

**MIDDLE TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**FINANCE AND PERSONNEL COMMITTEE  
MINUTES**

The Finance and Personnel Committee met on Tuesday, May 21, 2024, in the Miller Education Center Meeting Room at Middle Tennessee State University.

**Call to Order**

Committee Chair Pete Delay called the meeting to order at 1:29 p.m. and welcomed everyone in attendance in person and virtually.

**Roll Call**

Board Secretary James Floyd called the roll. The following Committee members were in attendance: J.B. Baker, Tom Boyd, Chair Pete DeLay, Bill Jones, Mary Martin, Steve Smith, Chris Karbowski Vanek, Michael Wade, Pam Wright, and Molly Mihm. A quorum was declared.

Also present were Alan Thomas, Vice President for Business and Finance; Yvette Clark, Vice President for Information Technology and Chief Information Officer; Sarah Sudak, Interim Vice President for Student Affairs and Dean of Students; Leah Ladley, Chief Audit Executive; James Floyd, University Counsel and Board Secretary; and Kim Edgar, Assistant to the President and Chief of Staff. President Sidney A. McPhee participated electronically.

**Approval of Minutes – Action**

The first agenda item was the approval of the minutes from the February 27, 2024, Finance and Personnel Committee meeting. Trustee Jones moved to approve the minutes from the February 27, 2024, meeting, and Trustee Boyd seconded the motion. A voice vote was taken, and the motion to approve the minutes from the February 27, 2024, Finance and Personnel Committee meeting passed unanimously.

### **Permanent Appointment of Vice President for Student Affairs and Dean of Students - Action**

The next item on the agenda was the request for approval of the permanent appointment of the Vice President for Student Affairs and Dean of Students presented by Dr. McPhee. As policy requires board confirmation of the president's direct reports, Dr. McPhee asked Yvette Clark, Vice President for Information and Technology, who chaired the search committee, to give an overview of the selection process. Ms. Clark gave a detailed description of the extensive selection process which included:

- Engagement with Parker Executive Search in January.
- Search committee comprised of 13 members from various campus sectors.
- Conducted an extensive search process, starting from identifying criteria to finalizing candidates.
- Received 60 applications, conducted virtual interviews with 4 candidates, and brought 3 to campus.
- Campus visits included open forums, student engagements, and multiple interviews.
- Feedback from various campus community members was collected and analyzed.

Ms. Clark explained that the Criteria for candidates included supervisory experience in student affairs, broad involvement in campus activities, and demonstrated engagement with students. Reference and background checks were conducted. The recommended candidate, Dr. Khalilah Doss, was highlighted for her student engagement, supervisory experience, and potential to build campus community.

After lengthy discussion, Chairman Smith moved to approve the appointment of the Vice President for Student Affairs and Dean of Students and Trustee Wade seconded the motion. A voice vote was taken and the approval of the appointment of Vice President for Student Affairs and Dean of Students passed unanimously.

### **Capital Outlay Project Submittal – Action**

The third item on the agenda was the recommendation for the approval of the Capital Outlay budget request presented by Bill Waits, Assistant Vice President for Campus Planning. The proposed MTSU capital outlay request for FY 2025-2026 is the Civic Leadership and Applied Humanities Building. This project is the same project that was submitted for the FY 2024 – 2025 as the Liberal Arts Archives and Museum Building. Mr. Waits noted that the name of the building is a working title and will likely change by the time the project is submitted to THEC.

The Civic Leadership and Applied Humanities Building will provide approximately 130,000 gross square feet of space for academic departments including History, Political and Global Affairs, Sociology and Anthropology, and the Center for Historic Preservation. This project will provide needed improvements to the academic departments and benefit students of all majors on campus. In partnership with these academic uses, the facility will contain exhibit, research office, and support space for the new Center for Innovation and Leadership, museum and exhibit space, and historical archives.

The estimated project cost is \$112.5 million, with a required University match of approximately \$9 million. The project cost was an increase from last year due to construction escalation and inflation. Of that \$9 million, \$3 million must come from gift funds. Capital Outlay submittal instructions from the Tennessee Higher Education Commission (THEC) have not been received, but the process should be similar to years past.

Chairman Smith moved to approve the FY 2025-26 Capital Outlay Request for the Civic Leadership and Applied Humanities Building and Trustee Jones seconded the motion. A voice vote was taken and the motion to approve the FY 2025-26 Capital Outlay Request for the Civic Leadership and Applied Humanities Building project passed unanimously.

### **Capital Disclosures – Action**

The fourth agenda item, also presented by Mr. Waits, was a request to approve Capital Disclosures. Mr. Waits directed the Committee to the list of the four proposed projects for the

FY 2025-2026 Capital Disclosure Projects. The projects include the addition and renovation of the Murphy Center, and a multi-sport indoor Practice facility, previously disclosed in FY 2023-24, and the Floyd Stadium turf replacement, and Reese Smith Jr. Field turf installation.

Mr. Waits directed the Committee to the meeting materials containing the Proposed FY 2025-2026 Capital Disclosure List and the Full MTSU Capital Disclosure List as it would appear if approved by the Board.

Trustee Jones moved to approve the proposed FY 2025-26 Capital Disclosures. Trustee Vice-Chair Vanek seconded the motion. A voice vote was taken and the motion to approve the proposed FY 2025-26 Capital Disclosures passed unanimously.

Trustee Boyd asked for an update regarding ongoing capital projects. Mr. Waits responded that the university has only acquired one additional site this year, but that he would update that list and make it available to the Committee.

#### **Capital Maintenance Projects Submittal – Action**

The next agenda item was a recommendation to submit thirteen (13) project requests totaling \$23,470,000 to THEC for FY 2025-26 capital maintenance funding. Joe Whitefield, Assistant Vice President for Facilities Services, presented information concerning the process for identifying and bringing forward capital maintenance projects in conjunction with the instructions received from THEC. He explained that the project submittal amount represents 7% of the total \$335 million in anticipated capital maintenance funding requested by THEC for all higher education institutions. Mr. Whitefield then directed the Committee to the meeting materials containing the FY 2025-26 maintenance projects listed in order of priority. He noted that the materials also included potential project requests for fiscal years 2026-27 through 2029-30.

Trustee Boyd moved to approve the FY 2025-26 Capital Maintenance Projects Submittal for thirteen (13) projects totaling \$23,470,000 and the potential project requests for FY 2026-27 through 2029-30. Trustee Jones seconded the motion.

A voice vote was taken and the motion to approve the FY 2025-26 Capital Maintenance Projects Submittal for thirteen (13) projects totaling \$23,470,000 and the potential project requests for FY 2026-27 through 2029-30 passed unanimously.

### **Tuition, Fees, and Housing Rates – Action**

The sixth agenda item was a request for approval of proposed Tuition, Fees, and Housing Rates presented by Alan Thomas, Vice President for Business and Finance. He reported that THEC, at its May 16, 2024 meeting, approved binding ranges for undergraduate in-state tuition and the combined undergraduate in-state tuition plus mandatory fees at 0% - 5.5% for FY 2024-25. The increase in the allowable range was due to changes such as Department of Labor regulations affecting exempt employees' salary levels.

Mr. Thomas informed the Committee that the University recommends a 5.39% increase in tuition for all students. This increase in undergraduate tuition complies with THEC's approved range for tuition. The annual tuition and mandatory fees increase for an undergraduate in-state student taking 15 credit hours would be a 5.24% increase, and complies with THEC's combined range.

Chairman Smith moved to approve the FY 2024-25 Tuition, Fees, and Housing Rates. Trustee Baker seconded the motion.

Trustee Boyd congratulated Mr. Thomas, Dr. McPhee, and staff for such a good job of maintaining tuition and expenses to the lowest it can be.

A voice vote was taken and the motion to approve the recommendation for the proposed 2024-25 Tuition, Fees, and Housing Rates, passed unanimously.

### **Compensation – Action**

The next item on the agenda was the request for approval of the proposed 2024-25 Employee Compensation Plan presented by Interim Vice President for Human Resources, Lisa Batey. Ms. Batey informed the Committee that the Governor’s budget provided partial funding for a 3% salary pool for higher education. This represents approximately 63% of the amount needed to fully fund the 3% increase, estimated at \$6 million. The recommendation was to use the salary funding received by the state to provide employees with a cost-of-living adjustment (COLA), which equates to a 2% increase with a \$750 minimum. Employees earning \$37,500 or less will receive the \$750 increase, while other employee increases will be based on 2% of their annual salary.

There was also a recommendation to increase faculty promotion awards. Promotion to Assistant Professor would increase from \$4,500 to \$7,000. Promotion to Associate Professor would increase from \$6,000 to \$8,500, and promotion to Professor would increase from \$7,500 to \$10,000.

Given enrollment and other funding resources, there may be additional recommendations in November.

Trustee Wright moved to approve the proposed 2024-25 Employee Compensation Plan, and Trustee Martin seconded the motion.

Trustee Martin expressed concerns about salary compression for senior faculty due to increased promotion awards. Mr. Thomas explained that he plans to review and address salary compression issues in future evaluations.

A voice vote was taken, and the motion to approve the proposed 2024-25 Employee Compensation Plan passed unanimously.

### **Operating Budgets – Action**

The final agenda item was a recommendation for approval of the FY 2023-24 Estimated Budget and the FY 2024-25 July Budget. Drew Harpool, Associate Vice President for Business and Finance, reminded the Committee that the Estimated Budget is the final budget for the 2023-24 fiscal year, which allows the university to make any changes necessary from the October Budget that are part of the regular course of business. The July Budget is the first budget of the FY 2024-25 cycle and is the base budget for the upcoming 2024-25 fiscal year. It currently includes partial tuition increase and mandatory fees, flat enrollment, and appropriation increases.

Trustee Boyd moved to approve the FY 2023-24 Estimated and FY 2024-25 July Budgets.

Trustee Jones seconded the motion.

A voice vote was taken, and the motion to approve the FY 2023-24 Estimated and FY 2024-25 July Operating Budgets passed unanimously.

### **Closing Remarks and Adjournment**

Committee Chair DeLay thanked everyone for their patience during the longer than usual committee meeting and adjourned the meeting at 2:59 p.m.

Respectfully submitted,

Finance and Personnel Committee