



**Middle Tennessee State University
Board of Trustees
Finance and Personnel Committee**

Tuesday, May 24, 2022
10:00 a.m.

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 24, 2022
10:00 a.m.

AGENDA

Call to Order and Opening Remarks

Roll Call

Approval of Minutes (Action) Tab 1

Revisions to Policies (Action) Tab 2

- 1. 641 Student Fees, Incidental Charges and Refunds
- 2. 730 Campus Crisis and Emergency Management

Capital Outlay Project Submittal (Action)..... Tab 3

Capital Disclosures (Action) Tab 4

Capital Maintenance Projects Submittal (Action) Tab 5

Tuition, Fees and Housing Rates (Action) Tab 6

Compensation (Action) Tab 7

Operating Budgets (Action) Tab 8

- 1. Estimated 2021-22 Budget
- 2. Proposed 2022-23 Budget

Closing Remarks

Adjournment



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 24, 2022

SUBJECT: **Approval of Minutes**

PRESENTER: Joey Jacobs
Committee Chair

BACKGROUND INFORMATION:

The Finance and Personnel Committee met on March 15, 2022. 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 15, 2022, in the Miller Education Center Meeting Room at Middle Tennessee State University.

Call to Order

Committee Chair Joey Jacobs called the meeting to order at 11:19 a.m. and requested Board Secretary James Floyd to call the roll.

Roll Call

The following Committee members were in attendance: J.B. Baker, Tom Boyd, Rick Cottle, Pete DeLay, Darrell Freeman, Joey Jacobs, Steve Smith, Chris Karbowski Vanek, Pam Wright, and Gabriela Jaimes. A quorum was declared. Also present were 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; Yvette Clark, Interim Vice President for Information Technology and Chief Information Officer; Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; Brenda Burkhart, Chief Audit Executive; James Floyd, University Counsel and Board Secretary; and, Kim Edgar, Assistant to the President and Chief of Staff.

Approval of Minutes - Action

The first agenda item was the approval of the minutes from the November 9, 2021, Finance and Personnel Committee meeting. Trustee DeLay moved to approve the minutes from the November 9, 2021, meeting, and Trustee Baker seconded the motion. A voice vote was taken, and the motion to approve the minutes from the November 9, 2021, Finance and Personnel Committee meeting passed unanimously.

Permanent Appointment of Assistant to the President for Community Engagement

And Inclusion – Action

The second agenda item concerned the approval of the recommendation by Dr. McPhee for the permanent appointment of Dr. Monica Smith as the Assistant to the President for Community Engagement and Inclusion. Committee members were directed to the meeting materials for a copy of Dr. Smith's resume and a recommended salary. Trustee Wright made a motion to approve the permanent appointment, and recommended salary, of Dr. Monica Smith as the Assistant to the President for Community Engagement and Inclusion, and Trustee Freeman seconded the motion. A voice vote was taken, and the motion to approve the permanent appointment of Assistant to the President for Community Engagement and Inclusion passed unanimously.

Approval of Policy Revision – Action

The next agenda item was a recommendation for approval of revisions to University Policy 611 Financial Performance Review. Mr. Thomas explained that the modifications were necessary to reflect a previous recommendation approved by the Board to no longer present the Composite Financial Index (CFI) and related ratios as an annual information item. Instead, individual ratios and the overall CFI score will be compared with other LGIs and used by the University to assess whether revisions to the budget are needed. The CFI information will also be submitted to external agencies as requested or required. The Committee requested an additional modification to state that individual metrics requiring budget revisions will be presented with the related budget recommendations. Trustee Boyd moved to approve Policy 611 Financial Performance Review revisions, as amended. Chairman Smith seconded the motion. A voice vote was taken, and the motion to approve the revisions to Policy 611 Financial Performance Review, as amended, passed unanimously.

Governor's Budget and Legislative Budget Hearings Update – Information

The next agenda item was an update concerning the 2022-23 Governor's Budget. Mr. Thomas directed the Committee to the meeting materials containing THEC's analysis of the Governor's

Budget related to higher education and an email to the campus and Board members summarizing the impact on the University. He informed the Committee that Dr. McPhee and other University leadership attended and presented at budget hearings with the House Finance, Ways and Means Committee on Monday, February 7 and the Senate Education Committee on Wednesday, February 23. Dr. McPhee stated that he received positive feedback and support from both committees during the hearings, and MTSU's budget was successfully moved forward for the following year. Dr. McPhee also informed the Committee that he had the opportunity to speak with key legislators during the 2022 Day on the Hill event about the challenges of attracting and retaining University employees with below-market salary levels. He noted that \$120 million was allocated in this year's budget for state agencies to bring employee salaries to the market level. Dr. McPhee stated a similar appropriation is needed in next year's budget for higher education to bring University employee salaries up to the current market level. He encouraged the Committee members to prioritize this issue in their meetings with state legislators over the next year.

Trustee Karbowski Vanek asked why there has been a lack of movement on the higher education salary issue by the state legislature. Dr. McPhee responded that legislators believe universities can address the partially funded salary recommendation and market adjustments from tuition revenue. However, higher education institutions have been limited by THEC on raising tuition by only 1-2%, with the anticipated increase for the upcoming year being 0%.

Trustee Freeman asked about projections for enrollment growth and what impact that could have on creating revenue for hiring and salary increases. Dr. McPhee responded that the enrollment goals and projections for FY 22-23 had been sent to the Board. Discussion ensued concerning the factors that impact revenue from enrollment growth and other possible opportunities for generating revenue for the University.

HEERF Funding Update - Information

Next, Mr. Thomas provided a brief update on funding provided through the Higher Education Emergency Relief Fund (HEERF). He reported that the University has been awarded approximately \$103 million, with the majority of the funding being either expended or encumbered. Mr. Thomas explained that these numbers are only estimates and could change based on future enrollment and the ability to complete project orders given the supply chain issues the University is currently experiencing. He also informed the Committee that the U.S. Department of Education plans to provide a no-cost extension on the program to June 30, 2023. The original end date was May 15, 2022.

Capital Disclosures – Action

Bill Waits, Assistant Vice President for Campus Planning, presented information concerning an amendment to 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. On February 9, MTSU amended the MTSU FY 21/22 Capital Disclosure list via the quarterly disclosure process with a new disclosure for the Phillips Bookstore Improvements project. This gift-in-place project is provided by Barnes and Noble College and includes a new retail layout and seating area for the bookstore. The work will take place during the summer of 2022.

The meeting materials contained a summary of the Q4 Disclosure amendment, the original FY 21/22 Capital Budget Disclosure list, and the full MTSU disclosed project list as it will appear on April 1, 2022.

Chairman Smith made a motion to approve the amendment to the FY21/22 Capital Disclosure list to include the Phillips Bookstore Improvements project. Trustee DeLay seconded the motion. A voice vote was taken, and the motion to approve the amendment to the FY21/22 Capital Disclosure list to include the Phillips Bookstore Improvements project passed unanimously.

Faculty Senate Presentation – Information

The final agenda item was a presentation by Mr. Robert Gordon, Associate Professor, Media Arts, and Faculty Senate President, and Dr. Anne Anderson, Professor and Weatherford Chair of Finance, concerning below-market salary levels at the University and their impact on the ability to attract and retain quality faculty. The presentation included a detailed analysis of MTSU faculty salary growth from AY 14-15 to AY 20-21, CUPA peer school comparisons, and AY 20-21 salary comparisons to other Tennessee universities. Dr. Anderson emphasized that MTSU salaries cannot move closer to the market level when recommended raises are not fully funded by the State. She concluded the presentation with a request that the University develop a clear plan to close the market gap to the 2020-21 market level rather than the 2014-15 level.

Mr. Gordon thanked the Committee for allowing time for the Faculty Senate's concerns to be brought before the members at this meeting. He stated that it is helpful for faculty members to know that the administration and Board members are working together to address these issues. Dr. McPhee informed the Committee that he and the Provost meet regularly with the President's Liaison Committee, a representative group of the Faculty Senate, to communicate efforts made in many areas of the University. He also stated that employee salaries remains his top priority for the University and will continue to be at the forefront of his discussions with THEC, the Governor, and General Assembly.

Closing Comments

Chairman Jacobs thanked Mr. Gordon and Dr. Anderson for their presentation. He also thanked Mr. Thomas and his staff for the work they do for the University.

Adjournment

The meeting adjourned at 12:15 p.m.

Respectfully submitted,

Finance and Personnel Committee



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 24, 2022

SUBJECT: **Policy Revisions**

PRESENTERS: Alan Thomas
Vice President for Business and Finance

BACKGROUND INFORMATION:

Outlined below are proposed revisions to policies requiring Board approval:

Policy 641 Student Fees-Incidental Charges and Refunds

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

Policy 730 Campus Crisis and Emergency Management

- Section III. Assigned maintenance of the Emergency Operations Planning from Environmental Health and Safety to University Police Department and removed requirement that the EOP on the University's website be redacted.
- Section VI:
 - Added references and link to ICS Form 214 for Federal reimbursement following critical incidents;
 - Requires command post be established by the initial Incident Command;
 - Requires all news media requests during a critical incident be directed to the Joint Information Center;
 - Requires establishing a media staging area for distribution of information;
 - Added information related to volunteers and being directed to the staging area established for registration and assignment;
 - Revised volunteer log to include "M" number as opposed to Social Security number; and
 - Updated communication procedures.
- Section VII. Updated Emergency Operations Plan training requirements.

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



641 Student Fees – Incidental Charges and Refunds

Approved by Board of Trustees

Effective Date: _____, 2022

Responsible Division: Business and Finance

Responsible Office: Business and Finance

Responsible Officer: Associate Vice President, Business and Finance

I. Purpose

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

II. Establishment of Fees, Fines, and Charges

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

III. Approval of Exceptions

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

IV. Appeals Process

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

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

V. Exchange of Revenue

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

VI. Tuition and Fees Subject to Board Approval

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

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

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

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

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

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

realize that the potential earning power in the work force justifies their additional investment.

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

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

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

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

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

VIII. Deposits

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

IX. Student Residence Facilities

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

X. Other Fee and Charge Considerations

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

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

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

XI. Refunds and Fee Adjustments

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

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

Forms: none.

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

Last Reviewed: _____ 2022.

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



641 Student Fees – Incidental Charges and Refunds

Approved by Board of Trustees

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

Responsible Division: Business and Finance

Responsible Office: Business and Finance

Responsible Officer: Associate Vice President, Business and Finance

I. Purpose

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

II. Establishment of Fees, Fines, and Charges

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

III. Approval of Exceptions

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

IV. Appeals Process

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

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

V. Exchange of Revenue

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

VI. Tuition and Fees Subject to Board Approval

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

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

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

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

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

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

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

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

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

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

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

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

H.K. Other Fees, Fines, and Charges

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

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

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

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

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

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

VIII. Deposits

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

IX. Student Residence Facilities

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

X. Other Fee and Charge Considerations

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

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

XI. Refunds and Fee Adjustments

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

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

Forms: none.

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

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

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



730 Campus Crisis and Emergency Management

Approved by Board of Trustees

Effective Date: _____, 2022

Responsible Division: Business and Finance

Responsible Office: University Police

Responsible Officer: Assistant Vice President, University Police

I. Purpose

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

II. Definitions, Types, and Levels of Crisis

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

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

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

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

III. Emergency Operations Planning

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

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

IV. Emergency Management Roles

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

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

V. Emergency Status

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

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

VI. Emergency Processes

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

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

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

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

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

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

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

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

VII. Emergency Operations Plan (EOP) Training

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

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

Forms:

ICS Form 214

[Volunteer Release](#)

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

Last Reviewed: _____ 2022.

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



730 Campus Crisis and Emergency Management

Approved by Board of Trustees

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

Responsible Division: Business and Finance

Responsible Office: University Police

Responsible Officer: Assistant Vice President, University Police

I. Purpose

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

II. Definitions, Types, and Levels of Crisis

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

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

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

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

III. Emergency Operations Planning

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

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

IV. Emergency Management Roles

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

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

V. Emergency Status

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

1. The EOP provides that the President or Designee, with or without consultation from the CMT, will determine whether declaration of an emergency is appropriate.
2. If an emergency is declared, the employee(s) authorizing the declaration will cause CMT members (as well as others as directed by the President or Designee) to be contacted, advise them that an emergency has been declared, and direct them to respond to the President's Conference Room, the EOC, or any other designated facility.
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 - a. President
 - b. Chief Academic Affairs Officer/Provost
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 - e. Chief ~~Public Relations~~Marketing and Communications Officer
 - f. Chief of University Police Department
 - g. Director of University Health Services
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 2. No University employee, other than employees of MTSU's News and Media Relations office or the designated administrator, should release information to news media representatives, unless instructed to do so.
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1. Volunteers should be directed to a staging area that has been established ~~the EOC or a central location~~ for registration and assignment. During the registration process, volunteers will be required to provide some form of reliable identification.
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 - d. Faculty Senate
 - e. Student Affairs
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VII. Emergency Operations Plan (EOP) Training

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

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Forms:

ICS Form 214

Volunteer Release

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

Last Reviewed: ~~April 2021~~ 2022.

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



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 24, 2022

SUBJECT: **Capital Outlay Request**

PRESENTER: Bill Waits
Assistant Vice President, Campus Planning

BACKGROUND INFORMATION:

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

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

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

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

New Academic Building

Proposed FY 2023/2024 Capital Outlay Project Request

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

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

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

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

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



Legend:

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

Site Vicinity Map

3.1 DB70

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

2 Fiscal Year:

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

4 Project Description:

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

Proj.
Tvp

If new const., is it
in the Master Plan

If new will it
add to E&G?

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

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

7 Previous SBC Approved Funding:

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

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

9 Designer:



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 24, 2022

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 five projects as part of the FY 2023/2024 MTSU Capital Budget Request.

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

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

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

Proposed FY 2023/2024 Capital Disclosure List

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

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

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

Full MTSU Capital Disclosure List

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

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



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 24, 2022

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 2023-24 in conjunction with instructions received from the Tennessee Higher Education Commission (THEC).

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

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

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

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

(Total Recommendation \$225,000,000)

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

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

Capital Maintenance Request: FY2023-24

Governing Board:
2023-24 Maintenance
Allocation:

Middle Tennessee
\$15,807,000

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

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

Governing Board: **Middle Tennessee**

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

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

Governing Board: **Middle Tennessee**

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

3.1 DB70

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

2 Fiscal Year:

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

4 Project Description:

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

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

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

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

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

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

9 Designer:

3.2 Project Support Documentation sheet 1

Institution: [Middle Tennessee State University](#)

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

A. Architectural Program Scope

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

B. Evidence of Physical Facility Need

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

C. Historical Profile

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

D. Related Requirements

N/A

E. Summary Results and Date of Physical Facilities Survey

Central Chilled Water Utility Plant: 80

3.1 DB70

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

2 Fiscal Year:

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

4 Project Description:

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

Proj. Typ

If new const., is it in the Master Plan

If new will it add to E&G?

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

6 Funding Request:	THIS REQUEST
1,920,000	1,920,000
0	0
	STATE funds
	FEDERAL funds
	Local and Institutional Funds

7 Previous SBC Approved Funding:	fund year	description
already approved for existing SBC project	0	
0	0	
plus This Request	0	
1,920,000	0	

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

9 Designer:

3.2 Project Support Documentation Sheet 1

Institution: [Middle Tennessee State University](#)

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

A. Architectural Program Scope

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

B. Evidence of Physical Facility Need

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

C. Historical Profile

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

D. Related Requirements

N/A

E. Summary Results and Date of Physical Facilities Survey

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

3.1 DB70

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

2 Fiscal Year:

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

4 Project Description:

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

Proj. Typ

If new const., is it in the Master Plan

If new will it add to E&G?

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

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

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

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

9 Designer:

3.2 Project Support Documentation Sheet 1

Institution: [Middle Tennessee State University](#)

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

A. Architectural Program Scope

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

B. Evidence of Physical Facility Need

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

C. Historical Profile

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

D. Related Requirements

N/A

E. Summary Results and Date of Physical Facilities Survey

N/A

3.1 DB70

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

2 Fiscal Year:

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

4 Project Description:

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

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

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

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

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

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

9 Designer:

3.2 Project Support Documentation Sheet 1

Institution: Middle Tennessee State University

Project: Campus Wide Life Safety Systems Upgrades

A. Architectural Program Scope

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

B. Evidence of Physical Facility Need

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

C. Historical Profile

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

D. Related Requirements

N/A

E. Summary Results and Date of Physical Facilities Survey

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

3.1 DB70

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

2 **Fiscal Year:** 2023-2024

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.

Proj. Typ **Maintenance**

If new const., is it in the Master Plan **No**

If new will it add to E&G? **No**

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

6 **Funding Request:**

THIS REQUEST

2,500,000

2,500,000

STATE funds

0

0 FEDERAL funds

Local and Institutional Funds

7 **Previous SBC Approved Funding:**

fund year

description

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

0
 0
 0
 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

A. Architectural Program Scope

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

B. Evidence of Physical Facility Need

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

C. Historical Profile

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

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

D. Related Requirements

N/A

E. Summary Results and Date of Physical Facilities Survey

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

3.1 DB70

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

2 Fiscal Year:

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

4 Project Description:

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

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

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

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

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

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

9 Designer:

3.2 Project Support Documentation Sheet 1

Institution: Middle Tennessee State University

Project: Multiple Buildings Hydronic Systems Repairs and Repl.

A. Architectural Program Scope

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

B. Evidence of Physical Facility Need

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

C. Historical Profile

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

D. Related Requirements

N/A

E. Summary Results and Date of Physical Facilities Survey

N/A

3.1 DB70

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

2 Fiscal Year:

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

4 Project Description:

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

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

5	Total Project	This Request	Estimated Building Construction Cost:
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text" value="405,000"/>	<input type="text" value="325,000"/>	<input type="text" value="0"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text" value="405,000"/>	<input type="text" value="325,000"/>	<input type="text" value="0"/>
	<input type="text" value="40,500"/>	<input type="text" value="32,500"/>	<input type="text" value="10.00"/>
	<input type="text" value="445,500"/>	<input type="text" value="357,500"/>	<input type="text" value="10.00"/>
	<input type="text" value="43,324"/>	<input type="text" value="35,520"/>	<input type="text" value="10.00"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10.00"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10.00"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10.00"/>
	<input type="text" value="18,176"/>	<input type="text" value="13,980"/>	<input type="text" value="10.00"/>
	<input type="text" value="507,000"/>	<input type="text" value="407,000"/>	<input type="text" value="10.00"/>

6 Funding Request:

THIS REQUEST	
<input type="text" value="507,000"/>	<input type="text" value="407,000"/>
<input type="text" value="0"/>	<input type="text" value="0"/>

7 Previous SBC Approved Funding:

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

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

9 Designer:

3.2 Project Support Documentation Sheet 1

Institution: [Middle Tennessee State University](#)

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

A. Architectural Program Scope

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

B. Evidence of Physical Facility Need

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

C. Historical Profile

N/A

D. Related Requirements

N/A

E. Summary Results and Date of Physical Facilities Survey

N/A



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 24, 2022

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

PRESENTER: Alan Thomas
Vice President for Business and Finance

BACKGROUND INFORMATION:

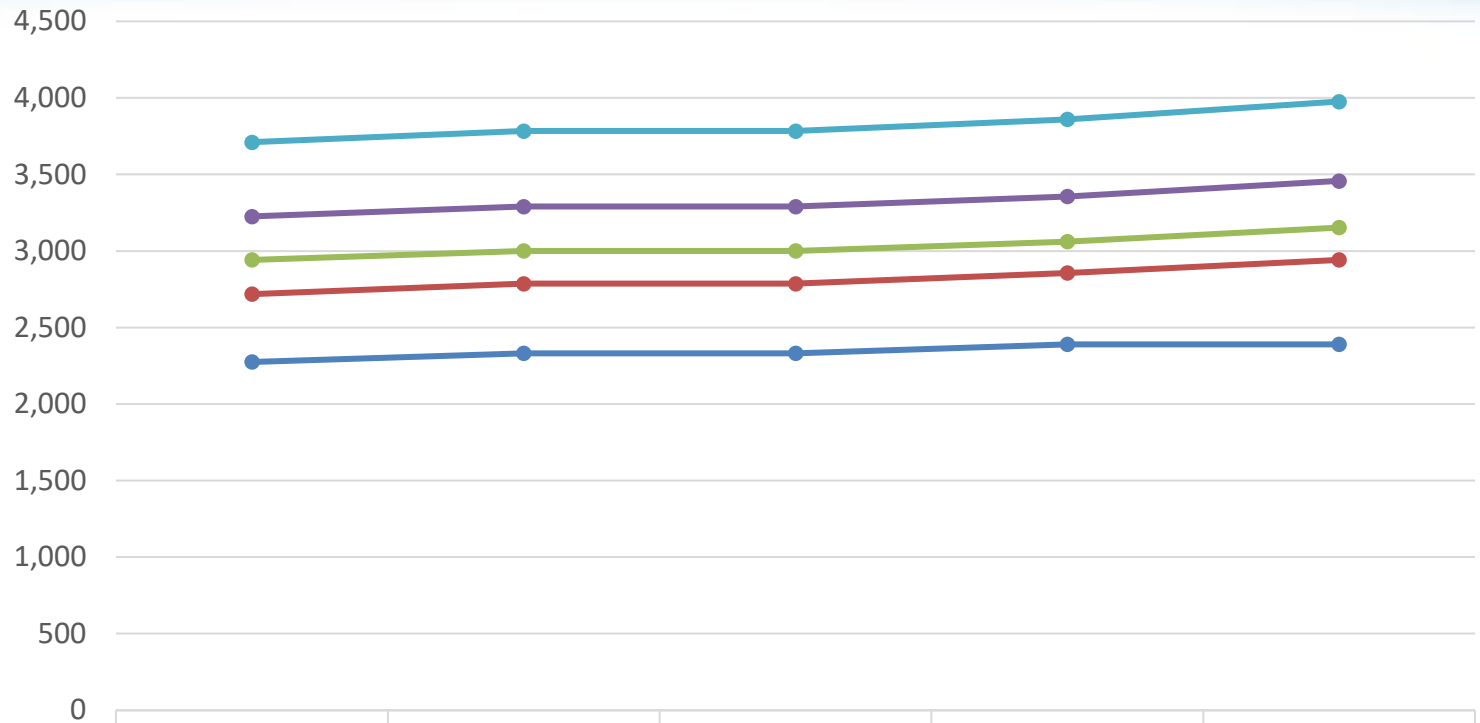
Under the FOCUS Act, the Tennessee Higher Education Commission (THEC) now sets a binding range in which institutions can increase undergraduate in-state tuition, as well as a binding range for the combined undergraduate in-state tuition plus mandatory fees. For 2022-23, THEC is expected to approve both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

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

This information is being presented for your review and approval.

Housing Rates FY 2022-23

Housing History Rates Per Semester



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

FY 2022-23 Housing Rates

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

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



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 24, 2022

SUBJECT: **Compensation**

PRESENTER: Kathy Musselman
Assistant Vice President for Human Resources

BACKGROUND INFORMATION:

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

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

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

- Increase salaries for employees below the 2022 poverty level. This will affect fifty-four (54) employees with a cost of approximately \$138,000, including benefits.
- Provide a 2.0% Cost of Living Allowance (COLA) increase, with a \$1,000 minimum. The approximate cost of these increases would be \$3.8 million, including benefits.
- Update current salary ranges from 2014-15 CUPA data to 2020-21 CUPA data and provide market adjustments. Salary ranges for both administrative and classified staff would be increased by 15.56% to reflect the new market levels. The remaining salary pool funding would be used to provide market adjustments to employees whose current salary is below the market predicted salary. Employees would receive 23.5% of their calculated market adjustment with the funding available.

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

Salary Pool Allocation Recommendation

The President recommends your approval of the following:

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

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

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

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

Implementation of Market

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



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: May 24, 2022

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 and is based on a 0% tuition increase, no mandatory fee increases, and a stable enrollment. Salary and operating appropriation increases approved by the General Assembly for 2022-23 have been reflected in the budget.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The following items are reflected above:

Salary Pool

July Budget Figures are Base Budget

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

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

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

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

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

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

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

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

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

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

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