minutes of April 5, 2022
Spring Quarterly Board Meeting**

PRESENTER: Chairman Steve Smith

BACKGROUND INFORMATION:

Approval of minutes of April 5, 2022 Spring Quarterly Board Meeting

MIDDLE TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
MINUTES

The Middle Tennessee State University Board of Trustees met on April 5, 2022, in the Miller Education Center Meeting Room at Middle Tennessee State University.

Call to Order and Pledge of Allegiance

Board Chair Steve Smith called the meeting to order at 1:00 p.m. Lt. Gen. (Ret.) Keith Huber led the Pledge of Allegiance.

Introduction of Student Veteran

Gen. Huber introduced ROTC Cadet Charity Savage who played basketball here at MTSU under Coach Insell. After finishing her undergraduate degree in biochemistry, she decided to pursue a career in the military. She is currently engaged in MTSU's ROTC while pursuing her Master of Science degree in Professional Science in biotechnology. Next month, she will graduate and be commissioned as a Second Lieutenant in the U.S. Army Chemical Corp. Cadet Savage expressed her appreciation for the basketball and academic opportunities that MTSU has provided her. She also shared that the determining factors for her to pursue a military career included the chance to lead and to pay back others for the support she has received.

Recognition of 2021-22 Blue Raiders Basketball Teams

Chairman Smith recognized the remarkable success of our men's and women's basketball post-season accomplishments. Coach Rick Insell and Coach Nick McDevitt spoke, thanking the Board and University for their support.

Roll Call

Board Secretary James Floyd called the roll. The following trustees were in attendance: J.B. Baker, Tom Boyd, Rick Cottle, Pete DeLay, Darrell Freeman, Joey Jacobs, Gabriela Jaimes, Chris Karbowski, Stephen Smith, and Pam Wright. A quorum was declared.

President Sidney A. McPhee; Mark Byrnes, University Provost; Joe Bales, Vice President for University Advancement; Yvette Clark, Interim Vice President for Information Technology and Chief Information Officer; Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; Alan Thomas, Vice President for Business and Finance; Andrew Oppmann, Vice President for Marketing and Communications; Brenda Burkhardt, Chief Audit Executive; James Floyd, University Counsel and Board Secretary; and Kim Edgar, Executive Assistant to the President and Chief of Staff, were also in attendance.

Requests to Address the Board

Chairman Smith noted that five timely requests were made and that four of the individuals were present - Braxton Coleman, Marvel Bandy, Terika Singh Dean, and Paul Martin. All requestors were granted the opportunity to address the Board for 5 minutes with Board Secretary Floyd responsible for keeping track of time.

Braxton Coleman, a Senior at MTSU, spoke on the status of black MTSU. Mr. Coleman applauded the University's efforts at recruiting and admitting black students but expressed concerns about the retention and graduation of black students. He also described what he considered the University's silencing of opposition voices.

Terika Singh Dean, an MTSU alumna and parent of a graduating high school senior, shared her concerns about the black student graduation rate and MTSU's culture. She also spoke about her experience at MTSU and what her family is evaluating as her son considers colleges.

Marvel Bandy, an MTSU alumnus and business owner, expressed his affinity for MTSU and spoke about his concerns regarding declines in overall enrollment and the 4-year and 6-year graduation rates for African American students. He also questioned the University's enrollment management practices and faculty diversity numbers post Geier.

Paul Martin, an MTSU alumnus and supporter, expressed his passion and dedication to MTSU. He commended the University's growth and accomplishments while sharing how the enhancement of MTSU's academic reputation and the improved quality of its students has occurred under Dr. McPhee's leadership. He further recognized that Dr. and Mrs. McPhee are passionate about helping students and that MTSU has a highly effective administrative team from his accreditation perspective.

Approval of December 8, 2021, Meeting Minutes – Action

Trustee Boyd read a December 22, 2021, cover email and memorandum by Dr. Louis M. Kyriakouides, Director of the Albert Gore Research Center and Professor of History, to give context to the October 3, 1962, Reese Smith Jr. letter to Senator Albert Gore, Sr., referenced earlier by Mr. Braxton Coleman and previously by Dr. Jewel Winn at the December 8, 2021, Board meeting. Collectively, the email and memorandum outline misrepresentations by Dr. Winn regarding Reese Smith Jr.'s use of a racial epithet and his status as a segregationist. Further, Dr. Kyriakouides's correspondence gave additional clarification, correction, and context to the Smith letter.

Trustee Boyd made the motion to approve the minutes from the December 8, 2021, meeting, and Trustee DeLay seconded the motion. A voice vote was taken, and the motion was approved unanimously.

Committee Report: Academic Affairs, Student Life, and Athletics

Committee Chair Pam Wright reported that the Academic Affairs, Student Life, and Athletics Committee met on March 15, 2022. The Committee approved the minutes from the November

9, 2021, meeting. The Committee report contained action items, unanimously approved by the Committee, and informational items for the Board's consideration. Information items presented included the Annual Report of Academic Program Actions; Fraternity and Sorority Life update; update on the Athletics Build Blue Project; and presentation by members of the Faculty Senate. Materials outlining these actions were made available for review prior to the Board meeting and are contained in the Board notebooks.

New Academic Degree Programs: Bachelor of Science in Public Writing and Rhetoric and Master of Science in Supply Chain Management – Action

Provost Byrnes reported to the Committee that in accordance with University Policy 251 Approval of Academic Programs, Units, and Modifications, states all academic actions that require review and approval by THEC must be approved by the Board of Trustees.

Honorary Degrees – Action

University Policy 316 Awarding Honorary Degrees states that the President must recommend nominees for honorary degrees to the Board of Trustees for approval. President McPhee recommends to the Board of Trustees Bill Haslam, former governor of Tennessee, and Philip Edward 'Brave' Davis, Prime Minister of the Bahamas, to receive honorary doctorate degrees at the May Commencement ceremonies.

Motion

Vice Chair Karbowskiak made the motion to approve the action items recommended by the Committee and Trustee Baker seconded the motion. A voice vote was taken and the motion to approve the action items carried unanimously.

Committee Report: Audit and Compliance Committee

Committee Chair Pete DeLay reported that the Audit and Compliance Committee met on March 15, 2022. The Committee approved the minutes from its November 9, 2021, meeting. The Committee report contained no action items. Several information items were presented

including report of conflict of interest disclosures in 2021; review of President's Statement of Disclosure of Interests for 2022; report on compliance with public records policy; results of external reviews including the Tennessee Comptroller of the Treasury Financial and Compliance Audit Report for the year ended June 30, 2021 and the Tennessee Comptroller of the Treasury NCAA Agreed-upon Procedures Applied to the Athletic Programs Statement of Revenue and Expenses for the Year Ended June 30, 2021; and the quarterly report – Results of Internal Audit Reports. There were no audit findings or reportable issues with the audit reports. Materials outlining these actions were made available for review prior to the Board meeting and are contained in the Board notebooks.

Committee Report: Executive and Governance Committee

Vice Chair Karbowski reported that the Executive and Governance Committee met on March 15, 2022. The Committee approved the minutes from its November 9, 2021, meeting. The Committee report contained action items, unanimously approved by the Committee, to be considered by the Board. Materials outlining the action items were made available for review prior to the Board meeting and are contained in the Board notebooks.

Institutional Mission Statement and Mission Profile – Action

Associate Provost Mary Hoffschwelle presented revisions to the Institutional Mission Statement and Mission Profile.

Extension of President's Contract – Action

Finance Chair Jacobs presented recommendations concerning the president's contract including a three-year extension to December 10, 2026, maintaining all terms and conditions of the current contract; and one revision to the contract where the president will be automatically included in any general salary increase for University employees without specific Board approval. This increase in base salary would occur at the same time as it does for all other University employees.

Motion

Vice Chair Karbowskiak made the motion to approve the action items recommended by the Committee and Trustee DeLay seconded the motion.

Trustee Freeman raised for discussion the deletion of word “minority” and the use of word “underrepresented” in the proposed Institutional Mission Profile. Vice Chair Karbowskiak stated that her reading is that the University’s goal is to be more inclusive of all underrepresented populations including minorities.

After discussion, Trustee Karbowskiak moved to amend the Institutional Mission Profile, to include the phrase “including, but not limited to race, ethnicity, gender, sexual orientation, and financial status” after “underrepresented students,” which Trustee DeLay seconded.

After clarification that the Amendment would need to be addressed first and then the approval of the action items and noting Trustee Freeman’s objection to the bundling of the action items, the motion and its second were withdrawn respectively by Vice Chair Karbowskiak and Trustee DeLay.

Motion to Separate Action Items for Vote

Vice Chair Karbowskiak made the motion to separate the two action items for independent votes and Trustee Wright seconded the motion. A voice vote was taken and the motion to separate the action items for consideration carried unanimously.

Motion to Approve Institutional Mission Statement and Mission Profile

Vice Chair Karbowskiak made the motion to approve the Institutional Mission Statement and Mission Profile and Trustee DeLay seconded the motion.

Dr. McPhee advised that there are SACSCOC and THEC considerations with the proposed revision to the Institutional Mission Profile. Mary Hoffschwelle, Associate Provost for Strategic

Planning and Partnerships, shared that the University committee members responsible for the proposed revisions felt that the current designation was not inclusive enough to address all University community members who might need to not only be welcomed, but afforded support from the University. Vice Chair Karbowiak inquired about the impact of her proposed revision. Christy Sigler, Assistant to the President for Institutional Equity and Compliance, reiterated Dr. Hoffschwelle's statements and advised that we cannot ask individuals certain questions such as what their sexual orientation is.

After further Trustee discussion, a voice vote was taken and the motion to approve the Institutional Mission Statement and Mission Profile action item was approved.

Motion to Approve Extension of President's Contract

Vice Chair Karbowiak made the motion to approve the extension of the President's contract and Trustee Baker seconded the motion. A voice vote was taken and the motion to approve this action item was approved.

Committee Report: Finance and Personnel Committee

Trustee Jacobs reported that the Finance and Personnel Committee met on March 15, 2022. The Committee approved the minutes from its November 9, 2021, meeting. The Committee report contained action items, unanimously approved by the Committee, and informational items to be considered by the Board. Information items included: update on the Governor's Budget and Legislative Budget Hearings; update on federal stimulus funding; a presentation by members of the Faculty Senate. Materials outlining these actions were made available for review prior to the Board meeting and were contained in the Board notebooks.

Permanent Appointment of Assistant to the President for Community Engagement and Inclusion – Action

Following a national search, Dr. McPhee recommended the appointment of Dr. Monica Smith as Assistant to the President for Community Engagement and Inclusion.

Revision to Policy 611 Financial Performance Review – Action

Vice President Alan Thomas presented a revision to Policy 611 Financial Performance Review. The revision provides that the Composite Financial Index (CFI) will no longer be submitted to the Board as an annual information item. Instead, individual ratios and overall CFI score will be compared with other LGIs, provided to external agencies requiring submission such as the Department of Education, and used to assess whether any revisions to the budget need to be made. The Committee revised the policy to state individual metrics requiring revisions to the budget also be presented with the budget recommendations.

Capital Disclosures for FY 21-22 – Action

A new disclosure was added for the Phillips Bookstore Improvements project.

Motion

Trustee Jacobs made the motion to approve the action items recommended by the Committee and Trustee Freeman seconded the motion. A voice vote was taken and the motion to approve the action items carried unanimously.

Dr. Monica Smith Introduction

Dr. Monica Smith, the University's initial Assistant to the President for Community Engagement and Inclusion, introduced herself and shared that she comes to use with over three decades of experience in this area. She shared one of Dr. Martin Luther King's Jr.'s quotes, which is a guiding principle for her – "All life is interrelated. We are caught in an inescapable network of mutuality, tied together in a single garment of destiny. What affects one directly, affects all indirectly."

Report of the President

Dr. McPhee thanked the Board for the opportunity to give updates on matters at the University since the last meeting.

Enrollment

First, in providing an update on the University's fall 2022 enrollment projections, Dr. McPhee shared some historic factual enrollment data as background and context. He advised that it is important to note that the overall number of Tennessee public high school graduates enrolling in an LGI or a UT university has dropped from 15,402 in 2012 to 14,091 in 2020—a reduction of 8.5%. During that same time, the number of Tennessee public high school graduates choosing any of the LGIs dropped by 12.5%. In addition, Tennessee enrolled the first class of TN Promise students receiving free community college tuition in fall of 2015. Since that time, all four-year institutions are recruiting against the offer of two years of community college at no cost for tuition. In addition, the COVID pandemic of 2019-2022 negatively affected student enrollments across Tennessee higher education institutions. Community colleges were especially hard hit – in most cases a double-digit decline despite the advantage of free tuition that is offered under the TN Promise. Regardless, MTSU has held its place as the number one destination of new transfer students in the state of Tennessee for well more than ten years. In 2011, the MTSU market share of all new transfer students enrolling at any public university in the state was 22.97%; in fall of 2020 that market share was holding strong at 22.20%. UTK currently falls second in market share of new transfer students at 17.47%. In the fall of 2019, MTSU posted a 14% increase in our freshmen class, and has shown increases in the number of new freshmen in three of the past five years. Every year in the last decade, MTSU has continued to hold its ranking as second only to UTK in the number of new freshmen enrolled, among all LGI and UT schools even with the declining enrollment statewide and nationwide. In summary, MTSU continues to experience steady increases in the average high school GPA and average ACT score of the entering freshman class. In 2014, the average ACT of the entering freshman class was

22.12. In 2021, it was an ACT of 22.87. In 2014, the average high school GPA of the entering freshman class was 3.42. In 2021, it is a GPA of 3.59. With this background, Dr. McPhee then gave a brief update on applications and admissions for the fall 2022 semester. The University's new freshman numbers continue to be strong. Our transfer numbers continue to reflect the enormous decline in enrollment experienced by the community colleges over the past two years. Overall, as of April 1, the University has admitted a total of 9,638 new undergraduates for fall 2022. This is an increase of 18% over last year on April 1. This is also an increase of 7% over the April 1, 2020, numbers. Dr. McPhee then thanked Dr. Deb Sells for her leadership and her team for its dedication and level of performance.

R2 Presentation

Dr. McPhee next advised that the University recently earned the designation as an R2 university. This is a milestone event for MTSU, as transformational as its evolution from a Normal School to a College, then to a University. He then introduced Dr. David Butler, Vice Provost for Research and Dean of the Graduate School who spoke about the significance of R2 designation and why it is so important to our students, faculty, and administration.

Grammys

Dr. McPhee also shared that MTSU was well represented at the 64th annual Grammy Awards with nine alumni nominated in categories ranging from country to pop to Latin music to bluegrass to gospel. He noted that on the Saturday prior to the awards show, many of the University's music business friends and alumni gathered for a celebration honoring alumna Maria Elisa Ayerbe, one of the music industry's top female producers and engineers, recognizing her work on Mis Amores, nominated for best Latin pop album.

Commencement

Dr. McPhee advised the Board that nearly 2,500 students will graduate during three commencement ceremonies on Saturday, May 7. Commencement speakers include The Honorable Philip Edward Davis, Prime Minister of The Bahamas, Vice Chair Karbowiak, and Professor Tim Graeff, the 2021 Career Achievement recipient. Also, during the morning

ceremony, Prime Minister Davis and former Tennessee Governor Bill Haslam will receive honorary doctorate degrees.

Conclusion

Lastly, Dr. McPhee expressed that we have a beautiful campus with dedicated faculty and staff and incredible students. Dr. McPhee also emphasized that the University should be proud of its work. In fact, other institutions have noticed and are inquiring about how MTSU conducts its affairs. Finally, he noted that the University of Tennessee Chattanooga recently finished a study that pointed to MTSU as the model in attracting and retaining underrepresented groups.

In closing, Chairman Smith thanked staff and faculty for their efforts.

Adjournment

Chairman Smith adjourned the meeting at 2:34 p.m.

Respectfully submitted,

James Floyd,

Board Secretary



**Middle Tennessee State University
Board of Trustees**

MEETING: Summer Quarterly Board Meeting

SUBJECT: **Academic Affairs, Student Life, and Athletics Committee**

DATE: June 14, 2022

PRESENTER: Pam Wright
Committee Chair

-
- Approval of Tenure and Promotion Candidates
 - Approval of Appointment of Chair of Excellence
 - Approval of Degree under Consideration – B.S., Cybersecurity



**Middle Tennessee State University
Board of Trustees**

Action Item

MEETING: Summer Quarterly Board Meeting

DATE: June 14, 2022

SUBJECT: **Approval of Tenure and Promotion**

BACKGROUND INFORMATION:

The following faculty members have been reviewed for tenure and/or promotion by their department chair/school director, department/school committee, college committee, college dean, provost, and president, as stipulated by MTSU Policies 204 Tenure, 205 Promotion of Tenured and Tenurable Faculty, and their respective college and department policies. The president and provost recommend they be granted tenure and/or promotion effective August 1, 2022.

Faculty Tenure Recommendations for 2022-23

	Name	Department
1	Atchison, Amy	Political Science and International Relations
2	Barnas, Marie	Media Arts
3	Berwald, Olaf	World Languages, Literatures, and Cultures
4	Corns, Kevin	Aerospace
5	Dabbs, Douglas	Art and Design
6	Dalton, Elizabeth	Communication Studies
7	Detweiler, Eric	English
8	Duncan, Matthew	University Studies
9	Eubanks, Paul	Sociology and Anthropology
10	Gomez, Rodrigo	Media Arts
11	Iyer, Pramod	Marketing
12	Jones, Ryan Seth	Womack Educational Leadership
13	Liu, Yeqian	Mathematical Sciences
14	Lovett, Jennifer	Mathematical Sciences
15	Martin, Susan	Collection Development and Management
16	Miller, Justin	Chemistry
17	Mumford, Jimmy	Art and Design
18	Nielsen, Jordan	User Services
19	Priddis, DeAnne	Communication Studies
20	Quintel, Denise	Collection Development and Management
21	Schrodt, Katie	Elementary and Special Education
22	Shanine, Kristen	Management
23	Shirley, Sara	Economics and Finance
24	Simpson, Misty	Recording Industry
25	Stark, Jeffrey	Economics and Finance
26	Taylor Poleskey, Molly	History
27	Terletska, Hanna	Physics and Astronomy
28	Trindade Prestes, Luciana	World Languages, Literatures, and Cultures

Faculty Promotion Recommendations for 2022-23

	Name	Department	Proposed Rank	Current Rank
1	Barnas, Marie	Media Arts	Professor	Associate Professor
2	Baxter, Sarah	Mathematical Sciences	Professor	Associate Professor
3	Bogle, Virginia	Human Sciences	Master Instructor	Instructor
4	Coons, John	Health and Human Performance	Professor	Associate Professor
5	Corns, Kevin	Aerospace	Associate Professor	Assistant Professor
6	Cottle, Frederick	Human Sciences	Professor	Associate Professor
7	Dalton, Elizabeth	Communication Studies	Associate Professor	Assistant Professor
8	Davis, Monica	Accounting	Senior Instructor	Instructor
9	Dawson, Andrea	Music	Professor	Associate Professor
10	Detweiler, Eric	English	Associate Professor	Assistant Professor
11	Duncan, Matthew	University Studies	Associate Professor	Assistant Professor
12	Eubanks, Paul	Sociology and Anthropology	Associate Professor	Assistant Professor
13	Georgiou, Andrea	Aerospace	Professor	Associate Professor
14	Gomez, Rodrigo	Media Arts	Associate Professor	Assistant Professor
15	Harms, Joshua	Criminal Justice Administration	Professor	Associate Professor
16	Hatfield, Carla	University Studies	Senior Instructor	Instructor
17	Iyer, Pramod	Marketing	Associate Professor	Assistant Professor
18	Jones, Ryan Seth	Womack Educational Leadership	Associate Professor	Assistant Professor
19	Kissinger, Lori	Communication Studies	Master Instructor	Senior Instructor
20	Ko, Eun-Byol	Music	Senior Instructor	Instructor
21	Listach, Natonya	Communication Studies	Master Instructor	Senior Instructor
22	Liu, Yeqian	Mathematical Sciences	Associate Professor	Assistant Professor
23	Loubere, Philip	Journalism and Strategic Media	Professor	Associate Professor
24	Lovett, Jennifer	Mathematical Sciences	Associate Professor	Assistant Professor
25	McCluskey, Peter	English	Professor	Associate Professor
26	McCormack, Michelle D	History	Professor	Associate Professor
27	Miller, Justin	Chemistry	Associate Professor	Assistant Professor
28	Momm, Henrique	Geosciences	Professor	Associate Professor

	Name	Department	Proposed Rank	Current Rank
29	Moonshower, Candace	English	Master Instructor	Senior Instructor
30	Nagel, Gregory	Economics and Finance	Professor	Associate Professor
31	Priddis, DeAnne	Communication Studies	Associate Professor	Assistant Professor
32	Quintel, Denise	Collection Development and Management	Associate Professor	Assistant Professor
33	Rudd, Lauren	Human Sciences	Professor	Associate Professor
34	Schrodt, Katie	Elementary and Special Education	Associate Professor	Assistant Professor
35	Shanine, Kristen	Management	Associate Professor	Assistant Professor
36	Shirley, Sara	Economics and Finance	Associate Professor	Assistant Professor
37	Simpson, Misty	Recording Industry	Associate Professor	Assistant Professor
38	Stark, Jeffrey	Economics and Finance	Associate Professor	Assistant Professor
39	Story, Chandra	Health and Human Performance	Professor	Associate Professor
40	Taylor Poleskey, Molly	History	Associate Professor	Assistant Professor
41	Terletska, Hanna	Physics and Astronomy	Associate Professor	Assistant Professor
42	Tipps, Angela	Music	Senior Instructor	Instructor
43	Trindade Prestes, Luciana	World Languages, Literatures, and Cultures	Associate Professor	Assistant Professor
44	Turner, Mary	History	Senior Instructor	Instructor
45	Vannatta-Hall, Jennifer	Music	Professor	Associate Professor
46	Wade, Lee	Criminal Justice Administration	Professor	Associate Professor
47	Woods, Louis	History	Professor	Associate Professor
48	Ye, Dong	Mathematical Sciences	Professor	Associate Professor
49	Youngkins, Valery	Physics and Astronomy	Master Instructor	Senior Instructor



**Middle Tennessee State University
Board of Trustees**

Action Item

MEETING: Summer Quarterly Board Meeting

DATE: June 14, 2022

SUBJECT: **Approval of Chair of Excellence**


BACKGROUND INFORMATION:

MTSU Policy 800 General Personnel requires the approval of the President and the Board of Trustees for appointments of Chairs of Excellence.

The Joey A. Jacobs Chair of Excellence in Accounting chairholder is expected to provide leadership in their field and energize our campus by attracting national attention to MTSU.

Attached for your review and approval is the recommendation by the Dean, Provost, and President of Mr. Jarett Decker to be the next chairholder of the Joey A. Jacobs Chair of Excellence in Accounting.

ON-CAMPUS MEMO

From: David Urban 
Dean

To: Sidney A. McPhee
President

Mark Byrnes
University Provost

Date: April 22, 2022

Subject: Appointment of Mr. Jarett Decker to Joey Jacobs Chair of Excellence in Accounting

With this memo, I formally request that you approve the appointment of Mr. Jarett (Jerry) Decker to the Joey Jacobs Chair of Excellence in Accounting, and recommend approval of the appointment by the MTSU Board of Trustees.

A native of Michigan, Mr. Decker received academic degrees from two of the most selective state universities in the country. He earned a B. A. with High Honors in Economics from the College of William and Mary, and a J. D. from the University of Michigan-Ann Arbor.

Mr. Decker has collegiate teaching experience in accounting at Nova Southeastern University and business law at the University of Miami. He is the former Head of the World Bank's Centre for Financial Reporting Reform (CFRR) in Vienna, Austria. He has been Deputy Director and Chief Trial Counsel of the Public Company Accounting Oversight Board (PCAOB). He has also served as Senior Trial Counsel with the U.S. Securities and Exchange Commission (SEC). He has experience advising governments in more than 30 developing countries on corporate accounting and auditing reform. He is currently an international consultant working in emerging-market countries to strengthen auditing, financial reporting, and anti-money laundering (AML) oversight, with current funding from the Asian Development Bank. He is leading projects to reform the Committee on Financial Monitoring (CFM) in Kazakhstan and the Mongolian National Audit Office (MNAO). He also advises the corporate audit regulator in the Republic of Georgia. Mr. Decker has published in *Reason* magazine and *The New York Times*.

He comes very highly recommended and was quite impressive in his semifinalist and finalist interviews, including in his on-campus presentation to faculty and staff in which he described his vision for the Jacobs Chair. He was clearly the highest-rated overall of the three finalists who interviewed on campus.

Mr. Decker is an especially attractive candidate for the Jacobs Chair in that he will bring a unique international perspective on accounting to our students and faculty. He also has an interest in anti-

Middle Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by MTSU. The Assistant to the President for Institutional Equity and Compliance has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Cope Administration Building 116, 1301 East Main Street, Murfreesboro, TN 37132; Christy.Sigler@mtsu.edu; or 615-898-2185. The MTSU policy on non-discrimination can be found at www.mtsu.edu/titleix.

money laundering which fits well with the new partnership Jones College has with the Associate of Certified Anti-Money Laundering Specialists (ACAMS). This partnership will fuel executive education programs and regular coursework in financial crime and fraud prevention. His interest in free-market economics will also connect him to important research being done in our Political Economy Research Institute. At a time when academicians are challenged to be more cross-disciplinary, Mr. Decker's background will help the Department of Accounting to integrate more with other Jones College and MTSU units.

I strongly encourage you to approve Dr. Decker's appointment and to send it forward to the MTSU Board of Trustees.

APPROVED:

 4-25-22
Mark Byrnes Date
University Provost

 4/25/22
Sidney A. McPhee Date
President

JARETT DECKER

Lawyer and CPA

SUMMARY: Adjunct professor of international law at University of Miami School of Law and adjunct professor of accounting at Nova Southeastern University. Former Head of the World Bank's Centre for Financial Reporting Reform (CFRR) in Vienna, Austria. Former Deputy Director and Chief Trial Counsel of the Public Company Accounting Oversight Board (PCAOB). Former Senior Trial Counsel with the U.S. Securities and Exchange Commission (SEC). Experience advising governments in more than 30 developing countries on corporate accounting and auditing reform.

EMPLOYMENT HISTORY

Adjunct Professor of International Law, University of Miami School of Law

Coral Gables, FL

1/2021 to Present

Teaching courses of my own design to Master of Law (LLM) and Juris Doctor (JD) students on:

- Compliance Challenges in Emerging Markets (Spring 2021)
- Offshore Financial Centers: Law, Policy, and Practice (Fall 2021)
- International Anti-Money Laundering: Law, Policy, and Compliance (Spring 2022)

Adjunct Professor of Business Law and Accounting, Nova Southeastern University

Fort Lauderdale, FL

1/2021 to Present

Teaching accounting and business law courses to Master of Accounting and undergraduate students:

- Business Law for Accountants (Spring and Fall 2021; Spring 2022)
- Auditing (Summer 2021)
- Introductory Accounting (Spring 2022)

International Consultant

Boca Raton, FL USA

6/2019 to Present

Self-employed consulting advisor in emerging-market countries to strengthen auditing, financial reporting, and AML oversight, with current funding from the Asian Development Bank. Leading projects to reform the Committee on Financial Monitoring (CFM) in Kazakhstan and the Mongolian National Audit Office (MNAO). Advising the corporate audit regulator in the Republic of Georgia.

Head of the Centre for Financial Reporting Reform (CFRR), the World Bank

Vienna, Austria

5/2014 to 6/2019

I led a multinational team of accountants and lawyers providing technical assessments, advice, and training to improve corporate financial auditing and accounting regulation in developing countries.

- Primary advisor on audit oversight reform to the governments of Poland and Philippines
- Provided advice and workshops to ASEAN Audit Regulators Group (AARG) in SE Asia

- Led technical assistance projects to reform financial reporting in the EU Eastern Partnership (Ukraine, Belarus, Georgia, Moldova, Azerbaijan, and Armenia) and in the Western Balkans
- Strong collaborative relationships with financial reporting regulators in Europe and Asia
- World Bank liaison to the International Forum of Independent Audit Regulators (IFIAR)
- Hired as Senior Specialist 5/2014 and promoted to Head of the Centre effective 6/2016

**Deputy Director and Chief Trial Counsel
Public Company Accounting Oversight Board (PCAOB)**

Washington, DC

8/2006 to 5/2014

As the first person to serve as Deputy Director and Chief Trial Counsel in the Division of Enforcement and Investigations, I established and led the PCAOB's disciplinary litigation program against independent auditors, reporting to the Division Director. My accomplishments include:

- Lead trial counsel or supervisor for all litigated disciplinary matters during my eight-year tenure, *see press release*: https://pcaobus.org/News/Releases/Pages/04092014_Decker.aspx
- Supervised litigation globally against auditors from Big 4 and other international network firms involving deficient auditing of accounting for securitizations, off-balance sheet accounting, reserves for sales allowances, loan-loss reserves, going concern, misappropriation through fraudulent journal entries, revenue recognition, auditor ethics, and other issues.
- Developed Division policy; led Division training; Ethics Liaison Officer for the Division
- With Division Director, helped organize the Enforcement Working Group of IFIAR

Senior Trial Counsel, U.S. Securities and Exchange Commission (SEC)

Chicago Regional Office

6/2004 to 7/2006

As Senior Trial Counsel in the Division of Enforcement, my accomplishments included:

- Won sanctions at trial against audit partners for deficient assessment of loss contingency, *Kenneth L. Rubin, C.P.A., and Michael Lewis, C.P.A.*, SEC Release No. 295, 2005 WL 2180440
- Successfully prosecuted conspirators in "reverse merger" of Chinese software company with public shell and subsequent "pump and dump" market manipulation, issuer frauds, and insider trading
- Initiated and led office-wide training on the use of expert witnesses in securities trials

U.S. Private Sector Civil and Criminal Litigation Experience

5/1991 to 4/2004

Philadelphia, Pennsylvania and Minneapolis, Minnesota

Partner and Associate with law firms in Philadelphia (Wolf Block LLP) and Minneapolis (Maun & Simon PLC and Mauzy Law Firm), specializing in commercial litigation and criminal defense:

- Led commercial litigation involving contract disputes, UCC, fraud, debtor-creditor law, securities law, business torts, antitrust, agency, and intellectual property licensing
- Lead counsel in white-collar criminal investigations and trials involving money laundering, tax evasion, insider trading and market manipulation, Foreign Corrupt Practices Act, and antitrust
- Lead counsel for the prevailing party in *Chessen v. American Regist. & Transf. Co.*, 8 F. Supp.2d 1161 (D. Minn. 1998); *Bay Area Factors v. Target Stores, Inc.*, 987 F.Supp. 734 (D. Minn. 1997); *Northland Ins. Co. v. Cont'l Western*, 550 N.W.2d 298 (Minn. Ct. App. 1996); *State v. Pride*, 528 N.W.2d 862 (Minn. 1995)

SAMPLE OF SPEAKING ENGAGEMENTS

- International Forum of Independent Audit Regulators Plenary Meeting, “Audit Regulation and Bank Fraud in Emerging Markets.” Ottawa, Canada, April 19, 2018
- United Nations-Geneva, UNCTAD-ISAR, “Recent Developments in Financial and Non-Financial Reporting.” November 1, 2017
- ASEAN Audit Regulatory Group, “Enhancing Investor Confidence through Public Oversight.” Kuala Lumpur, Malaysia, February 22, 2017
- Warsaw Stock Exchange, “The Effective Audit Committee.” Warsaw, Poland, Jan. 2015
- Keynote Speech, 7th Annual Fraud and Forensic Accounting Education Conference, “The Auditor’s Responsibility for Fraud.” Atlanta, GA, USA, May 16, 2013

SAMPLE OF MEDIA CITATIONS (QUOTED IN THE PRESS)

- “Improve audit quality.” *New Straits Times* (Malaysia), 23 February 2017
- “ASEAN audit regulators to work with World Bank to strengthen audit oversight in the region.” *The Asian Banker*, 26 August 2016
- “How better governance reaps rewards for Central and Eastern Europe.” *Financial Times*, 11 May 2016. <https://www.ft.com/content/da6813c6-0ad2-11e6-b0f1-61f222853ff>
- “Transparency in Fraud Fighting.” *Accounting Today* 17 May 2013.
- “Accountants blew through red flags.” *St. Louis Post-Dispatch* 11 Sept. 2005.

SAMPLE OF PUBLISHED ARTICLES

- “Lost in Transition: 30 years after the Soviet collapse, what happened to the Russian dream of a free economy?” *Reason* magazine (feature article), December 2021
- “Criminal Representation.” *Reason* magazine (feature article), June 2004
- “Defense Lawyers on Trial.” *The New York Times*, 30 June 1995

EDUCATION

University of Michigan Law School
Ann Arbor, Michigan

Juris Doctor in May 1990

- Best Brief Award, Campbell Moot Court Competition
- Instructor in Legal Writing and Advocacy, 1988-1990

College of William & Mary
Williamsburg, VA

BA in May 1987

- Graduated with High Honors in Economics
- Semester Abroad at the Pushkin Institute, Moscow, USSR (fluent in Russian)

PROFESSIONAL LICENSES

- Licensed CPA in Virginia and Illinois; licensed attorney in Washington, D.C.



**Middle Tennessee State University
Board of Trustees**

Action Item

MEETING: Summer Quarterly Board Meeting

DATE: June 14, 2022

SUBJECT: **Approval of Degree under Consideration
B.S., Cyberspace**

BACKGROUND INFORMATION:

To meet the growing demand for knowledgeable and skilled workers in the field of information security, the Department of Information Systems and Analytics in the Jones College of Business is seeking to create a Bachelor of Science (B.S.) in Cybersecurity.

Current projections by the Bureau of Labor Statistics estimate that IT occupations will increase faster than average through 2030. Specifically, the information security analyst was mentioned as a high-demand position requiring a bachelor's degree; it is expected to grow 33% through 2030 with a median pay of \$102,600 per year. The job is also listed as in-demand for the State of Tennessee in the Tennessee Long Term Outlook to 2028 report (n.d.).

Building an undergraduate program in cybersecurity will help in sustaining a pipeline of skilled professionals to implement and maintain secure systems and infrastructure.



**Middle Tennessee State University
Board of Trustees**

MEETING: Summer Quarterly Board Meeting

SUBJECT: **Finance and Personnel Committee**

DATE: June 14, 2022

PRESENTER: Joey Jacobs
Committee Chair

- Approval of Revisions to Policies
 - a) 641 Student Fees, Incidental Charges and Refunds
 - b) 730 Campus Crisis and Emergency Management
- Capital Outlay Project Submittal
- Capital Disclosures
- Capital Maintenance Projects Submittal
- Approval of Tuition, Fees and Housing Rates
- Approval of Compensation Plan
- Approval of Operating Budgets
 - a) Estimated 2021-22 Budget
 - b) Proposed 2022-23 Budget



**Middle Tennessee State University
Board of Trustees**

Action Item

MEETING: Summer Quarterly Board Meeting

DATE: June 14, 2022

SUBJECT: **Approval of Revisions to Policies:
641 Student Fees, Incidental Charges and Refunds
730 Campus Crisis and Emergency Management**

BACKGROUND INFORMATION:

Outlined below are proposed revisions to policies requiring Board approval:

Policy 641 Student Fees-Incidental Charges and Refunds

- Section VI. Updated the Corporate Partnership language and added the discount rate approved by the Board of Trustees previously.
- Section VI. Added language regarding Dual Enrollment and setting the tuition rate to the maximum grant amount stipulated by the Tennessee Student Assistance Corporation (TSAC) each year.
- Section IV. Revised to list the established appeals and processes.

Policy 730 Campus Crisis and Emergency Management

- Section III. Assigned maintenance of the Emergency Operations Planning from Environmental Health and Safety to University Police Department and removed requirement that the EOP on the University's website be redacted.

- Section VI:
 - Added references and link to ICS Form 214 for Federal reimbursement following critical incidents;

 - Requires command post be established by the initial Incident Command;

 - Requires all news media requests during a critical incident be directed to the Joint Information Center;

 - Requires establishing a media staging area for distribution of information;

 - Added information related to volunteers and being directed to the staging area established for registration and assignment;

 - Revised volunteer log to include "M" number as opposed to Social Security number; and

 - Updated communication procedures.

- Section VII. Updated Emergency Operations Plan training requirements.

Copies of the redline policies and final revised policies are attached for your review and approval.



641 Student Fees – Incidental Charges and Refunds

Approved by Board of Trustees

Effective Date: _____, 2022

Responsible Division: Business and Finance

Responsible Office: Business and Finance

Responsible Officer: Associate Vice President, Business and Finance

I. Purpose

This policy outlines significant provisions for the administration of fees, fines, charges, and refunds at Middle Tennessee State University (MTSU or University).

II. Establishment of Fees, Fines, and Charges

- A. The MTSU Board of Trustees (Board) must establish or approve all University fees, fines, and charges, unless specific exceptions are provided.
- B. The President is responsible for the enforcement and collection of all fees, fines, and charges. Fees, fines, and charges which specifically do not require Board approval must receive formal approval by the President or designee.
- C. The University should attempt to follow a general format in publishing information on fees, fines, and charges, including, but not limited to, the following:
 - 1. All statements which include the fee amount should be complete and specific enough to prevent misunderstanding by readers.
 - 2. When a fee is quoted, the refund procedures should be clearly stated. If there are qualifying conditions for refunds (i.e., specific dates), those conditions also should be stated. If there is no refund, it should be labeled as non-refundable.
 - 3. It should be made clear that all fees are subject to change at any time.
- D. Current tuition and fee rates, fee payment dates, and refund procedures can be found on the "[What Does it Cost](#)" webpage.

III. Approval of Exceptions

- A. In accordance with this policy, the President has the authority to determine the applicability of certain fees, fines, charges, and refunds, and to approve exceptions in instances of unusual circumstances or for special groups.
- B. All such actions should be properly documented for auditing purposes.

IV. Appeals Process

The University has established separate appeals processes for different types of fees, charges, and refunds.

- A. Residency appeals: contact MT One Stop.
- B. Appeals for tuition adjustments due to dropping or withdrawing: contact MT One Stop.
- C. Appeals for late registration fees and installment plan fees: contact the Bursar's Office.
- D. Advising error appeals: approved by the Provost's Office.
- E. Housing appeals: contact Housing and Residential Life Office.

V. Exchange of Revenue

Public institutions exchange funds for tuition and fees of employees' spouses and dependents who participate in an education assistance program.

VI. Tuition and Fees Subject to Board Approval

- A. Maintenance Fees. Charged to students enrolled in credit courses or on an audit basis. It is an enrollment or registration fee and is calculated based on the number of Student Credit Hours (SCH's).
 - 1. Rates are established by student level (undergraduate and graduate). The hourly rate will be discounted when undergraduate students enroll in greater than twelve (12) hours and graduate students in greater than ten (10) hours, unless stated otherwise elsewhere in this policy.
 - 2. For multiple summer sessions, maintenance fees and tuition are assessed by using the current part-time rate with no maximum amount for total credit hours enrolled.

3. For the Winter Session, maintenance fees and tuition are assessed by using the current part-time rate. Hours taken in the Winter Session do not count toward the twelve (12) undergraduate hours or ten (10) graduate hours needed to receive a discount in the Spring semester.
 4. Maintenance fees may not be waived unless specific exceptions are outlined in state statute. T.C.A. § 49-7-113 provides exceptions for certain disabled and elderly students, as well as state service retirees; T.C.A. § 49-7-102 outlines certain exceptions for dependents and spouses of military personnel; and T.C.A. § 49-7-2304 provides exceptions for certain military reserve and National Guard personnel.
- B. Out-of-State Tuition. An additional fee charged to students classified as non-residents who are enrolled in for-credit courses, including audit courses. This fee is in addition to the maintenance fee.
1. A separate hourly rate for out-of-state tuition will be set for undergraduate and graduate students. A full-time student is defined as an undergraduate enrolled in twelve (12) hours or a graduate student enrolled in ten (10) hours.
 2. Applicability of out-of-state tuition is determined pursuant to [Policy 501 Residency Classification](#). The Business Office will collect fees based upon student classification as determined under that policy.
- C. Regional Scholars Program
1. This program is restricted to:
 - a. admitted undergraduate students who graduate from a high school located in a county within a specified radius of the MTSU campus as determined by the Board of Trustees and published on the [Regional Scholars Program website](#), have at least a twenty-five (25) ACT, or the SAT equivalent, maintain full-time status (minimum of twelve [12] hours), and remain in good academic standing.
 - b. admitted graduate students who have a permanent address that is located in a county within the same specified radius of the MTSU campus as noted above, maintain full-time status (minimum of ten [10] hours), and remain in good academic standing.
 2. If a student drops below minimum hours stated above, they are assessed out-of-state fees for that term.
 3. The out-of-state tuition rate charged to students eligible for the program rate will equal the University's state subsidy per full-time equivalent for the prior fiscal year.

- This rate is capped at twelve (12) hours for undergraduate students and ten (10) hours for graduate students.
4. The program rate does not impact students who otherwise qualify for border county classification or other in-state residency classification.
- D. eRate. Available to students who enroll at MTSU, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses.
1. The eRate is one hundred fifty percent (150%) of the University's approved undergraduate or graduate maintenance fee.
 2. The hourly rate will not be discounted for students receiving the eRate and enrolling in greater than twelve (12) undergraduate hours or ten (10) graduate hours.
 3. To qualify for an eRate, students must meet all University admission requirements and be verified as an online out-of-state student enrolled exclusively in courses delivered online by a procedure documented by the University. Out-of-state students refers to geographic location and does not include undocumented students living in Tennessee.
 4. Students enrolled in any type courses other than online (on-ground, telecourse, distance education, remote synchronous, etc.) will not be eligible for the eRate specified in this policy and will instead incur traditional non-resident fees and charges. Students who enroll in both online courses and other type courses, and subsequently drop the other type courses, will not then become eligible for the eRate.
 5. Enrollment of eRate students as defined in this standard must mitigate any negative impact on the opportunity for Tennessee student enrollment in online courses.
- E. Corporate Partnership Rate. Available to corporations that have entered into a formal partnership with MTSU. The rate set will reflect an 18% discount off the approved undergraduate and graduate in-state rates.
- F. Dual Enrollment Rate. Available to high school students meeting the qualifications specified in T.C.A. § 49-4-930 and will be set at an amount equal to the maximum grant amount stipulated by the Tennessee Student Assistance Corporation (TSAC) each year. The hourly rate will not be discounted when undergraduate students enroll in greater than twelve (12) hours.
- G. Program Services Fee. A fee charged to students to support the following programs of the University:

1. Debt Service. Debt service fee revenue is used to retire debt on various capital projects of the University. At the conclusion of the debt retirement for a given project, the debt service fee attributed to the project will cease. Any new project requires the approval of a new debt service fee on its own merits without the reallocation of any existing fee. Any continuation of fees necessary for renewal and replacement of a project for which the debt is totally retired must be approved for that purpose by the Board.
2. Student Government Activity Fee. A student government activity fee may be established pursuant to T.C.A. § 49-8-109. Any increase in this fee shall be subject to a referendum pursuant to T.C.A. § 49-8-110 for student body approval or rejection. The fee will be administered in accordance with the provisions adopted by the University. These fees will be recorded as restricted revenue.
3. Technology Access Fee. Assessed by the University for the purpose of providing student access to computing and similar technologies.
 - a. The revenue from Technology Access Fees (TAF) should be used by the University for direct student benefit, for items such as new and improved high technology laboratories and classrooms, appropriate network and software, computer and other equipment, and technological improvements that enhance instruction. Specifically, TAF funds may be used for the following items:
 - (1) Computers and other technical laboratory supplies, equipment, software, and maintenance.
 - (2) Network costs (internet, interactive video, etc.)
 - (3) Classroom equipment and classroom modifications.
 - (4) Lab, helpdesk, and instructional support staffing by student employees.
 - (5) Renewal and replacement reserves as necessary.
 - (6) New machines for faculty use when faculty are actively engaged in developing and conducting on-line courses.
 - (7) Faculty and staff development directly related to the introduction or application of new technology which impacts students. Travel costs are not to be funded from TAF revenues
 - (8) Infrastructure (wiring, network, servers, etc.) necessary to provide students maximum computing capability.
 - b. As part of the budget process, the University shall prepare a detailed spending plan for the use of funds generated by TAF.
 - c. The spending plan will be maintained by the University and will be updated throughout the year as needed. The President shall ensure that the spending plan is prepared. At the end of the fiscal year, a summary of the actual money generated and actual use of the money shall be prepared and maintained by the University.

- d. Compliance with this policy will be audited by the internal audit staff and reported as determined by the internal auditor's annual risk-based planning process or other appropriate means.
4. Campus Access Fee. Assessed to all students each academic term for services provided related to parking and transportation on campus, as well as maintenance of the transportation infrastructure.
5. Postal Services Fee. Charged for U.S. postal services provided on campus to students.
6. Facilities Fee. Used to improve facilities and fund expenditures such as replacing carpets in student lounges, remodeling classrooms, provide matching funds for new academic building projects, etc. The fee is used to make improvements to areas that have an impact on students.
7. Student Recreation Fee. Used to improve facilities and fund expenditures related to operating the student recreation center for student, faculty, staff, and alumni use. The Student Recreation center is an auxiliary fully funded by this fee and sales revenue from fitness programs, locker rental, facility rental, etc.
8. Sustainable Campus Fee. A project voted on and approved by the students to support MTSU's participation in the TVA Green Power Switch program and clean energy initiatives on campus. A campus committee reviews proposals and assigns the funds to various projects.
9. Athletics Fee. A fee used to support athletics which allows students access to all athletic events with no additional entrance fee. This fee, along with general fund support from the education and general fund, ticket sales, game guarantees, concessions, etc. fully supports athletics.
10. Health Services Fee. Used to improve facilities and fund expenditures related to operating a Health Services facility for students, including a pharmacy. The Health Services center is an auxiliary fully supported by this fee and sales revenue.
11. International Education Fee. A fee charged to all students to support international programs. Fees are used to provide travel support for study abroad students participating in consortia programs, MTSU faculty led programs, bilateral exchange programs, and international experiential and service learning experiences and for internationalization of courses across the curriculum.

- H. Specialized Academic Course Fees. Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Board's approval. Specialized academic course fee revenues are limited to funding only the related costs for providing these courses. To receive approval for a specialized academic fee, a program will be required to submit documentation to establish that the following criteria are met:
1. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by the University. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.
 2. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
 3. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software, all of which are very expensive. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.
 4. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.
 5. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program must demonstrate that it has achieved exceptional recognition in its particular enterprise.
 6. High Value to Tennessee. The program must demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The program should be distinctive and of integral value to Tennessee. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the University to aid graduates in finding appropriate employment in Tennessee.
 7. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program must demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students

- realize that the potential earning power in the work force justifies their additional investment.
- I. **Materials Fees.** A fee charged for certain academic labs requiring students have specialized consumable materials. These supplies should be consumable products that the student will use up during the semester. Non-hazardous materials may be retained by the student at the end of the semester. Each request should include course number and a list of expendable supplies that will be purchased as a convenience to the students. It should be financially advantageous to students for the University to purchase the course materials.
 - J. **Miscellaneous Course Fees.** Assessed for courses with additional requirements outside the normal instructional classroom or to provide additional support services to students (i.e., flight training fees, distance education fees, private instruction music fees, etc.)
 - K. **Other Fees, Fines, and Charges**
 1. **Application Fee.** This is a non-refundable fee paid by an individual who applies for admission to the University. A student is required to pay this fee when he/she applies for admission as a graduate student even if the student attended another institution as an undergraduate student. Additionally, the student is required to pay this fee when he/she applies for admission to a doctoral-level program after receiving a masters-level degree from the institution.
 2. **Applied Music Fees.** This fee is charged for private music lessons or small group training sessions. It is refundable on the same basis as maintenance fees or as established by the University.
 3. **Late Registration Fee.** A late registration fee will be charged to students registering on or after the first day of the term or part-of-term.
 4. **Orientation Fee.** An orientation fee will be charged to incoming students and their family who attend Customs Orientation.
 5. **Study Abroad Fee.** Students participating in Study Abroad are charged a fee to cover a range of services available to them before, during, and after their abroad program. It also covers the Study Abroad online application fees.
 6. **Installment Payment Service Fee.** Students who choose to participate in the installment plan will be charged a service charge.
 7. **Installment Payment Plan Late Fee.** Students who do not pay their installment plan payments by the due date will be charged a late fee each month they are late.

VII. Fees, Fines, and Charges to be Established and Administered by the University

The following fees, fines, and charges may be established and administered by the University. No specific approval or notification to the Board will be required, unless subject to other Board or State requirements. These charges should be governed by an approved contract and/or approved by the Provost or the appropriate Vice President. The University will establish appropriate refund policies. Approval documents should be sent to the Office of Business and Finance.

- A. Sales of goods and services of a commercial nature, including bookstores, food services, vending, laundry, and similar activities. This includes the University's program which allows students to receive required course materials at a discounted rate on day one of a course.
- B. Rental of non-student housing and facilities.
- C. Admissions fees to athletic and other events open to the public, including special events sponsored by campus organizations and activities.
- D. Sales and services of educational activities such as clinical services, publications, etc.
- E. Registration for conferences, institutes, and non-credit activities.
- F. Fees for use of campus facilities for recreational purposes.
- G. Nonrefundable library fines, which apply to students, faculty, staff, and other library users.
- H. Thesis and dissertation fee - nonrefundable. The fee will be determined based upon cost to the University.
- I. Child Care Fees. Kindergarten, preschool, early childhood, day care, or similarly defined activities.
- J. Special Exam Fee - nonrefundable. The fee will be determined based upon cost to the University (i.e., certification fees, etc.).
- K. Standardized Test Fees - nonrefundable. The fee will be determined based upon the cost for administering the tests.
- L. Identification Card Replacement - nonrefundable. There will be no charge for the original identification card. A fee may be set by the University to offset the cost of replacing the card. This fee applies only to student ID cards and not to faculty and staff ID's.

- M. Returned Check Fee. The University will charge a nonrefundable returned check fee that is the maximum set by state law. This fee will apply to all returned checks received by the institution, whether from students, faculty, staff, or other parties. The University will review state statutes each spring to determine any changes.
- N. Diploma Fee. Students wanting a second (2nd) copy of their diploma will be charged for the reproduction.

VIII. Deposits

A deposit may be established by the University for rent or lease of buildings and facilities, or for the issuance of other University property or equipment. Deposits should be subject to a one hundred percent (100%) refund if no damage or loss occurs. The amount of such deposits should be related to the value of the facilities or equipment subject to loss and the general ability of the University to secure reimbursement should loss or damage occur.

IX. Student Residence Facilities

- A. All regular and special rental rates for student residence facilities shall be approved by the Board upon the recommendation of the University. The University may recommend special rates for non-student groups during summer periods, etc.
- B. Pursuant to [Policy 640 Payment of Student Fees and Enrollment of Students](#), rental for assigned living space in a student residence facility shall be payable in full in advance of the beginning of a term. However, students can participate in the installment payment plan. See [Policy 644 Installment Payment Plan](#).

X. Other Fee and Charge Considerations

- A. Fees may be established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities. See [Policy 100 Use of Campus Property and Facilities Scheduling](#).
- B. When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds, and conditions must be clearly stated.
- C. Fees for auxiliary services must take into consideration that auxiliary enterprises should be a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget policies.
- D. Fees established for non-credit courses and activities shall be sufficient to cover the total costs incurred in providing instruction plus a minimum of twenty-five percent

(25%) of the annual instructional salary costs including contractual salary costs or personal services contracts.

- E. Students enrolled for six (6) or more hours are eligible for full-time privileges, i.e., access to social, athletic, and cultural functions, pursuant to T.C.A. § 49-8-109.

XI. Refunds and Fee Adjustments

- A. Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.
- B. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a one hundred percent (100%) adjustment or credit of mandatory fees. Housing and meal ticket charges may be prorated based on usage.
- C. Maintenance Fee, Tuition, and Program Services Fee Refunds and Adjustments
 1. Refunds are one hundred percent (100%) for courses canceled by the University.
 2. Changes in courses involving the adding and dropping of equal numbers of SCH's for the same term at the same time require no refund or assessment of additional tuition or fees, unless the dropping and adding involves TN eCampus courses for which there would be a fee adjustment.
 3. The fee adjustment for withdrawals or drops during regular terms (fall and spring) is seventy-five percent (75%) from the first (1st) day of classes through the fourteenth (14th) calendar day of classes and then reduced to twenty-five percent (25%) for a period of time which extends twenty-five percent (25%) of the length of the term. When the first (1st) day of the academic term falls on a Saturday, the one hundred percent (100%) refund period is extended through the weekend until the following Monday morning (12:01 am). There is no fee adjustment after the twenty-five percent (25%) period ends. Dropping or withdrawing from classes during either the seventy-five percent (75%) or the twenty-five percent (25%) fee adjustment period will result in a fee adjustment of assessed tuition and fees based on the total credit hours of the final student enrollment.
 4. All fee adjustment periods will be rounded to whole days and included in all student communication. In calculating the seventy-five percent (75%) and twenty-five percent (25%) fee adjustment periods for other than the fall and spring (i.e., summer sessions), the number of calendar days during the term will be considered.

5. A full refund (one hundred percent [100%]) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.
 6. A one hundred percent (100%) refund will be provided for students who enroll under an advance registration system but who drop a course or courses prior to the beginning of the first day of class.
 7. A one hundred percent (100%) refund will be provided to students who are compelled by the University to withdraw when it is determined that through University error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.
 8. When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the seventy-five percent (75%)/twenty-five percent (25%) fee adjustment periods will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.
 9. The fee adjustment is calculated as the difference between (1) the per credit hour cost of originally enrolled hours and (2) the per credit hour cost of the courses at final enrollment after adjustments have been applied for all courses dropped. Adjustments are calculated at the full per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled). Not all drops/withdrawals will result in fee adjustments.
- D. Student Residence Facilities Rent and Meal Plan Refunds. Refund of student residence facility rent and meal plans after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the student residence facility or University:
1. Because of personal medical reasons confirmed in writing by a licensed physician, or
 2. At the request of the University for other than disciplinary reasons. Full refund will be made in the case of the death of the student. Withdrawals for other approved reasons will be subject to the same seventy-five percent (75%)/twenty-five percent (25%) fee adjustment periods as outlined for tuition and fees above.

Forms: none.

Revisions: June 5, 2017 (New); December 5, 2017; June 16, 2020; April 6, 2021; _____, 2022.

Last Reviewed: _____ 2022.

References: T.C.A. §§ 49-7-102; 49-7-113; 49-7-2301-2304; 49-8-109; 49-8-110; 49-4-930;
Policies 100 Use of Campus Property and Facilities Scheduling; 501 Residency Classification; 640
Payment of Student Fees and Enrollment; 644 Installment Payment Plan.



641 Student Fees – Incidental Charges and Refunds

Approved by Board of Trustees

Effective Date: ~~April 6, 2021~~ _____, 2022

Responsible Division: Business and Finance

Responsible Office: Business and Finance

Responsible Officer: Associate Vice President, Business and Finance

I. Purpose

This policy outlines significant provisions for the administration of fees, fines, charges, and refunds at Middle Tennessee State University (MTSU or University).

II. Establishment of Fees, Fines, and Charges

- A. The MTSU Board of Trustees (Board) must establish or approve all University fees, fines, and charges, unless specific exceptions are provided.
- B. The President is responsible for the enforcement and collection of all fees, fines, and charges. Fees, fines, and charges which specifically do not require Board approval must receive formal approval by the President or designee.
- C. The University should attempt to follow a general format in publishing information on fees, fines, and charges, including, but not limited to, the following:
 1. All statements which include the fee amount should be complete and specific enough to prevent misunderstanding by readers.
 2. When a fee is quoted, the refund procedures should be clearly stated. If there are qualifying conditions for refunds (i.e., specific dates), those conditions also should be stated. If there is no refund, it should be labeled as non-refundable.
 3. It should be made clear that all fees are subject to change at any time.
- D. Current tuition and fee rates, fee payment dates, and refund procedures can be found on the "[What Does it Cost](#)" webpage.

III. Approval of Exceptions

- A. In accordance with this policy, the President has the authority to determine the applicability of certain fees, fines, charges, and refunds, and to approve exceptions in instances of unusual circumstances or for special groups.
- B. All such actions should be properly documented for auditing purposes.

IV. Appeals Process

The University has established separate appeals processes for different types of fees, charges, and refunds.

- ~~A. An appeals process should be established by the University, and communicated to students, faculty, and staff.~~Residency appeals: contact MT One Stop.
- ~~B. The process should provide for final appeal to the President or designee.~~Appeals for tuition adjustments due to dropping or withdrawing: contact MT One Stop.
- ~~C. Separate appeals processes may exist for different types of fees, charges, and refunds.~~Appeals for late registration fees and installment plan fees: contact the Bursar's Office.
- D. Advising error appeals: approved by the Provost's Office.
- E. Housing appeals: contact Housing and Residential Life Office.

V. Exchange of Revenue

Public institutions exchange funds for tuition and fees of employees' spouses and dependents who participate in an education assistance program.

VI. Tuition and Fees Subject to Board Approval

- A. Maintenance Fees. Charged to students enrolled in credit courses or on an audit basis. It is an enrollment or registration fee and is calculated based on the number of Student Credit Hours (SCH's).
 - 1. Rates are established by student level (undergraduate and graduate). The hourly rate will be discounted when undergraduate students enroll in greater than twelve (12) hours and graduate students in greater than ten (10) hours, unless stated otherwise elsewhere in this policy.

2. For multiple summer sessions, maintenance fees and tuition are assessed by using the current part-time rate with no maximum amount for total credit hours enrolled.
 3. For the Winter Session, maintenance fees and tuition are assessed by using the current part-time rate. Hours taken in the Winter Session do not count toward the twelve (12) undergraduate hours or ten (10) graduate hours needed to receive a discount in the Spring semester.
 4. Maintenance fees may not be waived unless specific exceptions are outlined in state statute. T.C.A. § 49-7-113 provides exceptions for certain disabled and elderly students, as well as state service retirees; T.C.A. § 49-7-102 outlines certain exceptions for dependents and spouses of military personnel; and T.C.A. § 49-7-2304 provides exceptions for certain military reserve and National Guard personnel.
- B. Out-of-State Tuition. An additional fee charged to students classified as non-residents who are enrolled in for-credit courses, including audit courses. This fee is in addition to the maintenance fee.
1. A separate hourly rate for out-of-state tuition will be set for undergraduate and graduate students. A full-time student is defined as an undergraduate enrolled in twelve (12) hours or a graduate student enrolled in ten (10) hours.
 2. Applicability of out-of-state tuition is determined pursuant to [Policy 501 Residency Classification](#). The Business Office will collect fees based upon student classification as determined under that policy.
- C. Regional Scholars Program
1. This program is restricted to:
 - a. admitted undergraduate students who graduate from a high school located in a county within a specified radius of the MTSU campus as determined by the Board of Trustees and published on the [Regional Scholars Program website](#), have at least a twenty-five (25) ACT, or the SAT equivalent, maintain full-time status (minimum of twelve [12] hours), and remain in good academic standing.
 - b. admitted graduate students who have a permanent address that is located in a county within the same specified radius of the MTSU campus as noted above, maintain full-time status (minimum of ten [10] hours), and remain in good academic standing.
 2. If a student drops below minimum hours stated above, they are assessed out-of-state fees for that term.

3. The out-of-state tuition rate charged to students eligible for the program rate will equal the University's state subsidy per full-time equivalent for the prior fiscal year. This rate is capped at twelve (12) hours for undergraduate students and ten (10) hours for graduate students.
 4. The program rate does not impact students who otherwise qualify for border county classification or other in-state residency classification.
- D. eRate. Available to students who enroll at MTSU, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses.
1. The eRate is one hundred fifty percent (150%) of the University's approved undergraduate or graduate maintenance fee.
 2. The hourly rate will not be discounted for students receiving the eRate and enrolling in greater than twelve (12) undergraduate hours or ten (10) graduate hours.
 3. To qualify for an eRate, students must meet all University admission requirements and be verified as an online out-of-state student enrolled exclusively in courses delivered online by a procedure documented by the University. Out-of-state students refers to geographic location and does not include undocumented students living in Tennessee.
 4. Students enrolled in any type courses other than online (on-ground, telecourse, distance education, remote synchronous, etc.) will not be eligible for the eRate specified in this policy and will instead incur traditional non-resident fees and charges. Students who enroll in both online courses and other type courses, and subsequently drop the other type courses, will not then become eligible for the eRate.
 5. Enrollment of eRate students as defined in this standard must mitigate any negative impact on the opportunity for Tennessee student enrollment in online courses.
- E. Corporate Partnership Rate. Available to corporations that have entered into a formal partnership with MTSU. ~~to develop and deliver a degree completion program to their employees.~~ The rate set will reflect an 18% discount off ~~is equal to~~ the approved undergraduate and graduate in-state rates.
- E.F. Dual Enrollment Rate. Available to high school students meeting the qualifications specified in T.C.A. § 49-4-930 and will be set at an amount equal to the maximum grant amount stipulated by the Tennessee Student Assistance Corporation (TSAC) each year. The hourly rate will not be discounted when undergraduate students enroll in greater than twelve (12) hours.

F.G. Program Services Fee. A fee charged to students to support the following programs of the University:

1. Debt Service. Debt service fee revenue is used to retire debt on various capital projects of the University. At the conclusion of the debt retirement for a given project, the debt service fee attributed to the project will cease. Any new project requires the approval of a new debt service fee on its own merits without the reallocation of any existing fee. Any continuation of fees necessary for renewal and replacement of a project for which the debt is totally retired must be approved for that purpose by the Board.
2. Student Government Activity Fee. A student government activity fee may be established pursuant to T.C.A. § 49-8-109. Any increase in this fee shall be subject to a referendum pursuant to T.C.A. § 49-8-110 for student body approval or rejection. The fee will be administered in accordance with the provisions adopted by the University. These fees will be recorded as restricted revenue.
3. Technology Access Fee. Assessed by the University for the purpose of providing student access to computing and similar technologies.
 - a. The revenue from Technology Access Fees (TAF) should be used by the University for direct student benefit, for items such as new and improved high technology laboratories and classrooms, appropriate network and software, computer and other equipment, and technological improvements that enhance instruction. Specifically, TAF funds may be used for the following items:
 - (1) Computers and other technical laboratory supplies, equipment, software, and maintenance.
 - (2) Network costs (internet, interactive video, etc.)
 - (3) Classroom equipment and classroom modifications.
 - (4) Lab, helpdesk, and instructional support staffing by student employees.
 - (5) Renewal and replacement reserves as necessary.
 - (6) New machines for faculty use when faculty are actively engaged in developing and conducting on-line courses.
 - (7) Faculty and staff development directly related to the introduction or application of new technology which impacts students. Travel costs are not to be funded from TAF revenues
 - (8) Infrastructure (wiring, network, servers, etc.) necessary to provide students maximum computing capability.
 - b. As part of the budget process, the University shall prepare a detailed spending plan for the use of funds generated by TAF.

- c. The spending plan will be maintained by the University and will be updated throughout the year as needed. The President shall ensure that the spending plan is prepared. At the end of the fiscal year, a summary of the actual money generated and actual use of the money shall be prepared and maintained by the University.
 - d. Compliance with this policy will be audited by the internal audit staff and reported as determined by the internal auditor's annual risk-based planning process or other appropriate means.
4. Campus Access Fee. Assessed to all students each academic term for services provided related to parking and transportation on campus, as well as maintenance of the transportation infrastructure.
 5. Postal Services Fee. Charged for U.S. postal services provided on campus to students.
 6. Facilities Fee. Used to improve facilities and fund expenditures such as replacing carpets in student lounges, remodeling classrooms, provide matching funds for new academic building projects, etc. The fee is used to make improvements to areas that have an impact on students.
 7. Student Recreation Fee. Used to improve facilities and fund expenditures related to operating the student recreation center for student, faculty, staff, and alumni use. The Student Recreation center is an auxiliary fully funded by this fee and sales revenue from fitness programs, locker rental, facility rental, etc.
 8. Sustainable Campus Fee. A project voted on and approved by the students to support MTSU's participation in the TVA Green Power Switch program and clean energy initiatives on campus. A campus committee reviews proposals and assigns the funds to various projects.
 9. Athletics Fee. A fee used to support athletics which allows students access to all athletic events with no additional entrance fee. This fee, along with general fund support from the education and general fund, ticket sales, game guarantees, concessions, etc. fully supports athletics.
 10. Health Services Fee. Used to improve facilities and fund expenditures related to operating a Health Services facility for students, including a pharmacy. The Health Services center is an auxiliary fully supported by this fee and sales revenue.
 11. International Education Fee. A fee charged to all students to support international programs. Fees are used to provide travel support for study abroad students

participating in consortia programs, MTSU faculty led programs, bilateral exchange programs, and international experiential and service learning experiences and for internationalization of courses across the curriculum.

G-H. Specialized Academic Course Fees. Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Board's approval. Specialized academic course fee revenues are limited to funding only the related costs for providing these courses. To receive approval for a specialized academic fee, a program will be required to submit documentation to establish that the following criteria are met:

1. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by the University. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.
2. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
3. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software, all of which are very expensive. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.
4. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.
5. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program must demonstrate that it has achieved exceptional recognition in its particular enterprise.
6. High Value to Tennessee. The program must demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The program should be distinctive and of integral value to Tennessee. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the University to aid graduates in finding appropriate employment in Tennessee.

7. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program must demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.

H.I. Materials Fees. A fee charged for certain academic labs requiring students have specialized consumable materials. These supplies should be consumable products that the student will use up during the semester. Non-hazardous materials may be retained by the student at the end of the semester. Each request should include course number and a list of expendable supplies that will be purchased as a convenience to the students. It should be financially advantageous to students for the University to purchase the course materials.

H.J. Miscellaneous Course Fees. Assessed for courses with additional requirements outside the normal instructional classroom or to provide additional support services to students (i.e., flight training fees, distance education fees, private instruction music fees, etc.)

H.K. Other Fees, Fines, and Charges

1. Application Fee. This is a non-refundable fee paid by an individual who applies for admission to the University. A student is required to pay this fee when he/she applies for admission as a graduate student even if the student attended another institution as an undergraduate student. Additionally, the student is required to pay this fee when he/she applies for admission to a doctoral-level program after receiving a masters-level degree from the institution.
2. Applied Music Fees. This fee is charged for private music lessons or small group training sessions. It is refundable on the same basis as maintenance fees or as established by the University.
3. Late Registration Fee. A late registration fee will be charged to students registering on or after the first day of the term or part-of-term.
4. Orientation Fee. An orientation fee will be charged to incoming students and their family who attend Customs Orientation.
5. Study Abroad Fee. Students participating in Study Abroad are charged a fee to cover a range of services available to them before, during, and after their abroad program. It also covers the Study Abroad online application fees.
6. Installment Payment Service Fee. Students who choose to participate in the installment plan will be charged a service charge.

7. Installment Payment Plan Late Fee. Students who do not pay their installment plan payments by the due date will be charged a late fee each month they are late.

VII. Fees, Fines, and Charges to be Established and Administered by the University

The following fees, fines, and charges may be established and administered by the University. No specific approval or notification to the Board will be required, unless subject to other Board or State requirements. These charges should be governed by an approved contract and/or approved by the Provost or the appropriate Vice President. The University will establish appropriate refund policies. Approval documents should be sent to the Office of Business and Finance.

- A. Sales of goods and services of a commercial nature, including bookstores, food services, vending, laundry, and similar activities. This includes the University's program which allows students to receive required course materials at a discounted rate on day one of a course.
- B. Rental of non-student housing and facilities.
- C. Admissions fees to athletic and other events open to the public, including special events sponsored by campus organizations and activities.
- D. Sales and services of educational activities such as clinical services, publications, etc.
- E. Registration for conferences, institutes, and non-credit activities.
- F. Fees for use of campus facilities for recreational purposes.
- G. Nonrefundable library fines, which apply to students, faculty, staff, and other library users.
- H. Thesis and dissertation fee - nonrefundable. The fee will be determined based upon cost to the University.
- I. Child Care Fees. Kindergarten, preschool, early childhood, day care, or similarly defined activities.
- J. Special Exam Fee - nonrefundable. The fee will be determined based upon cost to the University (i.e., certification fees, etc.).
- K. Standardized Test Fees - nonrefundable. The fee will be determined based upon the cost for administering the tests.

- L. Identification Card Replacement - nonrefundable. There will be no charge for the original identification card. A fee may be set by the University to offset the cost of replacing the card. This fee applies only to student ID cards and not to faculty and staff ID's.
- M. Returned Check Fee. The University will charge a nonrefundable returned check fee that is the maximum set by state law. This fee will apply to all returned checks received by the institution, whether from students, faculty, staff, or other parties. The University will review state statutes each spring to determine any changes.
- N. Diploma Fee. Students wanting a second (2nd) copy of their diploma will be charged for the reproduction.

VIII. Deposits

A deposit may be established by the University for rent or lease of buildings and facilities, or for the issuance of other University property or equipment. Deposits should be subject to a one hundred percent (100%) refund if no damage or loss occurs. The amount of such deposits should be related to the value of the facilities or equipment subject to loss and the general ability of the University to secure reimbursement should loss or damage occur.

IX. Student Residence Facilities

- A. All regular and special rental rates for student residence facilities shall be approved by the Board upon the recommendation of the University. The University may recommend special rates for non-student groups during summer periods, etc.
- B. Pursuant to [Policy 640 Payment of Student Fees and Enrollment of Students](#), rental for assigned living space in a student residence facility shall be payable in full in advance of the beginning of a term. However, students can participate in the installment payment plan. See [Policy 644 Installment Payment Plan](#).

X. Other Fee and Charge Considerations

- A. Fees may be established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities. See [Policy 100 Use of Campus Property and Facilities Scheduling](#).
- B. When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds, and conditions must be clearly stated.

- C. Fees for auxiliary services must take into consideration that auxiliary enterprises should be a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget policies.
- D. Fees established for non-credit courses and activities shall be sufficient to cover the total costs incurred in providing instruction plus a minimum of twenty-five percent (25%) of the annual instructional salary costs including contractual salary costs or personal services contracts.
- E. Students enrolled for six (6) or more hours are eligible for full-time privileges, i.e., access to social, athletic, and cultural functions, pursuant to T.C.A. § 49-8-109.

XI. Refunds and Fee Adjustments

- A. Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.
- B. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a one hundred percent (100%) adjustment or credit of mandatory fees. Housing and meal ticket charges may be prorated based on usage.
- C. Maintenance Fee, Tuition, and Program Services Fee Refunds and Adjustments
 1. Refunds are one hundred percent (100%) for courses canceled by the University.
 2. Changes in courses involving the adding and dropping of equal numbers of SCH's for the same term at the same time require no refund or assessment of additional tuition or fees, unless the dropping and adding involves TN eCampus courses for which there would be a fee adjustment.
 3. The fee adjustment for withdrawals or drops during regular terms (fall and spring) is seventy-five percent (75%) from the first (1st) day of classes through the fourteenth (14th) calendar day of classes and then reduced to twenty-five percent (25%) for a period of time which extends twenty-five percent (25%) of the length of the term. When the first (1st) day of the academic term falls on a Saturday, the one hundred percent (100%) refund period is extended through the weekend until the following Monday morning (12:01 am). There is no fee adjustment after the twenty-five percent (25%) period ends. Dropping or withdrawing from classes during either the seventy-five percent (75%) or the twenty-five percent (25%) fee adjustment period will result in a fee adjustment of assessed tuition and fees based on the total credit hours of the final student enrollment.

4. All fee adjustment periods will be rounded to whole days and included in all student communication. In calculating the seventy-five percent (75%) and twenty-five percent (25%) fee adjustment periods for other than the fall and spring (i.e., summer sessions), the number of calendar days during the term will be considered.
 5. A full refund (one hundred percent [100%]) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.
 6. A one hundred percent (100%) refund will be provided for students who enroll under an advance registration system but who drop a course or courses prior to the beginning of the first day of class.
 7. A one hundred percent (100%) refund will be provided to students who are compelled by the University to withdraw when it is determined that through University error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.
 8. When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the seventy-five percent (75%)/twenty-five percent (25%) fee adjustment periods will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.
 9. The fee adjustment is calculated as the difference between (1) the per credit hour cost of originally enrolled hours and (2) the per credit hour cost of the courses at final enrollment after adjustments have been applied for all courses dropped. Adjustments are calculated at the full per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled). Not all drops/withdrawals will result in fee adjustments.
- D. Student Residence Facilities Rent and Meal Plan Refunds. Refund of student residence facility rent and meal plans after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the student residence facility or University:
1. Because of personal medical reasons confirmed in writing by a licensed physician, or
 2. At the request of the University for other than disciplinary reasons. Full refund will be made in the case of the death of the student. Withdrawals for other approved reasons will be subject to the same seventy-five percent (75%)/twenty-five percent (25%) fee adjustment periods as outlined for tuition and fees above.

Forms: none.

Revisions: June 5, 2017 (New); December 5, 2017; June 16, 2020; April 6, 2021; _____, 2022.

Last Reviewed: ~~April 2021~~ _____ 2022.

References: T.C.A. §§ 49-7-102; 49-7-113; 49-7-2301-2304; 49-8-109; 49-8-110; 49-4-930;
Policies 100 Use of Campus Property and Facilities Scheduling; 501 Residency Classification; 640
Payment of Student Fees and Enrollment; 644 Installment Payment Plan.



730 Campus Crisis and Emergency Management

Approved by Board of Trustees

Effective Date: _____, 2022

Responsible Division: Business and Finance

Responsible Office: University Police

Responsible Officer: Assistant Vice President, University Police

I. Purpose

Middle Tennessee State University (MTSU or University) considers emergency preparedness and planning activities essential for maintaining the safety and security of the campus and our community. This policy ensures that the University develops and maintains plans and procedures utilizing emergency mitigation, preparedness, response, and recovery criteria consistent with the National Incident Management System and the Tennessee Emergency Management Plan. These plans and procedures will help ensure that the University is able to respond appropriately in the case of emergencies or disasters that could occur within or around the University to mitigate risks to students, faculty, staff, and property.

II. Definitions, Types, and Levels of Crisis

The following definitions are provided as guidelines to assist personnel in determining the appropriate response:

- A. **Level 1 - Limited Crisis:** A limited crisis within the scope of this plan is any incident, potential or actual, that will not seriously affect the overall functional capacity of the University but requires some degree of action. A limited crisis may be small enough that the affected department can effectively resolve the issue. In other cases, assistance from the University Police Department and/or off-campus emergency response groups may be required according to the standard operating procedures of the MTSU Police Department. While some damage and/or interruptions may occur, conditions are localized and MTSU Emergency Operations Center (EOC) activation is not needed. Examples of Limited Crises in the context of this plan may include, but are not limited to, a localized chemical spill, plumbing failure, or water leak.
- B. **Level 2 - Issue-Driven Crisis:** Includes issue driven and/or slowly developing situations that negatively impact the University. The incident may be severe and cause damage and/or interruption to MTSU operations. A partial or full activation of the MTSU EOC may be needed. MTSU may be the only affected entity. Examples of issue-driven crises

may include, but are not limited to, unscheduled or planned protests or disruptions, civil disturbances, unauthorized occupancy of campus areas, sexual assaults, controversial speakers, and hate crimes.

- C. Level 3 - Major Crisis/Emergency: A major crisis or emergency, within the scope of this plan, is an incident posing major risk to University personnel, students, visitors, or resources that has caused or has the potential for causing fatalities or injuries and/or major damage. Such an incident is equivalent to a campus-wide state of emergency and is expected to require activation of the MTSU EOC and Crisis Management Team (CMT) in order to provide an immediate emergency response. MTSU may request assistance from the City of Murfreesboro, Rutherford County, other state agencies or request federal assistance via the Rutherford County Emergency Operations Center. A Level 3 crisis may develop from incidents beginning at the Level 1 or 2 stages. Examples of major crises may include major emergencies, building emergencies, or disasters such as those listed in Section V.A. below.

III. Emergency Operations Planning

- A. An Emergency Operations Plan (EOP) addresses all types of emergency functions. MTSU shall develop, maintain, and execute an EOP that meets state and federal requirements. The EOP will guide the MTSU community in responding to natural, man-made, and/or public health hazards with the goal of mitigating risks to students, faculty, staff, and property.
- B. The EOP shall be based on the concepts and principles of the National Incident Management System (NIMS), incorporating elements of the Incident Command System (ICS). The EOP should identify how the University fits within the overall NIMS structure.
- C. The University should utilize the [Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education](#).
- D. The EOP shall address how MTSU will integrate and coordinate with other governmental entities and the EOP will be shared, as appropriate, with relevant local, regional and/or state agencies in order to promote coordination among the various entities.
- E. Since emergencies normally occur without warning, plans and procedures should provide sufficient flexibility to accommodate contingencies of assorted types and magnitudes.
- F. The EOP must be reviewed and revised, as necessary, at least annually by senior administrators in conjunction with the University's CMT.
- G. Additionally, aspects of the EOP must be tested in training exercises and drills consistent with Federal and State law.

- H. The University should undertake emergency operations planning within the context of local or regional, state, and federal emergency planning. To promote coordination among these entities, the University should include a local or regional emergency planning representative to assist in developing its EOP.
- I. University units that do not maintain an independent emergency management plan are still responsible for developing and maintaining local building emergency procedures to address the safety of occupants with the assistance of and oversight by campus safety officers.
- J. The University's EOP should be developed and maintained in compliance with Federal Emergency Management (FEMA) standards.
- K. Maintenance of the EOP
 - 1. The University Police Department will properly maintain the EOP and review it at least annually.
 - 2. Electronic and/or hard copies of the EOP will be maintained by all members of the CMT and department/office heads with significant roles in responding to emergencies.
 - 3. The EOP shall be kept updated and posted on the University's website.
 - 4. An electronic copy of the EOP must be maintained in a manner that will permit access during an emergency.
 - 5. Department/office heads should establish appropriate procedures within their work units to facilitate EOP implementation.
 - 6. The President or Designee, in consultation with the CMT, will annually review the EOP and update/modify it as necessary.

IV. Emergency Management Roles

- A. The administrative emergency management roles of the University Police Department are to:
 - 1. Provide necessary guidance for University officials to meet federal and state requirements;

2. Act as liaison with Rutherford County Emergency Management Agency (RCEMA), which will coordinate with the Tennessee Emergency Management Association (TEMA) directly on MTSU's behalf;
 3. Coordinate meetings of University emergency management planning staff;
 4. Assist in coordinating key personnel training;
 5. Monitor compliance with this policy; and
 6. Report periodically to the President or Designee on the status of emergency preparedness.
- B. MTSU will develop and maintain a system that assigns and trains people within campus units to develop department/building specific responses to general emergencies, helps communicate campus requirements, provides information during emergencies and coordinates department/building specific drills.

V. Emergency Status

- A. A state of emergency may be declared at any time an emergency reaches such proportions that it cannot be handled by routine measures. Such emergencies may include, but not be limited to:
1. tornados
 2. earthquakes
 3. winter storms
 4. fires
 5. infectious diseases
 6. hazardous chemical spills
 7. transportation accidents
 8. explosions
 9. utility outages
 10. civil disturbances
 11. bombs
 12. hostage situations
 13. terrorist activities
 14. active shooter/hostile event
 15. technological hazards
- B. The EOP shall designate an employee (or group of employees) authorized to Declare an Emergency.
1. The EOP provides that the President or Designee, with or without consultation from the CMT, will determine whether declaration of an emergency is appropriate.

2. If an emergency is declared, the employee(s) authorizing the declaration will cause CMT members (as well as others as directed by the President or Designee) to be contacted, advise them that an emergency has been declared, and direct them to respond to the President's Conference Room, the EOC, or any other designated facility.
3. A systematic calling plan must be established to ensure that CMT members receive timely notification of the official declaration of emergency.
4. The EOP designates that the President or Designee is the highest University authority in any emergency situation. The EOP must establish a clear chain of command specifying University employees with authority to act in response to the emergency.
5. The CMT will serve in a support role to the President or Designee during an emergency.
6. MTSU senior administrators have discretion to determine whom to appoint from their areas to the CMT; however, it is advisable that administrators seriously consider including the following personnel with potentially significant operational responsibilities:
 - a. President
 - b. Chief Academic Affairs Officer/Provost
 - c. Chief Business/Finance and Administration Officer
 - d. Chief Student Affairs Officer
 - e. Chief Marketing and Communications Officer
 - f. Chief of University Police Department
 - g. Director of University Health Services
 - h. Chief Information Officer
 - i. Housing/Residence Life Director
 - j. Physical Plant/Facilities Director

VI. Emergency Processes

- A. The EOP will designate a location to serve as the University's EOC. An alternative location should also be designated in the event that the primary location is not available.
 1. Members of the CMT and others as designated by the President or Designee should be present in the President's Conference Room, the EOC, or any other designated facility during emergencies, to the extent practicable.

2. University administrators should consider having all activities, such as requests for personnel, equipment, and supplies, monitored from the EOC to ensure a coordinated effort and to ensure the best use of the resources needed to handle the emergency situation.
 3. A log (and ICS Form 214 for Federal reimbursement) should be maintained in the EOC that reflects all significant events and actions taken in the EOC.
 4. A communications log (and ICS Form 214 for Federal reimbursement) should also be maintained that notes the time, date, content, and source of every significant communication to/from the EOC; to whom the communication was directed; and any EOC action resulting from the communication.
- B. The initial Incident Command should establish a command post, as authorized by the EOP, near the scene of the emergency and where they think is necessary. The command post will maintain contact with the EOC for purposes of instruction, status reports, and requests for support.
- C. The EOP should authorize an appropriate administrator to determine that an evacuation is necessary and issue an evacuation order.
- D. The University should designate appropriate location(s) as safer areas at designated campus facilities.
- E. The University will develop and maintain a procedure to manage media inquiries during an emergency situation and establish a media staging area (i.e., Joint Information Center, or "JIC") for the distribution of information.
1. The EOP will include a news/media procedure to direct the management of media inquiries during emergencies. The University's News and Media Relations office coordinates the University's response to news media inquiries at all times, including emergency situations.
 2. No University employee, other than employees of MTSU's News and Media Relations office or the designated administrator, should release information to news media representatives, unless instructed to do so.
 3. All news media requests should be directed to the JIC.
 4. The news media procedures will designate a location for press conferences during emergency incidents.
 5. News media personnel should not be allowed into secure areas without an appropriate escort.

- F. MTSU will maintain a procedure to manage volunteers who respond to an emergency situation.
 - 1. Volunteers should be directed to a staging area that has been established for registration and assignment. During the registration process, volunteers will be required to provide some form of reliable identification.
 - 2. A volunteer log should be maintained to include the name, address, date of birth, driver's license, M number, or other identifying information, any particular skill of each volunteer, the name of the supervisor to whom they are assigned, and the number of the identification card issued to the volunteer. Access to this information should be limited to certain personnel and safeguarded at all times.
 - 3. If practical, each volunteer will sign a standard [Volunteer Release Form](#) and be issued an identification card that will be affixed to their outer clothing.
 - 4. Volunteers will be assigned to a supervisor involved in the emergency response.

- G. MTSU will document and maintain a procedure to manage purchases during an emergency situation.
 - 1. All emergency purchases will be handled in the shortest possible time frames.
 - 2. To the greatest extent possible, University employees will make purchases using procurement cards.
 - 3. For those purchases that cannot be made by use of procurement cards, Business and Finance personnel will facilitate the timely acquisition of needed resources in a manner consistent with emergency situations.
 - 4. A record of all emergency related expenditures (and ICS Form 214 for Federal reimbursement) will be maintained by the work unit making those expenditures. A copy of those records will be forwarded to the EOC and the original purchase documents will be handled consistent with University purchasing guidelines.

- H. MTSU will develop and maintain a plan to transport persons and/or equipment during an emergency.
 - 1. An appropriate University department (e.g., Parking and Transportation Services, Motor Pool, and/or Facilities Services) should be designated to be responsible for providing vehicles for evacuations and other emergency related activities.

2. Distribution of vehicles should be made in such a manner as to maintain accountability while being responsive to the emergency needs of the University.
 3. Facilities Services or appropriate personnel should be prepared to experience an increase in emergency maintenance to University vehicles, to include minor off-site repairs related to such problems as flat tires, dead batteries, etc.
- I. MTSU will establish a plan for alternate communication options for use during an emergency response period.
1. Generally, the primary means of communications during an emergency are telephones, cell phones, and two-way radios.
 2. If the University phone system has been rendered inoperable or if the emergency incident is a bomb threat, then the EOC, CMT, and other necessary personnel should use email or a runner until it is established as an actual bomb. Cell phones and radios could activate certain bombs.
 3. Radios should be the primary communications medium if landline phones and cell phones are inoperable.
 4. If phones, cell phones, and radios become inoperable, consideration should be given to the use of “runners” to transmit messages.
- J. In response to an emergency, each department/office should be instructed to maintain a record of all emergency-related activities performed by the personnel of that work unit (and ICS Form 214 for Federal reimbursement). The record will reflect the personnel work hours (for non-exempt staff), as well the assignments of personnel, the work performed by each work unit, and other resources expended in response to the emergency.
- K. MTSU will ensure that copies of campus maps, site maps, and building prints/records are in a central location and/or are disseminated to areas that will need access during emergency operations.
1. To the extent that doing so does not compromise University security, the EOP should ensure that accurate copies of main and satellite campus maps/site plans, prints of buildings, and record plans of buildings are attached to the EOP.
 2. If the determination is made that security concerns outweigh the inclusion of such material in the EOP, then the University must ensure that accurate copies of campus maps and building prints are maintained in a secure location that is readily accessible by law enforcement personnel, the President or Designee, and the CMT.

- L. MTSU will maintain a Student Assistance Coordinating Committee/Threat Assessment Team.
 - 1. The University's Student Assistance Coordinating Committee will meet on a regular basis to evaluate the needs and provide necessary assistance to students who are identified as distressed, disturbed, disruptive, and/or dangerous.
 - 2. The Division of Student Affairs has the sole discretion to determine which administrators to appoint to the Committee from the following departments, if applicable:
 - a. Student Conduct
 - b. Disability and Access Center
 - c. Student Health
 - d. Counseling Services
 - e. Academic Support Services
 - f. Housing and Residential Life
 - g. University Police Department

- M. MTSU will maintain an Academic Continuity Committee.
 - 1. The Academic Continuity Committee will meet on a regular basis to evaluate needs and provide guidance to ensure continuity of instruction, research, and service and maintain quality and integrity of courses and programs.
 - 2. The Division of Academic Affairs has the sole discretion to determine Committee appointments from the following departments as applicable:
 - a. Provost's Office
 - b. Deans' Cabinet
 - c. Council of Chairs
 - d. Faculty Senate
 - e. Student Affairs
 - f. Student Health Services
 - g. Disability and Access Center
 - h. University Police Department
 - i. Campus Planning and Facilities Services
 - j. Institutional Equity and Compliance
 - k. University Counsel

VII. Emergency Operations Plan (EOP) Training

MTSU shall conduct appropriate training for relevant personnel regarding the EOP.

- A. Members of the CMT and department/office heads should ensure that they and members of their staff are knowledgeable concerning the contents of the EOP.
- B. The CMT members should receive training in the National Incident Management System (NIMS) method of handling emergency situations. At a minimum, the following NIMS courses shall be taken: IS100, 200, 700, and 800.
- C. All employees should have knowledge of the contents and procedures of the EOP. Periodically, different aspects of the EOP should be tested, either through simulated exercises or in-service training, as appropriate.
- D. A Safety Committee/Risk Management Committee may be established to assist in these training exercises as necessary. The Safety Committee/Risk Management Committee or appropriate personnel may consult the TEMA Training and Education Office to request information regarding special training seminars.

Forms:

ICS Form 214

[Volunteer Release](#)

Revisions: June 5, 2017 (original); April 6, 2021; _____, 2022.

Last Reviewed: _____ 2022.

References: Emergency Operations Plan; Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education.



730 Campus Crisis and Emergency Management

Approved by Board of Trustees

Effective Date: ~~April 6, 2021~~ _____, 2022

Responsible Division: Business and Finance

Responsible Office: University Police

Responsible Officer: Assistant Vice President, University Police

I. Purpose

Middle Tennessee State University (MTSU or University) considers emergency preparedness and planning activities essential for maintaining the safety and security of the campus and our community. This policy ensures that the University develops and maintains plans and procedures utilizing emergency mitigation, preparedness, response, and recovery criteria consistent with the National Incident Management System and the Tennessee Emergency Management Plan. These plans and procedures will help ensure that the University is able to respond appropriately in the case of emergencies or disasters that could occur within or around the University ~~in order~~ to mitigate risks to students, faculty, staff, and property.

II. Definitions, Types, and Levels of Crisis

The following definitions are provided as guidelines to assist personnel in determining the appropriate response:

- A. Level 1 - Limited Crisis: A limited crisis within the scope of this plan is any incident, potential or actual, that will not seriously affect the overall functional capacity of the University but requires some degree of action. A limited crisis may be small enough that the affected department can effectively resolve the issue. In other cases, assistance from the University Police Department and/or off-campus emergency response groups may be required according to the standard operating procedures of the MTSU Police Department. While some damage and/or interruptions may occur, conditions are localized and MTSU Emergency Operations Center (EOC) activation is not needed. Examples of Limited Crises in the context of this plan may include, but are not limited to, a localized chemical spill, plumbing failure, or water leak.
- B. Level 2 - Issue-Driven Crisis: Includes issue driven and/or slowly developing situations that negatively impact the University. The incident may be severe and cause damage and/or interruption to MTSU operations. A partial or full activation of the MTSU EOC may be needed. MTSU may be the only affected entity. Examples of issue-driven crises

may include, but are not limited to, unscheduled or planned protests or disruptions, civil disturbances, unauthorized occupancy of campus areas, sexual assaults, controversial speakers, and hate crimes.

- C. Level 3 - Major Crisis/Emergency: A major crisis or emergency, within the scope of this plan, is an incident posing major risk to University personnel, students, visitors, or resources that has caused or has the potential for causing fatalities or injuries and/or major damage. Such an incident is equivalent to a campus-wide state of emergency, and is expected to require activation of the MTSU EOC and Crisis Management Team (CMT) in order to provide an immediate emergency response. MTSU may request assistance from the City of Murfreesboro, Rutherford County, other state agencies or request federal assistance via the Rutherford County Emergency Operations Center. A Level 3 crisis may develop from incidents beginning at the Level 1 or 2 stages. Examples of major crises may include major emergencies, building emergencies, or disasters such as those listed in Section V.A. below.

III. Emergency Operations Planning

- A. An Emergency Operations Plan (EOP) addresses all types of emergency functions. MTSU shall develop, maintain, and execute an EOP that meets state and federal requirements. The EOP will guide the MTSU community in responding to natural, man-made, and/or public health hazards with the goal of mitigating risks to students, faculty, staff, and property.
- B. The EOP shall be based on the concepts and principles of the National Incident Management System (NIMS), incorporating elements of the Incident Command System (ICS). The EOP should identify how the University fits within the overall NIMS structure.
- C. The University should utilize the [Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education](#).
- D. The EOP shall address how MTSU will integrate and coordinate with other governmental entities and the EOP will be shared, as appropriate, with relevant local, regional and/or state agencies in order to promote coordination among the various entities.
- E. Since emergencies normally occur without warning, plans and procedures should provide sufficient flexibility to accommodate contingencies of assorted types and magnitudes.
- F. The EOP must be reviewed and revised, as necessary, at least annually by senior administrators in conjunction with the University's CMT.
- G. Additionally, aspects of the EOP must be tested in training exercises and drills consistent with Federal and State law.

- H. The University should undertake emergency operations planning within the context of local or regional, state, and federal emergency planning. To promote coordination among these entities, the University should include a local or regional emergency planning representative to assist in developing its EOP.
- I. University units that do not maintain an independent emergency management plan are still responsible for developing and maintaining local building emergency procedures to address the safety of occupants with the assistance of and oversight by campus safety officers.
- J. The University's EOP should be developed and maintained in compliance with Federal Emergency Management (FEMA) standards.
- K. Maintenance of the EOP
 - 1. ~~Environmental Health and Safety~~The University Police Department will properly maintain the EOP and review it at least annually.
 - 2. Electronic and/or hard copies of the EOP will be maintained by all members of the CMT and department/office heads with significant roles in responding to emergencies.
 - ~~3. The EOP will also be maintained in the University Police Department.~~
 - ~~4.3. A redacted version of~~4.3. the EOP shall be kept updated and posted on the University's website.
 - ~~5.4.~~ 5.4. An electronic copy of the EOP must be maintained in a manner that will permit access during an emergency.
 - ~~6.5.~~ 6.5. Department/office heads should establish appropriate procedures within their work units to facilitate EOP implementation.
 - ~~7.6.~~ 7.6. The President or Designee, in consultation with the CMT, will annually review the EOP and update/modify it as necessary.

IV. Emergency Management Roles

- A. The administrative emergency management roles of ~~Environmental Health and Safety~~ and the University Police Department are to:
 - 1. Provide necessary guidance for University officials to meet federal and state requirements;

2. Act as liaison with Rutherford County Emergency Management Agency (RCEMA), which will coordinate with the Tennessee Emergency Management Association (TEMA) directly on MTSU's behalf;
 3. Coordinate meetings of University emergency management planning staff;
 4. Assist in coordinating key personnel training;
 5. Monitor compliance with this policy; and
 6. Report periodically to the President or Designee on the status of emergency preparedness.
- B. MTSU will develop and maintain a system that assigns and trains people within campus units to develop department/building specific responses to general emergencies, helps communicate campus requirements, provides information during emergencies and coordinates department/building specific drills.

V. Emergency Status

- A. A state of emergency may be declared at any time an emergency reaches such proportions that it cannot be handled by routine measures. Such emergencies may include, but not be limited to:
1. tornados
 2. earthquakes
 3. winter storms
 4. fires
 5. infectious diseases
 6. hazardous chemical spills
 7. transportation accidents
 8. explosions
 9. utility outages
 10. civil disturbances
 11. bombs
 12. hostage situations
 13. terrorist activities
 14. active [shooter/hostile event](#) ~~killers/threats~~
 15. technological hazards
- B. The EOP shall designate an employee (or group of employees) authorized to Declare an Emergency.

1. The EOP provides that the President or Designee, with or without consultation from the CMT, will determine whether declaration of an emergency is appropriate.
2. If an emergency is declared, the employee(s) authorizing the declaration will cause CMT members (as well as others as directed by the President or Designee) to be contacted, advise them that an emergency has been declared, and direct them to respond to the President's Conference Room, the EOC, or any other designated facility.
3. A systematic calling plan must be established to ensure that CMT members receive timely notification of the official declaration of emergency.
4. The EOP designates that the President or Designee is the highest University authority in any emergency situation. The EOP must establish a clear chain of command specifying University employees with authority to act in response to the emergency.
5. The CMT will serve in a support role to the President or Designee during an emergency.
6. MTSU senior administrators have discretion to determine whom to appoint from their areas to the CMT; however, it is advisable that administrators seriously consider including the following personnel with potentially significant operational responsibilities:
 - a. President
 - b. Chief Academic Affairs Officer/Provost
 - c. Chief Business/Finance and Administration Officer
 - d. Chief Student Affairs Officer
 - e. Chief ~~Public Relations~~Marketing and Communications Officer
 - f. Chief of University Police Department
 - g. Director of University Health Services
 - h. Chief Information Officer
 - i. Housing/Residence Life Director
 - j. Physical Plant/Facilities Director

VI. Emergency Processes

- A. The EOP will designate a location to serve as the University's EOC. An alternative location should also be designated in the event that the primary location is not available.
 1. Members of the CMT and others as designated by the President or Designee should be present in the President's Conference Room, the EOC, or any other designated facility during emergencies, to the extent practicable.

2. University administrators should consider having all activities, such as requests for personnel, equipment, and supplies, monitored from the EOC to ensure a coordinated effort and to ensure the best use of the resources needed to handle the emergency situation.
 3. A log (and ICS Form 214 for Federal reimbursement) should be maintained in the EOC that reflects all significant events and actions taken in the EOC.
 4. A communications log (and ICS Form 214 for Federal reimbursement) should also be maintained that notes the time, date, content, and source of every significant communication to/from the EOC; to whom the communication was directed; and any EOC action resulting from the communication.
- B. The initial Incident Command should establish a command post, as authorized by the EOP, ~~should authorize the establishment of a command post on campus that is~~ near the scene of the emergency and where they think is necessary. The command post will maintain contact with the EOC for purposes of instruction, status reports, and requests for support.
- C. The EOP should authorize an appropriate administrator to determine that an evacuation is necessary and issue an evacuation order.
- D. The University should designate appropriate location(s) as safer areas at designated campus facilities.
- E. The University will develop and maintain a procedure to manage media inquiries during an emergency situation and establish a media staging area (i.e., Joint Information Center, or "JIC") for the distribution of information.
1. The EOP will include a news/media procedure to direct the management of media inquiries during emergencies. The University's News and Media Relations office coordinates the University's response to news media inquiries at all times, including emergency situations.
 2. No University employee, other than employees of MTSU's News and Media Relations office or the designated administrator, should release information to news media representatives, unless instructed to do so.
 3. All news media requests should be directed to the JIC. ~~MTSU's News and Media Relations, the designated administrator, or the EOC.~~
 4. The news media procedures will designate a location for press conferences during emergency incidents.

5. News media personnel should not be allowed into secure areas without an appropriate escort.
- F. MTSU will maintain a procedure to manage volunteers who respond to an emergency situation.
1. Volunteers should be directed to a staging area that has been established ~~the EOC or a central location~~ for registration and assignment. During the registration process, volunteers will be required to provide some form of reliable identification.
 2. A volunteer log should be maintained to include the name, address, date of birth, driver's license, ~~M or social security~~ number, or other identifying information, any particular skill of each volunteer, the name of the supervisor to whom they are assigned, and the number of the identification card issued to the volunteer. Access to this information should be limited to certain personnel and safeguarded at all times.
 3. If practical, each volunteer will sign a standard Volunteer Release Form and be issued an identification card that will be affixed to their outer clothing.
 4. Volunteers will be assigned to a supervisor involved in the emergency response.
- G. MTSU will document and maintain a procedure to manage purchases during an emergency situation.
1. All emergency purchases will be handled in the shortest possible time frames.
 2. To the greatest extent possible, University employees will make purchases using procurement cards.
 3. For those purchases that cannot be made by use of procurement cards, Business and Finance personnel will facilitate the timely acquisition of needed resources in a manner consistent with emergency situations.
 4. A record of all emergency related expenditures (and ICS Form 214 for Federal reimbursement) will be maintained by the work unit making those expenditures. A copy of those records will be forwarded to the EOC and the original purchase documents will be handled consistent with University purchasing guidelines.
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1. An appropriate University department (e.g., Parking and Transportation Services, Motor Pool, and/or Facilities Services) should be designated to be responsible for providing vehicles for evacuations and other emergency related activities.
 2. Distribution of vehicles should be made in such a manner as to maintain accountability while being responsive to the emergency needs of the University.
 3. Facilities Services or appropriate personnel should be prepared to experience an increase in emergency maintenance to University vehicles, to include minor off-site repairs related to such problems as flat tires, dead batteries, etc.
- I. MTSU will establish a plan for alternate communication options for use during an emergency response period.
1. Generally, the primary means of communications during an emergency are telephones, cell phones, ~~satellite phones~~, and two-way radios.
 2. If the University phone system has been rendered inoperable or if the emergency incident is a bomb threat, then the EOC, CMT, and other necessary personnel should use email or a runner until it is established as an actual bomb. ~~use~~ Cell phones and radios could activate certain bombs.
 3. Radios should be the primary communications medium if landline phones, ~~satellite phones,~~ and cell phones are inoperable.
 4. If phones, cell phones, and radios become inoperable, consideration should be given to the use of “runners” to transmit messages.
- J. In response to an emergency, each department/office should be instructed to maintain a record of all emergency-related activities performed by the personnel of that work unit (and ICS Form 214 for Federal reimbursement). The record will reflect the personnel worker hours (for non-exempt staff), as well the assignments of personnel, the work performed by each work unit, and other resources expended in response to the emergency.
- K. MTSU will ensure that copies of campus maps, site maps, and building prints/records are in a central location and/or are disseminated to areas that will need access during emergency operations.
1. To the extent that doing so does not compromise University security, the EOP should ensure that accurate copies of main and satellite campus maps/site plans, prints of buildings, and record plans of buildings are attached to the EOP.

2. If the determination is made that security concerns outweigh the inclusion of such material in the EOP, then the University must ensure that accurate copies of campus maps and building prints are maintained in a secure location that is readily accessible by law enforcement personnel, the President or Designee, and the CMT.
- L. MTSU will maintain a Student Assistance Coordinating Committee/Threat Assessment Team.
1. The University's Student Assistance Coordinating Committee will meet on a regular basis to evaluate the needs and provide necessary assistance to students who are identified as distressed, disturbed, disruptive, and/or dangerous.
 2. The Division of Student Affairs has the sole discretion to determine which administrators to appoint to the Committee from the following departments, if applicable:
 - a. Student Conduct
 - b. Disability and Access Center
 - c. Student Health
 - d. Counseling Services
 - e. Academic Support Services
 - f. Housing and Residential Life
 - g. University Police Department
- M. MTSU will maintain an Academic Continuity Committee.
1. The Academic Continuity Committee will meet on a regular basis to evaluate needs and provide guidance to ensure continuity of instruction, research, and service and maintain quality and integrity of courses and programs.
 2. The Division of Academic Affairs has the sole discretion to determine Committee appointments from the following departments as applicable:
 - a. Provost's Office
 - b. Deans' Cabinet
 - c. Council of Chairs
 - d. Faculty Senate
 - e. Student Affairs
 - f. Student Health Services
 - g. Disability and Access Center
 - h. University Police Department
 - i. Campus Planning and Facilities Services
 - j. Institutional Equity and Compliance
 - k. University Counsel

VII. Emergency Operations Plan (EOP) Training

~~Emergency Operations Plan Training.~~ MTSU shall conduct appropriate training for relevant personnel regarding the EOP.

- A. Members of the CMT and department/office heads should ensure that they and members of their staff are knowledgeable concerning the contents of the EOP.
- B. The CMT ~~m~~Members should receive training in the ~~(NIMS)~~ National Incident Management System (NIMS) method of handling emergency situations. At a minimum, the following NIMS courses shall be taken: IS100, 200, 700, and 800.
- C. All employees should have knowledge of the contents and procedures of the EOP. ~~On a periodic basis~~ Periodically, different aspects of the EOP should be tested, either through simulated exercises or in-service training, as appropriate.
- D. A Safety Committee/Risk Management Committee may be established to assist in these training exercises as necessary. The Safety Committee/Risk Management Committee or appropriate personnel may consult the TEMA Training and Education Office to request information regarding special training seminars.

Forms:

ICS Form 214

Volunteer Release

Revisions: June 5, 2017 (original); April 6, 2021; , 2022.

Last Reviewed: ~~April 2021~~ 2022.

References: ~~none~~ Emergency Operations Plan; Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education.



**Middle Tennessee State University
Board of Trustees**

Action Item

MEETING: Summer Quarterly Board Meeting

DATE: June 14, 2022

SUBJECT: **Capital Outlay Project Submittal**

BACKGROUND INFORMATION:

As part of the annual Capital Budget request process, Tennessee institutions of higher learning must submit their capital outlay project requests for state funding to the Tennessee Higher Education Commission (THEC). THEC ranks these project requests and issues project funding recommendations to the Governor of Tennessee based on their review scoring. The deadline for Capital Outlay projects to THEC is Friday, August 26, 2022.

The proposed MTSU capital outlay request for FY 2023-2024 is the New Academic Building project. This project provides academic classroom, class lab, faculty and staff office, support space for selected Liberal Arts departments and the associated Center for Innovation and Leadership, History Museum, and MTSU archives and exhibit spaces that provide extensive community and educational outreach and scholarly initiative opportunities.

Academic usage includes the following departments: History, Political Science and International Relations, Sociology and Anthropology, and Global Studies and Human Geography, as well as the Center for Historic Preservation.

A 300-seat lecture hall is included in the scope of work to host public lectures and other community events in addition to academic classroom and University usage.

New Academic Building

Proposed FY 2023/2024 Capital Outlay Project Request

Estimated Gross Square Footage:	130,000 gross square feet
Estimated Construction Cost:	\$86,200,000
Estimated Total Project Cost:	\$95,000,000- \$99,000,000
University Match funding (8%):	\$ 7,600,000- \$ 7,920,000 (includes required gift funds)
Required Gift Funds (1/3 of Match):	\$ 2,534,000- \$ 2,640,000

The proposed project provides a state-of-the-art facility that will serve MTSU academics and strengthen broad community outreach and engagement.

In partnership with the included academic departments, the proposed facility contains exhibit, research, office, and support space for the Center for Innovation and Leadership, History Museum, and MTSU historical archives. Educational program includes classroom, class-lab, faculty and staff offices and support space for selected MTSU Liberal Arts Departments including History, Political Science and International Relations, Sociology and Anthropology, and Global Studies and Human Geography, as well as the Center for Historic Preservation, a THEC Center of Excellence.

The heart of these program functions will be extensive campus and community outreach and scholarly initiatives that engage multiple aspects of teaching and research. Faculty experts will draw upon primary sources in these archives to create civic engagement and educational outreach programs and develop innovative initiatives in the areas of Political Science, Civic Engagement, Public History, Communications, Journalism, International Relations, Health Sciences Policy, Leadership, and Entrepreneurship. A 300-seat lecture hall is included to host public lectures and other community events in addition to academic classroom and University use.

The MTSU 2016 Campus Master Plan prioritizes a Liberal Arts building as a “highest priority” project with the site location identified at the north end of the East Quad and directly east of the Academic Classroom Building housing Behavioral Health and Sciences.



Legend:

- 1. Proposed Site**
- 2. Academic Classroom Building
- 3. East Quadrangle
- 4. Student Union
- 5. Student Services and Admissions Center
- 6. Cummings Hall

Site Vicinity Map

3.1 DB70

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: New Academic Building
City/County: Murfreesboro / Rutherford

2 Fiscal Year:

3	<input checked="" type="checkbox"/>	Capital Outlay	New		Reno/Maint
	<input type="checkbox"/>	Capital Maintenance	130,000	Gross Sq.Ft.	3,700
	<input type="checkbox"/>	Disclosure	85,000	Net Sq.Ft.	0
	<input checked="" type="checkbox"/>	Designer Required	600.00	Cost/Sq.Ft.	200.00

4 Project Description:

Construct a new academic building including the following academic departments and units: History, Political Science and International Relations, Sociology and Anthropology, Global Studies and Human Geography, and the Center for Historic Preservation. In addition to and in partnership with the included academic departments, the project provides exhibit, office, and archive and support space for the Center for Innovation and Leadership, History Museum, and the MTSU historical archives. Project scope includes site development, site utilities, and all related work. Minor renovations of Peck Hall are also included in the scope of work to accommodate back-fill space usage.

Proj.
Tvp

If new const., is it
in the Master Plan

If new will it
add to E&G?

5	Total Project	This Request	Estimated Building Construction Cost:	<input type="text" value="78,740,000"/>
	79,000,000	79,000,000 Building Construction		
	3,800,000	3,800,000 Site & Utilities		
	0	0 Built-in Equipment		
	----- 82,800,000	----- 82,800,000 Bid Target		
	3,400,000	3,400,000 Contingency: 4.11 4.11 percent		
	----- 86,200,000	----- 86,200,000 MACC (Maximum Allowable Construction Cost)		
	4,446,241	4,446,241 Fee: 35/LogP-1.15= 5.15805210		<input type="text" value="New"/>
	7,000,000	7,000,000 Movable Equipment		
	180,000	180,000 first other		<i>Pre-Con</i>
	300,000	300,000 second other		<i>Commissioning</i>
	873,759	873,759 Administration & Miscellaneous		
	----- 99,000,000	----- 99,000,000 Total Cost		

6 Funding Request:	THIS REQUEST
91,080,000	91,080,000 STATE funds
0	0 FEDERAL funds
7,920,000	7,920,000 Local and Institutional Funds Plant Funds, Gifts, TSSBA

7 Previous SBC Approved Funding:

	fund year	description
already approved for existing SBC project	0	
0	0	
plus This Request	0	
99,000,000	0	

8 SBC Action: If an existing project, SBC Project No.:

9 Designer:



**Middle Tennessee State University
Board of Trustees**

Action Item

MEETING: Summer Quarterly Board Meeting
DATE: June 14, 2022
SUBJECT: **Capital Disclosures**

BACKGROUND INFORMATION:

In accordance with THEC Policy 4.0.6C concerning disclosure of projects funded through bonds, gifts, grants, or local funds, MTSU plans to submit five projects as part of the FY 2023/2024 MTSU Capital Budget Request.

Disclosure of a capital project is the first step in the project approval process and indicates an institution is considering a large-scale project investment but does not obligate the University to carry out the work identified.

Disclosure projects include Addition and Renovations to the Murphy Center, Multi-sport Indoor Practice Facility, New Residence Hall, New Parking Structure, and Athletic Video Board Upgrades projects. The New Residence Hall, New Parking Structure, and Athletic Video Board Upgrades projects are currently on the disclosure list and are being re-disclosed to remain on the MTSU Disclosure list.

Included in the materials is a summary of disclosure requests for your review and approval.

Proposed FY 2023/2024 Capital Disclosure List

The proposed projects will be added to the MTSU Disclosure List upon Board approval:

Project	Project Description	Project Cost	Funding Sources	
			Gifts	TSSBA Bonds
Addition and Renovations to the Murphy Center	Additions and renovations to the Murphy Center including but not limited to: addition of a new entry and lobby space and renovations to the arena seating, basketball locker rooms, and practice courts. Site work includes a new plaza serving multiple MTSU Athletic facilities, site utilities, and all related work. Minor modifications to Floyd Stadium including replacement of aging fire sprinkler system and addition of modular boilers are also included in the scope of work.	\$ 59,000,000		\$ 59,000,000
Multi-sport Indoor Practice Facility	Provide an enclosed, multi-sport indoor training facility to serve MTSU Athletics and student athletes. Project scope also includes site development, site utilities, and all related work.	\$ 28,400,000		\$ 28,400,000
New Residence Hall*	Provide new student residence hall including dorm rooms, common areas, and support spaces. Project scope includes site development, utility infrastructure, partial demolition and abatement of the Womack Lane housing complex, and all related work.	\$ 49,500,000		\$ 49,500,000
New Parking Structure*	Construct a parking deck structure, site utility infrastructure, and all related work.	\$ 27,400,000		\$ 27,400,000
Athletic Video Board Upgrades*	Replace video board, related audio systems, and control boards at Floyd Stadium and the Murphy Center that are at the end of their useful life	\$ 3,900,000		\$ 3,900,000

* Projects were disclosed in FY21/22 and per THEC Policy, will be removed from the Disclosure list after two years on July 1, 2023. These projects are being re-disclosed to remain on the list including revisions to project cost to account for increased construction escalation and project scope

Full MTSU Capital Disclosure List

Capital Disclosure List as it will appear July 1, 2022 with approval of proposed FY2023/2024 projects:

Project	Project Description	Disclosure Year	Project Cost	Funding Sources		
				Gifts	Plant Funds	TSSBA Bonds
Addition and Renovations to the Murphy Center	Additions and renovations to the Murphy Center including but not limited to: addition of a new entry and lobby space and renovations to the arena seating, basketball locker rooms, and practice courts. Site work includes a new plaza serving multiple MTSU Athletic facilities, site utilities, and all related work. Minor modifications to Floyd Stadium including replacement of aging fire sprinkler system and addition of modular boilers are also included in the scope of work.	FY 23/24	\$ 59,000,000			\$ 59,000,000
Multi-sport Indoor Practice Facility	Provide an enclosed, multi-sport indoor training facility to serve MTSU Athletics and student athletes. Project scope also includes site development, site utilities, and all related work.	FY 23/24	\$ 28,400,000			\$ 28,400,000
New Residence Hall	Provide new student residence hall including dorm rooms, common areas, and support spaces. Project scope includes site development, utility infrastructure, partial demolition and abatement of the Womack Lane housing complex, and all related work.	FY 23/24	\$ 49,500,000			\$ 49,500,000
New Parking Structure	Construct a parking deck structure, site utility infrastructure, and all related work.	FY 23/24	\$ 27,400,000			\$ 27,400,000
Athletic Video Board Upgrades	Replace video board, related audio systems, and control boards at Floyd Stadium and the Murphy Center that are at the end of their useful life	FY 23/24	\$ 3,900,000			\$ 3,900,000
Campus Quadrangle	Site Improvements in the central campus quadrangle, including sidewalks lighting, landscaping, grading, drainage, and related work.	FY 22/23	\$ 2,020,000		\$ 2,020,000	



**Middle Tennessee State University
Board of Trustees**

Action Item

MEETING: Summer Quarterly Board Meeting

DATE: June 14, 2022

SUBJECT: **Capital Maintenance Projects Submittal**

BACKGROUND INFORMATION:

The Board of Trustees is charged with approving the Capital Maintenance Project requests for Middle Tennessee State University for FY 2023-24 in conjunction with instructions received from the Tennessee Higher Education Commission (THEC).

Included in these materials are the FY 2023-24 Governing Board Maintenance Pools and Allocation(s) as provided by THEC for all public institutions.

These materials provide documentation to be submitted to THEC as follows:

- Capital Maintenance requests for seven (7) projects for FY 2023-24 totaling \$15,807,000
- Summary of Capital Maintenance potential project requests for five years, FY 2023-24 thru FY 2027-28

**THEC FY2023-24 Governing Board
Maintenance Pools and Allocations**

(Total Recommendation \$225,000,000)

Governing Board	Maintenance Pool (%)	Maintenance Allocation (\$)
MTSU	7.0%	\$15,807,000
APSU	3.3%	\$7,328,000
ETSU	6.9%	\$15,422,000
TSU	4.7%	\$10,498,000
TTU	5.4%	\$12,126,000
UoM	11.9%	\$26,698,000
LGI Subtotal	40.3%	\$87,879,000
UT System Subtotal	39.4%	\$88,649,000
TBR System Subtotal	21.5%	\$48,472,000
Grand total	100%	\$225,000,000

Note: Recent MTSU Capital Maintenance Allocation by FY
 FY 2022-23; \$7.2 million (5 projects)
 FY 2021-22; \$9.9million (7 projects)
 FY 2020-21; \$4.6million (1 project)
 FY 2019-20; \$4.7million (5 projects)
 FY2018-19; \$8.2million (7 projects)
 FY2017-18; \$8.9million (5 projects)
 FY2016-17; \$6.7million (5 projects)
 FY2015-16; \$2.6million (1 project)

Capital Maintenance Request: FY2023-24

Governing Board:
2023-24 Maintenance
Allocation:

Middle Tennessee
\$15,807,000

Fiscal Year	Priority*	Institution	Project	Project Cost	Project Description
2023-24	1	MTSU	Central Plant and Campus Utilities Updates Phase 1	\$ 7,000,000	Repair, replacement, and updating of centralized and de-centralized cooling and heating plant systems including all underground campus utilities and associated work.
2023-24	2	MTSU	Multiple Buildings Roof Repairs and Replacements	\$ 1,920,000	Roof repairs and replacements for multiple buildings on campus that includes refurbishing wall panels and all related work.
2023-24	3	MTSU	Multiple Buildings Structural and Exterior Envelope Repairs	\$ 2,000,000	Repair or replacement of various exterior envelope components in multiple buildings on campus including exterior cladding, doors, windows, overhangs, porches, stairs, and all related work. This project also involves the repair or replacement of structural components of multiple buildings on campus.
2023-24	4	MTSU	Campus Wide Life Safety Systems Updates	\$ 1,500,000	Update of campus fire alarm, fire sprinkler, and all related life safety systems.
2023-24	5	MTSU	Multiple Buildings Elevator Modernization	\$ 2,500,000	Modernization of elevators in multiple buildings to improve reliability and address current codes.
2023-24	6	MTSU	Multiple Buildings Hydronic Systems Repairs and Replacements	\$ 480,000	Repair and replacement of HVAC and Plumbing hydronic systems across campus. Upgrade and repairs of plumbing systems and restrooms in multiple buildings campus wide and all related work. Provide water intrusion prevention, utility isolation, leak detection, and associated controls in buildings across campus in conjunction with industry best practices and the State's flood mitigation initiatives.
2023-24	7	MTSU	Campus Wide Sidewalk Repair and Replacements	\$ 407,000	Repair and replacement of sidewalks and hardscape areas on campus to provide accessible walkways free of obstructions and impediments.
			Total Project Cost	\$ 15,807,000	

Capital Maintenance Out-Years: FY 2024-25 through 2027-28

Governing Board:

Middle Tennessee

Fiscal Year	Priority	Institution	Project	Project Cost	Project Description
2024-25	1	MTSU	Central Plant and Campus Utilities Updates Phase 2	\$ 3,000,000	Repair, replacement, and updating of centralized and decentralized cooling and heating plant systems including all underground campus utilities and associated work.
2024-25	2	MTSU	Multiple Buildings Roof Replacements	\$ 2,000,000	Roof replacements for multiple buildings on campus that includes refurbishing wall panels and all related work.
2024-25	3	MTSU	Multiple Buildings Plumbing & Restroom Upgrades	\$ 3,000,000	Plumbing & restroom upgrades, in several buildings, to improve functionality and meet current codes.
2024-25	4	MTSU	Campus Wide Access Control and Security Updates	\$ 1,500,000	Update of campus access control and security systems including hardware, software, and system components.
2024-25	5	MTSU	Multiple Buildings Mechanical and Controls Updates	\$ 1,500,000	Identification and replacement of existing mechanical equipment across campus that has met or exceeded its anticipated service life. The project will also update legacy controls components and associated controls in multiple buildings on campus.
2025-26	1	MTSU	KUC Mechanical and HVAC Upgrades Phase II	\$ 1,500,000	Upgrade distributed mechanical and HVAC systems including piping systems and control devices.
2025-26	2	MTSU	Multiple Buildings Elevator Modernization	\$ 1,500,000	Modernization of elevators in several buildings to improve reliability and address current codes.
2025-26	3	MTSU	Multiple Buildings Roof Replacements	\$ 2,000,000	Roof replacements for multiple buildings on campus that includes refurbishing wall panels and all related work.
2025-26	4	MTSU	Non-commercial Building Updates	\$ 500,000	Address major HVAC, electrical, plumbing, interiors and exterior envelope for non-commercially constructed buildings on campus.
2025-26	5	MTSU	Campus Wide Life Safety Systems Updates	\$ 1,000,000	Update of campus fire alarm, fire sprinkler, and all related life safety systems.
2025-26	6	MTSU	Multiple Buildings Structural and Exterior Envelope Repairs	\$ 2,500,000	Repair or replacement of various exterior envelope components in multiple buildings on campus including exterior cladding, doors, windows, overhangs, porches, stairs, and all related work. This project also involves the repair or replacement of structural components of multiple buildings on campus.

Capital Maintenance Out-Years: FY 2024-25 through 2027-28

Governing Board: **Middle Tennessee**

Fiscal Year	Priority*	Institution	Project	Project Cost	Project Description
2026-27	1	MTSU	Multiple Buildings Elevator Modernization	\$ 3,000,000	Modernization of elevators in multiple buildings to improve reliability and address current codes.
2026-27	2	MTSU	Central Plant and Campus Utilities Updates Phase 3	\$ 3,000,000	Repair, replacement, and updating of centralized and decentralized cooling and heating plant systems including all underground campus utilities and associated work.
2026-27	3	MTSU	Campus Stormwater BMP Phase II	\$ 1,000,000	Stormwater improvements to meet best management practices.
2026-27	4	MTSU	Multiple Buildings Structural and Exterior Envelope Repairs	\$ 2,550,000	Repair or replacement of various exterior envelope components in multiple buildings on campus including exterior cladding, doors, windows, overhangs, porches, stairs, and all related work. This project also involves the repair or replacement of structural components of multiple buildings on campus.
2026-27	5	MTSU	Campus Wide Sidewalk Repair and Replacements	\$ 1,000,000	Repair and replacement of sidewalks and hardscape areas on campus to provide accessible walkways free of obstructions and impediments.
2027-28	1	MTSU	Multiple Buildings Mechanical and Controls Updates	\$ 1,500,000	Identification and replacement of existing mechanical equipment across campus that has met or exceeded its anticipated service life. The project will also update legacy controls components and associated controls in multiple buildings on campus.
2027-28	2	MTSU	Multiple Buildings Electrical Infrastructure Upgrades	\$ 3,000,000	Repair, replacement, and updating of electrical service panels, subpanels, electrical metering, and feeders
2027-28	3	MTSU	Multiple Buildings Roof Replacements	\$ 2,500,000	Roof replacements for multiple buildings on campus that includes refurbishing wall panels and all related work.
2027-28	4	MTSU	Multiple Buildings Mechanical and Controls Updates	\$ 2,500,000	Identification and replacement of existing mechanical equipment across campus that has met or exceeded its anticipated service life. The project will also update legacy controls components and associated controls in multiple buildings on campus.
2027-28	5	MTSU	Multiple Buildings Hydronic Systems Repairs and Replacements	\$ 1,000,000	Repair and replacement of HVAC and Plumbing hydronic systems across campus. Upgrade and repairs of plumbing systems and restrooms in multiple buildings campus wide and all related work. Provide water intrusion prevention, utility isolation, leak detection, and associated controls in buildings across campus in conjunction with industry best practices and the State's flood mitigation initiatives.
2027-28	6	MTSU	WMOT Tower Replacement / Refurbishment	\$ 2,500,000	Major repair or replacement of communications tower serving WMOT, Emergency Services, University Police, and Rutherford County EMS

3.1 DB70

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Central Plant and Campus Utilities Updates Phase 1
City/County: Murfreesboro/Rutherford

2 Fiscal Year:

3		New		Reno/Maint
<input type="checkbox"/>	Capital Outlay			
<input checked="" type="checkbox"/>	Capital Maintenance	<input type="text" value="0"/>	Gross Sq.Ft.	<input type="text" value="0"/>
<input type="checkbox"/>	Disclosure	<input type="text" value="0"/>	Net Sq.Ft.	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	Designer Required	<input type="text" value="0.00"/>	Cost/Sq.Ft.	<input type="text" value="0.00"/>

4 Project Description:

Repair, replacement, and updating of the following utility systems: central plant chillers, cooling towers, pumps, auxiliary equipment, electrical infrastructure, and all related work in the central plant and satellite chiller plant; centralized and de-centralized campus utilities including, but not limited to: underground electrical, steam, steam condensate, hot water, steam manhole, sanitary sewer, domestic water, backflow preventers, stormwater infrastructure, building level chillers, building level boilers, pumps, heat exchangers, and all related work. This is Phase 1 of a 3 phase project.

Proj. Typ

 If new const., is it in the Master Plan

 If new will it add to E&G?

5	Total Project	This Request	Estimated Building Construction Cost:
	<input type="text" value="6,000,000"/>	<input type="text" value="3,000,000"/>	<input type="text" value="0"/>
	<input type="text" value="4,660,000"/>	<input type="text" value="2,725,000"/>	Building Construction
	<input type="text" value="0"/>	<input type="text" value="0"/>	Site & Utilities
	<input type="text" value="10,660,000"/>	<input type="text" value="0"/>	Built-in Equipment
	<input type="text" value="1,066,000"/>	<input type="text" value="5,725,000"/>	Bid Target
	<input type="text" value="11,726,000"/>	<input type="text" value="572,500"/>	Contingency: <input type="text" value="10.00"/> <input type="text" value="10.00"/> percent
	<input type="text" value="866,700"/>	<input type="text" value="6,297,500"/>	MACC (Maximum Allowable Construction Cost)
	<input type="text" value="0"/>	<input type="text" value="487,710"/>	Fee: <input type="text" value="35/LogP-1.15="/> <input type="text" value="7.39126409"/> <input type="text" value="Renovation"/>
	<input type="text" value="150,000"/>	<input type="text" value="0"/>	Movable Equipment
	<input type="text" value="0"/>	<input type="text" value="80,000"/>	first other <input type="text" value="Comm./Maint/Multi Vista"/>
	<input type="text" value="257,300"/>	<input type="text" value="0"/>	second other
	<input type="text" value="13,000,000"/>	<input type="text" value="134,790"/>	Administration & Miscellaneous
		<input type="text" value="7,000,000"/>	Total Cost

6 Funding Request:

THIS REQUEST	
<input type="text" value="13,000,000"/>	<input type="text" value="7,000,000"/> STATE funds
<input type="text" value="0"/>	<input type="text" value="0"/> FEDERAL funds
	Local and Institutional Funds <input type="text" value=""/>

7 Previous SBC Approved Funding:

	fund year	description
already approved for existing SBC project	<input type="text" value="0"/>	
plus This Request	<input type="text" value="0"/>	
<input type="text" value="7,000,000"/>	<input type="text" value="0"/>	

8 SBC Action: If an existing project, SBC Project No.:

9 Designer:

3.2 Project Support Documentation sheet 1

Institution: [Middle Tennessee State University](#)

Project: [Central Plant and Campus Utilities Updates Phase 1](#)

A. Architectural Program Scope

Taking place throughout the nearly 500 acre boundary of the main campus, this project is intended to address necessary repairs, replacement, and updating of the aging central chilled water plant and utilities infrastructure. All aging equipment in the Central Chilled Water and Satellite Chilled Water plants is included in this scope. The site utilities include, but are not limited to, the underground electrical, chilled water, steam, steam condensate, steam manhole, sanitary sewer, domestic water, hot water, and backflow preventers, and stormwater infrastructure. The project also includes all decentralized chilled water systems, hot water systems, heat exchangers, pumps, and all related work.

B. Evidence of Physical Facility Need

Age, condition, and available capacity for the centralized chilled water equipment on campus necessitates the replacement of equipment. Due to age, condition, settling, and localized disturbances, portions of the campus' utility infrastructure is in various stages of considerable deterioration and is at risk for failure. Potential power outages, local failures at various sections of sanitary sewer, deteriorated piping insulation systems, and steaming manholes have been observed and noted in the campus' work order system. Infrared surveys have shown evidence of steam and steam condensate leaks underground. In addition, a survey completed by the Murfreesboro Water Resources Dept. showed numerous locations around campus that need to be addressed.

C. Historical Profile

Existing sanitary sewer line installations date back to 1911 in some cases. Other sewer lines needing improvement are over 50 years old and were installed as brittle clay pipe. Refer to the 2016 Master Plan info for age of chilled water, steam, and steam condensate piping. Underground domestic water piping installations range from 1960 to 1968 in various sections. Thermal imaging of the steam and steam condensate systems is also provided from a 2016 report.

D. Related Requirements

N/A

E. Summary Results and Date of Physical Facilities Survey

Central Chilled Water Utility Plant: 80

3.1 DB70

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Multiple Buildings Roof Repair and Replacements
City/County: Murfreesboro/Rutherford

2 Fiscal Year:

		New		Reno/Maint
<input type="checkbox"/>	Capital Outlay			
<input checked="" type="checkbox"/>	Capital Maintenance	<input type="text" value="0"/>	Gross Sq.Ft.	<input type="text" value="65,974"/>
<input type="checkbox"/>	Disclosure	<input type="text" value="0"/>	Net Sq.Ft.	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	Designer Required	<input type="text" value="0.00"/>	Cost/Sq.Ft.	<input type="text" value="23.34"/>

4 Project Description:

Roof repair and replacements for multiple buildings on campus and all related work.

Proj. Typ

If new const., is it in the Master Plan

If new will it add to E&G?

5	Total Project	This Request	Estimated Building Construction Cost:	<input type="text" value="1,539,833"/>
	<input type="text" value="1,540,000"/>	<input type="text" value="1,540,000"/>	Building Construction	
	<input type="text" value="0"/>	<input type="text" value="0"/>	Site & Utilities	
	<input type="text" value="0"/>	<input type="text" value="0"/>	Built-in Equipment	
	<hr/>	<hr/>	Bid Target	
	<input type="text" value="1,540,000"/>	<input type="text" value="1,540,000"/>	Contingency: <input type="text" value="10.00"/> <input type="text" value="10.00"/> percent	
	<input type="text" value="154,000"/>	<input type="text" value="154,000"/>	MACC (Maximum Allowable Construction Cost)	
	<hr/>	<hr/>	Fee: <input type="text" value="35/LogP-1.15="/> <input type="text" value="8.61404724"/>	<input type="text" value="Renovation"/>
	<input type="text" value="1,694,000"/>	<input type="text" value="1,694,000"/>	Movable Equipment	
	<input type="text" value="145,922"/>	<input type="text" value="145,922"/>	first other <input type="text" value="Haz. Material removal"/>	
	<input type="text" value="0"/>	<input type="text" value="0"/>	second other	
	<input type="text" value="20,000"/>	<input type="text" value="20,000"/>	Administration & Miscellaneous	
	<input type="text" value="0"/>	<input type="text" value="60,078"/>	Total Cost	
	<hr/>	<hr/>		
	<input type="text" value="60,078"/>	<input type="text" value="1,920,000"/>		
	<hr/>			
	<input type="text" value="1,920,000"/>			

6 Funding Request:

THIS REQUEST	
<input type="text" value="1,920,000"/>	STATE funds
<input type="text" value="0"/>	FEDERAL funds
	Local and Institutional Funds

7 Previous SBC Approved Funding:

	fund year	description
already approved for existing SBC project	<input type="text" value="0"/>	
<hr/>	<hr/>	
plus This Request	<input type="text" value="0"/>	
<hr/>	<hr/>	
<input type="text" value="1,920,000"/>	<input type="text" value="0"/>	

8 SBC Action: If an existing project, SBC Project No.:

9 Designer:

3.2 Project Support Documentation Sheet 1

Institution: [Middle Tennessee State University](#)

Project: [Multiple Buildings Roof Repair and Replacements](#)

A. Architectural Program Scope

The repair and/or replacement of the roofs are necessary to maintain overall building conditions for Peck Hall, Storage Warehouse, 1403 East Main, and other non-commercial campus and off-campus buildings. This project needs to include replacement roofing and flashing: rework of coping, parapets, and other roof details as required; provide insulation to comply with current standards; and provide drainage for roof surfaces & gutters.

B. Evidence of Physical Facility Need

Each building has lapsed warranties for the existing roofs, deterioration of the roofing material, and poor performance of the existing roofs which necessitates replacement. Increased occurrence of leaks requires flashings to be reworked or replaced.

C. Historical Profile

Peck Hall was constructed in 1968 and is used for classrooms and offices. Peck Hall's last roofing project occurred in 1985 with SBC project 166/09-01-1985. The Storage Warehouse was originally constructed in 1978. 1403 East Main St building roof was installed in 1986.

D. Related Requirements

N/A

E. Summary Results and Date of Physical Facilities Survey

2022 Peck Hall Roof PFIS Score:60; 2022 Storage Warehouse Roof PFIS Score:50; 2022 1403 East Main St. Roof PFIS Score: 80

3.1 DB70

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Multiple Buildings Structural and Envelope Repairs
City/County: Murfreesboro/Rutherford

2 Fiscal Year:

3		New		Reno/Maint
<input type="checkbox"/>	Capital Outlay			
<input checked="" type="checkbox"/>	Capital Maintenance	<input type="text" value="0"/>	Gross Sq.Ft.	<input type="text" value="0"/>
<input type="checkbox"/>	Disclosure	<input type="text" value="0"/>	Net Sq.Ft.	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	Designer Required	<input type="text" value="0.00"/>	Cost/Sq.Ft.	<input type="text" value="0.00"/>

4 Project Description:

This project involves the repair or replacement of various exterior envelope components in multiple buildings on campus including exterior cladding, doors, windows, overhangs, porches, stairs, and all related work. This project also involves the repair or replacement of structural components of multiple buildings on campus.

Proj. Typ
 If new const., is it in the Master Plan
 If new will it add to E&G?

5	Total Project	This Request	Estimated Building Construction Cost:
	<input type="text" value="1,610,000"/>	<input type="text" value="1,610,000"/>	<input type="text" value="0"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	Building Construction
	<input type="text" value="0"/>	<input type="text" value="0"/>	Site & Utilities
	<input type="text" value="0"/>	<input type="text" value="0"/>	Built-in Equipment
	<input type="text" value="1,610,000"/>	<input type="text" value="1,610,000"/>	Bid Target
	<input type="text" value="161,000"/>	<input type="text" value="161,000"/>	Contingency: <input type="text" value="10.00"/> <input type="text" value="10.00"/> percent
	<input type="text" value="1,771,000"/>	<input type="text" value="1,771,000"/>	MACC (Maximum Allowable Construction Cost)
	<input type="text" value="151,977"/>	<input type="text" value="151,977"/>	Fee: <input type="text" value="35/LogP-1.15="/> <input type="text" value="8.58142888"/> <input type="text" value="Renovation"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	Movable Equipment
	<input type="text" value="20,000"/>	<input type="text" value="20,000"/>	first other <input type="text" value="Haz. Material removal"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	second other
	<input type="text" value="57,023"/>	<input type="text" value="57,023"/>	Administration & Miscellaneous
	<input type="text" value="2,000,000"/>	<input type="text" value="2,000,000"/>	Total Cost

6 Funding Request:	THIS REQUEST
<input type="text" value="2,000,000"/>	<input type="text" value="2,000,000"/>
<input type="text" value="0"/>	<input type="text" value="0"/>
	STATE funds
	FEDERAL funds
	Local and Institutional Funds

7 Previous SBC Approved Funding:	fund year	description
already approved for existing SBC project	<input type="text" value="0"/>	
<input type="text" value="0"/>	<input type="text" value="0"/>	
plus This Request	<input type="text" value="0"/>	
<input type="text" value="2,000,000"/>	<input type="text" value="0"/>	

8 SBC Action: If an existing project, SBC Project No.:

9 Designer:

3.2 Project Support Documentation Sheet 1

Institution: [Middle Tennessee State University](#)

Project: [Multiple Buildings Structural and Envelope Repairs](#)

A. Architectural Program Scope

To repair or replace existing doors, windows, overhands, and exterior building cladding in multiple buildings as necessary to improve the integrity of the exterior envelope and to reduce water intrusion into buildings. To repair or replace existing structural components of multiple buildings including the supports for the WMOT tower.

B. Evidence of Physical Facility Need

Reviewing the Facilities Surveys for various buildings, combined with visual inspections, shows the need for reconditioning and improving the exterior conditions of buildings on campus to prevent damage from water intrusion and to improve energy efficiency.

C. Historical Profile

Buildings on campus 35 years old or greater to be addressed including but not limited to Tennessee Livestock Center, Miller Education Center, Kirksey Old Main, Alumni Memorial Gym, Boutwell Dramatic Arts, Tucker Theater, Saunders Fine Arts, Wright Music, Jones Hall, McFarland, Stark Ag, Keathley University Center, Learning Resource Center, Peck Hall, and Todd Hall.

D. Related Requirements

N/A

E. Summary Results and Date of Physical Facilities Survey

N/A

3.1 DB70

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Campus Wide Life Safety Systems Upgrades
City/County: Murfreesboro/Rutherford

2 Fiscal Year:

3		New		Reno/Maint
<input type="checkbox"/>	Capital Outlay			
<input checked="" type="checkbox"/>	Capital Maintenance	<input type="text" value="0"/>	Gross Sq.Ft.	<input type="text" value="0"/>
<input type="checkbox"/>	Disclosure	<input type="text" value="0"/>	Net Sq.Ft.	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	Designer Required	<input type="text" value="0.00"/>	Cost/Sq.Ft.	<input type="text" value="0.00"/>

4 Project Description:

The project will upgrade fire alarm systems, fire sprinkler systems, and all related life safety systems campus wide to address MTSU's priority list in bringing these systems up to current technology and to improve the reliability and addressability of these systems.

Proj. Typ:
 If new const., is it in the Master Plan:
 If new will it add to E&G?:

5	Total Project	This Request	Estimated Building Construction Cost:
	<input type="text" value="1,215,000"/>	<input type="text" value="1,215,000"/>	<input type="text" value="0"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	Building Construction
	<input type="text" value="0"/>	<input type="text" value="0"/>	Site & Utilities
	<input type="text" value="0"/>	<input type="text" value="0"/>	Built-in Equipment
	1,215,000	1,215,000	Bid Target
	121,500	121,500	Contingency: 10.00 10.00 percent
	1,336,500	1,336,500	MACC (Maximum Allowable Construction Cost)
	117,509	117,509	Fee: 35/LogP-1.15= 8.79225741 <input type="text" value="Renovation"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	Movable Equipment
	<input type="text" value="10,000"/>	<input type="text" value="10,000"/>	first other Haz. Material removal
	<input type="text" value="0"/>	<input type="text" value="0"/>	second other
	35,991	35,991	Administration & Miscellaneous
	1,500,000	1,500,000	Total Cost

6 Funding Request:

THIS REQUEST	
<input type="text" value="1,500,000"/>	STATE funds
<input type="text" value="0"/>	FEDERAL funds
	Local and Institutional Funds

7 Previous SBC Approved Funding:

	fund year	description
already approved for existing SBC project	<input type="text" value="0"/>	
plus This Request	<input type="text" value="0"/>	
1,500,000	<input type="text" value="0"/>	

8 SBC Action: If an existing project, SBC Project No.:

9 Designer:

3.2 Project Support Documentation Sheet 1

Institution: Middle Tennessee State University

Project: Campus Wide Life Safety Systems Upgrades

A. Architectural Program Scope

Modernization of the Fire Alarm and Fire Sprinkler Systems shall take place in the following buildings to include, but are not limited to Cope Administration, John C. Bragg Media and Entertainment, Dyslexia Center, Kirksey Old Main,/Midgett, Todd Hall, Alumni Memorial Gym, and the Paul Martin Honors buildings. This is a multi-phase project that consists of the fire sprinkler and fire alarms systems in the buildings listed above as well as any systems not funded in the FY 2017-2018 Life Safety Fire Alarm System Upgrades Phase I project list.

B. Evidence of Physical Facility Need

A review of the fire alarm systems in the listed buildings has revealed that the combination of age, condition, past work order history, occurrence of repair, and lack of available replacement parts demonstrates the need for modernization.

C. Historical Profile

Systems were installed in the following years: Cope Administration Building - 2002, John C. Bragg Media and Entertainment Building - 1997, Dyslexia Center Building - 2, KOM/Midgett Building - 2002, Andrew Todd Hall - 2004, Alumni Memorial Gym - 2006, Paul W. Martin Honors College - 2003.

D. Related Requirements

N/A

E. Summary Results and Date of Physical Facilities Survey

Cope Administration Building: 70; John C. Bragg Media and Entertainment Building:70; Dyslexia Center Building:70; KOM/Midgett Building:70; Andrew Todd Hall:70; Alumni Memorial Gym:70; Paul W. Martin Honors College:70

3.1 DB70

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Multiple Buildings Elevator Modernization
City/County: Murfreesboro/Rutherford

2 Fiscal Year:

3		New		Reno/Maint
<input type="checkbox"/>	Capital Outlay			
<input checked="" type="checkbox"/>	Capital Maintenance	<input type="text" value="0"/>	Gross Sq.Ft.	<input type="text" value="0"/>
<input type="checkbox"/>	Disclosure	<input type="text" value="0"/>	Net Sq.Ft.	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	Designer Required	<input type="text" value="0.00"/>	Cost/Sq.Ft.	<input type="text" value="0.00"/>

4 Project Description:

Upgrade and repairs of elevators in multiple buildings campus wide and all related work.

Proj. Typ

If new const., is it in the Master Plan?

If new will it add to E&G?

5	Total Project	This Request	Estimated Building Construction Cost:
	2,015,000	2,015,000	<input type="text" value="0"/>
	0	0	Building Construction
	0	0	Site & Utilities
	0	0	Built-in Equipment
	2,015,000	2,015,000	Bid Target
	201,500	201,500	Contingency: 10.00 10.00 percent
	2,216,500	2,216,500	MACC (Maximum Allowable Construction Cost)
	186,640	186,640	Fee: 35/LogP-1.15= 8.42047687 <input type="text" value="Renovation"/>
	0	0	Movable Equipment
	20,000	20,000	first other <i>Haz. Material abatement</i>
	0	0	second other
	76,860	76,860	Administration & Miscellaneous
	2,500,000	2,500,000	Total Cost

6 Funding Request:

THIS REQUEST	
2,500,000	STATE funds
0	FEDERAL funds
	Local and Institutional Funds

7 Previous SBC Approved Funding:

	fund year	description
already approved for existing SBC project	0	
plus This Request	0	
2,500,000	0	

8 SBC Action: If an existing project, SBC Project No.:

9 Designer:

3.2 Project Support Documentation Sheet 1

Institution: [Middle Tennessee State University](#)

Project: [Multiple Buildings Elevator Modernization](#)

A. Architectural Program Scope

To provide the necessary modernization and/or repairs of passenger and freight elevators including but not limited to those located in James Walker Library, Miller Education Center, Business and Aerospace Building, Bragg Media and Entertainment Building, Jones Hall, Telecom Building, Todd Art Building, Wright Music Building, James Union Building, Murphy Center, and Honors College Building

B. Evidence of Physical Facility Need

A review of the facilities' elevator inventory for these buildings, combined with age, general condition, past work order history, visual inspections, occurrence of repair, and lack of available replacement parts demonstrates the need for modernization.

C. Historical Profile

Elevators were installed in the buildings listed in the following year:

James Walker Library - 1997, Peck Hall - 2005, Miller Education Center - 1998, Cason Kennedy Nursing Building - 1994, Business and Aerospace Building - 1995, Bragg Media and Entertainment Building - 1990, Andrew Todd Hall - 2004, James Union Building - 2002, Murphy Center - 2004.

D. Related Requirements

N/A

E. Summary Results and Date of Physical Facilities Survey

James Walker Library - Score 60 based on survey in 2021; Peck Hall - Score of 70 based on survey in 2021 review; Miller Education Center scored a 70 based on a 2019 review; Cason Kennedy scored a 60 based on a 2021 survey; BAS scored a 70 based on a 2019 survey; Bragg scored a 70 based on a 2017 survey; Todd Hall scored a 70 based on a 2021 survey; JUB scored a 70 based on a 2019 review; and Murphy Center scored a 70 based on a 2021 survey.

3.1 DB70

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Multiple Buildings Hydronic Systems Repairs and Repl.
City/County: Murfreesboro/Rutherford

2 Fiscal Year:

3		New		Reno/Maint
<input type="checkbox"/>	Capital Outlay			
<input checked="" type="checkbox"/>	Capital Maintenance	<input type="text" value="0"/>	Gross Sq.Ft.	<input type="text" value="0"/>
<input type="checkbox"/>	Disclosure	<input type="text" value="0"/>	Net Sq.Ft.	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	Designer Required	<input type="text" value="0.00"/>	Cost/Sq.Ft.	<input type="text" value="0.00"/>

4 Project Description:

Repair and replacement of HVAC and Plumbing hydronic systems across campus. Upgrade and repairs of plumbing systems and restrooms in multiple buildings campus wide and all related work. Provide water intrusion prevention, utility isolation, leak detection, and associated controls in buildings across campus in conjunction with industry best practices and the State's flood mitigation initiatives.

Proj. Typ

If new const., is it in the Master Plan

If new will it add to E&G?

5	Total Project	This Request	Estimated Building Construction Cost:
	375,000	375,000	<input type="text" value="0"/>
	0	0	Building Construction
	0	0	Site & Utilities
	0	0	Built-in Equipment
	375,000	375,000	Bid Target
	37,500	37,500	Contingency: 10.00 10.00 percent
	412,500	412,500	MACC (Maximum Allowable Construction Cost)
	40,415	40,415	Fee: 35/LogP-1.15= 9.79750198 <input type="text" value="Renovation"/>
	0	0	Movable Equipment
	15,000	15,000	first other <i>Haz. Materials abatement</i>
	0	0	second other
	12,085	12,085	Administration & Miscellaneous
	480,000	480,000	Total Cost

6 Funding Request:	THIS REQUEST
480,000	480,000
0	0
	STATE funds
	FEDERAL funds
	Local and Institutional Funds

7 Previous SBC Approved Funding:	fund year	description
already approved for existing SBC project	0	
0	0	
plus This Request	0	
480,000	0	

8 SBC Action: If an existing project, SBC Project No.:

9 Designer:

3.2 Project Support Documentation Sheet 1

Institution: [Middle Tennessee State University](#)

Project: [Multiple Buildings Hydronic Systems Repairs and Repl.](#)

A. Architectural Program Scope

The scope of this project includes repairing or replacing hydronic systems on campus related to HVAC and plumbing systems including but not limited to: piping systems, isolation valves, control valves, plumbing fixtures and flush valves, cleanouts, access ports, etc. To prevent and mitigate water intrusion and flooding in buildings on campus with the implementation of engineered strategies, leak detection devices, isolation valves, and associated controls will be incorporated in existing buildings on campus.

B. Evidence of Physical Facility Need

A review of campus hydronic systems that present ongoing maintenance issues combined with age, general condition, past work order history, visual inspections, and lack of available replacement parts demonstrates the need for modernization. Additionally, in conjunction with the State of Tennessee Division of Claims and Risk Management's emphasis on mitigating damage associated with water intrusion into buildings on campus, MTSU has developed a Water Intrusion Plan to implement various engineered leak detection and flood mitigation strategies across campus. These strategies will provide additional protection of State property and reduce the risk of water damage on campus.

C. Historical Profile

The age of buildings on campus range from nearly new to 110 years old. However, the goal of this project is to mitigate flood damage to the extent possible in all buildings on campus regardless of age. Due to the poor condition and functional degradation associated with aged hydronic systems, all buildings on campus with an age greater than 30 years will be considered a potential candidate for this project.

D. Related Requirements

N/A

E. Summary Results and Date of Physical Facilities Survey

N/A

3.1 DB70

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Campus Wide Sidewalk Repair and Replacements
City/County: Murfreesboro/Rutherford

2 Fiscal Year:

3		New		Reno/Maint
<input type="checkbox"/>	Capital Outlay			
<input checked="" type="checkbox"/>	Capital Maintenance	<input type="text" value="0"/>	Gross Sq.Ft.	<input type="text" value="0"/>
<input type="checkbox"/>	Disclosure	<input type="text" value="0"/>	Net Sq.Ft.	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	Designer Required	<input type="text" value="0.00"/>	Cost/Sq.Ft.	<input type="text" value="0.00"/>

4 Project Description:

Repair and replacment of sidewalks and hardscape areas on campus to provide accessible walkways free of obstructions and impediments.

Proj. Typ
 If new const., is it in the Master Plan
 If new will it add to E&G?

5	Total Project	This Request	Estimated Building Construction Cost:
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text" value="405,000"/>	<input type="text" value="325,000"/>	<input type="text" value="0"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	
	<input type="text" value="405,000"/>	<input type="text" value="325,000"/>	
	<input type="text" value="40,500"/>	<input type="text" value="32,500"/>	
	<input type="text" value="445,500"/>	<input type="text" value="357,500"/>	
	<input type="text" value="43,324"/>	<input type="text" value="35,520"/>	
	<input type="text" value="0"/>	<input type="text" value="0"/>	
	<input type="text" value="0"/>	<input type="text" value="0"/>	
	<input type="text" value="0"/>	<input type="text" value="0"/>	
	<input type="text" value="18,176"/>	<input type="text" value="13,980"/>	
	<input type="text" value="507,000"/>	<input type="text" value="407,000"/>	

<input type="text" value="0"/>	Building Construction	
<input type="text" value="325,000"/>	Site & Utilities	
<input type="text" value="0"/>	Built-in Equipment	
<input type="text" value="325,000"/>	Bid Target	
<input type="text" value="32,500"/>	Contingency:	<input type="text" value="10.00"/> <input type="text" value="10.00"/> percent
<input type="text" value="357,500"/>	MACC (Maximum Allowable Construction Cost)	
<input type="text" value="35,520"/>	Fee:	<input 9.72471238"="" type="text" value="35/LogP-1.15="/> <input type="text" value="Renovation"/>
<input type="text" value="0"/>	Movable Equipment	
<input type="text" value="0"/>	first other	<input type="text" value="Pre-Con, Comm"/>
<input type="text" value="0"/>	second other	
<input type="text" value="13,980"/>	Administration & Miscellaneous	
<input type="text" value="407,000"/>	Total Cost	

6 Funding Request:

THIS REQUEST	
<input type="text" value="507,000"/>	<input type="text" value="407,000"/>
<input type="text" value="0"/>	STATE funds
<input type="text" value="0"/>	FEDERAL funds
<input type="text" value="0"/>	Local and Institutional Funds

7 Previous SBC Approved Funding:

	fund year	description
already approved for existing SBC project	<input type="text" value="0"/>	
plus This Request	<input type="text" value="0"/>	
<input type="text" value="407,000"/>	<input type="text" value="0"/>	

8 SBC Action: If an existing project, SBC Project No.:

9 Designer:

3.2 Project Support Documentation Sheet 1

Institution: [Middle Tennessee State University](#)

Project: [Campus Wide Sidewalk Repair and Replacements](#)

A. Architectural Program Scope

To repair or replace sidewalks on campus to provide safe and accessible walkways.

B. Evidence of Physical Facility Need

Various walkways on campus have shifted and/or been compromised due to cracking and settling. Repair or replacement is needed to reduce tripping hazards and potential liability for the campus.

C. Historical Profile

N/A

D. Related Requirements

N/A

E. Summary Results and Date of Physical Facilities Survey

N/A



**Middle Tennessee State University
Board of Trustees**

Action Item

MEETING: Summer Quarterly Board Meeting

DATE: June 14, 2022

SUBJECT: **Approval of Tuition, Fees and Housing Rates**

BACKGROUND INFORMATION:

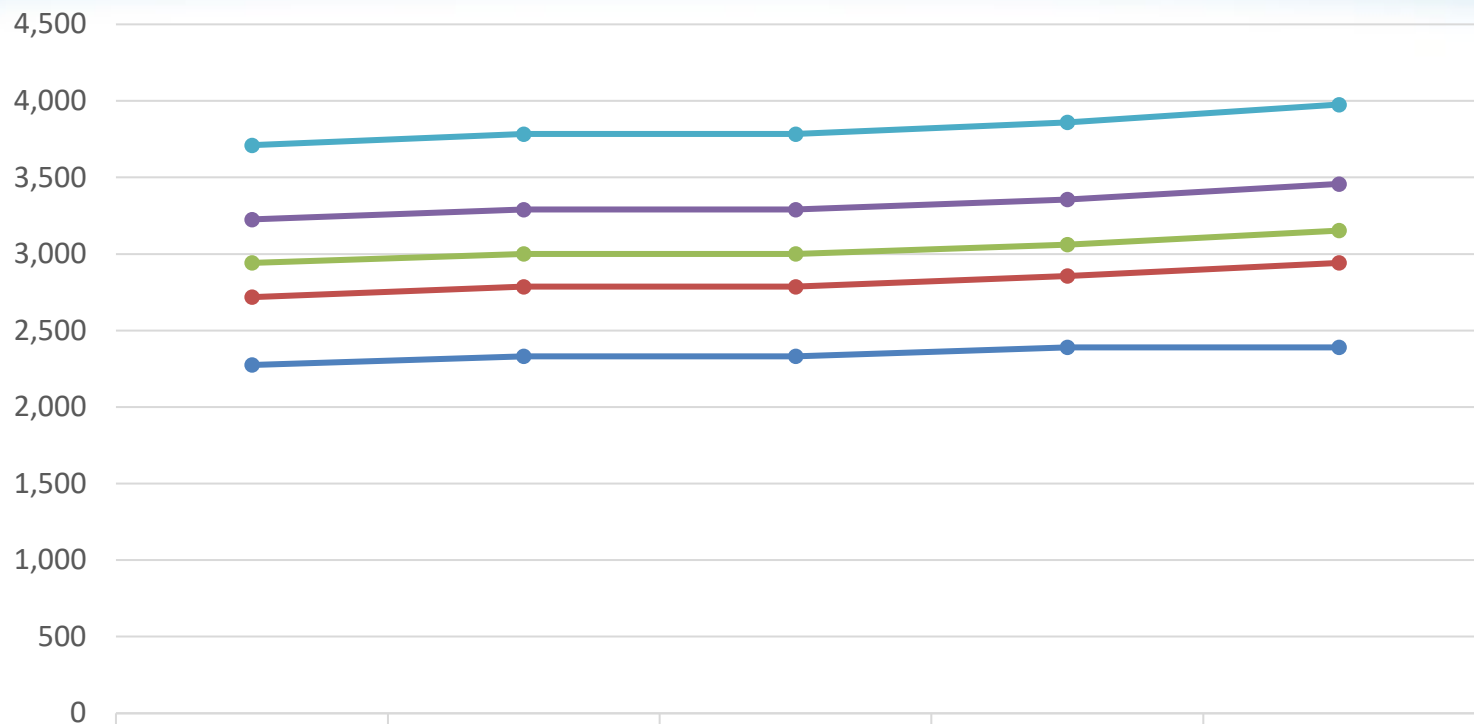
Under the FOCUS Act, the Tennessee Higher Education Commission (THEC) now sets a binding range in which institutions can increase undergraduate in-state tuition, as well as a binding range for the combined undergraduate in-state tuition plus mandatory fees. For 2022-23, THEC is expected to approve both ranges at 0% at its May 19, 2022, Commission meeting. This is in alignment with the Governor's Budget, which stated that as a result of the appropriation to higher education, tuition/fees at public institutions will remain flat for the upcoming fiscal year.

The University is proposing an increase in the 2022-23 housing rates. The materials that follow show historical housing rates over the last five years, a proposed increase, and the effect of this increase on current rates.

This information is being presented for your review and approval.

Housing Rates FY 2022-23

Housing History Rates Per Semester



	2018-19	2019-20	2020-21	2021-22	2022-23
Dorm	2,275	2,332	2,332	2,390	2390
Renovated Dorm	2,718	2,786	2,786	2,856	2942
Single Apt	2,942	3,001	3,001	3,061	3153
Scarlett Commons	3,225	3,290	3,290	3,356	3457
Family	3,710	3,784	3,784	3,860	3976

FY 2022-23 Housing Rates

Fee	Current	Proposed	Increase	Prior Increase	Revenue Generated
Residence Halls	\$418 - \$3,356	\$418 - \$3,457	\$0 - \$101	FY21-22 \$8 - \$66	\$ 388,116
Apartments	\$805 - \$3,860	\$839 - \$3,976	\$34 - \$116	FY21-22 \$16 - \$76	\$ 28,590

Housing is a 100% auxiliary enterprise operation and is totally dependent on dormitory and apartment rental fees to cover all costs associated with maintaining and replacing facilities. The increase is needed for required salary and benefit increases, and to cover inflationary costs of maintaining facilities provided to the students living on campus. A 3% increase is proposed for both apartments and residence halls. There will be no increase for Rutledge Hall, which will be taken off-line after the 2022-23 academic year.



**Middle Tennessee State University
Board of Trustees**

Action Item

MEETING: Summer Quarterly Board Meeting

DATE: June 14, 2022

SUBJECT: **Approval of Compensation Plan**

BACKGROUND INFORMATION:

Policy 808 – Compensation Reporting and Approvals requires the Board of Trustees to approve salary increases of MTSU employees.

The Governor’s budget provided \$4.6 million in recurring funding for a 4% salary pool. As in previous years, the \$4.6 million represents only partial funding of the salary pool. The estimated cost to fully fund a 4% pool is \$7.2 million.

The following recommendations are being presented for your consideration and approval:

- Increase salaries for employees below the 2022 poverty level. This will affect fifty-four (54) employees with a cost of approximately \$138,000, including benefits.
- Provide a 2.0% Cost of Living Allowance (COLA) increase, with a \$1,000 minimum. The approximate cost of these increases would be \$3.8 million, including benefits.

- Update current salary ranges from 2014-15 CUPA data to 2020-21 CUPA data and provide market adjustments. Salary ranges for both administrative and classified staff would be increased by 15.56% to reflect the new market levels. The remaining salary pool funding would be used to provide market adjustments to employees whose current salary is below the market predicted salary. Employees would receive 23.5% of their calculated market adjustment with the funding available.

Additional information has been included in your materials related to the above recommendations, as well as the guidelines for implementation.

Salary Pool Allocation Recommendation

The President recommends your approval of the following:

- Increase salaries of individuals below the 2022 poverty level, prorated based on percentage of employment.
- 2.0% Cost of Living Allowance (COLA) or \$1,000, whichever is greater for regular employees, both full and part-time, employed as of June 30, 2022 and in an active pay status July 1, 2022.
- Increase salary ranges based on 2020-21 CUPA data. Apply market adjustments to employees on the payroll as of June 30, 2022. Employees whose current salary is below the predicted market salary will receive 23.5% of the recommended difference.
- The COLA will be distributed to all unrestricted and restricted regular full-time and part-time employees and participants in the post-retirement service program.
- COLA and market adjustments will be effective July 1, 2022 for administrative/classified employees and August 1, 2022 for faculty.
- Increases will not apply to adjunct faculty, temporary employees, graduate assistants, or student workers.

Unless specifically excluded by statute or on terminal leave status, all eligible persons employed as of June 30, 2022, shall receive the increase, with the exception of employees with unsatisfactory work performance.

If approved, the following are the guidelines that are recommended for implementing the increase:

- 2.0% COLA or \$1,000 minimum payment is pro-rated for part-time employees.
- Reclassifications, degree changes, etc. previously approved to be effective prior to or on July 1, 2022, are to be applied before the COLA or \$1,000.
- Faculty promotions are to be applied before the COLA or \$1,000.
- Market adjustments will be applied after the COLA or \$1,000.
- Provide an employee appeal process for those who don't receive the COLA increase due to an unsatisfactory evaluation. This is to allow the employee an opportunity to provide supporting evidence that an administrative error was made in the implementation process.

Implementation of Market

	Full Market using 2020-21 CUPA Data	Amount Needed for Full Market After 2% or \$1,000 Increase	July 1, 2022 Market Increases	Net Remaining Need for Market
Faculty	6,161,408	\$5,137,965	\$1,199,201	\$3,938,764
Administrative	3,330,597	2,909,992	677,061	2,232,931
Classified	1,465,693	1,242,446	292,639	949,807
Total Salary	10,957,698	\$9,290,403	\$2,168,901	\$7,121,502
Benefits at 22.5%	2,465,482	2,090,341	488,003	1,602,338
Total Including Benefits	13,423,180	\$11,380,744	\$2,656,904	\$8,723,840



**Middle Tennessee State University
Board of Trustees**

Action Item

MEETING: Summer Quarterly Board Meeting

DATE: June 14, 2022

SUBJECT: **Approval of Operating Budgets:
Estimated 2021-22 Budget
Proposed 2022-23 Budget**

BACKGROUND INFORMATION:

Under the FOCUS Act, the Board of Trustees is charged with approving the operating budgets and setting the fiscal policies for Middle Tennessee State University.

The Estimated Budget is the final budget for any given fiscal year and allows the University to reflect any adjustments needed for spring enrollment, additional funding provided through state appropriations, and other miscellaneous adjustments. The July Budget is the base budget for the upcoming fiscal year and is based on a 0% tuition increase, no mandatory fee increases, and a stable enrollment. Salary and operating appropriation increases approved by the General Assembly for 2022-23 have been reflected in the budget.

The materials that follow represent the 2021-22 Estimated Budget and the 2022-23 Proposed Budget. These are being presented for your review and approval.

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR REVENUE CATEGORIES
ESTIMATED BUDGET 2021-22**

<u>Revenue</u>	<u>2021-22 October Budget</u>	<u>2021-22 Estimated Budget</u>	<u>Difference</u>
Tuition and Fees	\$ 205,038,800	\$ 205,293,900	\$ 255,100
State Appropriations	116,224,300	116,224,300	-
Federal Grants and Contracts	650,000	650,000	-
Local Grants and Contracts	60,000	60,000	-
State Grants & Contracts	45,000	45,000	-
Private Grants & Contracts	282,500	282,500	-
Private Gifts	-	-	-
Sales & Services of Educ Activities	747,800	766,300	18,500
Sales & Services of Other Activities	16,926,700	17,139,500	212,800
Other Sources	<u>1,682,400</u>	<u>1,682,400</u>	<u>-</u>
Total Revenue	<u>\$ 341,657,500</u>	<u>\$ 342,143,900</u>	<u>\$ 486,400</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY FUNCTIONAL CATEGORY
ESTIMATED BUDGET 2021-22**

	October Budget 2021-22	Estimated Budget 2021-22	Difference
Instruction	\$ 179,271,900	\$ 178,607,200	\$ (664,700)
Research	10,541,500	10,745,800	204,300
Public Service	9,111,100	8,843,200	(267,900)
Academic Support	36,396,800	36,029,800	(367,000)
Student Services	41,339,200	40,763,400	(575,800)
Institutional Support	28,714,700	29,083,800	369,100
Operation and Maintenance	28,720,400	28,782,100	61,700
Scholarships and Fellowships	33,596,300	33,597,500	1,200
Transfers	11,849,800	12,602,200	752,400
Total	\$ 379,541,700	\$ 379,055,000	\$ (486,700)

**MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY NATURAL CATEGORY
ESTIMATED BUDGET 2021-22**

	<u>October Budget 2021-22</u>	<u>Estimated Budget 2021-22</u>	<u>Difference</u>
Professional Salaries	\$ 151,526,300	\$ 150,386,500	\$ (1,139,800)
Other Salaries	23,681,300	23,490,600	(190,700)
Employee Benefits	65,121,300	65,279,600	158,300
Travel	5,234,300	5,455,900	221,600
Operating Expense	118,165,100	117,889,900	(275,200)
Capital Outlay	3,963,600	3,950,300	(13,300)
Transfers	<u>11,849,800</u>	<u>12,602,200</u>	<u>752,400</u>
Total	<u>\$ 379,541,700</u>	<u>\$ 379,055,000</u>	<u>\$ (486,700)</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR AUXILIARIES
ESTIMATED BUDGET 2021-22**

<u>Auxiliary</u>	<u>2021-22 October Budget</u>	<u>2021-22 Estimated Budget</u>	<u>Difference</u>
Bookstore	\$ 303,800	\$ 303,800	\$ -
Food Service	2,846,900	2,846,900	-
Housing	16,965,100	16,324,700	(640,400)
Vending	130,000	76,500	(53,500)
Recreational Center	2,804,400	2,804,400	-
Post Office	473,800	474,300	500
Parking Services	5,292,200	5,127,700	(164,500)
Residential & Commercial Rentals	290,000	290,000	-
Health Services	4,195,700	4,160,700	(35,000)
TN Miller Coliseum	626,600	568,400	(58,200)
Student LD Service	1,200	100	(1,100)
TOTAL	<u>\$ 33,929,700</u>	<u>\$ 32,977,500</u>	<u>\$ (952,200)</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
SUMMARY OF RESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED
ESTIMATED BUDGET 2021-22**

Revenues	2021-22 October Budget	2021-22 Estimated Budget	Difference
Tuition and Fees	\$ 1,500,000	\$ (2,725,000)	\$ (4,225,000)
Federal Grants and Contracts	82,000,000	84,000,000	2,000,000
State Appropriations: Centers of Excellence	405,400	405,200	(200)
State Appropriations: Special Allocations	489,500	489,500	-
State Grants & Contracts	41,000,000	40,850,000	(150,000)
Local Grants & Contracts	45,000	55,000	10,000
Private Grants & Contracts	550,000	550,000	-
Private Gifts	2,700,000	2,700,000	-
Endowment Income	600,000	625,000	25,000
Other Income	500,000	1,300,000	800,000
Total Revenues	<u>\$ 129,789,900</u>	<u>\$ 128,249,700</u>	<u>\$ (1,540,200)</u>
Expenses			
Instruction	\$ 9,959,023	\$ 8,250,000	\$ (1,709,023)
Research	5,750,000	6,000,000	250,000
Public Service	6,000,000	7,000,000	1,000,000
Academic Support	5,218,534	5,750,000	531,466
Student Services	3,600,000	4,000,000	400,000
Institutional Support	100,000	100,000	-
Operation and Maintenance	150,000	500,000	350,000
Scholarships and Fellowships	98,326,000	95,500,000	(2,826,000)
Auxiliary Enterprises	-	-	-
Total Expenses	<u>\$ 129,103,557</u>	<u>\$ 127,100,000</u>	<u>\$ (2,003,557)</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR REVENUE CATEGORIES
JULY BUDGET 2022-23**

	2021-22	2022-23	
	<u>Estimated Budget</u>	<u>July Budget</u>	<u>Difference</u>
Tuition and Fees	\$ 205,293,900	\$ 207,084,800	\$ 1,790,900
State Appropriations	116,224,300	127,729,400	11,505,100
Federal Grants and Contracts	650,000	1,150,000	500,000
Local Grants and Contracts	60,000	60,000	-
State Grants & Contracts	45,000	45,000	-
Private Grants & Contracts	282,500	282,500	-
Sales & Services of Educ Activities	766,300	667,800	(98,500)
Sales & Services of Other Activities	17,139,500	17,623,700	484,200
Other Sources	1,682,400	1,656,900	(25,500)
	<u>\$ 342,143,900</u>	<u>\$ 356,300,100</u>	<u>\$ 14,156,200</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
 PROPOSED DISTRIBUTION OF NEW APPROPRIATIONS
 JULY BUDGET 2022-23**

	2022-23
	July Budget
Salary Pool	\$ 7,216,000
Faculty Promotions	300,000
Meharry Medical	2,000,000
Software Maintenance Agreements	975,500
Property Insurance	763,600
Technology - PC Replacement	250,000
FY 2022-23 Budget Allocations	\$ 11,505,100
State Appropriations	\$ 11,505,100

MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY FUNCTIONAL CATEGORY
JULY BUDGET 2022-23

	Estimated Budget 2021-22	July Budget 2022-23	Difference
Instruction	\$ 178,607,200	\$ 169,386,100	\$ (9,221,100)
Research	10,745,800	6,690,400	(4,055,400)
Public Service	8,843,200	4,849,200	(3,994,000)
Academic Support	36,029,800	36,037,900	8,100
Student Services	40,763,400	38,445,500	(2,317,900)
Institutional Support	29,083,800	27,305,800	(1,778,000)
Operation and Maintenance	28,782,100	29,946,100	1,164,000
Scholarships and Fellowships	33,597,500	32,414,100	(1,183,400)
Transfers	12,602,200	11,225,000	(1,377,200)
Total	\$ 379,055,000	\$ 356,300,100	\$ (22,754,900)

The following items are reflected above:

Salary Pool

July Budget Figures are Base Budget

**MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY NATURAL CATEGORY
JULY BUDGET 2022-23**

	Estimated Budget 2021-22	July Budget 2022-23	Difference
Professional Salaries	\$ 150,386,500	\$ 159,073,000	\$ 8,686,500
Other Salaries	23,490,600	23,939,300	448,700
Employee Benefits	65,279,600	67,682,300	2,402,700
Travel	5,455,900	4,832,400	(623,500)
Operating Expense	117,889,900	85,905,400	(31,984,500)
Capital Outlay	3,950,300	3,642,700	(307,600)
Transfers	12,602,200	11,225,000	(1,377,200)
Total	\$ 379,055,000	\$ 356,300,100	\$ (22,754,900)

The following items are reflected above:
Salary Pool
July Budget Figures are Base Budget

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR AUXILIARIES
JULY BUDGET 2022-23**

Auxiliary	2021-22 Estimated Budget	2022-23 July Budget	Difference
Bookstore	\$ 303,800	\$ 330,000	\$ 26,200
Food Service	2,846,900	2,959,200	112,300
Housing	16,324,700	16,324,700	-
Vending	76,500	110,000	33,500
Recreational Center	2,804,400	2,893,200	88,800
Post Office	474,300	479,800	5,500
Parking Services	5,127,700	5,127,700	-
Residential & Commercial Rentals	290,000	290,000	-
Health Services	4,160,700	4,180,700	20,000
TN Miller Coliseum	568,400	618,400	50,000
Student LD Service	100	100	-
TOTAL	\$ 32,977,500	\$ 33,313,800	\$ 336,300

MIDDLE TENNESSEE STATE UNIVERSITY
SUMMARY OF RESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED
JULY BUDGET 2022-23

Revenues	2021-22 Estimated Budget	2022-23 July Budget	Difference
Tuition and Fees	\$ (2,725,000)	\$ 1,500,000	\$ 4,225,000
Federal Grants and Contracts	84,000,000	53,000,000	(31,000,000)
State Appropriations: Centers of Excellence	405,200	420,000	14,800
State Appropriations: Special Allocations	489,500	489,500	-
State Grants & Contracts	40,850,000	40,500,000	(350,000)
Local Grants & Contracts	55,000	50,000	(5,000)
Private Grants & Contracts	550,000	550,000	-
Private Gifts	2,700,000	2,300,000	(400,000)
Endowment Income	625,000	600,000	(25,000)
Other Income	1,300,000	1,500,000	200,000
Total Revenues	<u>\$ 128,249,700</u>	<u>\$ 100,909,500</u>	<u>\$ (27,340,200)</u>
Expenses			
Instruction	\$ 8,250,000	\$ 7,000,000	\$ (1,250,000)
Research	6,000,000	6,000,000	-
Public Service	7,000,000	6,500,000	(500,000)
Academic Support	5,750,000	1,000,000	(4,750,000)
Student Services	4,000,000	4,000,000	-
Institutional Support	100,000	100,000	-
Operation and Maintenance	500,000	250,000	(250,000)
Scholarships and Fellowships	95,500,000	75,500,000	(20,000,000)
Auxiliary Enterprises			-
Total Expenses	<u>\$ 127,100,000</u>	<u>\$ 100,350,000</u>	<u>\$ (26,750,000)</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
BUDGET SUMMARY
JULY BUDGET 2022-23**

	<u>2021-22</u>	<u>2022-23</u>
	<u>Estimated Budget</u>	<u>July Budget</u>
Beginning Fund Balance	\$ 51,649,900	\$ 15,888,500
Revenue	503,371,100	490,523,400
Expenses	<u>539,132,500</u>	<u>489,963,900</u>
Ending Fund Balance	<u>\$ 15,888,500</u>	<u>\$ 16,448,000</u>

MIDDLE TENNESSEE STATE UNIVERSITY
TSSBA DEBT SERVICE COVERAGE - DISCLOSED PROJECTS ADJUSTMENT
July Budget 2022-23

<u>Project Name</u>	<u>Total Project Budget</u>	<u>Amt. Financed by TSSBA</u>	<u>Est. Annual Debt Service</u>	<u>Est. Annual Related Fee Rev</u>
Estimated Budget:				
New Student Housing	63,200,000	63,200,000		
Athletic Video Board Upgrades	3,900,000	3,900,000		
Parking Structure	22,800,000	22,800,000		
July Budget:				
New Student Housing	63,200,000	63,200,000		
Athletic Video Board Upgrades	3,900,000	3,900,000		
Parking Structure	22,800,000	22,800,000		



**Middle Tennessee State University
Board of Trustees**

MEETING: Summer Quarterly Board Meeting

SUBJECT: **Student Trustee**

DATE: June 14, 2022

PRESENTER: Provost Mark Byrnes



**Middle Tennessee State University
Board of Trustees**

Action Item

MEETING: Summer Quarterly Board Meeting

DATE: June 14, 2022

SUBJECT: **Student Trustee
Mr. Andrew "Drew" Carpenter**

BACKGROUND INFORMATION:

The Bylaws of the Board of Trustees provide that a student representative shall be appointed by the Board of Trustees as a non-voting member of the Board of Trustees, serving a one year term.

The Student Government Association recommended three highly qualified students to the University President for review and the President has recommended Mr. Andrew "Drew" Carpenter for appointment as the Student Trustee for a term beginning on June 1, 2022 and will terminate on May 30, 2023.



MTSU BOARD OF TRUSTEES

STUDENT TRUSTEE

Thank you for being interested in applying for the Student Trustee position. Please read below to learn more about the board and the Student Trustee's role on the board.

About the Board

The Board of Trustees is the governing body of Middle Tennessee State University and is responsible for selecting and appointing the president; setting the operating budget; approving personnel appointments; granting all degrees awarded by the University, including honorary degrees; establishing tuition and fee rates; approving contracts; and approving all rules, regulations, curriculum changes, new programs and degrees of the University.

The Board consists of 10 members, 8 of whom are appointed by the governor, by and with consent of the Tennessee General Assembly. In addition, the Faculty Senate elects a faculty member to serve a two-year term, and the Student Government Association presents three students to the University President for review, and he will recommend one of the three to the Board for approval. They hold regularly scheduled meetings four times a year, and additional meetings as needed.

About the Student Trustee

The Student Trustee is a non-voting member and serves a one-year term. The Student Trustee has a fiduciary responsibility to represent the interests of the whole university, not just student interests. The Student Trustee is responsible for staying informed of current policies and issues that the board will discuss. The board has four standing committees, however the Student Trustee traditionally has sat on the Student Life Committee. The Vice President of Student Affairs is a resource for the student trustee and is available for meetings pertaining to issues of special interest at the request of the student trustee. Attendance at all meetings is required.

Please contact Winton Cooper if you have any questions or concerns with the position or application.

Winton Cooper
Student Body President
sgapres@mtsu.edu
615-904-8265



MTSU BOARD OF TRUSTEES

STUDENT TRUSTEE

Eligibility

Student must:

- have acquired at least 40 MTSU undergraduate credit hours by the application deadline.
- have at least a 3.0 MTSU cumulative grade point average by the application deadline.
- be in good standing with the University.
- be willing to serve starting June 12, 2022 - June 11, 2023 and must be available for academic year and summer meetings. Note: The term for the first student selected under this policy, as well as a permanent set of dates for successive terms, will be determined by a vote of the BOT.
- be a full-time student during the fall and spring semester of term.

Application

Application Process

- Applications are due by **March 11, 2022, by 2:00pm**. Applications are to be sent to sgapres@mtsu.edu.
- Once application is received, recipient will be sent a confirmation email.

Selection Process

- The Student Government Association Executive Board will review the applications and select applicants to be interviewed.
- Applicants will receive an email if they have been selected for an interview, which will take place March 14 through March 18, 2022.
- After the interviews are conducted, the three finalists will be sent to President McPhee for review.
- President McPhee will review the top three applications and recommend one of the three to the MTSU Board of Trustees.

Please note:

- Students who are serving as Student Government Association officers, senators or freshman council members must vacate their position if selected as the student trustee prior to being sworn in as student trustee.

Please email Danny.Kelley@mtsu.edu if you have any questions or concerns with the position or application.



MTSU BOARD OF TRUSTEES STUDENT TRUSTEE

Student Trustee Application

Applicant Information

Full Name: **Carpenter** **Andrew** **E. M.** Date: **03/11/2022**
Last First M.I.

Address: **415 Brooksboro Terrace**
Street Address Apartment/Unit #

Nashville **TN** **37217**
City State ZIP Code

Phone: **(423)-276-9544** Email: **aec5w@mtmail.mtsu.edu**

List your current cumulative GPA: **3.67** **4.0** M# **01390141** MTSU credit hours earned **130 credit hours**
Undergraduate Graduate

Are you a citizen of the State of Tennessee? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Do you have a MTSU judicial record or current judicial charges? YES NO

If yes, explain: _____

Education

Major: **Community and Public Health** **Master of Business Administration** Minor: **Music** **concentration: Healthcare Administration**
Undergraduate Graduate

Start Date: **August, 2017** **August, 2021** Anticipated Graduation Date: **May, 2021** **August, 2023**

Community Service & Involvement

Involvement Type or Position Title	Organization Name	Dates of Service
President, Treasurer and President and VP of Membership	Sigma Pi Fraternity-Theta-Omega Chapter	January, 2018 - May, 2021
President	MTSU Interfraternity Council	August, 2018 - December, 2019
President	Order of Omega Greek Honor Society	December, 2020 - May, 2021
President	MTSU Red Cross Club	February, 2020 - May, 2021
President	MTSU Ambassador Program	May, 2018 - May, 2019
Tour Guide	Blue Elite Program	August, 2020 - May, 2021

References

Please list two MTSU professional (full-time faculty/staff) references.

Full Name: Leslie Merritt

Relationship: Greek Advisor

Email Address: Leslie.Merritt@mtsu.edu

Phone: 615-898-5397

Full Name: Paul Wydra

Relationship: Faculty Advisor

Email Address: Paul.Wydra@mtsu.edu

Phone: 615-898-5329

Short Answer Questions

On a separate page, please answer the following short answer questions:

1. Why are you interested in applying for the Student Trustee position?
2. How has your University experience prepared you for this type of position?

Disclaimer and Signature

As an applicant for a position as the MTSU Student Trustee, do you verify that you meet all criteria for the position as outlined on the cover page of this application?

YES

NO

May we verify your GPA, class standing, judicial standing, and residency?

YES

NO

I certify that my answers are true and complete to the best of my knowledge. I understand that my application will be shared with a selection committee and grant permission for this information to be shared.

If this application leads to a nomination, I understand that false or misleading information in my application or interview may result in my release from an appointment as MTSU S T .

Signature: 

03/11/2022

Friday, March 11, 2022

1. Why are you interested in applying for Student Trustee position?

Beginning in the fall semester of 2017, I came to Middle Tennessee State University in search of an education. The following years proved to me that the collegiate experience provides much more than just a degree. Through the organizations and opportunities offered to me as a student at MTSU, I was able to work in engaging environments with my peers to better our campus. I tactfully learned and refined my skillset as both a leader and member of the aforementioned organizations. Likewise, my membership pushed me to strive for academic excellence. Furthermore, being engaged in the campus community allowed for networking and professional development opportunities. My extracurricular involvement directly led to my first professional role following graduation from my undergraduate coursework. I quite literally would not be where I am today if it were not for Middle Tennessee State University. That being said, any opportunity I am granted to give back and positively impact to my University, I take and do to the best of my abilities.

2. How has your University experience prepared you for this type of position?

My numerous leadership roles and undergraduates accolades have instilled several key traits that would make me successful in this role. My involvement in the campus community has given me the opportunity to connect with my peers from many walks of life. I believe that I am well-equipped to represent the student population in all matters addressed by the Board of Trustees. Likewise, my time spent serving student organizations at MTSU has prepared me with a unique understanding of the hierarchy, varying levels of support, and significance of administrative boards; especially those operating on behalf of Middle Tennessee State University. Lastly, being an engaged Blue Raider has ingrained in me a passion to give back to the campus and local communities that have already given me so much. I believe my previous experiences have prepared me to serve as the Student Trustee on the Middle Tennessee State University Board of Trustees. Moreover, I would be absolutely honored to fulfill the expectations of this role.

If you have any questions regarding my application of responses to the inquiries above, feel free to contact me at (423)-276-9544 or aec5w@mtmail.mtsu.edu. Thank you for your time and consideration.

Sincerely,

Andrew Carpenter



