



Middle Tennessee State University Board of Trustees Finance and Personnel Committee

Tuesday, May 25, 2021
11:00 am

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



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

May 25, 2021
11:00 am

AGENDA

Call to Order and Opening Remarks

Roll Call

Approval of Minutes (Action)Tab 1

Diversity: Non-Returning Students: Financial Implications (Information)Tab 2

Permanent Appointment of University Counsel (Action).....Tab 3

Capital Outlay Project Requirements (Information).....Tab 4

Capital Disclosures (Action)Tab 5

Capital Maintenance Projects Submittal (Action)Tab 6

Tuition, Fees and Housing Rates (Action).....Tab 7

Compensation (Action)Tab 8

Operating Budgets (Action)Tab 9

1. Estimated 2020-21 Budget
2. Proposed 2021-22 Budget

Closing Remarks

Adjournment



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 25, 2021

SUBJECT: **Approval of Minutes**

PRESENTER: Joey Jacobs
Committee Chair

BACKGROUND INFORMATION:

The Finance and Personnel Committee met on March 16, 2021. Minutes from this meeting are provided for your review and approval.

**MIDDLE TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**FINANCE AND PERSONNEL COMMITTEE
MINUTES**

The Finance and Personnel Committee met on Tuesday, March 16, 2021, in the Miller Education Center Meeting Room at Middle Tennessee State University.

Call to Order and Opening Remarks

Committee Chair Joey Jacobs called the meeting to order at 9:07 a.m. Before the start of business, the women's basketball team and Coach Rick Insell and his staff joined the meeting via livestream to allow the Committee members to congratulate the team on winning the Conference USA Tournament Championship and wish them luck in the upcoming NCAA tournament.

Roll Call

Committee Chair Jacobs asked Acting Board Secretary Jeff Farrar to call the roll at 9:20 a.m. The following Committee members were in attendance: J.B. Baker, Tom Boyd, Pete DeLay, Mary Martin, Steve Smith, and Delanie McDonald. Committee Chair Jacobs participated electronically and, in accordance with T.C.A. 8-44-108(c)(3), Mr. Jacobs confirmed that he could hear those present in the meeting and there was no one present in the room with him. Trustee Freeman was unable to attend the meeting. A quorum was declared.

Also present were Trustee Pam Wright; President Sidney A. McPhee; Alan Thomas, Vice President for Business and Finance; Mark Byrnes, Provost; Joe Bales, Vice President for University Advancement; Andrew Oppmann, Vice President for Marketing and Communications; Bruce Petryshak, Vice President for Information Technology and Chief Information Officer; Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; Brenda Burkhart, Chief Audit Executive; Jeff Farrar, Associate University Counsel and Acting Board

Secretary; and, Kim Edgar, Assistant to the President and Chief of Staff. Trustee Chris Karbowiak was also present by way of teleconference.

Approval of Minutes - Action

The first agenda item was the approval of the minutes from the November 10, 2020 Finance and Personnel Committee meeting. Trustee DeLay moved to approve the minutes from the November 10, 2020 meeting and Trustee Baker seconded the motion. A roll call vote was taken and the motion to approve the minutes from the November 10, 2020 meeting of the Finance and Personnel Committee passed unanimously.

Revisions to Policies - Action

Alan Thomas presented a recommendation for approval of revisions to University Policies 641 and 730. Policy 641 Student Fees-Incidental Charges and Refunds was updated to include the charging of maintenance fees and tuition for the Winter Session. Policy 730 Campus Crisis and Emergency Management was revised to add an Academic Continuity Committee. The addition of the Academic Continuity Committee to the policy was a SACS recommendation. Other revisions to Policy 730 were for minor edits and corrections.

Trustee Martin noted that Policy 730 did not contain specific details concerning the membership structure and scope of the proposed Academic Continuity Committee and asked that approval be remanded until this information was added. Mr. Thomas responded that Policy 32 (University Committees) was being revised to include those details. Mr. Thomas called on Mary Hoffschwelle, Associate Provost for Strategic Planning and Partnerships. Dr. Hoffschwelle stated that the revisions to Policy 32 were based on input from the Faculty Senate and members of the academic community. The proposed Academic Continuity Committee will have faculty representation by college, with six faculty members serving staggered three-year terms. The Committee's purpose is to ensure continuity of instruction, research, and service by evaluating needs and providing guidance during a campus crisis, as proposed within Policy 730.

Trustee Martin moved to approve the revision to Policy 641 Student Fees-Incidental Charges and Refunds and Trustee Delay seconded the motion. A voice vote was taken and the motion to approve the revision to Policy 641 Student Fees-Incidental Charges and Refunds passed unanimously.

Trustee Boyd then made a motion to approve the revisions to Policy 730 Campus Crisis and Emergency Management and Trustee Baker seconded the motion. A voice vote was taken and the motion to approve the revision to Policy 730 Campus Crisis and Emergency Management passed unanimously.

University Budget Updates – Information

Mr. Thomas presented an update concerning the 2021-22 Governor's Budget. The Governor's recommendation for higher education funding included the capital outlay request for the Applied Engineering Building and all seven (7) of the capital maintenance requests submitted by the University.

Mr. Thomas informed the Committee that he and Dr. McPhee had attended budget hearings with the House Finance, Ways and Means Committee on Monday, February 22, and the Senate Education Committee on Wednesday, February 24. He noted that the need for new buildings and the future of online courses were areas of particular interest for the legislators during committee testimonies. Dr. McPhee expressed his appreciation to the Governor and Legislature for their capital outlay funding recommendations for MTSU for three consecutive years.

The Governor's Budget also contained non-recurring funding of \$1.2 million for the Meharry Medical College partnership and \$2.6 million for the Data Science Institute. Partial funding for a 4.0 percent salary pool in the amount of \$4.5 million was also included. If approved, funding for 2.0 percent of the salary pool will be provided retroactive to January 1, with funding for the other 2.0 percent provided July 1, 2021. Other University revenue sources must be identified to cover the unfunded portion of the salary pool.

Dr. McPhee stated that improving employee salaries had been his number one priority for several years and was hopeful that future salary increases would be fully funded under the Governor's Budget. He expressed appreciation to Chairman Smith for his help in communicating University needs to the Governor's office. Mr. Thomas added that MTSU was the only LGI to receive funding for a unique project like the Data Science Pipeline initiative.

Chairman Smith noted that for the Applied Engineering Building and the seven (7) capital maintenance projects this funding would provide approximately \$65 million in construction dollars to benefit the local economy if approved. Dr. McPhee responded that the Industrial Development Board often overlooks the millions of dollars generated by the University for Rutherford County in construction projects. Chairman Smith requested the University determine the total dollar amount spent on construction and maintenance projects by the University over the past five years.

The final budget information item was a brief update on the status of the CARES Act funding. A third stimulus package, the American Rescue Plan Act of 2021 (ARPA), became law on March 11, 2021. Mr. Thomas noted that prior legislation, the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act passed by Congress on December 27, 2020, will provide approximately \$8.6 million in emergency student aid and approximately \$20 million in institutional aid. The ARPA will provide an additional \$51 million to be split evenly between student grants and the institutional portion, with an additional \$2 million in the package for direct institutional use. The spending period for this funding has a possible expiration date of September 2023. Mr. Thomas indicated that spending guidance from the federal government is needed for this funding. Dr. McPhee noted that MTSU received the largest allocation of federal funding due to having the highest enrollment of Pell-eligible and first-generation college students compared to other public institutions.

Composite Financial Index – Information

Mr. Thomas presented information concerning the University's annual Composite Financial Index (CFI). Mr. Thomas informed the Committee that MTSU's CFI had decreased slightly from last year

from 1.57 to 1.51. He attributed the decrease to the campus closing last March due to the pandemic and the related expenses that were not covered by stimulus funding until later on in the year. Once proper guidance is received concerning the use of the stimulus funding, the University will recapture much of those expenses, and the CFI ratio should return to what it was previously or possibly even increase.

Trustee Boyd noted that he did not find the CFI calculations to be useful indicators of the University's financial health and asked if reporting this information to the BOT was a requirement. Mr. Thomas responded that it was not and provided the Committee with some background information on the history of CFI reporting. Committee Chair Jacobs stated that he agreed with Trustee Boyd on not finding the CFI to be helpful in assessing the University's financial health and indicated he would be willing to entertain a motion to eliminate this item from future reporting.

Elimination of CFI from Committee Reporting – Action

Trustee Martin made a motion to eliminate overall CFI from regular reporting to the Finance and Personnel Committee. Trustee Boyd seconded the motion. A voice vote was taken, and the motion to eliminate overall CFI from regular reporting to the Finance and Personnel Committee passed unanimously.

Capital Disclosures - Action

Mr. Bill Waits, Assistant Vice President for Campus Planning, presented information concerning the FY 2021-22 Capital Disclosures. He reminded the Committee that 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. In accordance with THEC Policy 4.0.6C, concerning disclosure of projects funded through bonds, gifts, grants, or local funds, MTSU submitted two projects as part of the FY 2021/2022 MTSU Capital Budget Request. The two projects, New Student Housing and the Student Athletic Performance Center, were approved at the June 16, 2020 BOT meeting and submitted to THEC on July 31. On January 14 of this year, MTSU amended the FY 21/22 Capital Budget Disclosure request to THEC. Mr. Waits provided a summary of the revisions, which were also noted in the Committee materials, and noted that the amendments would be reflected in the MTSU disclosure list when they take effect on July 1, 2021.

Trustee Boyd asked if there is still as much need for new student housing given increased online education. Dr. McPhee responded that there is still a need to provide traditional students the college experience they are seeking by providing updated student housing, which is lacking at MTSU. The plan for new student housing is in line with MTSU's aspirational goal of being a major comprehensive university competing with other schools for the best and brightest students. Trustee Martin asked for the current number of students living on campus and how that compared with schools similar to MTSU. Dr. McPhee called on Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services, to address the Committee questions. Dr. Sells responded that 2,800 students currently live on campus, with another 5,000 or 6,000 living close by in privately developed housing complexes.

The Committee discussed the costs of replacing the oldest housing with new housing before the expansion of the actual number of beds on campus can be considered. Dr. McPhee informed the Committee that student housing operates as an auxiliary and must pay for itself. Mr. Thomas stated that the University is waiting on guidance from the U.S. Department of Education to see if any stimulus funding could replace the reserves used to cover the lost revenue from private dorm rooms. Those reserves will be needed for the new housing projects. Student Trustee Delaney sharing her perspective on MTSU's need for new student housing with the Committee.

Chairman Smith made a motion to approve the amended FY21/22 Capital Budget Disclosure request and Trustee DeLay seconded the motion. A voice vote was taken, and the motion to approve the FY 21/22 Capital Budget Disclosure request passed unanimously.

Closing Remarks

Dr. McPhee thanked Committee Chair Jacobs for his leadership on the Finance and Personnel Committee.

Committee Chair Jacobs thanked Mr. Thomas and his team for their hard work in preparation for this meeting.

The meeting adjourned at 10:23 a.m.

Respectfully submitted,

Finance and Personnel Committee



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Information Item

DATE: May 25, 2021

SUBJECT: **Diversity: Non-Returning Students: Financial Implications**

PRESENTER: Alan Thomas
Vice President for Business and Finance

BACKGROUND INFORMATION:

Historically, each semester we experience several students who do not re-enroll for various reasons.

Vice Provost Rick Sluder and Vice President Alan Thomas will discuss who these students are and the financial impact on the University.



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 25, 2021

SUBJECT: **Permanent Appointment of the University Counsel**

PRESENTER: Sidney A. McPhee
President

BACKGROUND INFORMATION:


Policy 808 – Compensation Reporting and Approvals – requires the appointment and salary recommendation of Vice Presidents or other executives reporting directly to the President be approved by the Board of Trustees.

The attached recommendation to permanently appoint Mr. James Floyd as University Counsel, as well as the salary request included, falls under this approval requirement and is therefore being presented to the Finance and Personnel Committee.

Office of the President
Middle Tennessee State University
204 Cope Administration Building
Murfreesboro, Tennessee 37132
615-898-2622
FAX: 615-898 2507



To: Mr. Steve Smith, Chairman, Middle Tennessee State University Board of Trustees
Mr. Joey Jacobs, Committee Chairman of the Finance and Personnel Committee

From: Sidney A. McPhee, President 

Subject: Appointment of the University Counsel and Secretary to the MTSU Board of Trustees

Date: May 25, 2021

I wish to recommend to the Board the appointment of Mr. James Floyd as the University Counsel and Secretary to the MTSU Board of Trustees.

Mr. Floyd is currently the Senior Associate General Counsel at Vanderbilt University and has been there since 2009. Prior to his current position, Mr. Floyd was the University Counsel at MTSU for six years. Mr. Floyd has a proven record of success with more than 24 years of higher education experience as well as experience in state government. It is for these reasons that I recommend the appointment of Mr. James Floyd as University Counsel and Secretary to the MTSU Board of Trustees with an annual salary of \$230,000 beginning July 15, 2021.

If you have any questions or concerns, please let me know.

c: Dr. Christy Sigler, Interim Assistant to the President for Institutional Equity and Compliance
Mr. Alan Thomas, Vice President for Business and Finance
Ms. Kathy Musselman, Assistant Vice President for Human Resources

JAMES CHRISTOPHER FLOYD

[REDACTED]
Nashville, Tennessee 37204

[REDACTED]
Email: james.c.floyd@gmail.com

November 23, 2020

Dear Dr. McPhee:

It is with earnest confidence that I submit my application for the University Counsel and Secretary to the Board position at Middle Tennessee State University (MTSU) believing that my professional background and personal attributes will make me an asset to the leadership of the University.

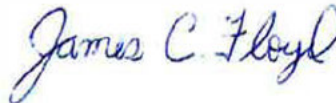
I bring over twenty-four years of higher education experience to the position as well as leadership experience from my role as the general counsel with two previous employers including MTSU. Beginning from my early career, I built relationships on a stalwart reputation that allowed me to expand my background across state government from the Tennessee Attorney General's Office to the Office of the Governor and weaving my path into higher education at the Tennessee Board of Regents and MTSU. Throughout this time, I developed a broad working knowledge of the statutes, regulations, administrative decisions, and judicial cases that are relevant to higher education.

My current practice as Senior Associate General Counsel at Vanderbilt University allows me to be a trusted partner as I guide constituents in addressing substantive legal issues that impact Vanderbilt. I advise leaders across institutional business sectors on the legal implications of proposed policies and actions as well as counsel management regarding compliance with federal and state laws. This is a broad practice, which includes student affairs, distance education, athletics, intellectual property, transactions, and labor & employment. Working within a large research institution presents complex and nuanced legal demands. Among the latitude of prominent and large scale matters presented, I have collaborated on an uncoupling of the Vanderbilt University Medical Center as well as led initiatives such as the development of online courses and experiential learning.

I am very excited to have the opportunity to return to the role of University Counsel and assume governance duties as Secretary to the Board. While I am familiar with MTSU, in my time away the University has continued to evolve as a multi-faceted and complex entity. This is reflected in the growth of the academic enterprise and facilities along with other areas that I have observed during my absence. I am eager to learn details so I can reintegrate myself into the campus community and share my legal perspective to help mitigate risks and strategically position the University as it moves forward in its vision and pursuits.

I will deliver proven fortitude and acuity in combination with a level headed and collegial approach to fulfill the responsibilities of the position and further Middle Tennessee State University's mission. I respectfully ask for your consideration of me for the position of University Counsel and Secretary to the Board.

Sincerely,



James C. Floyd

JAMES CHRISTOPHER FLOYD

[REDACTED]
Nashville, Tennessee 37204

[REDACTED]
Email: james.c.floyd@gmail.com

PROFESSIONAL SKILLS:

- Knowledgeable, innovative and collaborative attorney with a broad and sophisticated understanding of the significant issues affecting higher education.
- Seasoned litigator of claims involving Title VII, ADA, ADEA, OWBPA, FLSA, FMLA, IRCA, contracts, student affairs, health insurance coverage, wrongful termination, state discrimination laws, and faculty discipline.
- Significant experience advising clients and developing policies to proactively avoid and mitigate risks.
- Strong analytical ability to resolve multifaceted business and legal issues.
- Successful negotiator of complex transactions and contracts.
- Experience managing the training and development department for the largest employer in the State of Tennessee.
- Self-motivated producer with time management skills to multi-task, prioritize and meet deadlines.
- Ability to interface, partner, and establish rapport with stakeholders in all levels of an organization.
- Effective communicator both orally and in writing.

EDUCATION: **TULANE UNIVERSITY SCHOOL OF LAW**, New Orleans, Louisiana
Juris Doctor: May 1993

THE UNIVERSITY OF ALABAMA, Tuscaloosa, Alabama
Bachelor of Science, Accounting: May 1990

EMPLOYMENT:

September 2009 to Present **VANDERBILT UNIVERSITY**
Nashville, Tennessee

Senior Associate General Counsel

- Provide functional advice to senior managers and campus stakeholders pertaining to various legal issues and obligations that may affect the University including, but not limited to, compliance with federal and state regulations and risk management strategies.
- Practice includes reviewing labor and employment matters across the University with emphasis on compliance with laws and regulations covering discrimination, disability, wage and hour, union activities, medical leave, immigration, e-verify, background checks, and other workplace issues.
- Draft and review contracts, and recommend proactive strategies and actions to minimize legal risks and ensure legal compliance.
- Develop and present training sessions to University personnel on legal topics that are relevant to University functions.
- Participate in the formation of policies that involve legal issues and assess the legal implications of policy decisions contemplated by administrators, as well as faculty, staff and student committees.
- Handle administrative matters before the EEOC, THRC, OCR, NSF, OFCCP, and other federal and state governmental agencies.
- Advise and manage a wide variety of sensitive and confidential matters and litigation.
- Utilize substantial knowledge of litigation strategy, trial work, and civil procedure, including class and collective actions.

JAMES CHRISTOPHER FLOYD

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- Work closely with outside counsel in developing case strategy consistent with University policy and protocols.
- Draft, review, and revise discovery documents, pleadings, and briefs.
- Offer guidance and assistance to colleagues in the Office of the General Counsel in a highly collaborative fashion.
- Participate in the planning and development of long-term projects as assigned.
- Perform similar or related duties as assigned.
- **Areas of practice include:** labor and employment, faculty matters, privacy issues, conflicts of interest, immigration, contracts, student admissions, financial aid, FERPA, Title IX, the Clery Act, athletics, student affairs, student background checks, legislation review, protection of minors issues, online education, research misconduct, export controls, intellectual property, and University policies.

September 2003 to **MIDDLE TENNESSEE STATE UNIVERSITY**

September 2009 Murfreesboro, Tennessee

University Counsel

- Oversaw all legal matters for the largest undergraduate higher education institution in the State of Tennessee.
- Member of the President's Cabinet providing advice on strategic planning and policy implementation for the University.
- Provided proactive legal counsel through workshops and other educational presentations with the goal of avoiding and limiting risks.
- Counseled the provost, deans, and department chairs on faculty appointments, tenure, promotion, leaves, training and compliance, and conflict of interest assessment.
- Supervised the Assistant University Counsel and support staff.
- Worked with and managed outside counsel to control legal costs and ensure proper handling of cases to University standards.
- Coordinated legislative issues with the Tennessee Board of Regents' lobbyists, including drafting potential legislation, conducting bill review, and interacting with state legislators.
- Assisted the Office of Tennessee Attorney General and Reporter with trial preparation and made court appearances as both lead and second chair counsel.
- Interacted with and represented the University's interests to external agencies of Federal and State government including, but not limited to, the EEOC, OCR, and THRC.
- **Areas of practice included:** general business and contractual matters of all types, government regulatory compliance, policy formation, construction, health care, faculty affairs, labor and employment, employee benefits, information security, student affairs, real estate, sponsored research and technology transfer, intellectual property, NCAA compliance, immigration, international matters, administrative law, gifts and estates, general non-profit corporation law, public records, and government practice.

JAMES CHRISTOPHER FLOYD

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July 2001 to
September 2003

TENNESSEE DEPARTMENT OF PERSONNEL

Nashville, Tennessee

General Counsel and Assistant Commissioner

- Advised the Commissioner of Personnel on the development and implementation of personnel policies.
- Provided executive management for the following programs: Employee Relations, Research, Employee Development, and Equal Employment Opportunity.
- Acted as legislative liaison.
- Served as liaison between clients and enforcement agencies on EEO matters including responding to external complaints of discrimination.
- Coordinated reasonable accommodations based on disability and religious practices.
- **Areas of practice included:** contracts, constitutional claims, defamation, health insurance coverage, wage and hour, lobbying, employment discrimination and wrongful termination.

August 2000 to
July 2001

OFFICE OF THE GOVERNOR – STATE OF TENNESSEE

Nashville, Tennessee

Deputy Legal Counsel to the Governor

- Advised the Governor and his staff on issues of law and policy that confronted them on a day-to-day basis.
- Counseled the Governor on matters related to the University of Tennessee Board of Trustees and the Tennessee Board of Regents including board governance.
- Drafted legislation and lobbied the General Assembly.
- Performed projects as assigned by the Legal Counsel to the Governor.
- Responsibilities included all legal aspects of policy questions, legal issues arising in connection with the Governor's decision to sign or veto legislation, ethical questions, and financial disclosures.
- Reviewed requests for executive clemency and extradition.
- Managed lawsuits against the Governor in his official capacity.

September 1998 to
August 2000

TENNESSEE BOARD OF REGENTS – OFFICE OF THE GENERAL COUNSEL

Nashville, Tennessee

Assistant General Counsel

- Provided legal advice and consultation to the Board of Regents and TBR administrators.
- Reviewed and recommended TBR policies, procedures, guidelines and other documents as needed.
- Primary legal counsel for eleven institutions in the TBR system, one of the nation's largest higher education systems.
- Negotiated and drafted settlement agreements.
- Drafted and reviewed employment contracts.
- Represented clients in administrative hearings.
- Successfully argued before the NCAA Committee on Infractions.
- **Areas of practice included:** faculty affairs, athletics, labor and employment, student affairs, constitutional law, contracts, academic and corporate governance, conflicts of interest, gifts and development, and immigration issues.

JAMES CHRISTOPHER FLOYD

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December 1993 to September 1998 **STATE OF TENNESSEE ATTORNEY GENERAL AND REPORTER
CIVIL LITIGATION AND STATE SERVICES DIVISION**

Nashville, Tennessee

Assistant Attorney General

- Responsible for own caseload from inception through trial.
- Drafted and argued various motions in Federal and State Court.
- Prepared and drafted interrogatories, document requests, and answered same.
- Took and defended depositions.
- Prepared summary judgment motions and motions to dismiss.
- Negotiated and drafted settlement agreements.
- Researched and drafted memoranda regarding higher education desegregation.
- Wrote Attorney General Opinion letters.
- *McClellan v. Board of Regents of State Univ.*, 921 S.W.2d 684 (Tenn. 1996). Successfully argued sexual harassment case before the Tennessee Supreme Court. *Lester v. Walker*, 907 S.W.2d 812 (Tenn.Ct.App. 1995). Court refused to review student's grade. *Geier v. Sundquist*, 372 F.3d 784, 796 (6th Cir. 2004). Member of litigation team in higher education desegregation class action lawsuit, which has been described as "rare and exceptional" and one of "national significance."
- **Areas of practice included:** labor and employment, ethics, higher education, constitutional law, contracts, health insurance coverage, and administrative law.

BAR ADMISSION & ACTIVITIES: State Bar of Tennessee, 1993. Admitted to United States Supreme Court, United States Court of Appeals, Sixth Circuit, and all United States District Courts in Tennessee. Vanderbilt Leadership Academy (Class of 2013). National Association of College and University Attorneys. University Professional and Continuing Education Association. American Bar Association. Daniel Payne Outreach Ministries, Inc. (Board of Directors). Boy Scouts of America (Assistant Scout Master, 2006-2015). YMCA Youth Sports Coach (2000-2016). Trevecca Nazarene University Management and Human Relations Advisory Council (Member, 2001-2003). Tennessee Government Executive Institute (2002 Graduate). Tennessee Housing Development Agency (Board of Directors, 2000-2001). Harry Phillips American Inn of Court (Associate Member, 1996 1998).



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Information Item

DATE: May 25, 2021

SUBJECT: **Capital Outlay Request**

PRESENTER: Bill Waits
Assistant Vice President, Campus Planning

BACKGROUND INFORMATION:

As part of the annual Capital Budget request process, institutions of higher learning must submit their capital outlay project requests for state funding to the Tennessee Higher Education Commission and the Tennessee Department of Finance and Administration. THEC ranks these requests and issues selection recommendations to the Governor of Tennessee based on scoring.

For FY22/23, THEC has limited capital outlay requests to renovation projects only, with no new stand-alone building projects permitted. The purpose of this change is primarily to address growing deferred maintenance issues with state owned facilities. The deadline for submission is Wednesday, September 15, 2021.

MTSU has examined several possible projects for renovations and is currently focused on a ground-up renovation of the historic Kirksey Old Main building. This project would entail an extensive renovation of KOM including new building systems, IT infrastructure, space planning, and exterior improvements. Demolition of the Midgett building along with removal of the corridor and glass curtainwall components added in 1964 are envisioned to restore the architectural character of the original KOM building. MTSU math and computer science departments, which are both currently housed in KOM, would occupy most of the space after renovation.

Enclosed in the material are the FY 22/23 Capital Budget Instructions provided by THEC.

Instructions for Preparation of

FY 2022-23

Capital Outlay, Maintenance, and Disclosure Funding Requests

Revised 03.25.2021

TENNESSEE HIGHER EDUCATION COMMISSION
312 Rosa L. Parks Avenue
9th Floor, TN Tower
Nashville, TN 37243

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Outlay Submittal Deadline: Wednesday, September 15, 2021

Maintenance and Disclosure Deadline: Monday, August 2, 2021

Submittal Delivery

Email and deliver all documents to THEC by the deadline to:

Patti.Miller@tn.gov, and Paul.Marshall@tn.gov

312 Rosa L. Parks Avenue

9th Floor, TN Tower

Nashville, TN 37243

See Submittal Format Requirements on page 23 for full delivery instructions.

Introduction

Process Overview

The goal of the higher education capital program is to develop and maintain physical facilities so that each institution can fulfill its mission and, in accordance with the Public Agenda for Higher Education, increase the number of Tennesseans with a postsecondary credential. To assure fair and equitable funding consistent with the Tennessee Higher Education Commission's (THEC) capital program objectives, and the Department of Finance and Administration's Capital Budget requirements, the Commission's recommendations are based upon a prioritization process that incorporates the criteria detailed below.

All outlay projects will be evaluated by THEC staff, and may include a campus site visit to review project plans and discuss details with institution and board officials. THEC will compile information and evaluator feedback on the top priorities from the eight governing boards (six LGIs, TBR, and UT), which will be used to establish a statewide priority list. The Commission will establish the priority ranking of governing board recommended projects that are consistent with the THEC Capital Projects policy. Because the capital process is meant to respond to state and institutional needs, all projects will be assessed and scored annually. Projects that are recommended, but are not granted funding in a fiscal year, should be resubmitted for rescoring the next budget cycle if the project remains a priority for the institution. Previously recommended projects are not guaranteed recommendation in the following fiscal year.

THEC strongly suggests that you engage the Academic and Institutional Research teams to assist in the development and completion of the submittal.

Timeline

For the FY2022-23 budget cycle, governing boards must submit outlay project proposals to THEC by Wednesday, September 15, 2021. Consistent with the instructions sent on January 7, 2021, the capital maintenance and disclosure projects are due Monday, August 2, 2021. After evaluation, THEC staff will include the prioritized statewide capital outlay and maintenance lists as part of the overall 2022-23 budget request that will be presented to the THEC Commission for action at the Fall quarterly meeting in November 2021.

Capital Outlay Evaluation Criteria and Objectives

1. Capital projects will be linked to state goals and the Drive to 55, including the following objectives.
 - a. Increasing degree production, particularly at the undergraduate level
 - b. Enhancing research and/or workforce development
 - c. Identifying and addressing education and workforce needs of local and regional economies
 - d. If applicable, emphasizing focus populations as identified in the outcomes-based funding formula. Focus populations are defined as:

- low income,
 - adults age 25 and over,
 - and for Community Colleges only, academically underprepared.
2. Capital projects should enhance campus mission and distinction and should be envisioned in the institution’s current Master Plan.
 3. Boards should develop project proposals that include academic planning and architectural programs, which may include early ideas regarding the uses and layout of buildings impacted by each project.
 4. Institutional facility needs and condition, as analyzed by the THEC Space Planning Guidelines, are a factor in determining institutional priorities. Institutions are strongly encouraged to develop projects that address overall space needs for the campus and serve to advance long range planning goals, especially for primary academic spaces. All project scope must be directly related to the primary goal for the project and the overall project program.
 5. The external funding requirement is a pass/fail component. The capital match component identifies a minimum percentage of project costs to be borne by the institution, ideally from private fundraising.

THEC will be proactive when appropriate to identify types of capital projects that are consistent with statewide goals. All projects will be reviewed on the basis of the submitted project proposal and the scoring criteria.

Capital Outlay Scoring Matrix

The points assigned to each evaluation criteria are detailed below.

A detailed breakdown of the points assigned to each section is attached at the end of this document.

Prioritization Criteria	All Universities, CC, TCAT's, and Specialized Units
1. State Goals & the Drive to 55	25
2. Strategic Plan and Campus Master Plan	20
3. Project Description and Impact on Campus	30
4. Space Needs	25
5. External Funding – Pass/Fail	0
TOTAL	100

The components required to assess each criterion are described in full in the **Project Assessment Materials** section found in this document.

External Funding (Match) Thresholds for Capital Outlay Projects

Projects submitted by all Universities and Community Colleges must meet a minimum match requirement to be evaluated. The minimum match requirement differs by institution and project type, as detailed below. **There are no match requirements for TCATs.** The primary intent of the State's match requirement is to encourage the development of gifts to an institution's capital outlay projects. Institutions are encouraged to maximize the gift component in excess of the minimum amount required.

The match funding requirement is pass/fail and will not generate points in the scoring rubric.

Outlay funding shall include an institutional matching component that is no less than the amount pledged by the institution in the capital outlay budget proposal. The match should be secured when the project funding is approved and ready for SBC approval. Matching funds may include gifts, grants, institutional funds, student fees, and other non-state sources. No more than one-third (1/3) of the total pledged institutional match shall consist of Tennessee State School Bond Authority financing, the term of which shall not exceed five (5) years. Obligations resulting from such financing shall be reduced as the matching funds from gifts, grants, institutional funds, student fees, and other non-state sources are raised and recognized.

The match requirement will be the same as the previous year for renovation and new construction with the following exception. Minor areas of new construction additions to the renovated structure may be included in the scope for the purpose of improving codes issues, circulation, and/or connections to other structures, and will follow the match requirements below. **New construction for major new programmed spaces should be supported by 100% external funding; gift minimum requirement does not apply.**

Projects that are a mix of new construction and renovations must have the required match for each construction type, based on the total project cost of each type. See instructions for 5.1 External Funding, and "External Funding" tab in the DB70 spreadsheet. See the chart below for the required match component for renovation and new construction by institution. The match component for new construction (minor new areas for codes issues, circulation, or connections, not renovations) shall consist of gifts to the institution in the following percentage of the total pledged match:

- 0% for all Community Colleges and Specialized Units;
- 33% for Doctoral/Masters Universities; and
- 50% for R1, Very High Research Activity (UT Knoxville).

Project Type	Community Colleges and Specialized Units	APSU UT Martin TSU	ETSU MTSU TTU UT Chattanooga	UoM	R1, Very High Research (UT Knoxville)
Major Renovation - Pass/Fail, no gift minimum	2%	4%	4%	4%	6%
New Construction Match - Pass/Fail	4%	6%	8%	10%	17%
Gift Minimum - New Construction Only	0%	33% of 6%	33% of 8%	33% of 10%	50% of 17%

Outlay Request Requirements

THEC requests one capital outlay project per each LGI, three projects from the University of Tennessee System, and three projects from the Tennessee Board of Regents for the FY2022-23 funding cycle. THEC Policy reserves the right to limit the number of projects reviewed and scored in a given funding cycle. Any additional outlay projects submitted that exceed these recommended limits will not be reviewed.

Priority lists for all requested outlay projects must be submitted on the attached MS-Excel **FY 22-23 THEC CB Summary** workbook, tab labeled **“Outlay Request”** in order to be considered for inclusion in the THEC appropriations recommendation. Governing boards must identify the project type, square footage, project cost, and level and source of external funding.

Governing Board Priorities

Governing boards must report projects in descending priority order. Governing boards that serve multiple institutions (Tennessee Board of Regents and the University of Tennessee System), however, may identify a band of their top projects (up to three) so that, in the event that the third-ranked project within the band scores higher than the second-ranked project within that same band, the third-ranked project may be prioritized by THEC above the second-ranked project.

Projects will only be scored on the basis of the Project Assessment Materials as defined in these instructions.

Capital Outlay Out-Years

In accordance with preliminary capital budget instructions from the Department of Finance and Administration, each governing board will submit a capital budget request that contains the capital outlay projects to be requested for each of the four planning years through FY2026-27. These capital projects should be listed in the appropriate fields in the **FY 22-23 THEC CB Summary** workbook, tab labeled **“Outlay Requests”**. Governing boards do not need to identify banded priority projects for out-years.

Capital Outlay Project Requests for FY2022-23 - Renovations

The focus of this year's capital outlay submittal request is on the condition and program suitability of existing facilities, for the purpose of addressing deferred maintenance issues and needed program improvements. THEC will review, score and rank submitted renovation projects to encourage the reuse of buildings suitable for preservation and extension of its lifecycle. **Project programs and justifications should address potential shifts in academic program delivery, changes or reductions in campus space needs due to an increase in fully online or hybrid coursework, need for more flexible active learning environments, reduction or change in office needs, and other impacts of COVID19.** Consistent with instructions for capital outlay projects, these renovations may include programmatic changes and improvements that support THEC's master plan and the institution's strategic plan. Similar to last year's instruction's, TBR and UT may submit three renovation projects each, and all other SPA's may submit one renovation project.

Proposed projects should be referenced in the institution's master plan. If the renovation and/or a major addition to the project is not currently shown with the renovation, then an amendment to the plan should be submitted to THEC no later than July 1, 2021 to be considered for the FY22-23 cycle.

- Outlay projects to be considered in this next fiscal cycle will be renovation projects only. Stand-alone new construction projects will not be considered. Proposed projects scope should consist of renovations of currently owned buildings. Minor areas of new construction additions to the renovated structure may be included in the scope for the purpose of improving codes issues, circulation, and/or connections to other structures. Proposals will be scored on the basis of the strength of the renovation portion of the project, and consideration of no new space or limited new space created to improve the functioning of the existing structure.
- Proposals may include major new construction additions to a renovation if funded by 100% external funding.
- Demolitions may be included in the scope of the project and will be a favorable consideration as part of the space needs scoring of the project. Demolitions will not offset proposals for additional new construction.
- The match requirement will be the same as the previous year for renovation and new construction. New construction for major new programmed spaces should be supported by 100% external funding.

Capital Outlay Project Assessment Materials

0. Introduction – Required

This is the first sheet in the **Outlay 22-23** workbook.

- Institution, Project, and City/County fields on this sheet will populate all other sheets in the workbook.
- Project Data
 - Project name
 - Project location, with campus designation and address
 - Academic programs served
 - Total project cost
 - State funding request
 - Committed external funds
 - Gift amount
 - Plant funds amount
 - Specify amount and source of other fund sources
 - Total gross S.F.
 - Total net S.F.
- Optional – photo or graphic, or additional text if needed
- Appendix Document List (Appendix may be separate PDF document.)
- Executive Summary of the Proposed Project
 - provide a brief description of the project, and programs served,
 - summarize how the project supports Drive to 55, and
 - state why the project is a critical need for the institution.

1. State Goals & Drive to 55

Over the last several years, two landmark initiatives—the Complete College Tennessee Act of 2010 and the Drive to 55—have provided the policy foundation for Tennessee higher education. The core elements of THEC’s 2015-2025 Master Plan reflect the priorities of the CCTA and the Drive to 55, namely:

“The overriding function of the Plan is to direct higher education to be accountable for increasing the educational attainment levels of Tennesseans, while also: addressing the state’s economic development, workforce development, and research needs....”

“Although this Plan places certificate training and undergraduate education at the center of the state’s college completion policy agenda for the decade 2015-2025, the state continues to acknowledge the critical need for academic programs of distinction at the graduate and professional level to fully address Tennessee’s economic development, workforce, and research needs....”

As a complement to the Plan, the THEC Master Plan Update 2020 *“presents action-oriented, tactical strategies to support Tennessee’s students and institutions toward greater success and improved workforce alignment, while continuing to focus on increasing the state’s educational attainment.”*

“Following discussions of Tennessee’s higher education landscape and progress toward the Drive to 55, this update is organized into three sections, focusing on critical constituencies served by public higher education in Tennessee: Student Success, Family Prosperity, and Employers’ Workforce.”

- **Student Success**
 - Academic Readiness*
 - Access to Higher Education*
 - Completion*
- **Family Prosperity**
 - Affordability*
 - Transparency*
 - Outreach to Adults*
- **The Future Workforce**
 - Future of Work*
 - CTE and Work-Based Learning*
 - Academic Program Approval*

All project types have tangible impacts on state goals, therefore institutions should provide information that links the requested project to state goals regardless of project type.

1.1 - State Goals

The Master Plan for Tennessee Postsecondary Education 2015-2025 and Master Plan Update 2020 directs institutions to increase the quantity and quality of degrees in Tennessee aligned to workforce needs.

A. Increasing Education Attainment Levels

Demonstrate how the capital project supports the goal of “increasing the education attainment levels of Tennesseans.” Reference how this will be achieved through “Student Success” measures and “Family Prosperity” measures in the THEC Master Plan Update 2020.

B. Economic and Workforce Development

Demonstrate how the capital project advances the state’s economic and workforce development goals. Cite specific data. Reference how this will be achieved through “The Future of Workforce” measures in the THEC Master Plan Update 2020.

- How is the capital project linked to the local/regional/state workforce needs?
- How does the capital project support development in the community?
- Describe considerations of the project as it relates to the impact of COVID and workforce development.

1.2 - Institution Mission and Goals

Each institution is guided by their unique mission and strategic plan for their campus developed by campus leadership and community stakeholders. Provide links and references to specific sections of relevance in strategic plan.

C. Alignment of Mission and Project

Demonstrate alignment between the institutional mission and the proposed capital project.

D. Advancement of the Strategic Plan

Describe how the capital project advances the institution's strategic plan.

1.3 - Academic Program and Credential Production

The capital project should support academic success and credential production on campus.

E. Academic Programs Served by the Project

Identify the specific academic programs directly served by the proposed capital project. This can include entire academic programs or service toward the general education core. Provide details about the program(s). Why are these academic programs a priority for the campus? How will the program(s) continue during the proposed renovation? Describe temporary accommodations for use of programmatic equipment and potential impact on program delivery during construction.

F. Academic Programs and Credential Production

Describe how the capital project will affect academic programs on campus, including potential **shifts in academic program delivery methods with online and hybrid courses**. What are the unique strengths of the academic program that will be enhanced by the proposed capital project? Will credential production be expanded, more efficient or of higher quality as a result of this capital project? If an institution is seeking to increase credential production, institutions should detail how additional students will be recruited into the academic programs.

1.4 - Enrollment Data

A. Enrollment Data

Complete "1.4 Enrollment Data" worksheet, providing historical and projected counts of students and faculty for the academic credentials supported by the proposed capital outlay project. Provide the number of majors directly served by the academic programs affected by the proposed project for the past 3 academic years and projected figures for future years. (This worksheet focuses on students majoring in the academic programs served by the proposed capital project. Not included in this worksheet are students that are taking classes in the academic program but have a different major on campus. Those students may be described in 1.4B.) An academic program is a program

at a particular degree level with a unique CIP code. Individual programs listed on the institution's API cannot be combined on this worksheet.

EXAMPLE:

Academic Program Information - EXAMPLE							
Academic Program:	Marketing						
Degree:	BBA						
10 Digit CIP Code:	35.25.1401.00						
Academic Program Data	AY 2018-19	AY 2019-20	AY 2020-21	AY 2021-22	AY 2022-23	AY 2023-24	AY 2024-25
FTE Faculty	7	8	8	9	9	10	10
Fall FTE Enrollment - On Ground	48	50	56	64	68	72	76
Fall FTE Enrollment - Online	13	19	21	24	26	27	28
Graduates	59	63	70	80	85	89	95

Cells in gray are projections by the institution.

B. Total FTE Supported by this Project

Discuss anticipated impact of COVID on FTE of affected programs. Describe number of students or program participants who will directly or indirectly be served by the project. Describe FTE supported by the project, number of majors in programs associated with the project, number of people impacted by the projected research, and/or number of program participants affected by non-formula projects. Figures may not be consistent with data on sheet 1.4 Enrollment Data, and discrepancies should be explained.

The following are data sources that may help address the descriptions in 1.1, 1.2, and 1.3 and other sections.

- THEC Master Plan Update 2020 *Enabling the Competitive Edge: Tennessee Higher Education in the New Economy* <https://www.tn.gov/thec/about-thec-tsac/master-plan/master-plan.html>
- *Summary for Tennessee Postsecondary Education 2015-2025* <https://www.tn.gov/content/dam/tn/thec/bureau/research/other-research/master-plan/MasterPlanSummary.pdf>
- THEC/Boyd Center for Business and Economic Research labor supply/demand reports (e.g., <http://cber.haslam.utk.edu/pubs/mnm130c.pdf> or <https://www.tn.gov/content/dam/tn/thec/bureau/research/other-research/supply-demand/Academic%20Supply%20and%20Occupational%20Demand%20-%20Final.pdf>)

- Tennessee Department of Labor and Workforce Development Occupations in Demand reports (<https://www.tn.gov/workforce/topic/occupations-in-demand>); and
- Data provided by the Tennessee Department of Economic and Community Development's Center for Economic Research in Tennessee (CERT) (<https://www.tn.gov/ecd/>).

2. Campus Master Plan and Project Development

2.1 – Campus Master Plan

- A. Campus Master Plan Project Description, Goals, Links to Campus Master Plan
 - Identify the Project
Describe how the project is consistent with the strategic plan and master plan. Note references, with links and page number of the plans.
List the master plan goals related to the project and provide page and/or link to the location in the Master Plan. If multiple institutions are partnered in the project, provide reference for each.
- B. Progression of Projects
 - Explain the past progression of outlay projects as they relate to the priorities defined in the master plan, and how this project will affect opportunities and challenges for future capital plans.
- C. Campus Master Plan Space Needs and Facility Conditions
How facility inventory and future space needs (quality and/or quantity) affect the project's architectural program
 - Space Needs
How are institution's master plan existing facility inventory and future space needs (quality and/or quantity) related to the project? Provide specific reference in the master plan, and/or cite specific space analysis reference.
 - Physical Facility Survey (PFIS)
Describe existing building conditions that affected the development of the project.

2.2 – Project Development

- D. Project Development
 - Describe the planning influences, conditions, refined academic goals, or facility program goals that support the development of the proposed project. Describe the long range planning considerations that produced the current proposed project.
- E. Architectural Programming and Planning – Status, Process

- What is the status of the architectural programming for the project? Is a detailed program complete; was it completed in-house, or by consultant, or by master planner? (An architectural program includes detailed requirements for each space in the project. An outline or summary program includes only a list of programmed spaces with space name, capacity, primary use, and net area, and a total of net/gross for the project.)
 - Provide an architectural program, delivered via hardcopy and electronic delivery. Note on the spreadsheet in 2.2E that it is complete and delivered. (Y/N)
- F. Alternatives Considered to Meet Objective
- Provide an assessment of alternatives that were considered during the planning process to meet the academic and space needs of the institution. Why is the proposed project the preferred solution? Describe how the project supports flexible classrooms or labs, office spaces and other flexible program configurations.

3. Project Description and Impact on Campus

Capital outlay proposals should include figures and narratives in the spaces provided in the DB70 spreadsheets. This section:

- provides an overview of the project,
- serves as confirmation of the Governing Board's understanding of the project, and
- confirms the level of pre-planning conducted in advance of the submittal.

Governing boards should ensure that each capital outlay project is sufficiently developed and addresses all of the elements below.

3.1 - DB70

Blue Tab information required by F&A in Access

- The Project Description is an overview of the scope of the project. This section is not intended to describe why the project is needed – it is only a description of the full scope included in the project.
- See details to the right of the cells for additional instructions.
- Confirm that the gross and net square feet (s.f.) and cost per s.f. is filled in under “new” and/or “renovation” columns. The cost per s.f. and gross area determines the Estimated Building Construction Cost.
- Complete “Total Project” and “This Request” columns with appropriate funding information.
- Complete the balance of the form as appropriate.

3.2 - Project Support Documentation Sheet 1

Blue Tab information required by F&A in Access

- A. Architectural Program Scope

Describe the end use of the project and provide additional details on the scope of the project.

B. Evidence of Physical Facility Need

Describe the deficiency being remedied by the project, whether it is deferred maintenance, lack of quality instructional space, inadequate conditions, and/or systems in need of repair or improvement, etc. The focus of the need in this section is on space condition, quality or other physical factors that create the need for the project. How does the project address quality of space as it relates to the impact of COVID?

C. Historical Profile

Provide history of the facility and program. On existing structures, provide dates of original construction, additions, and renovations, etc.

D. Summary Results and Date of Physical Facilities Survey

Include a current facilities assessment (e.g., a Facility Survey Score) and the general condition of any existing building that will be impacted by this project, including any buildings that will be vacated after project completion, renovated, or demolished. Identify condition of the major systems of relevant buildings (i.e. HVAC, roof, envelope, and others) and identify which ones will be addressed by the project. Also specify the date that the survey was completed. The summary survey data sheets should be attached in Appendix A3.

3.3 - Project Support Documentation Sheet 2

E. Cost Basis for Construction Estimate and Other Costs

Describe method for determining estimated construction costs with source data and similar project(s) information. Include basis for determining soft costs, AV, IT, commissioning, specialty consultants, programming, and administrative costs.

F. Project Schedule

Provide a preliminary schedule for the project, with realistic key milestone dates and phases as appropriate.

G. Campus or Architectural Program Impact

Describe any other costs or program related impact of the project otherwise not described in this section.

3.4 Schedule of Movable Equipment

Blue Tab information required by F&A in Access

A. Itemize equipment planned for the project and estimated cost. The total should equal the total on the DB70 sheet for movable equipment. A detailed, itemized breakdown of costs is encouraged. The sheet may be duplicated in the workbook to create the space needed for the list.

B. Explanation of Equipment Costs

Provide a narrative explaining the basis for estimating the equipment costs. Do not use per s.f. estimates.

3.5 Business Plan

Define ongoing costs to maintain the building and its academic programs/research.

- Provide the existing and future total salaries, and existing and future position counts in the upper fields.

A. Operations Overview

- Provide an overview of the financial plan associated with the operations of the programs and facility described in the project. Costs may be defined by previously approved or existing expenses and revenue, and new expenses and revenue needed as a result of the proposed project.
- Summarize the annual net additional costs for programs, staffing, operations, utilities, and maintenance costs. Costs should be consistent with planned student enrollment increases, staffing increases, and additional net area created from the project.
- Describe financial efficiencies or planned reductions as a response to COVID impact achieved with the project. How will they be realized (demolitions, shared spaces, funding sources, etc.)? Quantify the financial benefits, or describe other opportunities created with the project.

B. Revenue Sources, Fundraising and Partnerships

- Will there be a fundraising campaign or other community/industry partners that will be specifically associated with this project, and what are the specific funding goals? If there are unique features of the campaign, please describe.
- What are the revenue sources expected to defray additional ongoing costs, such as estimated additional tuition, grants, or other sources? Anticipated funding and tuition income should be supported by the academic strategic plan for credential production and enrollment increases.

3.5b First Year Operating Costs

Blue Tab information required by F&A in Access

This form corresponds to F&A's budget instructions. It is available to complete for all projects that will have new increases in annual operating costs as a result of the project. Previous or existing salary or other existing operating costs do not need to be included in these costs.

3.5 Bond Questionnaire

Blue Tab information required by F&A in Access

This form corresponds to F&A's budget instructions. It is available for all outlay projects, or other projects with private uses or auxiliary enterprises within the project.

4. Space Needs - THEC Space Guideline, Facility Assessment and Migration Plan

Appendix A2 – Attach completed THEC Space Guidelines workbook.

4.1 Space Needs

Capital project proposals include a space-needs analysis in the attached spreadsheet, 4.1 Space Needs. In the upper right, provide the name of the person or firm that completed the THEC Space Guideline, and also the date for the "Existing E&G S.F.". Project evaluations of the Space Needs sections may consider **changes or reductions in campus space due to an increase in fully online or hybrid coursework, need for more flexible active learning environments, reduction or change in offices, and overall reduction of space inventory.**

- A. Complete the full THEC Space Guide, Appendix A2, based on the entire campus data for the campus where the project is located (not project data), and then transfer the summary totals to the 4.1 Space Needs sheet, "Modeled" and "Exist E&G SF". Complete 4.2 tab "Tabulation of Affected Space" and determine the "Net Change" column on sheet 4.2. The "Net Change NASF" column on 4.1 Space Needs sheet will automatically populate from the data in column "H" on 4.2. The Space Needs will be scored on the basis of the following:

Space Needs -

Preservation of existing space with renovations and space improvements to address program delivery needs.

Demonstrated need for academic space improvements for the programs identified in the project program.

Rebalance of campus space needs.

Demolitions of space not suitable for renovations, demolition included in scope and space calculations.

Program seeks flexibility with shared uses, and classroom/lab efficiencies.

- B. Complete the narrative box "B" in the 4.1 Space Needs sheet. The narrative may address space revisions for formula space, or space revisions for non-formula space. Include relevant space needs documented by the Master Plan. The proposal may include any other space utilization studies if appropriate. If the Space Guidelines do not apply to the project or only partially applies, proposals should provide the details of the identified need outside the guidelines that drives this project. Specialized units must complete the space needs form.

- C. Migration Plan

Provide a migration plan for buildings and programs impacted by the project. It should include the future planned use of related spaces as a result of the project. In the case of renovations, describe any temporary provisions for dislocated occupants. Clarify how much of the migration plan and associated construction are included in the scope of the current project.

4.2 Tabulation of Affected Space

Fill in the total net areas of the project according to room use category, and construction type (demolition, renovation, or new construction). Then fill in the gross areas associated with each type. The efficiency of the project (net/gross) will calculate automatically. The totals in the column "Net Increase" are linked to the corresponding space categories on sheet 4.1 Space Needs, under the column "This Project – Net Change NASF". The total net and gross areas, for new construction and renovation, with calculated multiplier percentage grossing factor, should match the net/gross on the DB70 sheet. Specialized units must complete the form.

Under the "Demolition" column, add the net area formula space, the other non-formula space, and gross area that is to be demo'd as part of the project scope.

Provide an explanation of the data provided, if needed, in the lower text box "Explanation of Data". Please list the buildings to be demo'd as part of the project and provide the names of buildings included in the renovation spaces.

4.3 Outline Architectural Program

Provide an outline architectural program in the excel workbook in 4.3. This information provides more details about the project, and is an indicator of the institution's advance planning efforts and understanding of the program.

The template should be used to show the program areas for both renovation space and for new space. The worksheet can be duplicated to have separate programs for renovation space, and for new space. The total net areas should match the net areas provided on the DB70 and other space data such as 4.2 Tabulation of Affected Space. The outline should include:

- each space name,
- space room use code,
- brief activity description of the room,
- net area per space,
- occupancy count of room,
- number of spaces,
- total occupancy count, and

total net area of each specific space type.

Each formula space type should have a total for each formula space type. (Example: 1 classroom is 2,000 net s.f., 6 total classrooms of this space type, 12,000 net s.f. total for that space type. Then there is also a subtotal for all classroom spaces.)

- Provide an architectural program, delivered via hardcopy to THEC by the deadline date. Note on sheet 2.2E that the architectural program is complete and delivered. Do not place the program in the Appendix.

5. External Funding

See Outlay 22-23 spreadsheet, tab 5.1 "External Funding".

5.1 External Funding

Enter amounts of match funds by fund type committed for the project on sheet 5.1, External Funding. The total project will populate from cell C41 of the DB70. For your institution type, fill in the percentage of the total cost for New Construction. In the case of 100% renovation area and costs, then "0%" should be entered in New Construction. All data will auto-calculate. If the project is a mix of minor qualifying new construction and renovation, the basis for the match required is the total project cost for each portion of the project. Sheet "X.1 Required for Mix - Grouper" is required for all projects with a mix of new construction and renovation. Enter the total project cost for each type of construction - minor new, and renovation - to calculate the percentage mix of the project. Enter the percentage mix of minor qualifying new construction for your institution type on sheet 5.1 External Funding to calculate the required match.

Major new construction (major new programmed spaces such as classrooms, offices) is required to be funded 100% with external funding. Enter the amount funded at the top of 5.1, but do not include it in the match calculation.

If there are elements of the project with various institution types, such as TCAT and University, then please provide a grouper defining the costs for each type to determine the percentage of total cost to be assigned accordingly.

All institutions including TCATs must fill out the top section of sheet 5.1 if funding sources other than outlay are pledged for the project.

Appendix

Required and optional support documents may be in a separate and single PDF or may be added sheets in the workbook. Regardless of the format type, please list the additional appendix documents on the “0. Introduction” sheet. Please keep all appendix documents in one location, and do not split them between the workbook and PDF document. Please cross reference where Appendix Documents support specific sections in the submittal. To add appendix documents, add tabs after “X Grouper”. JPEG files may be inserted in the spreadsheet. You can convert PDF’s or other format files to JPEG for easy inclusion. Be sure to size the image approximately or check the “Fit sheet on one page” to print correctly. The THEC space Guideline may be inserted either as a spreadsheet tab, or as an object or JPEG. (Please format the printing.)

Appendix A – Required Documents

All of the following documents are required for all outlay project submittals in the workbook, except A1 is not required for TCATs.)

- A1 Institutional Mission Profile (Not required for TCATs) - Institutional Mission Profiles for each university and all community colleges are approved by the Commission each year after being approved by their respective governing boards. The FOCUS (Focus on College and University Success) Act emphasized the importance of institutional mission profiles and further directed the annual submission of profiles by each university and community college. Institutional Mission Profiles are utilized to minimize redundancy in degree offerings, instructional locations, and competitive research. The profiles also are used in the outcomes-based funding formula. Through outcomes-based formula weighting factors derived from the mission differences, institutions are funded based on their mission-defined production of graduates, their breadth of undergraduate and graduate programs, and their research capacity.
- A2 THEC Space Allocation Guidelines - Provide the completed “THEC Space Guidelines” workbook in the outlay workbook for your institution type. The totals at the end of the workbook should correspond to the totals entered on sheet 4.1, Space Needs, under the “Modeled” column. (There are 3 different THEC Space Guideline workbooks provided to the institutions: Community College and TCAT workbooks provided to TBR, and the University workbook for all other institutions.)
- A3 Facilities Survey Summary Sheets (PFIS) - Attach summary sheets of directly affected buildings in the project, and/or related existing buildings not in the project. They will serve to support the narratives throughout the submittal.

Appendix B – Supplemental Support Documents

- B1 Supplemental Drawings, such as master plan drawings, site plan, floor plans, and massing models. They will serve to support the narratives on Sheet 2.2, D, E and F.
- B2 Other optional support documents Note: If external support letters are sent to THEC they will not be distributed to the review team, and will not be considered in the scoring. If there is important information related to partnerships or external support, it should be included in the body of the submittal workbook. Cover letters from the institution are optional and may be posted in the Appendix B2 of the workbook.

Maintenance Request Requirements

A capital maintenance project is a rehabilitation project that keeps a facility or asset in efficient operating condition or is needed to restore a facility to an acceptable condition but does not include programmatic renovation, demolition, or new construction. These projects are of a non-recurring nature, beyond the scope of ordinary repairs, and do not appreciably prolong the previously estimated service life or increase the estimated value of the building. In general, ordinary repair and maintenance projects, and other projects below \$100,000, will be funded through operating appropriations rather than capital maintenance. The target capital maintenance amount for each governing board is a proportion of the total higher education capital maintenance request based upon the Sherman-Dergis Formula. This industry-standard formula calculates an estimated annual renewal cost for each campus, based on the aggregated age, size, and type (e.g., fine arts vs. engineering) of E&G space as reported on the Schedule D submitted FY2020-21. Each governing board's proportion is equal to the sum of the respective individual campus' renewal costs divided by the total higher education renewal cost.

For planning purposes, the FY2022-23 maintenance pool request for Year 1 will be set at **\$175,000,000**. It is recommended that you provide initial project(s) within a target percentage allocation of the total maintenance pool of **\$35,000,000**. We suggest that the institution's projects be developed so that the prorata share may be cut off at smaller incremental levels funding, with consideration of initial planning funds and phased projects. You will be able to determine your institution's prorata share at the varying levels by modifying the "Total Recommendation" figure to the target level on tab "Governing System Pools". This will change the allocation on the "Maintenance Request" tab as well, and amount designated for each Governing Board drop down menu.

Maintenance Request Submission

The summary list of all maintenance requests must be submitted on the tab labeled "Maintenance Request" in the attached "FY 22-23 THEC CB Summary" workbook. Select the appropriate governing board from the drop-down menu—the 2022-23 Maintenance Allocation for the selected governing board will automatically populate. In the space provided, insert the name of the institution, project, project cost, and detailed project description. Insert more rows if your board is requesting more than 20 maintenance projects. If the total maintenance recommendation varies from the initial THEC recommended amount of \$175,000,000, THEC staff may alter individual project budgets to comply with the overall budget recommendation. Complete the workbook "Maint 22-23" with sheets 3.1, 3.2, and 3.3 for each capital maintenance project. Add tabs to the workbook for support documents such as Physical Facility Survey summary documents and applicable system detailed survey sheets.

Capital Maintenance Out-Years

In accordance with the Department of Finance and Administration's Capital Budget Instructions, each governing board will submit a capital budget request that contains the

capital maintenance projects to be requested for each of the four planning years through FY2026-27. These capital projects should be listed in the appropriate fields on the tab labeled "Maintenance Request." The projects listed are not confined to calculated pools as these are preliminary estimates.

Disclosed Projects Requirements

Each governing board must submit a list of all anticipated capital projects to be funded from sources other than state appropriations, such as institutional funds, auxiliary funds, reallocation of existing capital funds, Tennessee State School Bond Authority funds, or gift funds, for FY2022-23. All Capital Improvement projects in excess of \$100,000 must be disclosed to THEC. All Capital Maintenance projects in excess of \$500,000 must be disclosed to THEC. Capital Improvement and Capital Maintenance are defined by the State Building Commission (Policy Item 2.01). All disclosure projects must be summarized in the attached "FY 22-23 THEC CB Summary" workbook on the "2022-23 Disclosure" tab. Complete the workbook "Disclosed 22-23" with sheets 3.1, 3.2, and 3.3, and external funding for each disclosed project.

Quarterly Submission

Should unforeseen opportunities or needs arise that require disclosure *during* a fiscal year, governing boards may disclose such projects each quarter, in coordination with requests from THEC. THEC will request quarterly submissions for disclosed projects in June, September, December, and March for projects intended to be initiated in the three months that follow. *THEC reserves the right to request a governing board hold a disclosed project of significance—one that requires master plan guidance—to the following fiscal year submission.*

Projects funded by TSSBA funds can only be disclosed during the annual budget process.

Emergency Projects

If an event occurs which requires a campus or unit to immediately engage in a capital project exceeding the aforementioned thresholds to avoid immediate danger to persons or property or when absolutely essential and indispensable to campus operations, governing boards may initiate the project immediately but must disclose it in the subsequent quarterly submission. Emergency performance of capital improvement or renovations are subject to appropriate State Building Commission, Department of Finance & Administration, and other State policies and procedures, including review and approval.

Department of Finance & Administration Requirements

In accordance with the Department of Finance and Administration's Capital Budget Instructions, each governing board must submit additional materials (including four USB flash drive with all completed DB70 forms and data) by the deadline provided by Department of Finance and Administration, usually in September. These instructions have yet to be distributed by the Department of Finance and Administration but THEC will coordinate with all governing boards this portion of the submission when instructions are released.

Documents furnished to each SPA

Documents included in the Capital Budget package sent from THEC are shown in Red.

These Instructions w/ Capital Outlay Score Sheet

Disclosure Instructions

THEC Space Guideline (3 - Excel)

THEC Space Guide - Univ

THEC Space Guide - CC

THEC Space Guide - TCAT

and the following 4 Excel files.

FY 22-23 THEC CB Summary

This Capital Budget Summary file includes tabs for Outlay Request, Maintenance Request, and Disclosure projects to be completed by the institution or system. There are also tabs Pool Calculations and Governing System Pools for your information that show the maintenance allocation percentages by institution and system. Rename your completed file by substituting the SPA initials for THEC, i.e.:

FY 22-23 TBR CB Summary

Outlay 22-23 THEC

This is the file for a Capital Outlay request. It contains several tabs that correlate with the instructions for capital projects. Add additional tabs to include the required and optional appendix documents. (Required and Optional Appendix documents may alternatively be submitted as a single PDF document.) This file should contain all the documents submitted for a Capital Outlay project (except the architectural program). Once complete with the additional tabs, rename the file substituting the institution initial or system initials for "THEC", and priority, and project name that matches the name on other submittal documents. If desired the project name may be somewhat abbreviated, i.e.:

Outlay 22-23 UT-1 Classroom Bldg.

If a separate PDF is submitted for the required and optional Appendix documents, please follow the same file name format as above, with "Appendix" added at the end:

Outlay 22-23, UT-1 Classroom Bldg Appendix

Maint 22-23 THEC

Disclosed 22-23 THEC

These are separate workbooks that match the 3.1, 3.2 and 3.3 tabs from the Capital Outlay file. Use these for your maintenance and disclosed projects. All three sheets are required. Rename the file with the SPA initials, the priority number for maintenance projects and short project name that matches the submittal name, i.e.:

Maint 22-23 ETSU-1 Reroof Roy Nicks Hall

Disclosed 22-23 ETSU New Recreation Center

Submittal Format Requirements

All of the following are due on or before the deadline date.

Email – to Patti.Miller@tn.gov and Paul.Marshall@tn.gov

- Capital Budget Summary file. i.e. FY 22-23 (SPA Name) CB Summary
- Capital Outlay, Maintenance and Disclosed Excel workbooks. i.e.:
 - Outlay 22-23 UT-1 Classroom Building
 - Outlay 22-23 UT-1 Classroom Building Appendix
 - Maint 22-23 ETSU-1 Reroof Roy Nicks Hall
 - Disclosed 22-23 ETSU New Recreation Center

Other attachments are not required and should not be included in the email.

OwnCloud – A file folder to upload all required documents will be made available to you prior to July 1, with instructions. All submittal documents are to be placed in the OwnCloud file.

- Each electronic Outlay project submittal will consist of 2 or 3 documents:
 - **Completed DB70/Outlay 22-23 THEC** (File name format example - Outlay 22-23 UT-1 Classroom Bldg) in PDF.
 - PDF of all Appendix documents (File name format example - Outlay 22-23 UT-1 Classroom Bldg Appendix); may be attached to and part of DB70 PDF.
 - Architectural program PDF (File name format example - Outlay 22-23 UT-1 Classroom Bldg Program)
- Each electronic Maintenance and Disclosure should consist of
 - excel workbook for each project.
 - PDF of each disclosed project DB70 and support documents
 - PDF of each maintenance projects DB70 and support documents. Related facilities survey of applicable systems is required.

Hard Copy Documents - All hardcopy books for outlay, maintenance and disclosure (separate books) should be bound by wire spine or plastic comb binding that will lay flat when the book is open. Please do not submit 3 ring binders.

- 2 hardcopies of the Outlay project(s) are required, which is a printed copy of the completed Outlay 22-23 Excel file. (UT and TBR may bind all of their outlay submittals in one book.) The Intro (first sheet in the “Outlay 22-23” file) may be used as the cover for the Outlay book. If an additional cover is provided, it should have: name of SPA, Capital Outlay – FY2022-23, project title, and date. Include the related attachments and appendix documents in the Outlay book. A copy of the architectural program should be printed as a separately bound book.
- Hardcopy documents of Maintenance projects are not required.
- Hardcopy documents of Disclosed projects are not required, criteria similar to above (no priority).

Edit Hints for the Excel file:

The large text areas are merged cells – both horizontal and vertical:

- You may type directly in the box or you may develop text in Word and paste the text into the Excel box.
- To start a new line in the box – press Alt + Enter.
- Be aware that the size of the box is fixed and while you can place more text in the box, only what shows in a normal view and prints will be read.

To add appendix documents, add tabs after X.1 Grouper or copy an Excel tab from another workbook. Title the new tabs appropriately. JPEG files (and some other formats) may be inserted in the spreadsheet. Suggest converting any PDF or other formats files to JPEG for easy inclusion. Be sure to size the image appropriately and/or check the “Fit sheet on one page” to print correctly.

Please review each sheet in print preview before finalizing the Excel file.

To Print:

- Under print settings, select “Print entire workbook”.
- Or,
- To print or create a PDF of the document, select all the tabs to be included:
- You may hold Ctrl and click on each tab to select or
- Select the first tab then hold Shift and click on the last tab to be printed (or created in PDF).

Either way the page numbers will start with one and increment to the last page of the tabs selected. You may add footers to Appendix pages and continue the page numbering or number appendix pages separately.

CAUTION: Do not attempt any edits with multiple tabs selected.

Only include the “Grouper” tab if used for total project cost or fee calculations.

The “Institution” and “Project” (and City/County when appropriate) are populated from the Intro tab in the Capital Outlay file and from the 3.1 DB70 tab in the Maintenance and Disclosed files.

2022-23 Capital Outlay Scoring Criteria		Max Points
Project:		
1. State Goals & the Drive to 55		25.0
1.1 State Goals		
A	Increasing the Education Attainment Levels:	4.0
B	Economic and Workforce Development:	4.0
1.2 Institutional Mission		
C	Alignment of Mission and Project:	3.0
D	Advancement of the Strategic Plan:	3.0
1.3 Academic Program		
E	Academic Programs Served by the Project:	3.0
F	Academic Programs and Credential Production:	3.0
1.4 Enrollment Data		
A & B Academic Programs - Support Documentation:		5.0
2. Strategic Plan and Campus Master Plan		20.0
2.1 Campus Master Plan		
A	Project Description, Consistency with Campus Master Plan:	4.0
B	Progression of Projects:	3.0
C	Space Needs and Facility Condition:	3.0
2.2 Project Development		
D	Project Development:	4.0
E	Programming and Planning - Status, Progress:	3.0
F	Alternatives Considered to Meet Objectives:	3.0
3. DB70		30.0
3.1 DB70		5.0
3.2 Project Support Documentation - 1		
A	Program Scope:	3.0
B	Evidence of Physical Facility Need:	5.0
C	Historical Profile:	1.0
D	Summary Results and Date of Physical Facilities Survey:	2.0
3.3 Project Support Documentation - 2		
E	Cost Information - Basis for SF Cost and Other Costs:	4.0
F	Project Schedule:	2.0
G	Campus or Program Impact:	1.0
3.4 Schedule of Movable Equipment A & B		3.0
3.5a Business Plan		
A	Operational Overview and Efficiencies gained	2.0
B	Revenue Sources, Fundraising and Partnerships:	2.0
3.5b		-
First-Year Operating Costs		-
3.6		-
Bond Questionnaire		-
4. Space Needs		25.0
4.1 Space Needs		
A	Preservation of existing space with renovations and space improvements to address program delivery needs. Demonstrated need for academic space improvements for the programs identified in the project program. Rebalance of campus space needs. Demolitions of space not suitable for renovations included in scope and space calculations. Program seeks flexibility with shared uses, and classroom/lab efficiencies.	10.0
B	Notes or Comments on Above Data, or Describe Need for Non-Formula Space:	2.0
C	Migration Plan:	3.0
4.2 Tabulation of Affected Space		
A	Tabulation Table	4.0
B	Explanation of Data, If Needed	1.0
4.3 Space Detail Information		
Architectural Program		5.0
TOTAL POINTS		100.0
5. External Funding - Pass/Fail		-
Total Score		100.0



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 25, 2021

SUBJECT: **Capital Disclosures**

PRESENTER: Bill Waits
Assistant Vice President for Campus Planning

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 one project, the “Campus Quadrangle Improvements,” as part of the FY 2022/2023 MTSU Capital Budget Request. This disclosure is to replace the “Campus Quadrangle Site Improvements” that is currently disclosed but will expire July 2022.

On May 14, MTSU disclosed another project, the “College Heights Renovation” project to THEC via quarterly disclosure to be included in the FY 21/22 MTSU disclosure list. This proposed project will serve the University Police Department by renovating space to accommodate a police training simulator and provide office space for emergency management and police personnel.

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.

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

MTSU Disclosures FY 2021/2022

Additional project submitted to THEC via quarterly disclosure on May 14, 2021

Project	Project Description	Disclosure Year	Project Cost	Funding Sources		
				Gifts	Plant Funds	TSSBA Bonds
College Heights Renovation	Minor upgrades to the College Heights Building to renovate space for the University Police. Renovations include space to accommodate a police training simulator, offices for emergency management personnel, and related work.	Quarter 1 FY21/22	\$435,000		\$435,000	

Note: This project was disclosed in addition to all MTSU projects currently disclosed for FY21/22

MTSU Disclosures FY 2022/2023

Proposed disclosure to be included in FY22/23 Capital Budget request to THEC - due August 2, 2021

Project	Project Description	Disclosure Year	Project Cost	Funding Sources		
				Gifts	Plant Funds	TSSBA
Campus Quadrangle Improvements	Site improvements to the central campus quadrangle, including sidewalks, exterior lighting, landscaping, grading, drainage, and all related work.	Proposed FY22/23	\$2,020,000		\$2,020,000	

Note: This project disclosure will be active July 2022 and is to replace the "Campus Quadrangle Site Improvements" currently disclosed for FY 20/21 that will expire July 2022.



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 25, 2021

SUBJECT: **Capital Maintenance Projects Submittal**

PRESENTER: Joe Whitefield
Assistant Vice President for Facilities Services

BACKGROUND INFORMATION:

The Board of Trustees is charged with approving the Capital Maintenance Project requests for Middle Tennessee State University for FY 2022-23 in conjunction with instructions received from the Tennessee Higher Education Commission (THEC).

Included in these materials are the FY 2022-23 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 eight (8) projects for FY 2022-23 totaling \$11,798,000.
- Summary of Capital Maintenance potential project requests for five years, FY 2022-23 thru FY 2026-27

**THEC FY2022-23 Governing Board
Maintenance Pools and Allocations**

(Total Recommendation \$175,000,000/\$35,000,000)

Governing Board	Maintenance Pool (%)	Maintenance Allocation (\$)	Maintenance Allocation (\$)
MTSU	6.7%	\$11,798,000	\$2,360,000
APSU	3.2%	\$5,597,000	\$1,119,000
ETSU	7.8%	\$13,612,000	\$2,722,000
TSU	5.0%	\$8,735,000	\$1,747,000
TTU	5.3%	\$9,328,000	\$1,866,000
UoM	12.3%	\$21,467,000	\$4,293,000
SPA/LGI Subtotal	40.3%	\$70,536,000	\$14,107,000
UT System Subtotal	39.3%	\$68,740,000	\$7,145,000
TBR System Subtotal	20.4%	\$35,724,000	\$9,309,000
Grand total	100%	\$175,000,000	\$35,000,000

Note: Recent MTSU Capital Maintenance Allocation by FY
 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: FY2022-23

Governing Board: Middle Tennessee
 2022-23 Maintenance Allocation: \$11,798,000

Fiscal Year	Priority*	Institution	Project	Project Cost	Project Description
2022-23	1	MTSU	Multiple Buildings Elevator Modernization Phase 3	\$ 1,407,800	Modernization of elevators in several buildings to improve reliability and address current codes. This project represents Phase 3 of a three phase project.
2022-23	2	MTSU	Campus Wide Lighting and Lighting Control Updates	\$ 952,200	Campus wide modifications to interior and exterior lighting and lighting control systems.
2022-23	3	MTSU	Multiple Buildings Mechanical & Controls Updates	\$ 2,000,000	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.
2022-23	4	MTSU	Campus Wide Access Control and Security Updates	\$ 800,000	Update of campus access control and security systems including hardware, software, and system components.
2022-23	5	MTSU	Multiple Buildings Exterior Envelope Updates	\$ 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
2022-23	6	MTSU	Campus Wide Utilities	\$ 2,500,000	Repair and replacement of the campus utility systems including but not limited to; underground electrical, steam, steam condensate, hot water, steam manholes, sanitary sewer, domestic water, and backflow preventers, stormwater infrastructure, and all related work.
2022-23	7	MTSU	Multiple Buildings Roof Replacements	\$ 1,400,000	Roof replacements for multiple buildings on campus that includes refurbishing wall panels and all related work.
2022-23	8	MTSU	Campus Wide Sidewalk Repair and Replacements	\$ 738,000	Repair and replacement of sidewalks and hardscape areas on campus to provide accessible walkways free of obstructions and impediments.
			Total Project Cost	\$ 11,798,000	

* Requests are not limited to 10. Insert more rows if there are more projects to recommend. Total costs must fall within allocation.

Capital Maintenance Out-Years: FY 2023-24 through 2026-27

Fiscal Year	Priority	Institution	Project	Project Cost	Project Description
2023-24	1	MTSU	KUC Mechanical and HVAC Upgrades Phase II	\$ 1,500,000	Upgrade distributed mechanical and HVAC systems including piping systems and control devices.
2023-24	2	MTSU	Multiple Buildings Plumbing & Restroom Upgrades	\$ 2,950,000	Plumbing & restroom upgrades, in several buildings, to improve functionality and meet current codes.
2023-24	3	MTSU	Multiple Buildings Elevator Modernization	\$ 1,500,000	Modernization of elevators in several buildings to improve reliability and address current codes.
2023-24	4	MTSU	Multiple Buildings Leak Detection and Hydronic System Flood Mitigation	\$ 800,000	In conjunction with best practices and the State's requirement for water intrusion prevention, provide utility isolation, leak detection devices, and associated controls to enhance the campus' water intrusion plan.
2023-24	5	MTSU	Non-Commercial Building Updates	\$ 500,000	Address major HVAC, electrical, plumbing, interiors and exterior envelope for non-commercially constructed buildings on campus.
2023-24	6	MTSU	Life Safety Fire Alarm System Upgrades Phase III	\$ 1,000,000	Fire alarm system upgrades and testing.

Fiscal Year	Priority	Institution	Project	Project Cost	Project Description
2024-25	1	MTSU	Campus Wide Utilities	\$ 2,150,000	Repair and replacement of the campus utility systems including but not limited to; underground electrical, steam, steam condensate, hot water, steam manholes, sanitary sewer, domestic water, and backflow preventers, stormwater infrastructure, and all related work.
2024-25	2	MTSU	Multiple Buildings Elevator Modernization	\$ 1,500,000	Modernization of elevators in several buildings to improve reliability and address current codes.
2024-25	3	MTSU	Central and Satellite Plant Systems Updates	\$ 1,000,000	Identification and replacement of existing heating and cooling systems, co-generation equipment, auxiliary equipment, and associated controls in the Central and Satellite Plants that has met or exceeded its anticipated service life.
2024-25	4	MTSU	Campus Stormwater BMP Phase II	\$ 650,000	Stormwater improvements to meet best management practices.
2024-25	5	MTSU	JUB Building Mechanical HVAC, Windows & Ceiling Upgrades	\$ 2,550,000	Mechanical & HVAC upgrades and ceiling replacements in building to improve reliability and meet codes (coordinate with window project)
2025-26	1	MTSU	Multiple Buildings Mechanical Equipment & Controls Updates	\$ 1,200,000	Identification and replacement of existing mechanical equipment across campus that has met or exceeded its anticipated service life. The project will also update controls components and associated controls in multiple buildings on campus.
2025-26	2	MTSU	Campus Wide Utilities Updates Including PMH Gear Replacement	\$ 1,500,000	Repair and replacement of the campus utility systems including but not limited to; pad mounted electrical switchgear, underground electrical, steam, steam condensate, hot water, steam manholes, sanitary sewer, domestic water, and backflow preventers, stormwater infrastructure, and all related work.
2025-26	3	MTSU	Several Buildings Roof Replacements	\$ 1,000,000	Replace roofs, for various buildings, that are out of warranty and in need of major repairs.
2025-26	4	MTSU	Multiple Buildings Mechanical, HVAC, Lighting, Ceiling Upgrades	\$ 2,500,000	Mechanical and HVAC upgrades and ceiling replacements in buildings to improve reliability and meet codes. (coordinate with window project)
2025-26	5	MTSU	Multiple Buildings Boiler and Hot Water System Updates	\$ 2,500,000	Replace existing steam systems with local hot water boiler distribution systems.
2026-27	1	MTSU	Campus Wide Emergency Generator Refurbishments and Replacements	\$ 1,500,000	Refurbish and replace aging and lower functioning emergency generators on campus to improve performance and reliability.
2026-27	2	MTSU	Campus Wide Sidewalk Repair and Replacements	\$ 700,000	Repair and replacement of sidewalks and hardscape areas on campus to provide accessible walkways free of obstructions and impediments.
2026-27	3	MTSU	Campus Wide Lighting and Lighting Control Updates	\$ 1,500,000	Campus wide modifications to interior and exterior lighting and lighting control systems.
2026-27	4	MTSU	Multiple Buildings Plumbing Upgrades	\$ 1,250,000	Plumbing upgrades, in several buildings, to improve functionality and meet current codes.
2026-27	5	MTSU	Jones Hall Mechanical, HVAC, Lighting, Ceiling Upgrades	\$ 2,500,000	Mechanical and HVAC upgrades and ceiling replacements in building to improve reliability and meet codes. (coordinate with window project)
2026-27	6	MTSU	Central and Satellite Plant Systems Updates	\$ 1,500,000	Identification and replacement of existing heating and cooling systems, co-generation equipment, auxiliary equipment, and associated controls in the Central and Satellite Plants that has met or exceeded its anticipated service life.

3.1 DB70

1 **Department:** Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Multiple Buildings Elevator Modernization Phase 3
City/County: Murfreesboro/Rutherford

2 **Fiscal Year:** 2022 / 2023

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

4 Project Description:

Upgrade and repairs of elevators in multiple buildings campus wide and all related work. This project represents the third phase of a three phase project.

5	Total Project	This Request	Estimated Building Construction Cost:	
	2,735,000	1,125,000		0
	0	0	Building Construction	
	0	0	Site & Utilities	
	0	0	Built-in Equipment	
	2,735,000	1,125,000	Bid Target	
	273,500	112,500	Contingency:	10.00 10.00 percent
	3,008,500	1,237,500	MACC (Maximum Allowable Construction Cost)	
	247,022	109,540	Fee:	35/LogP-1.15= 8.21079694 Renovation
	0	0	Movable Equipment	
	20,000	10,000	first other	Haz. Materials abate
	20,000	10,000	second other	
	104,478	40,760	Administration & Miscellaneous	
	3,400,000	1,407,800	Total Cost	

6 Funding Request:	THIS REQUEST	
3,400,000	1,407,800	STATE funds
0	0	FEDERAL funds
0	0	Local and Institutional Funds

7 Previous SBC Approved Funding:	fund year	description
already approved for existing SBC project	1,835,000	2021-2022 Elev. Mod. Ph I & II
	157,200	2018-2019 Residual 366/009-09-18
1,992,200	0	
plus This Request	0	
1,407,800	0	

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

9 **Designer:** NA

3.2 Project Support Documentation sheet 1

Institution: Middle Tennessee State University

Project: Multiple Buildings Elevator Modernization Phase 3

A. Architectural Program Scope

To provide necessary modernization and/or repairs of passenger elevators including but not limited to those located in Keathley University Center, James Walker Library, Miller Education Center, Cason Kennedy Nursing Building, Business and Aerospace Building, and Peck Hall.

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 in the Keathley University Center were installed in 1967.
Elevators in the James Walker Library were installed in 1997.
Elevators in Peck Hall were installed in 2005.
Elevators in Miller Education Center were installed in 1998.
Elevators in Cason Kennedy Nursing Building were installed in 1994.
Elevators in the Business and Aerospace Building were installed in 1995.

D. Summary Results and Date of Physical Facilities Survey

2021 - Keathley University Center - 60
2021 - James Walker Library - 70
2021 - Peck Hall - 70
2021 - Miller Education Center - 70
2021 - Cason Kennedy Nursing Building - 70
2021 - Business and Aerospace Building - 70

3.1 DB70

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Campus Wide Lighting and Lighting Controls Updates
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2022 / 2023

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

4 Project Description:

This project includes campus wide modifications to interior and exterior lighting including lighting controls.

5	Total Project	This Request	Estimated Building Construction Cost:	
	765,000	765,000		0
	0	0	Building Construction	
	0	0	Site & Utilities	
	0	0	Built-in Equipment	
	765,000	765,000	Bid Target	
	76,500	76,500	Contingency:	10.00 10.00 percent
	841,500	841,500	MACC (Maximum Allowable Construction Cost)	
	77,100	77,100	Fee:	35/LogP-1.15= 9.16219982 Renovation
	0	0	Movable Equipment	
	0	0	first other	
	0	0	second other	
	33,600	33,600	Administration & Miscellaneous	
	952,200	952,200	Total Cost	

6 Funding Request:	THIS REQUEST	
952,200	952,200	STATE funds
0	0	FEDERAL funds
0	0	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	
952,200	0	

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

9 Designer: NA

3.2 Project Support Documentation sheet 1

Institution: Middle Tennessee State University

Project: Campus Wide Lighting and Lighting Controls Updates

A. Architectural Program Scope

The campus is currently served by 13 different interior lighting control systems of varying age and condition. Interior lighting, lighting controls, and the associated components (i.e. controllers, mechoshades, etc.) will be re-configured and replaced as necessary to provide a consolidated and updated system to serve the campus. Site lighting and lighting and lighting controls associated with multiple buildings on campus will also be updated to provide improved illumination and increased security.

B. Evidence of Physical Facility Need

Building lighting and lighting controls to be replaced in this project are either past their expected service life span or currently present ongoing maintenance and operational issues that require frequent attention. Consolidation around a campus standard approach for these systems will reduce time and effort spent troubleshooting and repairing these systems. Site lighting and lighting controls are needed to address improve light levels in various locations to increase campus security.

C. Historical Profile

N/A

D. 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: Multiple Buildings Mechanical & Controls Updates
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2022 / 2023

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

4 Project Description:

This project will identify and replace 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.

5	Total Project	This Request	Estimated Building Construction Cost:	
	1,615,000	1,615,000		0
	0	0	Building Construction	
	0	0	Site & Utilities	
	0	0	Built-in Equipment	
	1,615,000	1,615,000	Bid Target	
	161,500	161,500	Contingency:	10.00 10.00 percent
	1,776,500	1,776,500	MACC (Maximum Allowable Construction Cost)	
	152,409	152,409	Fee:	35/LogP-1.15= 8.57916277 Renovation
	0	0	Movable Equipment	
	10,000	10,000	first other	Haz. Materials Abatement
	0	0	second other	
	61,091	61,091	Administration & Miscellaneous	
	2,000,000	2,000,000	Total Cost	

6 Funding Request:	THIS REQUEST	
2,000,000	2,000,000	STATE funds
0	0	FEDERAL funds
0	0	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	
2,000,000	0	

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

9 Designer: NA

3.2 Project Support Documentation sheet 1

Institution: Middle Tennessee State University

Project: Multiple Buildings Mechanical & Controls Updates

A. Architectural Program Scope

The project will replace aged mechanical equipment on campus including, but not limited to Variable Frequency Drives (VFDs), pumps, heat exchangers, fans, motors, fan coil units, Variable Air Volume (VAV) boxes, etc. The project will also identify all legacy hardware and software control elements on campus served by the Siemens control system. All legacy pneumatics, valves, dampers, actuators, sensors, wiring, freeze protection, flow meters, airflow measuring stations, VFDs, etc. in multiple buildings will be removed and replaced.

B. Evidence of Physical Facility Need

The mechanical equipment identified for removal and replacement is at or near the end of the anticipated service life. In addition, the condition, work order history, and lack of availability of parts demonstrates the need for updating this equipment. With the migration of all control components to Direct Digital Control (DDC) over the past 20 years, the remaining pneumatic components on campus are outdated and in need of immediate replacement. The remaining legacy devices (sensors, flow stations, dampers, actuators, etc.) are at the end of their anticipated service life and in need of replacement.

C. Historical Profile

The American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) lists the anticipated service life for the following equipment: VAV boxes and fan coil units - 20 years, Dampers - 20 years, Fans - 15-25 years, Heat Exchangers - 24 years, Pumps - 20 years, motors - 18 years, starters - 17 years, Controls - 15-20 years, actuators - 15-20 years. The equipment and controls to be replaced in this project are currently at or exceed the ages included in this list.

D. 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 Access Control and Security Updates
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2022 / 2023

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

4 Project Description:

Update of campus access control and security systems including hardware, software, and system components.

5	Total Project	This Request	Estimated Building Construction Cost:	
	645,000	645,000		0
	0	0	Building Construction	
	0	0	Site & Utilities	
	0	0	Built-in Equipment	
	645,000	645,000	Bid Target	
	64,500	64,500	Contingency:	10.00 10.00 percent
	709,500	709,500	MACC (Maximum Allowable Construction Cost)	
	66,031	66,031	Fee:	35/LogP-1.15= 9.30662476 Renovation
	0	0	Movable Equipment	
	0	0	first other	
	0	0	second other	
	24,469	24,469	Administration & Miscellaneous	
	800,000	800,000	Total Cost	

6 Funding Request:	THIS REQUEST	
800,000	800,000	STATE funds
0	0	FEDERAL funds
0	0	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	
800,000	0	

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

9 Designer: NA

3.2 Project Support Documentation Sheet 1

Institution: Middle Tennessee State University

Project: Campus Wide Access Control and Security Updates

A. Architectural Program Scope

To provide new control boards, panels, servers, card readers, door hardware, door controllers, security cameras, and associated hardware and software elements required for updating the existing Lenel and Avigilon electronic access and security systems on campus.

B. Evidence of Physical Facility Need

Various components of the electronic access control and security systems on campus are in poor condition and past their anticipated service life. Lack of available of parts and ongoing service issues present operational challenges for the university. Modernization is required to provide consistently reliable serves of these critical systems.

C. Historical Profile

Most components identified for replacement are between 10-20 years old and are either at or past their anticipated service life.

D. 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: Multiple Buildings Exterior Envelope Updates
City/County: Murfreesboro/Rutherford

2 **Fiscal Year:** 2022 / 2023

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

5	Total Project	This Request	Estimated Building Construction Cost:	
	1,600,000	1,600,000		0
	0	0	Building Construction	
	0	0	Site & Utilities	
	0	0	Built-in Equipment	
	1,600,000	1,600,000	Bid Target	
	160,000	160,000	Contingency:	10.00 10.00 percent
	1,760,000	1,760,000	MACC (Maximum Allowable Construction Cost)	
	151,113	151,113	Fee:	35/LogP-1.15= 8.58598592 Renovation
	0	0	Movable Equipment	
	25,000	25,000	first other	Hazardous Mat. Abatement
	0	0	second other	
	63,887	63,887	Administration & Miscellaneous	
	2,000,000	2,000,000	Total Cost	

6 Funding Request:	THIS REQUEST	
2,000,000	2,000,000	STATE funds
0	0	FEDERAL funds
0	0	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	
2,000,000	0	

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

9 **Designer:** NA

3.2 Project Support Documentation sheet 1

Institution: Middle Tennessee State University

Project: Multiple Buildings Exterior Envelope Updates

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.

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. Summary Results and Date of Physical Facilities Survey

3.1 DB70

1 **Department:** Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Campus Wide Utilities
City/County: Murfreesboro/Rutherford

2 **Fiscal Year:** 2022 / 2023

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

4 Project Description:

Repair and replacement of the following campus utilities including, but not limited to, underground electrical, steam, steam condensate, hot water, steam manhole, sanitary sewer, domestic water and backflow preventers, stormwater infrastructure, and all related work.

5	Total Project	This Request	Estimated Building Construction Cost:	
	0	0		0
	1,950,000	1,950,000	Building Construction	
	0	0	Site & Utilities	
	1,950,000	1,950,000	Built-in Equipment	
	255,000	255,000	Bid Target	
	2,205,000	2,205,000	Contingency:	13.08 13.08 percent
	185,752	185,752	MACC (Maximum Allowable Construction Cost)	
	0	0	Fee:	35/LogP-1.15= 8.42413979
	25,000	25,000	Movable Equipment	Renovation
	0	0	first other	Haz. Materials Abatement
	84,248	84,248	second other	
	2,500,000	2,500,000	Administration & Miscellaneous	
			Total Cost	

6 Funding Request:	THIS REQUEST	
2,500,000	2,500,000	STATE funds
0	0	FEDERAL funds
0	0	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	
2,500,000	0	

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

9 **Designer:** NA

3.2 Project Support Documentation sheet 1

Institution: Middle Tennessee State University

Project: Campus Wide Utilities

A. Architectural Program Scope

Taking place throughout the nearly 500 acre boundary of the main campus, this project is intended to address necessary repairs to the aging utilities infrastructure. The 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. This project is intended to increase the functionality and reliability of these systems.

B. Evidence of Physical Facility Need

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.

Underground domestic water piping installations range from 1960 to 1968 in various sections.

Refer to the 2016 Master Plan info for age of chilled water, steam, and steam condensate piping. Thermal imaging of the steam and steam condensate systems is also provided from a 2016 report.

D. 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: Multiple Building Roof Replacements
City/County: Murfreesboro / Rutherford

2 **Fiscal Year:** 2022 / 2023

3		New		Reno/Maint
<input type="checkbox"/>	Capital Outlay			
<input checked="" type="checkbox"/>	Capital Maintenance	0	Gross Sq.Ft.	70,000
<input type="checkbox"/>	Disclosure	0	Net Sq.Ft.	0
<input checked="" type="checkbox"/>	Designer Required	0.00	Cost/Sq.Ft.	16.22

4 **Project Description:**

Roof replacements for multiple buildings on campus all related work.

5	Total Project	This Request	Estimated Building Construction Cost:	1,135,400
	1,136,000	1,136,000	Building Construction	
	0	0	Site & Utilities	
	0	0	Built-in Equipment	
	1,136,000	1,136,000	Bid Target	
	114,000	114,000	Contingency:	10.04 10.04 percent
	1,250,000	1,250,000	MACC (Maximum Allowable Construction Cost)	
	110,549	110,549	Fee:	35/LogP-1.15= 8.84390456 Renovation
	0	0	Movable Equipment	
	0	0	first other	
	0	0	second other	
	39,451	39,451	Administration & Miscellaneous	
	1,400,000	1,400,000	Total Cost	

6 **Funding Request:**

THIS REQUEST

1,400,000	1,400,000	STATE funds
0	0	FEDERAL funds
0	0	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	
1,400,000	0	

8 **SBC Action:**

If an existing project, SBC Project No.: NA

9 **Designer:**

NA

3.2 Project Support Documentation sheet 1

Institution: Middle Tennessee State University

Project: Multiple Building Roof Replacements

A. Architectural Program Scope

The replacement of the roofs are necessary to maintain overall building conditions for Keathley University Center, Peck Hall, Storage Warehouse, Black House, Wamsley House, Harrison House, and other non-commercial 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

Keathley University Center (KUC) was constructed in 1967. It houses a wide variety of offices, facilities and meeting rooms. Lounges are located on the second and third floors, and there is an information desk is on the second floor lobby. KUC underwent a partial re-roof that was completed in 2019 as part of SBC project 166/009-10-2017. 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. It is the distribution warehouse and also used for storage and offices.

D. Summary Results and Date of Physical Facilities Survey

2021 Peck Hall Roof PFIS Score:60; 2021 Blue Warehouse Roof PFIS Score:50; 2021 KUC Roof PFIS Score: 90

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: 2022 / 2023

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

4 Project Description:

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

5	Total Project	This Request	Estimated Building Construction Cost:	
	0	0		0
	595,000	595,000	0	Building Construction
	0	0		Site & Utilities
	595,000	595,000		Built-in Equipment
	59,500	59,500		Bid Target
	654,500	654,500	10.00	Contingency: 10.00 percent
	61,369	61,369		MACC (Maximum Allowable Construction Cost)
	0	0	35/LogP-1.15=	9.37652104
	0	0		Fee: Renovation
	0	0		Movable Equipment
	0	0		first other
	0	0		second other
	22,131	22,131		Administration & Miscellaneous
	738,000	738,000		Total Cost

6 Funding Request:	THIS REQUEST	
738,000	738,000	STATE funds
0	0	FEDERAL funds
0	0	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	
738,000	0	

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

9 Designer: NA

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. Summary Results and Date of Physical Facilities Survey

N/A



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 25, 2021

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

PRESENTER: Alan Thomas
Vice President for Business and Finance

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 2021-22, THEC approved both of these ranges at 0 – 2.0% at its May 20, 2021 Commission meeting.

Attached is a calculation of the University's unmet financial needs for 2020-21. The amount represented is net of funds provided through new state appropriations. This additional financial need is comprised of funding related to (1) employee salary increases, including faculty promotions; (2) scholarships; (3) new academic programs and student success initiatives; and (4) fixed cost increases for software maintenance agreements and operations.

Included in the materials for this section is a comparison of MTSU fee rates to

other public institutions in Tennessee, as well as comparisons to our THEC peers. The University is proposing a 1.99% increase in tuition for all students, which complies with THEC's binding range of 0 – 2.0%. The University is recommending an additional 3% increase in graduate tuition. Schedules are provided showing the effect on current in-state and out-of-state rates for students taking 15 credit hours.

In addition to tuition, materials are provided for both mandatory and non-mandatory fee requests, as well as housing rates. Only mandatory fees are subject to THEC's binding range. Non-mandatory fees and housing rates are only subject to approval by the MTSU Board of Trustees.

The total impact of the combined increase in undergraduate tuition and mandatory fees is a 1.78% increase on students taking 15 hours, which complies with THEC's total guidance of 0 – 2.0%.

Tuition and Mandatory Fees

FY 2021-22 Tuition Increase Proposal

	<u>Amount</u>
Salary Pool	\$ 4,540,500
Faculty Promotions	288,000
Scholarships & Discounts	1,918,500
Software Maintenance Agreements	850,000
New / Expanded Program Needs	1,191,950
Data Science Pipeline Match	63,720
Other Fixed Costs and Student Success Initiatives	326,700
FY 2021-22 Budget Need	<u>\$ 9,179,370</u>
State Appropriations	5,539,300
Reallocation of Existing Funds	655,070
FY 2021-22 Funds Available	<u>\$ 6,194,370</u>
Unmet Need	\$ 2,985,000
Equivalent Tuition Increase	1.99%

Tuition and Fees Comparison

Summary of Tuition and Mandatory Fees Compared to Peers, AY 2020-21

In-State/Resident, Undergraduate

	Tuition & Fees 20-21	Peer Tuition & Fees 20-21	+/- %	TN Rank ¹	Peer Max	Peer Min
APSU	\$8,627	\$9,002	-4.2%	10	\$11,120	\$5,785
ETSU	\$9,491	\$8,418	12.7%	6	\$11,156	\$5,785
MTSU	\$9,424	\$9,161	2.9%	7	\$13,014	\$6,253
TSU	\$8,183	\$9,192	-11.0%	10	\$11,156	\$5,785
TTU	\$9,828	\$8,227	19.5%	4	\$11,338	\$4,353
UM	\$9,924	\$11,155	-11.0%	10	\$14,890	\$6,410
UTC	\$9,268	\$7,679	20.7%	4	\$10,755	\$4,353
UTK	\$13,264	\$11,464	15.7%	3	\$17,510	\$6,380
UTM	\$9,748	\$9,701	0.5%	7	\$15,996	\$4,353

Universities are ranked 1-13, with 1 being highest tuition and fees and 13 being lowest tuition and fee

Source: THEC-Defined Peers

MTSU Peers

2020-21 Tuition & Fees

University	Tuition & Fees
George Mason University (VA)	13,014
University of North Texas	11,295
Old Dominion University (VA)	11,156
Georgia State University	11,076
The University of Texas at Arlington	10,964
University of Texas at San Antonio	10,093
Middle Tennessee State University	9,424
University of Southern Mississippi	8,896
Georgia Southern University	7,578
University of North Carolina-Greensboro	7,406
University of North Carolina-Charlotte	7,096
Florida International University	6,566
Florida Atlantic University	6,253

Source: The Chronicle of Higher Education
<https://www.chronicle.com/interactives/tuition-and-fees>

FY 2021-22 Graduate Tuition

Fee	Current	Proposed	Prior Increase	Revenue Generated
College of Graduate Studies	FY19-20 increased graduate tuition 3%	Additional 3% tuition increase for graduate courses	3%	\$ 600,000

Graduate student enrollment is approximately 11% of the total MTSU student body. Our peer institutions within the state and region have, on average, closer to 20% of the student body in graduate classes. This means to catch up to our peers, we need to increase graduate enrollment by 100%. MTSU is well-known undergraduate university in the Middle Tennessee Region, but is less known for its graduate programs. To overcome this knowledge gap, the College of Graduate Studies will use the revenue from this fee to market and advertise graduate programs to increase awareness, applications, and enrollment until we meet, or exceed, our peer ratio of 20% of the student body, or 5000 students. Marketing reports suggest connecting employment with graduate degrees resonates well and parallels the Governor's focus on employment with degrees. Offering new and higher graduate assistantships will also result in higher enrollment. This tuition increase will still place MTSU as the 3rd lowest graduate tuition in the state.

In-State and Out-of-State Tuition (per credit hour)

Fee	Current	New	Increase
Undergraduate In-State Maintenance Fee	\$300	\$306	\$6
Over 12 hours	\$59	\$60	\$1
Undergraduate Out-of-State Tuition	\$1,078	\$1,099	\$21
Over 12 hours	\$216	\$220	\$4
Graduate In-State Maintenance fee	\$497	\$522	\$25
Over 10 hours	\$99	\$104	\$5
Graduate Out-of-State Tuition	\$1,376	\$1,445	\$69
Over 10 hours	\$274	\$288	\$14

MTSU E-Rate (per credit hour)

Fee	Current	New	Increase
Undergraduate eRate	\$450	\$459	\$9
Undergraduate Online Course Fee	\$30	\$30	\$0
Graduate eRate	\$746	\$783	\$37
Graduate Online Course Fee	\$30	\$30	\$0

eRate is available to students who are classified as non-residents of Tennessee and who are enrolled exclusively in online courses. The Online Course Fee will be waived for Summer 2021 and Fall 2021 semesters.

Regional Scholars (per credit hour)

Fee	Current	New	Increase
Undergraduate Rate	\$540	\$549	\$9
Graduate Rate	\$785	\$813	\$28

- Regional Scholars are non-residents of Tennessee who mainly live in a state that borders Tennessee and meet specific academic requirements.
 - Graduated from a high school located in a county within a 250 mile radius of MTSU or in a state that borders Tennessee (undergrad) or have a permanent address in a county within a 250 mile radius of MTSU or in a state that borders Tennessee (graduate)
 - Have an ACT composite of 25 (SAT 1130) or above (undergrad)
 - Maintain full time enrollment (12 hours undergrad / 10 hours graduate)
 - Remain in good academic standing
- Rate is the in-state rate plus the state subsidy

FY 2021-22 Mandatory Fee Requests

Fee	Current	Proposed	Increase
Student Debt Service	\$ 204.00	\$ 204.00	-
Student Recreation	61.00	61.00	-
Student Government Association	40.00	40.00	-
Postal Services	12.00	12.00	-
Sustainable Campus Fee	8.00	8.00	-
Athletics	240.00	240.00	-
Parking Services	115.00	117.00	2.00
Technology Access Fee	112.50	117.50	5.00
Health Services	90.50	92.50	2.00
International Fee	16.00	16.00	-
Facilities Fee	36.00	36.00	-
Total	\$ 935.00	\$ 944.00	\$ 9.00

The Student Government Association has approved all increases.

FY 2021-22 Mandatory Fee Requests

Fee	Current	Proposed	Increase	Student Exposure	Prior Increase	Revenue Generated
Parking	\$ 115	\$ 117	\$ 2	Fee increase approved by SGA Executive Committee 11/12/2020	FY19-20 \$2	\$70,000

Parking Services is a 100% auxiliary enterprise operation and is totally dependent on the Parking fee for its shuttle services for students, utilities and maintenance cost of the Parking office and shuttle buses, and various parking lots, campus lighting, and sidewalk maintenance projects. The \$2 increase is also needed for mandatory salary and benefit increases.

FY 2021-22 Mandatory Fee Requests

Fee	Current	Proposed	Increase	Student Exposure	Prior Increase	Revenue Generated
Technology Access Fee	112.50	117.50	\$ 5	Fee increase approved by SGA Executive Committee 4/14/2021	FY00-01 \$12.50	\$175,000

The technology access fee (TAF) is a per semester fee required by each student to help offset a portion of the technology related cost on campus. The fee itself covers about \$4.2M in technology related expenses annually. The fee is used to supplement infrastructure costs and pay for classroom equipment, computer lab equipment, break/fix expenses, lab related software, etc.

Proposals are submitted each year by deans, department chairs, faculty, and our classroom design and support team to make improvements in our students' technology access and experience. Currently, requests are averaging slightly over \$6.0 million annually, which this incremental increase in the fee will help address.

FY 2021-22 Mandatory Fee Requests

Fee	Current	Proposed	Increase	Student Exposure	Prior Increase	Revenue Generated
Health Services	\$ 90.50	\$ 92.50	\$ 2	Fee increase approved by SGA Executive Committee 11/12/2020	FY19-20 \$3	\$ 70,000

Student Health Services is a 100% auxiliary enterprise operation and is totally dependent on the Student Health Services fee for its services to students and operations and its portion of the shared capital cost (with Campus Recreation) for the 202,000 square foot building. The \$2 increase is needed for: required salary and benefit increases, inflationary cost of software support and medical supplies, and overhead costs. Student demand for health and mental health services continues to be strong.

Projected Annual Impact of Requested Fee Increases Based on 15 hour Enrollment Fall and Spring

		% Increase
Current In-State Tuition	\$ 7,554	
Current Mandatory Fees	<u>1,870</u>	
Total In-State Tuition & Mandatory Fees	<u>\$ 9,424</u>	
1.99% In-State Tuition Increase**	\$ 150	
Requested Mandatory Fees	<u>18</u>	
Total Fee Increase	<u>\$ 168</u>	
New In-State Tuition	\$ 7,704	
New Mandatory Fees	<u>1,888</u>	
New In-State Tuition & Mandatory Fees	<u>\$ 9,592</u>	1.78%

**THEC's guidance for the combined maintenance fee and mandatory fee increase is 0-2.0%.

Non-Mandatory Fee Requests FY 2021-22

FY 2021-22 Non-Mandatory Fees

Fee	Current	Proposed	Increase	Prior Increase	Revenue Generated
Use of Aircraft	\$115-\$265/ flight hour	\$115- \$280/ flight hour	\$0-\$15/ flight hour	FY18-19 \$0-\$30/ flight hour	For all flight training fees combined, this would generate \$443,200
Instruction	\$17-\$70/ flight hour	\$17-\$75/ flight hour	\$0-\$5/ flight hour	FY18-19 \$0-\$20/ flight hour	
Use of Simulators	\$50-\$120/ flight hour	\$35-\$150/ flight hour	-\$15-\$30/ flight hour	FY18-19 \$0-\$20/ flight hour	

This increase will help fund the annual increase in cost of aircraft operation, as well as the refurbishment and replacement of an aging fleet. The additional revenue will allow the department to continue the gradual replacement of aircraft on an annual basis over the next several years. Funding will also allow for competitive pay of part-time instructors, which are normally either students or former students, and to attract these individuals to MTSU over local competitors.

FY 2021-22 Non-Mandatory Fee Requests

Fee	Current	Proposed	Increase	Revenue Generated
Art Materials Fee	\$30 / credit hour	\$30 / credit hour	\$ -	\$ 10,800

There is no change in the fee. Adding these Art Therapy courses to the existing materials fee: 3001, 3002, 4002, 4003, 5600, 5800, 6000, 6100, 6200, 6250, 6300, 6350, 6400

FY 2021-22 Non-Mandatory Fee Requests

Fee	Current	Proposed	Increase	Revenue Generated
Physician Assistant Program Course Fee	NEW	\$100 / credit hour	\$100 / credit hour	\$ 300,000

Note: the revenue estimate is by the third year of operation

The proposed fee will directly benefit the students in the MS Physician Assistant Studies program. These fees will support student learning in the classroom, in clinical settings, and in the lab environment. Revenues will be used to purchase necessary supplies, equipment, software, and resources to instruct students in the didactic and clinical courses, and to pay for required memberships, certifications, and testing. One of the goals is to provide up-to-date academic and clinical experiences, ensure students are prepared to pass the required national certification examination, and are eligible and ready to enter the workforce upon completion of the PA program.

FY 2021-22 Non-Mandatory Fee Requests

Fee	Current	Proposed	Increase	Revenue Generated
Physician Assistant Admission Fee	NEW	\$ 1,500	\$ 1,500	\$ 3,000

The proposed fee is to deter students from accepting admission in the MS Physician Assistant Studies program and then not attending. This is a non-refundable deposit applicable to students accepted into the program. The deposit will be applied to tuition for students who attend MTSU.

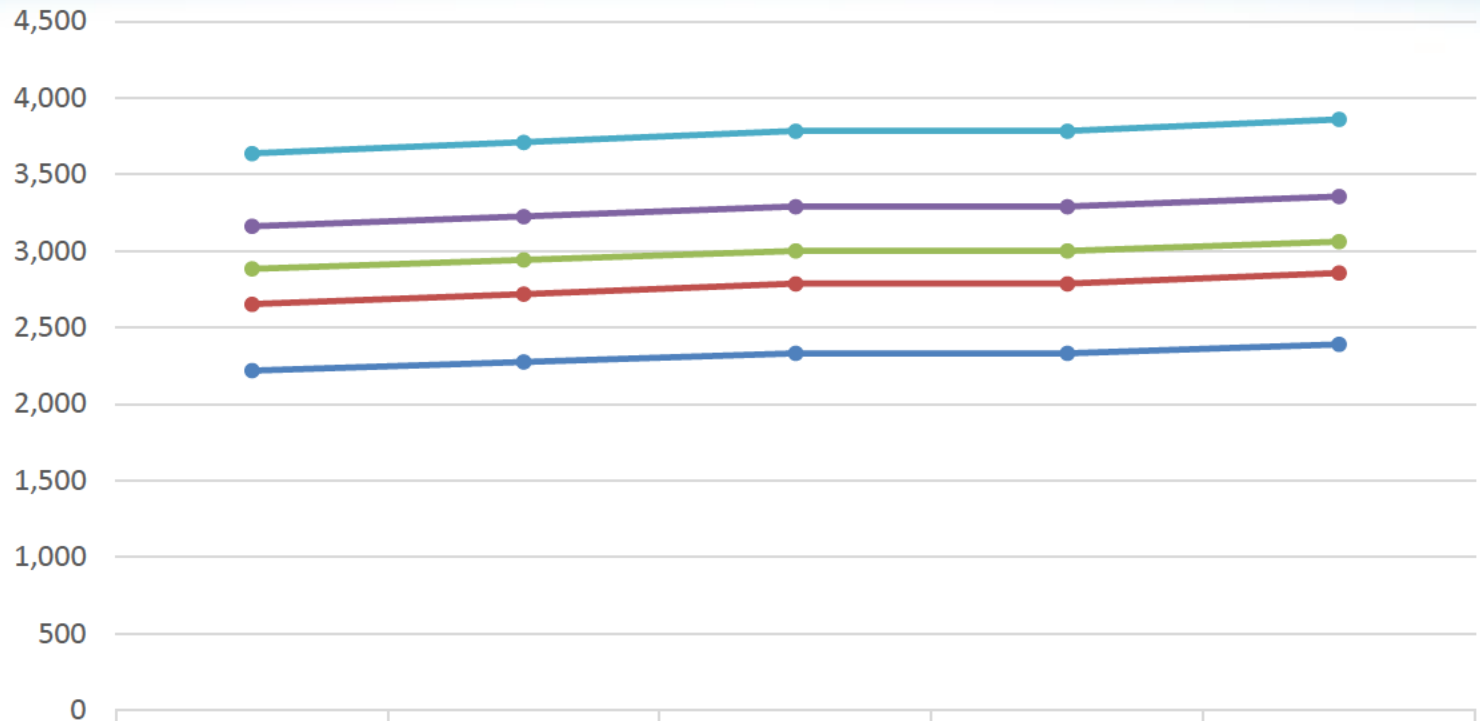
FY 2021-22 Non-Mandatory Fee Requests

Fee	Current	Proposed	Increase	Revenue Generated
Graduate Application Fee	\$35	\$1-\$100	-\$34 - \$65	\$ -

The proposed change is to establish a range for the Graduate Application fee. The President, upon recommendation of the Provost and the Vice President for Business and Finance, may reduce or increase the graduate application fee to augment recruiting and marketing of a program or programs, or in response to market demand cycles. Such adjustments are only valid for one academic year, shall not exceed \$100; and must be resubmitted to the President for approval annually to be extended.

Housing Rates FY 2021-22

Housing History Rates Per Semester



	2017-18	2018-19	2019-20	2020-21	2021-22
Dorm	2,219	2,275	2,332	2,332	2,390
Renovated Dorm	2,652	2,718	2,786	2,786	2,856
Single Apt	2,884	2,942	3,001	3,001	3,061
Scarlett Commons	3,162	3,225	3,290	3,290	3,356
Family	3,637	3,710	3,784	3,784	3,860

FY 2021-22 Housing Rates

Fee	Current	Proposed	Increase	Prior Increase	Revenue Generated
Residence Halls	\$408 - \$3,290	\$416 - \$3,356	\$8 - \$66	FY19-20 \$10 - \$65	\$ 451,162
Apartments	\$789 - \$3,784	\$805 - \$3,860	\$16 - \$76	FY19-20 \$15 - \$74	\$ 10,880

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 2% increase is proposed for apartments and a 2.5% increase is proposed for residence halls.

Revenue Summary

Summary of Revenue Generated

	Revenue
Tuition	\$ 2,985,000
Additional Graduate Tuition	600,000
Mandatory Fees	315,000
Non-Mandatory Fees	757,000
Housing	462,042
Total Revenue	<u>\$ 5,119,042</u>



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 25, 2021

SUBJECT: **Compensation**

PRESENTER: Kathy Musselman
Assistant Vice President for Human Resources

BACKGROUND INFORMATION:

BACKGROUND INFORMATION:

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

The Governor’s budget provides \$1.1 million in non-recurring funding for the creation of a 2.0% salary pool covering the period from January 1, 2021 through June 30, 2021. Attached for your consideration and approval is a recommendation for this non-recurring salary pool.

The Governor’s budget also provides \$4.5 million in recurring funding to annualize the 2.0% January 1, 2021 salary pool and to fund a 2.0% July 1, 2021 salary pool. A recommendation for these recurring salary pools will be

presented to you at the August 2021 meeting.

Funding included in the Governor's Budget for salary increases is provided at approximately 55% of the total cost, with the University being responsible for the remaining 45%.

Salary Pool Allocation Recommendation

The President recommends your approval of the following:

- One-time bonus equivalent to six months of a 2% salary increase or \$500, whichever is greater for regular employees, both full and part-time, on the payroll as of December 31, 2020. The bonus will be calculated based on the annual salary as of May 31, 2021 and paid in the June 2021 payroll. The estimated cost of this bonus is \$1.7 million including benefits.
- Funding will be a combination of state appropriations and institutional funds. The Governor has allocated \$1.1 million in the budget for a 2.0% salary pool covering the period from January 1, 2021 through June 30, 2021, with the remaining \$600,000 to be funded by the University.

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

- The bonus will be distributed to all unrestricted and restricted regular full-time and part-time employees and participants in the post-retirement service program who were employed as of December 31, 2020 and are in an active pay status on June 1, 2021.
- Bonuses will not apply to adjunct faculty, temporary employees, graduate assistants, or student workers.
- One-time bonus equivalent to six months of a 2% increase or \$500 minimum payment is pro-rated for part-time employees.
- Unless specifically excluded by statute or on terminal leave status, all eligible persons employed as of December 31, 2020 and in an active pay status on June 1, 2021, shall receive the bonus, with the exception of employees with unsatisfactory work performance. An employee appeal process for those who don't receive the bonus due to an unsatisfactory evaluation will be provided. This is to allow the employee an opportunity to provide supporting evidence that an administrative error was made in the implementation process.



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 25, 2021

SUBJECT: **Operating Budgets**

PRESENTER: Alan Thomas
Vice President for Business and Finance

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. It is based on a 1.5% tuition increase and includes mandatory fee increases, salary and operating appropriation increases approved by the General Assembly for 2021-22, and a stable enrollment.

The materials that follow represent the 2020-21 Estimated Budget and the 2021-22 Proposed Budget and are being presented for your approval.

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR REVENUE CATEGORIES
ESTIMATED BUDGET 2020-21**

<u>Revenue</u>	<u>2020-21 October Budget</u>	<u>2020-21 Estimated Budget</u>	<u>Difference</u>
Tuition and Fees	\$ 199,810,400	\$ 202,114,000	\$ 2,303,600
State Appropriations	107,193,500	107,193,500	-
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	281,300	281,300	-
Private Gifts	-	-	-
Sales & Services of Educ Activities	747,800	751,500	3,700
Sales & Services of Other Activities	15,352,600	15,421,200	68,600
Other Sources	1,682,400	1,682,400	-
Total Revenue	\$ 325,823,000	\$ 328,198,900	\$ 2,375,900

MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY FUNCTIONAL CATEGORY
ESTIMATED BUDGET 2020-21

	October Budget 2020-21	Estimated Budget 2020-21	Difference
Instruction	\$ 167,086,700	\$ 166,095,000	\$ (991,700)
Research	9,073,300	9,057,400	(15,900)
Public Service	5,926,600	6,103,300	176,700
Academic Support	35,487,100	35,289,700	(197,400)
Student Services	39,626,500	39,301,000	(325,500)
Institutional Support	27,870,100	28,191,400	321,300
Operation and Maintenance	28,854,800	29,041,500	186,700
Scholarships and Fellowships	30,424,700	30,837,700	413,000
Transfers	10,205,400	10,264,800	59,400
Total	<u>\$ 354,555,200</u>	<u>\$ 354,181,800</u>	<u>\$ (373,400)</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY NATURAL CATEGORY
ESTIMATED BUDGET 2020-21**

	<u>October Budget 2020-21</u>	<u>Estimated Budget 2020-21</u>	<u>Difference</u>
Professional Salaries	\$ 146,439,000	\$ 147,840,000	\$ 1,401,000
Other Salaries	23,270,600	23,323,600	53,000
Employee Benefits	62,631,300	62,852,800	221,500
Travel	4,640,700	4,166,500	(474,200)
Operating Expense	103,114,300	101,494,200	(1,620,100)
Capital Outlay	4,253,900	4,239,900	(14,000)
Transfers	<u>10,205,400</u>	<u>10,264,800</u>	<u>59,400</u>
Total	<u>\$ 354,555,200</u>	<u>\$ 354,181,800</u>	<u>\$ (373,400)</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR AUXILIARIES
ESTIMATED BUDGET 2020-21**

<u>Auxiliary</u>	<u>2020-21 October Budget</u>	<u>2020-21 Estimated Budget</u>	<u>Difference</u>
Bookstore	\$ 375,000	\$ 375,000	\$ -
Food Service	2,282,831	2,442,831	160,000
Housing	9,489,590	17,361,366	7,871,776
Vending	130,000	126,800	(3,200)
Recreational Center	2,557,124	3,475,700	918,576
Post Office	444,576	488,036	43,460
Parking Services	4,727,488	5,624,718	897,230
Residential & Commercial Rentals	280,000	280,000	-
Health Services	3,867,500	4,340,150	472,650
TN Miller Coliseum	621,154	884,193	263,039
Student LD Service	2,500	1,200	(1,300)
TOTAL	<u>\$ 24,777,763</u>	<u>\$ 35,399,994</u>	<u>\$ 10,622,231</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
SUMMARY OF RESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED
ESTIMATED BUDGET 2020-21**

Revenues	2020-21 October Budget	2020-21 Estimated Budget	Difference
Tuition and Fees	\$ 1,500,000	\$ (2,050,000)	\$ (3,550,000)
Federal Grants and Contracts	50,500,000	76,500,000	26,000,000
State Appropriations: Centers of Excellence	389,500	390,400	900
State Appropriations: Special Allocations	489,500	489,500	-
State Grants & Contracts	40,000,000	42,000,000	2,000,000
Local Grants & Contracts	50,000	45,000	(5,000)
Private Grants & Contracts	750,000	600,000	(150,000)
Private Gifts	2,500,000	2,500,000	-
Endowment Income	800,000	650,000	(150,000)
Other Income	700,000	(16,000,000)	(16,700,000)
Total Revenues	<u>\$ 97,679,000</u>	<u>\$ 105,124,900</u>	<u>\$ 7,445,900</u>
Expenses			
Instruction	\$ 9,000,000	\$ 8,500,000	\$ (500,000)
Research	3,950,000	5,000,000	1,050,000
Public Service	7,500,000	6,500,000	(1,000,000)
Academic Support	550,000	550,000	-
Student Services	3,235,000	2,500,000	(735,000)
Institutional Support	150,000	200,000	50,000
Operation and Maintenance	250,000	200,000	(50,000)
Scholarships and Fellowships	72,750,000	81,550,000	8,800,000
Auxiliary Enterprises	6,600	115,000	108,400
Total Expenses	<u>\$ 97,391,600</u>	<u>\$ 105,115,000</u>	<u>\$ 7,723,400</u>

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

	2020-21	2021-22	
	<u>Estimated Budget</u>	<u>July Budget</u>	<u>Difference</u>
Tuition and Fees	\$ 202,114,000	\$ 202,953,800	\$ 839,800
State Appropriations	107,193,500	115,994,200	8,800,700
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	281,300	282,500	1,200
Private Gifts	-	-	-
Sales & Services of Educ Activities	751,500	747,800	(3,700)
Sales & Services of Other Activities	15,421,200	16,374,200	953,000
Other Sources	1,682,400	1,682,400	-
	<u>\$ 328,198,900</u>	<u>\$ 338,789,900</u>	<u>\$ 10,591,000</u>

The following items are reflected above:
 Appropriation Increases for Formula Funding
 July includes 1.5% tuition increase
 July Budget Figures are Base Budget

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

	Estimated Budget 2020-21	July Budget 2021-22	Difference
Instruction	\$ 166,095,000	\$ 159,662,800	\$ (6,432,200)
Research	9,057,400	5,777,900	(3,279,500)
Public Service	6,103,300	7,048,500	945,200
Academic Support	35,289,700	34,539,000	(750,700)
Student Services	39,301,000	36,117,700	(3,183,300)
Institutional Support	28,191,400	25,523,200	(2,668,200)
Operation and Maintenance	29,041,500	28,426,300	(615,200)
Scholarships and Fellowships	30,837,700	30,469,500	(368,200)
Transfers	10,264,800	11,225,000	960,200
Total	\$ 354,181,800	\$ 338,789,900	\$ (15,391,900)

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 2021-22**

	Estimated Budget 2020-21	July Budget 2021-22	Difference
Professional Salaries	\$ 147,840,000	\$ 150,569,800	\$ 2,729,800
Other Salaries	23,323,600	23,251,300	(72,300)
Employee Benefits	62,852,800	64,256,000	1,403,200
Travel	4,166,500	4,468,300	301,800
Operating Expense	101,494,200	81,365,200	(20,129,000)
Capital Outlay	4,239,900	3,654,300	(585,600)
Transfers	10,264,800	11,225,000	960,200
Total	\$ 354,181,800	\$ 338,789,900	\$ (15,391,900)

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 2021-22**

Auxiliary	2020-21 Estimated Budget	2021-22 July Budget	Difference
Bookstore	\$ 375,000	\$ 375,000	\$ -
Food Service	2,442,831	2,846,889	404,058
Housing	17,361,366	16,965,025	(396,341)
Vending	126,800	130,000	3,200
Recreational Center	3,475,700	3,106,644	(369,056)
Post Office	488,036	468,300	(19,736)
Parking Services	5,624,718	5,292,200	(332,518)
Residential & Commercial Rentals	280,000	280,000	-
Health Services	4,340,150	4,195,700	(144,450)
TN Miller Coliseum	884,193	626,597	(257,596)
Student LD Service	1,200	1,200	-
TOTAL	\$ 35,399,994	\$ 34,287,555	\$ (1,112,439)

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

Revenues	2020-21	2021-22	Difference
	Estimated Budget	July Budget	
Tuition and Fees	\$ (2,050,000)	\$ 1,500,000	\$ 3,550,000
Federal Grants and Contracts	76,500,000	45,500,000	(31,000,000)
State Appropriations: Centers of Excellence	390,400	404,800	14,400
State Appropriations: Special Allocations	489,500	489,500	-
State Grants & Contracts	42,000,000	40,500,000	(1,500,000)
Local Grants & Contracts	45,000	45,000	-
Private Grants & Contracts	600,000	700,000	100,000
Private Gifts	2,500,000	2,300,000	(200,000)
Endowment Income	650,000	700,000	50,000
Other Income	(16,000,000)	700,000	16,700,000
Total Revenues	<u>\$ 105,124,900</u>	<u>\$ 92,839,300</u>	<u>\$ (12,285,600)</u>
Expenses			
Instruction	\$ 8,500,000	\$ 4,600,000	\$ (3,900,000)
Research	5,000,000	4,800,000	(200,000)
Public Service	6,500,000	6,000,000	(500,000)
Academic Support	550,000	500,000	(50,000)
Student Services	2,500,000	2,775,000	275,000
Institutional Support	200,000	100,000	(100,000)
Operation and Maintenance	200,000	100,000	(100,000)
Scholarships and Fellowships	81,550,000	73,750,000	(7,800,000)
Auxiliary Enterprises	115,000	25,000	(90,000)
Total Expenses	<u>\$ 105,115,000</u>	<u>\$ 92,650,000</u>	<u>\$ (12,465,000)</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
TOTAL REVENUE AND EXPENSE BUDGETS
ESTIMATED BUDGET 2020-21 / JULY BUDGET 2021-22**

Fund Group	2020-21 Estimated Budget	2021-22 July Budget
REVENUE		
Unrestricted Education & General Revenue	\$ 328,198,900	\$ 338,789,900
Auxiliary Revenue	35,399,994	34,287,555
Restricted Revenue	105,124,900	92,839,300
TOTAL REVENUE	\$ 468,723,794	\$ 465,916,755
EXPENSE		
Unrestricted Education & General Expenses	\$ 354,181,800	\$ 338,789,900
Auxiliary Expenses	35,399,994	34,287,555
Restricted Expenses	105,115,000	92,650,000
TOTAL EXPENSES	\$ 494,696,794	\$ 465,727,455

MIDDLE TENNESSEE STATE UNIVERSITY
TSSBA DEBT SERVICE COVERAGE - DISCLOSED PROJECTS ADJUSTMENT
July Budget 2021-22

<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:				
School of Concrete & Construction	40,100,000	2,000,000	450,000	
Student Athlete Performance Center	66,000,000	56,000,000		
Athletic Video Board Upgrades	3,000,000	3,000,000		
July Budget:				
School of Concrete & Construction	40,100,000	2,000,000	450,000	
Student Athlete Performance Center	66,000,000	61,000,000		
Athletic Video Board Upgrades	3,900,000	3,900,000		
New Student Housing	63,200,000	63,200,000		
Parking Structure	22,800,000	22,800,000		
Tennis Facility Improvements	5,000,000	5,000,000		