

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
APRIL 2020 MEETING

10:00 a.m. - 12:00 p.m. ET
Friday
April 24, 2020

Telephonic Meeting

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call
- III. Public Comments
- IV. [Minutes from February 21, 2020](#).....Tab 1
- V. [Minutes from March 23, 2020](#).....Tab 2
- VI. Report from the Audit Committee (10 minutes)
- VII. [Consent Agenda \(5 minutes\)](#).....Tab 3
 - A. [Minutes from the February 20, 2020 Executive Committee](#)
 - B. [Minutes from the February 21, 2020 Audit Committee](#)
 - C. [Minutes from the February 21, 2020 ARSS Committee](#)
 - D. [Minutes from the February 21, 2020 Finance and Administration Committee](#)
 - E. [Minutes from the April 1, 2020 Finance and Administration Committee](#)
 - F. [President Emeritus Contract for Dr. Stanton](#)
 - G. [One-Year Continuance of In-State Tuition for Social Work In Virginia and North Carolina](#)
- VIII. Academic, Research, and Student Success Committee (5 minutes)
 - A. [Promotion and Tenure of Faculty Members](#)Tab 4
- IX. Finance and Administration Committee (30 minutes)
 - A. [Salary Increase for FY21](#).....Tab 5
 - B. [Revised COM and COP Tuition Increase, Housing Rent for FY21](#)Tab 6
 - C. [Tuition and Mandatory Fees for FY21](#).....Tab 7
 - D. [2019-20 Estimated and 2020-21 Proposed Budget](#).....Tab 8
 - E. [Capital Budget and Disclosures FY 2020-21](#)Tab 9
- X. President’s Report (45 minutes)
- XI. [Resolution of Appreciation for Mr. Cristopher Santana](#)Tab 10
- XII. Other Business

- XIII. Executive Session
 - A. Discuss pending legal action (if necessary)
- XIV. Adjournment

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020

ITEM: Approval of Minutes from February 21, 2020

RECOMMENDED ACTION: Approve

PRESENTED BY: Adam Green
Secretary

The minutes of the February 21, 2020 meeting of the Board of Trustees are included in the meeting materials.

MOTION: I move that the Board of Trustees adopt the resolution, approving the minutes as outlined in the meeting materials.

RESOLVED: The reading of the minutes of the February 21, 2020 meeting of the Board of Trustees is omitted, and the minutes are approved as presented in the meeting materials, provided that the Secretary is authorized to make any necessary edits to correct spelling errors, grammatical errors, format errors, or other technical errors subsequently identified.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

MINUTES

February 21, 2020
Johnson City, Tennessee

The quarterly meeting of the East Tennessee State University Board of Trustees was held at 1 p.m. on Friday, February 21 in the Millennium Center on ETSU's main campus in Johnson City, Tennessee. The meeting was also livestreamed for those who could not be in attendance.

I. CALL TO ORDER

Chair Scott Niswonger called the meeting to order at 1:05 p.m.

In his opening remarks, Chair Niswonger welcomed everyone to the ninth meeting of the ETSU Board of Trustees and highlighted a few of the numerous activities occurring across campus:

- Tennessee Gov. Bill Lee visited campus on Thursday, Feb. 6, for his “State of East Tennessee” address. Gov. Lee continues to provide significant funding increases for higher education across the state, and this includes strong support for ETSU. His proposed budget includes:
 - Additional investments in personnel through the recommendation of a salary enhancement for eligible employees;
 - Funding for deferred maintenance; and
 - A \$1.1 million improvement for ETSU to recruit additional pediatric surgeons and subspecialists.
- Last week the University hosted its second Annual Festival of Ideas Series, an initiative that began in 2019 and focuses on the University's role as a thought leader in the region and beyond. This year's theme was Dreams and Discord and included numerous speakers such as Jon Meacham, a Pulitzer Prize winning presidential biographer, historian, and television commentator.
- With the Board's support, President Noland announced that Dr. Bill Block, who has served as Dean of the Quillen College of Medicine for the past year, will assume additional responsibilities as the University's Vice President for Clinical Affairs and Dean of the College of Medicine. In his role as Vice President for Clinical Affairs, Dr. Block will be ETSU's lead liaison to Ballad Health, handle all contracts between ETSU and its health care partners, and hold clinical oversight of ETSU Health in association with the ETSU Health Advisory Board, which consists of all five deans of the colleges within the Academic Health Sciences Center at ETSU. These responsibilities are in addition to his ongoing duties as Dean of Quillen College of Medicine.

- Major renovations to the D.P. Culp Student Center are almost complete. Several offices began moving into the Culp this week, and the official opening will be Monday, Feb. 24. A weeklong grand reopening celebration is planned for March 2-6.
- Additionally, construction continues on the Martin Center for the Arts next door. Many Trustees participated in a celebratory event at the venue last week, and Chair Niswonger said it is going to be a truly transformative space for students, faculty, and community.
- Finally, he congratulated Trustees Grisham, Latimer, and Wolfe on their successful confirmation hearings with the Senate and House Education Committees of our General Assembly a couple weeks ago.

II. ROLL CALL

Secretary Adam Green stated that Trustees Ayers and Grisham were attending the meeting by phone, which requires him to run through a series of questions before calling the roll. Because some Trustees were participating remotely, he said votes must be taken by roll call. In accordance with Tennessee Code § 8-44-108 section (c) (3), Secretary Green asked Trustees Ayers and Grisham individually if they could clearly hear and participate in the meeting and if any other persons were present in the room. Both Trustees answered yes that they could clearly hear and that they were alone. Members of the Board present in the room also indicated they could hear both Trustees Ayers and Grisham clearly.

Secretary Adam Green called the roll, and the following trustees were in attendance:

Janet Ayers (electronically)
 Steven DeCarlo
 Virginia Foley
 David Golden
 Dorothy Grisham (electronically)
 Linda Latimer
 Scott Niswonger
 Ron Ramsey
 Cristopher Santana

Chairman Niswonger noted that the previous day, the Executive Committee met to discuss a petition from Dr. Anthony Masino, a tenured faculty member who was terminated by the University on July 31, 2019. In light of that meeting, he asked for a motion to add a report for the Executive Committee to the agenda after the approval of the minutes. Trustee Golden made a motion to add the report to the agenda, which was seconded by Trustee Foley. The motion passed by roll call vote.

III. PUBLIC COMMENTS

No public comments were brought before the Board of Trustees.

IV. APPROVAL OF THE MINUTES FROM NOVEMBER 15, 2019

Trustee Latimer made a motion to accept the minutes of the November 15, 2019, Board of Trustees meeting which was seconded by Trustee Ramsey and unanimously approved by roll call vote.

V. REPORT FROM THE EXECUTIVE COMMITTEE

Trustee Golden said the Executive Committee met in executive session to review the matter of Mr. Anthony Masino and receive advice from counsel. This is a matter delegated to the Executive Committee in accordance to the bylaws. After review of the matter, the Executive Committee recommends that Mr. Masino's petition to appeal the President's decision to discharge Mr. Masino from his employment at ETSU should be denied. The Executive Committee are of the opinion that the University followed the proper procedures and correctly applied the law. Therefore, based on the Executive Committee's recommendation, Trustee Golden moved that the Board deny Mr. Masino's petition to appeal. Trustee Ramsey seconded the motion. The motion passed unanimously by roll call vote.

VI. REPORT FROM THE AUDIT COMMITTEE

Committee Chair Golden said two policies were presented and approved at the committee meeting:

1. Policy Development and Administrative Rulemaking
2. Public Records Rule

Trustee Golden made a motion for the Board to accept the policies. Trustee Ramsey seconded the motion and the policy as well as the rule were approved unanimously by roll call vote.

VII. REPORT FROM THE ACADEMIC, RESEARCH, AND STUDENT SUCCESS COMMITTEE

Committee Chair Latimer said the agenda included a review of the Academic Action Notifications for the period of August 1 through December 31, 2019, as well a presentation by Mr. Scott Carter to provide a Title IX overview of acrobatics and tumbling. The committee also received an update on Graduate Medical Education, the ETSU and Ballad Health Coordinating Council, and had a rich discussion on the creation of a university wide database of current research activities. The Committee also spent time discussing the matrix for ETSU and ETSU Eastman Valleybrook site and

possibilities in the emerging field of synthetic biology. Framework for the Vice President of Research and Innovation was also discussed, and the Committee voted to approve the Student Immunization Requirements Rule. Trustee Latimer made a motion to accept the rule. This was seconded by Trustee Golden and approved unanimously by roll call vote.

VIII. REPORT FROM THE FINANCE AND ADMINISTRATION COMMITTEE

Committee Chair DeCarlo outlined the following discussion items:

- The committee approved a 2% tuition increase for Quillen College of Medicine and 1.5% increase for Gatton College of Pharmacy, which were based on a cost study. Both colleges increased tuition by 2% last year.
 - a. The tuition increases approved by roll call vote
- The committee approved the Housing and Food Service Non-Mandatory Charges. Meal plan rates will not increase and Auxiliary will absorb the cost increase passed on from the food service contract while a market study is underway for housing and food service.
 - a. Approved by roll call vote
- Implementation of the 2.5% salary pool in Gov. Lee's budget. The state funds 60% of salary and benefits increases and the University funds 40%, or about \$1 million. Discussions are still underway on how to apply the salary pool.
- The committee discussed comparative tuition and mandatory fees for public institutions in Tennessee. Tuition and mandatory fees for 2020-21 will be presented at a called meeting in April. Tuition increases require a public comment period.
- Conducted a review of the annual Tuition Transparency Report, which shows how tuition and fees generated in the last year were expended.
- Conducted a quarterly review of agreements over \$250,000.

IX. CONSENT AGENDA

Trustee Golden made a motion to accept the consent agenda. It was seconded by Trustee Foley and approved unanimously by roll call vote. Items included on the consent agenda were:

- A. Approval of Audit Committee Minutes from November 15, 2019
- B. Approval of ARSS Committee Minutes from November 15, 2019
- C. Approval of Finance and Administration Committee Minutes from November 15, 2019
- D. Revisions to the FY 2019-2020 Audit Plan

X. 2021 BOARD MEETING DATES

Trustee Ramsey made a motion to accept the Board of Trustees' meeting dates for 2021 in accordance with the FOCUS Act. Trustee DeCarlo seconded the motion that was approved via roll call vote.

XI. STRATEGIC PLAN PROGRESS AND UPDATE WITH KPI REVIEW

Dr. Michael Hoff, Associate Vice President of Planning and Decision Support, Chief Planning Officer and Director of Institutional Research, introduced the new Institutional Director of Research, Dr. Joseph Chappell. He said spring enrollment is slightly down, but applications exceed expectations, therefore the outlook for fall is positive. KPIs show that ETSU is meeting or exceeding the demands of the Strategic Plan. Some of the best progress is around extramural funding and giving. He said the University is well on its way to reaching 85% retention and 60% graduate rates. Despite the challenges with enrollment, we continue to see success with students when they choose to attend ETSU.

President Noland asked to provide context around some of the numbers in the KPI review. He noted that even in areas where the trend line is down, such as out-of-state enrollment, it is because we have not made the progress we expected to make in order to meet the aspirational benchmark. He then spoke about international enrollment and the uncertainty around visa and immigration status that can have a disproportionate impact on the institution.

XII. ETSU PROMISE PLUS

Dr. Joe Sherlin, Vice President for Student Life and Enrollment, and his team have developed a plan that is uniquely fitted for ETSU. Promise Plus is a comprehensive program that serves Tennessee students who come to ETSU with greatest financial need and strong academic achievement. They receive the Hope Scholarship and are students with great need and great promise. ETSU Promise Plus supports their success, lights their path to ETSU and graduation. The program will be implemented this fall.

ETSU Promise Plus is a last-dollar scholarship that covers tuition and program service fees for four years, a critical foundation for this population. In addition to the scholarship, the program provides pillars of success that will help students progress toward graduation:

- Faculty and peer mentors
- Waiving costs for pre-college success programs
- Membership in the Buccaneer Family Association
- First-year transition course
- Offers financial support for on-campus living

The challenge is communicating this program and getting the word out. Dr. Sherlin said his team is reaching out to high school students, their families, and high school counselors, as well as faith-based leaders and ETSU faculty, staff, and alumni.

The University must also deliver this comprehensive program and provide a high quality experience for students. ETSU Promise Plus offers an affordable, direct path to ETSU and gives families the opportunity to make a choice based on fit, not price. It allows students and their families to plan even if tuition increases. ETSU Promise Plus also supports enrollment and success targets by going beyond community service to provide comprehensive support that will lead students to graduation. It also serves our state because higher education is the only path to a living wage. Dr. Sherlin said 80% of 2010 high school graduates who went directly into the workforce are making minimum wage 10 years later. This program is directly focused on bringing students to a university experience who have the potential to succeed. It serves our region because 16 of 33 East Tennessee counties are economically distressed or at risk. Currently, around 300 of admitted incoming students may be eligible for ETSU Promise Plus. The target is around 100 for this fall and 1,000 in four years.

Dr. Sherlin said he is looking for feedback on ways to make ETSU Promise Plus better. Trustee Santana asked if the housing scholarship will increase as rates increase. Dr. Sherlin said it is currently capped at \$1,500, but it will need to be evaluated as rates increase. Trustee Foley asked if students who are already admitted for fall 2020 are being evaluated for ETSU Promise Plus. Dr. Sherlin said all students who have been admitted are being evaluated to see if they meet the qualifications.

XIII. ESPORTS UPDATE

Dr. Karen King, Chief Information Officer, provided an update on the Esports team. She said an active club already exists at ETSU so there was a lot of interest in developing an Esports Varsity Program. Esports is one of the fastest growing industries in the world and is open to both men and women, and students of all capabilities. It is not an NCAA sport, but it does have a governing body. ETSU will be in the Eastern College Athletic Conference and will be broadcasting on Twitch, the ESPN of Esports. The Varsity Team is sponsored by ETSU Online, but many collaborations across campus helped the team get off the ground, including the Clemmer College, which will offer a graduate certificate in Esports management. The team will have a video wall in the Cave located in the newly renovated Culp Student Center. The team will compete in League of Legends and Overwatch, two of the most popular games in Esports. The players are most excited about having premier equipment and tryouts started a few weeks ago. The roster will be announced in June 2020 and some scholarships will be provided. Dr. King said they are also establishing partnerships with area high schools to provide refurbished computers to help them establish gaming clubs.

XIV. PRESIDENT'S REPORT

In his report, Dr. Noland provided updates on a series of topics relative to the University:

Legislative Update

Dr. Noland outlined the legislative initiatives for the 2020 session:

- Support for THEC outcomes formula
- Support for pediatric surgeons and subspecialists
- Greater predictability for capital project funding (Humanities Building)
- Support for deferred maintenance projects
- Continuation and expansion of THEC campus safety initiative
- Gatton College of Pharmacy scholarships
- Continued examination of roles and responsibilities of the university system in the post-FOCUS environment

Gov. Lee recently visited campus to give his State of East Tennessee address, which focused heavily on K-12 initiatives. As Dr. Noland noted, this will benefit the university over time because students will be better prepared for post-secondary education, and the investments align with the institution's founding mission to train teachers. The state wants to grow computer science programs and double the number of graduates.

Dr. Noland outlined a broad range of bills and among those being closely tracked by ETSU are:

- Ability to hold Board meetings telephonically without the necessity of roll call votes (SB2719/HB2496)
- Scholarships/waivers funded by the state (SB1558/HB2130)
- Tuition transparency (SB2503/HB2601)
- Student right to carry (SB2671/HB2817)
- NCAA related issues regarding image and likeness legislation that would allow athletes to benefit financially from advertising (SB1636/HB1694)

Construction Update

- Staff will soon begin moving into the Culp Student Center as renovations are nearing completion. A series of grand reopening events are scheduled the first week of March and additional food service options will be available.
- The Martin Center for the Arts will be open and operational this time next year.
- The east side of the Mini-Dome is undergoing access renovations that will increase seating capacity from 8,000 to 10,000.
- Lamb Hall is moving through the design phase and by Spring 2021 construction should be underway.

- This is the third year the Humanities Building was on the THEC list. Its ranking moved from 10 to 5 to 8. Dr. Noland has been in multiple conversations with THEC staff about their process and now the focus has turned to securing planning money so that when funds are received construction can begin faster.
- Brown Hall has undergone several focused investments as many students take science classes in the building.

Trustee Golden asked when the Mini-Dome project would be complete. Dr. Noland said late April, early May is the target so that the area is open for Spring Commencement.

Budget Update

State Budget – President Noland said ETSU is very fortunate in terms of the benefits provided since the transition to the THEC outcomes formula. This year, ETSU was the top performing institution in the outcomes based formula and led the state in degree production and growth in graduation rate. He mentioned Dr. Sherlin’s presentation on ETSU Promise Plus, which is different from other programs because it focuses on support and student success services.

\$62 million in appropriations will be invested in higher education throughout the state, with \$4.3 million going to ETSU. The bulk is an investment in salary.

There are several budget lines for Quillen College of Medicine, including funding for pediatric surgeons and subspecialists that made the budget this year. Dr. Noland and Dr. Bill Block met with legislators to address the need for this funding to move forward. The new positions will be funded by investments from the state, Ballad Health, and ETSU.

Gov. Lee is funding four capital projects at higher education campuses and Dr. Noland said ETSU is working with Austin Peay to obtain planning money for respective capital projects.

ETSU Budget – The University is deep in the budget season and the Strategic Planning and Budgeting Committee has wrapped up budget hearings, which are open meetings. A top to bottom review of scholarships and discount rates will take place during the summer months to ensure that scholarships are maximizing impact. Out-of-state fees will also be reviewed with a new structure likely next year. The budget is balanced and funds were put into reserves and across-the-board salary enhancements were made. The decentralized budget model is working, but not perfectly, and some base adjustments could be made in the future as enrollments shift and impact college-level enrollment, Dr. Noland noted.

Operational Alignment Update

This time last year, Dr. Noland outlined a number of studies underway to examine structural issues across the university. A realignment is necessary in order to hit the goals and objectives in the Strategic Plan, and the following realignment measures have taken place thus far:

- Human Resources was restructured under the leadership of Lori Erickson
- Compliance Unit was created
- Enrollment Services was restructured and moved from Academic Affairs to Student Life and Enrollment
- ETSU Health was launched and Dr. Bill Block was named the Vice President of Clinical Affairs and integrated the diverse clinical activities across the institution
- The Division for Equity and Inclusion was created under the leadership of Dr. Keith Johnson
- Review of Undergraduate Advising currently underway
- Launched a committee led by Dr. Jim Bitter focused on the service mission of ETSU
- Review of program and college alignment will take place in summer/fall
- Discussions continue around the creation of the Vice President of Research and Innovation

Enrollment Update

Even after the announcement of Tennessee Promise in 2015, enrollment at community colleges has remained flat. Applications for fall 2020 are up 1,000 from last year, and the University is tracking application activity from the local high schools very closely. Transfer applications are down slightly, but transfer season begins now so those numbers will likely increase.

Dr. Noland recapped ongoing enrollment activities:

- ETSU Promise Plus
- CRM (Customer Relationship Management) implementation underway
- Conducting tuition pricing and scholarship review
- Enrollment consultant to help market programs, including online

Trustee Latimer inquired about the number of transfer applications from Northeast State Community College. Dr. Noland said applications are trending flat and downward, same as enrollment. When their enrollment grows, so will the transfers to ETSU. The decrease in applications from Daniel Boone High School was also discussed. Dr. Sherlin said this was likely due to admission counselor turnover and the larger trend of males choosing not to attend college. Dr. Noland provided an example of his many visits to Dobyns-Bennett High School to award scholarships before students receive a letter in the mail. Faculty also visit high schools to give guest lectures. Everyone is doing all that they can to stand out in the competitive landscape.

Student Success Update

In addition to a record 50% graduation rate, ETSU also had its largest graduating class in 2018-19. Demographics research indicates that in the middle of this decade, the number of high school graduates will reach a cliff, which means there will be significantly less high school graduates in 2026 than in 2025. The work on enrollment now is in anticipation of what is to come. The outlook in Tennessee is a bit different and not as pronounced, Dr. Noland explained, but Dr. Mike Hoff is gathering more localized data to create projections.

Strategic Visioning

In 2012-13, a group of individuals who participated in the Committee for 125 were focused on the mission of ETSU to improve the lives of the people of our region, Dr. Noland explained. Chairman Niswonger and Trustee Grisham were members of the committee, which was formed right after the University's Centennial Celebration in order to create a vision for the next milestone anniversary in 2036. The Committee for 125 vetted ideas and brought new ideas forward and defined ETSU as a beacon for social and cultural education and a foundation for the community as a whole. They also set a vision for 2036 that ETSU is visible everywhere – the center of arts and culture and the center of the region. They set key strategic themes as well as 5 and 10-year action agendas. The 5-year horizon called for a review of structure, including budget and financial systems, institutional advancement, and other areas. This led to a decentralized budget process and the hiring of embedded advancement officers in each college. The 10-year horizon outlines new program investments, a performing arts complex, and other items. Although many of these items have been accomplished, we are in a different landscape now, Dr. Noland said. ETSU is now governed by a Board of Trustees, the public perception of higher education has changed, and there have been major changes in technology.

Dr. Noland said this would be an opportunity for the Board of Trustees and campus to look toward a vision to determine where we want to be by 2030. Dr. Noland proposed putting a structure and timeline together to launch the Committee for 125 Chapter II. ETSU would hold focus groups with business and K-12 leaders, as well as faculty and students to ask where our opportunities and challenges lie and how we can continue to stay true to our mission and define our dreams for the University.

He asked Trustees to provide feedback on launching the Committee for 125 Chapter II. Trustee Grisham said she would like to move forward with Chapter II and revisit the accomplishments over the past eight years. Trustee Golden said Board members have held very robust conversations about vision in committee meetings for the last two years and asked that the Committee for 125 Chapter II not get in the way of progress currently underway. Dr. Noland said he wants to bring individuals from across the region together to focus on the question of what their dreams are for ETSU. Trustee Golden said to not

discount current Board members who also represent and share feedback from others across the region.

Dr. Latimer referred to the discussion that took place earlier in the day around ETSU's role in economic development. She said it makes a lot of sense that ETSU would be heavily involved. Many of the things accomplished in the Committee for 125 could be accomplished by the President with help from ETSU, and now the Board of Trustees has a different view on things that would involve the entire region, such as public/private partnerships. These partnerships have not really been explored but could help grow the university, she noted. From an economic development standpoint, we are thinking about what we could help create that would elevate everyone. Changing the vision is sometimes scary, because ETSU has not historically been known as a research university, but there are some emerging fields that are extremely powerful and cross almost all sectors within the University, one example being synthetic biology. She thinks this will be an exciting change for ETSU.

Trustee DeCarlo spoke about job growth and while Charlotte is only three hours from Johnson City, many of his colleagues do not know where it is. He said the definition of a region is much larger than people realize and the advantage of East Tennessee as the educational point is to pull people here and build opportunities. He encouraged the Committee for 125 Chapter II to engage not only the local business community, but talk to larger companies in Atlanta, Charlotte, and Washington, D.C.

Trustee Ayers said that the Ayers Foundation is helping to educate and graduate thousands of students in rural Tennessee, many of them in Unicoi County. She said their major focus is how to keep students in the region. ETSU graduates can have a better quality of life here than people in larger cities. During the Committee for 125 Chapter II she would like to see conversations not only about education but how to connect education with workforce development. She said the ultimate impact ETSU can make is to keep people in this region.

Trustee DeCarlo mentioned that flights from Nashville to Johnson City are nonexistent, but could help pull jobs from Nashville if people could fly back and forth. Trustee Golden said it is very difficult to get this specific flight because the demographics do not show Northeast Tennessee as a growing area.

Trustee Ramsey asked if the Committee for 125 Chapter II was moving forward. Dr. Noland said he would create an action agenda and ask for assistance from senior staff to identify key thought leaders to participate. This group would then connect with the Board to begin a strategic visioning campaign with various focus groups running concurrently. This work would continue through the summer with the goal of coming together in September to put forward a shared vision from the campus and the Board. The Board agreed that Dr. Noland should move forward with planning the Committee

for 125 Chapter II.

XV. OTHER BUSINESS

No other business was brought before the Board of Trustees.

XVI. EXECUTIVE SESSION

The Board of Trustees did not convene in executive session.

XVII. ADJOURNMENT

Trustee Ramsey made a motion to adjourn the meeting at 2:45 p.m.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020

ITEM: Approval of Minutes from March 23, 2020

RECOMMENDED ACTION: Approve

PRESENTED BY: Adam Green
Secretary

The minutes of the March 23, 2020 meeting of the Board of Trustees are included in the meeting materials.

MOTION: I move that the Board of Trustees adopt the resolution, approving the minutes as outlined in the meeting materials.

RESOLVED: The reading of the minutes of the March 23, 2020 meeting of the Board of Trustees is omitted, and the minutes are approved as presented in the meeting materials, provided that the Secretary is authorized to make any necessary edits to correct spelling errors, grammatical errors, format errors, or other technical errors subsequently identified.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

MINUTES

March 23, 2020
Johnson City, Tennessee

A special called meeting of the East Tennessee State University Board of Trustees was held at 4 p.m. on Monday, March 23 via teleconference call due to extraordinary circumstances surrounding the COVID-19 outbreak. The meeting was livestreamed to allow individuals to attend remotely.

I. CALL TO ORDER

Chair Scott Niswonger called the meeting to order. He noted that the meeting was being conducted through Zoom and streamed live, and he asked Secretary Adam Green to go through the process of conducting telephonic meetings.

II. ROLL CALL

Secretary Green provided special instructions for telephonic meetings. Because Trustees participated remotely, he said any votes must be taken by roll call vote. He then called roll and asked Trustees if they could clearly hear and participate in the meeting and if any other persons were present in the room. The following Trustees were present, able to hear the telephonic meeting and did not have any persons in the room from which they participated in the meeting:

Janet Ayers
Steven DeCarlo
Virginia Foley
David Golden
Linda Latimer
Scott Niswonger
Ron Ramsey
Cristopher Santana
Kelly Wolfe

Secretary Green said he did not detect a physical quorum present; however, a quorum existed by the inclusion of members participating by electronic means. He explained that in accordance with Tennessee Code § 8-44-108 section (b) (2), the meeting was necessary due to the COVID-19 virus outbreak and its impact on the East Tennessee State University. Secretary Green also contended that participation by a quorum of the Board members by electronic or other means of communication was necessary. He then asked Chairman Niswonger for a motion and roll call vote for a determination on the necessity of holding the meeting. Trustee Wolfe made a motion that was seconded by Trustee Golden. Secretary Green initiated a roll call vote, and all present Trustees voted to signify a necessity for the meeting to proceed.

Trustee Grisham joined the meeting after roll call.

III. PRESIDENT'S REPORT

President Brian Noland thanked Trustees for convening by Zoom to allow him an opportunity to provide an update on a number of elements underway across campus as the university responds to the COVID-19 virus.

He thanked Trustees for their support and Chairman Niswonger for his guidance and counsel to the leadership team. Dr. Noland said that while the pace has changed over the last couple of weeks, and at times been overwhelming, he could not be more proud of faculty and staff at ETSU for the manner they have responded to the changing world around them. They worked throughout spring break to ensure that we were ready for classes to resume online. Two weeks ago, only 900 of the 3,000 classes currently offered were online and today all those courses have resumed online, he said. Dr. Noland also thanked faculty and staff for their patience and commitment to the teaching, research, and service mission.

In addition to moving courses online, the university has developed new operating procedures so that staff can work from remote environments and set up new support structures for students. Dr. Karen King and her staff in Information Technology Services have worked around the clock to ensure that technology needs are met.

Dr. Noland has sent regular updates to inform the Board of the measures provided in this update. He said it is critical as one of the leaders of the health sciences operation in our region and in the state to do our part to flatten the curve. Part of that is limiting the scope of public access to campus. The president reported that the bulk of faculty and staff are working remotely as of mid-March.

Knowing that it is only a matter of time before there is a case from our campus as cases have been confirmed at sister institutions from students returning to campus after spring break, Dr. Noland said it has been very important to make sure students move out of residence halls. Two weeks ago, more than 2,700 students were living in residence halls. Initially, around 850 students registered their intent to remain on campus, and work was done to reduce that number. There are a number of students who must remain on campus, such as international students and those with no place to return. Dr. Noland said ETSU will support and serve those students. For students who have left campus and returned to their permanent home, the university is committed to offering refunds, credits, or the opportunity to donate to those in need, and the process through which this will occur is being examined, he stated. The Board of Trustees' Finance Committee will meet April 1 and will hear a proposal for how the university plans to handle refunds, credits, and donations as it pertains to outstanding housing balances and balances on meal plans. The details are forthcoming, he continued, but the university remains committed to offering prorated refunds as appropriate.

With respect to Commencement, Noland noted that he is reticent to cancel the ceremony for he hopes that conditions change, but, he is aware that details are needed about the

postponement. He assured Trustees that degrees will be conferred in May, but details have not been worked out about the ceremony. All events on campus have been canceled through the end of the spring semester. This is very hard for all of us to absorb, Dr. Noland continued, and many capstone projects and other activities can hopefully continue in a virtual concept. For those seniors who have worked so hard to achieve these final goals and seasons, it is as if a piece of the institution has been removed.

Grounds and custodial staff are backfilling with extensive cleaning and sanitation measures. All buildings will be locked and only faculty and staff with keys can access facilities on a limited basis. President Noland thanked Public Safety for the work they are doing to ensure the safety of campus and facilities.

Dr. Noland said the continued safety of endowments is also being considered. The ETSU Foundation Committee and others have met on multiple occasions. While the fund balance is currently at \$81.6 million, down from \$100 million at the beginning of the year, the endowment is stabilizing and ETU is positioned to honor payments for scholarships and endowed chairs, etc.

Moving to a 100% online format and other decisions were made quickly, but also within the spirit of shared governance. Senior staff worked with Faculty Senate and Staff Senate, as well as the Student Government Association to establish and change policies and protocols in the face of these extraordinary circumstances.

An example of our focus on the mission was evident last Friday, when the Tennessee Higher Education Commission asked for medical supplies. Shortly thereafter, a partnership emerged with STREAMWORKS and the College of Business and Technology to develop and produce items to address critical needs and shortages. Dr. Noland thanked Dr. Keith Johnson and Trustee Golden for their leadership efforts. Even though we are working in remote settings, we continue to be focused on meeting the needs of the people in this region.

Each passing day, it seems darkness is falling on our country, Dr. Noland said. Our institution will remain a source of inspiration, hope, and light for our region. These are challenging times, he added, and we are being asked to sacrifice in ways not seen in recent generations. Dr. Noland said he is confident that in the days to come we will play a leadership role in not only meeting the needs of students, but for the region as a whole. In days to come, he hopes we can demonstrate kindness, patience, and faith in one another. President Noland said he does not know what tomorrow brings, but he believes deeply in the mission of the university and his colleagues who can rise to meet this challenge. We are doing all that we can to keep this university moving forward, he added. He recognized that there will be challenges in the days and weeks to come. Through the leadership of this Board and the staff, which have been trusted with these responsibilities, we are positioned to rise to these challenges.

Dr. Noland then asked for questions.

Chair Niswonger said that on behalf of the Board of Trustees and the region, it has been a blessing to have President Noland leading the team of people who have risen to the occasion, and he is proud to be associated with ETSU. Trustee Golden echoed Chair Niswonger's comments and said he was very impressed by how quickly things are running and the can-do cooperative that is clearly regionally focused.

Trustee Foley said she appreciated the guidance that the move to courses online would not cost students any additional fees. She is also thankful the university is allowing as many people as possible to work from home. She hopes the university is being flexible in how people have to account for their hours as long as they are getting their work done because many people are supervising their children who are home from school.

President Noland thanked Trustee Foley for her comment about no additional cost for students to take their courses online. He and others recognize that many people are home with their children because schools are closed. Faculty in University School also have to prepare. He said our commitment has been that all full-time eligible faculty and staff remain in their positions. As we move into summer, part-time employees and others may change, but through the close of the semester, all of our contract employees, etc. are working from home. We are going to put together an employee pool, so if there are employees with additional time, they can help with recruiting, providing student support, mentoring, etc., he added. We will work through those things once we get through these first couple days of learning what it is like to work in this environment.

Trustee Ayers asked about the status of being progressive in implementing telehealth to meet the needs of people right now. Dr. Noland said physical health care practices remain open and a mobile COVID-19 testing site opened last week.

Dr. Block said his team has been examining telehealth and signed a contract last week with a provider that makes it possible to offer those services. He said it should be up and running in the next two to three days. Trustee Ayers added that the nimbleness and swiftness that we move in delivering health care is critically important and the way we deliver health care will be forever changed after this.

Chair Niswonger asked if there was any other business to come before the Board. Hearing none, he again thanked leadership for the quick reaction to the crisis in which we find ourselves.

Trustee Ramsey made a motion to adjourn the meeting at 4:28 p.m.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

CONSENT AGENDA ITEMS

DATE: April 24, 2020
ITEM: Consent Agenda
RECOMMENDED ACTION: Approve
PRESENTED BY: Adam Green
Secretary

The Consent Agenda items presented to the Board of Trustees are routine in nature, noncontroversial, or have been approved by a board committee unanimously. The Board votes on all items by a single motion.

Full information about each item on the consent agenda is provided in the meeting materials.

As stipulated in the Bylaws, any Trustee may remove an item from the consent agenda by notifying the Secretary prior to the meeting. Before calling for a motion to approve the consent agenda, the Chair or Vice Chair (or the applicable senior Trustee in their absence) shall announce any items that have been removed from the consent agenda and ask if there are other items to be removed.

Requests for clarification or other questions about an item on the consent agenda must be presented to the Secretary before the meeting. An item will not be removed from the consent agenda solely for clarification or other questions.

MOTION: I move for the adoption of the Consent Agenda.

RESOLVED: The Board of Trustees adopts the Consent Agenda as outlined in the meeting materials.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020

ITEM: Approval of Minutes from February 20, 2020

COMMITTEE: Executive Committee

RECOMMENDED ACTION: Approve

PRESENTED BY: Adam Green
Secretary

The minutes of the February 20, 2020 meeting of the Executive Committee are included in the meeting materials.

MOTION: I move that the Board of Trustees adopt the resolution, approving the minutes as outlined in the meeting materials.

RESOLVED: The reading of the minutes of the February 20, 2020 meeting of the Executive Committee of the Board of Trustees is omitted, and the minutes are approved as presented in the meeting materials, provided that the Secretary is authorized to make any necessary edits to correct spelling errors, grammatical errors, format errors, or other technical errors subsequently identified.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE SPECIAL CALLED MEETING

MINUTES

February 20, 2020
Johnson City, Tennessee

The Board of Trustees Executive Committee held a special called meeting on Thursday, February 20, 2020 at 4 p.m. in the President's Conference Room on the second floor of Burgin Dossett Hall.

I. CALL TO ORDER

Chairman Scott Niswonger called the meeting to order at 4 p.m.

II. ROLL CALL

Adam Green, Secretary to the Board of Trustees, confirmed that the Executive Members were present. In attendance were Chairman Niswonger, Trustee David Golden and Trustee Linda Latimer. Joe Smith from the Office of University Relations took minutes.

III. REPORT FROM THE PRESIDENT

President Noland discussed how the board meeting the following day will be an opportunity to discuss the future of ETSU as he plans to provide a summary of the work that was done through the Committee for 125 which began in 2012. Many recent initiatives at ETSU trace back to the recommendations of that committee. Dr. Noland indicated that he intends to present to the Trustees the possibility of launching a second chapter of the Committee for 125 as a new strategic visioning process for the university.

President Noland also noted that the Feb. 21 board meeting will also include a presentation during lunch on the ETSU Bridge Program and that students will be present to talk about how the program has impacted them. The Feb. 21 meeting will likely be the last meeting held in the Millennium Center as the D.P. Culp Student Center is about to open. A ribbon-cutting ceremony is planned for March 6, and staff will begin moving back into the center in the upcoming days.

President Noland discussed the role of the executive committee which sometimes is called to meet for emergent circumstances. The purpose of today's meeting is to consider a letter that has been submitted to the board regarding an appeal.

In concluding his report, Dr. Noland provided an update on several legislative issues and feels overall that the current session is going well. He and his staff are tracking several bills very closely, and the budget appears to be solid at this time.

IV. REVIEW TERMINATION APPEAL FROM FORMER FACULTY MEMBER

Following Dr. Noland's report, the executive committee moved into executive session to discuss the remaining agenda item with the Board's external legal counsel, Ms. Melanie Murry from the University of Memphis.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020

ITEM: Approval of Minutes from February 21, 2020

COMMITTEE: Audit Committee

RECOMMENDED ACTION: Approve

PRESENTED BY: Adam Green
Secretary

The minutes of the February 21, 2020 meeting of the Audit Committee are included in the meeting materials.

MOTION: I move that the Board of Trustees adopt the resolution, approving the minutes as outlined in the meeting materials.

RESOLVED: The reading of the minutes of the February 21, 2020 meeting of the Audit Committee of the Board of Trustees is omitted, and the minutes are approved as presented in the meeting materials, provided that the Secretary is authorized to make any necessary edits to correct spelling errors, grammatical errors, format errors, or other technical errors subsequently identified.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
AUDIT COMMITTEE

MINUTES

February 21, 2020
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Audit Committee met at 9 a.m. on Friday, February 21, 2020 at the Millennium Center on ETSU's main campus in Johnson City, Tennessee.

I. CALL TO ORDER

David Golden, Vice-Chairman of the ETSU Board of Trustees and Chairman of the Audit Committee, called the meeting to order at 9:00 a.m.

II. ROLL CALL

Board of Trustees Secretary Adam Green discussed the process for having a board member participate by electronic means. He asked Trustee Grisham, who was participating by phone, if she was able to hear him. She confirmed that she could hear those in the Millennium Center meeting room and the Trustees stated they could clearly hear her. Trustee Grisham also reported that she was alone in the room where she was participating. In addition to Trustee Grisham, committee members present were Trustee Ron Ramsey and Trustee David Golden. Other Board of Trustees in attendance were Trustee Steve DeCarlo, Trustee Cristopher Santana, Trustee Virginia Foley, and Chairman Scott Niswonger.

III. APPROVAL OF MINUTES FROM THE NOVEMBER 15, 2019 AUDIT COMMITTEE

The minutes from the November 15, 2019 meeting were reviewed. Trustee Ramsey moved for them to be approved and Trustee Golden seconded the motion. A roll call vote was taken and the motion passed.

IV. POLICY ON DEVELOPMENT AND ADMINISTRATIVE RULEMAKING

Trustee Golden introduced Mark Fulks, University Counsel, who explained that the Policy on Development and Administrative Rulemaking formalizes the existing policy process while establishing the Office of University Compliance as an informal policy office to work with the originators and sponsors on guiding policies through the process. This policy was available for public comment from September 30 – October 9. During the October meetings of the Academic Council and the University Council, both bodies approved the policy. This policy complies with Board of Trustees' delegation of authority to the President and the university's shared governance model. The policy is also in compliance with Tennessee's Uniform Administrative Procedures Act for making

university rules. Trustee Grisham made a motion for approval and Trustee Ramsey seconded the motion. A roll call vote was taken, and the motion passed.

V. PUBLIC RECORDS RULE

Pursuant to the Tennessee Public Records Act, government entities must promulgate rules regarding public records. Once approved by the Board of Trustees, this proposed rule will be examined by the Tennessee Attorney General's Office prior to a public rulemaking hearing for public comment on the rule. The proposed rule complies with the Tennessee Public Records Act and the Family Educational Rights and Privacy Act (FERPA). This proposed rule will be presented by Mark Fulks for approval to be further presented at a public rulemaking hearing. A roll call vote was taken, and the motion passed.

VI. ANNUAL SECURITY AND FIRE SAFETY REPORT

President Noland shared an overview of ETSU's 2019 Annual Security and Fire Safety Report, which is published in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report includes specific security practices and resources that are available for the entire campus community in an effort to reduce the risk of becoming a victim of a crime. This report is kept on the ETSU safety website. In response to a question from one of the trustees, Dr. Noland explained that there are times that the Johnson City Police Department does assist in the response to an incident on campus, such as an automobile accident.

VII. REVISIONS TO THE FY 2019-2020 AUDIT PLAN

Ms. Rebecca Lewis reported that since the last meeting her office received one concern, which resulted in an active investigation. She is also requesting that the Women's Soccer expenditures be added to the audit plan in light of the resignation of the head coach and that the timekeeping audits be removed from the plan since they have not yet begun.

Trustee Golden stated that he feels it is important that it is a good allocation of resources for Ms. Lewis and her team to focus on the major initiatives. Trustee Ramsey made a motion to approve the revisions to the audit plan, and Trustee Grisham seconded the motion. A roll call vote was taken, and the motion passed.

VIII. AUDIT WORK PERFORMED NOVEMBER 2019 THROUGH JANUARY 2020

Three audits have been performed since the last meeting:

WETS-FM Radio: This is a financial statement audit that is performed annually at the request of the Corporation for Public Broadcasting. There were no findings, and an unmodified opinion was issued. No material weaknesses were noted.

Timekeeping – International Programs: The audit was performed, and no findings or observations were identified.

Payroll Services: An investigation related to Payroll Services Fraud was completed. This investigation involved two employees whose payroll was diverted to a fraudsters bank account. The university was able to recuperate a portion of the diverted funds. The amount diverted was approximately \$7,000 and the recovery amount was around \$3,700. Both Payroll and ITS made immediate improvements to strengthen the university's controls to help prevent similar issues from occurring. No evidence was discovered to indicate an employee was involved in the fraud.

A copy of the Audit Heat Map was presented to the committee.

IX. RECOMMENDATION LOG STATUS AS OF JANUARY 31, 2020

The recommendation log reflected that several follow-up reviews since the last audit committee meeting have been completed.

No other business items were noted. The committee meeting adjourned and went into executive session.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020

ITEM: Approval of Minutes from February 21, 2020

COMMITTEE: Academic, Research, and Student Success Committee

RECOMMENDED ACTION: Approve

PRESENTED BY: Adam Green
Secretary

The minutes of the February 21, 2020 meeting of the Academic, Research, and Student Success Committee are included in the meeting materials.

MOTION: I move that the Board of Trustees adopt the resolution, approving the minutes as outlined in the meeting materials.

RESOLVED: The reading of the minutes of the February 21, 2020 meeting of the Academic, Research, and Student Success Committee of the Board of Trustees is omitted, and the minutes are approved as presented in the meeting materials, provided that the Secretary is authorized to make any necessary edits to correct spelling errors, grammatical errors, format errors, or other technical errors subsequently identified.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
ACADEMIC, RESEARCH, AND STUDENT SUCCESS COMMITTEE

MINUTES

February 21, 2020
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Academic, Research, and Student Success Committee met at 10:15 a.m. on Friday, February 21, 2020, in the Millennium Center on ETSU's main campus in Johnson City, Tennessee.

I. CALL TO ORDER

Dr. Linda Latimer, Chair of the Academic, Research, and Student Success Committee, called the meeting to order at 10:20 a.m.

II. ROLL CALL

Board Secretary Adam Green stated that he must ask a series of questions before calling the roll and that all votes must be taken by roll call because Trustee Janet Ayers was participating by phone. In accordance with Tennessee Code 8-44-108 Section (c) (3), he asked Trustee Ayers the following questions:

- i. First, are you able to clearly hear us so that you can participate in this meeting? (Trustee Ayers answered yes.)
 1. Members of the committee present in the room, are you able to hear Trustee Ayers? (All committee members present answered yes.)
- ii. Trustee Ayers, for the record, can you please identify any persons present in the room with you from which you are participating in this meeting? (Trustee Ayers stated that no one else was in the room.)

Dr. Green led the roll call. Committee members present were:

Chair Latimer
Trustee Janet Ayers
Trustee Dr. Virginia Foley
Trustee David Golden

Other Board of Trustee members present were:

Trustee Scott Niswonger, Chair, Board of Trustees

III. APPROVAL OF MINUTES FROM THE NOVEMBER 15, 2019 ACADEMIC, RESEARCH, AND STUDENT SUCCESS COMMITTEE

The minutes for the November 15 Academic, Research, and Student Success Committee meeting were reviewed. Trustee Golden made a motion for approval, and Trustee Foley seconded the motion. The minutes were unanimously approved by roll call vote.

IV. STUDENT IMMUNIZATION REQUIREMENTS RULE

Dr. Jeff Howard, Associate Vice President for Student Life and Enrollment, presented for approval the university's rules governing student immunization requirements (*material included in packet*). He noted that the rules codify the standards, and that exemptions are noted. Trustee Golden moved to approve the rule; the motion was seconded by Trustee Foley. The motion was unanimously approved by roll call vote.

V. ACADEMIC ACTION NOTIFICATION FOR PERIOD OF AUGUST 1, 2019, THROUGH DECEMBER 31, 2019

Dr. Wilsie Bishop, Senior Vice President for Academics and Interim Provost, presented the Academic Action Notification for Aug. 1-Dec. 31, 2019 (*material included in packet*). She noted that these notifications are presented twice each year and include actions that are submitted as notifications to both the Board of Trustees and the Tennessee Higher Education Commission. The items presented include updates in program names that are more reflective of students' needs, revisions in progression criteria, establishment of minors, elimination of the GRE and GMAT requirements in some programs, and termination of programs with low enrollment.

VI. TITLE IX ATHLETIC UPDATE

Athletic Director Scott Carter gave a follow-up to his presentation on Nov. 15, 2019, in which he reported that ETSU sought to establish a new Acrobatics and Tumbling program for women in the university's ongoing efforts to remain in compliance with Title IX; during that meeting, committee members questioned why acrobatics and tumbling was selected instead of other sports like stunt, gymnastics, or rugby.

In presenting the university's due diligence in arriving at this recommendation, Mr. Carter stated that acrobatics and tumbling is highest on the list of emerging sports nearing qualification as NCAA-sanctioned sports, and noted that triathlon, in which ETSU already participates, is also among those. He shared the university's research in examining the sports of acrobatics and tumbling, beach volleyball, bowling, field hockey, gymnastics, lacrosse, rowing, stunt, and swimming (*material included in packet*). Out of the sports examined, acrobatics and tumbling scored the highest in a review of 13 different criteria, which included cost of implementation and operation, student recruitment, availability of facilities, and more.

In response to a question from Trustee Golden regarding emerging sports that were not on ETSU's list, Dr. Joe Sherlin, Vice President for Student Life and Enrollment, said that some of the other NCAA and emerging sports are present on campus but do not compete at the NCAA level; ETSU has 12 student-led sports clubs with 220 participants that compete regionally and nationally. He noted that there is currently no acrobatics and tumbling club.

VII. GRADUATE MEDICAL EDUCATION'S ANNUAL INSTITUTIONAL REVIEW, EXECUTIVE SUMMARY

Dr. William Block, Vice President for Clinical Affairs and Dean of Medicine, delivered the Graduate Medical Education Annual Institutional Review Executive Summary, 2018-2019 (*material included in packet*). He stated that the report must be made to the Board of Trustees once each year per the American College of Graduate Medical Education. He said that noteworthy items within the report are accreditation of Addiction Medicine and Orthopedic Surgery programs.

VIII. UPDATE AND DISCUSSION ON BALLAD AND THE COORDINATING COUNCIL

Dr. David Linville, Executive Vice Provost for Academics and Health, provided an update on the Coordinating Council for ETSU and Ballad Health. He said the Coordinating Council is to meet quarterly and has three sub-councils that focus on education, research, and clinical operations. At the Council's meeting in January, the charter, expectations, and mission of the Council were discussed, and significant time was spent discussing contracts. Other points of discussion dealt with how the university could help meet Ballad's work force needs and the concept of moving from a transactional to a strategic relationship. Dr. Linville said one challenge is helping Ballad develop a vision to become an academic medical center. University officials have been looking at colleague schools established under the Teague-Cranston Act, such as Texas A&M, which have effective partnerships with hospitals, as models.

In discussion, committee members expressed strong support of the academic medical center vision and the need to have cost-effective contracts between ETSU and Ballad for certain specialties. President Brian Noland said it is important for ETSU to have first access and rights of first refusal for clinical placements and rotations throughout the Ballad system as the university looks to grow opportunities for students in health sciences programs. Dr. Block noted that Ballad officials have expressed concern that this would result in pushback from Lincoln Memorial University. Trustees pointed out that LMU was not present during the COPA discussions prior to the Ballad merger and that ETSU, which was instrumental in the merger, is the regional institution to partner with Ballad. Dr. Linville said having ETSU Board of Trustees members present at the Coordinating Council meetings is helpful, and asked for trustees' help in selling the vision of the academic medical center. The next meeting of the Coordinating Council is in April, with sub-councils to meet beforehand.

IX. DISCUSSION OF RESEARCH SCIENTIST DATABASE/EAST TENNESSEE STATE UNIVERSITY DIGITAL COMMONS

Dr. Mike Hoff, Associate Vice President/Chief Planning Officer, discussed methods of tracking faculty research activity. He said that various reporting mechanisms exist within the university but none are comprehensive. He said that the main issue with Digital Commons, an institutional repository which aims to bring all of the university's research together in one accessible place, is that it is self-reported. This is difficult for faculty as they are asked to report in several different places while remaining productive in their work.

Dr. Hoff said he is working with the deans to report their faculty members' research interests, educational credentials, disciplines and research products (such as funding requests, awards and sources, presentations, publications, etc). His office will then match that information with the faculty members' teaching activity and other details that will give a more complete picture of faculty activity. He introduced Dr. David Atkins, Dean of Libraries, and Ashley Sergiadis, Digital Scholarship Librarian, with whom he will work to input this information into Digital Commons. Dr. Hoff said the aim would be to provide a quarterly report. He will work to provide tools to make it easier for faculty to report activity more frequently. He will give an updated presentation at the next Board of Trustees meeting.

In discussion, committee members said that it would be useful to have a method to find all the faculty who are working on a given topic. This could assist researchers at other universities, as well as private companies, who are seeking collaborators. Additionally, this will help students identify research faculty as they are choosing their majors or working on research projects. Digital Commons also allows faculty to see who is accessing their articles.

X. COMMITTEE DISCUSSION AND STRATEGIC PLANNING

Chair Latimer opened the discussion by advocating envisioning ways the Eastman Valleybrook Campus could be used to set the university apart, particularly the possibility of implementing synthetic biology programming, a field which she said is in its infancy and is seeing significant money spent on start-ups. She noted such programming could be beneficial to economic development and could help keep university graduates in the region.

Dr. Noland shared a draft of the position description for the new Vice President for Research and Innovation and requested the Board of Trustees' endorsement before moving forward. He said the university is looking to bring someone to create a culture of research on the ETSU campus, lead research objectives across the disciplines, and oversee a variety of centers. He noted that this position, the need for which is supported by faculty, would give the successful applicant the opportunity to lead the conversation regarding the Eastman Valleybrook Campus, spur research, and foster regional business and industry partnerships. Dr. Noland noted he had hoped this could be a joint position between ETSU and Ballad, but said the university cannot afford to wait. He cited the need to post the job in March or

April to take advantage of the academic hiring cycle, which would allow the university to have the new administrator in place in the fall. He said the Academic, Research, and Student Success Committee would take part in the interview process.

In discussion, Chair Latimer noted that the time taken to create the new vice president position allows the university to determine what is best for ETSU, and develop a well-crafted story of what the institution wants to accomplish. The University must know the scope and strategy of what specific types of research they want to accomplish in order to find the appropriate candidates. For instance, ETSU may determine new areas in which the institution aspires to excel, such as synthetic biology. Trustee Golden agreed and noted that he has been in discussions with an MIT molecular biologist who is willing to help the university, as well as regional K-12 school districts, implement programming in synthetic biology. Trustee Foley said that the Academic, Research, and Student Success Committee's participation in the interview process would help members to see the scope of the position better, and concurred with the sense of urgency in posting the position. Additional discussion centered on the possibility of bringing in a search firm to broaden the pool of applicants; reaching out to top institutions with similar positions to learn of their experiences and gain their advice; and determining new areas in which the institution aspires to excel, such as synthetic biology. President Noland said the university would review the job description to refine the focus and would look to post the position later in the spring.

XI. ADJOURNMENT

The committee meeting concluded at 11:40 a.m. and was adjourned by Chair Latimer.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020

ITEM: Approval of Minutes from February 21, 2020

COMMITTEE: Finance and Administration Committee

RECOMMENDED ACTION: Approve

PRESENTED BY: Adam Green
Secretary

The minutes of the February 21, 2020 meeting of the Finance and Administration Committee are included in the meeting materials.

MOTION: I move that the Board of Trustees adopt the resolution, approving the minutes as outlined in the meeting materials.

RESOLVED: The reading of the minutes of the February 21, 2020 meetings of the Finance and Administration Committee is omitted, and the minutes are approved as presented in the meeting materials, provided that the Secretary is authorized to make any necessary edits to correct spelling errors, grammatical errors, format errors, or other technical errors subsequently identified.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

February 21, 2020
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Finance and Administration Committee met on Friday, February 21, 2020, in the Millennium Center on ETSU's main campus in Johnson City, Tennessee.

I. CALL TO ORDER

Steve DeCarlo, Chairman of the Finance and Administration Committee, called the meeting to order at 10:18 a.m.

II. ROLL CALL

Associate Board Secretary Nathan Dugger led the roll call. Committee members present were:

Chairman Steve DeCarlo
Trustee Dorothy Grisham (via teleconference)
Trustee Ron Ramsey
Trustee Cristopher Santana (non-voting student member)

Absent: Trustee Kelly Wolfe

Since Trustee Grisham called in to the meeting from another location, in accordance with Tennessee Code § 8-44-108 section (c)(3), Mr. Dugger asked a series of questions to ensure that Trustee Grisham could hear the proceedings and that others in the meeting could hear her. He also asked Trustee Grisham to identify anyone present in the room with her to which she indicated she was along. Mr. Dugger informed the Committee that a roll call vote would be required on all action items since Trustee Grisham was calling in to the meeting.

III. APPROVAL OF MINUTES FROM THE NOVEMBER 15, 2019 FINANCE AND ADMINISTRATION COMMITTEE

The minutes for the November 15, 2019 Finance and Administration Committee meeting were reviewed. Trustee Ramsey made a motion for approval, and Trustee DeCarlo seconded the motion. After a roll call vote, the minutes were unanimously approved.

IV. APPROVAL OF THE COLLEGE OF MEDICINE AND COLLEGE OF PHARMACY FY21 TUITION

Dr. B.J. King, Chief Financial Officer for Business and Finance, presented the College of Medicine and College of Pharmacy FY21 tuition increases. These increases are assessed at an earlier date than the main-campus since classes for these colleges begin earlier.

For the College of Medicine, a 2% increase is proposed – a \$328 increase for M1, M2, and M4 students and a \$436 increase for M3 students. For College of Pharmacy, a 1.5% increase is proposed – a \$285 increase for all students.

Trustee Ramsey made a motion for approval, and Trustee Grisham seconded the motion. After a roll call vote, the vote passed unanimously.

V. APPROVAL OF HOUSING AND FOOD SERVICE NON-MANDATORY CHARGES FOR FY21

Dr. King presented the proposed rates for Housing and Food Service for 2020-21.

The proposal included a 1.7%-1.9% increase for residence halls and 1.9%-2% increase for apartments. The food service contract increase is 3.1% and will not be passed on to students as a dining service survey is being conducted.

Trustee Ramsey made a motion to approve the proposed rates, and Trustee Santana seconded the motion. After a roll call vote, it passed unanimously.

VI. DISCUSSION OF PROPOSED SALARY POOL FOR FY21 FOR BUDGET DEVELOPMENT

Dr. King updated the committee on Governor Lee’s budget, which was released on Feb. 3, 2020. The Governor’s budget included a 2.5% salary pool for higher education employees beginning July 1, 2020. Management proposed the creation of a 2.5% salary pool with a \$500 minimum for any across-the-board increase. Employees with annual performance evaluations that are unsatisfactory or performance far below expectations do not participate in salary increases. Additionally, service bonus is prorated based on percentage of contract. The proposed increases will be used in preparation of the FY21 budget, which will be presented at the next committee meeting.

VII. DISCUSSION OF COMPARATIVE MANDATORY FEES FOR TENNESSEE PUBLIC UNIVERSITIES

Dr. King showed a slide that demonstrated what a 2% fee increase would look like at ETSU and how that compares to other Tennessee institutions. Under that model, ETSU is at \$9,681 at a 2% increase next year. She indicated that amount would keep ETSU at a comparative level with other institutions, while also leaving room for a possible move to a 15-4 in future

years. She indicated that ETSU is working through a study with a consulting group to look at the “enrollment funnel” and net tuition revenue. A report on this study will be presented at the April 2020 board meeting.

VIII. DISCUSSION OF PROPOSED TUITION/MAINTENANCE FEES FOR BUDGET DEVELOPMENT

The University is looking at going to a 2% overall program service fee increase generating approximately \$1.6 million to help fund the salary pool and inflationary costs. During this discussion, Dr. King also outlined proposed mandatory fee requests per semester, including an increase to the SGA fee, Student Activity Fee, and Technology Access Fee. She indicated that the figures she presented to the Committee would be utilized for budget development.

IX. ANNUAL TUITION TRANSPARENCY REPORT SUBMITTED TO STATE LEGISLATURE PER T.C.A. 49-7-1604

Dr. King presented the report that was submitted to the Office of Legislative Budget Analysis for distribution to the General Assembly with information regarding expenditures of revenues derived from any increase in tuition and fees from the previous full academic year. The report shows how revenues were used, the effect on student financial aid, and the effect on the average total cost of attendance per student.

X. QUARTERLY REPORTS ON AGREEMENTS \$250,000 OR GREATER

As an information item, Dr. King provided the committee with a list of contracts and purchase orders that exceed \$250,000, covering the time period of October-December 2019.

XI. OTHER BUSINESS

No other business was brought before the committee.

XII. ADJOURNMENT

Chairman DeCarlo adjourned the meeting at 11:30 a.m.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020

ITEM: Approval of Minutes from April 1, 2020

COMMITTEE: Finance and Administration Committee

RECOMMENDED ACTION: Approve

PRESENTED BY: Adam Green
Secretary

The minutes of the April 1, 2020 meeting of the Finance and Administration Committee are included in the meeting materials.

MOTION: I move that the Board of Trustees adopt the resolution, approving the minutes as outlined in the meeting materials.

RESOLVED: The reading of the minutes of the April 1, 2020 meetings of the Finance and Administration Committee is omitted, and the minutes are approved as presented in the meeting materials, provided that the Secretary is authorized to make any necessary edits to correct spelling errors, grammatical errors, format errors, or other technical errors subsequently identified.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

April 1, 2020
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Finance and Administration Committee met for a called meeting on Wednesday, April 1, 2020, at 3 p.m. Due to the extraordinary circumstances surrounding the COVID-19 pandemic, the meeting was conducted via teleconference, and public attendance to the meeting was available via livestream.

I. CALL TO ORDER

Steve DeCarlo, Chairman of the Finance and Administration Committee, called the meeting to order.

II. ROLL CALL

Associate Board Secretary Nathan Dugger led the roll call. In accordance with Tennessee Code § 8-44-108 section (c) (3), he asked the members of the committee for the record if they could clearly hear so that they could participate in the meeting, and if they would identify any persons present in the room with them from which they were participating in the meeting. All of the committee members who were present reported that they could hear and that they were alone.

Committee members present (all via teleconference) were:

Committee Chairman Steve DeCarlo
Trustee Dorothy Grisham
Board Chairman Scott Niswonger
Trustee Ron Ramsey
Trustee Kelly Wolfe
Trustee Cristopher Santana (non-voting student member)

Although a physical quorum was not present, Mr. Dugger reported to Chairman DeCarlo that a quorum did exist by inclusion of committee members participating electronically.

III. APPROVAL OF DETERMINATION OF NECESSITY OF HOLDING THIS MEETING

In accordance with Tennessee Code § 8-44-108 section (b) (2), Mr. Dugger offered up to the committee the following circumstances which necessitate the reason for holding this meeting:

- To review and approve tuition and fees, a salary pool proposal, and budget proposals prior to a meeting of the full Board of Trustees scheduled for later in April.
- Due to recommendations issued by the Centers for Disease Control and Prevention for social distancing, telephonic measures were determined to be most appropriate for this meeting.
- For these reasons, Mr. Dugger contended that participation by a quorum by the Board members by electronic or other means of communication is necessary.

Trustee Ramsey made a motion to approve the determination of necessity of holding the meeting. Trustee Santana seconded the motion. After a roll call vote, the motion passed unanimously.

IV. APPROVAL OF MINUTES FROM THE FEBRUARY 21, 2020 FINANCE AND ADMINISTRATION COMMITTEE

The minutes for the February 21, 2020, Finance and Administration Committee meeting were reviewed. After a roll call vote, the minutes were unanimously approved.

V. A WORD FROM PRESIDENT NOLAND ABOUT THE RECOMMENDATIONS BEFORE THE COMMITTEE

President Brian Noland began the discussion by thanking the Board and others across campus for their work during this extraordinary time. He noted that due to the significant changes over the past few weeks due to COVID-19, the materials that were sent to the Board in preparation for this meeting have changed; the senior leadership team has spent the past few weeks discussing the changing landscape due to COVID-19 and ETSU's need to adjust accordingly.

VI. APPROVAL OF PROPOSED SALARY POOL FOR FY21 FOR BUDGET DEVELOPMENT

Dr. B.J. King, Chief Financial Officer for Business and Finance, spoke about the proposed salary pool. She noted that the Governor's budget that was originally presented to the Board in February was revised. These revisions affect ETSU in the following ways:

- The difference in what ETSU received in the Governor's original budget and the revised budget from the Governor is a reduction in salary pool money. The salary pool for state units was reduced from 2.5% to 1.5%.
- Additionally, College of Medicine and Family Medicine had some operating money in the original budget, but those operating increases were removed in the revised budget.
- ETSU did retain the Pediatric Strategic Initiative that includes the surgery and sub-specialty components.

Since the University is uncertain about what will happen in the summer or with enrollment in the fall, Dr. King proposed setting aside the Governor's appropriation for salary increase – \$1.2 million for main campus – in a reserve account until it can be determined how COVID-19 will affect operations going forward. She noted that the university will retain this money in a reserve account and can distribute it in January when it becomes clearer how COVID-9 will affect summer and fall enrollment.

There were no discussion or comments from the Committee.

Trustee Wolfe moved that the Finance and Administration Committee recommend adoption of the following Resolution by the Board of Trustees: The proposed 1.5% Governor's salary increase for 2020-21 shall be placed in a reserve account. The Finance and Administration Committee will meet at a later date to determine how the funds may be distributed in January 2021.

Trustee Grisham seconded the motion. After a roll call vote, the motion passed unanimously.

VII. APPROVAL OF PROPOSED TUITION/MANDATORY FEES FOR BUDGET DEVELOPMENT

Dr. King reminded the Committee about discussions at the February 21 Committee meeting regarding possible increases to 2020-2021 tuition and fees.

However, in light of the current economic challenges facing the community with the COVID-19 pandemic, Dr. King stated that Staff is proposing no increase to tuition and mandatory fees for the 2020-2021 academic year. This is contingent on the approval of the Governor's budget that has been proposed, but not signed into law yet.

- Chairman DeCarlo asked if ETSU knows what the other universities are doing regarding tuition and fees. Dr. King said her discussions with other schools had not focused on tuition and fees, but rather on refunds of housing and food service plans due to COVID-19. President Noland noted that he has spoken with the majority of presidents across the state, and they are all wrestling with how to approach this. President Noland said that Staff made this recommendation based on what was in the best interest of ETSU students, and ETSU is the first institution in the state to take action on this.
- Trustee Santana posed two questions: 1.) Has ETSU thought about a slight tuition decrease, and is that possible? and 2.) Will increases to housing that were approved at the last meeting be reconsidered? Dr. King responded that the University has not had conversations about housing costs next year because staff has been focused on running calculations for over 2,000 students to try to determine how to thoughtfully and appropriately refund the cost to the students for housing that was not provided this semester. This process is still ongoing, and she hopes to have it finished in a couple of weeks. She also noted that they have not revisited the fee increases that were approved

for Bill Gatton College of Pharmacy and Quillen College of Medicine. She said these discussions could happen in coming weeks.

- Chairman DeCarlo asked how much time students would be refunded for their housing. Dr. King stated that it would be a 45% reduction of revenue.

Board Chairman Niswonger moved that the Finance and Administration Committee recommend adoption of the following Resolution by the Board of Trustees: There will be no increase in tuition and mandatory fees for 2020-2021 contingent on the approval of the Governor's budget.

Trustee Grisham seconded the motion. After a roll call vote, the motion passed unanimously.

VIII. DISCUSSION OF SPRING ESTIMATED AND JULY PROPOSED BUDGETS

Dr. King began the discussion of the spring estimated and July proposed budgets by pointing out that the numbers would be recalculated based upon the two motions approved by the Committee earlier in the meeting. She noted that the new calculations would be ready for them prior to the next meeting.

In her review of the budget, Dr. King noted that ETSU is receiving \$2.3 million in new state appropriations for the campus. Of that:

- \$512,000 is required to fund our portion of OPEB increases in retirement benefits
 - \$800,000 is required to offset projected enrollment declines
 - \$250,000 is required to cover costs associated with faculty promotion and tenure
 - The remaining funds are set aside for inflationary operating increases and strategic initiatives
- **Main Campus Budget**

Dr. King's presentation was a comparison of July to July budgets. She reviewed allocation of net new funding and noted that the Committee would see adjustments made later in the month as the numbers are recalculated following the Committee's approval of the previous motions.

Dr. King opened the floor to questions about the main campus budget. Board Chairman Niswonger asked about the proposed increase of faculty and professional support positions. Dr. King noted that faculty additions were primarily in health sciences, with several as part of the new Center for Rural Health Research and growth in the College of Nursing's undergraduate programs. Other positions were added in the College of Clinical and Rehabilitative Health Sciences, Clemmer College, and College of Business and Technology. The decline in administrative positions and maintenance/technical support positions was due to moving several of those positions into professional support.

Additionally, there were some positions added related to the Martin Center for the Arts, College of Nursing programs, and Center for Rural Health Research. Dr. King will add a footnote about these positions in the next version of the budget.

- **College of Medicine Budget**

Dr. King reviewed the College of Medicine Budget, which includes \$64 million of revenue from tuition and fees and state appropriations. An additional \$40 million of support comes to the college from the Medical Education Assistance Corporation (MEAC).

Board Chairman Niswonger asked about the pediatric strategic initiative funding from the Governor's Budget. President Noland explained that this funding is part of a three-legged stool: state funding, Ballad Health funding, and institutional funding. This funding would go to hiring two pediatric trauma surgeons, bringing Quillen to three total to provide coverage across the area. It partially covers salaries for up to six sub-specialists, which round out coverage from an instructional and service-delivery perspective.

- **Family Medicine Budget**

The Family Medicine July-to-July budget has an increase in revenue of approximately \$310,000 and \$295,800 in the expenditure budget.

Trustee Grisham asked if there was a way to increase the current percentage of the budget (2%) that is dedicated to research. Dr. King explained that the majority of the research activity takes place in the College of Medicine. Research in the College of Medicine is budgeted for \$3.7 million. The estimated spring budget is \$4.8 million.

- **College of Pharmacy**

The College of Pharmacy has a reduction in its budget year-over-year. Both expenditures and revenue budgets are decreasing by approximately \$223,000. There were no questions about this budget.

Closing out the budget discussion, Chairman DeCarlo asked Dr. King if she was able to forecast the impact of the federal relief bill on ETSU. Dr. King indicated that her Staff had been working to try to determine the impact and details of the law. President Noland told the Committee that he hopes that by the next meeting of the Board to be able to discuss details and give a better projection of what the financial impact on ETSU will be. President Noland thanked faculty, staff, students, the Board, and SGA, including President Aamir Shaikh, for their work during this time.

IX. OTHER BUSINESS

No other business was brought before the committee.

X. ADJOURNMENT

Trustee Wolfe made a motion to adjourn the meeting, and Trustee Grisham seconded the motion. It passed unanimously. The meeting was adjourned at 4:04 p.m.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020
ITEM: President Emeritus Contract for Dr. Stanton
RECOMMENDED ACTION: Approve
PRESENTED BY: Adam Green
Secretary

In accordance with the Tennessee Board of Regents guidelines for President Emeritus employment, forms have been completed by Dr. Stanton and reviewed by Dr. Noland, certifying work performed during the 2019-20 fiscal year and the minimum number of hours performing the work. T.C.A. § 8-36-714 requires Board of Trustee approval for renewal of this President Emeritus contract. The certification for the 2019-20 fiscal year are included in the meeting materials for Dr. Paul E. Stanton, Jr.

MOTION: I move that the Board of Trustees adopt the resolution, approving the emeritus contract as outlined in the meeting materials.

RESOLVED: The certification and contract for Dr. Stanton is approved by the Board of Trustees, and the Board authorizes Dr. Noland to sign the President Emeritus contract for 2020-21.

**BOARD OF TRUSTEES
EAST TENNESSEE STATE UNIVERSITY**

**NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS**

TO: Dr. Paul Stanton
1411 Walnut Grove Road
Jonesborough, TN 37659

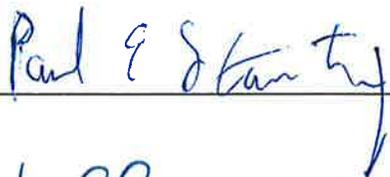
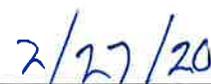
This is to confirm your part-time appointment to a position approved by the ETSU Board of Trustees as President Emeritus of East Tennessee State University for a period beginning July 1, 2020 at a monthly salary of \$ 4,600.83 subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee as well as the requirements and policies of this institution.
2. The term of this agreement is July 1, 2020 to June 30, 2021. It may be renewed on an annual basis following review of the emeritus work performed and approval by the ETSU Board of Trustees.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
 - Consultation and advisement to Dr. Brian Noland.
 - Fund raising for East Tennessee State University as needed.
 - Institution-community relations and activities for East Tennessee State University.
 - Consultation for East Tennessee State University.
5. As a part-time employee, you are not eligible for employment benefits (retirement credit, state insurance plan, annual or sick leave, holiday pay, or longevity credit). Notwithstanding, social security will be deducted from your paycheck unless you are a member of a retirement system or are a rehired annuitant as specified in 26 CFR Part 31.
6. This appointment does not include any assurance, obligation, or guarantee of subsequent employment.
7. This agreement may be terminated without prior notice.

8. By acceptance of this appointment, you agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
9. You are required to notify the President should you become employed at another state agency/institution.
10. The following special conditions shall govern this appointment:

The retired employee accepts employment for up to 120 days during a 12-month period. The number of hours actually worked will be provided to the institution upon request and will be no less than 276 hours.

I accept the appointment described above under the terms and conditions set forth.

	
APPOINTEE	DATE
	
PRESIDENT	DATE

CHAIR, ETSU BOARD OF TRUSTEES	DATE

Hours and Areas Worked

1. COL Teaching	66 Hours
2. Calls related directly to ETSU needs	50 Hours
3. Mailings regarding ETSU	10 Hours
4. Meetings with Drs. Noland or Block	7 Hours
5. Attendance at ETSU retirements	12 Hours
6. Special University events	16 Hours
7. Individual ETSU faculty/staff/student meetings	20 Hours
8. Medical meetings or teaching with ETSU faculty/staff/students/residents while under treatment for cancer Involved Drs. Olive, Copeland, Palazzo, Farrow, Paul, Krishnan, Grant Taylor, Colvett, Jack Goldstein, Floresguerra	100 Hours

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020

ITEM: One-Year Continuance of In-State Tuition for Social Work
In Virginia and North Carolina

COMMITTEE: Finance and Administration Committee

RECOMMENDED ACTION: Approve

PRESENTED BY: B.J. King
Chief Financial Officer

At the Board of Trustees' May 26, 2017 meeting, the Board approved a pilot program offering in-state tuition for Bachelors and Masters of Social Work programs at teaching sites in Virginia and North Carolina whose sites are outside of the university's designated border counties. Enrollment in the programs has grown from 28 students in academic year 2017-18 to 66 students in Fall of 2019. The pilot was approved for three years, which is ending May 2020.

The Department of Social Work is requesting a one-year extension of the in-state tuition for Social Work graduate and undergraduate programs in Virginia and North Carolina while a study on tuition and scholarship structures is being conducted.

MOTION: I move that the Board of Trustees adopt the resolution, approving the extension as outlined in the meeting materials.

RESOLVED: The one-year extension on in-state tuition for the Bachelors and Masters of Social Work programs at teaching sites in Virginia and North Carolina is approved by the Board of Trustees.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020

ITEM: Promotion and Tenure of Faculty Members

COMMITTEE: Academic, Research, and Student Success Committee

RECOMMENDED ACTION: Approve

PRESENTED BY: Wilsie Bishop
Senior Vice President for Academics and Interim Provost

Promotion in rank recognizes the past achievements of a faculty member and expresses confidence that she or he is capable of even greater accomplishments and of assuming greater responsibilities. The University awards tenure to faculty whose professional abilities and accomplishments warrant the degree of permanence afforded by academic tenure.

MOTION: I move that the Board of Trustees adopt the resolution, approving the Promotion and Tenure of Faculty Members as outlined in the meeting materials.

RESOLVED: Promotion in rank and/or the awarding of Tenure is granted to the faculty Members recommended by the President in the unit, department, or college as outlined in the meeting materials.



**East Tennessee State University
Office of the President**

Box 70734 • Johnson City, Tennessee 37614-1710 • (423) 439-4211 • Fax: (423) 439-4004

March 30, 2020

Adam Green, EdD
Secretary to ETSU Board of Trustees

Dr. Green,

I recommend the Board of Trustees award tenure and/or promotion to the faculty indicated on Appendix A, including those listed below, as exceptions permitted by ETSU policy. Attachment B provides numbers of ETSU faculty with tenure and by professorial rank in fall 2019.

Recommended as Exceptions

Dr. Brian Bennett

Computing

College of Business and Technology

Exception: Awarding tenure prior to completing the probationary period and promotion to associate professor prior to completing the minimum years in rank.

Dr. Bennett holds a Doctor of Philosophy in Computer Information Systems and is seeking tenure and promotion to Associate Professor in the Department of Computing. Dr. Bennett is a highly effective faculty member who works well with students inside and outside of the classroom. He makes himself available to assist students with problems and is respected for both his knowledge and caring. This is reflected in the number and diversity of graduate thesis, graduate project, and undergraduate honors thesis committees he has served on and chaired. His ability to model effective course instruction among the faculty and to mentor new faculty who are building skill in their craft is a value to the department. Dr. Bennett teaches in an area of importance and ongoing need in our undergraduate and Revised 2016 graduate programs. His areas of research include data and text mining, software engineering, software engineering education, artificial intelligence, and machine learning. Each of these topics are highly relevant for Computing education at ETSU and represent fields of high contemporary interest in general. Dr. Bennett is well known for his spirit of helpful collaboration and thoughtful participation. He is well regarded among various academic and professional groups and fills a leadership role in the department.

Dr. George Ford

Pediatrics

Quillen College of Medicine

Exception: Awarding promotion to Associate Professor in the Department of Pediatrics prior to completing the minimum years in rank.

Dr. George Ford holds a Doctor of Medicine degree from the University of Washington School of Medicine and completed his Pediatric Residency at Children's Hospital at Dartmouth. His

Pediatric Endocrinology Fellowship was completed at the Oregon Health and Science Center. Dr. Ford is our one of our most involved faculty members in medical education across the continuum from the undergraduate medical student level all the way to the physician level. He currently is the course director for medical humanities, a lecturer for the Human Sexuality course and The Healer's Art elective. In addition, he is active in providing lectures to our third year pediatric clerks. He developed the pediatric endocrine curriculum for rotating pediatric residents. He also started an annual ethics series for pediatric residents. Dr. Ford's passion for teaching extends all the way to fellow physicians. He is our department's Project ECHO champion. He provides tele-mentoring on a weekly basis for primary care providers in our region through the Project ECHO endocrine series. Dr. Ford is excellent in providing service. He founded and is division head of the Pediatric Endocrine Division. He grew the outpatient pediatric endocrine practice from nothing to over 1800 outpatient visits per year. Dr. Ford has published several peer-reviewed publications. One of his publications earned a national award and recognition as the "Best Original Publication." He is a PI on a small departmental grant. He also developed a research protocol to evaluate utilizing the ECHO platform in a unique way. Dr. Ford has excelled as a faculty member and provides a critical subspecialty to the underserved children in this region.

Dr. Jeremy Gentles

Sport, Exercise, Recreation, and Kinesiology

Clemmer College

Exception: Awarding tenure prior to completing the probationary period and promotion to associate professor prior to completing the minimum years in rank.

Dr. Jeremy Gentles holds a Doctor of Philosophy in Sport Physiology and Performance and is seeking tenure and promotion to Associate Professor in the Department of Sports, Exercise, Recreation & Kinesiology. Dr. Gentile has met departmental criteria for teaching including being involved in the creation and/or modification of courses for the department. Dr. Gentles excels in the area of research. He has a well-defined research agenda with eight peer-reviewed articles several of which he is first author, 2 book chapters, and a number of professional presentations. Dr. Gentles has a defined service program and has contributed to department, college, and university. Dr. Gentles serves on a number of capstone, thesis and dissertation committees where he lends his expertise and mentoring. Dr. Gentles works with sport teams and utilizes his experience to inform his teaching. Dr. Gentles brings a variety of experiences to ETSU and works to integrate his teaching, research, and service to impact students, the profession and the university.

Dr. Esther Park (Hale)

Music

College of Arts and Sciences

Exception: Awarding tenure prior to completing the probationary period and promotion to associate professor prior to completing the minimum years in rank.

Dr. Esther Park is seeking tenure and promotion to Associate Professor in the ETSU Department of Music. Prior to coming to ETSU she received three degrees from the Yale School of Music— Doctor of Musical Arts in 2017, Master of Musical Arts in 2013, and Artists Diploma in 2012. Prior to this she received a Master of Music and Bachelor of Music from The Julliard School in 2006 and 2005, respectively. Dr. Park is an outstanding teacher who sets high standards for her students. Those standards are illustrated by the successes of her students in regional and national

competitions, and by her selection as the 2019 Teacher of the Year by the Tennessee Music Teachers Association. Dr. Park is an award-winning and sought after performer herself, having performed around the country and around the world. Her service accomplishments are many, at ETSU, in the community, and in her profession. Her leadership in proposing and coordinating the Pre-College program, patterned after one at the Juilliard School of Music, has been an exceptional success for ETSU and our region. This program has allowed high school students, and some much younger, to develop their talents in a range of areas, not just piano, under the tutelage of our faculty, and all directed by Dr. Park. It is highly unusual for an untenured faculty member to tackle a venture of this magnitude but Dr. Park has done so, and very successfully. Dr. Park has met, and in a number of ways exceeded, departmental expectations and is an asset to East Tennessee State University.

Ms. Lindsay Lester

University School
Clemmer College

Exception: Awarding tenure prior to completing the probationary period. Note: a doctoral degree is not a terminal degree requirement for the University School.

Ms. Lester, an instructor at the University School in the Clemmer College, holds a Master of Education degree in Educational Media and Educational Technology. She has exemplified excellent teaching through consistently strong scores on the TEAM rubric and evaluations of her work. She has strong support letters from parents, students, and peers. It is noted that she is committed to creating an engaging and challenging learning environment for her students. She has also sought out support from university faculty in designing activities to meet the needs of her students and engaged in several professional development workshops. Ms. Lester has also actively participated in scholarship with collaborators from Clemmer College. She has been a co-author on three publications and co-presented three times with an eye toward more opportunities. She has worked with several grant writing teams that have netted \$3000.00 in grant funding. Ms. Lester has served on several committees at University School and has served as a coach for student teams and events. She is also a member of national organizations in her field. Ms Lester has fulfilled or exceeded the requirements for tenure as set by University School. We look forward to her continued contributions to our students, school and college.

Dr. Hadii Mamudu

Health Services Management and Policy
College of Public Health

Exception: Awarding promotion to Professor in the Department of Health Services, Management, and Policy prior to completing the minimum years in rank.

Dr. Mamudu received his Doctor of Philosophy degree from West Virginia University and a Post-doctoral Fellowship in Health Policy and Health Services Research from the University of California, San Francisco. Dr. Mamudu is an internationally recognized scholar in his field. It is to his credit that his perseverance and dedication have resulted in an externally-funded research portfolio of noteworthy magnitude. There are few, if any, other researchers in the College that have the diversity of funding partners, or who can match the extent of his scholarly publications. It is important to note that Dr. Mamudu routinely includes students in his research some of whom have gone on to research careers of their own, including on-going collaborations with Dr. Mamudu. Dr. Mamudu is very well regarded for his mentorship of students, especially in the research area. This is a very important contribution given the percentage of our senior students

who go on to research-related positions. His participation in peer review activities, including manuscript review for scientific journals, abstract review for conferences, and grant review for funding agencies, is at an unprecedented level compared to his peers. Concurrent with his professional standing and advancement, he has assumed leadership positions within national organizations, including the American Public Health Association and the American Heart Association, and has led the development of national policy statements. He remains very engaged in community service, lending his expertise to local/regional public health organizations and initiatives.

Dr. Mark Ransom

Obstetrics and Gynecology
Quillen College of Medicine

Exception: Promotion to Associate Professor prior to completing the minimum years in rank.

Dr. Ransom holds a Doctor of Medicine Degree from UMDNJ-Rutgers Medical School. Dr. Ransom completed his Residency with the Department of OB/GYN at UMDNJ-Robert Wood Johnson University. He also holds a Master of Business Administration from East Tennessee State University. He is seeking promotion to the rank of Associate Professor. Dr. Ransom joined the Quillen College of Medicine faculty in January 2015 as the second Reproductive Endocrinology and Infertility (R.E.I.) subspecialist in the region at the time – currently he is the sole R.E.I practitioner in the region. He has been active in the education of both medical students and residents. In addition to being a valuable teacher within the Department of OB/GYN. Dr. Ransom is involved in clinical research with our residents in addition to his clinical practice. Dr. Ransom is a valued member of the Department of OB/GYN and demonstrates the potential for continued contributions to the department and the college.

Ms. Rachel Walden

Learning Resources
Quillen College of Medicine

Exception: Promotion to Professor prior to completing the minimum years in rank.

Ms. Walden holds a Master of Library & Information Sciences from the University of Pittsburgh. The M.L.S. degree is recognized as the terminal degree in her discipline. Ms. Walden is seeking promotion to the rank of Professor in the Department of Learning Resources in Quillen College of Medicine. Rachel Walden has an exemplary record of achievements during her academic career and meets the criteria for the excellent standard in all three categories; research, teaching, and service. She has been part of pioneering efforts at Vanderbilt to introduce clinical librarianship into academic medicine, integrate information services into genomic data, and integrate medical librarians into the EHR for the purpose of uploading consumer health information to the point of care. At ETSU she has developed a virtual reality software lab that greatly enhances the experience of learning gross anatomy. She has the responsibility of managing the medical library and the biomedical communications print and design shop and the information technology department as well as the student success counselor. She has remained active in research and publishing. Ms. Walden is recognized by her peers and the Quillen leadership for her exceptional contributions to the College of Medicine.

I am honored to recommend for tenure or promotion the faculty named in this letter and those on the documents accompanying it.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Noland". The signature is fluid and cursive, with a large initial "B" and a stylized "Noland".

Brian Noland
President

Attachments

Copies:

Wilsie S. Bishop
Human Resources

Promotion and Tenure Recommendations for 2020-2021

<i>College/Faculty Name</i>	<i>Department</i>	<i>Proposed Rank¹</i>	<i>Location of Tenure²</i>
<i>Arts and Sciences</i>			
Buerkle, Wesley Carl	Communication & Performance	Professor	
Carter, Daryl A.	History	Professor	
Duncan, William N.	Sociology & Anthropology	Professor	
Graves, Jesse K.	Literature & Language	Professor	
³ Hale (Park), Esther	Music	Associate	Music
Joyner, Michele L.	Mathematics & Statistics	Professor	
MacAvoy, Leslie A.	Philosophy & Humanities	Professor	
Marshall, Stephen W.	Media & Communication	Professor	
Maxson, Brian J.	History	Professor	
Mayoraz, Vanessa	Art & Design	Associate	Art & Design
Olson, Nathaniel J.	Appalachian Studies	Associate	Appalachian Studies
Potterton, Matthew V.	Music	Professor	
Reid, Joshua S.	Literature & Language	Associate	Literature & Language
Scott, Dane W.	Chemistry	Associate	Chemistry
Shilabin, Abbas G.	Chemistry	Associate	Chemistry
Westover, Daniel	Literature & Language	Professor	
<i>Business & Technology</i>			
³ Bennett, Brian T.	Computing	Associate	Computing
Hong, Jinseok	Engineering, Engineering Technology, & Surveying	Associate	
Isham, Dean D.	Engineering, Engineering Technology, & Surveying	Professor	
Pittarese, Anthony D.	Computing	Professor	
Saglam, Umit	Management & Marketing	Associate	Management & Marketing
Smith, Jon L.	Economics & Finance	Professor	
Xin, Xie	Economics & Finance	Associate	Economics & Finance
<i>Clemmer College</i>			
Dotterweich, Andrew R.	Sports, Exercise, Recreation, & Kinesiology	Professor	
Garris, William R.	Counseling & Human Services	Associate	Counseling & Human Services
³ Gentles, Jeremy A.	Sport, Exercise, Recreation, & Kinesiology	Associate	Sport, Exercise, Recreation, & Kinesiology
³ Lester, Lindsay	University School	Instructor	University School
Meier, Lori T.	Curriculum & Instruction	Professor	
Nivens, Ryan A.	Curriculum & Instruction	Professor	
Price, Jamie H.	Curriculum & Instruction	Associate	Curriculum & Instruction
Robertson, Laura E.	Curriculum & Instruction	Associate	
Smith, Samuel	University School	Instructor	University School
<i>Clinical and Rehabilitative Health Sciences</i>			
Dotson, Deborah L.	Allied Health Sciences	Professor	
Greene, Dorothy	Social Work	Associate	Social Work
Johnson, Michelle E.	Rehabilitative Sciences	Associate	Rehabilitative Sciences
Owen, Beatrice H.	Physical Therapy	Associate	

<i>College/Faculty Name</i>	<i>Department</i>	<i>Proposed Rank¹</i>	<i>Location of Tenure²</i>
Medicine			
Alison, Nancy Judaun	Surgery	Professor	
Bradshaw, Patrick	Biomedical Sciences	Associate	Biomedical Sciences
Brummel, Mark K.	Family Medicine	Professor	
Clarity, Gregory	Family Medicine	Professor	
Culp, John S.	Family Medicine	Professor	
Elgzaar, Mohamed A.	Internal Medicine	Professor	
³ Ford, George A.	Pediatrics	Associate	
Jones, Jodi P.	Family Medicine	Professor	
Macariola, Demetrio R.	Pediatrics	Professor	
Patel, Parasbhai D.	Internal Medicine	Professor	
Popescu, Marcela I.	Pediatrics	Professor	
³ Ransom, Mark X.	Obstetrics & Gynecology	Associate	
Sarkodie, Olga L.	Obstetrics & Gynecology	Professor	
³ Walden, Rachel	Learning Resources	Professor	
Nursing			
Carew (Clark), Myra	Graduate Nursing		Graduate Nursing
Fraysier, Donna	Graduate Nursing	Associate	Graduate Nursing
Gentry, Retha	Graduate Nursing	Associate	Graduate Nursing
Hall, Katherine	Graduate Nursing	Associate	Graduate Nursing
Sell, Kimberly	Undergraduate Nursing	Associate	Undergraduate Nursing
Pharmacy			
No candidates for Promotion or Tenure			
Public Health			
Baker, Mary M	Community & Behavioral Health	Associate	Community & Behavioral Health
Beatty, M. Kate	Health Services, Management, & Policy	Associate	Health Services, Management, & Policy
Chandley, Michele	Health Sciences	Associate	Health Sciences
Li, Ying	Environmental Health	Associate	Environmental Health
Maisonet, Mildred	Biostatistics & Epidemiology	Associate	Biostatistics & Epidemiology
³ Mamudu, Hadii	Health Services, Management, & Policy	Professor	
Stoots, J. Michael	Community & Behavioral Health	Professor	
University Libraries			
Doucette, Wendy	University Libraries	Associate	University Libraries
<small>¹=if recommended for promotion; ²=if recommended for tenure; P=Recommended for Promotion by exception; T=Recommended for Tenure by exception. Details pertaining to the justification for exceptions are included in the letter from ETSU President Brian Noland to BOT Secretary Adam Green.</small>			

ETSU Faculty Fall 2019
By Academic Rank

College	Professor	Associate Professor	Assistant Professor	Instructor	Lecturer	Other	Grand Total
Arts and Sciences	90	66	64		41		261
Business and Technology	29	33	21	2	17		102
Clemmer College	24	27	26	42	2		121
Clinical & Rehabilitation Health Sciences	12	15	34				61
Continuing Studies	2		1				3
Graduate Studies		2	2			1	5
Library	2	1	5		2		10
Medicine	70	45	76	2		1	194
Nursing	3	12	26	26			67
Pharmacy	8	13	8				29
Public Health	9	19	12	3	5	2	50
Grand Total	249	233	275	75	67	4	903

ETSU Faculty Fall 2019 By Tenure Status							
College	Tenure	On Tenure Track	Clinical	Research	Ineligible	Term Contract	Grand Total
Arts and Sciences	161	54	1		45		261
Business and Technology	60	21			21		102
Clemmer College	77	37	5		2		121
Clinical & Rehabilitation Health Sciences	25	14	22				61
Continuing Studies	2	1					3
Graduate Studies	1	1	2				4
Library	3	4	1		2		10
Medicine	63	12	101	17	1	1	195
Nursing	15	16	17		15	4	67
Pharmacy	8	1	19		1		29
Public Health	24	11	6	3	4	2	50
Grand Total	439	172	174	20	91	7	903

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020
ITEM: Salary Increase for FY21
COMMITTEE: Finance and Administration Committee
RECOMMENDED ACTION: Approve
PRESENTED BY: B.J. King
Chief Financial Officer

The Governor's Budget was released in conjunction with the State of the State address on February 3, 2020. The budget related to higher education can be found at <https://www.tn.gov/content/dam/tn/finance/budget/documents/2021BudgetDocumentVol1.pdf>. Subsequent to the release of the Governor's Budget, budget reductions were released which reduce the percentage pool for salary increases from 2.5% to 1.5% for higher education employees due to changes in State revenue projections. The pools were established for the main campus as well as the College of Medicine and Family Medicine.

On April 1, 2020, the Finance and Administration Committee approved the 1.5% State funded salary appropriation for all appropriation units be set into reserve pool accounts. The Finance and Administration Committee will meet at a later date to determine how the funds may be distributed in January 2021.

MOTION: I move that the Finance and Administration Committee recommend adoption of the following Resolution by the Board of Trustees:

RESOLVED: The proposed 1.5% Governor's salary increase for 2020-21 shall be placed in a reserve account. The Finance and Administration Committee will meet at a later date to determine how the funds may be distributed in January 2021.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020

ITEM: Revised COM and COP Tuition Increase, Housing Rent for FY21

COMMITTEE: Finance and Administration Committee

RECOMMENDED ACTION: Approve

PRESENTED BY: B.J. King
Chief Financial Officer

At the February 21 meeting of the Board of Trustees, tuition increases of 2% for the College of Medicine and 1.5% for College of Pharmacy were approved based on cost studies of peer institutions. Additionally, Housing rent increases of \$35 - \$100 per term for residence halls and \$60-\$75 per term for apartments were approved.

In light of the economic impact of the COVID-19 pandemic, both Colleges and the Office of Housing & Residential Life are asking for approval to forego increasing tuition and rent.

	2019-20 per term	2020-21		Revenue Generated
		Original Approved	Proposed per term	
College of Medicine M1, M2, M4	\$16,417	\$16,745	\$16,417	\$0
College of Medicine M3	\$21,835	\$22,271	\$21,835	\$0
College of Pharmacy	\$18,958	\$19,243	\$18,958	\$0
Residence Halls	\$1,995 - \$5,240	\$2,030 - \$5,340	\$1,995 - \$5,240	\$0
Apartments	\$2,930 - \$3,995	\$2,990 - \$4,070	\$2,930 - \$3,995	\$0

MOTION: I move that the Board of Trustees adopt the following Resolution amending the previously approved rate increases:

RESOLVED: The previously approved rate increases of 2% for the COM, 1.5% for the COP, and housing rent increases from the February 21, 2020 meeting of the Board of Trustees are amended for no increase in any of the aforementioned areas.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020
ITEM: Tuition and Mandatory Fees for FY21
COMMITTEE: Finance and Administration Committee
RECOMMENDED ACTION: Approve
PRESENTED BY: B.J. King
Chief Financial Officer

The Board of Trustees must consider certain criteria when considering an increase in tuition and mandatory fees. Those criteria are –

1. Level of state support;
2. Total cost of attendance;
3. Efforts to mitigate the financial effect on students;
4. Tennessee Higher Education Commission (THEC) binding tuition and mandatory fee increase ranges;
5. Other factors affecting the university's financial stability such as projected student enrollment; university enrollment goals; market and cost factors for higher education; new program or new facility cost; and cost related to operations, programs of study, or individual courses.

University management has outlined the current year assessment as follows:

- 1) Level of state support – The Tennessee Higher Education Commission based tuition models on a flat enrollment with an inflation factor of 1.7% and an appropriation increase of 4.9% for the universities. The 1.7% inflation factor for the main campus equates to an expenditure increase of \$4.5 million. Governor's budget provides an increase of \$1,202,940 for a 1.5% salary pool and \$2,306,900 for operational expenditures per the budget documents. For ETSU main campus appropriation, the unfunded portion of the 1.5% salary pool is approximately \$800,000 and remains unfunded without a tuition increase.
- 2) Total cost of attendance – the tuition and mandatory fees for FY20 at ETSU continue to be comparable to other public institutions of higher education in the state. Tables comparing the tuition and mandatory fees for the institutions are below and show that ETSU is below the university average for tuition and mandatory fees.
- 3) Efforts to mitigate the financial effect on students – the university continues to look for ways to mitigate rising costs to students through process improvements geared to reduce costs and through efforts to limit cost increases. The university is deploying an information system to assist in analyzing the efficiencies in how instructional assets are deployed. Reviews of

academic and administrative areas are ongoing and should identify areas to improve services, reduce costs, or allow assets to be used more effectively for students.

- 4) Tennessee Higher Education Commission (THEC) binding tuition and mandatory fee increase ranges – THEC proposed a 0.0% - 2.0% tuition and mandatory fee limit at their November 2019 meeting. The Commission should vote on a binding limit at their May meeting. All indications are the limit will be 0.0% - 2.0%. The university initially proposed a 1.99% tuition and mandatory fee increase, 1.66% for tuition/maintenance fees and a 3.3% increase in other mandatory fees. In light of the economic impact of the COVID-19 pandemic on our students and their families, the university is proposing no increase in tuition and fees for FY21.
- 5) Other factors affecting the university's financial stability such as -
 - a. projected student enrollment and university enrollment goals - The university's enrollment has remained relatively flat over the last few of years. The university is continuing efforts and activities to grow enrollment as defined in the strategic plan. Tuition and fees must remain competitive in the marketplace and students should be able to identify the value inherent in the education provided by the university over other institutions.
 - b. market and cost factors for higher education – The market for higher education shows a declining number of high school graduates in the region, while there is increased competition from community colleges, other state universities, regional private institutions and border state colleges and universities. Faculty and staff salaries are the primary cost driver for the university. Pricing for out-of-state tuition shows that the university should discontinue increasing these fees. The university is conducting research on the enrollment pool, tuition pricing and scholarship discounts to determine if any changes in pricing or scholarship activity would increase net tuition revenue and reduce fee increases in the future. Results of the research should inform the structures for academic year 2021-22.

There was funding specifically identified for a 1.5% salary pool for all appropriation units. Historically the state has funded 60% of the salary increase for universities, the remainder of any increase being funded through student tuition. For the main campus, full funding for a 1.5% salary increase would be \$2,004,900 of which \$1,202,940 will come from state appropriations and the remainder would be funded from tuition dollars.
 - c. new program or new facility cost – Costs related to new programs are largely being absorbed in the colleges in the distributed budget model implemented in FY19. Facility costs will increase with the reopening of the expanded D.P. Culp Student Center this year and Martin Fine Arts Center opening. Costs for the facilities will be addressed in the FY21 budget development.
 - d. cost related to operations, programs of study, or individual courses. – The Consumer Price Index shows operational costs are increasing by 1.7%. The university's programs of study and some individual courses are compared to other institutions with similar programs or courses to determine the market pressures for offering the programs.

The history of student maintenance and mandatory fees for the last five years is presented below with a comparison to the Tennessee Locally Governed Institutions (LGIs) and the University of Tennessee System schools.

Tuition (Maintenance Fees) for Two Terms

	2015-16	% Incr	2016-17	% Incr	2017-18	% Incr	2018-19	% Incr	2019-20	% Incr
APSU	\$6,248	0.8%	\$6,522	4.4%	\$6,696	2.7%	\$6,888	2.9%	\$7,044	2.3%
ETSU	6,828	3.0%	7,002	2.5%	7,224	3.2%	7,422	2.7%	7,572	2.0%
MTSU	6,756	3.1%	6,930	2.6%	7,176	3.5%	7,380	2.8%	7,554	2.4%
TSU	6,378	2.9%	6,528	2.4%	6,726	3.0%	6,900	2.6%	7,026	1.8%
TN Tech	7,182	10.9%	7,380	2.8%	7,656	3.7%	7,860	2.7%	8,040	2.3%
Memphis ²	7,686	3.7%	7,860	2.3%	8,064	2.6%	8,064	0.0%	8,232	2.1%
UTK ¹	10,678	3.0%	10,914	2.2%	11,110	1.8%	11,110	0.0%	11,332	2.0%
UTM ¹	6,918	3.0%	7,680	11.0%	7,818	1.8%	8,052	3.0%	8,214	2.0%
UTC ¹	6,624	3.0%	6,768	2.2%	6,888	1.8%	6,888	0.0%	7,836	13.8%
Univ. Avg	\$7,255		\$7,509		\$7,706		\$7,840		\$8,092	

¹ UT-Knoxville implemented 15/4 fee structure in 2013-14.

UT-Martin implemented 15/4 fee structure in 2016-17.

UT-Chattanooga implemented 15/4 fee structure in 2019-20.

Fees shown represent the rates for incoming freshmen in the UT system.

² University of Memphis implemented guaranteed tuition in 2019-20.

Fees shown for UM represent the rates for non-guaranteed tuition.

Mandatory Fees for Two Terms

	2015-16	% Incr	2016-17	% Incr	2017-18	% Incr	2018-19	% Incr	2019-20	% Incr
APSU	\$1,453	15.0%	\$1,473	1.4%	\$1,529	3.8%	\$1,583	3.5%	\$1,583	0.0%
ETSU	1,649	21.7%	1,669	1.2%	1,791	7.3%	1,855	3.6%	1,919	3.5%
MTSU	1,648	0.7%	1,660	0.7%	1,772	5.5%	1,826	3.0%	1,870	2.4%
TSU	1,039	1.3%	1,039	0.0%	1,050	1.1%	1,107	5.4%	1,157	4.5%
TN Tech	1,171	-22.5%	1,171	0.0%	1,217	3.9%	1,243	2.1%	1,278	2.8%
Memphis	1,583	1.3%	1,637	3.4%	1,637	0.0%	1,637	0.0%	1,704	4.1%
UTK	1,758	16.4%	1,810	3.0%	1,860	2.8%	1,896	1.9%	1,932	1.9%
UTM	1,408	7.6%	1,408	0.0%	1,418	0.7%	1,460	3.0%	1,534	5.1%
UTC	1,732	1.4%	1,776	2.5%	1,776	0.0%	1,776	0.0%	1,820	2.5%
University Average	\$1,493		\$1,516		\$1,561		\$1,598		\$1,644	

Total Tuition and Mandatory Fees for Two Terms

	2015-16	% Incr	2016-17	% Incr	2017-18	% Incr	2018-19	% Incr	2019-20	% Incr
APSU	\$7,701	3.2%	\$7,997	3.8%	\$8,225	2.9%	\$8,471	3.0%	\$8,627	1.8%
ETSU	8,477	6.2%	8,671	2.3%	9,015	4.0%	9,277	2.9%	9,491	2.3%
MTSU	8,404	2.6%	8,590	2.2%	8,948	4.2%	9,206	2.9%	9,424	2.4%
TSU	7,417	2.7%	7,567	2.0%	7,776	2.8%	8,007	3.0%	8,183	2.2%
TN Tech	8,353	4.6%	8,551	2.4%	8,873	3.8%	9,103	2.6%	9,318	2.4%
UM ²	9,269	3.3%	9,497	2.5%	9,701	2.1%	9,701	0.0%	9,936	2.4%
UTK ¹	12,436	4.7%	12,724	2.3%	12,970	1.9%	13,006	0.03%	13,264	2.0%
UTM ¹	8,326	3.8%	9,088	9.2%	9,236	1.6%	9,512	3.0%	9,748	2.5%
UTC	8,356	2.7%	8,544	2.2%	8,664	1.4%	8,664	0.0%	9,656	10.4%
Uni. Avg.	\$8,749		\$9,025		\$9,268		\$9,439		\$10,785	

¹ UT-Knoxville implemented 15/4 fee structure in 2013-14.

UT-Martin implemented 15/4 fee structure in 2016-17.

UT-Chattanooga implemented 15/4 fee structure in 2019-20.

Fees shown represent the rates for incoming freshmen in the UT system.

² University of Memphis implemented guaranteed tuition in 2019-20.

Fees shown for UM represent the rates for non-guaranteed tuition.

The Tennessee Higher Education Commission proposed a binding limit of 0% - 2% on mandatory tuition and fees at the November 2019 Commission meeting. The Finance and Administration Committee met on April 1, 2020 recommended adoption of the following: There will be no increase in tuition and mandatory fees for 2020-2021 contingent on the approval of the Governor’s budget.

Maintenance Fee/Tuition Request – Per Semester				
		2020-21		
	2019-20	Original	Revised	
	Actual	Proposed	Proposed	\$ Increase
Undergrad Tuition @ 15 cr hr	\$3,786.00	\$3,786.00	\$3,786.00	\$0
Graduate Tuition @ 9 cr hr	\$4,230.00	\$4,230.00	\$4,230.00	\$0
UG Out of State @ 15 cr hr	\$9,591.00	\$9,591.00	\$9,591.00	\$0
Grad Out-of-State @ 9 cr hr	\$7,560.00	\$7,560.00	\$7,560.00	\$0
Program Services Fee – caps at 8 cr hr	\$959.50	\$991.00	\$959.50	\$0

MOTION: I move that the Finance and Administration Committee recommend adoption of the following resolution by the Board of Trustees:

RESOLVED: There will be no increase in tuition and mandatory fees for 2020-2021 contingent on the approval of the Governor’s budget.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020
ITEM: Spring Estimated and July Proposed Budgets
COMMITTEE: Finance and Administration Committee
RECOMMENDED ACTION: Approve
PRESENTED BY: B.J. King
Chief Financial Officer

In compliance with Tennessee Code Annotated 49-8-203 (a) (10 (C) ETSU policy Budget Control requires three budgets be prepared each year and submitted to the Board of Trustees for approval. The university prepares budgets for the one formula funded unit (Main Campus), two non-formula units (College of Medicine and Family Medicine) and one self-funded unit (College of Pharmacy). The three budgets prepared each year are:

- 1) the proposed budget to fund the fiscal year beginning July 1;
- 2) the revised fall budget that is prepared after the fall enrollment cycle and financial statement preparation for the prior fiscal year; and
- 3) the estimated spring budget that is submitted at the same time as the proposed budget for the next fiscal year.

The Board will consider the 2019-20 spring estimated budgets and the July proposed budgets for the one formula funded unit, two non-formula units and one self-funded unit. In meetings held during the last year, the Board approved the 2019-20 July proposed and October revised budgets. The proposed budgets for the new fiscal year are based on the estimates for revenue and expenditures known at the time the budget is prepared. Details of these budgets are outlined below.

MOTION: I move that the Board of Trustees adopt the Spring estimated 2019-20 and July proposed 2020-21 university budgets.

RESOLVED: Upon the recommendation of the Finance and Administration Committee, the Board of Trustees approves the university's Spring estimated 2019-20 and July proposed 2020-21 university budget.

Main Campus Budget

	Actual 18-19	Orig. 2019-20	Oct. Revised	Est. Spring	July Proposed	F20 to F21
Revenue	\$ 270,662,400	\$ 272,257,100	\$ 274,175,200	\$ 270,001,600	\$ 275,648,500	\$ 3,391,400
<u>Expenditures and Transfers</u>						
Instruction	\$ 101,238,200	\$ 110,711,900	\$ 118,692,900	\$ 114,604,300	\$ 111,005,000	\$ 293,100
Research	2,975,900	2,949,500	5,309,500	4,770,600	2,888,600	(60,900)
Public Service	2,382,800	2,564,200	2,915,400	3,086,100	2,742,200	178,000
Academic Support	23,227,600	24,400,500	27,356,000	27,467,500	25,094,500	694,000
Student Services	26,133,600	26,983,400	26,964,600	27,098,100	27,712,100	728,700
Institutional Support	15,660,600	16,641,700	18,908,800	19,511,000	17,494,300	852,600
Facilities	24,052,800	17,557,500	18,476,200	18,559,700	17,807,100	249,600
Scholarships	33,008,700	34,580,500	35,736,800	36,408,700	36,138,100	1,557,600
Total before transfers	228,680,200	236,389,200	254,360,200	251,506,000	240,881,900	4,492,700
Debt Service	4,230,800	3,798,800	4,845,500	4,845,500	4,845,500	1,046,700
Non-Mandatory Transfers	8,865,900	5,344,500	4,440,400	7,100,900	4,581,800	(762,700)
Auxiliaries Exp & Tnfrs	25,652,100	26,503,700	26,250,100	22,268,500	25,186,400	(1,317,300)
Total	<u>\$ 267,429,000</u>	<u>\$ 272,036,200</u>	<u>\$ 289,896,200</u>	<u>\$ 285,720,900</u>	<u>\$ 275,495,600</u>	<u>\$ 3,459,400</u>

FT Unrestricted and Auxiliary Positions	Orig. 19-20	Oct. Revised	July Proposed	F20 to F21
Faculty	699	711	722	23
Administration	48	48	47	(1)
Maint/Tech/Support	521	519	506	(15)
Professional Support	526	532	549	23
Total	<u>1,794</u>	<u>1,810</u>	<u>1,824</u>	<u>30</u>

Quillen College of Medicine Budget

	Actual 18-19	Orig. 19-20	Oct. Revised	Est. Spring	July Proposed	F20 to F21
Revenue	\$ 59,912,900	\$ 64,896,200	\$ 65,248,900	\$ 60,890,300	\$ 64,576,000	(\$320,200)
<u>Expenditures and Transfers</u>						
Instruction	\$ 38,041,500	\$ 48,843,600	\$ 48,079,500	\$ 43,646,700	\$ 47,245,100	(\$1,598,500)
Research	1,882,700	4,081,700	4,846,300	4,885,100	3,730,300	(351,400)
Academic Support	5,802,100	6,972,000	6,652,200	7,006,200	7,041,100	69,100
Student Services	1,547,200	1,832,400	1,645,200	1,779,300	1,873,300	40,900
Institutional Support	3,303,300	3,116,500	3,031,000	3,052,200	3,142,400	25,900
Facilities	5,096,400	6,660,900	6,725,700	6,759,700	6,801,200	140,300
Scholarships	256,700	260,000	260,000	260,000	260,000	-
Total before transfers	55,929,900	71,767,100	71,239,900	67,389,200	70,093,400	(1,673,700)
Debt Service	84,600	88,860	88,800	88,800	88,000	(860)
Non-Mandatory Transfers	3,516,700	(7,021,600)	(3,587,300)	(4,006,200)	(5,702,500)	1,319,100
Total	\$ 59,531,200	\$ 64,834,360	\$ 67,741,400	\$ 63,471,800	\$ 64,478,900	(\$355,460)
<u>FT Unrestricted and Auxiliary Positions</u>						
		Orig. 19-20	Oct. Revised		July Proposed	F20 to F21
Faculty		154	156		157	3
Administration		7	7		7	-
Maint/Tech/Support		113	112		111	(2)
Professional Support		89	88		88	(1)
Total		363	363		363	-

Family Medicine Budget

	Actual 18-19	Orig. 19-20	Oct. Revised	Est. Spring	July Proposed	F20 to F21
Revenue	\$ 16,849,600	\$ 17,239,900	\$ 17,318,900	\$ 17,318,900	\$ 17,550,700	\$ 310,800
<u>Expenditures and Transfers</u>						
Instruction	\$ 11,191,700	\$ 11,540,400	\$ 11,904,500	\$ 11,976,600	\$ 12,018,000	\$ 477,600
Research	353,300	268,400	273,900	309,500	260,400	(8,000)
Academic Support	3,395,100	3,607,100	3,650,500	3,799,900	3,788,500	181,400
Institutional Support	1,629,300	1,706,100	1,669,300	1,681,100	1,650,900	(55,200)
Facilities	339,100	400,000	424,300	483,300	387,900	(12,100)
Debt Service	262,900	262,900	262,900	-	-	(262,900)
Transfer from R&R		(200,000)	(350,000)	(350,000)	(375,000)	(175,000)
Transfer from COM	(444,400)	(350,000)	(400,000)	(465,000)	(200,000)	150,000
Total	<u>\$ 16,727,000</u>	<u>\$ 17,234,900</u>	<u>\$ 17,435,400</u>	<u>\$ 17,435,400</u>	<u>\$ 17,530,700</u>	<u>\$ 295,800</u>
FT Unrestricted and Auxiliary Positions		Orig. 19-20	Oct. Revised		July Proposed	F20 to F21
Faculty		31	31		32	1
Administration		-	-		-	-
Maint/Tech/Support		54	53		52	(2)
Professional Support		25	26		29	4
Total		<u>110</u>	<u>110</u>		<u>113</u>	<u>3</u>

Gatton College of Pharmacy Budget

	Actual 18-19	Orig. 19-20	Oct. Revised	Est. Spring	July Proposed	F20 to F21
Revenue	\$ 11,553,300	\$ 11,541,800	\$ 11,541,800	\$ 11,560,600	\$ 11,039,560	(\$502,240)
<u>Expenditures and Transfers</u>						
Instruction	\$ 6,353,100	\$ 7,049,200	\$ 7,905,000	\$ 7,885,700	\$ 7,146,480	\$97,280
Research	149,300	294,100	533,000	530,000	108,060	(186,040)
Academic Support	1,316,000	1,462,200	1,637,600	1,637,600	1,311,650	(150,550)
Student Services	639,400	608,100	714,400	684,800	661,380	53,280
Institutional Support	452,400	432,900	609,800	613,500	595,750	162,850
Facilities	489,100	528,400	648,000	658,500	494,550	(33,850)
Scholarships	481,400	467,600	467,600	529,700	416,000	(51,600)
Total before transfers	9,880,700	10,842,500	12,515,400	12,539,800	10,733,870	(108,630)
Debt Service	661,000	661,000	661,000	661,000	661,000	-
Non-Mandatory Transfers	36,600	38,300	38,300	35,900	(355,310)	(393,610)
Total	\$ 10,578,300	\$ 11,541,800	\$ 13,214,700	\$ 13,236,700	\$ 11,039,560	(\$502,240)

FT Unrestricted and Auxiliary Positions	Orig. 19-20	Oct. Revised	July Proposed	F20 to F21
Faculty	34	34	34	
Administration	1	1	1	-
Maint/Tech/Support	13	14	14	-
Professional Support	15	15	15	-
Total	63	64	64	-

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020
ITEM: Capital Budget and Disclosures FY 2020-21
COMMITTEE: Finance and Administration Committee
RECOMMENDED ACTION: Approve
PRESENTED BY: Jeremy Ross
Chief Operating Officer

The overall goal of facilities planning for the Tennessee Higher Education Commission (THEC) is to provide physical facilities that enable each institution to provide a quality educational atmosphere to fulfill their role and mission. This goal is accomplished through annual recommendations for the funding of projects in two programs: capital outlay and capital maintenance.

Capital outlay projects utilize state funding in whole or in part. They include new facilities or additions required by enrollments or significant changes in programmatic requirements; major renovations which change the function, use or capacity of existing space; major expansions or conversions of central energy plants; and major renovation projects which upgrade or appreciably extend the life of an existing facility.

The capital maintenance projects recommended each year provide a multi-year commitment to protect the integrity of the building structures or bring the equipment or systems in the buildings into compliance with current federal, state and local standards.

Three years ago, a new annual scoring process was instituted by THEC to prioritize projects submitted by the TBR, the UT System, and the Boards of Trustees from the six regional universities. Below is the list of ETSU's capital projects and priorities for fiscal year 2020-21.

Capital Outlay

1. Humanities Building (\$71,800,000)

Total: \$71,800,00 (not approved)

Capital Maintenance

1. Main Campus Primary Electrical Service Upgrades (\$3,300,000)
2. HVAC Repairs Phase I (\$4,308,000)

Total: \$7,608,000 (expected approval July 2020)

Capital Disclosures

1. College of Medicine-Building 2 Renovation (\$3,000,000)
2. Housing Renovation (\$30,800,000) – requires bond through TBR
3. Brooks Gym Renovation (\$1,000,000)
4. Brown Hall Teaching Lab Upgrades (\$2,200,000)
5. ETSU Innovation Park (\$30,100,000)
6. Nicks Hall Nursing Renovation (\$1,000,000)
7. Shelbridge Renovation & Addition (\$1,500,000)
8. Bud Frank Theatre Renovation (\$520,000)
9. Baseball Team Area and Hitting Facility (\$3,000,000)
10. Warf-Pickel and Memorial Center Renovation for Clemmer College (\$525,000)

Total: \$73,645,000

MOTION: I move that the Board of Trustees adopt the following resolution, approving the submission of the capital outlay, capital maintenance, and disclosed projects as presented to the Tennessee Higher Education Commission.

RESOLVED: The Board of Trustees approves the university's submission of the capital outlay, capital maintenance, and disclosed projects to the Tennessee Higher Education Commission.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 24, 2020

ITEM: Resolution of Appreciation for Mr. Cristopher Santana

RECOMMENDED ACTION: Approve

PRESENTED BY: Brian Noland
President

MOTION: I move that the Board of Trustees adopt the resolution extending heartfelt appreciation to Mr. Cristopher Santana.

RESOLUTION OF APPRECIATION
For Mr. Cristopher Santana
From the East Tennessee State University Board of Trustees

WHEREAS Cristopher Santana’s outstanding record of student leadership and scholarship at East Tennessee State University earned him a position on the ETSU Board of Trustees; and

WHEREAS Mr. Santana has demonstrated loyalty and devotion to the ETSU community since first engaging in an exchange agreement between his high school in Ecuador and University School in 2014; and

WHEREAS Mr. Santana quickly became one of our university’s greatest student leaders while enrolled in our College of Business and Technology, including being named Senator of the Year by the ETSU Student Government Association, in part for authoring seven items of legislation; and

WHEREAS Mr. Santana has fulfilled vital leadership roles not only in SGA but also in the Economics Club, the Hispanic American Student Community Alliance, and the Student Finance Association; and

WHEREAS Mr. Santana, while deeply involved in campus life, successfully completed two B.B.A. degrees at ETSU, in Economics and in Finance, and is completing his M.B.A.; and

WHEREAS Mr. Santana has ably represented the interests of ETSU students during his tenure on the ETSU Board of Trustees;

THEREFORE BE IT RESOLVED, that the Board of Trustees extends its deepest appreciation and congratulations to Cristopher Santana for his exemplary service and for representing the very highest ideals of East Tennessee State University.

The East Tennessee State University Board of Trustees

April 24, 2020