EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
FEBRUARY 2025 MEETING

1:00–2:15 p.m. EST   East Tennessee Room
Friday   D.P. Culp Student Center
February 21, 2025   412 J.L. Seehorn Road
                                                       Johnson City, TN

ORDER OF BUSINESS

   I.   Call to Order

   II. Roll Call

   III. Public Comments pursuant to Appearances Before the Board of Trustees Policy

   IV. Approval of Minutes from November 15, 2024

   V.   Report from the Academic, Research, and Student Success Committee (5 minutes)

   VI. Report from the Finance and Administration Committee (5 minutes)

   VII. Report from the Audit Committee (5 minutes)

   VIII. Consent Agenda
         A. Minutes from November 15, 2024 Academic, Research, and Student Success
             Committee
         B. Minutes from November 15, 2024 Finance and Administration Committee
         C. Minutes from November 15, 2024 Audit Committee
         D. Approval of Policy on Use of Artificial Intelligence Technology for Instructional and
             Assignment Purposes
         E. Approval to Provide Notification of Adoption of Institutional Research Security
         F. Approval of College of Medicine FY26 Tuition
         G. Approval of Housing and Meal Plans for FY26
         H. Approval of 2026 Board Meeting Dates

   IX. Overview of Athletic Department's Strategic Plan – *Sander* (15 minutes)

   X.   ETSU Research Update: Using Biomimetic Robotics to Better Understand Pollinator Behavior
        and Cognition – *Whitaker* (10 minutes)

   XI. Voyager Update – *King, Erickson, Graham* (10 minutes)

   XII. President's Report – *Noland* (15 minutes)

XIII.   Other Business

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

XV.   Adjournment

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: February 21, 2025

ITEM: Approval of the Minutes from November 15, 2024

RECOMMENDED ACTION: Approve

PRESENTED BY: Dr. Adam Green
                               Board Secretary

The minutes of the November 15, 2024 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 November 15, 2024 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.**

MINUTES

November 15, 2024
Johnson City, Tennessee

The East Tennessee State University Board of Trustees met on Friday, November 15, 2024, at 1:30 p.m. in the East Tennessee Room of the D.P. Culp Student Center. The meeting was also live-streamed and recorded.

I.   Call to Order

Chair Dr. Linda Latimer called the meeting to order at 1:30 p.m. She began by describing the effects of Hurricane Helene on the East Tennessee State University community and the profound resilience of the people of Northeast Tennessee, Southwest Virginia, and Western North Carolina as they rebuild and recover. She highlighted ETSU's central role in the recovery efforts:

- In partnership with Marsh Regional Blood Center, the largest two-day blood drive ever held in the region, with nearly 700 people donating blood, many of whom stood in line for six hours or more
- The donation, by ETSU, of more than 800 hot meals for flood survivors and first responders
- The opening of the ETSU Center for Physical Activity to provide access to hot showers
- The activation of student and employee crisis phones
- The provision of free housing and meal plans for students and employees in need
- Staff members calling and emailing more than 6,000 students from flood-affected areas
- The training and coordination of volunteers by ETSU
- ETSU faculty mapping storm damage and providing water quality testing
- Physicians from ETSU Family Medicine checking on each patient in the system who lives in a flood-affected area
- The provision of 15 hours of leave by ETSU to allow faculty and staff to volunteer in their communities

Chair Latimer then reminded the board about the upcoming appearance by the ETSU Marching Bucs in the Macy's Thanksgiving Day Parade and a send-off party scheduled for November 24.

Chair Latimer offered congratulations to Trustee Trent White, a finalist for a Rhodes Scholarship and the second finalist from ETSU for the second year in a row.

II.   Roll Call

Board Secretary Dr. Adam Green led the roll call.

Trustees physically present were:

> Chair Dr. Linda Latimer
> Trustee Charles Allen
> Trustee Janet Ayers
> Trustee Steve DeCarlo
> Trustee Dr. Steph Frye-Clark
> Trustee Dorothy Grisham
> Trustee Melissa Steagall-Jones
> Trustee Tony Treadway

Dr. Green informed the board chair that a quorum was present.

III.   Public Comments

No individuals were signed up to speak to the board during the public comment period.

IV.   Approval of Minutes from September 13, 2024

The minutes from the September 13, 2024, meeting of the Board of Trustees were approved as submitted, with Trustee Melissa Steagall-Jones making the motion to approve and Trustee Dr. Steph Frye-Clark seconding the motion. The motion passed unanimously.

V.   Report from the Academic, Research, and Student Success Committee

Trustee Janet Ayers reported that the morning's meeting consisted of three action items and three information items. The action items included a request to grant tenure upon appointment for Dr. Dena Evans, incoming Dean of the College of Nursing, approval of a new Bachelor of Science in Digital Development degree program, and approval of the new Institutional Accreditation policy, which allows the university to select any institutional accreditor recognized by the U.S. Department of Education.

The information items presented included the 2023-24 Quality Assurance Funding process, an update of the Roan Scholars Leadership Program and information from the Office of Prestigious Awards, and the annual update of the ETSU Research Corporation.

VI. Report from the Finance and Administration Committee

Trustee Steve DeCarlo reported that his committee reviewed a report prepared in compliance with the Tuition Transparency Act, approved the 2024 October budget revisions (included in the Consent Agenda), reviewed the quarterly report of contracts and agreements of $250,000 or greater for the first quarter of FY25, and heard a report on revenues and expenditures. In addition, the Finance and Administration Committee received a report on the work of the Strategic Resource Alignment Advisory Committee.

VII. Report from the Audit Committee

Committee Chair Melissa Steagall-Jones reported that the Audit Committee approved one action item, which involved adding two fraud, waste, or abuse concerns to the audit plan. She indicated that the Office of Internal Audit reported on the completion of one audit and one investigation. A report on the status of the audit log indicated six current and prior findings, all progressing in a timely fashion. Trustee Steagall-Jones pointed out that ProCards are still being closely monitored campuswide in an effort to improve processes, and the Audit Committee reviewed its list of responsibilities, making no changes in that list.

VIII. Consent Agenda

Chair Latimer then called the board's attention to the Consent Agenda that included several routine items as well as items acted upon during the morning's committee meetings. Chair Latimer asked if there were any items on the Consent Agenda that need to be pulled for discussion and consideration by the full board. There were none.

Chair Latimer then asked for a motion to approve the full Consent Agenda. Trustee Janet Ayers moved that the Consent Agenda be approved, and Trustee Tony Treadway seconded the motion. It passed unanimously.

IX. ETSU Hurricane Helene Response

Dr. Joe Sherlin, Vice President for Student Life and Enrollment, and three student leaders, Morgan Blazer (Roan Scholar and Student Government Association Chief of Staff), Skylar Brackett (Secretary of State for SGA), and Shaina Thompson (President of Letters of Love), described for the board some of the countless ways in which ETSU stepped up to lead recovery and rebuilding efforts in the aftermath of Hurricane Helene. Among the highlights of their report:

- The hurricane hit as students were in the midst of Homecoming preparations. Students pivoted on a moment's notice to serve the needs of the region.

- The Culp Center was a beehive of activity, accepting donations from all across the region, and hosting the historic blood drive, referenced in Chair Latimer's comments above.
- The level of care was overwhelming as students wrote around 2,000 letters to families and first responders.
- Over 20 student organizations wrote letters as well.
- Around 275 ETSU students were directly affected by the hurricane and its aftermath.
- Ten students lost family members or loved ones.
- Emergency and tuition grants were instituted, housing and food assistance were given, the Center for Physical Activity was opened for hot showers, and counseling support for those experiencing trauma was available.
- Assistance came together within a period of 48 hours.
- Our Civic Engagement Team and Emergency Management Team worked to ensure that our systems were integrated with the systems of the region.
- ETSU became the placement vehicle for connecting volunteers with needs in a five-county region, with more than 4,000 individuals serving that area over a six-week period.
- The weeklong supply drive during Homecoming resulted in Room 366 in the Culp Center being filled with donated items, followed by the SGA office being filled.
- The supply drive on Homecoming game day filled an entire bus.

Board members and President Noland commended these students for their life-changing work. President Noland then congratulated Skylar Brackett for her appointment, by Governor Bill Lee, to serve on the Tennessee Higher Education Commission.

X.   **Strategic Agenda Update and KPIs**

Dr. Michael Hoff, Vice Provost for Decision Support and Chief Planning Officer, centered his presentation around the strategic planning pillars of access, success, and impact. In focusing on access, he gave a brief history of recent enrollment, retention, and graduation rates. He reviewed business decisions and decisions about how the institution is presented that have created a system for students in which they can be more successful. That environment, he said, has resulted in increased retention and graduation rates. Freshman applications for 2024 totaled 10,049, he said, with a goal of 12,000 by 2026. Student enrollment of nearly 14,000 indicates sound progress toward a 2026 goal of 15,500. Since ETSU is a border institution, out-of-state enrollment continues to be a major focus. For 2024, there were 3,057 out-of-state students, and our goal for 2026 is 3,600. The percentage of non-white students at ETSU is currently 29.3, with the 2026 goal being 33 percent. The percentage of male students, 38.5 in 2024, continues to pose a challenge, as it does nationwide. And ETSU has achieved great success in enrolling military-affiliated students. The 2024 number, 1,050, has already surpassed the 2026 goal of 1,000.

Moving to student success, Dr. Hoff noted a steady increase in retention rates, from 72 percent in 2022 to 75.6 percent in 2024, toward a goal of 85 percent by 2026. The 2024 graduation rate was 53.2 percent, and the goal by 2026 is 60 percent. Post-graduation outcomes, the percentage of our graduates either working or continuing their education, is now 82.1 percent. The 2026 goal is 95 percent.

In the category of impact, research and sponsored program activity has now reached $70,200,000, with a 2026 goal of $75,000,000. Research expenditures have increased from $18,500,000 in 2022 to $42,300,000 in 2024, already exceeding the 2026 goal. In philanthropic giving, we achieved a total of $40,744,125 in 2024. Dr. Hoff then pointed to attendance at athletic events and attendance at the Martin Center as evidence that ETSU is taking its expertise outward and inviting people in.

In discussing our operational environment, Dr. Hoff highlighted the achievement of Great Colleges to Work For status. He commented that the 10.6 percent rate in voluntary staff turnover is not unusual for the marketplace. He added that the strong financial position of the university is reflected in the 2024 Composite Financial Index of 6.12, far ahead of the 2026 goal.

Dr. Hoff then briefly reviewed lists indicating progress toward strategic initiatives. One list indicates progress achieved and anticipated within one to five years and the other within five to ten years. He told the board that even more check marks will be added to those lists by the end of the year.

XI.   President's Report

President Noland began by thanking and commending the campus community for the overwhelming response to the disasters and hardships created by Hurricane Helene. He said our response embodied the university's mission more strongly than anything he has ever seen during his tenure as president.

Dr. Noland began his comments about access and success by speaking of the enrollment challenges at institutions across the country. Some of those challenges included the demographic cliff, the FAFSA debacle, declining college-going rates, and stories in the media questioning the return on investment for college degrees. He said that nationally, freshman enrollment declined by 5 percent this fall and that the largest decreases were at public universities, at 8.5 percent. In many rural areas, he said, college-going rates have fallen below 40 percent and for males, below 35 percent.

Dr. Noland shared the results of a recent EAB survey of more than 10,000 students nationwide. The survey indicated that location is still a top factor when students and parents make decisions about college attendance and that elements around price are also determining factors. Another factor is the campus itself. Dr. Noland acknowledged the Board of Trustees' commitment to

investing in the physical infrastructure of ETSU, as well as changes to financial aid and changes to the out-of-state fee structure, all of which are linked together and all of which make us more competitive in the higher education marketplace.

President Noland reviewed data on college-going rates in Tennessee. For 2023, the rate was 56.7 percent. He pointed out that the highest college-going rate in our region was in Unicoi County, at 63.7 percent. In analyzing enrollment from an historical perspective, Dr. Noland shared information from the year 1984, when ETSU enrolled around 10,000 students, compared to 2023, when 13,685 were enrolled. This fall, ETSU's enrollment increased to 13,979. For the fall of 2024, Dr. Noland reported, the top five undergraduate majors at ETSU were Nursing, Psychology, Computer Science, Management, and Biology. The top five graduate majors were Public Health, Educational Leadership, Nursing, Business Administration (online), and Social Work.

Dr. Noland told the board that for the first time in its history, ETSU has enrolled back-to- back freshman classes with more than 2,100 students and that the academic profile of the freshman class is stronger. He noted the growth in out-of-state students that has occurred as a result of our tuition reset.

Looking to the fall of 2025, Dr. Noland expressed optimism about continued progress in enrollment. Freshman application data indicate an 11.73 percent increase in applications received and a 13.45 percent increase (850) in applications accepted.

Dr. Noland underscored the fact that retention rates are rising again post-COVID—to 76.3 percent in 2023, showing substantial progress toward the board's goal of 85 percent. The graduation rate for the class of 2018 was 53 percent, with a goal of 60 percent.

Looking at institutional health and strategic initiatives, Dr. Noland reported that, with all revenues in, minus auxiliaries, the 2024-25 operating budget stands at $400 million—with 42 percent coming from tuition and fees and 41 percent from the state. Salaries and benefits make up 76 percent of expenditures. Dr. Noland added that we continue to make investments in reserves and in fallout, with $3.4 million in new investments added to E&G university reserves.

Referencing the Finance and Administration Committee's morning action to approve salary recommendations, Dr. Noland emphasized the 3 percent across-the-board salary increase with a $7,000 ceiling and a floor of $15 per hour, effective November 1. He described the second phase of adjusted enhancements to align with market needs, in the amount of 3 percent in targeted increases, as well as the establishment of a 2 percent supplemental salary pool to be directed to Fair Labor Standards Act requirements, implementation of the classification and compensation system, and faculty market adjustments. He further announced that he hopes to target another one percent supplemental salary pool to support university priorities. Combined, these actions will result in the largest investment in salaries in the modern history of ETSU, at over 6 percent.

Dr. Noland then reviewed the Tennessee Higher Education Commission's Outcomes Formula Recommendations for 2025-26, which would result in an additional $1 million for ETSU and approximately $1.6 million for our medical units. In addition, in the THEC Strategic Initiatives Request for 2025, $2.5 million is earmarked to increase the appropriation to the base budget for the Gatton College of Pharmacy. This would provide for equalization of tuition and fees at the college compared to the University of Tennessee. Another $7 million is identified by THEC to provide equipment modernization for the Quillen College of Medicine. In capital projects, the second phase of Brown Hall renovation is third on THEC's list, which will go to Governor Bill Lee for his consideration. For ETSU, in deferred maintenance, the commission is requesting $23,490,000, for such projects as steam line repairs and replacements, HVAC and plumbing repairs, roof replacements, and others. Returning to the capital projects requests, Dr. Noland highlighted the sixth item, which is a utility infrastructure project for ETSU, in the proposed amount of $15,936,000.

Dr. Noland then outlined for the board the university's agenda for the upcoming session of the Tennessee General Assembly:

- Support full funding of the THEC appropriations recommendation for both the Outcomes Formula and salary enhancements
- Support the THEC recommendation for the Gatton College of Pharmacy and the Quillen College of Medicine, including the new medical funding formula for ETSU Health
- Funding for Brown Hall Phase II and deferred maintenance projects
- Support updates and enhancements to state-supported scholarships

Dr. Noland then provided to the board further information about the impact of Hurricane Helene on the ETSU community:

- Ten ETSU students lost family members or loved ones
- Two students lost parents
- Thirty-seven students were displaced by the flood
- Forty-one students lost their jobs
- Fifty-six students were supported through the Student Crisis Fund
- Eighteen students were supported through the Tuition Assistance Fund

Dr. Noland said that more than $100,000 in university resources were devoted to the assistance of flood victims. He encouraged the board to consider the Employee Assistance Fund and the Student Crisis Fund as ways to help the ongoing recovery effort. He reiterated his praise for the ETSU community for fulfilling our mission by going above and beyond in caring for our citizens.

Dr. Noland highlighted Veterans Week, pointing out that more than 1,000 ETSU students are military-affiliated. He said that ETSU has the top ROTC program east of the Mississippi River

and that we have been recognized nationally for our commitment to veterans. He added that ETSU has just received a $75,000 grant from AmeriCorps to help with outreach across a seven-county area. Furthermore, Dr Noland expressed his pride in the staff and faculty who work with our veteran population.

Dr. Noland invited board members to attend several end-of-semester events, including the alumni awards banquet, the campus lighting ceremony, the Marching Bucs sendoff, the Holiday Concert, the pancake breakfast for students, and the December 14 commencement exercises. He shared highlights of the recent employee recognition ceremony, noting that Doug Taylor marked 50 years on staff at ETSU and that he has welcomed every class of the Quillen College of Medicine in his role as Admissions Director.

XII.   Action Item: Resolution of Appreciation for Ms. Pamela Ritter

Dr. Noland introduced a resolution of appreciation for Ms. Pamela Ritter, upon her forthcoming retirement as Vice President for University Advancement. He told the board that Ms. Ritter helped change the face of the university, modernized its fundraising efforts, and oversaw record fund-raising years and a record capital campaign.

Trustee Steagall-Jones made a motion that the resolution be adopted, and Trustee Treadway seconded the motion. It passed unanimously.

XIII. Other Business

There was no other business to come before the board.

XIV. Executive Session

There was no need for an executive session.

XV.   Adjournment

The meeting was adjourned at 2:51 p.m.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

CONSENT AGENDA ITEMS

DATE: February 21, 2025

ITEM: Consent Agenda

RECOMMENDED ACTION: Approve

PRESENTED BY: Dr. Adam Green
                                Board 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: February 21, 2025

ITEM: Approval of the Minutes from November 15, 2024

COMMITTEE: Academic, Research, and Student Success

RECOMMENDED ACTION: Approve

PRESENTED BY: Dr. Adam Green
                                   Board Secretary

The minutes of the November 15, 2024 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 November 15, 2024 meeting of the Academic, Research, and Student Success 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.**

MINUTES

November 15, 2024
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Academic, Research, and Student Success Committee met on Friday, November 15, 2024, at 9:00 a.m. in the East Tennessee Room of the D.P. Culp Student Center.

I.   Call to Order

Trustee Janet Ayers, chair of the committee, called the meeting to order at 9:00 a.m.

II.   Roll Call

Board Secretary Dr. Adam Green conducted the roll call. The following committee members were physically present:

> Committee Chair Trustee Janet Ayers
> Trustee Charles Allen
> Trustee Dr. Steph Frye-Clark
> Trustee Dr. Linda Latimer
> Trustee Tony Treadway

III.   Approval of the Committee Minutes from September 13, 2024

The minutes from the September 13, 2024, meeting of the Academic, Research, and Student Success Committee were approved as submitted with Trustee Charles Allen making the motion and Trustee Tony Treadway seconding the motion. The motion passed unanimously.

ACTION ITEMS

IV.   Recommendation for Tenure Upon Appointment of Faculty Member

Provost and Senior Vice President for Academic Affairs Dr. Kimberly McCorkle presented a recommendation to award tenure upon appointment and the rank of full Professor to Dr. Dena Evans, who will become ETSU's Dean of Nursing on January 1, 2025. Dr. Evans is Professor

and Vice Dean of Faculty and Academic Affairs at the University of South Florida. She earned a doctorate in education from North Carolina State University.

Trustee Dr. Steph Frye-Clark made a motion to approve the recommendation as presented, and Trustee Dr. Linda Latimer seconded the motion. It passed unanimously.

V.   **Approval of the Expedited Letter of Notification (ELON) Regarding the Establishment of a Digital Development, BS Degree**

Provost McCorkle noted that the Department of Digital Media and the Department of Computing have collaborated to create this innovative degree program in Digital Development. It will be a 120-credit-hour program and will feature full stack and game development, which are fields with expanding entrepreneurial and workforce growth across the region, state, and nation. If the program is granted approval by the Tennessee Higher Education Commission, the program is expected to launch in the fall of 2025.

Trustee Treadway underscored the high demand for professionals in these areas and applauded the university for creating the new degree.

Trustee Treadway made a motion to approve the Expedited Letter of Notification, and Trustee Allen seconded the motion. It passed unanimously.

VI.   **Approval of Institutional Accreditation Policy per Tennessee Code § 49-7-187**

Dr. McCorkle indicated that the Institutional Accreditation Policy specifies the accrediting agencies or associations that may serve as an accreditor for ETSU and that the Board of Trustees is required to adopt a policy on accreditation before December 31, 2024. She said that ETSU has developed a new policy consistent with state law that indicates the university can select an institutional accreditor from the list of all accreditors approved by the U.S. Department of Education.

Trustee Latimer made a motion that the new Institutional Accreditation Policy be approved, and Trustee Treadway seconded the motion. It passed unanimously.

INFORMATION AND DISCUSSION ITEMS

VII.   **Quality Assurance Funding Update**

Dr. McCorkle reviewed the history and purpose of Quality Assurance Funding, formerly known as Performance Funding, which provides incentives for all public colleges and universities in Tennessee to measure student learning and institutional effectiveness as part of the continuous improvement process. The Provost noted that institutions may earn an additional 5.45 percent over their base operating budgets predicated on performance across a

series of metrics. Traditionally, these metrics assess student learning outcomes, program viability, student and alumni satisfaction, and a variety of other academic quality metrics. Provost McCorkle told the committee that the metrics are evaluated every five years by the Tennessee Higher Education Commission, and ETSU has one more year in the cycle before the metrics change.

Dr. McCorkle then introduced Dr. Michael Hoff, Vice Provost for Decision Support and University Chief Planning Officer, who summarized how ETSU performed in the various standards in the 2023-24 review. In the General Education assessment, ETSU outperformed the national mean by three points, therefore earning the maximum 10 points. The Major Field Assessment standard is designed to provide incentives for institutions to improve the quality of major field programs as evaluated by the performance of graduates on approved examinations. For this standard, ETSU earned the maximum 15 points. The Academic Programs standard, Dr. Hoff explained, is a measure of quality, and ETSU earned a total of 32 points, out of a maximum of 35. For the Institutional Satisfaction standard, which is based on surveys of undergraduate students, recent graduates, and faculty, ETSU scored 10 out of a possible 10. Dr. Hoff explained that the Equity standard focuses on specific populations of students. In the most recent cycle, ETSU focused on first-generation students and earned the maximum 10 points for the standard. Commenting on the Focus Populations standard, Dr. Hoff told the committee that ETSU is increasing articulation efforts and other programs to attract more community college graduates, as well as working to encourage more students who are here and close to a bachelor's degree to finish that degree. Dr. Hoff underscored the success ETSU has had with low-income student progression toward graduation.

For the past two years of the Quality Assurance Funding cycle, Dr. Hoff reported, ETSU has received 96 points out of a possible 100, achieving a perfect score on all but two standards, and placing us second among Tennessee's Locally-Governed Institutions for the second year in a row.

President Noland emphasized the importance of Quality Assurance Funding and its role in achieving and ensuring academic quality, and he reminded the committee that 5.5 percent of the institution's state budget is riding on these outcomes.

VIII. **Roan Scholars Leadership Program and Office of Prestigious Awards Update**

Lieutenant Colonel (Retired) Scott Jeffress, Executive Director of the Roan Scholars Leadership Program, reported on the program's expansion from a core area of 27 counties to six states at present. Two years ago, some 350 students applied for the Roan program. This fall, more than 1,000 students requested applications, and 150 will be interviewed. From the inaugural class of four students, the program has expanded in size and scope, as eleven students joined Roan Scholars in the fall of 2024. LTC Jeffress reported that the Roan's endowment balance has also grown from $6.5 million in the fall of 2022 to $11 million in the fall of 2024.

In the past two years, two Roan Scholars have been recognized as finalists for the Rhodes Scholarship, and one has been selected as a Truman Scholar. LTC Jeffress shared stories of Roan Scholars Shaina Thompson and Abby Simpson. Shaina started ETSU Letters of Love 18 months ago. After Hurricane Helene, they asked the campus community to join them in writing notes to first responders and people affected by the devastation. Their efforts have resulted in some 2,000 notes of encouragement distributed across the region.

LTC Jeffress then introduced Dr. Carson Medley, Assistant Dean of ETSU's Honors College and Director of the Office of Prestigious Awards. Dr. Medley shared his vision, which is for ETSU to be Tennessee's leading institution in guiding students through the process of applying for and securing nationally and globally competitive awards. This fall, he said, we have had five applicants for the Fulbright U.S. Student Program, eight for the Gilman Scholarship Program, and 12 for the Critical Language Scholarship.

IX.   **Annual ETSU Research Corporation Update**

David Golden, CEO of the ETSU Research Corporation, provided his annual update on progress toward building connections between the university and university partners to advance regional prosperity, with the theme "world-class in a rural setting." He provided for the committee a brief overview of the corporation's staffing and its Board of Directors.

Mr. Golden updated the committee on the corporation's innovation partners and its role in recruiting partners like Polysilicon, which is investing $850 million and bringing more than 400 jobs to Hawkins County.

Mr. Golden reported that we are about to rebrand our Appalachian Highlands Center for Innovation, supported by a grant from Ballad Health. He gave an update on the Innovation Lab, indicating that it is at 95 percent occupancy. He then highlighted ETSU's presence at the Select USA Summit, attended by over 5,000 people and more than 1,000 economic development organizations.

Mr. Golden presented a brief update on StoryCollab, including the ongoing Nurse Narratives Initiative, the Virginia Neonatal Perinatal Collaborative, and Bring Your Brave, a project with the Centers for Disease Control and Prevention and the National Association of County and City Health Officials that includes a digital storytelling workshop with breast and ovarian cancer survivors.

Mr. Golden then updated the committee on the work of the Center for Bioindustrial Manufacturing and synthetic biology. He also announced a major grant from the Department of Defense through its Distributed Bioindustrial Manufacturing Program.

<u>GENERAL INFORMATION ITEMS</u>

X.   Committee Discussions

There were no further discussions**.**

XI.   Other Business

There was no other business to come before the committee.

XII.   Adjournment

The committee adjourned at 10:25 a.m.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: February 21, 2025

ITEM: Approval of the Minutes from November 15, 2024

COMMITTEE: Finance and Administration

RECOMMENDED ACTION: Approve

PRESENTED BY: Dr. Adam Green
                               Board Secretary

The minutes of the November 15, 2024 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 November 15, 2024 meeting 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

November 15, 2024
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Finance and Administration Committee met on Friday, November 15, 2024, at 10:34 a.m. in the East Tennessee Room of the D.P. Culp Student Center.

I.   **Call to Order**

Committee Chair Steve DeCarlo called the meeting to order at 10:34 a.m.

II.   **Roll Call**

Board Secretary Dr. Adam Green conducted the roll call. The following committee members were physically present:

    Chair Steve DeCarlo
    Trustee Charles Allen
    Trustee Dorothy Grisham
    Trustee Dr. Linda Latimer

III.   **Approval of the Committee Minutes from September 13, 2024**

The minutes from the September 13, 2024, meeting of the Finance and Administration Committee were approved as submitted, with Trustee Charles Allen making the motion and Trustee Dorothy Grisham seconding the motion. The motion passed unanimously.

IV.   **Action Item: Approval of FY25 October Revised Budgets**

Ms. Christy Graham, Chief Financial Officer, presented an overview of the October revised budgets. The October revised budget contains funding for a three percent salary enhancement for all regular employees, with a ceiling of $7,000, along with an increase in the minimum wage to $15 per hour. The October budget includes an additional two percent salary pool to comply with the requirements of the Fair Labor Standards Act as well as to support the provision of market salary adjustments for targeted faculty and staff in the spring semester. Ms. Graham indicated that for the main campus, the October revision includes an increase in the revenue budget of nearly $2 million. Revenue from tuition and fees is increasing by $1.3

million and auxiliary revenues by over $500,000. The expenses budget includes an increase of approximately $2.3 million. The College of Medicine budget includes a large increase in revenues, some $11.2 million, due to forecasted funding from external contracts. Expenditures are increasing by nearly $5 million, primarily for salary enhancements and increased research activity. The Family Medicine revised budget shows a revenue increase of $450,000, while the Gatton College of Pharmacy shows a revenue increase of $370,000.

Trustee Grisham made a motion that these revised budgets be approved as presented, and Trustee Allen seconded the motion. It passed unanimously.

V.   Quarterly Financial Update

Chief Financial Officer Christy Graham presented an update for the first quarter of the fiscal year, comparing operating revenues and expenditures for the current year to the prior year. She indicated that main campus revenue (unrestricted E&G) is up by two percent while expenses are up by seven percent. Both the College of Medicine and Family Medicine increased by four percent, while expenses decreased by 22 percent. College of Pharmacy revenue is up 27 percent because of the state appropriation that began in October of 2023 and expenses for Gatton increased by six percent.

Examining revenue by source for all appropriation units, tuition and fees are up by four percent and state appropriations by eight percent. Unrestricted E&G expenses by source are fairly consistent compared to last year, with salaries and benefits, the highest expense category, increasing by five percent. Looking at all operating funds, unrestricted E&G revenue increased by 3.1 percent, and expenses were reduced by 1.3 percent. Auxiliary revenue increased by 14.3 percent, and expenses increased by 17.9 percent. Restricted funds revenue was fairly flat, while restricted funds expenses increased by 11.7 percent, due to an increase in student grants of some $3.5 million. Revenue from tuition and fees grew by 3.8 percent. A review of expenditures by natural classification again reflects the fact that salaries and benefits are our largest expense, growing by 5 percent.

Ms. Graham also included in the board's packet of materials a Statement of Net Position, which she described as "very positive," reflecting all the planning that has occurred across campus, as well as the enrollment increase.

VI.   Annual Presentation of Tuition Transparency Report

Ms. Graham explained that by February 1 of each year, each higher education governing board is required to provide a report to the Office of Legislative Budget Analysis, for distribution to the General Assembly, with information about expenditures of revenue derived from any tuition and fee increases in the previous full academic year. ETSU's report for FY24 reflects the increase in tuition of 2.95 percent, resulting in an increase in revenue of almost $1.3 million. Ms. Graham said that amount was used, in full, for the match requirement for salary

improvement. The increase in fees of 2.45 percent resulted in $226,000 in additional revenue, which was used in full for student activities.

VII. Quarterly Report of Agreements $250,000 or Greater

Dr. Katie Zink, Director of Procurement, reported on the agreements of $250,000 or more for the quarter that were listed in the meeting materials.

Dr. Zink then listed for the committee these RFQs/RFPs that are in process: enrollment consulting services for Undergraduate Admissions; athletic apparel and gear; air filters; biomedical waste disposal; and custodial staffing assistance.

VIII. CFO Update

Ms. Graham gave a brief history of resource allocation at ETSU, spotlighting the work to evaluate the university's budget model and update it to allow for strategic realignment of resources to support growth and innovation. She reviewed the charge of the Strategic Resource Allocation Advisory Committee, which was to create a budget model that is fair, transparent, and predictable. The committee consisted of 17 members, and its report is expected to be complete in December of 2024 and presented to the campus in Spring 2025.

Ms. Graham introduced Mr. Jim Harlan, AFG Industries Chair of Excellence in the ETSU College of Business and Technology and former Vice President of Integrated Global Supply Chain at Eastman. Mr. Harlan chaired the advisory committee. In describing the committee's methods and process, Mr. Harlan reviewed the following:

- Recommended revised base budgets and reallocated resources in support of those base resets
- Established a data-informed but less disruptive mechanism for annual resource allocation decisions
- Updated important processes and procedures that impact all units, such as vacancy management and carry-forward
- Aligned resource allocation more closely to university priorities and overall enrollment and financial trends
- Identified significant resources to support salary enhancements as well as establish resource pools to support capital improvements and new program development

Mr. Harlan stressed the importance of ongoing refinement of the model, and he described ways in which the committee has engaged with constituent groups, including extensive meetings and presentations and the creation of a website.

Dr. Noland commented that this plan involves taking the university's strategic plan and aligning it with how we distribute revenue internally.

IX.   Other Business

There was no other business to come before the committee.

X.   Adjournment

The committee adjourned at 11:21 a.m.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: February 21, 2025

ITEM: Approval of the Minutes from November 15, 2024

COMMITTEE: Audit

RECOMMENDED ACTION: Approve

PRESENTED BY: Rebecca A. Lewis, CPA
                                         Chief Audit Executive

The minutes of the November 15, 2024 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 November 15, 2024 meeting of the Audit 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
AUDIT COMMITTEE

MINUTES

November 15, 2024
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Audit Committee met on Friday, November 15, 2024, at 11:22 a.m. in the East Tennessee Room of the D.P. Culp Student Center.

I.   Call to Order

Committee Chair Melissa Steagall-Jones called the meeting to order at 11:22 a.m.

II.   Roll Call

Board Secretary Dr. Adam Green conducted the roll call. The following committee members were physically present:

> Committee Chair Melissa Steagall-Jones
> Trustee Dorothy Grisham
> Trustee Dr. Linda Latimer
> Trustee Tony Treadway

III.   Approval of the Committee Minutes from September 13, 2024

The minutes from the September 13, 2024, meeting of the Audit Committee were approved as submitted with Trustee Dorothy Grisham making the motion and Trustee Tony Treadway seconding the motion. The motion passed unanimously.

IV.   Action Item: Revisions to FY25 Audit Plan

Committee Chair Melissa Steagall-Jones requested the committee's approval to add two items to the FY25 Audit Plan, both involving possible fraud, waste, or abuse.

Trustee Grisham made a motion to approve the additions to the plan, and Trustee Treadway seconded the motion. It passed unanimously.

V.   Audits and Investigations Performed September through October 2024

Ms. Becky Lewis, Director of Internal Audit, reported that her office has completed one audit and one investigation during this period. As required by state law, her office conducted the annual audit of the President's expenditures. She said that audit found no significant statutory or policy violations, material omissions from the expense reports, or deficiencies in internal control.

The investigation that the office completed involved an outside bank account for the College of Medicine's Organization of Student Representatives. Revenues and expenditures through that account did not belong to ETSU, so the organization was advised to remove the university's name from the account.

VI. **Recommendation Log Status as of October 31, 2024**

Ms. Lewis said the Recommendation Log includes the status of prior audit recommendations and that her office continues to perform follow-up reviews. Internal Audit continues to monitor ProCard use campus wide as additional controls are put into place.

VII. **Review of Audit Committee Responsibilities**

Ms. Lewis briefly reviewed the responsibilities of the Audit Committee, indicating that they have not changed at this point.

VIII. **Other Business**

There was no other business to come before the committee.

IX. **Executive Session to Discuss Active Audits, Enterprise Risk Management, and Review University Risks and Related Internal Controls**

The committee adjourned at 11:28 a.m. to go into executive session.

X. **Adjournment**

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: February 21, 2025

ITEM: Approval of Policy on Use of Artificial Intelligence
                             Technology for Instructional and Assignment Purposes

COMMITTEE: Academic, Research, and Student Success

RECOMMENDED ACTION: Approve

PRESENTED BY: Dr. Kimberly D. McCorkle
                             Provost and Senior Vice President for Academic Affairs

The Board of Trustee's Policy on Use of Artificial Intelligence Technologies for Instructional and Assignment Purposes specifies East Tennessee State University's (ETSU) approach to the use of Artificial Intelligence by ETSU faculty, staff, and students for instructional and assignment purposes. The Board is required pursuant to Tenn. Code Ann. § 49-7-185 to adopt a policy before July 1, 2025. It should be noted that this Board policy directs the Office of the Provost to publish written guidance and policy, as needed, related to the use of Generative Artificial Intelligence by faculty and students for instructional and assignment purposes on or before June 1, 2025.

MOTION: I move that the Academic, Research, and Student Success Committee recommend that the Board of Trustees adopt the following resolution.

RESOLVED: The Board of Trustees approves the Policy on Use of Artificial Intelligence Technologies for Instructional and Assignment Purposes as presented in the meeting materials.

Use of Artificial Intelligence Technologies for Instructional and Assignment Purposes

Policy Name: Use of Artificial Intelligence Technologies for Instructional and Assignment Purposes

Policy Purpose

This policy specifies East Tennessee State University's (ETSU) approach to the use of artificial intelligence by ETSU faculty, staff, and students for instructional and assignment purposes.

Applicability

This policy is applicable to ETSU faculty, staff, and students.

Responsible Official, Office, and Interpretation

The Academic, Research, and Student Success Committee of the Board of Trustees is responsible for the review and revision of this policy. For questions about this policy, please contact the Secretary of the Board of Trustees. The Board of Trustees, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Artificial Intelligence Technologies

Machine-based systems that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments and that are capable of using machine and human-based inputs to perceive real and virtual environments, abstract such perceptions into models through analysis in an automated manner, and use model inference to formulate options for information or action.

Generative Artificial Intelligence

Artificial intelligence systems that are capable of creating new content or data, including text, images, audio, or video, when prompted by an individual.

Policy Name: Use of Artificial Intelligence Technologies for Instructional and Assignment Purposes

Breach of System Security

A breach under T. C. A. § 47-18-2107 of HIPAA 45 CFR 164.402.

Confidential Data

Information that is meant to be private and is not intended for public dissemination.

Regulated Data

Information that is protected by laws and regulations that restrict how it can be used, accessed, or disclosed. Examples of regulated data include: Social security numbers, account, credit card or debit card numbers, usernames and passwords, account information, driver license numbers, HIPAA protected health information, and FERPA education records, etc.

Policy Name: Use of Artificial Intelligence Technologies for Instructional and Assignment Purposes

Policy

ETSU recognizes the potential benefits of the responsible use of Artificial Intelligence Technologies, including Generative Artificial Intelligence, by faculty, staff, and students for instructional and assignment purposes, but is also aware of its limitations and the potential risks.

The use of Artificial Intelligence Technologies, including Generative Artificial Intelligence, to fabricate data or research results, or to falsify academic content is strictly prohibited.

1. <u>Use for Instructional and Assignment Purposes.</u>

On or before June 1, 2025, the Office of the Provost will publish written guidance and university policies, as needed, related to use of Generative Artificial Intelligence by faculty and students for instructional and assignment purposes. Staff assisting faculty with their course design, preparation, or with student support of a course will follow the same requirements as faculty. The department or instructor of record may also establish policies (not to supersede or conflict with this Board policy or University policy) provided, however, that these policies must be in writing and in a format accessible to students.

2. <u>User Responsibilities.</u>

In the instances where use of Generative Artificial Intelligence is permitted under this policy, faculty, staff, and students:

   2.1. Shall follow all university and department policies related to the use and academic misconduct;

   2.2. Shall not input Confidential Data or Regulated Data into or use in manner that would inappropriately disclose Confidential Data or Regulated Data to an unauthorized party;

   2.3. Shall immediately report any Breach or suspected Breach of data to ITS.

   2.4. Shall not utilize to present work as their own in violation of another individual's intellectual property rights;

   2.5. Shall follow all copyright laws;

Policy Name: Use of Artificial Intelligence Technologies for Instructional and Assignment Purposes

2.6. Shall not utilize to create malicious content (e.g., malware, viruses, worms, trojan horses, etc.);

2.7. Shall confirm the accuracy of the output received before utilizing the information;

2.8. Shall consider the potential bias and inaccuracies, and revise accordingly;

2.9. Shall disclose the use of Generative Artificial Intelligence; and

2.10. Shall be responsible for continually consulting university and department policies regarding use as this technology will continue to evolve.

3. <u>Data Privacy</u>.

When using Artificial Intelligence Technologies, compliance with data protection regulations, such as the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) in the U.S. and the General Data Protection Regulation (GDPR) in the European Union, is mandatory. Users shall not disclose or expose Regulated Data in ways that violate university policies or applicable laws. For instance, when using Artificial Intelligence Technologies, including Generative Artificial Intelligence for grading purposes, personal student data must be de-identified. Users are prohibited from inputting identifiable data concerning individuals (students, patients, or others) into Artificial Intelligence Technologies, including Generative Artificial Intelligence.

4. <u>Ethical Considerations.</u>

Users of Artificial Intelligence Technologies, including Generative Artificial Intelligence, are expected to engage with the technology in an ethical and responsible manner. This includes:

4.1.1. Avoiding the generation or dissemination of harmful, offensive, or misleading content;

4.1.2. Ensuring that the use aligns with the university's values of inclusivity, respect, and academic integrity; and

4.1.3. Recognizing the limitations and potential biases, particularly when using content generated in decision-making or research.

Policy Name: Use of Artificial Intelligence Technologies for Instructional and Assignment Purposes

5. <u>Violations.</u>

Violations of this policy will be subject to the university's policies on academic misconduct and/or the university's human resource disciplinary policy.

Policy Name: Use of Artificial Intelligence Technologies for Instructional and Assignment Purposes

Procedures

N/A

Applicable Forms and Websites

N/A

Authority and Revisions

Authority: TCA § 49-8-203, et seq.; TCA §49-7-185; 45 C.F.R. §160, §162, and §164; 20 U.S.C. §1232g and 34 CFR Part 99

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. This policy may only be revised by the Board of Trustees. Before a substantive change to the policy section may take effect, the requested changes must be: (1) presented to the Academic, Research, and Student Success Committee of the Board of Trustees for review and approval; and (2) if approved by the Academic Committee, presented for a vote of the Board of Trustees and approved by a majority of the Board of Trustees. The Secretary of the Board will provide a notification to the Board of Trustees if a technical revision to this policy is implemented or a revision to the procedure section is implemented.

EAST TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: February 21, 2025

ITEM: Approval to Provide Notification of Adoption of
                               Institutional Research Security Policy

COMMITTEE: Academic, Research, and Student Success

RECOMMENDED ACTION: Approve

PRESENTED BY: Dr. Kimberly D. McCorkle
                               Provost and Senior Vice President for Academic Affairs

Pursuant to Tenn. Code Ann. § 49-7-188, East Tennessee State University adopted an Institutional Research Security Policy on December 17, 2024. In compliance with Tennessee Code Annotated, the ETSU Board of Trustees is required to notify the Chairs of the Education Committees of the Tennessee Senate and House of Representatives of the adoption of this policy no later than July 1, 2025.

MOTION: I move that the Academic, Research, and Student Success Committee recommend that the Board of Trustees adopt the following resolution.

   RESOLVED: The Board of Trustees directs the President to notify the Chairs of the Education Committees of the Tennessee Senate and House of Representatives of the institution's adoption of the Institutional Research Security Policy as presented in the meeting materials no later than July 1, 2025.

Institutional Research Security Policy

Policy Name: Institutional Research Security Policy

Policy Purpose

This policy specifies how the institution will safeguard ETSU research and development against interference by U.S.-designated foreign adversaries or any threat to the integrity and conduct of institution's research activities.

Applicability

This policy is applicable to ETSU employees, students, volunteers, guests, and third-party licensees.

Responsible Official, Office, and Interpretation

The Provost is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of the Vice Provost for Research. The Provost, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Insider Threat

Potential for an individual connected with East Tennessee State University to use their authorized access to or understanding of institutional resources to cause harm to East Tennessee State University. This harm can include, but is not limited to, malicious, complacent, or unintentional acts that negatively affect the integrity, confidentiality, and availability of East Tennessee State University, its data, personnel, or facilities.

Research and Development

Creative and systematic work undertaken to increase the stock of knowledge – including knowledge of people, culture, and society – and to devise new applications using available knowledge. Research and Development includes basic research, applied research, and experimental development.

U.S.-Designated Foreign Adversaries

Countries, entities, or individuals identified by the U.S. government as posing a threat to national security or the interests of the United States. These adversaries may engage in activities such as espionage, cyber-attacks, or other forms of interference that compromise the integrity of U.S. institutions, technologies, and intellectual property. The designation is typically made by federal agencies, including the Department of State, Department of Justice, Department of Defense, and Department of Commerce.

Policy

East Tennessee State University (ETSU) is committed to safeguarding the University's Research and Development enterprise and adhering to federal, state, and all other applicable legal requirements.

To safeguard Research and Development at ETSU against interference by U.S.-Designated Foreign Adversaries or any threat to the integrity of research conducted by ETSU employees, students, volunteers, guests, and third-party licensees, ETSU will comply with all applicable legal, regulatory, and contractual standards and requirements for securing and protecting the institution's academic research enterprise, including, as applicable, any research involving the institution and its internal components.

A list of U.S.-Designated Foreign Adversaries can be found on U.S. government websites, which are regularly updated. University personnel are encouraged to contact the Office of Research and Sponsored Programs Administration (ORSPA) for the latest information.

The Office of the Vice Provost for Research, in partnership with the Offices of Administration, Business and Finance, Information Technology Services, University Counsel, and the Provost, is responsible for promoting an institutional culture of compliance with the institution's research security policy consistent with federal regulations to ensure that the institution maintains eligibility for federal funding, including, as applicable, federal risk mitigation requirements pertaining to standardized disclosures, cybersecurity, foreign travel security, insider threats, and export controls.

The Vice Provost for Research, or qualified designee, serves as Research Security Officer (RSO) for ETSU. The RSO is responsible for coordinating:

1. The establishment of policies and procedures to ensure compliance with, and reporting within, the institution's research security policy;

2. The review of the research security policy and procedures to reflect changes in applicable legal and regulatory requirements at a minimum every three years;

3. The communication to the ETSU community regarding research security matters concerning the institution's academic research enterprise;

4. Publicly accessible contact information on the OVPR website; and

5. The establishment of the institution's infrastructure in coordination with other applicable ETSU divisions, offices, and units. The infrastructure will include, but is not limited to, establishing an incident reporting and response program for research security matters.

At a minimum, the incident reporting and response program shall require ETSU employees and researchers to report information that may negatively impact research security and shall establish procedures for resolving research security incidents in coordination with necessary University and campus programs and offices. The incident reporting and response program shall also establish points of contact and communication standards for any required communications with government personnel in relation to research security incidents. Failure to report may result in disciplinary action under the Misconduct in Scholarship and Research Policy, including and up to suspension or termination.

The University Office of Internal Audit shall conduct periodic compliance reviews of the research security policies and procedures every three years with the first review to be conducted before the conclusion of fiscal year 2028.

Policy Name: Institutional Research Security Policy

Procedures

N/A

Applicable Forms and Websites

Research Compliance

Authority and Revisions

Authority: TCA § 49-8-203 et seq.; TCA § 49-7-188; National Security Presidential Memorandum-33; CHIPS and Science Act (Public Law No: 117-167); Office of Science and Technology Policy (OSTP) Guidelines for Research Security Programs at Covered Institutions (July 9, 2024)

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the Policy Development and Rule Making Policy webpage.

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: February 21, 2025

ITEM: Approval of College of Medicine FY26 Tuition

COMMITTEE: Finance and Administration

RECOMMENDED ACTION: Approve

PRESENTED BY: Christy Graham
                               Chief Financial Officer and
                               Vice President of Business and Finance

The College of Medicine is not proposing a tuition increase for the 2025-26 academic year.

Tuition for the College of Medicine represents only 14 percent of the College revenue budget. As student debt is a risk to both accreditation and student success, the College is requesting no increase for tuition for FY26. Operational increases will be funded through other income and reserves.

The program service fee will increase as applicable with the main campus fee increase.

Current 2025-26 Tuition – Annualized		
	Tuition	Program Service Fees
M1 – M4	$36,480	TBD

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

RESOLVED: The proposed tuition for the College of Medicine for 2025-26 is approved as presented in the meeting materials contingent on the approval of the Governor's budget.

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EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

</div>

DATE: February 21, 2025

ITEM: Approval of Housing and Meal Plans for FY26

COMMITTEE: Finance and Administration

RECOMMENDED ACTION: Approve

PRESENTED BY: Christy Graham
                                              Chief Financial Officer and
                                              Vice President of Business and Finance

The proposed housing rates for the 2025-26 academic year reflect an effort to account for deferred maintenance and additional debt service, as well as increased costs for utilities, maintenance, custodial, and staffing. Staff has benchmarked housing rates for on-campus students against regional benchmarks to ensure that the campus remains competitive and affordable in the marketplace.

The proposed adjustment to meal plan rates is based on market increases as projected by Sodexo, ETSU's food service provider. It should be noted that the adjusted meal plan costs reflect the inflationary costs passed on by the contracted food service provider. Business and Finance staff prepared a meal plan price comparison to other Tennessee public universities and ETSU remains low compared to other institutions. For FY25, other unlimited seven-day plans with similar dining dollars range from $2,032 per semester ($5.97/meal) to $3,311 ($9.80/meal).

Housing Rates (per semester)
FY25 - FY26

BUILDING	Housing Rates FY25	Housing Rates FY26	Variance	Variance %
LUNTSFORD	2,700	2,900	200	7.4%
WEST (triple)	1,900	1,995	95	5.0%
CARTER DOUBLE	2,400	2,600	200	8.3%
CARTER SINGLE	2,400	2,600	200	8.3%
CARTER PRIVATE	3,500	3,700	200	5.7%
CARTER - APT	2,625	2,825	200	7.6%
CENTENNIAL - 2BR	3,375	3,575	200	5.9%
CENTENNIAL - EFF	3,675	3,875	200	5.4%
CENTENNIAL - 1BR	4,050	4,250	200	4.9%
DAVIS	2,550	2,750	200	7.8%
DOSSETT	2,300	2,500	200	8.7%
GOVERNORS	3,050	3,250	200	6.6%
LUCILLE CLEMENT	2,300	2,500	200	8.7%
L. CLEMENT SINGLE	3,300	3,500	200	6.1%
POWELL	2,375	2,575	200	8.4%
STONE	2,450	2,650	200	8.2%
Residence Hall Average	**2,809**	**3,003**	193	6.9%
BUC RIDGE, P1, 4 BEDROOM	3,350	3,600	250	7.5%
BUC RIDGE, P1, 2 BEDROOM	3,775	4,025	250	6.6%
BUC RIDGE, P1, 2 BEDROOM (quad)	3,200	3,350	150	4.7%
BUC RIDGE, P2, 2 BEDROOM	3,950	4,200	250	6.3%
BUC RIDGE, P2, 2 BEDROOM (quad)	3,350	3,500	150	4.5%
BUC RIDGE, P3, 2 BEDROOM	4,125	4,375	250	6.1%
BUC RIDGE, P4, 2 BEDROOM	4,125	4,375	250	6.1%
BUC RIDGE, P4, 1 BEDROOM	4,275	4,525	250	5.8%
BUC RIDGE, P4, EFFICIENCY	4,175	4,425	250	6.0%
BUC RIDGE, P4, SUPER 2 SINGLE	4,570	4,820	250	5.5%
BUC RIDGE, P4, SUPER 2 DOUBLE	3,425	3,675	250	7.3%
BUC RIDGE, P5, EFFICIENCY	3,425	3,675	250	7.3%
BUC RIDGE, P5, 1 BEDROOM	3,675	3,925	250	6.8%
Buc Ridge Total	**3,802**	**4,036**	241	6.2%

Summer/Winter Rates
(% of Fall/Spring Daily Rate)

	Daily Rates FY26	Full term FY26	Example Davis Daily	Example Davis Full term
Summer	55%	50%	$13.75	$1,100
Winter Break	45%	40%	$11.25	$360

	Cost FY24	Proposed Cost FY25	% increase	Dining Dollars	Guests	price per meal
			ETSU			
Silver	2,075	2,160	4.1%	100	10	6.54
Gold	2,175	2,265	4.1%	200	10	6.56
Platinum	2,430	2,530	4.1%	400	10	6.76
5 day	1,775	1,850	4.2%	100	5	7.78
5 day limited	1,775	1,850	4.2%	100	5	7.78

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

RESOLVED: The proposed rates for Housing and Food Service for 2025-26 is approved as presented in the meeting materials.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: February 21, 2025

ITEM: Approval of 2026 Board Meeting Dates

RECOMMENDED ACTION: Approve

PRESENTED BY: Dr. Linda Latimer
                                   Board Chair

                                   Dr. Adam Green
                                   Board Secretary

The Focus on College and University Success Act (FOCUS Act), requires quarterly meetings of the East Tennessee State University Board of Trustees. In accordance with these requirements, the following calendar is proposed for regularly scheduled quarterly meetings for 2026.

Proposed Board of Trustees 2026 Meeting Schedule:

    Friday, February 20, 2026
    Friday, May 22, 2026
    Friday, September 11, 2026
    Friday, November 6, 2026

The Standing Committees of the Board of Trustees may meet telephonically as necessary and will hold standing meetings in conjunction with the quarterly meetings of the full Board.

MOTION: I move that the Board of Trustees adopt the resolution for the 2026 Board of Trustee Meeting dates.

> **RESOLVED: The Board of Trustees adopts the meeting 2026 Board of Trustee Meeting dates calendar as outlined in the meeting materials.**

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: February 21, 2025

ITEM: Overview of Athletic Department's Strategic Plan

PRESENTED BY: Dr. Richard Sander
                               Athletic Director

In 2015, the Athletics Department launched a strategic plan that provided direction for the department over the course of the past decade. With the advent of Name Image and Likeness (NIL), the transfer portal, the pending certification of the settlement of the House vs. NCAA lawsuit, and dramatic changes to the landscape of conference affiliation, college athletics has been disrupted and transformed. To remain competitive, ETSU Athletics will need to chart a new path forward. Staff will present a modified strategic plan which accounts for the realities of the changes in college athletics and provides a sustainable path forward for the future.

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EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

</div>

DATE: February 21, 2025

ITEM: ETSU Research Update: Using Biomimetic Robotics to Better Understand Pollinator Behavior and Cognition

PRESENTED BY: Dr. Melissa Whitaker
Assistant Professor of Biology
Department of Biological Sciences

This information item is being presented to the ETSU Board of Trustees as an update on interdisciplinary research initiatives underway across the campus. The work of Dr. Whitaker is related to the development and application of robotic tools in pollinator behavior research. The presentation will include an overview of ongoing research projects in the Whitaker Lab that highlight the critical roles of student researchers and cross-departmental collaborations.

Using Biomimetic Robotics to Investigate Pollinator Behavior and Cognition

ETSU Board of Trustees

Melissa Whitaker, PhD
Assistant Professor of Biology,
ETSU Department of Biological Sciences

Pollinators

Butterflies & Moths

Birds

Bats

Small mammals

Beetles

Wasps

Flies

Bees!

Plant-Pollinator Interactions

- Native pollinators, like bumblebees, are essential for maintaining health and productivity of ecosystems
- Pollination is often seen as a strict food-for-service exchange
- New findings reveal that nectar and pollen contain compounds beyond nutritional value
- Neurotransmitters and alkaloids that influence cognition and behavior

We need better tools for investigating pollinator preference and decision making

David Zollinger
Senior Lecturer
· Engineering Technology

Skylar Mathieson

Josh Foley

Design Process

Camera

Interchangeable floral display

Feeding hole

IR break beam sensor

2mL nectar reservoir

Stem
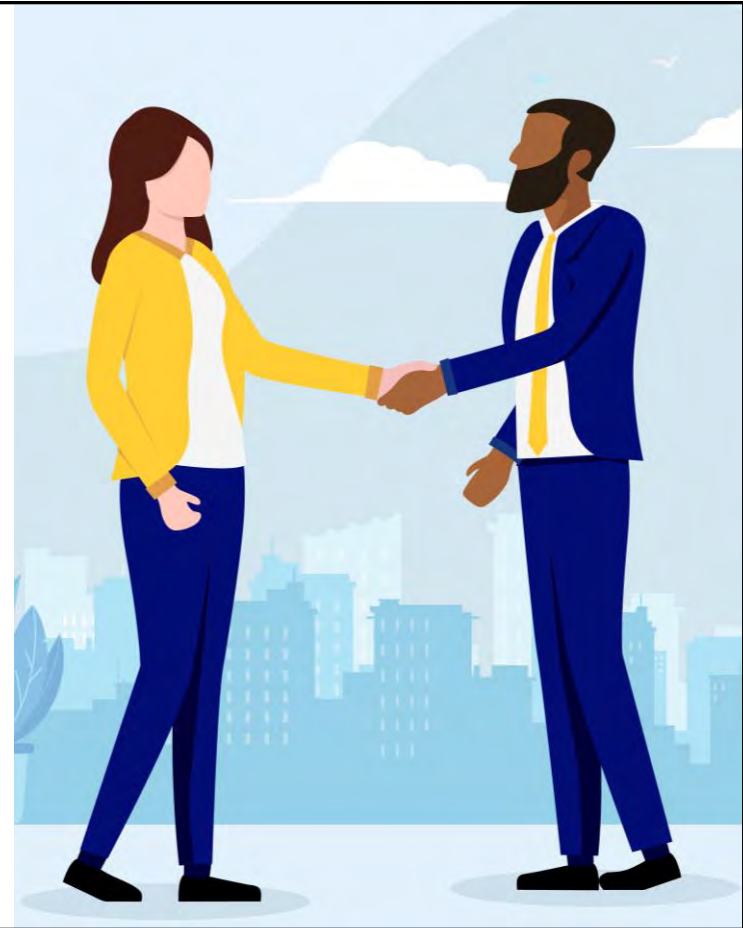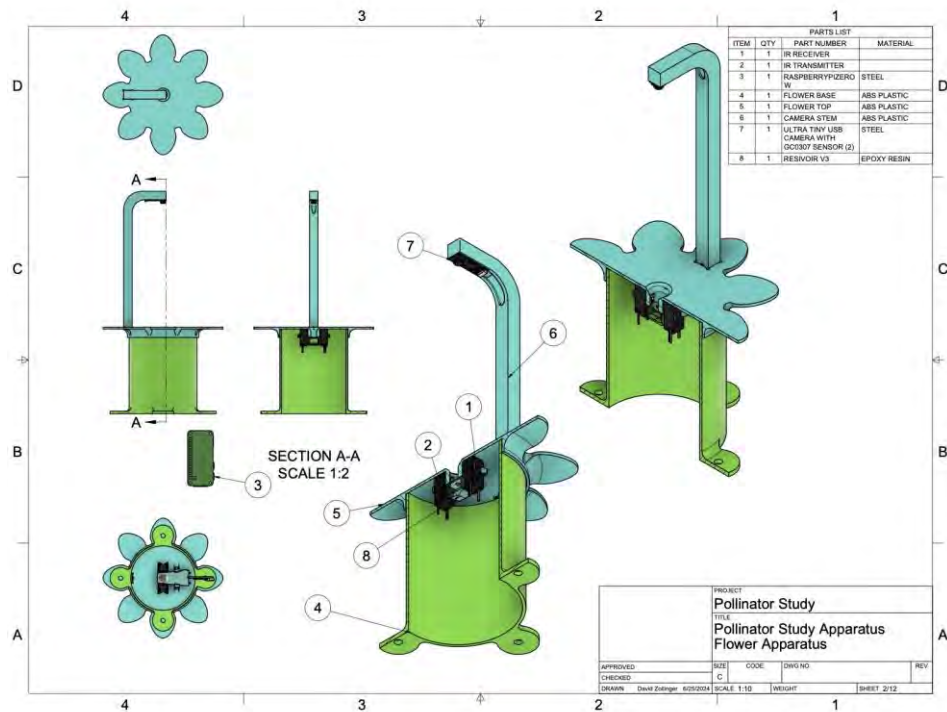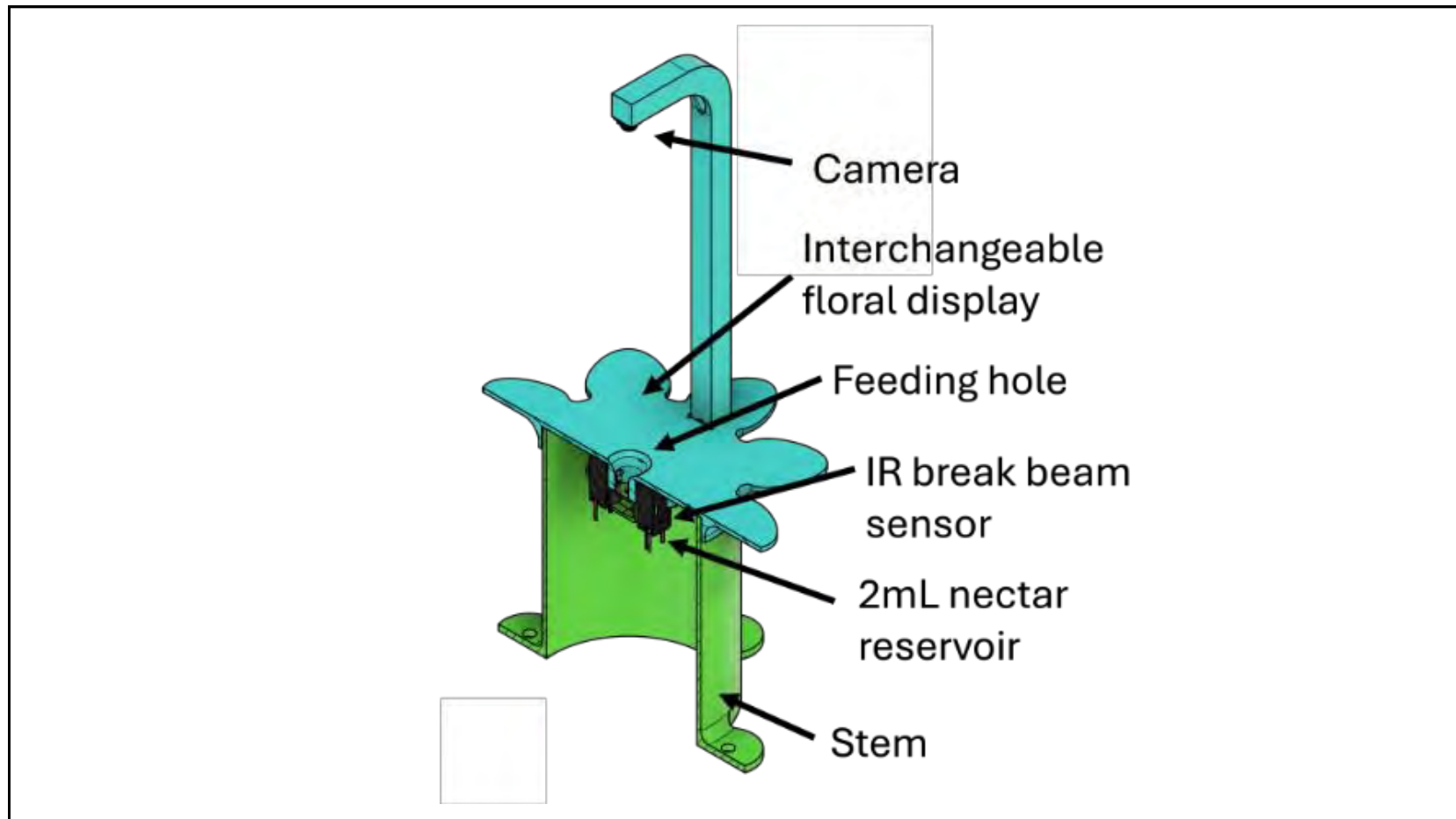
Foraging Arena
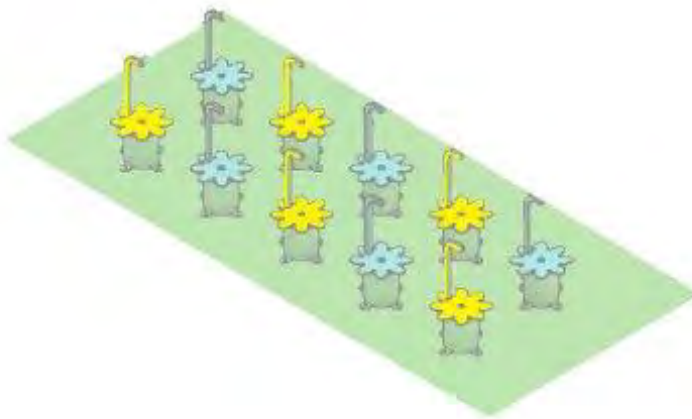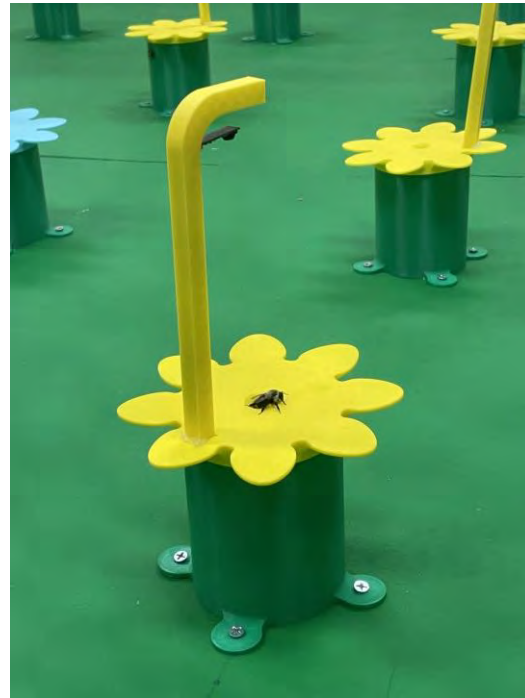
Sleepy Bees

Current Projects
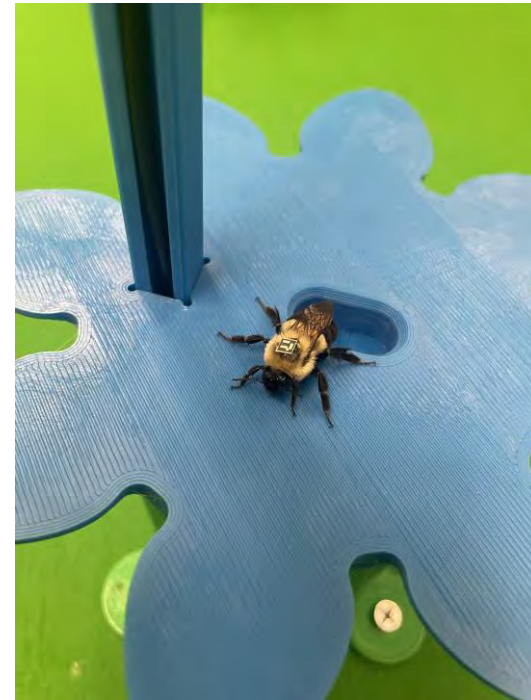
Psychoactive Alkaloids in Floral Rewards

Caffeine:
- Improves memory and floral constancy
- Low doses: Enhance cognition
- High doses: Toxic

Nicotine:
- Enhances memory and responsiveness to scents
- Bees prefer nicotine-laced nectar and recall associated floral traits
- Therapeutic benefits

Morphine:
- Ants prefer morphine over sucrose when given a choice
- Reduced defensive response and enhanced foraging

Why might flowers produce psychoactive alkaloids?

- Attract pollinators
- Increase pollination efficiency
- Deter herbivores or competitors
- Influence pollinator behavior
- Maximize reproductive success

Machine Vision
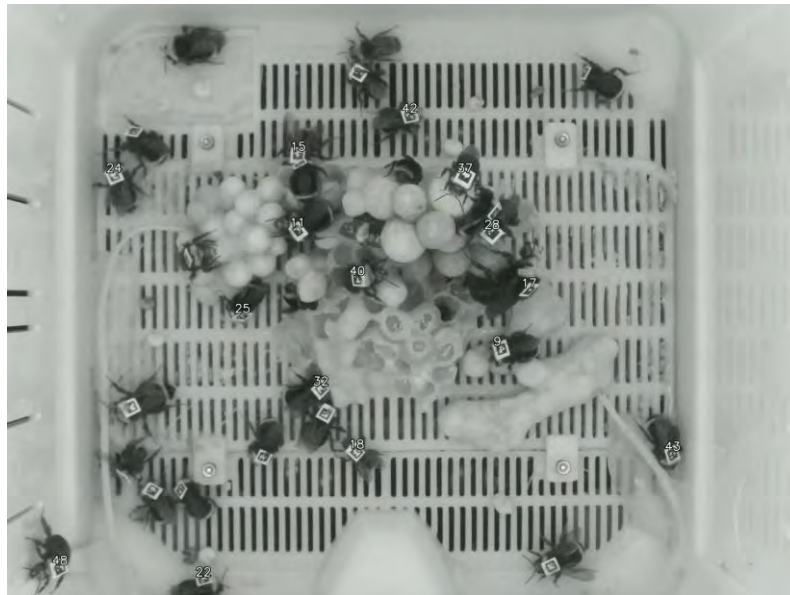
Acknowledgements

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Grayson Burke
Arceo-Gomez Lab
Daniel Barker

Funding
ETSU College of Arts & Sciences

EAST TENNESSEE STATE UNIVERSITY

Questions?

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

<u>INFORMATION ITEM</u>

DATE: February 21, 2025

ITEM: Voyager Update

PRESENTED BY: Dr. Karen King
                               Chief Information Officer

                               Lori Erickson
                               Assistant Vice President for Human Resources

                               Christy Graham
                               Chief Financial Officer and Vice President of Business and
                               Finance

The Voyager project sponsors will provide an update to the ETSU Board of Trustees on a major initiative in Human Capital Management and Finance systems. The Voyager system represents ETSU's ongoing journey to modernize systems and streamline operations and processes across the campus. Leveraging Oracle's Fusion Cloud platform, the system will include a modern suite of cloud-based applications for human resources, finance, and payroll. These applications will be efficient, intuitive, and easy to use.

The presentation will focus on the project timeline, key achievements, and the training plan as we prepare for the system's go-live.
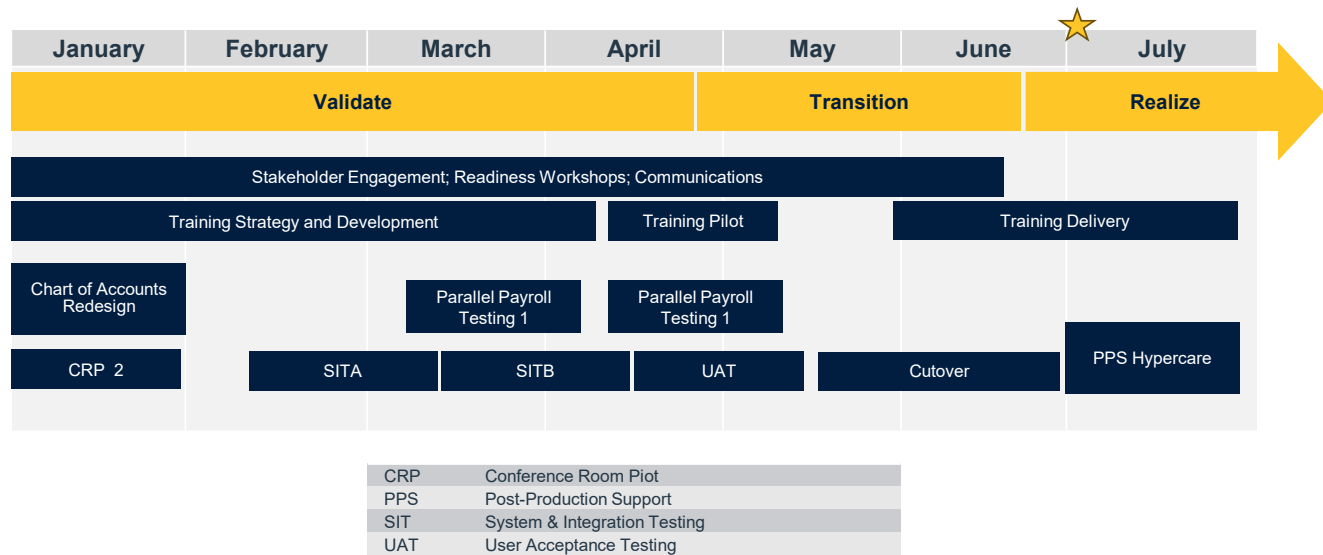
Voyager Update

Voyager Timeline

January	February	March	April	May	June	July
Validate				Transition		Realize

Stakeholder Engagement; Readiness Workshops; Communications (January–May)

Training Strategy and Development (January–March) — **Training Pilot** (April) — **Training Delivery** (June–July)

Chart of Accounts Redesign (January–February) — **Parallel Payroll Testing 1** (March) — **Parallel Payroll Testing 1** (April) — **PPS Hypercare** (July)

CRP 2 (January) — **SITA** (February–March) — **SITB** (March–April) — **UAT** (April–May) — **Cutover** (May–June)

CRP	Conference Room Piot
PPS	Post-Production Support
SIT	System & Integration Testing
UAT	User Acceptance Testing

Voyager "Wins" Spotlight

Recruiting Process Flow

What is the win?

Simplification of the recruiting business process.
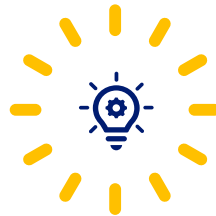
Why is this a win?

The current process is not streamlined and there are significant burdens on the HR team and campus representatives to complete multiple manual tasks. The time and cost to hire new employees will be reduced. Provides more visibility to applicants and ETSU leadership on hiring status.
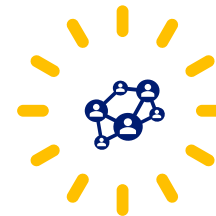
Who is impacted?

- All future and current employees of ETSU
- HR team
- Campus Representatives
- Recruiters
- Managers

Voyager Recruiting Preview

Voyager "Wins" Spotlight

Cheers for the Chart of Accounts!

What is the win?

The redesigned Chart of Accounts (CoA) provides a streamlined and efficient framework for financial management at ETSU. This new structure enhances data accuracy, pinpoints financial information through the multi-dimensional segments, and provides a mechanism to support both institutional and departmental reporting needs.

Why is this a win?

- Improved Data Accuracy: The new CoA reduces errors by standardizing account classifications and ensuring consistent data entry.
- Enhanced Reporting: With a more organized and logical account structure, generating financial reports is faster and more accurate, enabling timely insights for strategic planning.
- Flexibility and Scalability: The multidimensional CoA provides greater flexibility in managing financial data, allowing for easy adjustments and scalability as the organization grows or changes.
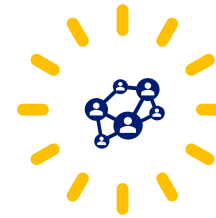
Who is impacted?

- All Oracle Cloud End-Users will be impacted! This win enables ETSU, including finance, administration, and academic units a more intuitive Chart of Accounts structure for financial reporting and management.

Voyager Chart of Accounts Preview

Voyager "Wins" Spotlight

Supplier Self Registration

What is this win?

The Supplier Self-Registration provides an intuitive and user-friendly platform for suppliers to register as prospective partners with ETSU. This streamlined process not only enhances the supplier experience but also ensures efficient and secure data capture, positioning ETSU to effectively manage and engage with its supplier base.

Why is this a win?

- **Security:** Email verification validates supplier email addresses and prevents duplicate registrations. The platform provides security to protect Personal Information (PI) such as the supplier banking account.

- **Common User Interface:** Supplier self-registration and internal supplier registration requests utilize the same guided user interface.

- **Extensibility:** Allows for ETSU-defined supplier registration validations and default logic.

- **Single point of Supplier data entry** via direct entry into Voyager.

Who is impacted?

- **Prospective Suppliers:** Benefit from an easy and intuitive standardized registration process.

- **ETSU Buyers and Requestors:** Receive accurate and verified supplier information.

- **ETSU Supplier Administrators:** Configured registration process to meet specific University needs.

Voyager Supplier Portal Preview
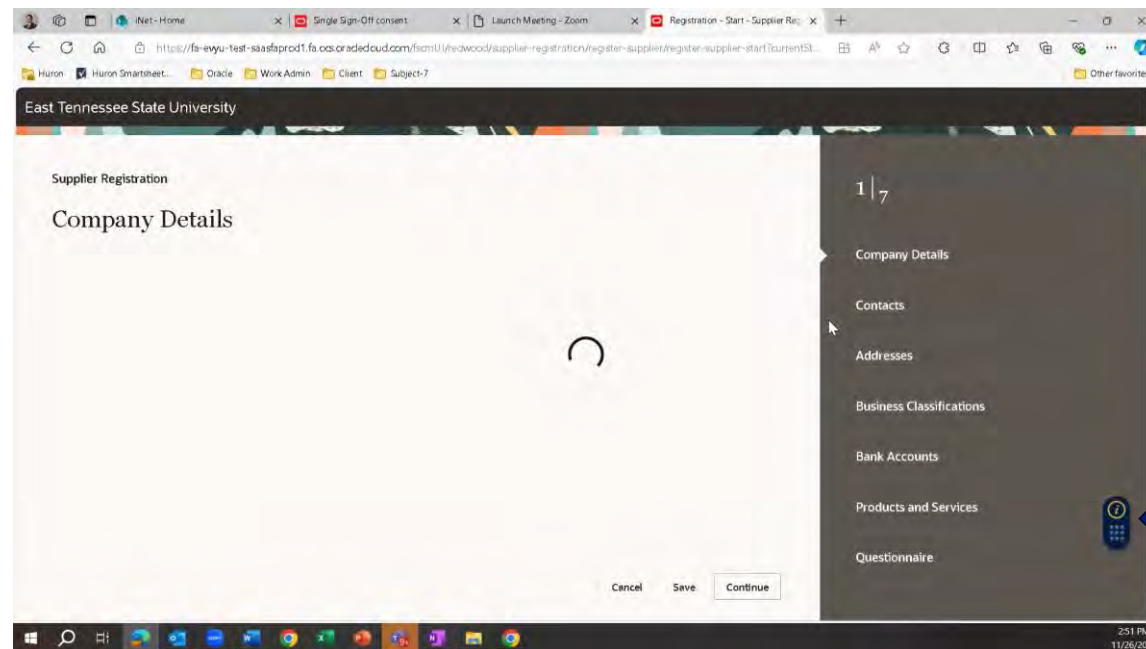
Training Modalities

Quick Reference Guides (QRG)	Videos	Instructor-Led Trainings	Job Aids	Oracle Guided Learning
Short step guides that provide a quick way to find information and instructions on a task.	Short, 1–2-minute videos to provide a visual walkthrough of a task.	Classroom-style sessions for in-depth training to explain and demonstrate processes and policies.	Thorough step-by-step instructions guiding end users how to perform specific tasks and processes.	In-system tool that guides users through processes.

Check Absence Balance