



**Middle Tennessee State University
Board of Trustees
Finance and Personnel Committee**

Tuesday, August 24, 2021
10:00 am

MEC Training Room – 2nd Floor
Miller Education Center
503 East Bell Street
Murfreesboro, Tennessee 37130



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

August 24, 2021
10:00 am

AGENDA

Call to Order and Opening Remarks

Roll Call

Approval of Minutes (Action) Tab 1

Permanent Appointment of Assistant to the President for Institutional Equity and
Compliance (Action) Tab 2

Capital Outlay Project Submittal (Action)..... Tab 3

Stadium Debt Service Fee Revision (Action)..... Tab 4

Corporate Partnership Rate (Action)..... Tab 5

Compensation (Action)..... Tab 6

Classified Employee Grievance Annual Report (Information)..... Tab 7

Closing Remarks

Adjournment



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: August 24, 2021

SUBJECT: **Approval of Minutes**

PRESENTER: Joey Jacobs
Committee Chair

BACKGROUND INFORMATION:

The Finance and Personnel Committee met on May 25, 2021. Minutes from this meeting are provided for your review and approval.

**MIDDLE TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**FINANCE AND PERSONNEL COMMITTEE
MINUTES**

The Finance and Personnel Committee met on Tuesday, May 25, 2021, in the Miller Education Center Meeting Room at Middle Tennessee State University.

Call to Order and Opening Remarks

Committee Chair Joey Jacobs called the meeting to order at 11:08 a.m. and requested Acting Board Secretary Jeff Farrar to call the roll.

Roll Call

The following Committee members were in attendance: J.B. Baker, Tom Boyd, Pete DeLay, Darrell Freeman, Joey Jacobs, Mary Martin, Steve Smith, and Delanie McDonald. A quorum was declared. Also present were Trustees Chris Karbowski and Pam Wright; President Sidney A. McPhee; Alan Thomas, Vice President for Business and Finance; Mark Byrnes, Provost; Joe Bales, Vice President for University Advancement; Andrew Oppmann, Vice President for Marketing and Communications; Bruce Petryshak, Vice President for Information Technology and Chief Information Officer; Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; Brenda Burkhart, Chief Audit Executive; Jeff Farrar, Associate University Counsel and Acting Board Secretary; and, Kim Edgar, Assistant to the President and Chief of Staff.

Approval of Minutes - Action

The first agenda item was the approval of the minutes from the March 16, 2021 Finance and Personnel Committee meeting. Trustee Freeman moved to approve the minutes from the March 16, 2021 meeting and Trustee DeLay seconded the motion. A voice vote was taken and the motion to approve the minutes from the March 16, 2021 meeting of the Finance and Personnel Committee passed unanimously.

Diversity: Impact of Non-Returning Students/Financial Implications - Information

Mr. Thomas stated that the information regarding the impact of non-returning students on the University had already been presented in the Academic Affairs, Student Life, & Athletics Committee presentation. Trustee Baker asked how much the University writes off annually in unpaid student debt. Mr. Thomas responded that the amount is approximately \$1 million annually and provided the Committee with a brief summary of the process for determining the amount.

Permanent Appointment of University Counsel – Action

The second agenda item concerned approval of the recommendation by Dr. McPhee for the permanent appointment of James Floyd as University Counsel and Board Secretary. Trustee Freeman made a motion to approve the permanent appointment of James Floyd as University Counsel and Board Secretary. Trustee Martin seconded the motion. A voice vote was taken, and the motion to approve the permanent appointment of James Floyd as University Counsel and Board Secretary passed unanimously.

Capital Outlay Project Requirements – Information

Bill Waits, Assistant Vice President for Campus Planning, provided the Committee with information regarding the requirements for the FY 2022-23 Capital Outlay Project requests. He directed the Committee to the instructions provided by the Tennessee Higher Education Commission (THEC) contained in the meeting materials. He noted that THEC has limited capital outlay requests to renovation projects only for FY 2022-23, with no new stand-alone building projects permitted. He explained the purpose of the change is to address the growing levels of deferred maintenance issues with state owned facilities.

Mr. Waits stated that MTSU is currently focused on a ground-up renovation of the historic Kirksey Old Main building, which would include the demolition of the Midgett building addition. The scope of this project will be further defined and brought to the Finance and Personnel Committee

for approval at its August meeting. The deadline for submission to THEC is Wednesday, September 15, 2021.

Capital Disclosures – Action

The next agenda item was a request for approval of two Capital Project Disclosures. Mr. Waits informed the Committee that MTSU disclosed an additional project, the “College Heights Renovation” project, on May 14 to THEC via the quarterly disclosure to be included in the FY 2021-22 MTSU Disclosure list. This proposed project will serve the University Police Department by renovating space to accommodate a police-training simulator and provide office space for emergency management and police personnel.

Mr. Waits reported that MTSU plans to submit one project, the “Campus Quadrangle Improvements,” as part of the FY 2022-23 MTSU Capital Budget Request. This submittal will replace the “Campus Quadrangle Site Improvements” project that is on the current disclosure list but will expire in July 2022.

Trustee DeLay made a motion to approve the additional FY 2021-22 and the proposed FY 2022-23 Capital Disclosures. Trustee Martin seconded the motion. A voice vote was taken, and the motion to approve the additional FY 2021-22 Capital Disclosure Request and the FY 2022-23 Capital Outlay Project Submittal passed unanimously.

Capital Maintenance Projects Submittal – Action

The next agenda item was a recommendation to submit eight (8) project requests totaling \$11,798,000 to THEC for FY 2022-23 capital maintenance funding. Joe Whitefield, Assistant Vice President for Facilities Services, presented information concerning the process for identifying and bringing forward capital maintenance projects in conjunction with the instructions received from THEC. He explained that the maintenance projects are submitted in order of priority, so the first two projects on the recommended list would be the ones expected to receive approval should MTSU only be allocated the base level funding of \$2,360,000. He informed the Committee that

it is typical to receive funding somewhere in the middle of the two amounts. The meeting materials also contained information on potential project requests for fiscal years 2022-23 through 2026-27.

Trustee Boyd expressed a concern that THEC does not take student population and traffic into account when allocating capital maintenance funding. Discussion ensued and the Committee agreed that the University should continue to work closely with THEC in evaluating all factors that contribute to the need for capital renewal and maintenance.

Trustee DeLay made a motion to approve the FY 2022-23 Capital Maintenance Projects Submittal for eight (8) projects totaling \$11,798,000 and the potential project requests for fiscal years 2023-24 through 2026-27. Trustee Boyd seconded the motion. A voice vote was taken, and the motion to approve the FY 2022-23 Capital Maintenance Projects Submittal for eight (8) projects totaling \$11,798,000 and the potential project requests for fiscal years 2023-24 through 2026-27 passed unanimously.

Tuition, Fees and Housing Rates – Action

At its May 20, 2021 Commission meeting, THEC approved a binding range of 0-2% for both the undergraduate in-state tuition and the combined undergraduate in-state tuition plus mandatory fees. Mr. Thomas informed the Committee that MTSU is proposing a 1.99% increase in tuition for all students, which complies with THEC's binding range of 0 – 2.0%. The University is also recommending an additional 3% increase in graduate tuition. Materials detailing the tuition increase calculation, mandatory and non-mandatory fee requests, and housing rates were provided in the Committee notebooks. 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. The total impact of the combined increase in undergraduate tuition and mandatory fees is a 1.78% increase, which also complies with THEC's total guidance of 0 – 2.0%. Mr. Thomas stated that even with the increase, MTSU will remain where it is currently ranked as number 7 within its peer group of 13 schools for tuition and fees, as well as continue to have the lowest tuition of the three largest public universities in the State.

The Tuition Transparency and Accountability Act, T.C.A. § 49-7-1601, *et. seq.*, requires a fifteen (15) day public comment period on any tuition and mandatory fee increases for undergraduates. Mr. Thomas informed the Committee that all comments will be compiled and provided to the Board the day before the June 8 quarterly meeting.

Trustee Freeman made a motion to approve the recommendation for the FY 2021-22 Tuition, Fees, and Housing rates as presented, and Trustee DeLay seconded the motion. A voice vote was taken, and the motion to approve the recommendation for the FY 2021-22 Tuition, Fees, and Housing Rates as presented passed unanimously.

Compensation – Action

The next agenda item was a recommendation for approval of the University's proposed Compensation Plan. The Governor's budget provided \$1.1 million in non-recurring funding for the creation of a 2.0% salary pool covering the period from January 1, 2021 through June 30, 2021. Kathy Musselman, Assistant Vice President for Human Resources, presented a recommendation to the Committee for approval of a one-time bonus equivalent to six months of a 2% salary increase or \$500, whichever is greater for regular employees, both full and part-time, on the payroll as of December 31, 2020. The bonus will be calculated based on the annual salary as of May 31, 2021 and paid in the June 2021 payroll. The total cost of the salary pool allocation is \$1.7 million with the University funding the \$600,000 balance. Guidelines for implementing the increase were included in the Committee notebooks.

The Governor's budget also provided \$4.5 million in recurring funding to annualize the 2.0% January 1, 2021 salary pool and to fund a 2.0% July 1, 2021 salary pool. Ms. Musselman informed the Committee that a recommendation for the recurring salary pools will be presented at the August 2021 Finance and Personnel Committee meeting.

Trustee Freeman made a motion to approve the proposed Compensation Plan and Trustee Boyd seconded the motion. A voice vote was taken, and the motion to approve the proposed Compensation Plan increase passed unanimously.

Operating Budgets – Action

The final agenda item was a recommendation for approval of the 2020-21 Estimated Budget and the 2021-22 July Proposed Operating Budget. Mr. Thomas reminded the Committee that the Estimated Budget is the final budget for the fiscal year, and the July Budget is the proposed base budget for the upcoming fiscal year. He reported that most of the increases in the Estimated Budget since October were due to the replacement of lost revenue with stimulus funding in accordance with federal regulations. The July Budget is based on a stable enrollment and 1.5% of the proposed 1.99% tuition increase. It also includes mandatory fee increases, and salary and operating appropriation increases approved by the General Assembly for 2021-22. He noted that adjustments for the full tuition increase, actual enrollment, and the June 30 carryover will be reflected in the October budget.

The final item presented in the budget materials was the TSSBA Debt Service Coverage – Disclosed Projects Coverage Adjustments schedule required by TBR under the FOCUS Act to disclose any budgeted projects that may require school bond financing.

A brief discussion ensued concerning the effects of the stimulus packages on the University budgets. Mr. Thomas stated that MTSU had received three funding packages totaling \$100.9 million. Approximately, 43% of that amount went directly to the students with the remaining amount allocated for institutional use. He noted, however, that a significant portion of the institutional funding was used to provide student relief through refunds and waived tuition/fees. Trustee Martin commented on the importance of students being made aware of how the stimulus funding was used for their benefit.

Chairman Smith made a motion to approve the Estimated 2020-21 and Proposed 2021-22 Operating Budgets and Trustee DeLay seconded the motion. A voice vote was taken, and the

motion to approve the Estimated 2020-21 and Proposed 2021-22 Operating Budgets passed unanimously.

Chairman Jacobs commended Mr. Thomas and his team for their informative meeting materials and presentations. He also thanked the Committee members for their participation in the meeting.

Adjournment

The meeting adjourned at 12:10 p.m.

Respectfully submitted,
Finance and Personnel Committee

DRAFT



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: August 24, 2021

SUBJECT: [Permanent Appointment of Assistant to the President
for Institutional Equity and Title IX Coordinator](#)

PRESENTER: Sidney A. McPhee
President

BACKGROUND INFORMATION:

Policy 808 – Compensation Reporting and Approvals – requires the appointment and salary recommendation of Vice Presidents or other executives reporting directly to the President be approved by the Board of Trustees.


The attached recommendation to permanently appoint Ms. Christy Sigler as Assistant to the President for Institutional Equity and Compliance/Title IX and Title VI Coordinator, as well as the salary request included, falls under this approval requirement and is therefore being presented to the Finance and Personnel Committee.

Office of the President

Middle Tennessee State University
204 Cope Administration Building
Murfreesboro, Tennessee 37132
615-898-2622
FAX: 615-898-2507



To: Mr. Steve Smith, Chairman, Middle Tennessee State University Board of Trustees
Mr. Joey Jacobs, Committee Chairman of the Finance and Personnel Committee

From: Sidney A. McPhee 
President

Subject: Appointment of Assistant to the President for Institutional Equity and Compliance /Title IX and Title VI Coordinator

Date: August 24, 2021

I wish to recommend to the Board the appointment of Ms. Christy Sigler as Assistant to the President for Institutional Equity and Compliance /Title IX and Title VI Coordinator.

Ms. Sigler is currently the Interim Assistant to the President for Institutional Equity and Compliance/Interim Title IX Coordinator and Title IX Investigator. Ms. Sigler has done an exceptional job in her role as interim. With her many years of experience in this area as well as her breadth of knowledge, she will certainly be an asset to our university.

It is for these reasons that I recommend the appointment of Ms. Christy Sigler as Assistant to the President for Institutional Equity and Compliance/Title IX and Title VI Coordinator with an annual salary of \$110,000 beginning September 15, 2021.

If you have any questions or concerns, please let me know.

c: Mr. Alan Thomas, Vice President for Business and Finance
Ms. Kathy Musselman, Assistant Vice President for Human Resources

CHRISTY C. SIGLER, J.D.

PROFILE **Analysis · Writing · Project Management · Training · Organization Skills**

PROFESSIONAL EMPLOYMENT

Middle Tennessee State University – Interim Assistant to the President for Institutional Equity & Compliance, Interim Title IX Coordinator, Title IX Investigator, Jan. '21 - Present

Lead the institution's equity and compliance duties by providing timely input and direction in administrative decisions and individual situations. Employ knowledge of equal opportunity and access laws to promote a positive environment throughout the campus community. Aid the President with implementing measures in support of the University's mission regarding recruitment, employment, retention, and development of faculty, staff, and students. Supervise staff. Maintain and document compliance with federal and state requirements. Continue to perform all tasks as Title IX Investigator.

Middle Tennessee State University – Title IX Investigator, Deputy Title IX Coordinator, Jul. '17 – Present

Investigate allegations of Title IX and school policy violations using in-depth knowledge of issues and dynamics related to sexual assault, domestic/dating violence, stalking, sexual harassment, and discrimination; occasional investigation regarding other protected categories. Conduct interviews of parties and witnesses; gather documentary evidence; analyze information obtained and prepare investigative reports with findings of fact and recommendations for disposition of complaints with corrective actions; maintain appropriate comprehensive records of investigations. Advise individuals seeking formal and informal complaint resolution about their rights and responsibilities; provide referrals to other institutional and community resources. Testify in court and university hearings. Develop and provide training to various stakeholders. Demonstrate ability to interact effectively with persons of diverse racial, ethnic, socioeconomic, international, ability, and LGBT+ populations, including knowledge and understanding of multicultural approaches to prevention and supporting survivors. Assist the Title IX Coordinator with ensuring compliance with applicable Title IX policies, procedures, and practices. Identify trends; collaborate to develop and integrate mitigation efforts. Represent MTSU on community Sexual Assault Response Team.

Christy C. Sigler, Attorney at Law – Solo Practitioner, Apr. '09 - Jul. '17

Represented children, parents, and grandparents in cases involving abuse, neglect, custody, termination of parental rights, adoption, delinquency, child support, and other legal issues. Managed cases, interviewed clients and witnesses, performed research, prepared pleadings, and conducted trials. Analyzed police records, medical documents, and other legal records. Trained and mentor colleagues. Served as Special Judge as needed.

William E. Miller & Associates – Associate Attorney, Oct. '06 - Apr. '09

Consulted with clients, conducted research, and litigated in court for varied clients statewide. Supervised projects, designed workflow processes, and trained subordinates. Managed financial and contact data for debt collection accounts. Prepared educational materials and delivered presentations for clients and trade groups, including publication in a trade magazine.

HONORS & CERTIFICATIONS

- Certified Affirmative Action Professional by American Association for Access, Equity, & Diversity.
- ATIXA Certifications: Civil Rights Investigator Level 2; Title IX Coordinator Level 2; Title IX Athletics.
- Certified in Mental Health First Aid – May 2019.
- Trainer for SafeZone (LGBT+ awareness program) – Apr. 2018.
- National SPARK Hero – Simons Foundation Partnering for Autism Research and Knowledge – Jan. 2017.
- Trainer for Building Strong Brains: Tennessee’s ACEs Initiative – Sep. 2016.
- Certified as National Association of Counsel for Children’s Juvenile Law – Child Welfare Specialist through the Tennessee Commission on Continuing Legal Education and Specialization – 2013.
- Appointed to Tennessee Commission on Children and Youth – 2011-2020. Chaired both Budget & Data Committee and Audit Committee. Served one year as Vice Chair of Commission.

EDUCATION

University of Memphis Cecil C. Humphreys School of Law – Juris Doctor, May 2006.

- Honors: Dean’s Distinguished Service Award – 2006.
Bankruptcy Externship with Chief Judge David S. Kennedy – 2005.
Association of Women Attorneys Scholarship Recipient – 2004, 2005.
- Activities: Tennessee Journal of Practice and Procedure – Staff Writer.
Association of Women Attorneys – President, 2005-06, Treasurer, 2004-05.
Phi Alpha Delta Law Fraternity – Clerk, 2005-06.
Law School Ambassador and Orientation Leader – 2004-2006.

University of Mississippi – Bachelor of Accountancy, May 2003.

- Honors: The National Dean’s List – 2002, 2003.
Activities: Tau Alpha Chi Tax Honor Society – Member.
Phi Theta Kappa Honor Society – Member

MILITARY EXPERIENCE

United States Army – Signals Intelligence Analyst, Feb. ‘96 – Feb. ‘01

Analyzed and presented technical military intelligence data in a high level multi-national setting. Delivered presentations to audiences of 10 to 300. Trained and supervised subordinates in designing and establishing classified communications networks. Wrote technical standard operating procedures for intelligence communications system. Completed Primary Leadership Development Course. Certified as Master Fitness Trainer. Attained proficiency in Russian at Defense Language Institute.

MILITARY HONORS

- Awarded 2 Army Commendation Medals, 3 Army Achievement Medals, and Good Conduct Medal.
- 104th Military Intelligence Battalion Soldier of the Quarter, 2nd Quarter 1999.
- Honor Graduate of Signals Intelligence Analyst Course at Ft. Huachuca, AZ, Feb. 1998.
- Honor Graduate of Russian Language Basic Course at the Defense Language Institute Foreign Language Center, Presidio of Monterey, CA, May 1997.

PRESENTATIONS

- *Thoughts on Children's Advocacy*; Tennessee Commission on Children & Youth statewide conference, Nashville, TN, Mar. 2019. <https://youtu.be/kYY9S8rivvg>
- *Legal Issues of Inclusion*; Tennessee Physical Therapy Assoc. statewide conference, Chattanooga, TN, Nov. 2018
- *Title IX and ROTC*; Middle Tennessee State University, Murfreesboro, TN, Feb. 2018.
- *What is Autism?*; Kiwanis Club, Murfreesboro, TN, Jan. 2018.
- *Ten Lessons on Becoming an Advocate*; Upper Cumberland Council on Children & Youth, Cookeville, TN, Apr. 2017.
- *Building Strong Brains TN/Reducing Adverse Childhood Experiences (developed by TCCY) – League of Women Voters*, Murfreesboro, TN, Jan. 2017. <http://on.dnj.com/2jvN1Ev>
- *Autism in the Juvenile Justice Setting*; Tennessee Administrative Office of Courts, Murfreesboro, TN, Oct. 2016.
- *Understanding Autism* with Lauren Weaver (Vanderbilt TRIAD) and Ryan McKee (Hand Over Hand Behavior Therapy); Tennessee Department of Children's Services, Jul. 2016.
- *Communicating with Children in the Court System*; The Legal Professionals, Murfreesboro, TN, Mar. 2015.
- Panelist on *Issues in Special Education*; MTSU College of Education, Murfreesboro, TN, Oct. 2014.

ADDITIONAL INFORMATION

- Member of MTSU Holocaust Studies Program Committee, 2019 – Present.
- Moderator of panel at MTSU LGBT+ Conference, 2019.
- Member of Murfreesboro Kiwanis Club, 2018 – Present.
- Volunteer Mentor with TN Achieves, 2014 – 2016.
- Volunteer at Nashville Oasis Center, 2010 – 2012.
- Proficient in MS Word, MS Excel, MS Access, MS Powerpoint.
- Granted Department of Defense Top Secret security clearance with access to Sensitive Compartmented Information based on single scope background investigation, Aug. 1996.



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: August 24, 2021

SUBJECT: **Capital Outlay Request**

PRESENTER: Bill Waits
Assistant Vice President, Campus Planning

BACKGROUND INFORMATION:

As part of the annual Capital Budget request process, institutions of higher education must submit their capital outlay project requests for state funding to the Tennessee Higher Education Commission (THEC). THEC ranks these project requests and issues project selection recommendations to the Governor of Tennessee. For FY 2022-2023 THEC has required that request be made for renovation projects only.

The proposed MTSU capital outlay request for FY 2022-2023 is the Renovations to Kirksey Old Main (KOM) and Rutledge Hall project. This \$51,900,000 project seeks to carry out extensive renovations to these buildings including replacement of major building systems, exterior repairs, window replacement, and replanning to ensure these buildings will provide modern space for academic instruction for many years to come.

The demolition of the Midgett building, along with removal of corridors and glass curtain walls added to KOM in the 1960's will be carried out to restore KOM to its original architectural character.

Academic usage includes Math, Computer Science, and the emerging Data Science departments at KOM and University College occupying the renovation of Rutledge Hall, which is currently used for student housing.

The following materials provide a summary of the work and are being presented for your review and approval.

Renovations to Kirksey Old Main and Rutledge Hall

Proposed FY 2022/2023 Capital Outlay Project

Gross Square Footage: **105,523 gross square feet** (KOM:82,200 GSF, Rutledge: 21,323 GSF)

Estimated Construction Cost: \$43,400,000

Estimated Total Project Cost: \$51,900,000

University Match funding (4%): \$ 2,076,000 (no minimum gift requirement for renovations)

This project provides extensive renovations to the Kirksey Old Main (KOM) and Rutledge Hall buildings, both of which were original buildings on campus built in 1911. Renovation scope includes major work with HVAC, electrical, plumbing and data/IT systems needed to serve current and future academic needs. Major accessibility issues will be addressed in both buildings with a new elevator added to KOM to serve all floors and the addition of an elevator to Rutledge Hall, which currently has no elevator. Exterior improvements to both buildings will include window replacement with modern windows that will provide superior thermal performance that will also match the architectural character of both buildings. Site utility work, including steam and chilled water utility infrastructure will be required as part of this project.

Demolition of the Midgett building, along with the removal of the addition of corridors and glass curtain walls to KOM in 1964, is included in the project and will restore much of the original architectural and aesthetic character of KOM.

The MTSU 2016 Campus Master Plan prioritizes the renovation of Rutledge Hall as a “highest priority” project and both the KOM renovation and Midgett demolition as “high priority projects.”

After renovation is completed, Kirksey Old Main will be utilized for the Math, Computer Science, and the Data Science academic departments. Rutledge Hall will be taken off-line as residence hall and will be renovated to be the new home of the University College department.



Legend:

1. Kirksey Old Main
2. Midgett Building
3. Rutledge Hall
4. James Union Building
5. Peck Hall
6. Todd Hall
7. Jones Hall
8. Saunders Fine Arts
9. Floyd Stadium
10. Voorhies Building

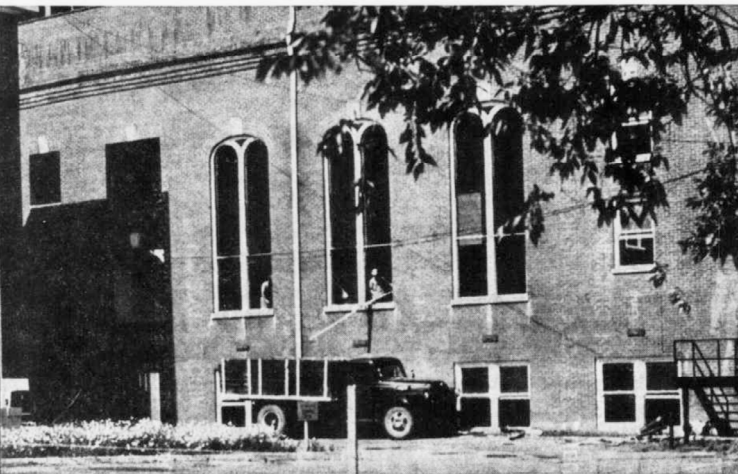
Site Vicinity Map



Panoramic Photo (circa 1920) - Rutledge Hall (left) and Kirksey Old Main



CAMPUS LANDMARK CONVERTED TO CLASS—OFFICE USE



As the new drama building nears completion the old auditorium is being converted into classrooms and offices. The new administration building is now having the brick veneer facing completed. Installation of seats in the enlarged stadium also started this week. Two new dormitories for women will be ready for occupancy when the fall semester opens, September 14. Almost a quarter million dollars is represented in these projects.

(Above) Rendering of Kirksey Old Main, Rutledge Hall, and the original library. (Left) Article from *The Sidelines* newspaper with KOM work underway in 1964 to add corridors and glass curtain wall to the exterior of the building and to convert auditorium to classroom and office use.

3.1 DB70

1 **Department:** Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Renovations to KOM and Rutledge Halls
City/County: Murfreesboro / Rutherford

2 **Fiscal Year:** 2022 / 2023

3		New		Reno/Maint
<input checked="" type="checkbox"/>	Capital Outlay			
<input type="checkbox"/>	Capital Maintenance	4,500	Gross Sq.Ft.	105,523
<input type="checkbox"/>	Disclosure	0	Net Sq.Ft.	0
<input checked="" type="checkbox"/>	Designer Required	900.00	Cost/Sq.Ft.	295.00

4 Project Description:

Renovate the Kirksey Old Main and Rutledge Hall buildings. Renovations to both structures will include, but not limited to, replacement of HVAC, plumbing, data/IT, and electrical systems, re-planning of building layouts to accommodate future use, accessibility improvements, window replacment, roofing and other exterior building improvements. Demolition of the Midgett Building will be included in the scope of work.

5	Total Project	This Request	Estimated Building Construction Cost:
	35,500,000	35,500,000	35,179,285
	3,750,000	3,750,000	
	0	0	
	39,250,000	39,250,000	
	4,150,000	4,150,000	
	43,400,000	43,400,000	
	2,926,787	2,926,787	
	4,000,000	4,000,000	
	450,000	450,000	
	185,000	185,000	
	938,213	938,213	
	51,900,000	51,900,000	

		Building Construction		
		Site & Utilities		
		Built-in Equipment		
		Bid Target		
		Contingency:	10.57	10.57 percent
		MACC (Maximum Allowable Construction Cost)		
		Fee:	35/LogP-1.15=	6.74374863
		Movable Equipment		Renovation
		first other	Commissioning	Renovation
		second other	Pre-Construction	Arch/Plat
		Administration & Miscellaneous		Final
		Total Cost		

6 Funding Request:	THIS REQUEST
49,824,000	49,824,000
0	0
2,076,000	2,076,000

STATE funds
 FEDERAL funds
 Local and Institutional Funds Plant Funds (Non-Aux)

7 Previous SBC Approved Funding:	fund year	description
already approved for existing SBC project	0	
plus This Request	0	
51,900,000	0	

8 **SBC Action:** If an existing project, SBC Project No.: NA

9 **Designer:** NA

5.1 External Funding

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Renovations to KOM and Rutledge Halls

	2,076,000	Total Match Funding (No Match Funding required for TCATs)
	0	Additional External Funding for New Programmed Area
	Amount	Non-Appropriated Category
		Specifics of Source
0%	\$ -	Plant Funds (Auxiliary)
100%	\$ 2,076,000	Plant Funds (Non-auxiliary)
0%	\$ -	Land Sale Proceeds
0%	\$ -	Access Fees
0%	\$ -	Student Fees
0%	\$ -	Gifts
0%	\$ -	Local Government
0%	\$ -	Federal Funds
0%	\$ -	5-Year Bond Funds
0%	\$ -	Other: Specify

0%		Additional External Funding for New Programmed Area (Source)
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Community Colleges and Specialized Units	Total Project Cost			
	Total Match	2,076,000	(No Gift Minimum)	Required Total Match
	Renovation	100%	-	-
	Match Requirement	Minor New Construction	0%	-
	2%	Renovation		-
	4%	New (Gift minimum is 0%)	Eligible Check - Pass/Fail	Pass
			Over/Under Required Match	2,076,000

APSU TSU UTM	Total Project Cost			
	Total Match	2,076,000	Gift Minimum	Required Total Match
	Renovation	100%	-	-
	Match Requirement	Minor New Construction	0%	-
	4%	Renovation	Pass	-
	6%	New (Gift minimum is 33% of 6%)	Eligible Check - Pass/Fail	Pass
			Over/Under Required Match	2,076,000

ETSU MTSU TTU UTC	Total Project Cost	51,900,000		
	Total Match	2,076,000	Gift Minimum	Required Total Match
	Renovation	100%	-	2,076,000
	Match Requirement	Minor New Construction	0%	-
	4%	Renovation	Pass	2,076,000
	8%	New (Gift minimum is 33% of 8%)	Eligible Check - Pass/Fail	Pass
			Over/Under Required Match	-

UoM	Total Project Cost			
	Total Match	2,076,000	Gift Minimum	Required Total Match
	Renovation	100%	-	-
	Match Requirement	Minor New Construction	0%	-
	4%	Renovation	Pass	-
	10%	New (Gift minimum is 33% of 10%)	Eligible Check - Pass/Fail	Pass
			Over/Under Required Match	2,076,000

UT Knoxville	Total Project Cost			
	Total Match	2,076,000	Gift Minimum	Required Total Match
	Renovation	100%	-	-
	Match Requirement	Minor New Construction	0%	-
	6%	Renovation	Pass	-
	17%	New (Gift minimum is 50% of 17%)	Eligible Check - Pass/Fail	Pass
			Over/Under Required Match	2,076,000



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: August 24, 2021

SUBJECT: **Stadium Debt Service Fee Revision**

PRESENTER: Alan Thomas
Vice President for Business and Finance

BACKGROUND INFORMATION:

In 1991, the University requested an increase in the debt service fee from the Tennessee Board of Regents (TBR) for the expansion of Floyd Stadium. The total cost of this project was \$27.1 million, and 30-year bonds were issued in 1998 by the Tennessee State School Bond Authority (TSSBA) to fund \$23 million of the project. Annual revenue received from the debt service fee, currently set at \$45 per credit hour, is approximately \$1.7 million. The bonds are set to mature in FY 2027-28.

The MTSU Board of Trustees approved an athletic capital fee of \$10 starting in 2017-18 with two subsequent increases in the fee. The revenue generated from this fee is dedicated to funding athletic capital projects. The fee is currently set at \$40 per credit hour and generates approximately \$1.45 million annually.

The Student Athlete Performance Center project, considered Phase 1 of the athletic master plan, is currently disclosed at \$66 million, with \$61 million to be funded by the issuance of bonds. The estimated annual debt payment is \$3.2 million over a 30-year term. The payment can be funded with annual revenue generated from the athletic capital fee plus cumulative unspent revenue generated from the fee through FY 2027-28. However, beginning in FY 2028-29, the accumulated revenue generated to date will have been spent.

The University recommends extending the \$45 per credit hour debt service fee beyond FY 2027-28 as a revenue source for the debt payment on the Student Athlete Performance Center project or future phases of the athletic master plan. Factors affecting the length of this extension and any adjustments to the fee will include the amount of donor support for the athletic master plan, revenue generated from other sources such as private partnerships, and the schedule for other phases of the athletic master plan. Other sources of revenue generated for the project will be used toward the annual debt payment first. If these additional sources of revenue are not realized, the revenues generated from student fees would need to be dedicated to paying off these bonds for the next 30 years and would not be available to fund additional phases of the athletic master plan.

The above information is being provided for your review and approval.



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: August 24, 2021

SUBJECT: **Corporate Rate Modification Request**

PRESENTER: Alan Thomas
Vice President for Business and Finance

BACKGROUND INFORMATION:

The Board of Trustees approved an adjustment in the Corporate Partnership Rate for undergraduate students to equal the undergraduate in-state tuition rate at the June 2019 quarterly meeting. A request to adjust the graduate rate was made the following year. The intent of the rate decreases was to attract more opportunities for corporate partnership agreements, especially with companies having employees outside of Tennessee. Under these agreements, corporate employees are allowed to enroll in degree completion programs at a rate equal to the approved undergraduate and graduate in-state tuition rates, which are currently set at \$306 and \$522, respectively, per credit hour. In exchange, the corporate partners promote MTSU as the preferred higher education provider for their employees. However, in our efforts to establish these partnerships, we find that many of the corporations want to send employees that are Tennessee residents, so there is no real incentive for

program participation since their employees would already receive the in-state tuition rates.

To continue MTSU's corporate sponsorship growth, the University feels it is necessary to adjust the rate again to encourage increased program participation. Therefore, we are requesting that the Corporate Partnership Rate be set to reflect an 18% discount off the undergraduate and graduate in-state tuition rates. This will set the current Corporate Rate at approximately \$250 for undergraduate students and \$428 for graduate students, effective with the 2021-22 academic year. These rates will adjust automatically when the Board of Trustees approves increases in the University's tuition rates.

All other fees, including mandatory fees, non-mandatory fees, online fees, etc., will be charged at the full rate. The University will work with each company individually to determine if these fees will be covered by the company or the student.

The above information is being provided for your review and approval.



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: August 24, 2021

SUBJECT: **Compensation**

PRESENTER: Kathy Musselman
Assistant Vice President for Human Resources

BACKGROUND INFORMATION:

BACKGROUND INFORMATION:

Policy 808 – Compensation Reporting and Approvals requires the Board of Trustees to approve salary increases of MTSU employees.

The Governor’s budget provided \$4.5 million in recurring funding to annualize the 2.0% January 1, 2021 salary pool and fund a 2.0% July 1, 2021 salary pool. However, the funding provided by the State only covered 55% of the total cost of a 4% salary pool.

As with any budget year, the University is very cognizant of not overcommitting recurring resources that will strain the University in future years of meeting its obligations. As was shown in the budget materials

provided for the May 2021 Finance and Personnel Committee meeting, the University committed to reallocating over \$600,000 in the FY 2021-22 budget to meet upcoming fixed costs increases. Allocating additional funding beyond the amount funded by the State for salaries would only increase reallocations and reduce campus budgets even further.

Due to only receiving partial funding from the State for the salary pool, coupled with limited operating appropriations and limits placed on tuition increases by the FOCUS Act, the University is recommending an allocation for salaries equal to the amount of funding received from the State of \$4.5 million. In addition, the recommendation is for a 2.7% Across the Board (ATB) increase, with a \$750 minimum.

The University plans to present updated market data for the compensation plan at the November 9, 2021 committee meeting.

The above information and related materials are being provided for your review and approval.

Salary Pool Allocation Recommendation

The President recommends your approval of the following:

- 2.7% Cost of Living Allowance (COLA) or \$750, whichever is greater for regular employees, both full and part-time, employed as of June 30, 2021 and in an active pay status on October 1, 2021.
- The COLA increase will be retroactively applied to Administrative and Classified staff as of July 1, 2021, and to Faculty as of August 1, 2021.
- 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.
- Unless specifically excluded by statute or on terminal leave status, all eligible persons employed as of June 30, 2021, shall receive the increase, with the exception of employees with unsatisfactory work performance.

If approved, the following are the guidelines that are recommended for implementing the increase:

- 2.7% COLA or \$750 minimum payment is pro-rated for part-time employees.
- Reclassifications, degree changes, etc. previously approved to be effective prior to or on July 1, 2021, are to be applied before the 2.7% COLA.
- Faculty promotions are to be applied before the 2.7% COLA.
- An employee appeal process 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**

Finance and Personnel Committee

Information Item

DATE: August 24, 2021

SUBJECT: **Classified Employee Grievance Annual Report**

PRESENTER: Kathy Musselman
Assistant Vice President for Human Resources

BACKGROUND INFORMATION:

In accordance with TCA §49-8-117 each State University Board *“shall provide an annual report to the education committee of the senate and the education committee of the house of representatives summarizing grievance activities of the previous year.”*

Classified staff that are demoted, suspended or terminated for cause are notified of their rights to appeal the employment action. If the employee starts the grievance process, we are required to report the outcome to the senate and house committees.

Attached is the information reported for fiscal year July 1, 2020 - June 30, 2021.

Classified Employee Grievances

July 1, 2020 – June 30, 2021

	Number	Hearing	Decision Upheld	Decision Overturned
Demotion	0			
Suspension without pay	0			
Termination for Cause	0			
Work assignments or conditions of work	1		1	