EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
FEBRUARY 2024 MEETING

1:00–2:15 p.m. EST                                                    East Tennessee Room
Friday                                                              D.P. Culp Student Center
February 16, 2024                                                    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 17, 2023

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

 VI.    Report from the Finance and Administration Committee

VII.    Report from the Audit Committee

VIII.    Consent Agenda
     A.   Minutes from November 17, 2023 Academic, Research, and Student Success Committee
     B.   Minutes from November 17, 2023 Finance and Administration Committee
     C.   Minutes from November 17, 2023 Audit Committee
     D.   Approval of General Education Redesign Proposal
     E.   Approval of Academic Calendars for 2026-2027, 2027-2028, and 2028-2029
     F.   Approval of College of Medicine FY25 Tuition
     G.   Approval of Housing and Meal Plans for FY25
     H.   Approval of Revisions to the FY24 Audit Plan
     I.   Approval of 2025 Board Meeting Dates

 IX.    Impact of TRIO Programs in the Region – *Gross* (20 minutes)

  X.    President's Report – *Noland* (20 minutes)

 XI.    Other Business

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

XIII.    Adjournment

## EAST TENNESSEE STATE UNIVERSITY
## BOARD OF TRUSTEES

### ACTION ITEM

DATE:                                February 16, 2024

ITEM:                                Approval of the Minutes from November 17, 2023

RECOMMENDED ACTION:      Approve

PRESENTED BY:                    Dr. Adam Green
                                        Board Secretary

The minutes of the November 17, 2023 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 17, 2023 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 17, 2023
Johnson City, Tennessee

The East Tennessee State University Board of Trustees met on Friday, November 17, 2023, 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

Board Chair Dr. Linda Latimer called the meeting to order at 1:30 p.m.

Chair Latimer reported on a number of events and accomplishments that had taken place since the September meeting of the Board of Trustees. Among them were:

- ETSU's inaugural Founders Week celebration that included a ribbon-cutting ceremony for the newly renovated Gilbreath Hall, a recognition of ETSU Heroes, President Noland's State of the University Address, and the ETSU Elevates competition.
- A recent meeting involving President Noland, Board Chair Latimer, staff and faculty from the ETSU Research Corporation, ETSU Health, the Office of Research and Sponsored Programs, and Commissioner Stuart McWhorter from the Tennessee Department of Economic and Community Development. That meeting included a tour of ETSU's Eastman/Valleybrook facilities and a discussion of ways in which the university might expand its impact in driving economic growth, innovation, and community development for the region, while simultaneously creating high quality jobs, particularly in the bioeconomy.

Chair Latimer indicated that Commissioner McWhorter clearly realized the potential and impact that the Valleybrook campus could provide for the region. Chair Latimer expressed the urgency of preparing the Valleybrook site for full participation in the region's bioeconomy. Chair Latimer asked that, at the February 2024 Board of Trustees meeting, the board be given a report about the issues to be addressed to make Valleybrook fully functional.

Chair Latimer commended the board and members of the campus community for their work in helping to build something truly special at East Tennessee State University.

## II.     Roll Call

Board Secretary Dr. Adam Green led the roll call.

Trustees physically present were:

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

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 15, 2023

The minutes from the September 15, 2023, meeting of the Board of Trustees were approved as submitted, with Trustee Melissa Steagall-Jones making the motion to approve and Trustee Dorothy Grisham seconding the motion. The motion passed unanimously.

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

Committee Chair Janet Ayers reported that the Academic, Research, and Student Success Committee heard four information items during its morning meeting, which included reports on Quality Assurance Funding, research funding at ETSU in the field of secondary special education, the EQUIP:  Extending Quillen to the Underserved through an Integrated Program at the Quillen College of Medicine, and the ways the institution is strengthening student engagement.

## VI.  Report from the Finance and Administration Committee

Committee Chair Steve DeCarlo told the board of the committee's work of the day, which included presentations of the annual Tuition Transparency and Accountability Act, the quarterly report of revenues and expenditures, contracts and agreements over $250,000, and updates on the advisory committee and the Voyager/Oracle transition. The committee also reviewed and approved the October 2023 budget revisions found in the board's consent agenda.

## VII.  Report from the Audit Committee

Committee Chair Melissa Steagall-Jones reported that the Audit Committee addressed two actions items during its morning meeting: a modification to the FY24 audit plan and the

approval of a policy on the audit of expenses related to the function of the Office of the President.

Committee Chair Steagall-Jones then summarized reports made to the committee regarding audits completed since the last meeting.

Chair Steagall-Jones reported that the Audit Committee then went into executive session.

**VIII.    Consent Agenda**

With no requests for any items to be pulled from the consent agenda for discussion and consideration by the full board, the Board of Trustees approved the consent agenda with a motion from Trustee Grisham, seconded by Trustee Steagall-Jones. The motion was passed unanimously.

**IX.    College of Business and Technology Update**

The board then heard an update from Dr. Tony Pittarese, Dean of the ETSU College of Business and Technology. Among the highlights were these:

- The college is home to six different academic departments including the home of the ROTC and Military Science program.

The college currently has two areas of strategic focus, which include the creation of new academic programs and efforts to grow our engagement with the external professional community.

- With the recent approval by the Tennessee Higher Education Commission, the Bachelor of Science in Mechatronics Engineering will begin in the fall of 2024.
- The college has added a new first-year experience course for business students, similar to the one now offered for most technology students.
- The college is also home to the BlueSky Tennessee Institute, our accelerated Bachelor of Science program in Computing, in collaboration with Blue Cross Blue Shield of Tennessee.
- Dr. Pittarese reviewed several examples of how the college is becoming more active in the professional community, including a partnership between the Digital Media program and East Tennessee Children's Hospital in Knoxville.

**X.    Strategic Agenda Update and KPIs**

Vice Provost Hoff began his presentation by referencing the strategic planning framework previously approved by the Board of Trustees. Within that framework, he said, the three biggest drivers are access, success, and impact. In the access framework, only one metric is at

risk and that is the percentage of male enrollment, which stands at 37.7 percent for 2023. Dr. Hoff explained that this situation is not unique to ETSU.

Within the framework of success, Dr. Hoff reported that ETSU is doing very well. Further, post-graduation outcomes (the percent working or continuing education) continue to increase.

In the area of institutional impact, Dr. Hoff indicated that ETSU is making a high impact in patient care and service hours.

In the category of operational environment, Dr. Hoff noted that the slight regression in "great colleges to work for" should improve as the transition to the ERP is completed.

Dr. Hoff concluded with a brief look at next steps. Those include continuing to identify internal metrics that align with KPIs for continuous quality improvement at the unit level. Our focus on execution of strategic initiatives includes the following:

- Strategic Enrollment Management Task Force
- General Education Redesign Task Force
- Academic Structure Task Force
- Financial Aid Optimization Study
- Strategic Resource Alignment Advisory Committee
- Transition to Voyager ERP for Finance and Human Resources

## XI.    President's Report

President Noland presented a report covering the close of the calendar year 2023. That report was guided by ETSU's strategic planning framework.

In the strategic planning categories of access and success, President Noland noted that ETSU and institutions all across the state are now seeing a rebound from COVID and a return of students to classrooms, from Mountain City to Memphis.

President Noland reported that ETSU's enrollment is up by about 105 students compared to last fall. He reminded the board that ETSU now enrolls its largest number of graduate students in the university's history and that this fall's freshman enrollment surpassed all previous years. Dr. Noland thanked Dr. Heather Levesque and her staff for the work that they do every day to tell the story of the institution.

President Noland emphasized that ETSU is part of a P-20 effort with a major goal of addressing gaps in the student pipeline. He said that our partners in secondary education are doing an admirable job of moving students through grades 9-12. The gaps involve moving students on to higher education and then through our classrooms. Dr. Noland stressed that a demographic cliff does not exist in Tennessee but what does exist is a college-going cliff. He indicated that if

these college-going rates can be returned to what they were pre-COVID, we will experience sustained enrollment year after year. Our challenge in Tennessee, he added, is to turn population growth into enrollment growth.

President Noland reported that applications to ETSU have increased year over year and interest among potential students is strong. For example, he pointed to the previous Saturday, when ETSU hosted the largest open house in its history with more than 1,500 attending. In speaking of enrollment initiatives, Dr. Noland highlighted a recently launched public awareness campaign, "Four the Future," involving all the state universities in Tennessee except one. He thanked ETSU's Jess Vodden, who has led the effort in partnership with the University of Tennessee.

Following up on a previous Board of Trustees request to look at equity gaps from a performance perspective across groups of students at ETSU, President Noland presented a table outlining retention rates, which he described as our moonshot. He reiterated that the board's target for our graduation rate is 60percent and that staff is working diligently to position the campus to meet this objective.

President Noland then shared information on how ETSU compares to peers in terms of faculty salaries and staff salaries. He told the board that we have work to do to close gaps. He then thanked the board for its approval of the amended budget, an action that signified a 4.5percent across-the-board salary enhancement—the largest in the modern history of the university.

President Noland then turned his attention to the area of capital investments by the state. He reported that, through the action taken by THEC November 16, Brown Hall renovation is now the number three capital project in the state of Tennessee, and this would finish out the building. Recommendations were also made by THEC regarding capital maintenance. If ETSU's request is fully funded, that would equate to about $17 million in maintenance and security money.

President Noland then discussed the topic of community stewardship, especially as it relates to the P-20 initiative, since the board had asked earlier for the university to look deeper into the labor shed of the region. The data show that we are in a regional economy, but hat economy, however, has gaps in its labor supply.

Dr. Noland also spotlighted several other strategic initiatives. The General Education Redesign Task Force is almost ready to complete its recommendations. Those will come before the board in the spring. The work of the Academic Structure Task Force is near completion, and that work will come before the board in the spring as well, and the work of the Strategic Resource Alignment Advisory Committee is progressing.
Looking ahead to 2024, Dr. Noland shared with the board ETSU's legislative agenda in preparation for the upcoming session of the Tennessee General Assembly:

- Full funding of the THEC appropriations recommendation
- Support for the recommendation that THEC is making around Gatton College of Pharmacy and Quillen College of Medicine
- Support for the Brown Hall Phase II project and deferred maintenance projects
- The need to monitor potential changes to the function and purpose of THEC

Dr. Noland encouraged board members to attend the Alumni Association's annual awards banquet, the annual holiday concert, and other close-of-the-semester activities, including graduation December 16. He then shared some pictures that reflect the scope of activity around campus, and he concluded by expressing thanks to those who assisted with presentations and board meeting arrangements and to all the members of the leadership team for their ongoing and dedicated work.

**XII.    Action Item:  Approval of President's Contract**

Chair Latimer reported that Trustee Steve DeCarlo and ETSU's Chief Legal Counsel, Dr. Mark Fulks, have been working with Dr. Noland on the terms for a new five-year contract. Trustee DeCarlo and Dr. Fulks then provided the board with an overview of the process and the proposed contract terms.

Board members expressed deep gratitude to President Noland for his leadership, passion, and vision for ETSU and the region.

Trustee Janet Ayers made a motion to approve the new five-year contract for President Noland effective January 1, 2024. Trustee Dorothy Grisham seconded the motion. It passed unanimously.

President Noland thanked the board and the leadership team for the opportunity to lead ETSU for the past 12 years, calling it "the honor of a lifetime."

**XIII.  Other Business**

There was no other business to come before the board.

**XIV.  Executive Session**

There was no need for an executive session of the board.

**XV.    Adjournment**

Chair Latimer adjourned the meeting at 2:45 p.m.

CONSENT AGENDA ITEMS

DATE:                              February 16, 2024

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 16, 2024

ITEM:                                Approval of the Minutes from November 17, 2023

COMMITTEE:                    Academic, Research, and Student Success Committee

RECOMMENDED ACTION:    Approve

PRESENTED BY:                Dr. Adam Green
                                    Board Secretary

The minutes of the November 17, 2023 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 17, 2023 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.**

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

MINUTES

November 17, 2023
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Academic, Research, and Student Success Committee met on Friday, November 17, 2023, at 8:03 a.m. in the East Tennessee Room of the D.P. Culp Student Center.

I.      **Call to Order**

Committee Chair Janet Ayers called the meeting to order at 8:03 a.m.

II.     **Roll Call**

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

        Committee Chair Janet Ayers
        Trustee Charles Allen
        Trustee Dr. Linda Latimer
        Trustee Tony Treadway

Other Board of Trustees members in attendance were Dorothy Grisham, Melissa Steagall-Jones, Steve DeCarlo, and Aamir Shaikh.

III.    **Approval of the Committee Minutes from September 15, 2023**

The minutes from the September 15, 2023, meeting of the Academic, Research, and Student Success Committee were approved as submitted with Trustee Allen making the motion and Trustee Treadway seconding the motion. The motion passed unanimously.

**INFORMATION AND DISCUSSION ITEMS**

IV.     **Quality Assurance Funding Update**

Provost Dr. Kimberly McCorkle and Dr. Michael Hoff, Vice Provost for Decision Support and University Chief Planning Officer, provided an overview of the state's Quality Assurance Funding program and how it applies to ETSU.

Prior to that presentation, Provost McCorkle announced that the Tennessee Higher Education Commission has unanimously approved ETSU's proposed bachelor of science degree in mechatronics engineering, starting in the fall semester.

Provost McCorkle explained that Quality Assurance Funding, previously known as Performance Funding, provides incentives for public colleges and universities in Tennessee to improve student learning and institutional quality. Institutions may earn an additional 5.45 percent above the Outcomes Formula funding as part of this process. ETSU is in year three of the five-year cycle in reporting Quality Assurance Funding.

Dr. Hoff and Provost McCorkle analyzed the various standards that comprise the Quality Assurance Funding program, and in summarizing ETSU's point totals for 2022-23, they indicated that the university's score of 96, out of a possible 100, is quite high.

In describing next steps, Provost McCorkle emphasized that this is a process of continuous improvement and that even though ETSU earned a 96, there are areas where the institution can improve. Next steps include focusing on General Education Assessment, Major Field Assessment, and, in the category of Academic Programs, encouraging all accreditable programs to seek accreditation.


V.     **ETSU Research Update:  Sponsored research projects in the field of secondary special education and transition**

Dr. Dawn A. Rowe, Quillen Chair of Excellence in Teaching and Learning and Professor of Special Education, shared her perspectives on the impact of sponsored research at ETSU and throughout the region.

Dr. Rowe provided examples of some current projects in which she is involved:

- Brain Injury and Juvenile Services Training:  Funded by the National Institute for Disability, Independent Living, and Rehabilitation Research in the amount of $600,000
- National Technical Assistance Center:  Funded by the U.S. Department of Education, Office of Special Education and Rehabilitative Services, in the amount of $4.1 million
- RMI (Republic of the Marshall Islands) Teacher Retention Project:  Funded by the U.S. Department of Education, Office of Special Education Programs, at almost $1.25 million

Dr. Rowe then described two projects with a direct impact on the ETSU campus. Access ETSU is funded by the U.S. Department of Education Office of Postsecondary Education under Transition Programs for Students with Intellectual Disabilities into Higher Education, at $2.5 million. And the Community Integration Project is funded by the Tennessee Department of Intellectual and Developmental Disabilities' Tennessee Believes Program, at $400,000. Both projects grew out of needs identified by the community. Both programs address gaps, after high school graduation and after college graduation.

VI. **Overview of EQUIP (Extending Quillen to the Underserved through an Integrated Program)**

Dr. Bill Block, ETSU Vice President for Clinical Affairs and Dean of the Quillen College of Medicine, reviewed Quillen's longstanding mission of training physicians for rural health and primary care medicine.

Dr. Tom Kincer discussed Quillen's pathway program for students who wish to pursue careers as primary care physicians committed to rural and underserved medicine. The program is called EQUIP: Extending Quillen to the Underserved through an Integrated Program. Dr. Kincer explained that EQUIP is vital because:

- Fewer than 5 percent of medical students nationwide are from rural communities
- Fewer than 10 percent of practicing physicians are located in rural communities
- 20 percent of the population lives in rural communities
- Students from rural communities are much more likely to return to rural communities to practice

 Dr. Kincer reviewed some of the requirements of the EQUIP program as well as some of the benefits of participating in EQUIP.

Dr. Kincer told the committee that 26 students are currently enrolled in EQUIP, and there are 21 new applicants. Dr. Kincer then introduced two EQUIP students who gained acceptance into the Quillen College of Medicine. Emma Henson and Laken Wood are ETSU seniors who will be attending Quillen starting next summer. They described the benefits of the EQUIP program in preparing them for medical careers.

Dr. Kincer acknowledged the sponsors for the EQUIP program: the Tennessee Center for Workforce Development and Ballad Health.

VII. **Student Life and Enrollment Update**

Dr. Leah Adinolfi, Dean of Student Engagement and Director of Assessment, discussed with the committee the reasons why student engagement outside the classroom matters: persistence,

critical thinking and academic success, and belonging, relationships, and well-being. She indicated that ETSU is constantly looking for ways to make students feel that they belong. The essential components of belonging, she said, are a sense of valued involvement and a sense of fit.

Dr. Adinolfi listed several examples of student engagement, and reported that the total number of events, meetings, and activities supported by the D.P. Culp Student Center has increased more than three-fold since the building reopened and that participation in those events has more than doubled. She added that engagement in student activities increased between 2018 and 2023.

Dr. Heather Levesque, Assistant Vice President and Executive Director of Admissions, then described the increased levels of engagement that occur when students live on campus. She reported that the total number of first-year students living on campus increased by 37 percent between FY22 and FY23.

Dr. Levesque highlighted the work of the Office of New Student and Family Programs, which has increased the number of students registering for orientation before April by almost 400 percent between 2018 and 2023. During that same time, the number of students signing up for Preview increased by 70 percent with 99 percent of students surveyed stating that Preview increased their social sense of belonging to ETSU, and 96 percent said it increased their academic sense of belonging.

Dr. Adinolfi and Dr. Levesque then presented a video featuring students talking about their sense of belonging and engagement at ETSU.

## GENERAL INFORMATION ITEMS

**VIII.** **Committee Discussions**
- General Discussion

No further discussions took place.

**IX.** **Other Business**

There was no additional business to come before the committee.

**X.** **Adjournment**

The committee meeting was adjourned by Trustee Ayers at 9:30 a.m.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE:                          February 16, 2024

ITEM:                          Approval of the Minutes from November 17, 2023

COMMITTEE:                     Finance and Administration Committee

RECOMMENDED ACTION:            Approve

PRESENTED BY:                  Dr. Adam Green
                               Board Secretary


The minutes of the November 17, 2023 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 17, 2023 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 17, 2023
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Finance and Administration Committee met on Friday, November 17, 2023, at 9:40 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 9:40 a.m.

## II.    Roll Call

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

> Committee Chair Steve DeCarlo
> Trustee Charles Allen
> Trustee Dorothy Grisham
> Trustee Dr. Linda Latimer
> Trustee Aamir Shaikh

Other Trustees in attendance were Janet Ayers, Melissa Steagall-Jones, and Tony Treadway.

## III.   Approval of the Committee Minutes from September 15, 2023

The minutes from the September 15, 2023, meeting of the Finance and Administration Committee were approved as submitted, with Trustee Charles Allen making the motion and Trustee Linda Latimer seconding the motion. The motion passed unanimously.

## IV.    Presentation of Tuition Transparency Report

ETSU Chief Financial Officer Christy Graham reminded the committee that each year, governing boards are required to provide a report to the Tennessee General Assembly's Office of Legislative Budget Analysis on expenditures of revenues derived from tuition and fee increases. Since there was no increase in tuition and fees for FY23 at ETSU, our report will be a very simple one.

**V.    Action Item:  Approval of FY24 October Revised Budgets**

Ms. Graham reported that within the October 2023 revised budget presented for the Board's consideration is a 4.5% salary enhancement for ETSU regular employees, with an increase in the minimum wage to $13.65 per hour and a salary ceiling of $7,500 per employee. The revised budgets for Quillen College of Medicine, Family Medicine, and Gatton College of Pharmacy contain a 4.5% salary enhancement as well as the elevation of entry compensation to $15 per hour.

Ms. Graham provided a brief summary of the revenue and expense elements of the proposed October budget revision for the main campus. The revised October budget for the main campus and auxiliary expenditures comes to just over $360 million. Ms. Graham provided a similar analysis for the College of Medicine budget, the Family Medicine budget, and the College of Pharmacy budget. The revised budget for Pharmacy reflects the $2.5 million state appropriation for the college that was approved earlier this year by the Tennessee General Assembly.

President Noland indicated that the 4.5%slary enhancement is the largest percentage increase in faculty and staff salaries in the modern history of the university. He also explained that the $7,500 cap will allow the university to drive resources down toward those on the entry level of the wage scale. He also added that the revised minimum wage is a double-digit increase in salaries at that level.

President Noland noted that the revised October budget includes approximately $1.5 million for a one-time $500 transition bonus for full-time, benefits-eligible employees that will be applied to paychecks in the month preceding the Voyager/ERP go-live month, to help with the transition from 12 pay periods to 26 pay periods.

The FY24 October Revised Budget was approved unanimously, after a motion by Trustee Allen, seconded by Trustee Grisham.

**VI.    Quarterly Report of Agreements $250,000 or Greater**

Mr. Ryan Roberts, Director of Procurement and Contracts, reported these contracts/purchase orders that exceed $250,000, for the period of April through June 2023:

- Assessment Technologies Institute for an extension and amendment of the contract for NCLEX assessment and preparation for RN licensure, in the amount of $569,449
- McNeely Pigott & Fox Public Relations to develop a media plan, execute the buy, measure campaign performance, optimize base data and analytics, and offer creative consultation, $260,000
- Belfor, for emergency mitigation services due to the 2022 freeze event, $477,470

- Amazon Web Services software service charge, $255,000

Mr. Roberts informed the committee of one RFP that is in process: broker services for medical residents' health insurance.

## VII. Quarterly Financial Report

Ms. Christy Graham, Chief Financial Officer, presented the quarterly financial update comparing operating revenues and expenditures from the current year to the prior year. The report covered the first quarter of the fiscal year. Ms. Graham noted that revenue is growing at the same rate as expenses. A breakdown of revenue by source shows a slight (0.1%) decrease in tuition and fees. The budget reflects flat enrollment with a 2.9% tuition increase. Current operating revenue by source shows a total revenue increase of 1.9%.

## VIII. CFO Update

Ms. Graham provided an update on the work of the Strategic Resource Alignment Advisory Committee. The committee is in the data-gathering stage and remains on track with the timeline presented during the last Board of Trustees meeting.

Ms. Graham then gave a status report on the Voyager (Oracle) transition. She indicated that January 1 had been targeted as the go-live date, but that date has now been extended to July 1. She said tremendous progress has taken place, but there are some areas that will require additional evaluation and testing. And the July 1 date will provide a clean start for the fiscal year. Chairman DeCarlo stated that he believes the delay is a wise decision, and President Noland added that more time to train employees is vital to the success of the effort. Ms. Graham told the committee that integrity of financial statements was also a key component in the recommendation to delay.

## IX. Other Business

There was no other business to come before the committee.

## X. Adjournment

Trustee DeCarlo adjourned the meeting at 10:19 a.m.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

## ACTION ITEM

DATE:                              February 16, 2024

ITEM:                              Approval of the Minutes of November 17, 2023

COMMITTEE:                         Audit Committee

RECOMMENDED ACTION:                Approve

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

The minutes of the November 17, 2023 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 17, 2023 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 17, 2023
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Audit Committee met on Friday, November 17, 2023, at 10:33 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 10:33 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

Other trustees in attendance were Charles Allen, Janet Ayers, Steve DeCarlo, and Aamir Shaikh.

III. **Approval of the Committee Minutes from September 15, 2023**

The minutes from the September 15, 2023, meeting of the Audit Committee were approved as submitted with Trustee Tony Treadway making the motion and Trustee Dorothy Grisham seconding the motion. The motion passed unanimously.

IV. **Action Item: Approval of Policy on Audit of Expenses Related to the Function of the Office of the President**

Dr. Mark Fulks, University Counsel and Chief Compliance Officer, told the committee that this is a policy the Board of Trustees is required to have and that ETSU is following the policy. One minor difference in the revised policy is the timing, moving from annual reports to semi-annual ones.

Trustee Dorothy Grisham made a motion that the policy be adopted. Trustee Tony Treadway seconded the motion. It passed unanimously.

## V.      Review of Audit Committee Responsibilities

Ms. Becky Lewis, Director of Internal Audit, told the committee that each year, included in the Audit Committee material, is a listing of the committee's responsibilities. These are based on state law, requirements of the Division of State Audit, the Audit Committee Charter, and/or the Internal Audit Policy. They are used to determine the committee's agenda. Ms. Lewis asked the committee if there were any questions or concerns about the responsibilities and compliance with the requirements. There were none.

## VI.     Action Item:  Revisions to the FY24 Audit Plan

Ms. Lewis reported that her office has received one fraud, waste, or abuse concern since September. She requested approval to add that item to the Audit Plan for FY24.

Trustee Dorothy Grisham made a motion to approve the revision to the plan. Trustee Tony Treadway seconded the motion. It passed unanimously.

## VII.    Audits and Investigations Performed September through October 2023

Ms. Lewis reported that during this period, her office has completed one audit and one investigation.

Audits

- President's Expenses:  An audit of the President's expenses was conducted in accordance with state law. The objectives were to determine compliance with state statutes and institutional policies regarding expenses and to identify and report all expenses made by, at the direction of, or for the benefit of the President, regardless of funding source. Ms. Lewis indicated that no concerns were identified during the audit.

Investigations

- Ms. Lewis told the committee that an investigation was completed related to pro-card charges in the Department of Chemistry. She said the items were purchased by a professor who borrowed the lab manager's pro-card. The professor indicated that the purchases were to develop experiments and decorate at K-12 outreach programs. Since all items purchased were accounted for and most were unopened, the investigative review did not indicate that fraud had occurred. However, management is concerned about the feasibility and practicality of the potential experiments and believes the purchases constitute waste. The total amount of possible wasteful purchases was $156.81.

A Completed Audits Heat Map was included in the materials provided to the committee.

**VIII.    Recommendation Log Status as of October 31, 2023**

Ms. Lewis indicated that included in the committee's packet is a report on the status of prior audit recommendations. Her office is continuing to perform follow-up reviews to ensure that prior recommendations have been addressed. The log includes two action items completed since the previous Audit Committee meeting. No actions are significantly overdue.

**IX.    Other Business**

There was no other business to come before the committee.

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

The committee went into executive session at 10:46 a.m.

**XI.    Adjournment**

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

<u>ACTION ITEM</u>

DATE:                              February 16, 2024

ITEM:                              Approval of General Education Redesign Proposal

COMMITTEE:                         Academic, Research, and Student Success Committee

RECOMMENDED ACTION:                Approve

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

                                   Dr. Sharon James McGee
                                   Dean of the College of Graduate and Continuing Studies

                                   Dr. David Harker
                                   Professor and Chair of the Department of Philosophy and
                                   Humanities

In October 2022, the General Education Advisory Council (GEAC) recommended the initiation of a process for a faculty led redesign of ETSU's general education. This recommendation formalized a collaborative effort to review the current general education program and make recommendations for revising this fundamental component of the undergraduate academic experience.

General education is intended to prepare students for life, careers, and citizenship; develop core learning competencies; and, facilitate a broad understanding across the arts, humanities, and sciences. However, many students, parents, and community members are unclear about the purpose and values of general education. Multiple universities across the nation are engaged in the process of general education revision by developing collaborative programing, engaged experiential learning opportunities, and relevant connections to a student's academic, career, and personal expectations.

The General Education Redesign Task Force was charged with the task of leading the review and development of recommendations regarding ETSU's general education program. The committee met regularly, conducting numerous meetings with faculty, staff, and student groups. The Task Force developed a vision statement for general education to explain the purpose and value of general education to a student's academic, personal, and professional growth. The redesigned curriculum changes ETSU's general education to a competency model. It includes five new general education categories: Strengthening Foundations, Understanding Natural and Social Worlds, Exploring Connections,

Cultivating Artistic Awareness, and Growing as an Individual and Global Citizen. The recommended curriculum is 40-43 credits and will begin implementation with the fall 2024 freshman class. The recommended general education revisions will enhance student learning in an array of courses that make connections to content across disciplines while providing students expanded opportunities to engage in active learning, community engaged activities, and content that builds strong foundations for lifelong learning. In the future, general education will be reviewed on a regular basis to ensure that the curriculum remains current, relevant, and focused on student learning. The new General Education curriculum has been approved by the Academic Council and University Council.

Staff will provide the Trustees with a full presentation of proposed General Education enhancements during the Committee Meeting.

**MOTION: I move that the Academic, Research, and Student Success Committee recommend adoption of the following Resolution by the Board of Trustees:**

> **RESOLVED: The recommendation for approval of a new 40 – 43 credit general education with five new categories of coursework is approved by the ETSU Board of Trustees. The University is directed to implement this program for the fall of 2024 and to assure that all elements of this program meet THEC and SACSCOC guidelines.**

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

<u>ACTION ITEM</u>

DATE:                              February 16, 2024

ITEM:                               Approval of Academic Calendars for 2026-2027,
2027-2028, and 2028-2029

COMMITTEE:              Academic, Research, and Student Success Committee

RECOMMENDED ACTION:   Approve

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

ETSU develops its academic calendar in accordance with Federal Regulation (CFR) 34 Section 600.2 (July 1, 2011), which mandates accredited institutions comply with the established definition of a credit hour.

- ETSU offers 15-week fall and spring semester terms and a 13-week summer term.
- Dates related to registration, drop/add, and withdrawal shall be included in the academic calendar.
- Holidays and breaks are scheduled so that hours of instructional time are not affected.
- Final examinations are scheduled at the conclusion of the instructional time and noted in the academic calendar. Summer and alternative terms do not include a designated week for finals.
- ETSU may include alternate term formats compliant with federal regulations and equivalent in terms of student outcomes and competencies within the fall and spring semesters or the summer term. The university considers calendar conflicts and federal financial aid requirements when developing alternate terms.
- Fall and spring commencement ceremonies are identified.

According to the ETSU Academic Calendar policy, the Registrar's Office develops the Academic Calendars, which are projected for at least three years. The attached Academic Calendars for 2026-2027, 2027-2028, and 2028-2029 have been recommended by the Academic Council.

**MOTION: I move that the Academic, Research, and Student Success Committee recommend adoption of the following Resolution by the Board of Trustees:**

**RESOLVED: The Academic Calendars for 2026-2027, 2027-2028, and 2028-2029 are approved by the Board as outlined in the meeting materials. The Registrar is directed to post the calendars per established procedure.**

| | Fall 26 | | | | | | Spring 27 | | | | | | Summer 27 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Approved BoT | Full Term | First 5 | Middle 5 | Last 5 | First 7 | Second 7 | Full Term | First 5 | Middle 5 | Last 5 | First 7 | Second 7 | Pre-Summer | AP1 | Pre-Summer+1 | Complete | Session I | Dual Session | AP2 | Session II |
| Working 11/8/23 | 15 Weeks (1) | 5 Weeks (FA) | 5 Weeks (FB) | 5 Weeks (FC) | 7 Weeks (FD) | 7 Weeks (FE) | 15 Weeks (1) | 5 Weeks (FA) | 5 Weeks (FB) | 5 Weeks (FC) | 7 Weeks (FD) | 7 Weeks (FE) | 3 Weeks (A) | 7 Weeks (AP1) | 8 Weeks (B) | 13 Weeks (C) | 5 Weeks (D) | 10 Weeks (E) | 7 Weeks (AP2) | 5 Weeks (F) |
| Registration begins | Apr 6, 26 M | Apr 6, 26 M | Apr 6, 26 M | Apr 6, 26 M | Apr 6, 26 M | Apr 6, 26 M | Nov 2, 26 M | Nov 2, 26 M | Nov 2, 26 M | Nov 2, 26 M | Nov 2, 26 M | Nov 2, 26 M | Apr 5, 27 M | Apr 5, 27 M | Apr 5, 27 M | Apr 5, 27 M | Apr 5, 27 M | Apr 5, 27 M | Apr 5, 27 M | Apr 5, 27 M |
| Classes begin | Aug 24, 26 M | Aug 24, 26 M | Sept 28, 26 M | Nov 2, 26 M | Aug 24, 26 M | Oct 19, 26 M | Jan 19, 27 T | Jan 19, 27 T | Feb 22, 27 M | Mar 29, 27 M | Jan 19, 27 T | Mar 8, 27 M | May 17, 27 M | May 17, 27 M | May 17, 27 M | May 17, 27 M | June 7, 27 M | June 7, 27 M | July 6, 27 T | July 12, 27 M |
| Last day to add a class w/o permit | Aug 30, 26 SU | Aug 26, 26 W | Sept 30, 26 W | Nov 4, 26 W | Aug 28, 26 F | Oct 23, 26 F | Jan 25, 27 M | Jan 21, 27 R | Feb 24, 27 W | Mar 31, 27 W | Jan 23, 27 S | Mar 12, 27 F | May 18, 27 T | May 21, 27 F | May 20, 27 R | May 23, 27 SU | June 9, 27 W | June 11, 27 F | July 10, 27 S | July 14, 27 W |
| Last day to add w/o dean | Sept 6, 26 SU | Aug 28, 26 F | Oct 2, 26 F | Nov 6, 26 F | Aug 30, 26 SU | Oct 25, 26 SU | Feb 1, 27 M | Jan 23, 27 S | Feb 26, 27 F | Apr 2, 27 F | Jan 25, 27 M | Mar 14, 27 SU | May 19, 27 W | May 23, 27 SU | May 24, 27 M | May 28, 27 F | June 11, 27 F | June 16, 27 W | July 12, 27 M | July 16, 27 F |
| Census | Sept 6, 26 SU | Aug 30, 26 SU | Oct 4, 26 SU | Nov 8, 26 SU | Sept 6, 26 SU | Nov 1, 26 SU | Feb 1, 27 M | Jan 25, 27 M | Feb 28, 27 SU | Apr 4, 27 SU | Feb 1, 27 M | Mar 21, 27 SU | May 23, 27 SU | May 30, 27 SU | May 30, 27 SU | May 30, 27 SU | June 13, 27 SU | June 20, 27 SU | July 19, 27 M | July 18, 27 SU |
| Last day to drop w/o "W" | Sept 6, 26 SU | Aug 30, 26 SU | Oct 4, 26 SU | Nov 8, 26 SU | Sept 6, 26 SU | Nov 1, 26 SU | Feb 1, 27 M | Jan 25, 27 M | Feb 28, 27 SU | Apr 4, 27 SU | Feb 1, 27 M | Mar 21, 27 SU | May 23, 27 SU | May 30, 27 SU | May 30, 27 SU | May 30, 27 SU | June 13, 27 SU | June 20, 27 SU | July 19, 27 M | July 18, 27 SU |
| Last day to drop class w/o dean | Oct 12, 26 M | Sept 13, 26 SU | Oct 18, 26 SU | Nov 22, 26 SU | Sept 27, 26 SU | Nov 22, 26 SU | Mar 9, 27 T | Feb 8, 27 M | Mar 14, 27 SU | Apr 18, 27 SU | Feb 22, 27 M | Apr 11, 27 SU | May 27, 27 R | June 20, 27 SU | June 18, 27 F | June 18, 27 F | June 27, 27 SU | July 5, 27 M | Aug 9, 27 M | Aug 1, 27 SU |
| Last day to withdraw-university | Dec 1, 26 T | Sept 23, 26 W | Oct 28, 26 W | Dec 1, 26 T | Oct 7, 26 W | Dec 1, 26 T | Apr 27, 27 T | Feb 17, 27 W | Mar 24, 27 W | Apr 27, 27 T | Mar 3, 27 W | Apr 27, 27 T | June 2, 27 W | June 30, 27 W | July 7, 27 W | Aug 11, 27 W | July 7, 27 W | Aug 11, 27 W | Aug 18, 27 W | Aug 11, 27 W |
| Last day of classes | Dec 3, 26 R | Sept 25, 26 F | Oct 30, 26 F | Dec 3, 26 R | Oct 9, 26 F | Dec 3, 26 R | April 29, 27 R | Feb 19, 27 F | Mar 26, 27 F | April 29, 27 R | Mar 5, 27 F | April 29, 27 R | June 4, 27 F | July 2, 27 F | July 9, 27 F | Aug 13, 27 F | July 9, 27 F | Aug 13, 27 F | Aug 20, 27 F | Aug 13, 27 F |
| Study Day | Dec 4, 26 F | | | | | | April 30, 27 F | | | | | | | | | | | | | |
| Final Exams | Dec 5-10, 26 S-R | | | | | | May 1-May 6, 27 S-R | | | | | | | | | | | | | |
| Commencement | Dec 12, 26 S | Dec 12, 26 S | Dec 12, 26 S | Dec 12, 26 S | Dec 12, 26 S | Dec 12, 26 S | May 8, 27 S | May 8, 27 S | May 8, 27 S | May 8, 27 S | May 8, 27 S | May 8, 27 S | | | | | | | | |
| Holidays and Administrative Closing Days | | | | | | | | | | | | | | | | | | | | |
| Martin Luther King Jr. Day | | | | | | | Jan 18, 27 M | | | | | | | | | | | | | |
| Labor Day | Sept 7, 26 M | | | | | | | | | | | | | | | | | | | |
| Fall Break | Oct 12-13, 26 M-T | | | | | | | | | | | | | | | | | | | |
| Veterans Day | Nov 11, 26 W | | | | | | | | | | | | | | | | | | | |
| Thanksgiving Holidays | Nov 25-27, 26 W-F | | | | | | | | | | | | | | | | | | | |
| Spring Break including St. Patrick's Day | | | | | | | Mar 15-21, 27 M-SU | | | | | | | | | | | | | |
| Good Friday | | | | | | | Mar 26, 27 F | | | | | | | | | | | | | |
| Memorial Day | | | | | | | | | | | | | May 31, 27 M | | | | | | | |
| Juneteenth (Observed) | | | | | | | | | | | | | June 18, 27 F | | | | | | | |
| Independence Day (Observed) | | | | | | | | | | | | | Jul 5, 27 M | | | | | | | |

EAST TENNESSEE STATE UNIVERSITY        27-28 ACADEMIC CALENDAR

| | Fall 27 | | | | | | Spring 28 | | | | | | Summer 28 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Approved BoT | Full Term | First 5 | Middle 5 | Last 5 | First 7 | Second 7 | Full Term | First 5 | Middle 5 | Last 5 | First 7 | Second 7 | Pre-Summer | AP1 | Pre-Summer+1 | Complete | Session I | Dual Session | AP2 | Session II |
| Working 11 /8/23 | 15 Weeks (1) | 5 Weeks (FA) | 5 Weeks (FB) | 5 Weeks (FC) | 7 Weeks (FD) | 7 Weeks (FE) | 15 Weeks (1) | 5 Weeks (FA) | 5 Weeks (FB) | 5 Weeks (FC) | 7 Weeks (FD) | 7 Weeks (FE) | 3 Weeks (A) | 7 Weeks (AP1) | 8 Weeks (B) | 13 Weeks (C) | 5 Weeks (D) | 10 Weeks (E) | 7 Weeks (AP2) | 5 Weeks (F) |
| Registration begins | Apr 5, 27 M | Apr 5, 27 M | Apr 5, 27 M | Apr 5, 27 M | Apr 5, 27 M | Apr 5, 27 M | Nov 1, 27 M | Nov 1, 27 M | Nov 1, 27 M | Nov 1, 27 M | Nov 1, 27 M | Nov 1, 27 M | Apr 3, 28 M | Apr 3, 28 M | Apr 3, 28 M | Apr 3, 28 M | Apr 3, 28 M | Apr 3, 28 M | Apr 3, 28 M | Apr 3, 28 M |
| Classes begin | Aug 23, 27 M | Aug 23, 27 M | Sept 27, 27 M | Nov 1, 27 M | Aug 23, 27 M | Oct 18, 27 M | Jan 18, 28 T | Jan 18, 28 T | Feb 21, 28 M | Mar 27, 28 M | Jan 18, 28 T | Mar 6, 28 M | May 15, 28 M | May 15, 28 M | May 15, 28 M | May 15, 28 M | June 5, 28 M | June 5, 28 M | July 3, 28 M | July 10, 28 M |
| Last day to add a class w/o permit | Aug 29, 27 SU | Aug 25, 27 W | Sept 29, 27 W | Nov 3, 27 W | Aug 27, 27 F | Oct 22, 27 F | Jan 24, 28 M | Jan 20, 28 R | Feb 23, 28 W | Mar 29, 28 W | Jan 22, 28 S | Mar 10, 28 F | May 16, 28 T | May 19, 28 F | May 18, 28 R | May 21, 28 SU | June 7, 28 W | June 9, 28 F | July 7, 28 F | July 12, 28 W |
| Last day to add w/o dean | Sept 5, 27 SU | Aug 27, 27 F | Oct 1, 27 F | Nov 5, 27 F | Aug 29, 27 SU | Oct 24, 27 SU | Jan 31, 28 M | Jan 22, 28 S | Feb 25, 28 F | Mar 31, 28 F | Jan 24, 28 M | Mar 12, 28 SU | May 17, 28 W | May 21, 28 SU | May 22, 28 M | May 26, 28 F | June 9, 28 F | June 14, 28 W | July 9, 28 SU | July 14, 28 F |
| Census | Sept 5, 27 SU | Aug 29, 27 SU | Oct 3, 27 SU | Nov 7, 27 SU | Sept 5, 27 SU | Oct 31, 27 SU | Jan 31, 28 M | Jan 24, 28 M | Feb 27, 28 SU | Apr 2, 28 SU | Jan 31, 28 M | Mar 19, 28 SU | May 21, 28 SU | May 28, 28 SU | May 28, 28 SU | May 28, 28 SU | June 11, 28 SU | June 18, 28 SU | July 16, 28 SU | July 16, 28 SU |
| Last day to drop w/o "W" | Sept 5, 27 SU | Aug 29, 27 SU | Oct 3, 27 SU | Nov 7, 27 SU | Sept 5, 27 SU | Oct 31, 27 SU | Jan 31, 28 M | Jan 24, 28 M | Feb 27, 28 SU | Apr 2, 28 SU | Jan 31, 28 M | Mar 19, 28 SU | May 21, 28 SU | May 28, 28 SU | May 28, 28 SU | May 28, 28 SU | June 11, 28 SU | June 18, 28 SU | July 16, 28 SU | July 16, 28 SU |
| Last day to drop class w/o dean | Oct 11, 27 M | Sept 12, 27 SU | Oct 17, 27 SU | Nov 21, 27 SU | Sept 26, 27 SU | Nov 21, 27 SU | Mar 7, 28 T | Feb 7, 28 M | Mar 12, 28 SU | Apr 16, 28 SU | Feb 21, 28 M | Apr 9, 28 SU | May 25, 28 R | June 18, 28 SU | June 16, 28 F | June 16, 28 F | June 25, 28 SU | July 3, 28 M | Aug 6, 28 SU | July 30, 28 SU |
| Last day to withdraw- university | Nov 30, 27 T | Sept 22, 27 W | Oct 27, 27 W | Nov 30, 27 T | Oct 6, 27 W | Nov 30, 27 T | Apr 25, 28 T | Feb 16, 28 W | Mar 22, 28 W | Apr 25, 28 T | Mar 1, 28 W | Apr 25, 28 T | May 31, 28 W | June 28, 28 W | July 5, 28 W | Aug 9, 28 W | July 5, 28 W | Aug 9, 28 W | Aug 16, 28 W | Aug 9, 28 W |
| Last day of classes | Dec 2, 27 R | Sept 24, 27 F | Oct 29, 27 F | Dec 2, 27 R | Oct 8, 27 F | Dec 2, 27 R | April 27, 28 R | Feb 18, 28 F | Mar 24, 28 F | April 27, 28 R | Mar 3, 28 F | April 27, 28 R | June 2, 28 F | June 30, 28 F | July 7, 28 F | Aug 11, 28 F | July 7, 28 F | Aug 11, 28 F | Aug 18, 28 F | Aug 11, 28 F |
| Study Day | Dec 3, 27 F | | | | | | April 28, 28 F | | | | | | | | | | | | | |
| Final Exams | Dec 4-9, 27 S-R | | | | | | April 29-May 4, 28 S-R | | | | | | | | | | | | | |
| Commencement | Dec 11, 27 S | Dec 11, 27 S | Dec 11, 27 S | Dec 11, 27 S | Dec 11, 27 S | Dec 11, 27 S | May 6, 28 S | May 6, 28 S | May 6, 28 S | May 6, 28 S | May 6, 28 S | May 6, 28 S | | | | | | | | |
| Holidays and Administrative Closing Days | | | | | | | | | | | | | | | | | | | | |
| Martin Luther King Jr. Day | | | | | | | Jan 17, 28 M | | | | | | | | | | | | | |
| Labor Day | Sept 6, 27 M | | | | | | | | | | | | | | | | | | | |
| Fall Break | Oct 11-12, 27 M-T | | | | | | | | | | | | | | | | | | | |
| Veterans Day | Nov 11, 27 R | | | | | | | | | | | | | | | | | | | |
| Thanksgiving Holidays | Nov 24-26, 27 W-F | | | | | | | | | | | | | | | | | | | |
| Spring Break including St. Patrick's Day | | | | | | | Mar 13-19, 28 M-SU | | | | | | | | | | | | | |
| Good Friday | | | | | | | Apr 14, 28 F | | | | | | | | | | | | | |
| Memorial Day | | | | | | | | | | | | | May 29, 28 M | | | | | | | |
| Juneteenth | | | | | | | | | | | | | June 19, 28 M | | | | | | | |
| Independence Day | | | | | | | | | | | | | Jul 4, 28 T | | | | | | | |

| | Fall 28 | | | | | | Spring 29 | | | | | | Summer 29 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Full Term | First 5 | Middle 5 | Last 5 | First 7 | Second 7 | Full Term | First 5 | Middle 5 | Last 5 | First 7 | Second 7 | Pre-Summer | AP1 | Pre-Summer+1 | Complete | Session I | Dual Session | AP2 | Session II |
| Approved BoT Working 11/8/23 | 15 Weeks (1) | 5 Weeks (FA) | 5 Weeks (FB) | 5 Weeks (FC) | 7 Weeks (FD) | 7 Weeks (FE) | 15 Weeks (1) | 5 Weeks (FA) | 5 Weeks (FB) | 5 Weeks (FC) | 7 Weeks (FD) | 7 Weeks (FE) | 3 Weeks (A) | 7 Weeks (AP1) | 8 Weeks (B) | 13 Weeks (C) | 5 Weeks (D) | 10 Weeks (E) | 7 Weeks (AP2) | 5 Weeks (F) |
| Registration begins | Apr 3, 28 M | Apr 3, 28 M | Apr 3, 28 M | Apr 3, 28 M | Apr 3, 28 M | Apr 3, 28 M | Nov 6, 28 M | Nov 6, 28 M | Nov 6, 28 M | Nov 6, 28 M | Nov 6, 28 M | Nov 6, 28 M | Apr 2, 29 M | Apr 2, 29 M | Apr 2, 29 M | Apr 2, 29 M | Apr 2, 29 M | Apr 2, 29 M | Apr 2, 29 M | Apr 2, 29 M |
| Classes begin | Aug 28, 28 M | Aug 28, 28 M | Oct 2, 28 M | Nov 6, 28 M | Aug 28, 28 M | Oct 23, 28 M | Jan 16, 29 T | Jan 16, 29 T | Feb 19, 29 M | Mar 26, 29 M | Jan 16, 29 T | Mar 5, 29 M | May 14, 29 M | May 14, 29 M | May 14, 29 M | May 14, 29 M | June 4, 29 M | June 4, 29 M | July 2, 29 M | July 9, 29 M |
| Last day to add a class w/o permit | Sept 3, 28 SU | Aug 30, 28 W | Oct 4, 28 W | Nov 8, 28 W | Sept 1, 28 F | Oct 27, 28 F | Jan 22, 29 M | Jan 18, 29 R | Feb 21, 29 W | Mar 28, 29 W | Jan 20, 29 S | Mar 9, 29 F | May 15, 29 T | May 18, 29 F | May 17, 29 R | May 20, 29 SU | June 6, 29 W | June 8, 29 F | July 6, 29 F | July 11, 29 W |
| Last day to add w/o dean | Sept 10, 28 SU | Sept 1, 28 F | Oct 6, 28 F | Nov 10, 28 F | Sept 3, 28 SU | Oct 29, 28 SU | Jan 29, 29 SU | Jan 20, 29 S | Feb 23, 29 F | Mar 30, 29 F | Jan 22, 29 M | Mar 11, 29 SU | May 16, 29 W | May 20, 29 SU | May 21, 29 M | May 25, 29 F | June 8, 29 F | June 13, 29 W | July 8, 29 SU | July 13, 29 F |
| Census | Sept 10, 28 SU | Sept 3, 28 SU | Oct 8, 28 SU | Nov 12, 28 SU | Sept 10, 28 SU | Nov 5, 28 SU | Jan 29, 29 SU | Jan 22, 29 M | Feb 25, 29 SU | Apr 1, 29 SU | Jan 29, 29 SU | Mar 18, 29 SU | May 20, 29 SU | May 27, 29 SU | May 27, 29 SU | May 27, 29 SU | June 10, 29 SU | June 17, 29 SU | July 15, 29 SU | July 15, 29 SU |
| Last day to drop w/o "W" | Sept 10, 28 SU | Sept 3, 28 SU | Oct 8, 28 SU | Nov 12, 28 SU | Sept 10, 28 SU | Nov 5, 28 SU | Jan 29, 29 SU | Jan 22, 29 M | Feb 25, 29 SU | Apr 1, 29 SU | Jan 29, 29 SU | Mar 18, 29 SU | May 20, 29 SU | May 27, 29 SU | May 27, 29 SU | May 27, 29 SU | June 10, 29 SU | June 17, 29 SU | July 15, 29 SU | July 15, 29 SU |
| Last day to drop class w/o dean | Oct 16, 28 M | Sept 17, 28 SU | Oct 22, 28 SU | Nov 26, 28 SU | Oct 1, 28 SU | Nov 26, 28 SU | Mar 6, 29 T | Feb 5, 29 M | Mar 11, 29 SU | Apr 15, 29 SU | Feb 19, 29 M | Apr 8, 29 SU | May 24, 29 R | June 17, 29 SU | June 15, 29 F | June 15, 29 F | June 24, 29 SU | July 2, 29 M | Aug 5, 29 SU | July 29, 29 SU |
| Last day to withdraw-university | Dec 5, 28 T | Sept 27, 28 W | Nov 1, 28 W | Dec 5, 28 T | Oct 11, 28 W | Dec 5, 28 T | Apr 24, 29 T | Feb 14, 29 W | Mar 21, 29 W | Apr 24, 29 T | Feb 28, 29 W | Apr 24, 29 T | May 30, 29 W | June 27, 29 W | July 5, 29 R | Aug 8, 29 W | July 5, 29 R | Aug 8, 29 W | Aug 15, 29 W | Aug 8, 29 W |
| Last day of classes | Dec 7, 28 R | Sept 29, 28 F | Nov 3, 28 F | Dec 7, 28 R | Oct 13, 28 F | Dec 7, 28 R | Apr 26, 29 R | Feb 16, 29 F | Mar 23, 29 F | Apr 26, 29 R | Mar 2, 29 F | Apr 26, 29 R | June 1, 29 F | June 29, 29 F | July 6, 29 F | Aug 10, 29 F | July 6, 29 F | Aug 10, 29 F | Aug 17, 29 F | Aug 10, 29 F |
| Study Day | Dec 8, 28 F | | | | | | Apr 27, 29 F | | | | | | | | | | | | | |
| Final Exams | Dec 9-14, 28 S-R | | | | | | Apr 28-May 3, 29 S-R | | | | | | | | | | | | | |
| Commencement | Dec 16, 28 S | Dec 16, 28 S | Dec 16, 28 S | Dec 16, 28 S | Dec 16, 28 S | Dec 16, 28 S | May 5, 29 S | May 5, 29 S | May 5, 29 S | May 5, 29 S | May 5, 29 S | May 5, 29 S | | | | | | | | |
| Holidays and Administrative Closing Days | | | | | | | | | | | | | | | | | | | | |
| Martin Luther King Jr. Day | | | | | | | Jan 15, 29 M | | | | | | | | | | | | | |
| Labor Day | Sept 4, 28 M | | | | | | | | | | | | | | | | | | | |
| Fall Break | Oct 16-17, 28 M-T | | | | | | | | | | | | | | | | | | | |
| Veterans Day (Observed) | Nov 10, 28 F | | | | | | | | | | | | | | | | | | | |
| Thanksgiving Holidays | Nov 22-24, 28 W-F | | | | | | | | | | | | | | | | | | | |
| Spring Break including St. Patrick's Day | | | | | | | Mar 12-18, 29 M-SU | | | | | | | | | | | | | |
| Good Friday | | | | | | | Mar 30, 29 F | | | | | | | | | | | | | |
| Memorial Day | | | | | | | | | | | | | May 28, 29 M | | | | | | | |
| Juneteenth | | | | | | | | | | | | | June 19, 29 T | | | | | | | |
| Independence Day | | | | | | | | | | | | | July 4, 29 W | | | | | | | |

# EAST TENNESSEE STATE UNIVERSITY
# BOARD OF TRUSTEES

## ACTION ITEM

DATE:                            February 16, 2024

ITEM:                            Approval of College of Medicine FY25 Tuition

COMMITTEE:                       Finance and Administration Committee

RECOMMENDED ACTION:              Approve

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


The following provides an overview of the tuition and fee recommendations for the College of Medicine for the 2024-25 academic year. As a proportion of the base budget, tuition generated revenues comprise 17 percent of the college's total budget. As part of the college's focused effort to maximize affordability, staff is not requesting an increase in tuition for FY25. Through the use of efficiencies, unused clinical reserves, and other revenue opportunities, the college will utilize those resources to cover inflationary cost increases.

The program service fee will increase as applicable with the main campus fee increase. The following chart outlines the tuition request for the College of Medicine for the 2024-25 academic year.

| Current 2024-25 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 2024-25 is approved as presented in the meeting materials contingent on the approval of the Governor's budget.**

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE:                          February 16, 2024

ITEM:                          Approval of Housing and Meal Plans for FY25

COMMITTEE:                     Finance and Administration Committee

RECOMMENDED ACTION:            Approve

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

The proposed 2024-25 housing rates reflect an effort by the campus to account for items such as deferred maintenance and additional debt service, as well as increased inflationary costs for utilities, maintenance, custodial, and staffing. Given that housing has been operating at 100% capacity, staff has worked to enhance capacity within ETSU's existing portfolio of residence halls. For 2024-25 triple occupancy rooms will be created in West Hall and quad apartments will be deployed at Buc Ridge. This adjustment will increase the number of beds on campus by 287. The following chart provides an overview of proposed housing rates for 2024-25.

## Housing Rates (per semester)
### FY24 - FY25

| BUILDING | Housing Rate FY24 | Housing Rates FY25 | Variance | Variance % |
|---|---|---|---|---|
| LUNTSFORD | 2,500 | 2,700 | 200 | 8.0% |
| WEST (triple)* | 2,135 | 1,900 | (235) | -11.0% |
| CARTER DOUBLE | 2,225 | 2,400 | 175 | 7.9% |
| CARTER SINGLE | 2,225 | 2,400 | 175 | 7.9% |
| CARTER PRIVATE | 3,325 | 3,500 | 175 | 5.3% |
| CARTER - APT | 2,450 | 2,625 | 175 | 7.1% |
| CENTENNIAL - 2BR | 3,200 | 3,375 | 175 | 5.5% |
| CENTENNIAL - EFF | 3,485 | 3,675 | 190 | 5.5% |
| CENTENNIAL - 1BR | 3,850 | 4,050 | 200 | 5.2% |
| DAVIS | 2,350 | 2,550 | 200 | 8.5% |
| DOSSETT | 2,135 | 2,300 | 165 | 7.7% |
| GOVERNORS | 2,800 | 3,050 | 250 | 8.9% |
| LUCILLE CLEMENT | 2,150 | 2,300 | 150 | 7.0% |
| L. CLEMENT SINGLE | 3,100 | 3,300 | 200 | 6.5% |
| POWELL | 2,135 | 2,375 | 240 | 11.2% |
| STONE | 2,225 | 2,450 | 225 | 10.1% |
| **Residence Hall Average** | **2,643** | **2,809** | 166 | 6.3% |
| | | | | |
| BUC RIDGE, P1, 4 BEDROOM | 3,250 | 3,550 | 300 | 9.2% |
| BUC RIDGE, P1, 2 BEDROOM | 3,450 | 3,775 | 325 | 9.4% |
| BUC RIDGE, P1, 2 BEDROOM (2 per room)** | | 3,200 | | |
| BUC RIDGE, P2, 2 BEDROOM | 3,625 | 3,950 | 325 | 9.0% |
| BUC RIDGE, P2, 2 BEDROOM (2 per room)** | | 3,350 | | |
| BUC RIDGE, P3, 2 BEDROOM | 3,825 | 4,125 | 300 | 7.8% |
| BUC RIDGE, P4, 2 BEDROOM | 3,825 | 4,125 | 300 | 7.8% |
| BUC RIDGE, P4, 1 BEDROOM | 3,975 | 4,275 | 300 | 7.5% |
| BUC RIDGE, P4, EFFICIENCY | 3,875 | 4,175 | 300 | 7.7% |
| BUC RIDGE, P4, SUPER 2 SINGLE | 4,270 | 4,570 | 300 | 7.0% |
| BUC RIDGE, P4, SUPER 2 DOUBLE** | 3,825 | 3,425 | (400) | -10.5% |
| BUC RIDGE, P5, EFFICIENCY | 3,125 | 3,425 | 300 | 9.6% |
| BUC RIDGE, P5, 1 BEDROOM | 3,375 | ,675 | 300 | 8.9% |
| **Buc Ridge Total** | **3,675** | **3,817** | 142 | 3.9% |

*Expanded Capacity from two person rooms to three person rooms
**Expanded Capacity from two person apartments to four person apartments

Private Rooms for Residence Halls are double the regular rate.

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 for the second year in a row, the meal plan cost to students below do not fully fund inflationary costs passed on by the contracted food service provider. These inflationary factors will be addressed in subsequent years. Business and Finance staff prepared a meal plan price comparison to other Tennessee public universities and ETSU remains low compared to other institutions. For FY24, other unlimited seven-day plans with similar dining dollars range from $2,075 per semester ($6.11/meal) to $2,968 ($8.71/meal).

## Meal Plan Rates (per semester)

|  | Cost FY24 | Proposed Cost FY25 | % increase | Dining Dollars | Guests | Price per meal |
|---|---|---|---|---|---|---|
| Silver | 1,975 | 2,075 | 5.1% | 100 | 10 | 6.27 |
| Gold | 2,100 | 2,175 | 3.6% | 200 | 10 | 6.27 |
| Platinum | 2,330 | 2,430 | 4.3% | 400 | 10 | 6.44 |
| 5 day | 1,720 | 1,775 | 3.2% | 100 | 5 | 7.44 |
| 5 day limited | 1,720 | 1,775 | 3.2% | 100 | 5 | 7.44 |

**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 Meal Plans for 2024-25 are approved as presented in the meeting.**

ACTION ITEM

DATE:                          February 16, 2024

ITEM:                          Revisions to the FY24 Audit Plan

COMMITTEE:                     Audit Committee

RECOMMENDED ACTION:            Approve

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


Audit plan adjustments are often necessary due to unanticipated requests or investigations. Ms. Lewis will discuss the proposed additions and deletions to the Fiscal Year 2024 Audit Plan.

**Additions**

FWA 24-03 – Internal Audit received a possible fraud, waste, or abuse concern. This will be investigated by audit and/or assigned to the appropriate authority.

FWA 24-04 – Internal Audit received a possible fraud, waste, or abuse concern. This will be investigated by audit and/or assigned to the appropriate authority.

**Deletions**

Follow-Up: Family Medicine Timekeeping – Removed due to the change in implementation of Voyager. This follow-up will be added to the FY 2025 Audit Plan.

ITS General Controls – Removed due to investigations being added.

Grade Changes – Removed due to investigations being added.

**MOTION: I move that the Audit Committee recommend adoption of the following resolution by the Board of Trustees:**

> **RESOLVED: The revisions to the Audit Plan for 2023-2024 are approved as presented in the meeting materials.**

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

## ACTION ITEM

DATE:                          February 16, 2024

ITEM:                          Approval of 2025 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 2025.

Proposed Board of Trustees 2025 Meeting Schedule:

   Friday, February 21, 2025
   Friday, May 23, 2025
   Friday, September 12, 2025
   Friday, November 14, 2025

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 2025 Board of Trustee Meeting dates.**

   **RESOLVED: The Board of Trustees adopts the meeting 2025 Board of Trustee Meeting dates calendar as outlined in the meeting materials.**

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES


<u>INFORMATION ITEM</u>


DATE:                            February 16, 2024

ITEM:                            Impact of TRIO Programs in the Region

PRESENTED BY:                    Dr. Ronnie Gross
                                 Executive Director, TRIO Programs


Staff will provide a presentation on the impact of TRIO programs in the region. The Federal TRIO Programs (TRIO) are strategically designed outreach and student success programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO includes seven programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post-baccalaureate programs. Staff's presentation to the board will focus on an overview of regional populations served by TRIO's college access programs including examples of results achieved; an overview of TRIO's college success programs that are helping enrolled students including examples of results achieved; and a summary of lessons learned from the many years he and his staff have worked side by side with our students.

# TRIO Programs
## at East Tennessee State University

Board of Trustees Meeting

February 16, 2024

**EAST TENNESSEE STATE UNIVERSITY**

# Nationally, ETSU is . . .

One of 17 universities hosting 10 or more TRIO programs

One of 20 universities hosting both STEM SSS and Upward Bound Math Science

One of 9 universities hosting all 7 TRIO programs

# A History of Service

Since 1989 . . .

More than $59,000,000 in funding

Almost 52,000 served

EAST TENNESSEE STATE
U N I V E R S I T Y

# Now serving almost 2400 in Northeast TN

Middle and high school students

Adults

Veterans

ETSU students

EAST TENNESSEE STATE
U N I V E R S I T Y

# Increasing Educational Attainment in Northeast TN

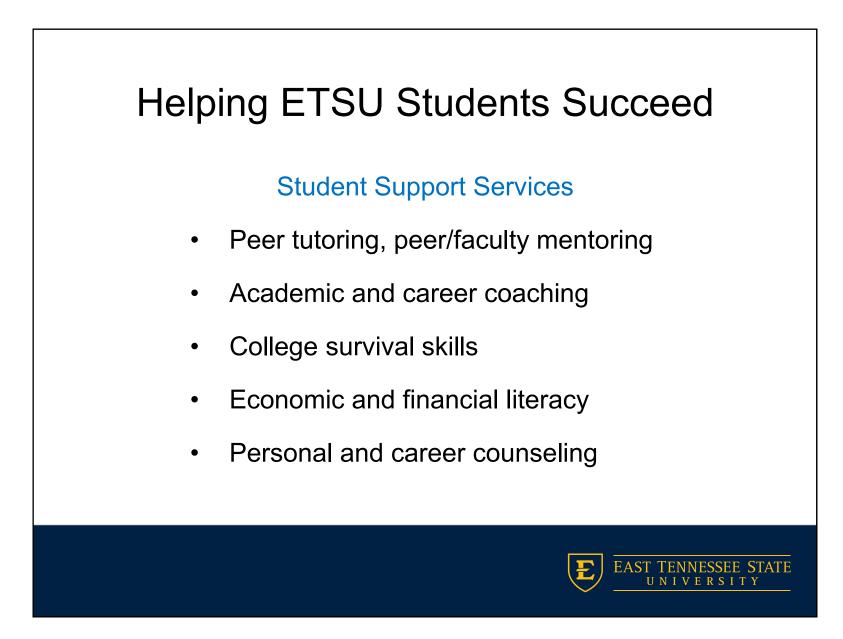| | |
|---|---|
| Middle school students | Educational Talent Search |
| High school students | Educational Talent Search<br>Upward Bound<br>Upward Bound Math/Science |
| Adults | Educational Opportunity Center |
| Veterans | Veterans Upward Bound |
| Aspiring doctoral students | Ronald McNair Program |

# Getting Results: 2022-23

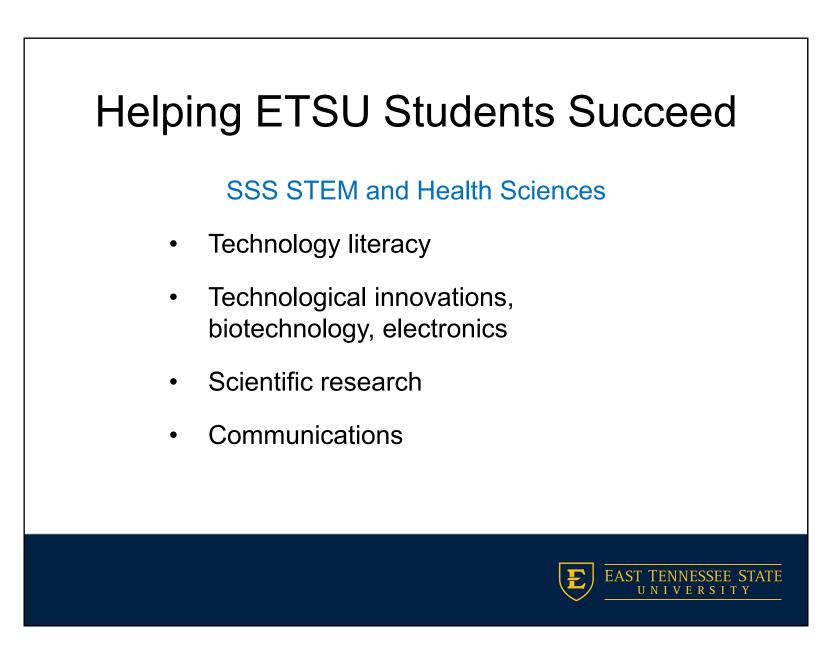73% of Educational Talent Search students enrolled in post-secondary education

57% of 2017-cohort Upward Bound students earned bachelor's degrees

75% of Educational Opportunity Center participants earned secondary school diplomas or equivalents

89% of Veterans Upward Bound completers enrolled in post-secondary education

EAST TENNESSEE STATE
U N I V E R S I T Y

# Helping ETSU Students Succeed

## Student Support Services

- Peer tutoring, peer/faculty mentoring

- Academic and career coaching

- College survival skills

- Economic and financial literacy

- Personal and career counseling

# Helping ETSU Students Succeed

## SSS STEM and Health Sciences

- Technology literacy

- Technological innovations, biotechnology, electronics

- Scientific research

- Communications

# Getting Results: 2022-23

| Student Support Services | 90% fall-to-fall retention<br>59% 6-year graduation rate |
|---|---|
| SSS STEM/ Health Sciences | 95.00% Fall-to-fall retention |

EAST TENNESSEE STATE UNIVERSITY

# What We've Learned

- Few college-oriented role models

- Complex family dynamics

- Difficulty in making financial decisions

- Dealing with multiple traumas

- Asking for help is very humbling

# What We've Learned

- Struggle with wanting a "new life" and being loyal to their family

- "Super-responsible"

- Tremendous adaptability, grit and resiliency