



**Middle Tennessee State University
Board of Trustees**

Tuesday, June 12, 2018 – 1:00 p.m.

ORDER OF BUSINESS

Call to Order

Pledge of Allegiance

Introduction of Student-Veteran

Roll Call

Chairman's Welcome and Opening Remarks

President's Opening Comments

Approval of the Minutes

- March 27, 2018 Regular Session Board Meeting Tab 1

Committee Reports and Action Items

Academic Affairs, Student Life, and Athletics Committee – May 30, 2018..... Tab 2

- Approval of Tenure and Promotion Candidates

Finance and Personnel Committee – May 30, 2018 Tab 3

- Approval of Policies:
 - Board of Trustees
 - 620 Campus Master Plans
 - 622 Acquisition and Disposal of Real Property
 - Delegate to President
 - 621 Facilities and Design
 - 623 Lease Standards
 - 631 Procurement and Contract Standards
- Capital Outlay Project Request: FY 2019-20
- Capital Maintenance Request: FY 2019-20
- Tuition, Fees and Housing Rates
- Estimated 2017-18 and Proposed 2018-19 Operating Budgets
- Compensation Plan Revisions
- Salary Pool Allocation

Audit and Compliance Committee Meeting – May 30, 2018 Tab 4

- Approval of Policy Revisions – Policy 100 Use of Campus Property and Facilities Scheduling

Report of the Board Secretary Tab 5

President’s Report

Student Trustee Tab 6

Closing Remarks

Adjourn



**Middle Tennessee State University
Board of Trustees**

Tab 1

Approval of Minutes
March 27, 2018
Regular Session Board Meeting



**Middle Tennessee State University
Board of Trustees**

MEETING: June Quarterly Board Meeting

SUBJECT: [Minutes of March 27, 2018 Board Meeting](#)

DATE: June 12, 2018

PRESENTER: Chairman Stephen Smith

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

- March 27, 2018 Regular Session Board Meeting

MIDDLE TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

MINUTES

March 27, 2018

Call to Order and Pledge of Allegiance

The Middle Tennessee State University Board of Trustees met in regular session on Tuesday, March 27, 2018, on the Middle Tennessee State University campus. Chairman Steve Smith called the meeting to order at 1:00 p.m. and requested retired Lt. Gen. Keith Huber to lead the Pledge of Allegiance.

Introduction of Student Veteran

Gen. Huber introduced student veteran Sergeant Brooke Snell who spent a decade in the United States Marine Corps from 2004 until 2014. Sgt. Snell was assigned overseas duties in Japan, South Korea, and Thailand and, combat duty in Iraq and Afghanistan. She was selected by her peers as the non-commissioned officer of the quarter and non-commissioned officer leader of the year. An electrician, Sgt. Snell was also trained and selected for the highly-sensitive and classified mission of chemical and biological response team, tasked with protecting the Pentagon and other government facilities in Washington D.C. Ms. Snell earned her B.S. degree at MTSU and will receive a Masters of Science in sports management at MTSU as well. Chairman Smith thanked Sgt. Snell for her service.

Roll Call

Board Secretary Heidi Zimmerman called the roll. Trustees present were Andy Adams, J.B. Baker, Pete DeLay, Darrell Freeman, Sr., Joey Jacobs, Tony Johnston, Stephen Smith, Lindsey Weaver and Pamela Wright. Trustee Christine Karbowski was unable to attend. A quorum was declared.

Welcome and Opening Remarks

Chairman Smith welcomed those present to the meeting of the Board of Trustees. He noted that the trustees had spent many hours in committee meetings prior to the Board meeting. Dr. Sidney A. McPhee, President, also welcomed those attending. Dr. McPhee introduced Mr. Nick McDevitt, newly appointed as head coach of the MTSU men's basketball team. Coach McDevitt, who was previously at the University of North Carolina – Asheville, expressed his thanks for the opportunity to be a part of the University and the community. He stated that he and his wife are excited to be at MTSU and look forward to getting to know the campus community. He assured the Board that the academic success of his players is his and his staff's foremost concern.

Approval of the Minutes

Chairman Smith indicated that the next order of business concerned approval of the minutes of the December 5, 2017 Board of Trustees meeting. Trustee Freeman moved to approve these minutes; Trustee DeLay seconded the motion. A voice vote on the motion to approve the minutes of the December 5, 2017 Board meeting was taken and carried unanimously.

Committee Report: Academic Affairs, Student Life, and Athletics Committee

Chairwoman Pamela Wright gave the report from the February 27, 2018, meeting of the Academic Affairs, Student Life, and Athletics Committee. Materials from the committee meeting were provided to the Board in its meeting materials. The committee report contained two (2) recommendations to be considered and voted on by the Board, and three (3) information items.

Promulgation of the Student Conduct Rule and Revisions to Policy 540 Student Conduct – Recommendation

The committee unanimously approved promulgation of the Student Conduct rule and the revisions made to Policy 540 – Student Conduct as required to be consistent with the rule.

New Academic Programs - Recommendation

The following new programs were approved by the committee:

- Bachelor of Science in Commerce
- Bachelor of Science in Elementary Education
- Bachelor of Science in English
- Bachelor of Arts in Communication

International Ginseng Institute – Information

Provost Byrnes informed the committee of the establishment of the International Ginseng Institute, a partnership with the Guangxi Botanical Garden of Medicinal Plants.

MTSU Research Institute - Information

Provost Byrnes stated that an MTSU Research Institute has been established.

Sale of Alcohol by Third-Party Vendor - Information

Athletic Director Chris Massaro informed the committee of legislation proposed to allow the sale of alcohol by a third-party vendor at MTSU athletic venues.

Motion to Approve Committee Recommendations – Student Conduct Rule; Revisions to Policy 540 – Student Conduct and Addition of New Academic Programs

Chairman Smith suggested a motion be made to include promulgation of the rule, revisions to Policy 540, and addition of the new academic programs. Trustee Freeman made that motion and Trustee Jacobs provided a second. A roll call vote was taken and the motion to approve promulgation of the Student Conduct rule, revisions to Policy 540 – Student Conduct, and approval of the new academic programs: Bachelor of Science in Commerce, Bachelor of Science in Elementary Education, Bachelor of Science in English, and Bachelor of Arts in Communication passed unanimously.

Committee Report: Finance and Personnel Committee

Chairman Joey Jacobs provided the report for the Finance and Personnel Committee and stated that this committee met on January 25, 2018 and on February 27, 2018. Materials from the meetings were provided to the Board in its meeting materials. The committee report contained six (6) information items and three (3) recommendations to be considered and voted on by the Board.

Athletic Master Plan – Recommendation

Vice President for Business and Finance, Alan Thomas, explained that submitting this plan to the Board is the first step in the approval process. If approved, the plan will be submitted to THEC for inclusion as an amendment to the University's Campus Master Plan. It would then be sent to the State Building Commission for approval.

Compensation Strategy Implementation – Recommendation

This matter was originally presented to the committee at its November 29, 2017 meeting. Ms. Kathy Musselman, Assistant Vice President for Human Resources, discussed information regarding issues the University has been dealing with in terms of salary compression, staff turnover, and funding for employee raises. She informed the committee that the Faculty Senate adopted a resolution recommending that cost-of-living adjustments and salary equity be resolved on an annual basis before a merit pay plan is considered or implemented. She explained that under the proposed plan, it would cost MTSU \$12.1 million to bring salaries up to the 2014-15 market. Last year, the State only funded \$3 million for salary increases but it cost the University \$4.5 million to implement a 3% across-the-board raise. She further noted that the University is working with data that is already two years old. If implementation of the current compensation plan began in July 2018 and completed in July 2020, the University would still be six years behind the market in salaries. After lengthy discussion, the motion that faculty, staff and administrative salaries be brought up to market level before the implementation of a merit pay plan was passed by the committee.

University Composite Financial Index - Information

Information and graphs concerning the four commonly used financial ratios used to gauge financial health of the institution against the market and other universities were provided to the committee.

Outside Legal Counsel - Information

Chairman Jacobs consulted with Tennessee Attorney General Herbert Slatery and Deputy Attorney General Jay Ballard regarding the use of outside legal counsel for Board members. Gen. Slatery indicated that his office would provide this service at no cost to the university.

Trustee Johnston challenged the committee and staff to think of non-traditional ways to remedy the University's financial limitations with reduced appropriations. Dr. McPhee agreed and indicated that a Director of Partnerships and Strategic Planning had been hired to work with Vice President Joe Bales in developing partnerships with industry to generate outside sources of revenue for the University.

Traffic, Parking and Safety Enforcement Rule and Policy 775 – Recommendation

As required by statute, the committee considered a proposed rule for traffic, parking and safety enforcement. The proposed rule and revisions to Policy 775 – Traffic, Parking and Safety Enforcement to make the rule and policy consistent were approved.

Governor's FY 2018-19 Budget Recommendations – Information

Vice President Thomas summarized the budget recommendations and presented materials outlining the financial impact to the University.

University Budget – Information

Vice President Thomas also discussed the University's budget. He explained that the Department of Finance and Administration annually requests state agencies to prepare a budget scenario that includes a reduction in state appropriations. Though not aware of any plans that would require

these budget reductions, the University felt the exercise was a necessary stress test in the event these reductions became part of the final State Budget.

Regional Scholars Program – Information

Vice President Thomas presented materials concerning two scenarios for expansion of the current Regional Scholars Program and an analysis of the possible effects of each on University revenue.

Capital Outlay Update – Information

Mr. Bill Waits, Interim Assistant Vice President for Campus Planning, updated the committee on capital outlay.

Motion to Approve Promulgation of Traffic, Parking and Safety Enforcement Rule

A motion to approve the promulgation of the rule on Traffic, Parking and Safety Enforcement was made by Trustee Freeman and seconded by Trustee Wright. A roll call vote was taken; the motion to approve promulgation of the rule on Traffic, Parking and Safety Enforcement passed unanimously.

Motion to Approve Athletics Master Plan Amendment; Compensation Strategy; and Revising Policy 775 – Traffic, Parking and Safety Enforcement

Trustee DeLay made a motion to approve the master plan for Athletics; bringing faculty, staff and administrative salaries to market level before merit pay; and, revisions of 775 – Traffic, Parking and Safety. Trustee Wright seconded the motion. The vote on the motion was unanimous.

Committee Report: Audit and Compliance Committee

Trustee Adams provided the report for the Audit and Compliance Committee which met on March 13, 2018. A quorum of the committee was not present and so it reviewed only information items: results of the state audit report for FY 2017; a report regarding conflict of interest disclosures for 2017; and, reports required by policy or the Audit Committee Charter, including

compliance with the public records policy, review of the employee code of conduct policy, Audit Office Charter and Independence of Chief Audit Executive, and the quarterly report giving results of internal audit reports.

Non-public Executive Session – Information

The public meeting of the committee adjourned and the committee went into executive session. During the non-public executive session, members discussed current audits and investigations.

Committee Report: Executive and Governance Committee

Trustee Freeman stated that the Executive and Governance Committee met on February 27, 2018 and March 13, 2018. The committee approved the following four (4) recommendations for the Board's consideration and approval: Institutional Mission/Mission Profile, as required by T.C.A. § 49-8-101; revisions to Board of Trustees Policy – Selection, Evaluation and Retention of the President; the President's compensation; and delegation to the Chair of the Finance Committee, Trustee Joey Jacobs, to negotiate the President's contract. Materials from the committee meeting were provided to the Board in its meeting materials.

Motion on Committee Actions

Trustee Baker made the motion to approve the Institutional Mission/Mission Profile; revisions to Board Policy – Selection, Evaluation and Retention of the President; president's compensation; and, delegation of negotiation of the President's contract, as reported by Vice Chair Freeman. Trustee DeLay seconded the motion. Prior to the vote, Trustee Johnston raised the issue of the comprehensive review of the president, and the necessity or desirability of having all constituent groups who work with the president to have influence or input into that evaluation. He referenced a sentence that provided that feedback would be solicited from the University administration, faculty, staff and students, as well as, alumni and the leadership in the community. He stated that on campus, evaluation of faculty members, department chairs, and deans from the top and the bottom is not uncommon, and that it would be highly valuable to have assessments of the president from all levels at which the president is responsible. Trustee

Johnston moved to amend the policy to include that statement to allow for that type of review to be included. Chairman Smith suggested that the Board vote on compensation and the contract, and refer this matter to the next committee meeting for further discussion. Trustee Johnston was agreeable with that suggestion. Chairman Smith directed that the vote cover the items there is no disagreement on and then take up the remaining issue at the next committee meeting. Trustee Baker indicated his agreement with that as a motion, and Trustee DeLay provided a second. For clarification, Board Secretary Zimmerman re-stated the motion: to approve the Institutional Mission/Mission Profile; the President's contract and compensation; and, delegation of the contract negotiations to the Chairman of the Finance and Personnel Committee. Chairman Smith indicated that this was consistent with his understanding of the motion. He asked the minutes of the meeting to reflect that on the agenda for the proper meeting will be to re-discuss evaluation. Trustee Johnston indicated that he was in agreement with that direction. A vote was taken and the motion carried.

Report of the Board Secretary

Ms. Zimmerman indicated that since the last Board meeting, minor formatting revisions were made to one policy.

Report of the President

Celebration of Scholars

Dr. McPhee reported on the President's Celebration of Scholars Day, which is a culmination of the Honors College Presidents' Day Open House that celebrates the achievements of incoming freshmen students who have been awarded a Trustee, Presidential or True Blue Scholarship. These scholarships are the highest guaranteed awards for entering first-year students and require a minimum high school GPA of 3.5 and a minimum ACT score of between 26 and 30, depending on the award. Nearly 500 prospective students and their family members attended the event.

Legislative Update

Dr. McPhee stated that MTSU has maintained a very visible presence during the 110th Session of the Tennessee General Assembly. He noted that he made several trips to meet with legislators, presented our budgetary needs in various committees, and engaged in several meetings with the Governor and state leadership. John Hood, Director, Government and Community Relations, Sondra Wade, Assistant University Counsel, and Vice President Bales have consistently represented the institution in the legislative halls, advocating on our behalf. MTSU Day on the Hill was held in March to bring greater attention to the campus and the many exciting things we have underway. Chairman Smith joined Dr. McPhee at the Senate budget hearing on February 28 to help advocate on behalf of the University. Dr. McPhee then provided an update on a number of bills being followed in the legislature.

Budget

Dr. McPhee stated that the Governor's Budget continues to go through the various committees of the General Assembly and is expected to be voted on in April or May. In anticipation of passage of the State's Budget, University administration will be holding budget hearings with each Division and each Academic Dean in early to late April. The 2018-19 Proposed Budget that will be presented to the Finance and Personnel Committee in May will include the increased appropriations from the State, the mandated salary increase for state employees, and increases in employee benefits; however, any revenue from tuition and fee increases or enrollment increases will not be reflected until the October Revised Budget.

State Building Commission

The proposed Academic Classroom Building is ranked as priority #1 on THEC's capital list and continues to be supported by the Governor. There was a hearing and presentation to the State Building Commission on the design phase of the facility. On March 8, Dr. McPhee, Vice President Thomas and his staff attended the State Building Commission meeting. The architect for the project provided documentation and gave a presentation of the complete design of the facility for approval by the State Building Commission. The project was approved. Depending on budget

approval by the General Assembly, construction will start this fall and it is hoped that classes will begin in the facility in fall 2020.

Forrest Hall

On February 16, the Tennessee Historical Commission denied our Petition for Waiver to rename Forrest Hall. Dr. McPhee stated that he and University Counsel Zimmerman discussed with Attorney General Herbert Slatery and Chief Deputy Attorney General Paul Nye, the possibility of filing a Petition for Review in Chancery Court. Because the AG's Office would be representing two state entities and there could be a perception of a conflict of interest, Gen. Slatery indicated that if we decide to go forward, we would need to retain outside legal counsel and that MTSU would be responsible for paying these legal fees. Dr. McPhee indicated that he has not made a decision in this regard and is considering next actions.

Boy Scout MOU

MTSU and the Middle Tennessee Council of the Boy Scouts of America signed a partnership on March 7 that will allow the University to be a greater resource for Scouting programs, particularly in science and technology. In doing so, the University will gain an opportunity to reach and recruit prospective students from the Council, which serves 37 Middle Tennessee counties and Fort Campbell, Ky. Dr. McPhee was joined by Trustee J.B. Baker, a former president of the Council, and Council Scout Executive and CEO Larry Brown in signing the partnership.

Special Presentation: Highlighting the College of Basic and Applied Sciences

Dr. McPhee introduced Dr. Bud Fischer, Dean of the College of Basic and Applied Sciences, to give the Board an overview of the College and share with the Board the exciting things taking place there. Dr. Fischer stated that the 11 departments in the College comprise a very diverse group, from Aerospace and Agriculture, Chemistry, Engineering and Engineering Technology, to Mathematics and Physics. Over 55 bachelors degrees, 28 masters degrees and 3 PhDs are offered. Dr. Fischer summarized the College in one word: innovation. This innovation has resulted in MTSU being the place for STEM education in Tennessee and the Southeast. As

concerns pedagogy and programs, changes have been put in place to modernize the curriculum. And, all general education classes have been updated and redone to make them more engaging for students using ideas such as flipped classrooms, teaching naked (teaching without technology), hybrid classes taught partially onsite and partly online, active learning, POGIL and reacting to the past. Unique programs have also been developed. MTeach allows students to get a degree in the sciences and at the same time take the PRAXIS test if they minor in Education, allowing them to become a teacher in the sciences. Mechatronics takes mechanical, electrical and computer engineering, and puts them in robotics and automation. Recently, Fermentation Science was introduced. The College gives students the opportunity to learn outside the classroom. Dr. Fischer stated that this is an area in which huge strides have been made. Experiential learning is one area in which learning occurs within the classroom, giving students hands-on opportunity to do what they would be doing in that career. There are currently 50 experiential learning classes that go toward an experiential learning degree. Examples include air traffic control with the 360 degree air traffic control simulator that allows students to simulate any airport in the country. Another concerns the Concrete and Construction Management program where students can become construction project leaders. Students are able to engage in research outside the classroom with faculty and each student is expected to produce a science portfolio that can be used to begin a career path. The science facilities on campus are also part of the innovation in the College. Dr. Fischer highlighted the New Science Building and the recent changes and improvements to the Wiser-Patton and Davis Buildings. Additionally, in Kirksey Old Main there is a makers space and a robotic space. New spaces associated with Concrete and Construction Management have also been created. Modern labs and modern tools within those labs are now available for use by our students. Dr. Fischer went on to show that these innovations have produced increases in student enrollment such that the College has the highest student enrollment at MTSU. Both overall student retention and freshman retention have increased. Last year 850 students graduated and it is believed that around 920 students will graduate from the College this year. One department that evinces innovation is Concrete and Construction Management. These two areas were put together to create building sciences. Dr. Fischer shared statistics that establish remarkable employment

opportunities for these students, including that there were an average of 4 job offers for every one student. There is additionally a Concrete Industry Executive MBA program designed to produce a degree in 18 months and the CPI, or Concrete Preservation Infrastructure program, for military veterans. Dr. Fischer highlighted other degree options within Concrete and Construction Management. Employers are often on campus interacting and recruiting students, as well as, investing in the program by offering scholarships. Dr. Fischer emphasized that the College and its departments have achieved these successes because of faculty members who are devoted to student success. Dr. Song Cui is an example of one such faculty member. Dr. Song Cui teaches in Agriculture and provides his students hands-on, experiential learning opportunities. Dr. Fischer stated that Dr. Song Cui is a great example of a faculty member who is able to get students engaged and excited about the subject. He also engages in research that is interdisciplinary and that uses modern technology. One example is the use of unmanned aerial systems to do precision agriculture questions. He uses remote sensing and landscape flux measurements to determine how to improve crop production. The research is used for teaching and involving students in the research. Dr. Song Cui has had great success in obtaining grant financing, including 3 USDA grants totaling \$1.7 million since 2014. Dr. Fischer reiterated that the College is always innovating by constantly updating curriculums and programs, and by offering students unique opportunities that has resulting in MTSU becoming the place to be for science.

Concluding Remarks

President McPhee stated that copies of the President's Annual Report, which highlight innovations that took place across campus during the prior year, would be handed out to the trustees. He expressed his thanks to the numerous people who helped put on the meeting.

Chairman Smith adjourned the meeting at 2:14 p.m.

Respectfully Submitted,

Heidi Zimmerman
Board Secretary



**Middle Tennessee State University
Board of Trustees**

Tab 2

Academic Affairs, Student Life,
and Athletics Committee Meeting
June 12, 2018



**Middle Tennessee State University
Board of Trustees**

MEETING: June Quarterly Board Meeting

SUBJECT: **Academic Affairs, Student Life, and
Athletics Committee**

DATE: June 12, 2018

PRESENTER: Committee Chair Pam Wright

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

- Approval of Tenure and Promotion Candidates



**Middle Tennessee State University
Board of Trustees**

MEETING: June Quarterly Board Meeting

SUBJECT: [Approval of Tenure and Promotion Candidates](#)

DATE: June 12, 2018

PRESENTER: Committee Chair Pam Wright

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

BACKGROUND INFORMATION:

The following faculty applied for tenure in September 2017 and have been reviewed for tenure by their department chair/school director, department/school committee, college committee, and college dean according to MTSU Policy 204, Tenure and their respective college and department policies. The President and University Provost recommend the following faculty be granted tenure effective August 1, 2018.

The following faculty applied for promotion in September 2017 and have been reviewed for promotion by their department chair/school director, department/school committee, college committee, and college dean according to MTSU Policy 205, Promotion of Tenured and Tenurable Faculty, and their respective college and department policies. The President and University Provost recommend the following faculty be promoted effective August 1, 2018.

Faculty Tenure Recommendations for 2018-19

	Name	Department
1	Aaron, Joshua	Management
2	Baran, Emily	History
3	Baxter, Sarah	Mathematical Sciences
4	Cook, Jane Claire	Human Sciences
5	Cottle, Frederick	Human Sciences
6	Finch, Michelle	Nursing
7	Flagg, Amanda	Nursing
8	Gray-Hildenbrand, Jenna	Philosophy and Religious Studies
9	Gu, Yi	Computer Science
10	Kong, Jing	Chemistry
11	Lim, Jane	Elementary and Special Education
12	Ly, Aliou	History
13	Meeks, Richard	Nursing
14	Momm, Henrique	Geosciences
15	Nagel, Gregory	Economics and Finance
16	O'Connell, Kathleen	Art and Design
17	Richey, Patrick	Communication Studies
18	Rudd, Lauren	Human Sciences
19	Rushton, Gregory*	Chemistry
20	Salem, Mohamed	Biology
21	Seagraves, Philip	Economics and Finance
22	Severn, Stephen*	English
23	Shamburger, Kristi	Theatre and Dance
24	Smith, Daniel*	Economics and Finance
25	Stevens, Sherri	Nursing
26	Turney, Linda	Collection Development and Management
27	Wright, Elizabeth Quinn	Criminal Justice Administration
28	Wyatt, Andrew	Sociology and Anthropology
29	Ye, Dong	Mathematical Sciences

* Expedited Tenure Review, pursuant to Policy 204 Tenure, Section V:

The University will sometimes find it necessary to expedite tenure review in order to recruit high-quality faculty, especially when hiring for administrative positions. In these cases, the University's review will be based on the candidate's curriculum vitae rather than a traditional tenure application file. The request will originate with the Department Chair/Director and be reviewed by the department tenure and promotion review committee, the Dean, the college tenure and promotion review committee, the Provost, and the President. Because recruitment is often time-sensitive, the President will request approval from the Board through a special called meeting, if necessary.

Faculty Promotion Recommendations for 2018-19

	Name	Department	Proposed Rank	Current Rank
1	Baran, Emily	History	Associate Professor	Assistant Professor
2	Baxter, Sarah	Mathematical Sciences	Associate Professor	Assistant Professor
3	Bergemann, Sarah	Biology	Professor	Associate Professor
4	Cook, Jane Claire	Human Sciences	Associate Professor	Assistant Professor
5	Cottle, Frederick	Human Sciences	Associate Professor	Assistant Professor
6	Da, Jun	World Languages, Literatures, and Cultures	Professor	Associate Professor
7	Darby, Kathleen	Social Work	Professor	Associate Professor
8	DeBoer, Angela	Music	Professor	Associate Professor
9	Ding, Wandi	Mathematical Sciences	Professor	Associate Professor
10	Dong, Zhijiang	Computer Science	Professor	Associate Professor
11	Finch, Michelle	Nursing	Associate Professor	Assistant Professor
12	Goodin, Terry	Educational Leadership	Professor	Associate Professor
13	Gray-Hildenbrand, Jenna	Philosophy and Religious Studies	Associate Professor	Assistant Professor
14	Gu, Yi	Computer Science	Associate Professor	Assistant Professor
15	Higgins, Charles	Physics and Astronomy	Professor	Associate Professor
16	Hinote, Brian	Sociology and Anthropology	Professor	Associate Professor
17	Hodge, Shannon	Sociology and Anthropology	Professor	Associate Professor
18	Jackson, Mark	English	Professor	Associate Professor
19	Kong, Jing	Chemistry	Professor	Associate Professor
20	Lim, Jane	Elementary and Special Education	Associate Professor	Assistant Professor
21	Ly, Aliou	History	Associate Professor	Assistant Professor
22	Magne, Cyrille	Psychology	Professor	Associate Professor
23	McWhirter, Jamila	Music	Professor	Associate Professor
24	Meeks, Richard	Nursing	Associate Professor	Assistant Professor
25	Momm, Henrique	Geosciences	Associate Professor	Assistant Professor
26	Nagel, Gregory	Economics and Finance	Associate Professor	Assistant Professor
27	O'Connell, Kathleen	Art and Design	Associate Professor	Assistant Professor
28	Otter, Ryan	Biology	Professor	Associate Professor
29	Richey, Patrick	Communication Studies	Associate Professor	Assistant Professor
30	Rudd, Lauren	Human Sciences	Associate Professor	Assistant Professor
31	Salem, Mohamed	Biology	Associate Professor	Assistant Professor
32	Seagraves, Philip	Economics and Finance	Associate Professor	Assistant Professor
33	Shamburger, Kristi	Theatre and Dance	Associate Professor	Assistant Professor
34	Sloane, Mary Ellen	User Services	Professor	Associate Professor
35	Turney, Linda	Collection Development and Management	Associate Professor	Assistant Professor
36	Winters, Jeremy	Elementary and Special Education	Professor	Associate Professor
37	Wright, Elizabeth Quinn	Criminal Justice Administration	Associate Professor	Assistant Professor
38	Wyatt, Andrew	Sociology and Anthropology	Associate Professor	Assistant Professor
39	Yang, Zhifu	Concrete and Construction Management	Professor	Associate Professor
40	Ye, Dong	Mathematical Sciences	Associate Professor	Assistant Professor



**Middle Tennessee State University
Board of Trustees**

Tab 3

Finance and Personnel Committee
June 12, 2018



**Middle Tennessee State University
Board of Trustees**

MEETING: June Quarterly Board Meeting
SUBJECT: [Finance and Personnel Committee](#)
DATE: June 12, 2018
PRESENTER: Committee Chair Joey Jacobs
ACTION REQUIRED: Voice Vote
STAFF RECOMMENDATION: Approval

- Approval of Policies:
 - Board of Trustees
 - 620 Campus Master Plans
 - 622 Acquisition and Disposal of Real Property
 - Delegate to President
 - 621 Facilities and Design
 - 623 Lease Standards
 - 631 Procurement and Contract Standards
- Capital Outlay Project Request: FY 2019-20
- Capital Maintenance Request: FY 2019-20
- Tuition, Fees and Housing Rates
- Estimated 2017-18 and Proposed 2018-19 Operating Budgets
- Compensation Plan Revisions
- Salary Pool Allocation



**Middle Tennessee State University
Board of Trustees**

MEETING: June Quarterly Board Meeting
SUBJECT: [Approval of Policies](#)
DATE: June 12, 2018
PRESENTER: Committee Chair Joey Jacobs
ACTION REQUIRED: Voice Vote
STAFF RECOMMENDATION: Approval

BACKGROUND INFORMATION:

With the forthcoming July 1 severance of MTSU from the Tennessee Board of Regents in the areas of procurement and capital management, the related MTSU policies need to reflect the new processes and procedures required for its new designation as a State Procurement Agency (SPA)

Currently, MTSU Capital Management Policy and Procurement Policy sections directly reference TBR Policy. The newly created MTSU Policies were drafted using corresponding TBR Policies as a template and revised to reflect the new internal procedures and approval processes that will be in place after severance on July 1, 2018.

The meeting materials include copies of the following MTSU Policies recommended for approval by the Board:

- 620 Campus Master Plans
- 622 Acquisition and Disposal of Real Property

The following are other related policies recommended for approval by the President:

- 621 Facilities and Design
- 623 Lease Standards
- 631 Procurement and Contract Standards

Middle Tennessee State University
Finance and Personnel Committee
Policies Recommended for Board of Trustees Approval

Copies of the following policies are included in the attached meeting materials.

Policy No.	Policy Name	Purpose
620	Campus Facility Master Plans	This policy sets forth the responsibilities relative to the Middle Tennessee State University's campus master plan, which provides guidance for future development of the physical campus necessary to provide quality instructional and service facilities.
622	Acquisition and Disposal of Real Property	This policy establishes procedures for the acquisition and disposal of real property at Middle Tennessee State University.

Middle Tennessee State University
Finance and Personnel Committee
Policies Recommended for President Approval

Policy No.	Policy Name	Purpose
621	Facilities and Design	This policy sets forth responsibilities relative to the planning and design of facilities on the Middle Tennessee State University campus property.
623	Lease Standards	This policy sets forth real property leasing procedures for Middle Tennessee State University.
631	Procurement and Contract Standards	This policy establishes the criteria and process for execution of procurements for Middle Tennessee State University and is not intended to cover all State of Tennessee policies and guidelines, or all possible issues that may arise while reviewing purchases or contracts. Rather, it is intended to give a general process for how to address purchasing issues. This policy is subject to regular update, revision, and improvement.



620 Campus Facility Master Plans

Approved by Board of Trustees

Effective Date: July 1, 2018

Responsible Division: Business and Finance

Responsible Office: Campus Planning

Responsible Officer: Assistant Vice President, Campus Planning

I. Purpose

This policy sets forth the responsibilities relative to the Middle Tennessee State University's (MTSU or University) campus facility master plan, which provides guidance for future development of the physical campus necessary to provide quality instructional and service facilities.

II. Campus Facility Master Plans

- A. The campus facility master plan should be internally reviewed by Campus Planning staff at least every two (2) years.

If an update to the existing master plan is deemed necessary and approved by the President and the Board of Trustees (Board), the University should document the need and initiate retainage of a professional consultant according to State Building Commission (SBC) and Tennessee Higher Education Commission (THEC) Policy.

- B. New master plans and updates shall be prepared by professional consultants appointed by the SBC. The new master plan or master plan update shall be approved by the Board, submitted to THEC for review and comment, and approved by the SBC.
- C. A new campus facility master plan or master plan update must be completed by the University at least once every ten (10) years.
- D. The development, execution, timeliness, and scope of campus facility master plans shall be performed in accordance with current THEC Master Plan Guidelines.
- E. New building construction or additions should be addressed in the master plan prior to the submission for funding to THEC.

- F. The costs of obtaining consultant services for campus facility master plans should be funded by the University.

- G. The content of the campus facility master plan includes, but is not limited to, the following items:
 - 1. Academic mission;
 - 2. Enrollment;
 - 3. Student services;
 - 4. Capital projects;
 - 5. Parking;
 - 6. Space need, as defined by THEC's Space Allocation Guidelines and space utilization;
 - 7. Land acquisition and disposal; and
 - 8. Site, environmental, and utility issues.

Forms: none.

Revisions: none.

References: THEC Policy F4.1, THEC Master Plan Guidelines, T.C.A. § 49-7- 202, § 49-7-1002, § 49-8-203.



622 Acquisition and Disposal of Real Property

Approved by Board of Trustees

Effective Date: July 1, 2018

Responsible Division: Business and Finance

Responsible Office: Campus Planning

Responsible Officer: Assistant Vice President, Campus Planning

I. Purpose

This policy establishes procedures for the acquisition and disposal of real property at Middle Tennessee State University (MTSU or University).

II. Introduction

- A. Authorization. Pursuant to T.C.A. § 49-8-203(a)(3), the University has the authority, whether by gift or purchase, to acquire and dispose of real property, condemn land, and to receive donations of property. See [Policy 135 Solicitation and Acceptance of Gifts](#).
- B. Title of Property Acquired. Property that is acquired shall be titled in the name of the MTSU Board of Trustees (Board) for the use and benefit of the University.
- C. All proposed acquisitions or disposals of real property, in any manner, shall be subject to the approval of the President. Any acquisitions or disposals that are outside of the Campus Master Plan acquisition area or require an amendment to the Campus Master Plan shall require Board approval.

III. Procedures

- A. The approval of land acquisition by purchase or condemnation shall be subject to the following procedures:
 - 1. The University shall submit to the Board and the Tennessee Higher Education Commission (THEC), for consideration and approval, a campus master plan or an amended master plan which indicates land acquisition needs.
 - 2. Upon approval of the campus master plan or an amendment to the campus master plan, the University may request a land acquisition by submitting the proper

documentation for each proposed acquisition to State of Tennessee Real Estate Asset Management Division (STREAM). The property acquisition or disposal request will be submitted by STREAM for submission to the State Building Commission (SBC) Executive Sub-Committee (ESC) for approval and shall be done in accordance with procedures established by the State Building Commission (SBC) By-laws, Policy and Procedure Item 8,. T.C.A. §§ 4-15-102, 12-2-112 and 49-8-111.

After SBC ESC approval, STREAM staff will obtain a title commitment, an appraisal, option to purchase property, survey, and an Environmental Site Assessment Phase I report.

If an option to purchase property is signed by the seller, it will be submitted to the President for final approval to proceed with transaction through STREAM. If negotiations fail, the University may request that condemnation proceedings commence for acquisition of the property.

If acquisition of the property by purchase is approved, STREAM will be responsible for recording the warranty deed and forwarding the deed and title insurance to the University.

- B. Gift Property. Acquisition of any interest in real property by gift or devise that obligates the University, or State of Tennessee to expend State of Tennessee funds for capital improvements or continuing operating expenditures shall be approved by the SBC Executive Sub-committee in accordance with T.C.A. § 4-15- 102(d)(2), prior to acceptance by the University. See [Policy 135 Solicitation and Acceptance of Gifts](#).

IV. Inspection

Facilities evaluations and environmental identification inspections shall be conducted according to STREAM requirements.

V. Relocation Assistance

Persons, businesses, farms, and non-profit organizations relocated by State real property acquisition projects are eligible for relocation assistance in accordance with the provisions of T.C.A. § 13-11-101 et seq., and the Federal Uniform Relocation Assistance and Land Acquisition Policies Act of 1970, as administered by the Department of Finance and Administration.

VI. Proceeds from Sale of Real Property

- A. The receipts from the sale or conveyance of real property shall be deposited in the capital outlay fund of the selling institution in accordance with T.C.A. § 49-8-111.

- B. However, if the receipts are the result of a devise or gift which designated the purpose of the gift for a particular use, any funds from a sale or conveyance of the property may be transferred from the capital outlay fund of the selling institution to the appropriate account in order to effectuate the donor's intent.

Forms: none.

Revisions: none.

References: SBC By-laws, Policy and Procedure Item 8, T.C.A. §§ 4-15-102; 12-2-112; 49-8-111; § 49-8-203(a)(3); Policy 135 Solicitation and Acceptance of Gifts.



**Middle Tennessee State University
Board of Trustees**

MEETING: June Quarterly Board Meeting
SUBJECT: **Capital Outlay Project Submittal**
DATE: June 12, 2018
PRESENTER: Committee Chair Joey Jacobs
ACTION REQUIRED: Voice Vote
STAFF RECOMMENDATION: Approval

BACKGROUND INFORMATION:

The proposed capital outlay project for FY 2019-20 is a new facility to house the School of Concrete and Construction Management (SCCM)

The 2016 Campus Master Plan documents the need for a new SCCM building and lists this a “highest priority” project.

To clear land for this new building, Abernathy and Ezell Halls must be demolished. Chilled water plant upgrades and other utility work are also needed to support the new building and allow for future development to the East Quad.

The following materials provide a brief summary of the work and are submitted for Board review and approval.



Capital Outlay Project Submittal FY 2019-2020

School of Concrete and Construction Management (SCCM) Building

The construction of a 54,000 square foot School of Concrete and Construction Management (SCCM) Building is required to meet current and future educational, research, and service needs for Middle Tennessee State University. The SCCM building is listed as a “Highest Priority” project in the Campus Master Plan.

In order to construct the new SCCM building, an addition will be required to the Satellite Chiller Plant to increase chilled water capacity along with a host of utility lines that will serve not only this facility, but future development of the East Quad. To ready the proposed site for development, Abernathy and Ezell Hall need to be demolished. These three projects are all listed as “highest priority” projects in the Campus Master Plan.

SCCM Programs

SCCM offers the following degrees:

- Concrete Industry Management (Bachelor of Science) with concentrations in Concrete Contracting or Production, Sales, and Service
- Construction Management (Bachelor of Science) with concentrations in Commercial Construction Management, Electrical Construction Management, and Land Development/Residential Building Construction Management
- Concrete Industry Management (M.B.A.) an executive degree program that primarily offers online delivery to draw students from the industry nationally and internationally. This degree is the only of its kind in the nation.

Over the last 20 years, the Concrete Industry Management (CIM) program alone has graduated 835 students with a known 20% retention of alumni in the concrete industry. Of this number, 435 are living and working in the state of Tennessee. MTSU is one of four universities with a CIM degree and seeks to solidify its flagship status with a facility custom-tailored to the needs of the program.

Current Facility

The SCCM programs are currently housed in the Voorhies Engineering Building and the E.W. Midgett Building. Both of these structures are deficient regarding existing program suitability for SCCM and physical building condition. The 2016 Campus Master Plan lists the demolition of both of these buildings as “high priority” projects.

2016 Campus Master Plan Facility Assessment			
Building Name	Year Built	Physical Building Rating	Existing Program Suitability
Voorhies Engineering Building	1942	D	C
E.W. Midgett Building	1959	D	D

Capital Outlay Project Submittal FY 2019-2020 School of Concrete and Construction Management (SCCM) Building

Programmed Spaces

The new SCCM facility will house general classrooms, laboratories, and faculty and staff offices for the School of Concrete and Construction Management. Due to the technical nature involved with SCCM programs, the facility will contain a large area devoted to laboratory spaces. While many of the laboratory spaces are programmed with specific uses in mind, they will be designed with flexibility to accommodate future usage.

Space List:

- **8 Educational and Research Labs** - Building Materials Lab, Undergraduate Wet Lab, Soils Lab, Student Projects Lab, Dedicated and Open Computer Lab, and Batching Simulation Lab
- **4 Master Classrooms** – Seating capacities of (24,36, & 48 Students)
- **Tiered Seminar Room** – Seating capacity of 200 with large theater type seating
- **Student Study / Breakout Space** – informal areas for students to study and to meet with faculty
- **20 SCCM Faculty and Staff Offices**
- **Large Conference Room** – seating for 40
- **3 Program Advisor Rooms**

Support Projects

Satellite Chiller Plant Addition \$5,800,000 estimated construction

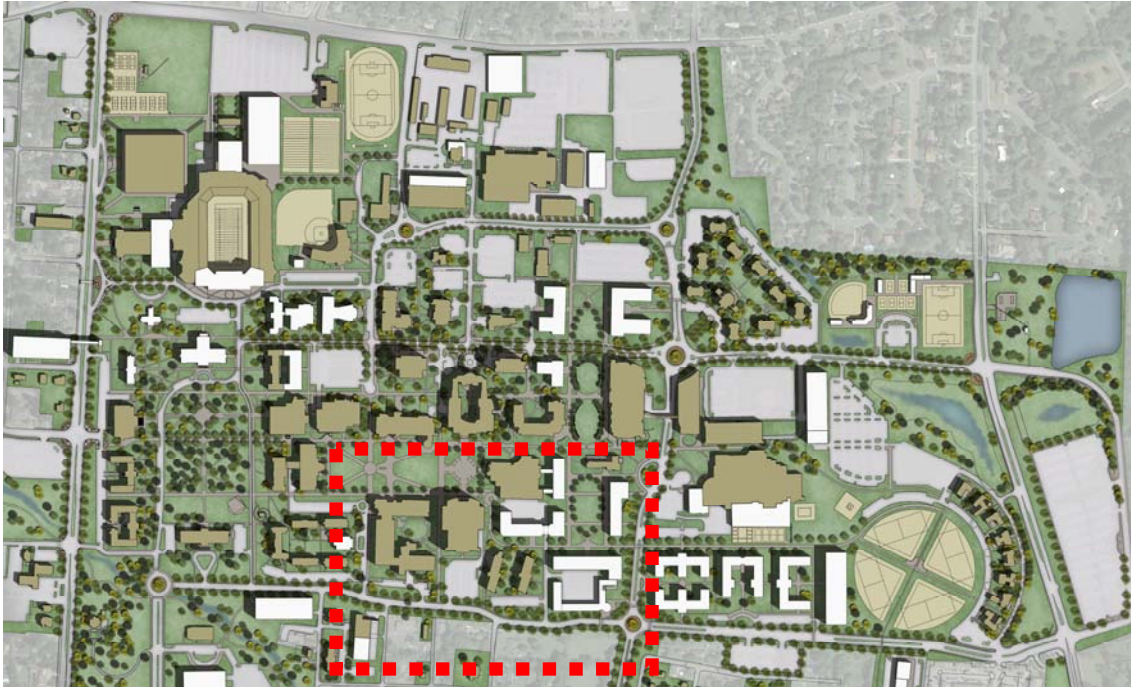
- 3,700 square foot addition to the Satellite Chiller Plant building
- New 1,500 ton chiller, cooling tower, and associated pumps
- New steam and chilled water lines to East Quad to serve SCCM and Applied Engineering Buildings
- New natural gas, domestic water, and sanitary sewer utilities
- Site electrical work to service new buildings including a partial relocation of existing lines and primary and secondary feeds, and two pad mounted transformers
- Telecommunications and Fiber Optic lines

Abernathy & Ezell Demolition and occupant relocation / renovation

- Abatement of asbestos containing materials or other hazardous materials in the existing buildings
- Demolition of Abernathy + Ezell Hall buildings (105,000 GSF) and site utilities
- Relocation of recording studios, lab, office, and storage space currently in use by Department of Recording Industry. Given the nature of HVAC, electrical, and acoustical requirements of recording studio spaces, the renovation of existing spaces to accommodate this use will be extensive.

Capital Outlay Project Submittal FY 2019-2020
School of Concrete and Construction Management (SCCM) Building

PROPOSED SITE



Future Buildings:

1. SCCM Building
2. Chiller Plant Addition
3. Applied Engineering
4. Math & Computer Science

Existing Buildings:

5. Walker Library
6. Bragg Media
7. Deere Hall
8. Nicks Hall
9. Science Building

Site Vicinity Plan - East Quad

The proposed new location of the CCM Building is identified in the Campus Master Plan at the southern end of the East Quad. This location will group the new proposed SCCM, Math and Computer Science, and Applied Engineering buildings along with the existing Science Building together to create an **academic neighborhood focused on STEM and STEM disciplines.**

Capital Outlay Project Submittal FY 2019-2020 School of Concrete and Construction Management (SCCM) Building

<u>SCCM Square Footage</u>	<u>Estimated Cost</u>
28,000 Net Square Feet	\$31,600,000 MACC (max. allowable construction cost)
54,000 Gross Square Feet	\$40,100,000 Total Project

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: School of Concrete and Construction Management
City/County: Murfreesboro / Rutherford

2 Fiscal Year: 2019/ 2020

3	<input checked="" type="checkbox"/> Capital Outlay	New		Reno/Maint
	<input type="checkbox"/> Capital Maintenance	54,000	Gross Sq.Ft.	4,400
	<input type="checkbox"/> Disclosure	28,000	Net Sq.Ft.	0
	<input type="checkbox"/> Designer Required	380.00	Cost/Sq.Ft.	250.00

4 Project Description:

Construct a facility to house general classrooms, laboratories, faculty and staff offices for the School of Concrete and Construction Management. In support of this project and future development of the East Quad, an addition and capacity upgrade to Satellite Chiller Plant and utility work including steam, chilled water, sanitary sewer, water, natural gas, and electrical work. To prepare the building site location, demolition of Abernathy and Ezell Halls is included. Relocation of Department of Recording Industry studio, lab, and office space out of Ezell Hall and renovation of spaces to accommodate these uses is included in scope of project.

5	Total Project	Allocation	Estimated Building Construction Cost:	21,620,000
	21,620,000.00	21,620,000.00	Building Construction	
	8,475,000.00	8,475,000.00	Site & Utilities	
	150,000.00	150,000.00	Built-in Equipment	
	30,245,000.00	30,245,000.00	Bid Target	
	1,355,000.00	1,355,000.00	Contingency:	4.48 percent
	31,600,000.00	31,600,000.00	MACC (Maximum Allowable Construction Cost)	
	1,741,818.00	1,741,818.00	Fee:	35/LogP-1.15 = 5.51208265
	4,000,000.00	4,000,000.00	Movable Equipment	
	1,260,000.00	1,260,000.00	Demo/HazMat Abernathy Ezell	
	450,000.00	450,000.00	Pre-Con, Comm	
	1,048,182.00	1,048,182.00	Administration & Miscellaneous	
	40,100,000.00	40,100,000.00	Total Cost	

6 Funding Request:

40,100,000.00	THIS REQUEST	40,100,000.00	STATE funds
0.00		0.00	FEDERAL funds
TBD		TBD	Local and Institutional Funds
			Plant Funds + Gifts



**Middle Tennessee State University
Board of Trustees**

MEETING: June Quarterly Board Meeting

SUBJECT: [Capital Maintenance Request: FY 2019-20](#)

DATE: June 12, 2018

PRESENTER: Committee Chair Joey Jacobs

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

BACKGROUND INFORMATION:

The Board of Trustees is charged with approving the Capital Maintenance project requests for Middle Tennessee State University for FY 2019-20 in conjunction with instructions received from the Tennessee Higher Education Commission (THEC).

This presentation provides the documentation to be submitted to THEC including:

- Summary of Capital Maintenance potential project requests for five years, FY 2019-20 thru FY 2023-24
- Capital Maintenance requests for five (5) projects for FY 2019-20 totaling \$8,120,000

In addition to the project request documentation, the THEC FY 2019-20 Governing Board Maintenance Pools and Allocation has been provided.

Upon this Committee's recommendation and the Board of Trustee's approval at the June 2018 meeting, this information will be submitted to THEC.

THEC FY2019-20 Governing Board Maintenance Pools and Allocation

(Total Recommendation \$120,000,000)

Governing Board	Maintenance Pool (%)	Maintenance Allocation (\$)
MTSU	6.8%	\$8,120,000
APSU	3.1%	\$3,670,000
ETSU	7.7%	\$9,250,000
TSU	5.2%	\$6,220,000
TTU	5.1%	\$6,170,000
UoM	12.4%	\$14,830,000
LGI's Subtotal	40.2%	\$48,260,000
UT System Subtotal	39.9%	\$47,890,000
TBR System Subtotal	19.9%	\$23,850,000
Grand total	100%	\$120,000,000

Note: Recent MTSU Capital Maintenance Allocation by FY
 FY2018-19; \$8.2million (7 projects)
 FY2017-18; \$8.9million (5 projects)
 FY2016-17; \$6.7million (5 projects)
 FY2015-16; \$2.6million (1 project)
 FY2014-15; \$1.3million (1 project)

Capital Maintenance Request: FY2019-20

Governing Board: Tennessee Higher Education Commission
2019-20 Maintenance Allocation: \$ 8,120,000

Fiscal Year	Priority*	Institution	Project	Project Cost	Project Description
2019-20	1	MTSU	Several Buildings Roof Replacements	\$ 600,000	Replace roofs, for various buildings, that are out of warranty and in need of major repairs. (WP, Cogen, and Chiller Plant)
2019-20	2	MTSU	KOM Mechanical, HVAC, Fire Protection, Lighting & Ceiling Upgrades	\$ 4,705,000	Update HVAC, heating, ventilation, fire protection and exhaust systems. Replace ceilings throughout and lighting where required.
2019-20	3	MTSU	Stark Ag/Police Station Mechanical & HVAC Upgrades	\$ 1,965,000	Mechanical & HVAC upgrades in the Stark Ag Building and Police Station.
2019-20	4	MTSU	Campus Stormwater BMP Phase I	\$ 450,000	Stormwater improvements to meet best management practices.
2019-20	5	MTSU	Miller Education Center Boiler Replacement	\$ 400,000	Replacement of boilers within the building.
Total Project Cost				\$ 8,120,000	

* Requests are not limited to 10. Insert more rows if there are more projects to recommend. Total costs must fall within allocation.

Capital Maintenance Out-Year: FY 2020-2024

Fiscal Year	Priority	Institution	Project	Project Cost	Project Description
2020-21	1	MTSU	Life Safety Fire Alarm System Upgrades Phase II	\$ 800,000	Fire alarm system upgrades and testing.
2020-21	2	MTSU	Elevator Modernization Phase III	\$ 1,000,000	Modernization of elevators in several buildings to improve reliability and address current codes.
2020-21	3	MTSU	Several Buildings Window Replacement	\$ 2,700,000	Replace aging windows due to age and inefficiencies. (complete prior to HVAC projects)
2020-21	4	MTSU	Several Buildings Roof Replacements	\$ 1,400,000	Replace roofs, for various buildings, that are out of warranty and in need of major repairs.
2020-21	5	MTSU	Sidewalk Repair/Replacement Phase I	\$ 650,000	Repairs & replacement of sidewalks to improve safety and address codes.
2020-21	6	MTSU	Domestic Water & Sewer System's Updates Phase II	\$ 1,500,000	Repairs/replacement of existing sewer and domestic water system sections across campus.
2021-22	1	MTSU	KUC Mechanical and HVAC Upgrades Phase II	\$ 1,500,000	Upgrade distributed Mechanical and HVAC systems including piping systems and control devices
2021-22	2	MTSU	Steam/Condensate & Manhole Repair/Replacement Phase III	\$ 1,500,000	Replacement of aged steam/condensate lines and rebuild manholes.
2021-22	3	MTSU	Several Buildings Plumbing & Restroom Upgrades	\$ 2,950,000	Plumbing & restroom upgrades, in several buildings, to improve functionality and meet current codes.
2021-22	4	MTSU	Several Buildings Roof Replacements	\$ 750,000	Replace roofs, for various buildings, that are out of warranty and in need of major repairs.
2021-22	5	MTSU	Several Building Pnuematic Controls Replacements	\$ 650,000	Replacement of aged pneumatic control systems and devices with electronic ddc devices in several buildings .
2021-22	6	MTSU	Elevator Modernization Phase IV	\$ 750,000	Modernization of elevators in several buildings to improve reliability and address current codes.

2022-23	1	MTSU	JUB Building Mechanical, HVAC, Windows, Ceiling Upgrades	\$ 2,550,000	Mechanical and HVAC upgrades and ceiling replacements in building to improve reliability and meet codes. (coordinate with window project)
2022-23	2	MTSU	Life Safety Fire Alarm System Upgrades Phase III	\$ 650,000	Fire alarm system upgrades and testing.
2022-23	3	MTSU	Pump and VFD Replacement	\$ 1,200,000	Replacement of pump & VFD systems for utility systems.
2022-23	4	MTSU	Chilled Water Valve Replacements	\$ 650,000	Replacement of chilled water valves in major chilled water lines .
2022-23	5	MTSU	Campus Stormwater BMP Phase II	\$ 650,000	Stormwater improvements to meet best management practices.
2022-23	6	MTSU	Womack Lane Switchgear Replacement	\$ 815,000	Replace primary electrical switchgear.
2022-23	7	MTSU	Sidewalk Repair/Replacement Phase II	\$ 650,000	Repairs & replacement of sidewalks to improve safety and address codes.
2022-23	8	MTSU	Several Buildings Roof Replacements	\$ 950,000	Replace roofs, for various buildings, that are out of warranty and in need of major repairs.
2023-24	1	MTSU	Steam/Condensate & Manhole Repair/Replacement Phase IV	\$ 1,500,000	Replacement of aged steam/condensate lines and rebuild manholes.
2023-24	2	MTSU	Jones Hall Mechanical, HVAC, Lighting, Ceiling Upgrades	\$ 2,500,000	Mechanical and HVAC upgrades and ceiling replacements in building to improve reliability and meet codes. (coordinate with window project)
2023-24	3	MTSU	Several Buildings Plumbing Upgrades	\$ 1,250,000	Plumbing upgrades, in several buildings, to improve functionality and meet current codes.
2023-24	4	MTSU	PMH Gear Replacement	\$ 938,000	Replace pad mounted electrical switchgear.
2023-24	5	MTSU	Several Building Mechanical, HVAC, Lighting, Ceiling Upgrades	\$ 2,500,000	Mechanical and HVAC upgrades and ceiling replacements in buildings to improve reliability and meet codes. (coordinate with window project)

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Several Buildings Roof Replacement
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2019/ 2020

		New	Reno/Maint
<input type="checkbox"/>	Capital Outlay		
<input checked="" type="checkbox"/>	Capital Maintenance	0	33,994
<input type="checkbox"/>	Disclosure	0	0
<input checked="" type="checkbox"/>	Designer Required	0.00	15.59

4 Project Description:

Roof replacement for several buildings that are out of warranty and in need of major repairs. These buildings are the Central Plant (CoGen), Chilling Plant and Wisner Patten Science.

	Total Project	Allocation	Estimated Building Construction Cost:	
	481,500.00	481,500.00	Building Construction	529,966
	0.00	0.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	481,500.00	481,500.00	Bid Target	
	48,500.00	48,500.00	Contingency: 10.07 percent	10.07
	530,000.00	530,000.00	MACC (Maximum Allowable Construction Cost)	
	50,691.00	50,691.00	Fee: 35/LogP-1.15 = 7.65148430	Renovation
	0.00	0.00	Movable Equipment	
	0.00	0.00	first other	
	0.00	0.00	second other	
	19,309.00	19,309.00	Administration & Miscellaneous	
	600,000.00	600,000.00	Total Cost	

6 Funding Request:	THIS REQUEST	
600,000.00	600,000.00	STATE funds
0.00	0.00	FEDERAL funds
0.00	0.00	Local and Institutional Funds

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	0.00	
0.00	0.00	
plus This Request	0.00	
600,000.00	0.00	

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Several Buildings Roof Replacement

A. Program Scope:

Roof replacement for several buildings that are out of warranty and in need of major repairs. These buildings are the Central Plant (CoGen), Chilling Plant and Wiser Patten Science.

B. Evidence of Physical Facility Need:

Due to age and numerous reoccurring leaks, these roofs need to be replaced. Roof ages ranged from 1993-1998.

C. Historical Profile:

Central Plant (Co-Gen) - last replaced 1998

Chiller Plant - last replaced 1993

Wiser Patten Science - last replaced 1997

D. Related Requirements:

Roofing	Value	Campus Rating	Campus Score	Review Rating	Review Score
B30	7	60	4.2	100	7.0
Items					

Roofing	3	***
Parapets	NA	
Flashing	2	****
Drainage	3	***

Description

EPDM... ballasted

Surface 11130 GSF; Gen Flex; EPDM ballasted system

Condition / Recommendation

N/A
2014 Review – No recommendations
2018 review- ballasted. Multiple leaks reported. Ballast has gotten into drains preventing drainage. North end showing signs of deterioration. Recommend replacement of roof. (See picture)

Roof Information

Type	Manufacturer	Location	Area	Year New	Warranty End
EPDM ballasted	GenFlex		11,130	1998	
(unknown)			0		Y
(unknown)			0		Y

Roofing	Value	Campus Rating	Campus Score	Review Rating	Review Score
B30	7	70	4.9	100	7.0
Items					

Roofing	3	***
Parapets	NA	
Flashing	2	****
Drainage	2	****

Description

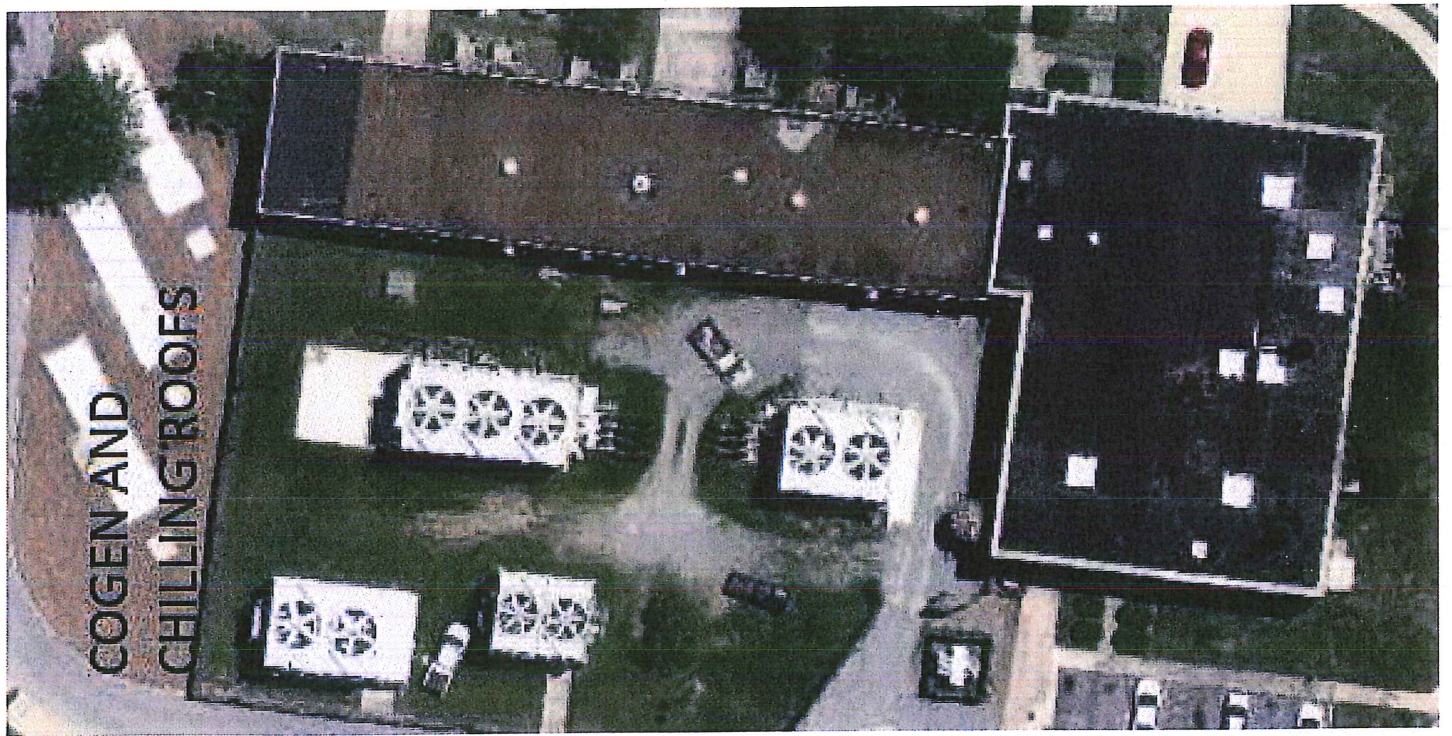
2014 Review- EPDM Firestone

Condition / Recommendation

2014 Review – No recommendations
2018 review- Multiple reports of leaks. EPDM deteriorating. Water is ponding in areas. Recommend replacement. (See picture)

Roof Information

Type	Manufacturer	Location	Area	Year New	Warranty End
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Roofing	Value	Campus Rating	Campus Score	Review Rating	Review Score
B30	7	80	5.6	100	7.0

Items

Roofing	2	****
Parapets	2	****
Flashing	5	*****
Drainage	2	****

Description

Relatively new EPDM non-ballasted roof with penetrations from vents, drains, electrical penthouse skylight, and several exhaust fans. Fully adhered, mechanically fastened. Management reports the roof has a 10 year warranty. Skylight located at the South East corner.

FEA- Concur.

Condition / Recommendation

No recommendations.

FEA- The skylight is in poor condition and reportedly leaks periodically. See photos.

2014 Review - No new recommendations.

2018 review- EPDM not fully adhered. Periodic leaks reported. Areas of roof ponding after rain. Roof drains not draining as designed. Recommend replacing. (See picture)

Roof Information

Type	Manufacturer	Location	Area	Year New	Warranty End	
EPDM 060 Mechanically Fastened	Firestone	total area	15,950	2000	2010-05-23	Y

WPS ROOF



DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: KOM Mechanical, HVAC, Fire Protection, Lighting & Ceiling Upgrades
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2019/ 2020

		New	Reno/Maint
<input type="checkbox"/>	Capital Outlay		
<input checked="" type="checkbox"/>	Capital Maintenance	0	83,750
<input type="checkbox"/>	Disclosure	0	0
<input checked="" type="checkbox"/>	Designer Required	0.00	50.74

4 Project Description:

Replacement of the building's HVAC system including the associated electrical infrastructure, controls and installation of a new fire sprinkler system to improve the conditions in the building and improve life safety. Replace ceilings and affected lighting.

5	Total Project	Allocation	Estimated Building Construction Cost:	
	3,840,000.00	3,840,000.00	Building Construction	4,249,475
	0.00	0.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	3,840,000.00	3,840,000.00	Bid Target	
	387,000.00	387,000.00	Contingency: 10.08 10.08 percent	
	4,227,000.00	4,227,000.00	MACC (Maximum Allowable Construction Cost)	
	337,710.00	337,710.00	Fee: 35/LogP-1.15 = 6.39148902	Renovation
	0.00	0.00	Movable Equipment	
	10,000.00	10,000.00	first other Moving costs	
	4,000.00	4,000.00	second other Rework Cable	
	126,290.00	126,290.00	Administration & Miscellaneous	
	4,705,000.00	4,705,000.00	Total Cost	

6 Funding Request:	THIS REQUEST	
4,705,000.00	4,705,000.00	STATE funds
0.00	0.00	FEDERAL funds
0.00	0.00	Local and Institutional Funds

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	0.00	
0.00	0.00	
plus This Request	0.00	
4,705,000.00	0.00	

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: KOM Mechanical, HVAC, Fire Protection, Lighting & Ceiling Upgrades

A. Program Scope:

To provide needed and substantial repair and replacement of the building's HVAC systems and associated electrical infrastructure to address capital maintenance needs within the facility. Existing air handling systems, ductwork, piping, controls, terminal boxes, and ceilings will be replaced. A new fire sprinkler system will be installed to improve occupant safety. Replace hard ceilings and affected lighting.

B. Evidence of Physical Facility Need:

A need for repair/replacement is evident by the maintenance repair history, the age of the building, visual inspections, and the frequent occurrences of repairs and corrective maintenance.

C. Historical Profile:

KOM was constructed in 1910. The building consists of a 38 year old HVAC system that is 8-10 years past its anticipated life cycle. It is functional and in use but has an extensive list of capital maintenance needs.

D. Related Requirements:

Fire Protection	Value	Campus Rating	Campus Score	Review Rating	Review Score
D40	6	70	4.2	100	6.0
Items					

Sprinkler Systems	NA	
Standpipes	NA	
Fire Pump	NA	
Fire Extinguishers	S	*****
Fire Alarm System	3	***
Other Fire Protection Systems	NA	

Description

Capital project Oct 03 fire alarm system

Simplex alarm system.
 heat and smoke detectors.
 fire extinguishers.
 No sprinklers; no standpipes.
 FEA- Simplex 4020 system installed 2003. Heat and smoke detectors with horns and strobes including restrooms.

2014 review- Fire protection equipment is a Simplex 4020 Fire Detection and Alarm System without voice capability. This system has 67 smoke detectors, 0 heat detectors, 6 duct detectors, 85 signal devices, 1 annunciator, and 27 manual pull stations. It is on the Life Safety Network. 20 4A-80B-C portable fire extinguishers are installed IAW International Fire Code.

2016- 4020 panel, no heat detectors, 67 smoke and 6 duct detectors, 27 pull stations.

Condition / Recommendation

FEA- No recommendations.

2014 review- no recommendations
 2015 review- no recommendations
 2016 review-4020 panel is obsolete. Recommend replacement of 4020 panel due to no replacement parts available.
 2017 review- no additional recommendations
 2018 review- add sprinklers and stand pipes

Electrical	Value	Campus Rating	Campus Score	Review Rating	Review Score
D50	8	70	5.6	80	6.4

Items

System Capacity	U	*
Electrical Service and Distribution	3	***
Branch Wiring	2	****
Lighting	3	***
Special Electrical Systems	NA	
EMS / Controls	5	*****
Exit / Emergency Lights	2	****
Other Electrical Systems	NA	
Code Compliance	2	****

Description

General Electric service 3000amp 120/208v.

FEA- Concur.

2014 review- installed new breaker panel 2013
 2015- 2nd and 3rd floor hallway lights replaced.
 2016- emergency lighting replaced throughout with LED.
 2018 review - lighting for corridors is 1'X4' two lamp surface mounted fixtures. Various classrooms have surface mounted fixtures with others being 2'X4' parabolic and 2'X4' lenses.

Condition / Recommendation

Lighting is aged and can be reached without ladder, should be replaced with more secure type of lighting.
 Old wall mount battery pack emergency lights are aged, should be replaced/updated.
 Old service distribution system, needs updating.

FEA- The local distribution panels lack spare capacity. Provide additional distribution.

2014 review- no additional recommendations

2015 review- no additional recommendations

2016 review- system is at capacity and needs to be addressed. Main electrical systems are fused. Recommend updating to new switch-gear.

2018 review- Future projects of hard ceilings will require lighting fixtures to be replaced.

Interior Finishes

Value

Campus Rating

Campus Score

Review Rating

Review Score

C30

4

70

2.8

70

2.8

Items

Ceiling Finishes	2	****
Wall Finishes	2	****
Floor Finishes	2	****
Special Areas (Toilets)	4	**

Description

The interior finishes are painted.
 The floor finishes are VAT, concrete and ceramic tile.
 The ceiling finishes are painted.

FEA- Concur.

Condition / Recommendation

The toilets may not meet current ADA standards.
 Replace VAT.
 Repair cracks in ceilings and walls

FEA- Concur.

FEA- Wall paint deteriorated.

2011-Painted, replace tiles, improve lighting in 3rd floor main hall

2014 review- no changes

2015 review - issues still remain

2016 review - upgrade maybe required further investigations maybe needed.

2018 review - ceiling upgrade maybe needed as part of future project

HVAC	Value	Campus Rating	Campus Score	Review Rating	Review Score
D30	14	70	9.8	70	9.8
Items					

Fuel Energy Supply Systems	S	*****
Heat Generation Systems	3	***
Heat Rejection Systems Refrigeration	3	***
Heat HVAC Distribution Systems	4	**
Heat Transfer Terminal & Package Units	4	**
HVAC Instrumentation and Controls	S	*****
HVAC Systems T A B	4	**
Other Special HVAC Systems & Equip	NA	

Description

Steam and chilled water is supplied by the campus central plant.
 AHUs: located on first floor.
 AHUs with CW and hot water reheats.
 Direct expansion (4 Trane units - 3 ton).

 FEA- Concur.

 2014 review- one AHU on first floor, one on roof
 DDC controls on AHUs, Freq drives added to AHUs
 three- 5 ton split A/C
 two- 3 ton split A/C
 two 4 ton split A/C
 two Carrier mini-split

 2016- AHU2 replaced on roof

Condition / Recommendation

The heat and HVAC distribution system has rusty ducts.

Ductwork needs cleaning.

Controls need upgrading due to age; some controls do not work.

There are areas with significant air flow problems.

This is one of the oldest buildings (and HVAC systems) on campus.

FEA- Concur. See photos.

FEA- AHU duct insulation has deteriorated. The rooftop AHU bottoms are beginning to rust. The AHU have reached the end of their useful lives and should be replaced.

KOM two air handler's, one relief fan, heat exchanger, and pumps are controlled through the EMS. No rooms are controlled through the EMS

Provide DDC control fans temperature sensors humidity sensors fan inlet airflow measuring station removed duct mounted fan evaluators, static pressure sensors, VFD for supply sensor documentation

Replaced freeze stats return air relief pressure sensor downstream water valve and motor

See attachment for more details

2014 review- no additional recommendations

2015 review- no additional recommendations

2016 review- recommend mechanical upgrade- pneumatic VAV's at past life; controls in rooms concerning VAV's and reheats need upgrading; mix match of DX units and building comfort system need redesigning not to conflict.

2018 review- concur with 2016 review and recommendation. Ventilation also needs to be addressed and corrected with new HVAC system.

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Stark Ag/Police Station Mechanical & HVAC Upgrades
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2019/ 2020

		New	Reno/Maint
<input type="checkbox"/>	Capital Outlay		
<input checked="" type="checkbox"/>	Capital Maintenance	0	31,144
<input type="checkbox"/>	Disclosure	0	0
<input checked="" type="checkbox"/>	Designer Required	0.00	56.18

4 Project Description:

Removal and replacement of the existing mechanical, HVAC & controls equipment including any associated electrical systems to accommodate these upgrades in the buildings. Install a new fire sprinkler system in the Police Station and Stark Ag.

5	Total Project	Allocation	Estimated Building Construction Cost:	
	1,590,000.00	1,590,000.00	Building Construction	1,749,670
	0.00	0.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	1,590,000.00	1,590,000.00	Bid Target	
	160,000.00	160,000.00	Contingency: 10.06 percent	10.06
	1,750,000.00	1,750,000.00	MACC (Maximum Allowable Construction Cost)	
	150,327.00	150,327.00	Fee: 35/LogP-1.15 = 6.87212616	Renovation
	0.00	0.00	Movable Equipment	
	7,000.00	7,000.00	first other Moving	
	4,000.00	4,000.00	second other Rework Cable	
	53,673.00	53,673.00	Administration & Miscellaneous	
	1,965,000.00	1,965,000.00	Total Cost	

6 Funding Request:	THIS REQUEST	
1,965,000.00	1,965,000.00	STATE funds
0.00	0.00	FEDERAL funds
0.00	0.00	Local and Institutional Funds

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	0.00	
0.00	0.00	
plus This Request	0.00	
1,965,000.00	0.00	

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Stark Ag/Police Station Mechanical & HVAC Upgrades

A. Program Scope:

Removal and replacement of the existing mechanical, HVAC & controls equipment including any associated electrical systems to accommodate these upgrades in the buildings. Installation of a new fire sprinkler system in the Police Station and Stark Ag. to improve the conditions in the buildings and improve life safety.

B. Evidence of Physical Facility Need:

The major HVAC systems in the building are original to the facility and are nearly 50 years old. These systems are well beyond their anticipated life expectancy and are in need of replacement to facilitate the changing needs of this facility.

C. Historical Profile:

The Stark Ag Building was constructed in 1967 and has not had a substantial HVAC replacement or upgrade since that time.

D. Related Requirements:

HVAC	Value	Campus Rating	Campus Score	Review Rating	Review Score
D30	14	60	8.4	100	14.0
Items					

Fuel Energy Supply Systems	S	*****
Heat Generation Systems	S	*****
Heat Rejection Systems Refrigeration	S	*****
Heat HVAC Distribution Systems	U	*
Heat Transfer Terminal & Package Units	U	*
HVAC Instrumentation and Controls	S	*****
HVAC Systems T A B	S	*****
Other Special HVAC Systems & Equip	NA	

Description

Direct expansion units for cooling (Freon) and heating (natural gas).
3 units - (2) 5 tons, (1) 7.5 ton

Condition / Recommendation

no recommendations
2014 review- no recommendations
2018 review- Units have reached the end of their useful life requiring constant repair. Replace all direct expansion units and redcut to account for recent remodeling.

Fire Protection	Value	Campus Rating	Campus Score	Review Rating	Review Score
D40	6	60	3.6	100	6.0

Items

Sprinkler Systems	NA	
Standpipes	NA	
Fire Pump	NA	
Fire Extinguishers	S	*****
Fire Alarm System	U	*
Other Fire Protection Systems	NA	

Description

Fire protection equipment is a Simplex 4190/TSW Fire Detection and Alarm System without voice capability. This system has 0 smoke detectors, 0 heat detectors, 0 duct detectors, 6 signal devices, 0 door holders, 0 annunciator, and 4 manual pull stations. it is on the Life Safety Network. 13 4A-80B-C portable fire extinguishers are installed IAW International Fire Code.

Condition / Recommendation

no recommendations
 2014 review- no changes
 2016 review- Building does not have fire detection system. Simplex 4100 is part of the network communication. The building is not on the Life Safety network to report fire or alarms. Fire protection is portable extinguishers.
 -Install fire protection equipment and connect to network.

HVAC	Value	Campus Rating	Campus Score	Review Rating	Review Score
D30	14	50	7.0	70	9.8
Items					

Fuel Energy Supply Systems	S	*****
Heat Generation Systems	NA	
Heat Rejection Systems Refrigeration	3	***
Heat HVAC Distribution Systems	4	**
Heat Transfer Terminal & Package Units	4	**
HVAC Instrumentation and Controls	4	**
HVAC Systems T A B	4	**
Other Special HVAC Systems & Equip	S	*****

Description

Steam and chilled water is supplied by the campus central plant.
 4 pipe system, 2 AHUs, DDC controls AHUs (cold/hot deck boxes), converter, and trim valves
 AHU are original.

Condition / Recommendation

Replace unit coils.
 Preheat coils are in need of replacement due to holes.
 Dampers for mix and outside air need to be added.
 Unit shell needs re-insulating.
 Hot/Cold dect boxes should be checked for correct operations and replace where needed.
 System needs to be rebalanced.
 insulation duct is fair to poor, needs repair.
 OA coil is busted-louver is blocked off.
 chilled water coil is in poor condition.
 corridor return is a part of original design.
 DDC system does not function.

FEA - The HVAC system is aged, failing and is at the end of its useful life. The AHU shells have rusted, coils are leaking and duct insulation has deteriorated. Replace AHU system.
 FEA - The corridor is being used for return air. Reduct system with return air and fire dampers. Confirm that HVAC system is interlocked with Fire alarm to minimize corridor smoke. See photos.
 FEA - Fume hoods are constant volume and use room air for make-up. Install VAV fume hoods with outside make-up air.
 FEA - Hot water pumps/converter are original and at the end of useful life and should be replaced.

2014 review- see previous recommendations
 2016 review- air handling systems and the associated hydronic systems are well beyond their anticipated service life. Replacement of these systems is recommended.
 2017 review- same recommendations as 2016 review
 2018 review- same recommendations

Fire Protection	Value	Campus Rating	Campus Score	Review Rating	Review Score
D40	6	80	4.8	90	5.4

Items

Sprinkler Systems	NA	
Standpipes	NA	
Fire Pump	NA	
Fire Extinguishers	S	*****
Fire Alarm System	S	*****
Other Fire Protection Systems	NA	

Description

Building unsprinkled.
 The building does have portable extinguishers as well as manual alarms, smoke detectors, and audible alarms.
 The building does have exit signs, exit lighting and emergency power batteries.
 Simplex 4246-2.

FEA- Concur

New fire alarm system installed 1/21/07
 Includes new control panel, devices, elevator recall

2014 review- Fire protection equipment is a Simplex 4100U Fire Detection System with voice capability. This system has 95 smoke detectors, 2 heat detectors, 4 duct detectors, 40 signal devices, and 12 manual pull stations. It is on the Life Safety Network. 14 4A-80B-c portable fire extinguishers are installed IAW International Fire Code.

Condition / Recommendation

FEA- Install visual and audible fire alarm in restrooms.
 FEA- Dairy area lacks exit signage.

2014 review- no recommendations
 2017 review- fire system is obsolete, recommend upgrade

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Campus Stormwater BMP Phase I
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2019/ 2020

3		New	Reno/Maint
<input type="checkbox"/>	Capital Outlay		
<input checked="" type="checkbox"/>	Capital Maintenance	0	0
<input type="checkbox"/>	Disclosure	0	0
<input checked="" type="checkbox"/>	Designer Required	0.00	0.00

4 Project Description:

MTSU is now under EPA and TDEC's stormwater permit program and as a requirement of this permit must implement campus projects. This project will survey the campus stormwater conveyance systems identified, plan & construct new infrastructure for stormwater quantity improvements.

5	Total Project	Allocation	Estimated Building Construction Cost:	0
	890,000.00	359,000.00	Building Construction	
	0.00	0.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	890,000.00	359,000.00	Bid Target	
	90,000.00	36,000.00	Contingency: 10.11 10.03 percent	
	980,000.00	395,000.00	MACC (Maximum Allowable Construction Cost)	
	88,562.00	38,863.00	Fee: 35/LogP-1.15 = 7.22957355	Renovation
	0.00	0.00	Movable Equipment	
	0.00	0.00	first other	
	0.00	0.00	second other	
	31,438.00	16,137.00	Administration & Miscellaneous	
	1,100,000.00	450,000.00	Total Cost	

6 Funding Request:	THIS REQUEST	
1,100,000.00	450,000.00	STATE funds
0.00	0.00	FEDERAL funds
0.00	0.00	Local and Institutional Funds

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	0.00	
0.00	0.00	
plus This Request	0.00	
450,000.00	0.00	

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Campus Stormwater BMP Phase I

A. Program Scope:

Survey campus and map stormwater infalls, outfalls, and conveyances. Design water quality improvement BMP's per EPA and TDEC requirements. Build/implement BMP's as designed.

B. Evidence of Physical Facility Need:

In 2011, MTSU was required by EPA and TDEC to be covered under the state's stormwater permit. A requirement of the permit is to implement BMP's for stormwater quantity improvements. The State of Tennessee stormwater permit, describing general BMP requirements, is available upon request.

C. Historical Profile:

The MTSU campus consists of 133 permanent buildings with over 5.8 million sq. feet on 524 acres.

D. Related Requirements:

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Miller Education Center Boiler Replacement
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2019/ 2020

		New	Reno/Maint
<input type="checkbox"/>	Capital Outlay		
<input checked="" type="checkbox"/>	Capital Maintenance	0	129,466
<input type="checkbox"/>	Disclosure	0	0
<input checked="" type="checkbox"/>	Designer Required	0.00	2.68

4 Project Description:

Removal and replacement of two Cleaver-Brooks hot water boilers at the Miller Education Center.

	Total Project	Allocation	Estimated Building Construction Cost:	
	316,000.00	316,000.00	Building Construction	346,969
	0.00	0.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	316,000.00	316,000.00	Bid Target	
	32,000.00	32,000.00	Contingency: 10.13 percent	
	348,000.00	348,000.00	MACC (Maximum Allowable Construction Cost)	
	34,668.00	34,668.00	Fee: 35/LogP-1.15 = 7.96979812	Renovation
	0.00	0.00	Movable Equipment	
	0.00	0.00	first other	
	0.00	0.00	second other	
	17,332.00	17,332.00	Administration & Miscellaneous	
	400,000.00	400,000.00	Total Cost	

6 Funding Request:	THIS REQUEST	
400,000.00	400,000.00	STATE funds
0.00	0.00	FEDERAL funds
0.00	0.00	Local and Institutional Funds

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	0.00	
0.00	0.00	
plus This Request	0.00	
400,000.00	0.00	

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Miller Education Center Boiler Replacement

A. Program Scope:

The existing boilers have required constant repair since purchase of the property. There have been numerous leaks and burner control problems. This project will correct issues with the constant need of repairs and attention required to maintain these boilers to facilitate the heating requirements of this facility.

B. Evidence of Physical Facility Need:

The facility was built in 1999 and the boilers were original to the building.

C. Historical Profile:

Facility built in 1999.

D. Related Requirements:

HVAC	Value	Campus Rating	Campus Score	Review Rating	Review Score
D30	14	60	8.4	100	14.0

Items

Fuel Energy Supply Systems	NA	
Heat Generation Systems	4	**
Heat Rejection Systems Refrigeration	NA	
Heat HVAC Distribution Systems	2	*****
Heat Transfer Terminal & Package Units	3	***
HVAC Instrumentation and Controls	3	***
HVAC Systems T A B	4	**
Other Special HVAC Systems & Equip	NA	

Description

2014 Review - Pneumatic controls for HVAC System; 8 AHU with chill water; hot water reheat to control space temp; 2 Chiller with new cooling tower (5/2014); 2 hot water boilers for domestic hot water and reheat; Boiler - Cleaver Brooks M/N CBE700-100, S/L L-97431 & S/L L-97432; Chillers - York MN - 2 @ YTG3A2C1-CJH, SN 1 @ GFCM 076318 & 1 @ GFCM 076319.

2017- 8 AHUs with chilled water; hot water reheats. 2 chillers with cooling tower (York). 2 hot water boilers (Cleaver Brooks).

Condition / Recommendation

2014 Review - Replace controls system with Siemens DDC controls and Frequent drivers need replacing on AHU units; AHU are in fair condition.

2017 recommendations- complete 1st and 2nd Siemens DDC controls (2017 in progress); 3rd floor Johnson Controls; 2017 investigative boiler repair ongoing.

2017- review- a functional test was performed in 2016 per the IBC code requirement that revealed a number of deficiencies in the smoke evacuation system. A project addressing operational issues, failed equipment, BAS panels updates, and the associated retro-commissioning effort is recommended.

2018 review- the two Cleaver Brooks hot-water boilers have reached the end of their useful life and are requiring constant attention and repair. They need to be replaced with new and more efficient boilers.



**Middle Tennessee State University
Board of Trustees**

MEETING: June Quarterly Board Meeting

SUBJECT: Tuition, Fees and Housing Rates

DATE: June 12, 2018

PRESENTER: Committee Chair Joey Jacobs

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

BACKGROUND INFORMATION:

Under the FOCUS Act, the Tennessee Higher Education Commission's (THEC) approval now sets a binding range in which institutions can increase in-state maintenance fees, as well as a binding range for the combined in-state maintenance fees plus mandatory fees. For 2018-19, THEC guidance for both of these ranges has been set at 0 – 3%. The official binding ranges will be approved by THEC at the May 17, 2018 Commission meeting. The Finance and Personnel Committee will be updated if there are any changes in the ranges.

Attached you will find a calculation of the University's unmet financial needs for 2018-19. This amount is net of funds provided through new state appropriations. This additional financial need is comprised of funding for (1) the 2.5% State mandated salary increase for all employees, which is only partially funded by the State, (2) an additional salary pool to address market adjustments for employees, (3) faculty promotions, (4) new academic programs and student success initiatives, and (5) fixed cost increases for software maintenance agreements, scholarships and tuition discounts.

The materials in this section provide you with several comparisons of MTSU's historical fee rates to other public institutions in Tennessee, as well as comparisons to our THEC peers. The University is proposing a 2.84% increase in the in-state maintenance fee and out-of-state tuition for both undergraduate and graduate students. As you will notice, the proposed increase complies with THEC's guidance of 0 – 3%.

Schedules are provided showing the effect on current rates for students taking 15 credit hours. The new rates for 2018-19 are being provided for your approval.

In addition to tuition, materials are provided for both mandatory and non-mandatory fee requests, as well as housing rates. Only mandatory fees are subject to THEC's binding range. Non-mandatory fees and housing rates are only subject to approval by the MTSU Board of Trustees.

A summary of fees is provided at the end of this section for your approval. The total impact of the combined increase in maintenance / tuition and mandatory fees is a 2.88% increase on students taking 15 hours, which complies with THEC's total guidance of 0 – 3%.

In-State Maintenance Fees and Out-of-State Tuition

Suggested Student Revenue Increase

	<u>Amount</u>
2.5% Salary Pool, including benefits	\$ 4,103,030
Salary Market Adjustments, including benefits	2,000,000
Faculty Promotions	260,000
Scholarships & Discounts	743,200
Health Insurance	509,200
Other Fixed Costs and Student Success Initiatives	2,350,470
	<u>\$ 9,965,900</u>
Outcomes Funding	2,002,400
Funding for 2.5% Salary Pool	2,638,800
Reallocation of Existing Funds	413,500
Health Insurance Funding from the State	509,200
	<u>\$ 5,563,900</u>
Unmet Need	\$ 4,402,000
Maintenance Fee Increase Needed	2.84%

Tuition and Fees Comparison

Summary of Tuition and Mandatory Fees Compared to Peers, AY 2017-18						
<i>In-State/Resident, Undergraduate</i>						
	Tuition & Fees 17-18	Peer Tuition & Fees 17-18	+/- %	TN Rank ¹	Peer Max	Peer Min
APSU	\$8,225	\$8,290	-0.8%	7	\$10,100	\$5,775
ETSU	\$9,015	\$7,940	13.5%	5	\$10,182	\$5,775
MTSU	\$8,948	\$8,512	5.1%	5	\$11,864	\$6,193
TSU	\$7,776	\$8,382	-7.2%	8	\$10,740	\$5,775
TTU	\$8,873	\$7,685	15.5%	4	\$10,280	\$5,775
UM	\$9,701	\$10,208	-5.0%	7	\$13,624	\$6,410
UTC	\$8,664	\$7,402	17.0%	3	\$9,891	\$5,775
UTK	\$12,970	\$10,895	19.1%	3	\$16,076	\$6,380
UTM	\$8,927	\$9,442	-5.5%	7	\$15,400	\$7,091

Source: THEC

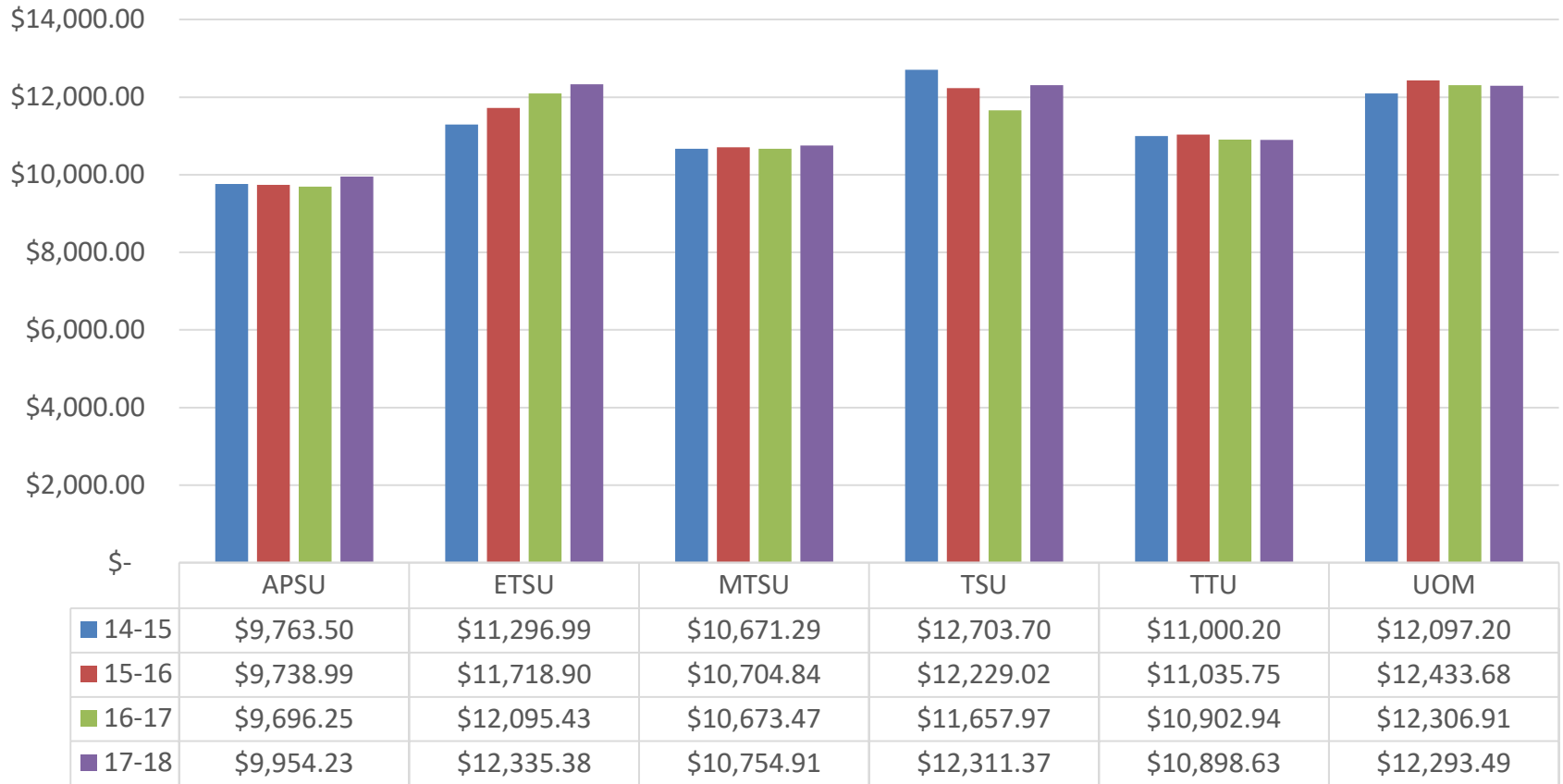
MTSU Peers

University	Tuition & Fees
George Mason University (VA)	11,924
University of North Texas	10,905
Georgia State University	10,858
Old Dominion University (VA)	10,350
The University of Texas at Arlington	9,952
Middle Tennessee State University	8,948
University of New Orleans	8,694
University of Southern Mississippi	7,964
Georgia Southern University	7,422
University of North Carolina-Greensboro	7,137
Florida International University	6,558
University of Central Florida	6,368
Florida Atlantic University	6,039

Source: The Chronicle of Higher Education
<https://www.chronicle.com/interactives/tuition-and-fees>

Total Maintenance and Mandatory Fees per FTE

(Inflation adjusted)



Source: THEC

Tuition and Maintenance Fees (per credit hour)

Fee	Current	New	Increase
Undergraduate In-State Maintenance Fee	\$285	\$293	\$8
Over 12 hours	\$56	\$58	\$2
Undergraduate Out-of-State Tuition	\$1,024	\$1,053	\$29
Over 12 hours	\$205	\$211	\$6
Graduate In-State Maintenance fee	\$459	\$472	\$13
Over 10 hours	\$91	\$94	\$3
Graduate Out-of-State Tuition	\$1,270	\$1,306	\$36
Over 10 hours	\$253	\$260	\$7

TN E-Campus (per credit hour)

Fee	Current	New	Increase
TN eCampus Undergraduate In-State	\$399	\$410	\$11
TN eCampus Undergraduate Out-of-State	\$1,138	\$1,170	\$32
TN eCampus Graduate In-State	\$573	\$589	\$16
TN eCampus Graduate Out-of-State	\$1,384	\$1,423	\$39

-includes \$117 online course fee per credit hour

TN eCampus are online courses provided through the Tennessee Board of Regents. All courses are charged per hour and viewed separately from MTSU courses. TN eCampus courses do not apply to the full-time maximum for MTSU registration fees.

MTSU E-Rate (per credit hour)

Fee	Current	New	Increase
Undergraduate eRate	\$428	\$440	\$12
Undergraduate Online Course Fee	\$30	\$30	\$0
Graduate eRate	\$689	\$708	\$19
Graduate Online Course Fee	\$30	\$30	\$0

eRate is available to students who are classified as non-residents of Tennessee and who are enrolled exclusively in online courses

Corporate Partnership Rate

Fee	Current	New	Increase
Undergraduate eRate	\$428	\$440	\$12
Undergraduate Online Course Fee	\$30	\$30	\$0

The Corporate Partnership rate is available to out of state students who are employed by companies with a formal partnership with MTSU to develop and deliver a degree completion program. In-state students pay the undergraduate in-state maintenance fee.

Regional Scholars

Fee	Current	New	Increase
Undergraduate Rate	\$494	\$517	\$23
Graduate Rate	\$709	\$741	\$32

- Regional Scholars are non-residents of Tennessee who live within approximately 250 miles of MTSU and meet specific academic requirements.
 - Graduated from a high school located in a county within 250 mile radius of MTSU (undergrad) or have a permanent address within a 250 mile radius (graduate)
 - Have an ACT composite of 25 (SAT 1130) or above (undergrad)
 - Maintain full time enrollment (12 hours undergrad / 10 graduate)
 - Remain in good academic standing
- Rate is the in-state rate plus the state subsidy

Mandatory Fee Requests FY 2018-19

FY 2018-19 Mandatory Fee Requests

Fee	Current	Proposed	Increase	Student Exposure	Prior Increase	Revenue Generated
Athletics					FY17-18 \$35	
FY 2018-19	\$ 210	\$ 225	\$ 15	Approved by SGA Executive Committee 4/27/18		\$ 510,000
FY 2019-20	\$ 210	\$ 225	\$ 15			\$ 510,000

The SGA Executive Committee approved a 2 year phase-in of \$30 per semester to support future capital projects in athletics. FY 2018-19 and FY 2019-20 will each show a \$15 increase.

FY 2018-19 Mandatory Fee Requests

Fee	Current	Proposed	Increase	Student Exposure	Prior Increase	Revenue Generated
Parking	\$ 111	\$ 113	\$ 2	Fee increase approved by SGA Executive Committee 11/29/2017	FY17-18 \$2	\$70,000

Parking Services is a 100% auxiliary enterprise operation and is totally dependent on the Parking fee for its shuttle services for students, utilities and maintenance cost of the Parking office and shuttle buses, and various parking lots, campus lighting, and sidewalk maintenance projects. The \$2 increase is also needed for mandatory salary and benefit increases.

FY 2018-19 Mandatory Fee Requests

Fee	Current	Proposed	Increase	Student Exposure	Prior Increase	Revenue Generated
Health Services	\$ 85.50	\$ 87.50	\$ 2	Fee increase approved by SGA Executive Committee 11/29/2017	FY17-18 \$2	\$ 70,000

Student Health Services is a 100% auxiliary enterprise operation and is totally dependent on the Student Health Services fee for its services to students and operations and its portion of the shared capital cost (with Campus Recreation) for the 202,000 square foot building. The \$2 increase is needed for: required salary and benefit increases, inflationary cost of software support and medical supplies, and overhead costs.

FY 2018-19 Mandatory Fee Requests

Fee	Current	Proposed	Increase	Student Exposure	Prior Increase	Revenue Generated
Recreation Center	\$ 57	\$ 59	\$ 2	Fee increase approved by SGA Executive Committee 11/29/2017	FY17-18 \$2	\$ 70,000

Campus Recreation is a 100% auxiliary enterprise operation and is totally dependent on the Recreation Center fee for its services to students and operations and its portion of the shared capital cost (with Student Health) for the 202,000 square foot building. The \$2 increase is needed for salary increases, benefit increases, and to cover inflationary costs of recreational programs and services provided to the student body.

FY 2018-19 Mandatory Fee Requests

Fee	Current	Proposed	Increase	Student Exposure	Prior Increase	Revenue Generated
International Fee	\$ 10	\$ 16	\$ 6	Fee increase approved by SGA Executive Committee 2/24/2017	FY07-08 \$10	\$ 204,000

Participation in MTSU's education abroad programs has increased from 120 students in 2011 to 895 students in 2016. This immense growth necessitates an increase in this fee to support scholarship availability. MTSU Signature programs are short-term courses led by MTSU Faculty and specifically designed to be taught overseas. Each course provides students with an academically enriching experience in the host country, while also providing culturally relevant excursions. Programs are typically during the summer term, last 3-4 weeks, and students receive 3-6 credit hours. Almost 70% of the students who study abroad do so for credit and need financial assistance.

Non-Mandatory Fee Requests FY 2018-19

FY 2018-19 Non-Mandatory Fees

Fee	Current	Proposed	Increase	Prior Increase	Revenue Generated
Use of Aircraft	\$115-\$235/ flight hour	\$115-\$265/ flight hour	\$0-\$30/ flight hour	FY08-09 \$10-\$50/ flight hour	For all flight training fees combined, this would generate between \$150,000 and \$300,000
Instruction	\$17-\$50/ flight hour	\$17-\$70/ flight hour	\$0-\$20/ flight hour	FY15-16 \$0-\$15/ flight hour	
Use of Simulators	\$50-\$100/ flight hour	\$50-\$120/ flight hour	\$0-\$20/ flight hour	FY15-16 \$35-25/ flight hour	

The cost of aircraft operation continues to increase each year. This increase in use of aircraft and simulators is to keep up with inflation. Flight instructors are part time employees, either students or former students, and local competition is paying twice our current rate. In order to attract enough instructors to teach our flight students, instructor pay must also be increased. In addition, the current fleet is aging, and will need to be refurbished and/or replaced in future years.

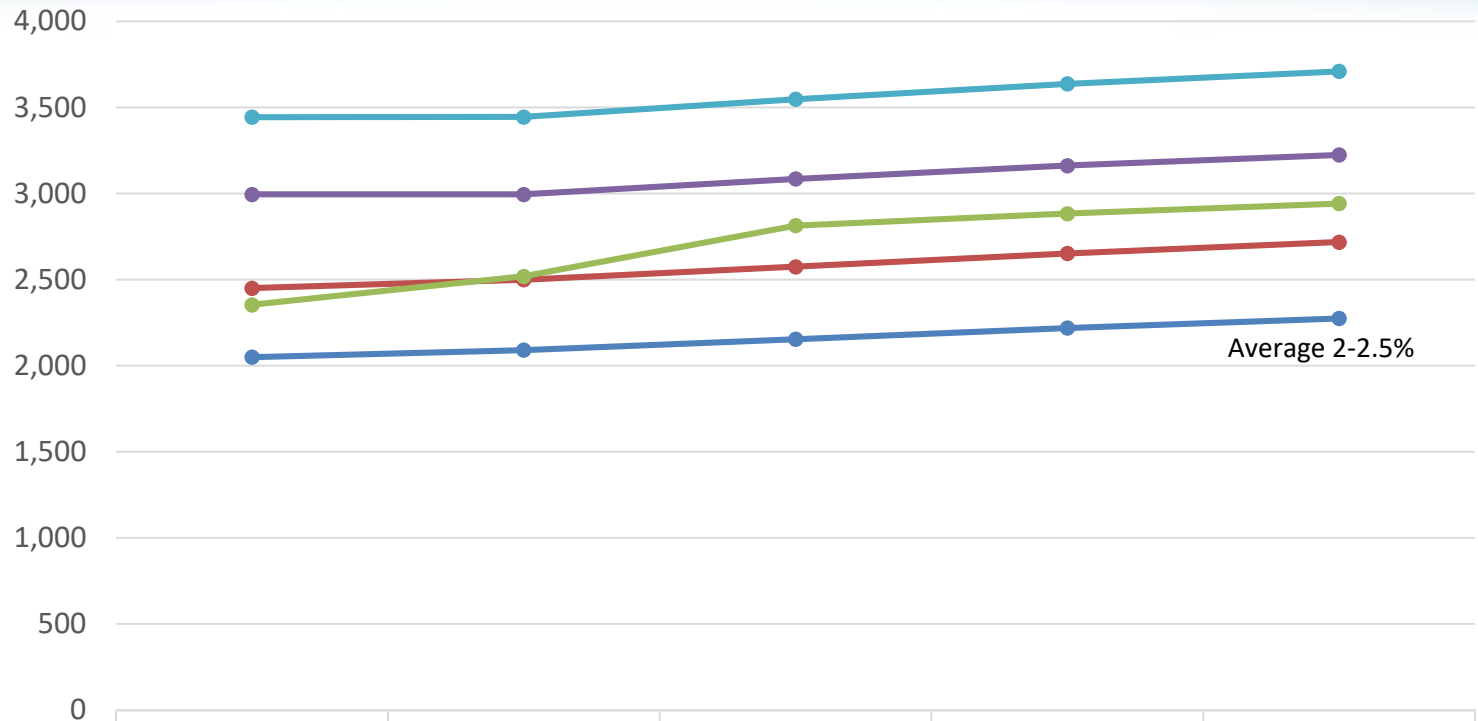
FY 2018-19 Non-Mandatory Fees

Fee	Current	Proposed	Increase	Prior Increase	Revenue Generated
Nursing Course Fee	\$55 / Credit Hour	\$100 / Credit Hour	\$45 / Credit Hour	FY17-18 \$20	\$ 418,910

The Nursing program is in high demand and the current fee is not sufficient to cover the high cost of updating/ maintaining equipment and software used in the eight campus labs, providing sufficient faculty, supporting Student Advisory Board functions, clinical partnership activities, a student clinical documents management system, clinical placement system fees, and pinning ceremonies. As more of the MSN program is moving toward online courses, additional faculty are needed to support the effort. Currently, with 28 faculty in the department, only 4 Clinical Track faculty and the Health Systems Manager are funded from this fee.

Housing Fee Requests FY 2018-19

Housing History Rates Per Semester



	2014-15	2015-16	2016-17	2017-18	2018-19
Dorm	2,050	2,091	2,154	2,219	2,275
Renovated Dorm	2,451	2,500	2,575	2,652	2,718
Single Apt	2,354	2,519	2,814	2,884	2,942
Scarlett Commons	2,995	2,995	3,085	3,162	3,225
Family	3,444	3,445	3,548	3,637	3,710

FY 2018-19 Housing

Fee	Current	Proposed	Increase	Prior Increase	Revenue Generated
Residence Halls	\$377 - \$3,065	\$388 - \$3,162	\$10 - \$63	FY17-18 \$11 - \$97	\$ 347,351
Apartments	\$759 - \$3,637	\$774 - \$3,710	\$15 - \$73	FY17-18 \$18 - \$89	\$ 52,397

A 2% increase is proposed for apartments and a 2.5% increase for residence halls to cover the increasing cost of salaries, benefits, utilities, plant, and maintenance costs.

Summary of Fees

Mandatory Fee Recommendations

Mandatory Fee	Increase Per Semester
Athletics	\$ 15
Parking	\$ 2
Health Services	\$ 2
Recreation Ceneter	\$ 2
International Fee	\$ 6
Total Program Services Fee Increase	\$ 27
* additional athletics increase of \$15 for FY 19-20	

Non-Mandatory Fee Recommendations

Non-Mandatory Fee	Increase (Decrease)
Flight Training	
Use of aircraft	\$0-\$30 / flight hour
Instruction	\$0-\$20 / flight hour
Use of simulators	\$0-\$20 / flight hour
Nursing Course Fee	\$45 / credit hour

Housing Recommendations

Housing	Increase Per Semester
Dormitories	\$10 - \$63
Apartments	\$15- \$73

Summary of Fee Requests and the Revenue Generated

	# of Requests	Revenue
Mandatory Fees	5	\$ 954,000
Non-Mandatory Fees	2	\$ 718,910
Total Requests	7	\$ 1,672,910

Projected Annual Impact of Requested Fee Increases Based on 15 hour Enrollment Fall and Spring

		% Increase
Current Maintenance Fee	\$ 7,176	
Current Mandatory Fees	\$ 1,772	
Total Maintenance & Mandatory Fees	\$ 8,948	
2.84% Maintenance Fee Increase **	\$ 204	
Requested Mandatory Fees	\$ 54	
Total Fee Increase	\$ 258	
New Maintenance Fee	\$ 7,380	
New Mandatory Fees	\$ 1,826	
New Maintenance & Mandatory Fees	\$ 9,206	2.88%

**THEC's recommendation for the combined maintenance fee and mandatory fee increase is 0-3%.



**Middle Tennessee State University
Board of Trustees**

MEETING: June Quarterly Board Meeting

SUBJECT [Estimated 2017-18 and Proposed 2018-19
Operating Budget](#)

DATE: June 12, 2018

PRESENTER: Committee Chair Joey Jacobs

ACTION REQUIRED: Voice Vote

BACKGROUND INFORMATION:

Under the FOCUS Act, the Board of Trustees is charged with approving the operating budgets and setting the fiscal policies for Middle Tennessee State University.

The attached budget reflects changes in tuition and fees for the current year (Estimated Budget) due to a .83% FTE decline in spring enrollment. The July Budget is based on a 1.5% tuition increase and includes mandatory fee increases, appropriation increases approved by the General Assembly, and no change in enrollment. As required by the State, a 2.5% salary pool is included. In addition, a salary pool has been included to support partial market adjustment for employees.

The materials that follow represent the 2017-18 Estimated Budget and the 2018-19 Proposed Budget and are being presented for your approval.

Estimated 2017-18 Operating Budgets

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR REVENUE CATEGORIES
ESTIMATED BUDGET 2017-18**

<u>Revenue</u>	<u>2017-18 October Budget</u>	<u>2017-18 Estimated Budget</u>	<u>Difference</u>
Tuition and Fees	\$ 193,126,100	\$ 192,789,900	\$ (336,200)
State Appropriations	96,514,200	96,514,200	-
Federal Grants and Contracts	950,000	950,000	-
Local Grants and Contracts	60,000	60,000	-
State Grants & Contracts	55,000	55,000	-
Private Grants & Contracts	467,000	245,000	(222,000)
Private Gifts	-	6,900	6,900
Sales & Services of Educ Activities	633,100	701,800	68,700
Sales & Services of Other Activities	16,483,600	16,869,000	385,400
Other Sources	<u>272,700</u>	<u>283,900</u>	<u>11,200</u>
Total Revenue	<u>\$ 308,561,700</u>	<u>\$ 308,475,700</u>	<u>\$ (86,000)</u>

Reflects change in accounting for bad debts as a contra revenue account

**MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY FUNCTIONAL CATEGORY
ESTIMATED BUDGET 2017-18**

	October Budget 2017-18	Estimated Budget 2017-18	Difference
Instruction	\$ 153,960,400	\$ 153,337,300	\$ (623,100)
Research	8,419,200	8,423,200	4,000
Public Service	4,734,200	5,137,200	403,000
Academic Support	32,517,500	32,676,300	158,800
Student Services	38,224,200	37,998,100	(226,100)
Institutional Support	25,755,600	25,443,500	(312,100)
Operation and Maintenance	28,752,900	28,795,100	42,200
Scholarships and Fellowships	23,887,400	24,641,800	754,400
Transfers	11,738,000	11,450,900	(287,100)
Total	<u>\$ 327,989,400</u>	<u>\$ 327,903,400</u>	<u>\$ (86,000)</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY NATURAL CATEGORY
ESTIMATED BUDGET 2017-18**

	October Budget 2017-18	Estimated Budget 2017-18	Difference
Professional Salaries	\$ 137,824,200	\$ 137,191,500	\$ (632,700)
Other Salaries	20,753,700	21,018,300	264,600
Employee Benefits	57,589,700	57,652,800	63,100
Travel	4,870,600	4,841,100	(29,500)
Operating Expense	92,214,900	92,721,000	506,100
Capital Outlay	2,998,300	3,027,800	29,500
Transfers	<u>11,738,000</u>	<u>11,450,900</u>	<u>(287,100)</u>
Total	<u><u>\$ 327,989,400</u></u>	<u><u>\$ 327,903,400</u></u>	<u><u>\$ (86,000)</u></u>

Reflects 2.6% reduction in enrollment

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR AUXILIARIES
ESTIMATED BUDGET 2017-18**

<u>Auxiliary</u>	<u>2017-18 October Budget</u>	<u>2017-18 Estimated Budget</u>	<u>Difference</u>
Bookstore	\$ 500,000	\$ 500,000	\$ -
Food Service	2,367,000	2,367,000	-
Housing	16,733,902	16,693,900	(40,002)
Vending	130,000	130,000	-
Recreational Center	3,028,500	3,028,500	-
Post Office	397,600	397,600	-
Parking Services	5,091,200	5,066,200	(25,000)
Residential & Commercial Rentals	280,000	280,000	-
Greek Row	119,000	149,000	30,000
Health Services	4,078,373	4,076,900	(1,473)
TN Miller Coliseum	660,614	652,600	(8,014)
Student LD Service	10,000	10,000	-
TOTAL	<u>\$ 33,396,189</u>	<u>\$ 33,351,700</u>	<u>\$ (44,489)</u>

Reflects change in accounting for bad debts as a contra revenue account

MIDDLE TENNESSEE STATE UNIVERSITY
SUMMARY OF RESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED
ESTIMATED BUDGET 2017-18

Revenues	2017-18 October Budget	2017-18 Estimated Budget	Difference
Tuition and Fees	\$ 1,318,400	\$ 1,500,000	\$ 181,600
Federal Grants and Contracts	42,500,000	42,750,000	250,000
State Appropriations: Centers of Excellence	374,500	374,500	-
State Appropriations: Special Allocations	489,500	489,500	-
State Grants & Contracts	37,700,000	38,000,000	300,000
Local Grants & Contracts	90,200	55,000	(35,200)
Private Grants & Contracts	800,000	800,000	-
Private Gifts	2,175,000	2,300,000	125,000
Endowment Income	900,000	600,000	(300,000)
Other Income	580,000	1,400,000	820,000
Total Revenues	<u>\$ 86,927,600</u>	<u>\$ 88,269,000</u>	<u>\$ 1,341,400</u>
Expenses			
Instruction	\$ 2,824,300	\$ 3,100,000	\$ 275,700
Research	4,000,000	4,000,000	-
Public Service	4,800,000	5,000,000	200,000
Academic Support	500,000	600,000	100,000
Student Services	3,300,000	3,600,000	300,000
Institutional Support	90,000	55,000	(35,000)
Operation and Maintenance	2,000	2,000	-
Scholarships and Fellowships	71,200,000	71,900,000	700,000
Total Expenses	<u>\$ 86,716,300</u>	<u>\$ 88,257,000</u>	<u>\$ 1,540,700</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
TOTAL REVENUE BUDGET
ESTIMATED BUDGET 2017-18**

<u>Fund Group</u>	<u>2017-18 October Budget</u>	<u>2017-18 Estimated Budget</u>	<u>Difference</u>
Unrestricted Education & General	\$ 308,561,700	\$ 308,475,700	\$ (86,000)
Auxiliary	33,396,189	33,351,700	(44,489)
Restricted	86,927,600	88,269,000	1,341,400
TOTAL	<u><u>\$ 428,885,489</u></u>	<u><u>\$ 430,096,400</u></u>	<u><u>\$ 1,210,911</u></u>

Proposed 2018-19 Operating Budgets

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR REVENUE CATEGORIES
JULY BUDGET 2018-19**

	<u>2017-18</u> <u>Estimated Budget</u>	<u>2018-19</u> <u>July Budget</u>	<u>Difference</u>
Tuition and Fees	\$ 192,789,600	\$ 194,948,700	\$ 2,159,100
State Appropriations	96,514,200	102,414,600	5,900,400
Federal Grants and Contracts	950,000	750,000	(200,000)
Local Grants and Contracts	60,000	60,000	-
State Grants & Contracts	55,000	45,000	(10,000)
Private Grants & Contracts	245,000	281,300	36,300
Private Gifts	6,900	-	(6,900)
Sales & Services of Educ Activities	701,800	686,200	(15,600)
Sales & Services of Other Activities	16,869,000	18,780,700	1,911,700
Other Sources	<u>283,900</u>	<u>833,000</u>	<u>549,100</u>
	<u>\$ 308,475,400</u>	<u>\$ 318,799,500</u>	<u>\$ 10,324,100</u>

The following items are reflected above:

1.5% Tuition Increase

Appropriation Increases for 2.5% Salary Pool, Health Insurance, and Formula Funding

Mandatory Fee Increases

**MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY FUNCTIONAL CATEGORY
JULY BUDGET 2018-19**

<u>Function</u>	<u>Estimated Budget 2017-18</u>	<u>July Budget 2018-19</u>	<u>Difference</u>
Instruction	\$ 153,337,300	\$ 151,821,400	\$ (1,515,900)
Research	8,423,200	4,843,100	(3,580,100)
Public Service	5,137,200	3,852,000	(1,285,200)
Academic Support	32,676,300	32,602,500	(73,800)
Student Services	37,998,100	37,461,300	(536,800)
Institutional Support	25,443,500	24,063,200	(1,380,300)
Operation and Maintenance	28,795,100	27,972,400	(822,700)
Scholarships and Fellowships	24,641,800	24,600,600	(41,200)
Transfers	<u>11,450,900</u>	<u>11,583,000</u>	<u>132,100</u>
Total	<u>\$ 327,903,400</u>	<u>\$ 318,799,500</u>	<u>\$ (9,103,900)</u>

The following items are reflected above:

2.5% Mandated Salary Pool plus 1.2% Additional Market Adjustment Funding

Health Insurance Funding

Mandatory Fee Increases

July Budget Figures are Base Budget

**MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY NATURAL CATEGORY
JULY BUDGET 2018-19**

	Estimated Budget 2017-18	July Budget 2018-19	Difference
Professional Salaries	\$ 137,191,500	\$ 141,554,500	\$ 4,363,000
Other Salaries	21,018,300	21,273,300	255,000
Employee Benefits	57,652,800	59,252,500	1,599,700
Travel	4,841,100	4,273,200	(567,900)
Operating Expense	92,721,000	78,372,200	(14,348,800)
Capital Outlay	3,027,800	2,490,800	(537,000)
Transfers	11,450,900	11,583,000	132,100
Total	\$ 327,903,400	\$ 318,799,500	\$ (9,103,900)

The following items are reflected above:

- 2.5% Mandated Salary Pool plus 1.2% Additional Market Adjustment Funding
- Health Insurance Funding
- Mandatory Fee Increases
- July Budget Figures are Base Budget

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR AUXILIARIES
JULY BUDGET 2018-19**

<u>Auxiliary</u>	<u>2017-18 Estimated Budget</u>	<u>2018-19 July Budget</u>	<u>Difference</u>
Bookstore	\$ 500,000	\$ 450,000	\$ (50,000)
Food Service	2,367,000	2,509,000	142,000
Housing	16,693,900	16,968,500	274,600
Vending	130,000	130,000	-
Recreational Center	3,028,500	3,116,000	87,500
Post Office	397,600	397,600	-
Parking Services	5,066,200	5,044,200	(22,000)
Residential & Commercial Rentals	280,000	280,000	-
Greek Row	149,000	149,000	-
Health Services	4,076,900	4,146,900	70,000
TN Miller Coliseum	652,600	614,600	(38,000)
Student LD Service	10,000	10,000	-
TOTAL	<u>\$ 33,351,700</u>	<u>\$ 33,815,800</u>	<u>\$ 464,100</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
SUMMARY OF RESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED
JULY BUDGET 2018-19**

Revenues	2017-18 Estimated Budget	2018-19 July Budget	Difference
Tuition and Fees	\$ 1,500,000	\$ 1,500,000	\$ -
Federal Grants and Contracts	42,750,000	42,750,000	-
State Appropriations: Centers of Excellence	374,500	382,600	8,100
State Appropriations: Special Allocations	489,500	489,500	-
State Grants & Contracts	38,000,000	38,000,000	-
Local Grants & Contracts	55,000	60,000	5,000
Private Grants & Contracts	800,000	850,000	50,000
Private Gifts	2,300,000	2,400,000	100,000
Endowment Income	600,000	750,000	150,000
Other Income	1,400,000	1,500,000	100,000
Total Revenues	<u>\$ 88,269,000</u>	<u>\$ 88,682,100</u>	<u>\$ 413,100</u>
Expenses			
Instruction	\$ 3,100,000	\$ 3,100,000	\$ -
Research	4,000,000	4,000,000	-
Public Service	5,000,000	5,200,000	200,000
Academic Support	600,000	600,000	-
Student Services	3,600,000	3,600,000	-
Institutional Support	55,000	60,000	5,000
Operation and Maintenance	2,000	2,000	-
Scholarships and Fellowships	71,900,000	71,900,000	-
Total Expenses	<u>\$ 88,257,000</u>	<u>\$ 88,462,000</u>	<u>\$ 205,000</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
TOTAL REVENUE BUDGET
JULY BUDGET 2017-18**

<u>Fund Group</u>	2017-18 Estimated Budget	2018-19 July Budget	Difference
Unrestricted Education & General	\$ 308,475,700	\$ 318,799,500	\$ 10,323,800
Auxiliary	33,351,700	33,815,800	464,100
Restricted	88,269,000	88,682,100	413,100
TOTAL	\$ 430,096,400	\$ 441,297,400	\$ 11,201,000

**MIDDLE TENNESSEE STATE UNIVERSITY
TSSBA DEBT SERVICE COVERAGE - DISCLOSED PROJECTS ADJUSTMENT
July Budget 2018-19**

<u>Project Name</u>	<u>Total Project Budget</u>	<u>Amt. Financed by TSSBA</u>	<u>Est. Annual Debt Service</u>	<u>Est. Annual Related Fee Rev</u>
Estimated Budget: None				
July Budget:				
Parking Services Facility	3,400,000	2,000,000	248,340	-
Academic Classroom Building	39,600,000	1,520,000	315,500	-



**Middle Tennessee State University
Board of Trustees**

MEETING:	June Quarterly Board Meeting
SUBJECT:	Compensation Plan Revisions
DATE:	June 12, 2018
PRESENTER:	Committee Chair Joey Jacobs
ACTION REQUIRED:	Voice Vote
STAFF RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

Policy 808 – Compensation Reporting and Approvals – requires the Board of Trustees to approve any changes to Middle Tennessee State University’s Compensation Plan. Attached is the current compensation plan with proposed changes.

Under the current compensation plan, Human Resources has the authority to recommend a 3% salary increase or the minimum of the new pay range for an employee whose position has been reclassified to a higher pay grade. Exceptions can be approved by the Provost/Vice President up to the midpoint of the salary range, with exceptions over the midpoint requiring approval by the President.

Also under our current plan, Human Resources is authorized to recommend a salary based on relevant experience, up to the midpoint, for a current employee who is selected for another position on campus. In some cases, employees are moving to a higher level position with no increase in compensation due to their longevity with the University, salary increases they have previously received, and our salary ranges being based on 2011-12 CUPA data.

The following revisions to the University's compensation plan are being recommended for your approval with an effective date of July 1, 2018:

- Approval for Human Resources to recommend a 6% salary increase or the minimum of the new pay range for an employee whose position has been reclassified to a higher pay grade. For employees whose positions are reclassified more than one pay range, the recommended increase in their salary would be 9%. Exceptions outside these guidelines will still require approval of the Provost/Vice President or President.
- Approval for Human Resources to award the greater of 6% of the current salary or a salary based on relevant experience, up to the midpoint, for current employees who are selected for another position on campus.

Compensation Pay Plan Middle Tennessee State University

Faculty Market Study

In 2016, MTSU has established a new list of 50-fifty (50) peer institutions for market salary purposes (See Appendix I). The original market study collected market data by discipline and rank from CUPA-HR using a peer grouping of approximately 37 institutions that are similar in scope and mission to MTSU. 22 of the original 37 peers are still included in the new peer list. The 28 additional peer institutions were chosen-selected based on Carnegie Classification of Doctoral/Research Universities or Research Universities and Public Doctoral Granting Institutions, participation in the 2014-15 College and University Personnel Association (CUPA-HR) salary study, Carnegie classification, enrollment, and program mix. enrollment data and program mix were also used to select the new peers. Additionally, six Master's Large Institutions were added for representation of Agribusiness/Agriscience and Aerospace Programs. Salary data are purchased annually from CUPA-HR and the Association to Advance Collegiate Schools of Business (AACSB) for the peer group for salary review purposes. Data from the AACSB is used to AACSB supplement CUPA-HR data for business disciplines not represented by CUPA-HR. data will be used for business disciplines not represented by CUPA data. The Ddata is purchased from CUPA-HR and AACSB every three years and the data currently utilized is FY 14-15 data. The data currently utilized is FY 14-15 data. TThe total number of peer institutions may fluctuate duringwith any update period due to the voluntary nature of the data collection process.

The market salary study includes tenure-track and tenured faculty only. Faculty on temporary contracts are excluded.

Market data is updated every three years. Midpoint of the range represents the average (mean) salary provided by the CUPA-HR/AACSB salary study. A salary range (minimum to maximum) is established around the average salary by discipline and by rank. The salary mean for each discipline and rank is established as midpoint of a salary range configured as follows:

Professor	65%
Associate	60%
Assistant	55%
Instructor	50%

Within the pay range for the rank for each discipline, equal weights are assigned to three variables important to salary differentiation (total years experience, total years in rank and highest degree). Application of the three factors multiplied by the weight factors developed by William M. Mercer, Inc. in 1993 calculates a range penetration factor. Each faculty member's equitable projected range penetration is calculated as the weighted average of relative standing on each variable, i.e., the range penetration factor is multiplied by the salary range to determine a predicted market salary for each faculty member. Predicted salary is capped at the midpoint of the range. Full professors with greater than 10 years at the full professor rank may progress beyond the midpoint.

Salary adjustments are calculated as the positive difference, if any, between current salary and projected market value. Implementation is typically planned incrementally over a three-year period to adjust the

faculty member's current salary by one-third of the gap between predicted market salary and current year salary. Thus, the employee's salary would reach the CUPA-HR/AACSB average salary for a specific rank and discipline at the third year of implementation of market adjustments.

Faculty Promotion Awards

The award for promotion in rank is as follows:

Professor - \$7,500
Associate Professor - \$6,000
Assistant Professor - \$4,500

These increases are subject to the availability of funding in each fiscal year.

Faculty Salary Adjustments for Terminal Degree Completion

A \$2,000 base salary adjustment is provided to tenure and tenure-track faculty upon the completion of a terminal degree.

Faculty Salary Adjustments for Actual Science Certifications

[Attainment of the Associate of the Society of Actuaries \(ASA\), the Fellow of the Society of Actuaries \(FSA\) and Chartered Enterprise Risk Analyst \(CERA\) designations/credentials will each result in a base salary increase of \\$5,000.](#)

Executive Market Study

MTSU uses the same ~~fifty~~ peer institutions as noted above for all benchmarked executive positions from CUPA-HR. Market data is updated every three years. Midpoint of the range represents the average (mean) salary provided by the CUPA-HR salary study. A salary range (minimum to maximum) is established by using a formula established in the 1993 Mercer Study. The minimum is calculated by dividing the midpoint by 1.30. The maximum of the range is determined by multiplying the new minimum by 1.60. Subtracting the minimum from the maximum of the pay grade and dividing by 30 determines the range penetration factor. The formula assumes it takes an individual 30 years to reach the maximum of the range.

Each executive is given credit for total years of experience at MTSU and previous Administrative/Professional Experience. Taking the minimum of the salary pay grade and adding the range penetration factor for each year of experience calculates the predicted salary. Predicted salary is capped at midpoint of salary pay grade.

Salary adjustments are calculated as the positive difference, if any, between current salary and predicted salary. Implementation is **typically** planned incrementally over a three-year period to adjust the executive's current salary by one-third of the gap between predicted salary and current year salary. Thus, the employee's salary would reach the CUPA-HR average salary at the third year of implementation of market adjustments.

Administrative Market Study

In 2012, MTSU implemented the administrative pay plan developed by Mercer, Inc. which collected market data on ~~one hundred twenty~~ ~~120~~ administrative positions. These positions were priced locally at the lower levels, locally and regionally at the professional levels and from a more broad regional area at management levels. Director levels and above are priced exclusively with higher education data targeted to MTSU's size (based on operating budget) as well as using a cut of a selected peer group of organizations similar in size and scope to MTSU. This cut included the ~~37~~ ~~thirty-seven~~ institutions initially used by the Faculty/Executive group and an additional ~~27~~ ~~twenty-seven~~ institutions which were chosen based on Carnegie classification and budget size. In 2016, MTSU changed the administrative pay plan to use the 50 peer institutions selected for faculty as noted above instead of the 64 institutions previously used by Mercer Inc. Data below the director level is obtained from higher education (CUPA) for jobs specific to higher education and from a combination of higher education and general industry for those jobs recruited from other industries (finance, IT, human resources, etc.)

The formula assumes it takes an individual 30 years to reach the maximum of the range. As funding permits, the university will propose increases to employees based on years at MTSU up to the midpoint of the salary range.

Salary recommendations for new hires will be based on relevant experience for the position vacancy and applied up to the midpoint. Exceptions can be approved by the Vice President up to the midpoint of the salary range. Exceptions over the midpoint of the salary range require the approval of the President.

Administrative/Executive Promotions, Demotions and Reclassifications

Salary recommendations for internal promotions will be the greater of 6% of the current salary or based on the number of relevant years of experience for the position and the individual will be placed in the new range up to the midpoint. Exceptions can be approved by the Vice President up to the midpoint of the salary range. Exceptions over the midpoint of the salary range require the approval of the President.

Reclassifications for positions to a higher pay grade will receive the greater of the minimum of the new pay range or ~~36~~ % of their current salary. If the position is reclassified more than one pay grade the incumbent will receive the greater of the minimum of the new pay range or 9% of their current salary. If the employee's current salary is past the maximum of the new pay grade no increase in pay will be given. Exceptions can be approved by the Vice President up to the midpoint of the salary range. Exceptions over the midpoint of the salary range require the approval of the President.

Demotions may occur when an employee moves from a job at a higher pay grade to a job with a lower pay grade. In the case of a demotion, the manager, along with Human Resources, should consider whether or not a salary reduction is appropriate. The Vice President of the area will review and approve the recommendation.

Administrative Salary Adjustments for Terminal Degree Completion

No salary adjustments are provided to administrative employees for the completion of college degrees.

Classified Study

In January 2012 MTSU implemented the new salary ranges and structure for the Classified Staff based on data provided by Mercer.

Mercer collected market data on ~~forty-three~~ ~~43~~ classified positions, of those positions only ~~14~~ ~~fourteen~~ of them are core titles used in TBR's classified structure. The salary data for these ~~14~~ ~~fourteen~~ positions was

used to calculate the salary ranges. The market data is reflective of Nashville/Tennessee data for the classified jobs since they are recruited from the local area. The plan targets 100% of the current market. The formula assumes it takes an individual ~~30~~thirty years to reach the maximum of the range.

As funding permits, employees will be placed in the range based on the total years at MTSU as the experience factor. Individuals that receive their CAP Certification after coming to MTSU will receive the 9% increase in pay. This 9% increase in pay will be considered a part of the employee's base pay when salary calculations are made regarding future market adjustments.

Salary recommendations for new hires will be based on relevant experience for the position vacancy and applied up to the midpoint. Exceptions can be approved by the Vice President up to the midpoint of the salary range. Exceptions over the midpoint of the salary range require the approval of the President.

Classified Promotions, Demotions and Reclassifications

Salary recommendations for internal promotions will be the greater of 6% of the current salary or based on the number of relevant years of experience for the position and the individual will be placed in the new range up to the midpoint. Exceptions can be approved by the Vice President up to the midpoint of the salary range. Exceptions over the midpoint of the salary range require the approval of the President.

Reclassifications for positions to a higher pay grade will receive the greater of the minimum of the new pay range or 63% of their current salary. If the position is reclassified more than one pay grade the incumbent will receive the greater of the minimum of the new pay range or 9% of their current salary. If the employee's current salary is past the maximum of the new pay grade no increase in pay will be given.

Demotions may occur when an employee moves from a job at a higher pay grade to a job with a lower pay grade. In the case of a demotion, the manager, along with Human Resources, should consider whether or not a salary reduction is appropriate. The Vice President of the area will review and approve the recommendation.

Classified Salary Adjustments for Terminal Degree Completion

No salary adjustments are provided to classified employees for the completion of college degrees.

Equity Adjustments – All Employee Groups

The Mercer study also included a statement that “the University might elect to address a limited number of special cases where identifiable, documentable and pronounced inequities continue to exist, including, but not limited to, those inequities produced by compressed or even inverted pricing in markets or submarkets. Such adjustments might also be appropriate where faculty salary concerns have been specifically indicated by accrediting agencies in the particular disciplines.”

This category is included to provide a mechanism for redress in the rare instance that an employee believes s/he is paid unfairly when compared with MTSU employees in similar positions with similar responsibilities, assuming comparable qualifications and satisfactory performance.

Requests for equity adjustments may be made at any time during the year. However, these requests, both amount and implementation date, are subject to President approval unless the employee reports directly to the President. If the employee reports directly to the President, the Board of Trustees' approval is required. Implementation of salary adjustments will be handled consistently throughout the University.

Other Adjustments – All Employee Groups

Based on the special cases language in the Mercer study as noted in quotations in the equity adjustments section, this category is included to provide a mechanism for a salary increase when an MTSU employee's job responsibilities have increased but the pay plan does not allow movement to a higher level position. Requests for other adjustments may be made at any time during the year but are subject to the approval of the President approval unless the employee reports directly to the President. If the employee reports directly to the President, the Board of Trustees' approval is required. Implementation of salary adjustments will be handled consistently throughout the University.

Recommended Peer Institutions for 2015-16 Faculty Salary Study

Count	Institution	State	Carnegie	Fall 2014 Enroll
	Middle Tennessee State University	TN	DRU	23,881
1	Auburn University	AL	RU/H	24,864
2	University of South Alabama	AL	RU/H	15,065
3	Arkansas State University	AR	Master's L	13,144
4	Northern Arizona University	AZ	RU/H	26,606
5	University of Colorado Denver	CO	RU/H	17,815
6	Florida Atlantic University	FL	RU/H	30,759
7	Georgia Southern University	GA	DRU	20,517
8	Illinois State University	IL	DRU	20,272
9	Northern Illinois University	IL	RU/H	21,138
10	Southern Illinois University-Edwardsville	IL	Master's L	13,850
11	Western Illinois University	IL	Master's L	11,707
12	Ball State University	IN	RU/H	20,503
13	Indiana State University	IN	DRU	12,448
14	Western Kentucky University	KY	Master's L	20,448
15	Louisiana Tech University	LA	RU/H	11,014
16	University of Louisiana at Lafayette	LA	RU/H	16,646
17	University of Massachusetts Boston	MA	RU/H	16,277
18	University of Massachusetts Lowell	MA	RU/H	16,932

19	Central Michigan University	MI	DRU	26,841
20	Oakland University	MI	DRU	20,169
21	Western Michigan University	MI	RU/H	24,294
22	Missouri State University	MO	Master's L	23,092
23	University of Central Missouri	MO	Master's L	12,513
24	University of Missouri - Kansas City	MO	RU/H	15,746
25	University of Southern Mississippi	MS	RU/H	15,249
26	East Carolina University	NC	DRU	26,887
27	University of Northern Carolina at Charlotte	NC	DRU	26,571
28	University of North Carolina at Greensboro	NC	RU/H	18,074
29	University of North Dakota Main Campus	ND	RU/H	15,143
30	University of Nebraska at Omaha	NE	DRU	15,227
31	University of Nevada - Las Vegas	NV	RU/H	27,848
32	University of Nevada, Reno	NV	RU/H	18,776
33	Bowling Green State University	OH	RU/H	19,408
34	Cleveland State University	OH	RU/H	17,730
35	Kent State University Main Campus	OH	RU/H	28,968
36	Miami University	OH	RU/H	23,743
37	University of Akron, Main Campus	OH	RU/H	26,000
38	University of Toledo	OH	RU/H	20,782
39	Wright State University Main Campus	OH	RU/H	17,595
40	Portland State University	OR	RU/H	29,452
41	Indiana University of Pennsylvania	PA	DRU	14,369
42	Clemson University	SC	RU/H	21,303
43	Lamar University	TX	DRU	14,452

44	Sam Houston State University	TX	DRU	19,210
45	Texas Woman's University	TX	DRU	15,058
46	University of North Texas	TX	RU/H	33,168
47	University of Texas at Dallas	TX	RU/H	21,193
48	University of Texas at San Antonio	TX	RU/H	28,623
49	George Mason University	VA	RU/H	33,917
50	Old Dominion University	VA	RU/H	24,828



**Middle Tennessee State University
Board of Trustees**

MEETING: June Quarterly Board Meeting

SUBJECT: [Salary Pool Allocation](#)

DATE: June 12, 2018

PRESENTER: Committee Chair Joey Jacobs

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

BACKGROUND INFORMATION:

Policy 808 – Compensation Reporting and Approvals requires the Board of Trustees to approve salary increases of MTSU employees, inclusive of increases based on the approved compensation plan, across-the-board increases, equity adjustments, bonuses, etc.

As previously reported, the budget approved by the General Assembly provides \$2.6 million for the creation of a 2.5% salary pool. A 2.5% salary pool for the University will cost approximately \$4.1 million, including benefits. Therefore, the University will be funding \$1.5 million of the salary pool with other University resources. The University is also proposing to allocate an additional \$2.0 million to partially address the gap between actual employee salaries and 2014-15 CUPA salaries.

Attached for your consideration and approval is a recommendation for allocating the \$6.1 million salary pool across campus.

Salary Pool Allocation Recommendation

Recommendation:

- Provide a Cost of Living Allowance (COLA) of 1.5% or \$500, whichever is greater, for regular employees, both full and part-time, on the payroll as of June 30, 2018, effective July 1, 2018. The estimated cost of this salary increase is \$2.4 million, including benefits.
- Allocate the remaining \$1.7 million from the salary pool, along with the additional \$2.0 million, for market adjustments and related benefits based on the University's compensation plan for employees on the payroll as of June 30, 2018, effective October 1, 2018.

Guidelines for Implementation of the COLA Increase:

- The COLA will be distributed to all unrestricted and restricted regular full-time and part-time employees and participants in the post-retirement service program.
- Increases will not apply to adjunct faculty, temporary employees, graduate assistants, or student workers.
- 1.5% COLA or \$500 minimum payment is pro-rated for part-time employees.
- Reclassifications, degree changes, etc. previously approved to be effective prior to or on July 1, 2018, are to be applied before the 1.5% COLA.
- Faculty promotions are to be applied before the 1.5% COLA.
- Unless specifically excluded by statute or on terminal leave status, all eligible persons employed as of June 30, 2018, shall receive the increase, with the exception of employees with unsatisfactory work performance. An employee appeal process will be available for those who don't receive the COLA increase due to an unsatisfactory evaluation. This is to allow the employee an opportunity to provide supporting evidence that an administrative error was made in the implementation process.



**Middle Tennessee State University
Board of Trustees**

Tab 4

Audit and Compliance Committee
June 12, 2018



**Middle Tennessee State University
Board of Trustees**

MEETING: June Quarterly Board Meeting

SUBJECT: [Audit and Compliance Committee](#)

DATE: June 12, 2018

PRESENTER: Committee Chair Christine Karbowski

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

- Approval of Policy Revisions – Policy 100 Use of Campus Property and Facilities Scheduling



**Middle Tennessee State University
Board of Trustees**

MEETING: June Quarterly Board Meeting

SUBJECT: [Approval of Policy 100 Use of Campus
Property and Facilities Scheduling](#)

DATE: June 12, 2018

PRESENTER: Committee Chair Christine Karbowiak

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

BACKGROUND INFORMATION:

Attached for the Committee's review and approval is revised Policy 100 Use of Campus Property and Facilities Scheduling. Redlined and clean copies of the revised policy are included in the materials.

Editorial and punctuation revisions were made for clarification, and references to other MTSU policies were revised to the current names of the policies.

Several revisions are based on the Campus Free Speech Protection Act such as the addition of a reference to free speech in the Purpose section. Although already the current practice, a statement was added that security fees charged would not be based on content of speech, or anticipated reaction or opposition of listeners. Use of outdoor space was revised and provisions added to allow for spontaneous use by students and student organizations.

The reservation procedure was further revised to give priority of use to affiliated users over non-sponsored and non-affiliated users.

A section was added to address items prohibited from being possessed or used on campus such as torches and masks.

100 Use of Campus Property and Facilities Scheduling

Approved by Board of Trustees

Effective Date: _____, 2018

Responsible Division: President

Responsible Office: Office of the University Counsel

Responsible Officer: University Counsel

I. Purpose

This policy provides a uniform basis upon which Middle Tennessee State University (MTSU or University) can regulate and facilitate the use of campus property and/or facilities. This policy is intended to operate consistent with MTSU's purpose and mission, through the implementation of reasonable content and viewpoint neutral regulations. This policy shall be implemented and construed so as to ensure no undue disruption of that mission; preserve and promote the fundamental right to free speech of MTSU students; promote an educational atmosphere on campus; prevent commercial exploitation of students; preserve residential tranquility; and prevent use of campus property and/or facilities contrary to federal, state, or local law or the rules and policies of MTSU.

In establishing this policy, MTSU recognizes the importance to the educational process and environment for persons affiliated with MTSU, including officially recognized student organizations and other groups, to have reasonable access to and use of MTSU's educational facilities to hear various views. Simultaneously, MTSU also makes clear that its campus property and facilities are not open public forums, but are instead intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities. As such, MTSU does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with this policy and MTSU's mission.

II. Scope

This policy applies to proposed uses of property and/or facilities owned by and/or leased to MTSU for non-official reasons. The application procedures required by this policy do not apply to:

- A. Spontaneous use of outdoor campus spaces by students and student organizations for speech or distribution of literature, subject to the limitations set forth in Section IV. B. 2. c. and IX. A. below.
- B. Use of perimeter sidewalks adjoining public streets. A map depicting the perimeter sidewalks adjoining public streets is provided on the [Event Coordination Forms website](#). These facilities may be used for lawful activities by all persons and/or entities provided that the flow of vehicular or pedestrian traffic is not impeded.
- C. Use of property and/or facilities by MTSU for official institutional, administrative, and/or normal educational purposes, including University academic activities, official University events and other official MTSU functions (such as meetings, academic needs, conferences, events).
- D. Property that is not owned by or leased to MTSU. For instance, the Tennessee Miller Coliseum and the MTSU Foundation Reception House are not owned by MTSU or leased to MTSU and, thus, are not covered by this policy.
- E. Events that are mandated by MTSU pursuant to contract.

III. Definitions

For the purposes of this policy, potential users and uses of University property fall into the following general categories, which are defined as follows:

- A. Affiliated Entities. An officially registered student, student group, or student organization.
- B. Affiliated Individuals. Persons officially connected with MTSU including students, faculty, and staff.
- C. Non-affiliated Entities. Any person, group, or organization that is not an “Affiliated Entity” or “Affiliated Individual.”
- D. Non-affiliated Individual. Any person who is not an “Affiliated Individual.”
- E. Non-University/External Events. Programs and activities organized by any “Non-affiliated Entity or Individual”.
- F. Student. A person who is currently registered for a credit course, non-credit course, or program at MTSU, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.

- G. University Academic Activities. Activities directly related to the instructional mission of MTSU. Examples include MTSU academic credit bearing classes and course related events resulting from academic course work.
- H. University Sponsored Events. Activities directly related to the life of the campus community beyond the classroom. Examples include athletics, recreation, student programming activities, and academic camps/conferences/workshops. There are two (2) sub-categories of such events.
 - 1. Official University Events. Programs that are scheduled or sponsored by faculty, staff, administrative offices, and departments that are planned primarily for members of the MTSU community. Affiliated entities, affiliated individuals, guests, non-affiliated entities, non-affiliated individuals, and students may attend these programs.
 - 2. Student Events. Programs, activities, and services that are scheduled or sponsored by student clubs or organizations that are officially recognized by MTSU and planned primarily for members of the campus community. It is recognized that affiliated entities, affiliated individuals, guests, non-affiliated entities, non-affiliated individuals, and students may attend these programs.
- I. University Related Events. Match the same criteria as a University sponsored event, but also include a charge for registration and/or admission.
- J. University Co-sponsored Events. Academic programs, conferences, and/or meetings involving two (2) entities: a MTSU school, academic department, administrative unit, or student organization and an outside organization such as a professional association in which MTSU holds membership or maintains a relationship that directly benefits the MTSU community.

IV. Access to Campus

In carrying out its mission, MTSU desires to ensure that space is readily available for University activities and functions as well as the functions and activities of its affiliated entities and individuals. In certain, more limited circumstances, MTSU also desires to allow non-affiliated entities and individuals to use certain portions of its property and/or facilities.

- A. Identification of property/facilities available for use. A listing of all available MTSU properties and/or facilities, including a designation of entities and/or individuals eligible to request use of those properties and/or facilities, is provided on the [Event Coordination Forms website](#). This list also includes the type of events that are suitable for the property (i.e., concerts, athletic events, theatrical presentations, etc.) and any conditions required to obtain permission to use the properties and/or facilities. Any property/facility not specifically identified as available for use on the [Event Coordination](#)

[Forms website](#) is specifically unavailable for use other than for normal administrative or educational purposes.

After consultation with the appropriate responsible office, the [MTSU Event Coordination Department](#) is authorized to make changes to this listing.

- B. Use of MTSU property and facilities. The use of MTSU property and facilities is limited by the type and location of the property and the status of the proposed user. Access is generally reserved for University and affiliated individuals/entities. The campus, facilities, and property of MTSU are restricted to use by MTSU, MTSU administration for official functions, affiliated individuals/entities, and invited or sponsored guests of MTSU, except as specifically provided by this policy or when part or all of MTSU campus, buildings, or facilities are open to the general public for a designated time and purpose.
 1. Use of property by MTSU for MTSU functions. The application procedures required by this policy do not apply to use of properties and/or facilities by MTSU for official institutional, administrative, and/or normal educational purposes, including University academic activities, official University events, and other official MTSU functions (such as meetings, academic needs, conferences, events). Depending on the type of event, the cost procedures set forth in Section VII. may apply. When assigning space, MTSU functions shall take precedence and have priority over all other proposed uses. Although individuals or entities seeking to use space under this paragraph are not required to follow the formal application procedures set forth in this policy, the University entity responsible for scheduling of any particular space may implement certain scheduling procedures to ensure that the space is effectively reserved.
 2. Use of property by Affiliated Individuals/Entities:
 - a. Indoor space. Available indoor space may be reserved by affiliated individuals and entities pursuant to the procedures set forth herein. Reservations of space by affiliated entities/individuals shall have priority over all uses by non-affiliated entities/individuals.
 - b. Regular membership meetings. Affiliated entities/individuals may submit an application to use MTSU property and/or facilities for its regular membership meetings only if the meetings are limited to members of the organization. Affiliated entities/individuals also may request authorization for the repeated use of the particular campus facility or space to conduct such meetings subject to the provisions of Section IV.B.2.e. below.
 - c. Outdoor space. Except as set forth below, affiliated entities/individuals may gather and use the generally accessible, open, outdoor areas of campus as traditional public forums for free speech and distribution of literature. (Note:

outdoor areas designated as “unrestricted” on the [Event Coordination forms website](#) are generally accessible or open for spontaneous student use). Such use of space is on a space available basis and no application is required pursuant to this policy. Even if not required, affiliated entities/individuals who wish to reserve space may do so pursuant to the procedures set forth herein. Affiliated entities/individuals that choose to reserve space pursuant to this policy shall have priority over all uses by non-affiliated entities/individuals.

(1) Any use of generally accessible, open, outdoor areas of campus by an affiliated entity/individual without an approved application may be terminated if:

- The space has been reserved for use by another group;
- The affiliated entity/individual violates any of the applicable General Conditions for Use of Property, as set forth in Section VI. below;
- The use causes a material and substantial disruption to the learning environment;
- The use impedes pedestrian or vehicular traffic; or
- The event involves twenty-five (25) or more participants, including participants and audience.

(2) Affiliated entities/individuals are required to submit an application pursuant to this policy for the following uses of outdoor space:

- Large Events. Any use of outdoor space that will involve twenty-five (25) or more participants, including expected participants and audience;
- An event where food will be served, provided, or distributed by the user;
- An event that will involve the use of particular equipment (e.g., tables, stages, etc.) or utilities (e.g., water, electricity, etc.); or
- Events involving amplified sound.

d. Activities involving non-members. Access to or use of campus property or facilities by affiliated entities and individuals for an event other than a regular meeting of its membership that will either include an invited non-affiliated guest speaker and/or be open to persons outside group membership will be considered a use by a sponsored non-affiliated entity as set forth below.

- e. Repeated or Intermittent Events. Affiliated entities/individuals may request permission for the repeated or intermittent use of a particular campus facility or space to conduct regular meetings using campus property and/or facilities without requiring repeated application and approval for each occurrence of the event only if the meetings are limited to members of the organization. Approval for repeated or intermittent use of any property or facility pursuant to this policy may not exceed one (1) semester in length and may only be renewed or repeated after review to determine that such use does not conflict with a University need, or another request for access/use of the facility/space by another eligible person/entity. For purposes of this paragraph, the Summer term shall count as one (1) semester beginning on the first day of the May Summer term and ending on the last day of the June/July Summer term.

A listing of all property and/or facilities that are eligible for repeated or intermittent use is provided on the [Event Coordination Forms website](#).

- 3. Use of property by Sponsored Non-affiliated Entities/Individuals. Affiliated entities/individuals may, subject to the provisions below, sponsor non-affiliated entities/individuals to use MTSU property or facilities. Uses by sponsored non-affiliated entities shall take priority over uses by non-sponsored, non-affiliated entities.
 - a. Sponsor's Responsibilities. In the event that a non-affiliated entity or individual is permitted use of MTSU property and/or facilities, in conjunction with a University-affiliated group, the sponsoring individual/group will be held responsible for ensuring that: (1) the non-affiliated entity/individual complies with the terms of this policy, other MTSU policies, and all local, state, and federal laws; (2) any and all costs or fees associated with the event are paid; and (3) in all advertising or reporting of the event or meeting, the name and/or mark of MTSU is used only to indicate location and in no way implies sponsorship or endorsement of the activity or the individual's/group's objectives or candidacy. In addition, the sponsor is responsible for all communication including reservation and event arrangements with the venue scheduling staff and must be present at and actively participate in the event.
 - b. Enforcement. Any violation of the above could result in the canceling of any scheduled use and the right of the individual/group to schedule future use. In such cases, the manager of each facility will be responsible for enforcing all facilities use policies, ensuring that an appropriate investigation takes place into any alleged violations, determining if a violation has occurred, and making a recommendation to the appropriate University official, as designated below:

- (1) Vice President for Student Affairs for events sponsored by students and/or student organizations;
 - (2) Provost for events sponsored by faculty;
 - (3) Assistant Vice President for Human Resource Services for events sponsored by classified employees; or
 - (4) Appropriate Division Head for events sponsored by administrative employees.
- c. Activities of Affiliated Entity/Individual that Involve Non-members. Access to or use of campus property and/or facilities by affiliated entities/individuals for an event other than a regular meeting of its membership that will either include an invited guest speaker and/or be open to persons outside group membership must be made through the procedures set forth in this policy and subject to the following provisions:
- (1) A separate application must be submitted for each event under this paragraph (i.e., no recurring events);
 - (2) The sponsoring individual or entity will be responsible for the conduct of both the non-affiliated speaker and non-affiliated guests at the event as well as compliance with all laws, MTSU policies, and rules; and
 - (3) The application for such access or use of campus property and/or facilities must clearly set forth the identities of both the affiliated entity/individual that is sponsoring/filing the application as well as the non-affiliated entity being sponsored.
4. Use of Property by Non-affiliated Entities/Individuals. MTSU has opened the property and/or facilities designated on the [Event Coordination Forms website](#) for application for use or access by a non-affiliated entity/individual without sponsorship from an affiliated entity/individual. As indicated on the [Event Coordination Forms website](#), the Student Union Commons is available during regular business hours for use by a non-sponsored, non-affiliated entity without payment of a rental or lease fee. To facilitate adequate availability for other affiliated and non-affiliated users (including spontaneous student use required by T.C.A. § 49-7-2401 *et seq.*), non-sponsored/non-affiliated users can reserve the Student Union Commons for no more than four (4) hours in any calendar week without payment of a rental or lease fee and reservations for such uses by non-sponsored/non-affiliated users will not be confirmed until 14 calendar days prior to the event.

All other facilities designated as available for non-sponsored, non-affiliated entities on the [Event Coordination Forms website](#) are available to such entities only by rental or lease. Use by non-sponsored, non-affiliated entities shall have the lowest priority. Non-sponsored/non-affiliated users and entities can rent facilities up to four (4) times per semester.

- C. Facilities designated as restricted. Certain properties and/or facilities on MTSU's campus may be made available for use under this policy on a restricted basis when certain restrictions are necessary to protect the health, safety, and welfare of the campus community and property. For instance, a science lab may be made available for an event by an MTSU science department, but due to the nature of the lab and its contents, may be inappropriate for use by an entity or individual without the necessary scientific training.
- D. Applicability of Rules and Regulations. All persons on the campus of MTSU shall be subject to all rules and regulations of MTSU that are applicable to the conduct of students on campus and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles shall be subject to MTSU rules, regulations, policies, and procedures on traffic and parking, which can be located on [MTSU Parking Services website](#) and [Policy 775 Traffic, Parking, and Safety Enforcement](#). MTSU shall have the right to terminate the use of campus property and/or facilities by any group, organization, or individual, that violates any provision of MTSU policy, local, state, or federal law or regulation.
- F. Access pursuant to T.C.A. § 8-50-1001. Access to and use of facilities consistent with the requirements of T.C.A. § 8-50-1001 are permitted. Meetings or gatherings conducted pursuant to this section are subject to the application procedure set forth in this policy for the sole purpose of ensuring that administrative, educational, and/or workplace functions are not interrupted.
- G. Identification. All persons on the campus of MTSU shall provide adequate identification to appropriate officials and security personnel of MTSU upon request. Personnel and students of MTSU who refuse to provide such identification may be subject to disciplinary action. Other persons who refuse to provide such identification shall be requested to leave the campus, and if they refuse, may be subject to lawful removal and prosecution.

V. Application and Permitting Process

Application for access to/use of MTSU properties and/or facilities, where required, shall be through the application process set forth below:

- A. Where to Make Request. Individuals and/or entities seeking to access/use MTSU property and/or facilities shall complete an application. Applications may be obtained from, and all completed applications shall be submitted to:

MTSU Event Coordination Department
1403 East Main Street (Parking Services Building)
Murfreesboro, TN 37132
Website: <http://www.mtsu.edu/eventcoordination/index.php>
Email: evtcoord@mtsu.edu
Phone: 615-898-5002

The [Event Coordination Department](#) will route the application to the appropriate responsible office for the requested venue. A list of the responsible offices for all available MTSU properties and/or facilities is provided on the [Event Coordination Forms website](#).

In the event that a request to use space is made to the responsible office instead of Event Coordination, the responsible office shall immediately inform Event Coordination of the request. The responsible office may proceed to process the request per the terms of this policy.

- B. Timeframe for Scheduling Requests. Generally, all applications for use of space must be submitted in writing at least five (5) working days in advance of the proposed use. Notwithstanding the above, applications for the following uses of space must be submitted at least twenty (20) working days prior to the proposed use.
1. MTSU-funded speakers. To allow necessary time for approvals of space and funding, as well as to have checks prepared for payment of the speaker, all applications for events involving an outside speaker that involve the payment of a total fee and/or expenses to the speaker in excess of five hundred dollars (\$500.00) from MTSU funds.
 2. Large Events in Restricted Areas. Applicants requesting use of a space designated as restricted on the [Event Coordination Forms website](#), to hold an event for more than two hundred fifty (250) attendees.

If the applicant also wishes to obtain ancillary services from the University (e.g., equipment, tables, food services, etc.), use [amplified sound](#), or serve alcohol, appropriate requests should be included with the application. Any deadlines set forth in policies relating to the above must also be met.

A blank application form may be obtained from the [Event Coordination Department](#).

A responsible office may establish a scheduling calendar prohibiting reservations for a particular facility or group of facilities until a certain date. (For example, a responsible office may decline to accept reservations more than ninety [90] days in advance of the event). Occasional special events of significant positive impact to the University may require consideration of an exception to the normal scheduling calendar. If a specific event of special importance to the University (e.g., keynote speaker, conference host proposal, etc.), requires approval in advance of the standard calendar for accepting normal reservations, the event sponsor must seek preliminary approval from their own Vice President/Provost. If preliminary approval is granted by their own Vice President/Provost, then the approving Vice President/Provost will bring the request forward to the entire Vice President/Provost group for final approval, assuming space is available.

- C. Disposition of Application. Within seventy-two (72) hours after receiving any request for use of MTSU property and/or facilities, the responsible office shall notify the applicant that the application has been either:
1. Approved;
 2. Disapproved and the reasons for the disapproval; or
 3. Conditionally approved provided that the applicant fulfills specified conditions. Once the conditions have been fulfilled, a notice of final approval will be provided.

Notices of approval/disapproval will be made available at the responsible office and/or Event Coordination. It shall be the responsibility of the applicant to obtain notice of the approval/disapproval of any application submitted pursuant to this policy. As a courtesy, however, once a decision to approve/disapprove an application has been made, the responsible office will attempt to notify the applicant of the decision through the means indicated on the application.

A notice of approval shall state the time and location in which the activity is allowed. A notice of disapproval of the proposed use shall also state the grounds for disapproval.

- D. Written agreement required. In all cases where an application for access to or use of MTSU properties and/or facilities is approved, such use will be subject to the execution of an appropriate written agreement regarding the conditions applicable to the approved access/use, which shall include, but not be limited to, the terms and conditions set forth in this policy.
- E. Considerations. Any denial of a request to access/use MTSU properties and/or facilities shall be based solely on factors related to reasonable regulations in light of MTSU's mission and the nature of the property and/or facilities requested. Decisions to approve/disapprove any application shall be rendered in a content/viewpoint neutral

manner. The responsible office shall consider and may deny an application based on the following criteria:

1. The application was untimely;
 2. The property and/or facilities have been previously reserved by another group, organization, or individual with equal or higher priority;
 3. The proposed use is in excess of the frequency of use limitations set forth herein;
 4. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration;
 5. The applicant or sponsor of the activity has been found responsible for violation of MTSU policy during a previously registered use of campus property and/or facilities;
 6. The applicant has previously violated any conditions or assurances specified in a previous registration application;
 7. The property and/or facility requested has not been designated as available for use for the time/date;
 8. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the attendance or other limitations for the property and/or facilities requested;
 9. The activity conflicts with existing contractual obligations of MTSU;
 10. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of MTSU's officials, faculty members, or students; the damage, destruction, or seizure and subversion of MTSU's buildings or other property; or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible office shall consider all relevant factors;
 11. A determination that the requested use would be contrary to local, state, or federal law, regulation, or the policies or regulations of MTSU.
- F. Appeal of Denial of Application. If an applicant is dissatisfied with the decision of the responsible office to deny his/her/its request for use of space, the applicant may appeal that decision to the President of the University or designee.
1. The appeal shall be in writing and shall be submitted to the [Office of the University Counsel](#) within twenty-four (24) business hours after the issuance of the denial. If

the written appeal is not received within twenty-four (24) business hours, the responsible office's denial decision is final.

2. The appealing applicant must explain why they feel that the denial was inappropriate under the standards set forth in this policy. The President or designee shall determine whether the application for use of space should have been granted pursuant to the criteria set forth in this policy.
3. The applicant will be informed in writing of the outcome of the appeal within twenty-four (24) business hours after receipt. If additional time is needed to resolve the appeal, the President or designee, shall inform the applicant of the need for the extension. The decision by the President or designee will be MTSU's final decision on the application.

VI. General Conditions for Use of Property or Facilities

The following conditions, which seek to preserve MTSU's mission and take into account the nature of its facilities and/or property, shall govern activities conducted pursuant to approved applications for access to or use of campus property and/or facilities. These conditions shall be enforced uniformly to all uses of campus property and/or facilities in a content and viewpoint neutral manner. MTSU shall have the right to terminate the use of campus facilities and/or property by any group, organization, or individual that violates any provision of this policy, other MTSU policy, local, state, or federal law or regulation.

- A. At the conclusion of any use of property and/or facilities (including personal property), the property and/or facilities must be returned or relinquished to the University in the same condition as when they were provided. Any user of University property and/or facilities that fails to do so will be responsible for all expenses incurred by the University to remedy the condition of the University property and/or facilities.
- B. Events involving minors shall comply with [Policy 101 Minors Participating in University-Sponsored Programs or Programs Using University Facilities](#).
- C. Users of MTSU properties and/or facilities shall comply with the limitations as to the number of persons that may attend in accordance with appropriate building and fire codes and safety standards applicable to particular property and/or facilities at issue. These limitations are specified for each property on the [Event Coordination Forms website](#).
- D. Possession or use of the following items is prohibited:
 1. Weapons (see MTSU Policy 705 Weapons on Campus), simulated weapons, or improvised weapons as determined by law enforcement officers in their professional judgment;

2. Open flames, torches, fireworks, explosive devices, incendiary devices;
 3. Artificial noise making devices (unless consistent with the sound amplification policy);
 4. Laser pointers; and
 5. Masks with the intent to intimidate others from exercising civil rights (TENN. CODE ANN. § 39-17-309).
- E. Notwithstanding the prohibition stated in VI.D., users wishing to use such items for educational, artistic, or ceremonial purposes shall submit a written request to the responsible office at least 48 hours in advance of the proposed use. The requested items may not be used absent approval.
- F. Users of MTSU properties and/or facilities shall comply with state and federal law and all MTSU regulations, policies, or rules for the conduct of assemblies, meetings, and demonstrations.
- G. MTSU student events, as defined above, must comply with all guidelines set forth by [Policy 560 Student Organization Registration and Recognition](#) and [Policy 540 Student Conduct](#).
- H. Use of the requested property and/or facilities shall be limited to the declared purpose in the application for use of or access to campus property and/or facilities.
- I. MTSU may deny the use of its property and/or facilities to any applicant who has an outstanding debt to MTSU.
- J. Sound amplification equipment may be used only when prior approval has been requested and granted by the responsible office taking into account MTSU's mission and the nature of the property and/or facilities requested, location, time of day, etc. A copy of MTSU's sound amplification guidelines can be obtained [here](#).
- K. Users of facilities and/or property and/or their sponsor(s) are responsible for all activities associated with the event.
- L. Users of facilities and/or property and/or their sponsors are responsible for planning and implementing measures that provide accessibility for people with disabilities in the physical layout of the event and in the information shared by event coordinators and presenters.

- M. Users of property and/or facilities and/or their sponsor(s) are responsible for all fees and costs assessed by MTSU for the event as set forth in Section VII. Fees and Costs.
- N. All groups, organizations, and individuals, by applying for registration of an activity and by subsequent use after approval by MTSU, agree to indemnify MTSU and hold it harmless from any and all liabilities arising out of such use of the property and/or facilities of MTSU, including, but not limited to, personal injury, property damage, court costs, and attorney's fees. In addition, in certain situations as set forth in Section VIII. Insurance and Bonds, certain users may be required to provide additional bonds and insurance.
- O. All persons operating motor vehicles in conjunction with an approved use/access of campus property and/or facilities shall be subject to MTSU rules, regulations, policies, and procedures regarding traffic and parking. The MTSU rules, regulations, policies, and procedures can be obtained from the [Parking Services](#) website and [Policy 775 Traffic, Parking, and Safety Enforcement](#).
- P. The hours in which facilities are generally available are listed on the [Event Coordination Forms website](#). These hours may vary during holidays, breaks and periods of University Closure. In addition, notwithstanding the hours set forth on the [Event Coordination Forms website](#), students, student organizations, and non-affiliated individuals/entities using the Student Union Commons, as set forth in Section IV.B.4. above, are not permitted to reserve space for use during University holidays, final exam weeks, and Connection Point dates.
- Q. Starting with Fall semester opening weekend through the first two weeks of class, no events will be approved that conflict with Connection Point events. All events that occur during this period must be approved by the Assistant Vice President for Student Affairs or designee. Student organization events or meetings taking place on study days or during final examination periods will not be approved, unless they are academically related (i.e., study halls, presentations, recitals, etc.) and approved by the Assistant Vice President of Student Affairs or designee.
- R. Except as provided in Section IX.G. Camping, access to, or use of, campus properties and/or facilities shall not be permitted overnight.
- S. All persons on MTSU's campus, in conjunction with an approved application for use/access, shall provide adequate identification upon request to appropriate officials and security personnel of MTSU. Persons or groups who refuse to provide such identification or who attempt to conceal their identity or falsify identification may be subject to immediate removal from campus, disciplinary action, or other appropriate measures. In appropriate circumstances, such persons may become subject to arrest and/or prosecution.

- T. Fronting is prohibited. Fronting is defined as permitting a non-University individual or organization to use University facilities, property and/or services under the guise that the activity is a University sponsored or University co-sponsored event in order to avoid fees. Fronting is prohibited by University policy. Anyone wanting to schedule MTSU property and/or facilities must follow the instructions and guidelines (as outlined by the [MTSU Event Coordination Department](#)) to request usage, follow the solicitation and fundraising guidelines, and pay all fees as outlined by University policy.

- U. All persons shall be subject to all MTSU, Tennessee Department of Environment and Conservation, and Environmental Protection Agency rules and regulations related to environmental protection, including illicit spills covered by MTSU's MS4 stormwater permit. Questions related to these rules and regulations can be directed to MTSU's environmental engineer in [Environmental Health and Safety Services](#).

VII. Fees and Costs

MTSU will assess certain fees or charges for specific costs and/or services provided to campus users (i.e., maintenance, janitorial, utilities, and/or security). These fees will be assessed as set forth below. All fees and costs shall be assessed to all similar uses on a content/viewpoint neutral basis.

In addition, for properties that are available for rent/lease, facility use fees will be established by the facility/venue manager, in association with the appropriate Department Chairperson, Dean, or Director. Facility use fees are based on the type of space, the length of usage, and the competitive market rates for comparable square footage.

Notwithstanding any fee obligations designated below, the evening and weekend charge at the Foundation House shall apply to all users.

All fees and rates shall be presented for approval to the MTSU Vice President Council and will be reviewed and adjusted annually prior to the start of the fiscal year.

- A. Fee Definitions and Amounts. The following fees, defined below, may be assessed to users of MTSU property and/or facilities.
 - 1. Support Services Fees. Any cost that is incurred as a direct result of the event occupying the facility. These fees include, but are not limited to, additional set-ups, security, custodial, food services, building attendant, technical attendant, and production services. The amounts of these fees (flat rates and/or hourly rates) are set forth on the [Event Coordination Forms website](#).
 - 2. Facility Use Fee. A room occupancy fee (i.e., rental or lease rate). The amount of these fees are set forth on the [Event Coordination Forms website](#).

3. Administrative Fee. A fee for the University event coordinator’s time spent processing/facilitating each request.

B. Events subject to fee assessment. Not all events/activities occurring on/in MTSU property and/or facilities will be subject to a fee. Fees will be assessed in accordance with the following:

Event Type/Fee Required	Support Services	Facility Use	Administrative
University Academic Activities	Yes	No	No
Official University Events	Yes	No	No
Student Events	Yes	No	No
University Co-Sponsored	Yes	No	Yes
University Related	Yes	No	Yes
Non-University/External	Yes	Yes	Yes

A lease agreement will also be required for non-University/external events.

C. Additional Services. In addition, users who require additional services shall use services provided by MTSU or its affiliates, unless written permission is granted in advance. Absent such written permission, outside services are absolutely prohibited. These services include, but are not limited to: production services, custodial services, grounds services, University Police, and parking services. The user will be required to execute a separate agreement applying to this use and shall pay the fees and costs associated with such services. A schedule of fees for certain commonly-used services is provided on the [Event Coordination Forms website](#).

D. Security. Event security shall be provided in a manner consistent with the security staffing requirements of the University Police Department provided that MTSU will not charge security fees based on the content of the speech or the anticipated reaction or opposition of listeners to the content of the speech.

E. Food Service. Food and catering shall be permitted for all event type definitions and is subject to the provisions of [Policy 661 Purchasing of Meals and Refreshments for Both on and Off-Campus](#) and [Policy 662 Food Service Self Catered or Off-Campus Vendor](#).

F. Payment of Fees. Unless stated otherwise on the [Event Coordination Forms website](#), the following shall apply to all fee payments under this policy:

1. University Sponsored, Related, and Co-sponsored Events. The MTSU department/organization sponsoring the event/activity will accept responsibility for all applicable fees. A security deposit to ensure fiscal responsibility will be required by the facility manager utilizing these general guidelines.

- a. Estimated support services charges under fifty dollars (\$50.00) are due at receipt of confirmation to hold reservation and are non-refundable.
 - b. Estimated support services charges under five hundred dollars (\$500.00) require a non-refundable reservation deposit of fifty dollars (\$50.00) due at receipt of confirmation to hold reservation.
 - c. Estimated support services charges more than five hundred dollars (\$500.00) require a non-refundable reservation deposit of 10% of charges due at receipt of confirmation to hold reservation.
2. Non-University/External Events. A non-refundable ten percent (10%) deposit is required at receipt of confirmation to hold the reservation. All user fees, estimated support services fees, and administrative fees must be paid prior to the beginning of the event.

VIII. Insurance and Bonds

Insurance may be waived for any non-University/external group using a campus property and/or facilities if the use is for a meeting such as a conference, dinner, presentation, speaker, etc., lasting no longer than one (1) day. MTSU reserves the right in its sole discretion to require insurance and/or a performance bond, if it determines there may be a concern for personal or public health or safety. Factors used to determine the requirement of insurance and/or a performance bond include, but are not limited to, the nature and use of particular facilities, the age of event participants, and the anticipated event size or attendance for any use of campus property and/or facilities. If insurance and/or a performance bond will be required, appropriate levels of coverage and minimum limits shall be enumerated pursuant to contract. Proof of compliance with this provision may be required in advance of an event. This provision shall be applied and enforced in a content/viewpoint neutral manner.

IX. Particular Uses

A. Distribution of Literature or Advertising Material.

1. Any literature that is distributed or sold and any advertisement shall comply with all applicable local, state, and federal laws and regulations, as well as the rules and policies of MTSU;
2. No obscene literature or material, as defined by law, shall be distributed on any property owned or used by MTSU;
3. Campus property and/or facilities may not be used for the conduct of commercial activities (including distribution of commercial advertising material) except when

engaged in a business relationship, pursuant to a contract, with MTSU and/or when a rental or lease agreement is in place specifically for such temporary purpose;

4. No literature, advertising material, or other printed matter shall be distributed in the following locations:
 - a. Classrooms, library, or other academic building or facilities;
 - b. Administrative and employee offices and work areas;
 - c. Student residence halls, dormitories, or apartment buildings;
 - d. By placing it on vehicles parked on the MTSU campus; or
 - e. By affixing it to utility poles, trees, walls, buildings, sidewalks, streets, or other objects on campus.

This shall not restrict a faculty member from distributing within the classroom non-commercial material related to the particular course or subject matter.

5. Upon approval of an application to use MTSU property and/or facilities, MTSU will permit the sale or distribution of literature, non-commercial solicitations, or advertising in designated locations within the lobbies or other general use areas of the above-noted buildings or other campus facilities designated for placement of literature for distribution or sale.
6. MTSU shall have the right to terminate the distribution or sale of literature by any group, organization, or individual that violates the provisions of this policy.
7. Nothing in this section should be construed to limit the rights of access to state employees set forth in T.C.A. § 8-50-1001.

B. Solicitations.

Unless otherwise provided, solicitation for the purpose of entering or consummating a commercial transaction on any property owned or used by MTSU is prohibited. Solicitation for other than a commercial purpose is prohibited unless expressly provided for by MTSU policy or approved by the President or designee.

1. General Requirements:
 - a. MTSU may require any group, organization, or individual to verify the use, application, or disposition of funds solicited on campus property.

- b. Solicitations shall be permitted only in those areas designated for such activity by MTSU.
2. Permitted Activities. Subject to the application and approval process set forth above, the following solicitations are permitted on MTSU's property and/or facilities.
- a. Fundraising by Affiliated Individuals/Entities. Activities or events engaged in by affiliated entities/individuals or by registered student organizations for the purpose of raising funds to meet expenses of the group, organization, or individual are permitted, provided that funds raised by such activities or events shall be used for the benefit of the group, individual, or organization, and no funds shall be distributed to the officers, members, or any individual for personal profit or use. Fundraising by students and student organizations shall also be subject to [Policy 540 Student Conduct](#) and [Policy 560 Student Organization Registration and Recognition](#).
 - b. Solicitation of Membership by Affiliated Individuals/Entities. Solicitation of dues and/or membership in an organization by affiliated groups or individuals or by registered student organizations. Solicitation by students and student organizations shall also be subject to Policy 561 Student Organization Operations, Section V.
 - c. Distribution of Literature by Non-affiliated Individual/Entity. Distributing literature by a non-affiliated group containing general information about their organization. Such distribution shall be in compliance with the provisions of Section IX.A. Distribution of Literature or Advertising Material.
 - d. Sales and Solicitation by Non-affiliated Individual/Entity. MTSU property and/or facilities may not be used by any non-affiliated entity/individual for the conduct of commercial solicitation, on-site sales, or other profit-making activities except when (1) a license or lease agreement exists; (2) the activity is conducted in accordance with any other valid contract or agreement with MTSU; (3) the commercial solicitation, on-site sales, or other profit-making activity takes place pursuant to an agreement; and (4) is sponsored by a registered student organization for the purpose of raising funds to support the organization's activities. No sales or solicitation will be approved under this policy if the activity conflicts with any contractual obligations of MTSU.

Agreements between non-affiliated vendors sponsored by MTSU or a registered student organization to engage in commercial solicitations, on-site sales, or other profit-making activities are subject to the following conditions:

- (1) No student organization will be permitted to sponsor the same non-affiliated vendor more than two (2) days per month.

- (2) Requests from student organizations to sponsor a non-affiliated vendor must be approved by the Assistant Vice President for Student Affairs or designee.
 - (3) Permission to sponsor a non-affiliated vendor may be denied if the presence of such vendor would be disruptive, would interfere with any aspect of MTSU's operation, or would detract from the orderly and aesthetic appearance of the campus.
 - (4) All non-affiliated vendors sponsored by a student organization will be charged a per diem fee to be paid at the time the activity is registered. This fee will be assessed apart from any financial arrangement made between the sponsoring student organization and the non-affiliated vendor. Any fee associated with these activities is provided on the [Event Coordination Forms website](#).
 - (5) Non-affiliated vendors sponsored by MTSU or a student organization are strictly prohibited from engaging in conduct that is unduly intrusive in their interactions with students, staff, or faculty, or otherwise harasses, disturbs, or interferes with the rights of students, staff, and faculty to the use and enjoyment of institutional property and/or facilities.
 - (6) Non-affiliated vendors sponsored by student organizations may be required to show proof of compliance with all state and local laws and ordinances governing their activities.
- e. Solicitation of charitable funds shall be governed by the provisions of [Policy 170 Charitable Solicitations](#).

C. Advertising

1. No advertising signs, posters, or other material may be placed on any campus property and/or facility by any non-affiliated entity/individual, except that MTSU may permit advertising on specifically designated bulletin boards, digital signage, and other designated locations on campus. Affiliated entities/individuals may place advertising materials on campus property but only in such places as are designated by MTSU.
2. MTSU may authorize the inclusion of advertisements in appropriate campus publications or on other campus property (e.g., scoreboards, busses, etc.) for a reasonable fee.

3. MTSU may permit limited advertising by groups, organizations, or individuals when incidental to a donation of property or services to MTSU or pursuant to a contract with MTSU.

D. Bulletin Boards/Digital Signage.

All postings of advertising or other material on utility poles, trees, walls, buildings, or other objects on campus is strictly prohibited. To facilitate posting of information and material where permitted, MTSU has installed certain bulletin boards, designated as community bulletin boards, across campus that may to be used by members of the campus community for postings unrelated to official MTSU business. All other bulletin boards are reserved for official MTSU business and are not available for postings by any other individual or entity. Designated digital signs in certain campus multiple-use locations may be available to post event announcements.

The specific rules applicable to a community bulletin board will be conspicuously posted on each board and will control all postings on that board. Any posting that does not comply with the stated rules is subject to immediate removal without warning.

1. At a minimum, each community bulletin board shall comply with the following:
 - a. Prominently display a sign above the board indicating that it is a community bulletin board.
 - b. Prominently display on a sheet of paper at least 8 ½" x 14" the rules for posting on the community bulletin board, including, at a minimum, the following:
 - (1) A listing of the specific individuals and/or entities that are permitted to post on that bulletin board;
 - (2) Whether permission is required in advance of posting on that board and, if so, from whom;
 - (3) Any limitations of the types of messages that may be posted on the board;
 - (4) The maximum size of any message that may be posted on that board;
 - (5) That no obscene material or material that violates state, federal, or local law or MTSU policy may be posted on the board;
 - (6) A regularly scheduled date on which all material will be removed from the board. For instance, the individuals/offices authorizing the use of the board may wish to remove all material from the board on the first day each month or the day following Graduation, etc.

2. All individuals/offices requiring prior permission to use a community bulletin board may deny a request on the basis of one (1) or more of the following. The denial of the request shall be in writing and shall state the reason for the denial.
 - a. The person or group is not authorized to use the board in question;
 - b. The material is not the type authorized to be on the board in question or fails to meet any of the rules for posting on the board;
 - c. The material is obscene or otherwise violates any federal or state law or regulation of MTSU; or
 - d. There is insufficient space for the material on the board due to the previous posting of other materials.

The individual/office responsible for any bulletin board on campus, in conjunction with the MTSU Fire Marshal, shall confirm that the placement of the bulletin board complies with the local fire code.

3. Digital signage in certain campus locations is available to be used in conjunction with meetings/events. Specifics of digital signage use guidelines are located at www.mtsu.edu/digital-signs.
4. Nothing in this section should be construed to limit the rights for access to State employees set forth in T.C.A. § 8-50-1001.

E. Banners.

Except as specified below, banners or other large printed material may not be placed or hung on any MTSU property or structure.

1. Keathley University Center (KUC). MTSU has made a limited amount of space on the patio rails and the columns at the KUC available for affiliated entities and MTSU departments to hang banners for limited purposes of advertising their events and/or promoting their organization. No other groups will be allowed to hang banners on MTSU's property and/or facilities. The following restrictions shall apply to all banners displayed under this policy:
 - a. Banners may be displayed a maximum of two (2) consecutive weeks unless additional time is approved by the Dean of Students or designee.
 - b. Banners are limited to one (1) per organization unless approved by the Dean of Students or designee.

- c. Banners made for the KUC patio rails will be hung and taken down by MT Unions staff. Please drop off banners at the KUC Information Desk (located on the 2nd floor of the KUC) no later than the day before your reservation.
 - d. Banners for SGA Elections and Homecoming must be displayed horizontally in front of the KUC and may not exceed three feet (3') x five feet (5'). Check the SGA election packets for more information.
 - e. Banners made for the KUC columns must be professionally made and have metal grommets. A University account must be provided in order to have the banner hung. The organization/department will incur a cost from Facilities Services to hang and remove the banner. Banners to be hung on the columns must be turned into MT Unions staff no later than five (5) business days prior to the first date of the reservation so that a work order can be placed with Facilities Services to provide the banner hanging service. Bungee cords are provided by MT Unions for the purpose of hanging banners. Banners that do not meet this criterion will not be hung. Please note: The banner hanging service provided by Facilities Services is weather dependent, so the banner may or may not be hung by the first day of the reservation. Banners must be no bigger than twelve feet (12') in width for the main column and six feet (6') for the side columns.
 - f. Banners hung at the KUC must be retrieved from the KUC Information Desk no later than five (5) business days following the removal date. MT Unions is not responsible for banners left after five (5) days, and is not responsible for the loss or damage to any banner.
 - g. Banner space is available on a first come, first serve basis.
2. Greek Row. Subject to approval by the appropriate MTSU office, residents of the houses located on MTSU's Greek Row may hang appropriate exterior banners, posters, and signs (collectively "banners") that promote student organization or campus events. The dimensions of banners on the exterior of Greek Row houses may not exceed eight feet (8') by six feet (6'). Houses that are leased from MTSU by Greek organizations must obtain approval from the Office of Fraternity and Sorority Life prior to hanging the banner. Houses that are occupied by individuals pursuant to a Housing License Agreement with the Office of Housing and Residential Life must obtain approval from this office prior to hanging the banner.

In evaluating a request for approval, the appropriate office shall confirm that the sign promotes student organization or campus events and that it is of a quality that does not detract from the appearance of Greek Row. In addition, the appropriate office can also determine if safety concerns require that Facilities Services hang and remove the sign. All charges for the hanging and removal of the sign shall be paid in advance by the applicant.

F. Speakers.

Faculty and/or affiliated entities are authorized to extend invitations to uncompensated, unaffiliated guest speakers for regular class sessions and/or meetings, without prior application as set forth in this policy as long as the following conditions are met:

1. Attendance at the class session or meeting will be limited to members of the class or affiliated entity; and
2. No fee or compensation from state funds will be paid to the speaker.

G. Camping.

Except in the circumstances provided below, all individuals or groups engaging in activities covered under this policy are prohibited from constructing or erecting any permanent or semi-permanent structure(s) on MTSU property and from erecting, maintaining, or occupying any temporary sleeping equipment, including, but not limited to, tents, sleeping bags, hammocks, and other non-permanent structures, sleeping quarters, or apparatus.

The above prohibitions shall not apply in the following circumstances:

1. Erecting, maintaining, and occupying temporary sleeping equipment between the hours of 7:00 a.m. and 11:00 p.m.;
2. Maintaining or occupying a motor vehicle or trailer equipped with living space and amenities found in a home, such as a recreational vehicle, camper van, motor home, or the like, provided that: (1) the vehicle or trailer is licensed for use and operation, and a license plate demonstrating this fact is affixed to the vehicle; (2) the use of the vehicle or trailer has been approved in advance by either the Blue Raider Athletic Association, Tennessee Livestock Center, or the Tennessee Miller Coliseum (collectively the "approving entity") in a manner consistent with the existing policies of the approving entity and all required fees have been paid; and (3) the vehicle or trailer is parked in a space for such vehicles or trailers as designated by the approving entity;
3. Maintaining or occupying motor vehicles or trailers equipped with office space or living space and amenities found in a home, such as a recreational vehicle, camper van, motor home, or the like, on MTSU property that has been leased by MTSU to another entity or on property assigned to, and under the control of, a contractor of MTSU. Activities under this paragraph must specifically be permitted by contract and/or lease and be conducted in accordance with the terms of the contract or lease;

4. Participants in events being held in unsecured or open buildings or structures, including specifically the animal barns at the Tennessee Livestock Center and the Tennessee Miller Coliseum, may erect, maintain, or occupy overnight sleeping equipment to stay overnight with belongings, including livestock, for purposes of protecting or securing said belongings. Participants shall notify the organizer of the event of their intent to remain on the premises overnight.

X. Notice of Policy

The MTSU Event Coordination Department and all responsible offices set forth in this policy shall maintain a copy of this policy for inspection by groups, organizations, and individuals interested in the use of campus property and/or facilities and shall provide a copy of such policy upon request.

Forms:

[Properties/Facilities Available for Use](#)

[User Fees](#)

[Sidewalks and Right of Ways](#)

Revisions: June 5, 2017 (original); _____, 2018.

References: Policies 101 Minors Participating in University-Sponsored Programs or Programs Using University Facilities; 170 Charitable Solicitations; 540 Student Conduct; 560 Student Organizations; 561 Student Organization Operations; 661 Purchasing of Meals and Refreshments for Both on and Off-Campus; 662 Food Service Self Catered or Off-Campus Vendor; 775 Traffic, Parking, and Safety Enforcement; T.C.A. § 8-50-1001, 49-7-2401 *et seq.*, 49-7-3201 *et seq.*, 49-7-3205(a)(11)(14)(15)(16), 49-7-3205(c), 49-7-3208(2).



100 Use of Campus Property and Facilities Scheduling

Approved by Board of Trustees

Effective Date: _____, 2018,

Responsible Division: President

Responsible Office: Office of the University Counsel

Responsible Officer: University Counsel

Deleted: June 5, 2017

I. Purpose

This policy provides a uniform basis upon which Middle Tennessee State University (MTSU or University) can regulate and facilitate the use of campus property and/or facilities. This policy is intended to operate consistent with MTSU's purpose and mission, through the implementation of reasonable content and viewpoint neutral regulations. This policy shall be implemented and construed so as to ensure no undue disruption of that mission; [preserve and promote the fundamental right to free speech of MTSU students](#); promote an educational atmosphere on campus; prevent commercial exploitation of students; preserve residential tranquility; and prevent use of campus property and/or facilities contrary to federal, state, or local law or the rules and policies of MTSU.

In establishing this policy, MTSU recognizes the importance to the educational process and environment for persons affiliated with MTSU, including officially recognized student organizations and other groups, to have reasonable access to and use of MTSU's educational facilities to hear various views. Simultaneously, MTSU also makes clear that its campus property and facilities are not open public forums, but are instead intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities. As such, MTSU does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with this policy and MTSU's mission.

II. Scope

This policy applies to proposed uses of property and/or facilities owned by and/or leased to MTSU for non-official reasons. The application procedures required by this policy do not apply to:

[A. Spontaneous use of outdoor campus spaces by students and student organizations for speech or distribution of literature, subject to the limitations set forth in Section IV. B. 2. c. and IX. A. below.](#)

- B. Use of perimeter sidewalks adjoining public streets. A map depicting the perimeter sidewalks adjoining public streets is provided on the [Event Coordination Forms website](#). These facilities may be used for lawful activities by all persons and/or entities provided that the flow of vehicular or pedestrian traffic is not impeded.
- C. Use of property and/or facilities by MTSU for official institutional, administrative, and/or normal educational purposes, including University academic activities, official University events and other official MTSU functions (such as meetings, academic needs, conferences, events).
- D. Property that is not owned by or leased to MTSU. For instance, the Tennessee Miller Coliseum and the MTSU Foundation Reception House are not owned by MTSU or leased to MTSU and, thus, are not covered by this policy.
- E. Events that are mandated by MTSU pursuant to contract.

III. Definitions

For the purposes of this policy, potential users and uses of University property fall into the following general categories, which are defined as follows:

- A. Affiliated Entities. An officially registered student, student group, or student organization.
- B. Affiliated Individuals. Persons officially connected with MTSU including students, faculty, and staff.
- C. Non-affiliated Entities. Any person, group, or organization that is not an “Affiliated Entity” or “Affiliated Individual.”
- D. Non-affiliated Individual. Any person who is not an “Affiliated Individual.”
- E. Non-University/External Events. Programs and activities organized by any “Non-affiliated Entity or Individual”.
- F. Student. A person who is currently registered for a credit course, non-credit course, or program at MTSU, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.

- G. University Academic Activities. Activities directly related to the instructional mission of MTSU. Examples include MTSU academic credit bearing classes and course related events resulting from academic course work.
- H. University Sponsored Events. Activities directly related to the life of the campus community beyond the classroom. Examples include athletics, recreation, student programming activities, and academic camps/conferences/workshops. There are two (2) sub-categories of such events.
 - 1. Official University Events. Programs that are scheduled or sponsored by faculty, staff, administrative offices, and departments that are planned primarily for members of the MTSU community. Affiliated entities, affiliated individuals, guests, non-affiliated entities, non-affiliated individuals, and students may attend these programs.
 - 2. Student Events. Programs, activities, and services that are scheduled or sponsored by student clubs or organizations that are officially recognized by MTSU and planned primarily for members of the campus community. It is recognized that affiliated entities, affiliated individuals, guests, non-affiliated entities, non-affiliated individuals, and students may attend these programs.
- I. University Related Events. Match the same criteria as a University sponsored event, but also include a charge for registration and/or admission.
- J. University Co-sponsored Events. Academic programs, conferences, and/or meetings involving two (2) entities: a MTSU school, academic department, administrative unit, or student organization and an outside organization such as a professional association in which MTSU holds membership or maintains a relationship that directly benefits the MTSU community.

IV. Access to Campus

In carrying out its mission, MTSU desires to ensure that space is readily available for University activities and functions as well as the functions and activities of its affiliated entities and individuals. In certain, more limited circumstances, MTSU also desires to allow non-affiliated entities and individuals to use certain portions of its property and/or facilities.

- A. Identification of property/facilities available for use. A listing of all available MTSU properties and/or facilities, including a designation of entities and/or individuals eligible to request use of those properties and/or facilities, is provided on the [Event Coordination Forms website](#). This list also includes the type of events that are suitable for the property (i.e., concerts, athletic events, theatrical presentations, etc.) and any conditions required to obtain permission to use the properties and/or facilities. Any property/facility not specifically identified as available for use on the [Event Coordination](#)

[Forms website](#) is specifically unavailable for use other than for normal administrative or educational purposes.

After consultation with the appropriate responsible office, the [MTSU Event Coordination Department](#) is authorized to make changes to this listing.

- B. Use of MTSU property and facilities. The use of MTSU property and facilities is limited by the type and location of the property and the status of the proposed user. Access is generally reserved for University and affiliated individuals/entities. The campus, facilities, and property of MTSU are restricted to use by MTSU, MTSU administration for official functions, affiliated individuals/entities, and invited or sponsored guests of MTSU, except as specifically provided by this policy or when part or all of MTSU campus, buildings, or facilities are open to the general public for a designated time and purpose.
1. Use of property by MTSU for MTSU functions. The application procedures required by this policy do not apply to use of properties and/or facilities by MTSU for official institutional, administrative, and/or normal educational purposes, including University academic activities, official University events, and other official MTSU functions (such as meetings, academic needs, conferences, events). Depending on the type of event, the cost procedures set forth in Section VII. may apply. When assigning space, MTSU functions shall take precedence and have priority over all other proposed uses. Although individuals or entities seeking to use space under this paragraph are not required to follow the formal application procedures set forth in this policy, the University entity responsible for scheduling of any particular space may implement certain scheduling procedures to ensure that the space is effectively reserved.
 2. Use of property by Affiliated Individuals/Entities:
 - a. Indoor space. Available indoor space may be reserved by affiliated individuals and entities pursuant to the procedures set forth herein. Reservations of space by affiliated entities/individuals shall have priority over all uses by non-affiliated entities/individuals.
 - b. Regular membership meetings. Affiliated entities/individuals may submit an application to use MTSU property and/or facilities for its regular membership meetings only if the meetings are limited to members of the organization. Affiliated entities/individuals also may request authorization for the repeated use of the particular campus facility or space to conduct such meetings subject to the provisions of Section IV.B.2.e. below.
 - c. Outdoor space. Except as set forth below, affiliated entities/individuals may gather and use the [generally accessible, open, outdoor areas of campus as traditional public forums for free speech and distribution of literature. \(Note:](#)

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outdoor areas designated as “unrestricted” on the [Event Coordination forms website](#) are generally accessible or open for spontaneous student use). Such use of space is on a space available basis and no application is required pursuant to this policy. Even if not required, affiliated entities/individuals who wish to reserve space may do so pursuant to the procedures set forth herein. [Affiliated entities/individuals that choose to reserve space pursuant to this policy shall have priority over all uses by non-affiliated entities/individuals.](#)

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(1) Any use of [generally accessible, open, outdoor areas of campus](#), by an affiliated entity/individual without an approved application may be terminated if:

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- The space has been reserved for use by another group;
- The affiliated entity/individual violates any of the applicable General Conditions for Use of Property, as set forth in Section VI. below;
- The use causes a material and substantial disruption to the learning environment;
- The use impedes pedestrian or vehicular traffic; or
- The event involves twenty-five (25) or more participants, including participants and audience.

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(2) Affiliated entities/individuals are required to submit an application pursuant to this policy for the following uses of outdoor space:

- Large Events. Any use of outdoor space that will involve twenty-five (25) or more participants, including expected participants and audience;
- An event where food will be served, provided, or distributed by the user;
- An event that will involve the use of particular equipment (e.g., tables, stages, etc.) or utilities (e.g., water, electricity, etc.); or
- Events involving amplified sound.

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d. Activities involving non-members. Access to or use of campus property or facilities by affiliated entities and individuals for an event other than a regular meeting of its membership that will either include an invited non-affiliated guest speaker and/or be open to persons outside group membership will be considered a use by a sponsored non-affiliated entity as set forth below.

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- e. Repeated or Intermittent Events. Affiliated entities/individuals may request permission for the repeated or intermittent use of a particular campus facility or space to conduct regular meetings using campus property and/or facilities without requiring repeated application and approval for each occurrence of the event only if the meetings are limited to members of the organization. Approval for repeated or intermittent use of any property or facility pursuant to this policy may not exceed one (1) semester in length and may only be renewed or repeated after review to determine that such use does not conflict with a University need, or another request for access/use of the facility/space by another eligible person/entity. For purposes of this paragraph, the Summer term shall count as one (1) semester beginning on the first day of the May Summer term and ending on the last day of the June/July Summer term.

A listing of all property and/or facilities that are eligible for repeated or intermittent use is provided on the [Event Coordination Forms website](#).

- 3. Use of property by Sponsored Non-affiliated Entities/Individuals. Affiliated entities/individuals may, subject to the provisions below, sponsor non-affiliated entities/individuals to use MTSU property or facilities. Uses by sponsored non-affiliated entities shall take priority over uses by non-sponsored, non-affiliated entities.
 - a. Sponsor's Responsibilities. In the event that a non-affiliated entity or individual is permitted use of MTSU property and/or facilities, in conjunction with a University-affiliated group, the sponsoring individual/group will be held responsible for ensuring that: (1) the non-affiliated entity/individual complies with the terms of this policy, other MTSU policies, and all local, state, and federal laws; (2) any and all costs or fees associated with the event are paid; and (3) in all advertising or reporting of the event or meeting, the name and/or mark of MTSU is used only to indicate location and in no way implies sponsorship or endorsement of the activity or the individual's/group's objectives or candidacy. In addition, the sponsor is responsible for all communication including reservation and event arrangements with the venue scheduling staff and must be present at and actively participate in the event.
 - b. Enforcement. Any violation of the above could result in the canceling of any scheduled use and the right of the individual/group to schedule future use. In such cases, the manager of each facility will be responsible for enforcing all facilities use policies, ensuring that an appropriate investigation takes place into any alleged violations, determining if a violation has occurred, and making a recommendation to the appropriate University official, as designated below:

- (1) Vice President for Student Affairs for events sponsored by students and/or student organizations;
- (2) Provost for events sponsored by faculty;
- (3) Assistant Vice President for Human Resource Services for events sponsored by classified employees; or
- (4) Appropriate Division Head for events sponsored by administrative employees.

c. Activities of Affiliated Entity/Individual that Involve Non-members. Access to or use of campus property and/or facilities by affiliated entities/individuals for an event other than a regular meeting of its membership that will either include an invited guest speaker and/or be open to persons outside group membership must be made through the procedures set forth in this policy and subject to the following provisions:

- (1) A separate application must be submitted for each event under this paragraph (i.e., no recurring events);
- (2) The sponsoring individual or entity will be responsible for the conduct of both the non-affiliated speaker and non-affiliated guests at the event as well as compliance with all laws, MTSU policies, and rules; and
- (3) The application for such access or use of campus property and/or facilities must clearly set forth the identities of both the affiliated entity/individual that is sponsoring/filing the application as well as the non-affiliated entity being sponsored.

4. Use of Property by Non-affiliated Entities/Individuals. MTSU has opened the property and/or facilities designated on the [Event Coordination Forms website](#) for application for use or access by a non-affiliated entity/individual without sponsorship from an affiliated entity/individual. As indicated on the [Event Coordination Forms website](#), the Student Union Commons is available [during regular business hours](#) for use by a non-sponsored, non-affiliated entity without payment of a rental or lease fee. To facilitate adequate availability for other affiliated and non-affiliated users (including spontaneous student use [required by T.C.A. § 49-7-2401 et seq.](#)), non-sponsored/non-affiliated users can reserve the Student Union Commons for no more than four (4) hours in any calendar week without payment of a rental or lease fee [and reservations for such uses by non-sponsored/non-affiliated users will not be confirmed until 14 calendar days prior to the event.](#)

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All other facilities designated as available for non-sponsored, non-affiliated entities on the [Event Coordination Forms website](#) are available to such entities only by rental or lease. Use by non-sponsored, non-affiliated entities shall have the lowest priority. Non-sponsored/non-affiliated users and entities can rent facilities up to four (4) times per semester.

- C. Facilities designated as restricted. Certain properties and/or facilities on MTSU’s campus may be made available for use under this policy on a restricted basis when certain restrictions are necessary to protect the health, safety, and welfare of the campus community and property. For instance, a science lab may be made available for an event by an MTSU science department, but due to the nature of the lab and its contents, may be inappropriate for use by an entity or individual without the necessary scientific training.
- D. Applicability of Rules and Regulations. All persons on the campus of MTSU shall be subject to all rules and regulations of MTSU that are applicable to the conduct of students on campus and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles shall be subject to MTSU rules, regulations, policies, and procedures on traffic and parking, which can be located on [MTSU Parking Services website](#) and [Policy 775 Traffic, Parking and Safety Enforcement](#). MTSU shall have the right to terminate the use of campus property and/or facilities by any group, organization, or individual, that violates any provision of MTSU policy, local, state, or federal law or regulation.
- F. Access pursuant to T.C.A. § 8-50-1001. Access to and use of facilities consistent with the requirements of T.C.A. § 8-50-1001 are permitted. Meetings or gatherings conducted pursuant to this section are subject to the application procedure set forth in this policy for the sole purpose of ensuring that administrative, educational, and/or workplace functions are not interrupted.
- G. Identification. All persons on the campus of MTSU shall provide adequate identification to appropriate officials and security personnel of MTSU upon request. Personnel and students of MTSU who refuse to provide such identification may be subject to disciplinary action. Other persons who refuse to provide such identification shall be requested to leave the campus, and if they refuse, may be subject to lawful removal and prosecution.

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V. Application and Permitting Process

Application for access to/use of MTSU properties and/or facilities, where required, shall be through the application process set forth below:

- A. Where to Make Request. Individuals and/or entities seeking to access/use MTSU property and/or facilities shall complete an application. Applications may be obtained from, and all completed applications shall be submitted to:

MTSU Event Coordination Department
1403 East Main Street (Parking Services Building)
Murfreesboro, TN 37132
Website: <http://www.mtsu.edu/eventcoordination/index.php>
Email: evtcoord@mtsu.edu
Phone: 615-898-5002

The [Event Coordination Department](#) will route the application to the appropriate responsible office for the requested venue. A list of the responsible offices for all available MTSU properties and/or facilities is provided on the [Event Coordination Forms website](#).

In the event that a request to use space is made to the responsible office instead of Event Coordination, the responsible office shall immediately inform Event Coordination of the request. The responsible office may proceed to process the request per the terms of this policy.

- B. Timeframe for Scheduling Requests. Generally, all applications for use of space must be submitted in writing at least five (5) working days in advance of the proposed use. Notwithstanding the above, applications for the following uses of space must be submitted at least twenty (20) working days prior to the proposed use.

1. MTSU-funded speakers. To allow necessary time for approvals of space and funding, as well as to have checks prepared for payment of the speaker, all applications for events involving an outside speaker that involve the payment of a total fee and/or expenses to the speaker in excess of five hundred dollars (\$500.00) from MTSU funds.
2. Large Events in Restricted Areas. Applicants requesting use of a space designated as restricted on the [Event Coordination Forms website](#), to hold an event for more than two hundred fifty (250) attendees.

If the applicant also wishes to obtain ancillary services from the University (e.g., equipment, tables, food services, etc.), use [amplified sound](#), or serve alcohol, appropriate requests should be included with the application. Any deadlines set forth in policies relating to the above must also be met.

A blank application form may be obtained from the [Event Coordination Department](#).

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A responsible office may establish a scheduling calendar prohibiting reservations for a particular facility or group of facilities until a certain date. (For example, a responsible office may decline to accept reservations more than ninety [90] days in advance of the event). Occasional special events of significant positive impact to the University may require consideration of an exception to the normal scheduling calendar. If a specific event of special importance to the University (e.g., keynote speaker, conference host proposal, etc.), requires approval in advance of the standard calendar for accepting normal reservations, the event sponsor must seek preliminary approval from their own Vice President/Provost. If preliminary approval is granted by their own Vice President/Provost, then the approving Vice President/Provost will bring the request forward to the entire Vice President/Provost group for final approval, assuming space is available.

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C. Disposition of Application. Within seventy-two (72) hours after receiving any request for use of MTSU property and/or facilities, the responsible office shall notify the applicant that the application has been either:

1. Approved;
2. Disapproved and the reasons for the disapproval; or
3. Conditionally approved provided that the applicant fulfills specified conditions. Once the conditions have been fulfilled, a notice of final approval will be provided.

Notices of approval/disapproval will be made available at the responsible office and/or Event Coordination. It shall be the responsibility of the applicant to obtain notice of the approval/disapproval of any application submitted pursuant to this policy. As a courtesy, however, once a decision to approve/disapprove an application has been made, the responsible office will attempt to notify the applicant of the decision through the means indicated on the application.

A notice of approval shall state the time and location in which the activity is allowed. A notice of disapproval of the proposed use shall also state the grounds for disapproval.

- D. Written agreement required. In all cases where an application for access to or use of MTSU properties and/or facilities is approved, such use will be subject to the execution of an appropriate written agreement regarding the conditions applicable to the approved access/use, which shall include, but not be limited to, the terms and conditions set forth in this policy.
- E. Considerations. Any denial of a request to access/use MTSU properties and/or facilities shall be based solely on factors related to reasonable regulations in light of MTSU's mission and the nature of the property and/or facilities requested. Decisions to approve/disapprove any application shall be rendered in a content/viewpoint neutral

manner. The responsible office shall consider and may deny an application based on the following criteria:

1. The application was untimely;
 2. The property and/or facilities have been previously reserved by another group, organization, or individual with equal or higher priority;
 3. The proposed use is in excess of the frequency of use limitations set forth herein;
 4. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration;
 5. The applicant or sponsor of the activity has been found responsible for violation of MTSU policy during a previously registered use of campus property and/or facilities;
 6. The applicant has previously violated any conditions or assurances specified in a previous registration application;
 7. The property and/or facility requested has not been designated as available for use for the time/date;
 8. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the attendance or other limitations for the property and/or facilities requested;
 9. The activity conflicts with existing contractual obligations of MTSU;
 10. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of MTSU's officials, faculty members, or students; ~~the damage, destruction, or seizure and subversion of MTSU's buildings, or other property, or for other campus disorder of a violent or destructive nature.~~ In determining the existence of a clear and present danger, the responsible office shall consider all relevant factors;
 11. A determination that the requested use would be contrary to local, state, or federal law, regulation, or the policies or regulations of MTSU.
- F. Appeal of Denial of Application. If an applicant is dissatisfied with the decision of the responsible office to deny his/her/its request for use of space, the applicant may appeal that decision to the President of the University or designee.
1. The appeal shall be in writing and shall be submitted to the [Office of the University Counsel](#) within twenty-four (24) business hours after the issuance of the denial. If

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the written appeal is not received within twenty-four (24) business hours, the responsible office's denial decision is final.

2. The appealing applicant must explain why they feel that the denial was inappropriate under the standards set forth in this policy. The President or designee shall determine whether the application for use of space should have been granted pursuant to the criteria set forth in this policy.
3. The applicant will be informed in writing of the outcome of the appeal within twenty-four (24) business hours after receipt. If additional time is needed to resolve the appeal, the President or designee, shall inform the applicant of the need for the extension. The decision by the President or designee will be MTSU's final decision on the application.

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VI. General Conditions for Use of Property or Facilities

The following conditions, which seek to preserve MTSU's mission and take into account the nature of its facilities and/or property, shall govern activities conducted pursuant to approved applications for access to or use of campus property and/or facilities. These conditions shall be enforced uniformly to all uses of campus property and/or facilities in a content and viewpoint neutral manner. MTSU shall have the right to terminate the use of campus facilities and/or property by any group, organization, or individual that violates any provision of this policy, other MTSU policy, local, state, or federal law or regulation.

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- A. At the conclusion of any use of property and/or facilities (including personal property), the property and/or facilities must be returned or relinquished to the University in the same condition as when they were provided. Any user of University property and/or facilities that fails to do so will be responsible for all expenses incurred by the University to remedy the condition of the University property and/or facilities.
- B. Events involving minors shall comply with [Policy 101 Minors Participating in University-Sponsored Programs or Programs Using University Facilities](#).
- C. Users of MTSU properties and/or facilities shall comply with the limitations as to the number of persons that may attend in accordance with appropriate building and fire codes and safety standards applicable to particular property and/or facilities at issue. These limitations are specified for each property on the [Event Coordination Forms website](#).

D. Possession or use of the following items is prohibited:

1. [Weapons \(see MTSU Policy 705 Weapons on Campus\), simulated weapons, or improvised weapons as determined by law enforcement officers in their professional judgment;](#)

2. Open flames, torches, fireworks, explosive devices, incendiary devices;

3. Artificial noise making devices (unless consistent with the sound amplification policy);

4. Laser pointers; and

5. Masks with the intent to intimidate others from exercising civil rights (TENN. CODE ANN. § 39-17-309).

E. Notwithstanding the prohibition stated in VI.D., users wishing to use such items for educational, artistic, or ceremonial purposes shall submit a written request to the responsible office at least 48 hours in advance of the proposed use. The requested items may not be used absent approval.

F. Users of MTSU properties and/or facilities shall comply with state and federal law and all MTSU regulations, policies, or rules for the conduct of assemblies, meetings, and demonstrations.

G. MTSU student events, as defined above, must comply with all guidelines set forth by [Policy 560 Student Organization Registration and Recognition](#) and [Policy 540 Student Conduct](#),

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H. Use of the requested property and/or facilities shall be limited to the declared purpose in the application for use of or access to campus property and/or facilities.

I. MTSU may deny the use of its property and/or facilities to any applicant who has an outstanding debt to MTSU.

J. Sound amplification equipment may be used only when prior approval has been requested and granted by the responsible office taking into account MTSU's mission and the nature of the property and/or facilities requested, location, time of day, etc. A copy of MTSU's sound amplification guidelines can be obtained [here](#).

K. Users of facilities and/or property and/or their sponsor(s) are responsible for all activities associated with the event.

L. Users of facilities and/or property and/or their sponsors are responsible for planning and implementing measures that provide accessibility for people with disabilities in the physical layout of the event and in the information shared by event coordinators and presenters.

- M. Users of property and/or facilities and/or their sponsor(s) are responsible for all fees and costs assessed by MTSU for the event as set forth in Section VII. Fees and Costs.
- N. All groups, organizations, and individuals, by applying for registration of an activity and by subsequent use after approval by MTSU, agree to indemnify MTSU and hold it harmless from any and all liabilities arising out of such use of the property and/or facilities of MTSU, including, but not limited to, personal injury, property damage, court costs, and attorney's fees. In addition, in certain situations as set forth in Section VIII. Insurance and Bonds, certain users may be required to provide additional bonds and insurance.
- O. All persons operating motor vehicles in conjunction with an approved use/access of campus property and/or facilities shall be subject to MTSU rules, regulations, policies, and procedures regarding traffic and parking. The MTSU rules, regulations, policies, and procedures can be obtained from the [Parking Services](#) website and [Policy 775 Traffic, Parking, and Safety Enforcement](#).
- P. The hours in which facilities are generally available are listed on the [Event Coordination Forms website](#). [These hours may vary during holidays, breaks and periods of University Closure](#). In addition, notwithstanding the hours set forth on the [Event Coordination Forms website](#), students, student organizations, and non-affiliated individuals/entities using the Student Union Commons, as set forth in Section IV.B.4. above, are not permitted to reserve space for use during University holidays, final exam weeks, and Connection Point dates.
- Q. Starting with Fall semester opening weekend through the first two weeks of class, no events will be approved that conflict with Connection Point events. All events that occur during this period must be approved by the Assistant Vice President for Student Affairs or designee. Student organization events or meetings taking place on study days or during final examination periods will not be approved, unless they are academically related (i.e., study halls, presentations, recitals, etc.) and approved by the Assistant Vice President of Student Affairs or designee.
- R. Except as provided in Section IX.G. Camping, access to, or use of, campus properties and/or facilities shall not be permitted overnight.
- S. All persons on MTSU's campus, in conjunction with an approved application for use/access, shall provide adequate identification upon request to appropriate officials and security personnel of MTSU. Persons or groups who refuse to provide such identification [or who attempt to conceal their identity or falsify identification](#) may be subject to immediate removal from campus, disciplinary action, [or other appropriate measures](#). In appropriate circumstances, such persons may become subject to arrest and/or prosecution.

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- T. Fronting is prohibited. Fronting is defined as permitting a non-University individual or organization to use University facilities, property and/or services under the guise that the activity is a University sponsored or University co-sponsored event in order to avoid fees. Fronting is prohibited by University policy. Anyone wanting to schedule MTSU property and/or facilities must follow the instructions and guidelines (as outlined by the [MTSU Event Coordination Department](#)) to request usage, follow the solicitation and fundraising guidelines, and pay all fees as outlined by University policy.
- U. All persons shall be subject to all MTSU, Tennessee Department of Environment and Conservation, and Environmental Protection Agency rules and regulations related to environmental protection, including illicit spills covered by MTSU's MS4 stormwater permit. Questions related to these rules and regulations can be directed to MTSU's environmental engineer in [Environmental Health and Safety Services](#).

VII. Fees and Costs

MTSU will assess certain fees or charges for specific costs and/or services provided to campus users (i.e., maintenance, janitorial, utilities, and/or security). These fees will be assessed as set forth below. All fees and costs shall be assessed to all similar uses on a content/viewpoint neutral basis.

In addition, for properties that are available for rent/lease, facility use fees will be established by the facility/venue manager, in association with the appropriate Department Chairperson, Dean, or Director. Facility use fees are based on the type of space, the length of usage, and the competitive market rates for comparable square footage.

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Notwithstanding any fee obligations designated below, the evening and weekend charge at the Foundation House shall apply to all users.

All fees and rates shall be presented for approval to the MTSU Vice President Council and will be reviewed and adjusted annually prior to the start of the fiscal year.

- A. Fee Definitions and Amounts. The following fees, defined below, may be assessed to users of MTSU property and/or facilities.

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- 1. Support Services Fees. Any cost that is incurred as a direct result of the event occupying the facility. These fees include, but are not limited to, additional set-ups, security, custodial, food services, building attendant, technical attendant, and production services. The amounts of these fees (flat rates and/or hourly rates) are set forth on the [Event Coordination Forms website](#).
- 2. Facility Use Fee. A room occupancy fee (i.e., rental or lease rate). The amount of these fees are set forth on the [Event Coordination Forms website](#).

3. Administrative Fee. A fee for the University event coordinator’s time spent processing/facilitating each request.
- B. Events subject to fee assessment. Not all events/activities occurring on/in MTSU property and/or facilities will be subject to a fee. Fees will be assessed in accordance with the following:

Event Type/Fee Required	Support Services	Facility Use	Administrative
University Academic Activities	Yes	No	No
Official University Events	Yes	No	No
Student Events	Yes	No	No
University Co-Sponsored	Yes	No	Yes
University Related	Yes	No	Yes
Non-University/External	Yes	Yes	Yes

A lease agreement will also be required for non-University/external events.

- C. Additional Services. In addition, users who require additional services shall use services provided by MTSU or its affiliates, unless written permission is granted in advance. Absent such written permission, outside services are absolutely prohibited. These services include, but are not limited to: production services, custodial services, grounds services, University Police, and parking services. The user will be required to execute a separate agreement applying to this use and shall pay the fees and costs associated with such services. A schedule of fees for certain commonly-used services is provided on the [Event Coordination Forms website](#).
- D. Security. Event security shall be provided in a manner consistent with the security staffing requirements of the University Police Department [provided that MTSU will not charge security fees based on the content of the speech or the anticipated reaction or opposition of listeners to the content of the speech](#).
- E. Food Service. Food and catering shall be permitted for all event type definitions and is subject to the provisions of [Policy 661 Purchasing of Meals and Refreshments for Both on and Off-Campus](#) and [Policy 662 Food Service Self Catered or Off-Campus Vendor](#).
- F. Payment of Fees. Unless stated otherwise on the [Event Coordination Forms website](#), the following shall apply to all fee payments under this policy:
1. University Sponsored, Related, and Co-sponsored Events. The MTSU department/organization sponsoring the event/activity will accept responsibility for all applicable fees. A security deposit to ensure fiscal responsibility will be required by the facility manager utilizing these general guidelines.

Deleted: Pursuant to [Policy 600 Approval of Agreements- Delegation of Authority/Signature Authorization and TBR Guideline B-026 Lease Procedures and Guidelines](#) [Policy 623 Lease Standards](#), a

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- a. Estimated support services charges under fifty dollars (\$50.00) are due at receipt of confirmation to hold reservation and are non-refundable.
 - b. Estimated support services charges under five hundred dollars (\$500.00) require a non-refundable reservation deposit of fifty dollars (\$50.00) due at receipt of confirmation to hold reservation.
 - c. Estimated support services charges more than five hundred dollars (\$500.00) require a non-refundable reservation deposit of 10% of charges due at receipt of confirmation to hold reservation.
2. Non-University/External Events. A non-refundable ten percent (10%) deposit is required at receipt of confirmation to hold the reservation. All user fees, estimated support services fees, and administrative fees must be paid prior to the beginning of the event.

VIII. Insurance and Bonds

Insurance may be waived for any non-University/external group using a campus property and/or facilities if the use is for a meeting such as a conference, dinner, presentation, speaker, etc., lasting no longer than one (1) day. MTSU reserves the right in its sole discretion to require insurance and/or a performance bond, if it determines there may be a concern for personal or public health or safety. Factors used to determine the requirement of insurance and/or a performance bond include, but are not limited to, the nature and use of particular facilities, the age of event participants, and the anticipated event size or attendance for any use of campus property and/or facilities. If insurance and/or a performance bond will be required, appropriate levels of coverage and minimum limits shall be enumerated pursuant to contract. Proof of compliance with this provision may be required in advance of an event. This provision shall be applied and enforced in a content/viewpoint neutral manner.

IX. Particular Uses

A. Distribution of Literature or Advertising Material.

1. Any literature that is distributed or sold and any advertisement shall comply with all applicable local, state, and federal laws and regulations, as well as the rules and policies of MTSU;
2. No obscene literature or material, as defined by law, shall be distributed on any property owned or used by MTSU;
3. Campus property and/or facilities may not be used for the conduct of commercial activities (including distribution of commercial advertising material) except when

engaged in a business relationship, pursuant to a contract, with MTSU and/or when a rental or lease agreement is in place specifically for such temporary purpose;

4. No literature, advertising material, or other printed matter shall be distributed in the following locations:
 - a. Classrooms, library, or other academic building or facilities;
 - b. Administrative and employee offices and work areas;
 - c. Student residence halls, dormitories, or apartment buildings;
 - d. By placing it on vehicles parked on the MTSU campus; or
 - e. By affixing it to utility poles, trees, walls, buildings, sidewalks, streets, or other objects on campus.

This shall not restrict a faculty member from distributing within the classroom non-commercial material related to the particular course or subject matter.

5. Upon approval of an application to use MTSU property and/or facilities, MTSU will permit the sale or distribution of literature, non-commercial solicitations, or advertising in designated locations within the lobbies or other general use areas of the above-noted buildings or other campus facilities designated for placement of literature for distribution or sale.
6. MTSU shall have the right to terminate the distribution or sale of literature by any group, organization, or individual that violates the provisions of this policy.
7. Nothing in this section should be construed to limit the rights of access to state employees set forth in T.C.A. § 8-50-1001.

B. Solicitations.

Unless otherwise provided, solicitation for the purpose of entering or consummating a commercial transaction on any property owned or used by MTSU is prohibited. Solicitation for other than a commercial purpose is prohibited unless expressly provided for by MTSU policy or approved by the President or designee.

1. General Requirements:
 - a. MTSU may require any group, organization, or individual to verify the use, application, or disposition of funds solicited on campus property.

b. Solicitations shall be permitted only in those areas designated for such activity by MTSU.

2. Permitted Activities. Subject to the application and approval process set forth above, the following solicitations are permitted on MTSU's property and/or facilities.

a. Fundraising by Affiliated Individuals/Entities. Activities or events engaged in by affiliated entities/individuals or by registered student organizations for the purpose of raising funds to meet expenses of the group, organization, or individual are permitted, provided that funds raised by such activities or events shall be used for the benefit of the group, individual, or organization, and no funds shall be distributed to the officers, members, or any individual for personal profit or use. Fundraising by students and student organizations shall also be subject to [Policy 540 Student Conduct](#), and [Policy 560 Student Organization Registration and Recognition](#).

Deleted: [Disciplinary Rules](#)

b. Solicitation of Membership by Affiliated Individuals/Entities. Solicitation of dues and/or membership in an organization by affiliated groups or individuals or by registered student organizations. Solicitation by students and student organizations shall also be subject to [Policy 561 Student Organization Operations, Section V](#).

Deleted: the [Student Rights and Responsibilities Handbook](#).

c. Distribution of Literature by Non-affiliated Individual/Entity. Distributing literature by a non-affiliated group containing general information about their organization. Such distribution shall be in compliance with the provisions of Section IX.A. Distribution of Literature or Advertising Material.

d. Sales and Solicitation by Non-affiliated Individual/Entity. MTSU property and/or facilities may not be used by any non-affiliated entity/individual for the conduct of commercial solicitation, on-site sales, or other profit-making activities except when (1) a license or lease agreement exists; (2) the activity is conducted in accordance with any other valid contract or agreement with MTSU; (3) the commercial solicitation, on-site sales, or other profit-making activity takes place pursuant to an agreement; and (4) is sponsored by a registered student organization for the purpose of raising funds to support the organization's activities. No sales or solicitation will be approved under this policy if the activity conflicts with any contractual obligations of MTSU.

Agreements between non-affiliated vendors sponsored by MTSU or a registered student organization to engage in commercial solicitations, on-site sales, or other profit-making activities are subject to the following conditions:

(1) No student organization will be permitted to sponsor the same non-affiliated vendor more than two (2) days per month.

- (2) Requests from student organizations to sponsor a non-affiliated vendor must be approved by the Assistant Vice President for Student Affairs or designee.
- (3) Permission to sponsor a non-affiliated vendor may be denied if the presence of such vendor would be disruptive, would interfere with any aspect of MTSU's operation, or would detract from the orderly and aesthetic appearance of the campus.
- (4) All non-affiliated vendors sponsored by a student organization will be charged a per diem fee to be paid at the time the activity is registered. This fee will be assessed apart from any financial arrangement made between the sponsoring student organization and the non-affiliated vendor. Any fee associated with these activities is provided on the [Event Coordination Forms website](#).
- (5) Non-affiliated vendors sponsored by MTSU or a student organization are strictly prohibited from engaging in conduct that is unduly intrusive in their interactions with students, staff, or faculty, or otherwise harasses, disturbs, or interferes with the rights of students, staff, and faculty to the use and enjoyment of institutional property and/or facilities.
- (6) Non-affiliated vendors sponsored by student organizations may be required to show proof of compliance with all state and local laws and ordinances governing their activities.

e. Solicitation of charitable funds shall be governed by the provisions of [Policy 170 Charitable Solicitations](#).

C. Advertising

1. No advertising signs, posters, or other material may be placed on any campus property and/or facility by any non-affiliated entity/individual, except that MTSU may permit advertising on specifically designated bulletin boards, digital signage, and other designated locations on campus. Affiliated entities/individuals may place advertising materials on campus property but only in such places as are designated by MTSU.
2. MTSU may authorize the inclusion of advertisements in appropriate campus publications or on other campus property (~~e.g.~~ scoreboards, busses, etc.) for a reasonable fee.

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3. MTSU may permit limited advertising by groups, organizations, or individuals when incidental to a donation of property or services to MTSU or pursuant to a contract with MTSU.

D. Bulletin Boards/Digital Signage.

All postings of advertising or other material on utility poles, trees, walls, buildings, or other objects on campus is strictly prohibited. To facilitate posting of information and material where permitted, MTSU has installed certain bulletin boards, designated as community bulletin boards, across campus that may be used by members of the campus community for postings unrelated to official MTSU business. All other bulletin boards are reserved for official MTSU business and are not available for postings by any other individual or entity. Designated digital signs in certain campus multiple-use locations may be available to post event announcements.

The specific rules applicable to a community bulletin board will be conspicuously posted on each board and will control all postings on that board. Any posting that does not comply with the stated rules is subject to immediate removal without warning.

1. At a minimum, each community bulletin board shall comply with the following:
 - a. Prominently display a sign above the board indicating that it is a community bulletin board.
 - b. Prominently display on a sheet of paper at least 8 ½" x 14" the rules for posting on the community bulletin board, including, at a minimum, the following:
 - (1) A listing of the specific individuals and/or entities that are permitted to post on that bulletin board;
 - (2) Whether permission is required in advance of posting on that board and, if so, from whom;
 - (3) Any limitations of the types of messages that may be posted on the board;
 - (4) The maximum size of any message that may be posted on that board;
 - (5) That no obscene material or material that violates state, federal, or local law or MTSU policy may be posted on the board;
 - (6) A regularly scheduled date on which all material will be removed from the board. For instance, the individuals/offices authorizing the use of the board may wish to remove all material from the board on the first day each month or the day following Graduation, etc.

2. All individuals/offices requiring prior permission to use a community bulletin board may deny a request on the basis of one (1) or more of the following. The denial of the request shall be in writing and shall state the reason for the denial.
 - a. The person or group is not authorized to use the board in question;
 - b. The material is not the type authorized to be on the board in question or fails to meet any of the rules for posting on the board;
 - c. The material is obscene or otherwise violates any federal or state law or regulation of MTSU; or
 - d. There is insufficient space for the material on the board due to the previous posting of other materials.

The individual/office responsible for any bulletin board on campus, in conjunction with the MTSU Fire Marshal, shall confirm that the placement of the bulletin board complies with the local fire code.

3. Digital signage in certain campus locations is available to be used in conjunction with meetings/events. Specifics of digital signage use guidelines are located at www.mtsu.edu/digital-signs.
4. Nothing in this section should be construed to limit the rights for access to State employees set forth in T.C.A. § 8-50-1001.

E. Banners.

Except as specified below, banners or other large printed material may not be placed or hung on any MTSU property or structure.

1. Keathley University Center (KUC). MTSU has made a limited amount of space on the patio rails and the columns at the KUC available for affiliated entities and MTSU departments to hang banners for limited purposes of advertising their events and/or promoting their organization. No other groups will be allowed to hang banners on MTSU's property and/or facilities. The following restrictions shall apply to all banners displayed under this policy:
 - a. Banners may be displayed a maximum of two (2) consecutive weeks unless additional time is approved by the Dean of Students or designee.
 - b. Banners are limited to one (1) per organization unless approved by the Dean of Students or designee.

- c. Banners made for the KUC patio rails will be hung and taken down by MT Unions staff. Please drop off banners at the KUC Information Desk (located on the 2nd floor of the KUC) no later than the day before your reservation.
 - d. Banners for SGA Elections and Homecoming must be displayed horizontally in front of the KUC and may not exceed three feet (3') x five feet (5'). Check the SGA election packets for more information.
 - e. Banners made for the KUC columns must be professionally made and have metal grommets. A University account must be provided in order to have the banner hung. The organization/department will incur a cost from Facilities Services to hang and remove the banner. Banners to be hung on the columns must be turned into MT Unions staff no later than five (5) business days prior to the first date of the reservation so that a work order can be placed with Facilities Services to provide the banner hanging service. Bungee cords are provided by MT Unions for the purpose of hanging banners. Banners that do not meet this criterion will not be hung. Please note: The banner hanging service provided by Facilities Services is weather dependent, so the banner may or may not be hung by the first day of the reservation. Banners must be no bigger than twelve feet (12') in width for the main column and six feet (6') for the side columns.
 - f. Banners hung at the KUC must be retrieved from the KUC Information Desk no later than five (5) business days following the removal date. MT Unions is not responsible for banners left after five (5) days, and is not responsible for the loss or damage to any banner.
 - g. Banner space is available on a first come, first serve basis.
2. Greek Row. Subject to approval by the appropriate MTSU office, residents of the houses located on MTSU's Greek Row may hang appropriate exterior banners, posters, and signs (collectively "banners") that promote student organization or campus events. The dimensions of banners on the exterior of Greek Row houses may not exceed eight feet (8') by six feet (6'). Houses that are leased from MTSU by Greek organizations must obtain approval from the Office of Fraternity and Sorority Life prior to hanging the banner. Houses that are occupied by individuals pursuant to a Housing License Agreement with the Office of Housing and Residential Life must obtain approval from this office prior to hanging the banner.

In evaluating a request for approval, the appropriate office shall confirm that the sign promotes student organization or campus events and that it is of a quality that does not detract from the appearance of Greek Row. In addition, the appropriate office can also determine if safety concerns require that Facilities Services hang and remove the sign. All charges for the hanging and removal of the sign shall be paid in advance by the applicant.

F. Speakers.

Faculty and/or affiliated entities are authorized to extend invitations to uncompensated, unaffiliated guest speakers for regular class sessions and/or meetings, without prior application as set forth in this policy as long as the following conditions are met:

1. Attendance at the class session or meeting will be limited to members of the class or affiliated entity; and
2. No fee or compensation from state funds will be paid to the speaker.

G. Camping.

Except in the circumstances provided below, all individuals or groups engaging in activities covered under this policy are prohibited from constructing or erecting any permanent or semi-permanent structure(s) on MTSU property and from erecting, maintaining, or occupying any temporary sleeping equipment, including, but not limited to, tents, sleeping bags, hammocks, and other non-permanent structures, sleeping quarters, or apparatus.

The above prohibitions shall not apply in the following circumstances:

1. Erecting, maintaining, and occupying temporary sleeping equipment between the hours of 7:00 a.m. and 11:00 p.m.;
2. Maintaining or occupying a motor vehicle or trailer equipped with living space and amenities found in a home, such as a recreational vehicle, camper van, motor home, or the like, provided that: (1) the vehicle or trailer is licensed for use and operation, and a license plate demonstrating this fact is affixed to the vehicle; (2) the use of the vehicle or trailer has been approved in advance by either the Blue Raider Athletic Association, Tennessee Livestock Center, or the Tennessee Miller Coliseum (collectively the "approving entity") in a manner consistent with the existing policies of the approving entity and all required fees have been paid; and (3) the vehicle or trailer is parked in a space for such vehicles or trailers as designated by the approving entity;
3. Maintaining or occupying motor vehicles or trailers equipped with office space or living space and amenities found in a home, such as a recreational vehicle, camper van, motor home, or the like, on MTSU property that has been leased by MTSU to another entity or on property assigned to, and under the control of, a contractor of MTSU. Activities under this paragraph must specifically be permitted by contract and/or lease and be conducted in accordance with the terms of the contract or lease;

4. Participants in events being held in unsecured or open buildings or structures, including specifically the animal barns at the Tennessee Livestock Center and the Tennessee Miller Coliseum, may erect, maintain, or occupy overnight sleeping equipment to stay overnight with belongings, including livestock, for purposes of protecting or securing said belongings. Participants shall notify the organizer of the event of their intent to remain on the premises overnight.

X. Notice of Policy

The MTSU Event Coordination Department and all responsible offices set forth in this policy shall maintain a copy of this policy for inspection by groups, organizations, and individuals interested in the use of campus property and/or facilities and shall provide a copy of such policy upon request.

Forms:

[Properties/Facilities Available for Use](#)

[User Fees](#)

[Sidewalks and Right of Ways](#)

Revisions: ~~June 5, 2017 (original); _____, 2018,~~

Deleted: none

References: Policies 101 Minors Participating in University-Sponsored Programs or Programs Using University Facilities; 170 Charitable Solicitations; 540 Student ~~Conduct~~; 560 Student Organizations; ~~561 Student Organization Operations~~; 661 Purchasing of Meals and Refreshments for Both on and Off-Campus; 662 Food Service Self Catered or Off-Campus Vendor; 775 Traffic, ~~Parking, and Safety Enforcement~~; T.C.A. § 8-50-1001, ~~49-7-2401 et seq., 49-7-3201 et seq., 49-7-3205(a)(11)(14)(15)(16), 49-7-3205(c), 49-7-3208(2).~~

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**Middle Tennessee State University
Board of Trustees**

Tab 5

Report of the Board Secretary



**Middle Tennessee State University
Board of Trustees**

MEETING: June Quarterly Board Meeting
SUBJECT: [Board Secretary Report](#)
DATE: June 12, 2018
PRESENTER: Board Secretary Heidi Zimmerman
ACTION REQUIRED: None

BACKGROUND INFORMATION:

The Board Secretary was delegated limited authority to make technical revisions in policies and rules with the condition that a report be made to the Board of Trustees concerning what revisions have been made.

Following is a list of technical revisions made since the last Board of Trustees meeting.

Policy	Date Edited	Explanation
To be reported at June 2018 meeting		
26 Discrimination and Harassment Based on Protected Categories Other Than Sex (540)	3/28/2018	Due to name change of two policies, references to these policies within other policies were updated to reflect the new titles: 540 Student Conduct (formerly "Student Disciplinary Rules") and 775 Traffic, Parking, and Safety Enforcement (formerly "Traffic and Parking").
27 Misconduct, Discrimination, and Harassment Based on Sex Including Pregnancy, Sexual Orientation, and Gender Identity/Expression (540)		
71 Preventing and Reporting Fraud, Waste, and Abuse (540)		
100 Use of Campus Property and Facilities Scheduling (540)		
110 Cases Heard Pursuant to the Uniform Administrative Procedures Act (540)		
121 Privacy of Information (540)		
150 Social Networking and Media (540)		
271 Education Abroad (540)		
540 Student Conduct (775)		
541 Residential Life and Housing Rules (540 and 775)		
560 Student Organization Registration and Recognition (540)		
700 University Police Department (540)		
910 Information Technology Resources (540)		
755 Alcoholic Beverages (form only)	5/21/2018	Request to Serve Alcohol on Campus form was revised to remove reference to Tennessee Board of Regents policies.



**Middle Tennessee State University
Board of Trustees**

Tab 6

Student Trustee



**Middle Tennessee State University
Board of Trustees**

MEETING: June Quarterly Board Meeting

SUBJECT: [Student Trustee](#)

DATE: June 12, 2018

PRESENTER: Dr. Sidney A. McPhee

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

BACKGROUND INFORMATION:

Following this page are the application form and resume of student nominee, as well as the process for selection of the student trustee.



MTSU BOARD OF TRUSTEES

STUDENT TRUSTEE

Eligibility Requirements and Application

Eligibility

Student must:

- have acquired at least 40 MTSU undergraduate credit hours by the application deadline.
- have at least a 3.0 MTSU cumulative grade point average by the application deadline.
- be in good standing with the University.
- be willing to serve from June 1, 2017 – May 31, 2018 and must be available for academic year and summer meetings.
- be a fulltime student during the fall and spring semester of term.

Application

Application Process

- Applications are due by **March 31, 2017 by 4:00pm**. Applications are to be sent to sga@mtsu.edu.
- Once application is received, recipient will be sent a confirmation email.

Selection Process

- The Student Government Association Executive Board will review the applications and select applicants to be interviewed.
- Applicants will receive an email if they have been selected for an interview.
- After the interviews are conducted, the three finalists will be sent to President McPhee for review.
- President McPhee will review the top three applications and recommend one of the three to the MTSU Board of Trustees.

Please note:

- Students who are serving as Student Government Association officers, senators or freshman council members at the time applications are due, will not be considered.

Please email sga@mtsu.edu if you have any questions or concerns with the position or application.



MTSU BOARD OF TRUSTEES

STUDENT TRUSTEE

Student Trustee Application

Applicant Information

Full Name: Tracy Peyton J Date: 2/18/18
Last First M.I.

Address: Winthorne Ln. Marble Fallsboro, TN 37129
Street Address City State ZIP Code

Phone: 615.653.7267 Email: pjt2p@mtmail.mtsu.edu

List your current cumulative GPA: 3.36 M# _____ MTSU credit hours earned (include undergrad and graduate hours): 107.0

Are you a citizen of the State of Tennessee? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Do you have a MTSU judicial record or current judicial charges? YES NO

If yes, explain: _____

Education

Major: Organizational Communication Minor: Business Administration

Start Date: August 2014 Anticipated Graduation Date: May 5, 2018

Community Service & Involvement

Involvement Type or Position Title	Organization Name	Dates of Service
Freshman Council / Senator	Student Government Association	Fall 2014 - Spring 2017
Site Director	Blue Elite	Current
Tour Guide	Blue Elite	Fall 2016 - Current
Team Leader	Young Life	Fall 2016 - Spring 2017
Squad Leader	SGA's Big Event	Spring 2016 / 2017

References

Please list two MTSU professional (full-time faculty/staff) references.

Full Name: Robert Patterson

Relationship: Blue Elite Boss

Email Address: Rob. Patterson @ mtsu. edu

Phone: 615-390-9254

Full Name: James Bast

Relationship: Professor

Email Address: James. Bast@ mtsu. edu.

Phone: 615. 898. 2342

Short Answer Questions

On a separate page, please answer the following short answer questions:

1. Why are you interested in applying for the Student Trustee position?
2. How has your University experience prepared you for this type of position?

Disclaimer and Signature

As an applicant for a position as the MTSU Student Trustee, do you verify that you meet all criteria for the position as outlined on the cover page of this application?

YES

NO

May we verify your GPA, class standing, judicial standing, and residency?

YES

NO

I certify that my answers are true and complete to the best of my knowledge. I understand that my application will be shared with a selection committee and grant permission for this information to be shared.

If this application leads to a nomination, I understand that false or misleading information in my application or interview may result in my release from an appointment as the MTSU Student Trustee.

Signature: _____

Date: _____

2/26/18

1. Why are you interested in applying for the Student Trustee position?

I am interested in applying for the Student Trustee position because I believe that my involvement and experience at MTSU have made me the most qualified candidate for the position. As someone who has extensive experience in public speaking with the organizations that I have led and participated in, I am confident I would honorably represent this stellar, cutting-edge school. With my leadership positions, I have practiced servant leadership; I have lived out the saying "always my best," which was my daily mantra at Central Magnet School. I want to be the voice of the students, staff, faculty, and administration on the Board of Trustees in order to make MTSU a better place. As a representative of the students at MTSU, I am ready to take on this responsibility. I have worked closely with Admissions, the CSIL office, the Student Government Association, and the Blue Raider Athletic Association, and I believe that these experiences will allow me to represent the entire True Blue Community as a whole, not one specific pocket of campus. As a native of Murfreesboro and having been around the school for my entire life, I have always called MTSU home. Cheering on the Blue Raiders alongside my parents who both attended MTSU and watching my father serve on the Alumni Association Board for MTSU fills me with pride and nostalgia. I will be attending graduate school at MTSU in the fall to pursue an MBA, and I am confident my involvement and leadership at MTSU will equip me with the tools I need to represent MTSU's best interests on the Board of Trustees.

2. How has your University experience prepared you for this type of position?

I have held many leadership roles throughout my career at MTSU. I served as a Freshman Council Representative in the Student Government Association for a year and then served as a Senator At-Large for two years. I was voted Best All-Around Senator in 2016 and was voted most likely to become U.S. President in 2017 by the senators of SGA. I passed legislation in the internal affairs and external affairs committees during my time as a senator. I passed legislation to add vending machines and helped improve the SGA Constitution. I was the squad leader for the Big Event at MTSU for two years and also served my freshman year in the event. As a selected member of the MTSU Student Social Team, I have helped manage the MTSU Instagram Story, on which I have promoted events and programs around campus. I served in the Blue Raider Athletic Association my freshman year where I prepared sky boxes for football games and served the attendees during the game. I have been a Blue Elite tour guide for the last two years, and I have recently been promoted to Blue Elite Site Director where I will be responsible for scheduling tours, planning Preview Days, and training employees to be excellent tour guides. This position is important because I will be leading 40+ tour guides to recruit for the school. Without this organization, we would not see as many students enrolled in our great university. I was selected to be a Young Life team leader for a year, which required me to organize a team of nine individuals and develop events for high school students in Rutherford County. I have umpired baseball for four years, which has helped develop my ability to make decisions quickly. I helped with Homecoming at MTSU last year and helped decorate and execute plans for "Skate Back to the 90s." I have volunteered for many non-profit organizations in and around Rutherford County, and I have worked hard to earn leadership positions outside of MTSU that have also prepared me for this great responsibility. I have always loved representing the students at MTSU and would be honored to represent the entire university as the Student Trustee on the Board of Trustees. Because of my experience as a senior at MTSU, my knowledge as a Murfreesboro native, my leadership roles of serving as a representative of the students, and my passion for my school and community, I believe that I am the most qualified candidate for this position. I would be humbled to be chosen for this vital role in which I will work hard to represent everyone in the True Blue Community.

PEYTON TRACY

COMMUNICATION + BUSINESS

OBJECTIVE

To utilize my experience in organization, my interpersonal communication skills, my ability to solve problems and my ability to learn fast in order to be the best candidate for this position.

EXPERIENCE

BLUE ELITE TOUR GUIDE

Middle Tennessee State University | Aug 2016 - Present

- Give campus tours
- Lead groups of 100+ on Preview Days

BLUE ELITE SITE DIRECTOR

Middle Tennessee State University | Feb 2018 - Present

- Manage and schedule 40+ tour guides
- Run social media pages for the group

STUDENT GOVERNMENT SENATOR AND REPRESENTATIVE

Student Government Association | Fall 2014 - Spring 2017

- Created and voted on important legislation
- Attended weekly meetings and completed service hours

YOUNG LIFE TEAM LEADER

Young Life | Aug 2016 - Aug 2017

- Managed a team of 9 members and organized events
- Delegated tasks to team members and ran team meetings
- Ran social media pages for the group
- Served on Summer Staff for 25 days in Ramona, California

BLUE RAIDER ATHLETIC ASSOCIATION

Middle Tennessee State University | Aug 2014 - Dec 2014

- Served sky boxes during football games
- Prepared sky boxes before sunrise for those attending the game

BASEBALL UMPIRE

Murfreesboro Little League, TSSAA | Apr 2014 - Present

- Umpire and control the game
- Attend meetings and training sessions

EDUCATION

BACHELOR OF SCIENCE, ORGANIZATIONAL COMMUNICATION //
MINOR IN BUSINESS ADMINISTRATION

Middle Tennessee State University | 2014 - 2018

COMMUNITY SERVICE

Habitat for Humanity (Jan 2018-Present)

Gobble Gobble Give (Nov 2017)

MTSU Homecoming Volunteer (Oct 2017)

Young Life Volunteer (Aug 2015-Aug 2017)

The Big Event Squad Leader (Apr 2016 and 2017)

Encounter Ministries Leader (Dec 2014-May 2016)

Salvation Army Service Day (Spring 2016)

Widows and Orphans (Summer 2015)

The Big Event Volunteer (Apr 2015)

PROFESSIONAL SKILLS

Microsoft Office
Proficient in Excel
Scientific research
Social media strategy
Marketing

PERSONAL SKILLS

Ability to work with a team
Interpersonal communication
Problem-solving
Fast learner
Organized
Public speaking
Leader
Motivator

AWARDS

Best All-Around Senator,
Student Government Association
Apr 2016

Most Likely to Become U.S.
President,
Student Government Association
Apr 2017

CONTACT

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SOCIAL

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