



Middle Tennessee State University Board of Trustees Finance and Personnel Committee

Tuesday, March 16, 2021
9:00 am

MEC Training Room – 2nd Floor
Miller Education Center
503 East Bell Street
Murfreesboro, Tennessee 37132



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

March 16, 2021
9:00 am

AGENDA

Call to Order and Opening Remarks

Roll Call

Approval of Minutes (Action) Tab 1

Revisions to Policies (Action) Tab 2

 641 Student Fees, Incidental Charges and Refunds

 730 Campus Crisis and Emergency Management

University Budget Updates (Information) Tab 3

Composite Financial Index (Information) Tab 4

Capital Disclosures (Action) Tab 5

Closing Remarks

Adjournment



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: March 16, 2021

SUBJECT: **Approval of Minutes**

PRESENTER: Joey Jacobs
Committee Chair

BACKGROUND INFORMATION:

The Finance and Personnel Committee met on November 10, 2020. 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, November 10, 2020, 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 11:00 a.m. and requested Board Secretary Heidi Zimmerman 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 Trustee Chris Karbowski; 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 Success; Brenda Burkhardt, Chief Audit Executive; Heidi Zimmerman, University Counsel and Board Secretary; and, Kim Edgar, Assistant to the President and Chief of Staff.

Approval of Minutes - Action

The first agenda item was approval of the minutes from the August 18, 2020 Finance and Personnel Committee meeting. Board Chair Smith moved to approve the minutes from the August 18, 2020 meeting, and Trustee DeLay seconded the motion. A voice vote was taken, and the motion to approve the minutes from the August 18, 2020 meeting of the Finance and Personnel Committee carried.

2020-21 October Revised Budget - Action

The next agenda item was a recommendation for approval of the 2020-21 October Revised Operating Budget. Mr. Thomas reminded the Committee that all new funding for higher education, including salary increase funding, was removed from the state budget in June along with most capital outlay and capital maintenance funding. He then provided a summary of the following changes made since the July (Original) Budget:

- Adjustments to Tuition and Fee Revenue, mainly due to not charging the fee for online courses.
- Reduction in the State Appropriation to reflect the June Legislative adjustments to the State budget.
- Adjusted expenditure budgets for: (1) re-budgeting of various student fee balances from the prior year, (2) purchases in process at year-end but not be completed until the current fiscal year, (3) additional safety and security initiatives, (4) scholarships, and (5) marketing and branding.
- Reallocation of expenditure budgets to cover: (1) reduction in appropriation, (2) faculty promotions, (3) increases in funding for scholarships and discounts, (4) software maintenance agreements, and (5) funding for new academic programs approved by THEC for FY 2020-21.
- Adjustments to auxiliary and restricted budgets based on information obtained since the July Budget submission.

Mr. Thomas then directed the Committee to the summary of disclosed Bond Finance projects included in the meeting materials. He noted that financing for the School of Concrete & Construction Management was recently approved by the Tennessee State School Bond Authority (TSSBA), and short-term financing is now available for the project.

Next, Mr. Thomas provided updates on additional COVID-19 related costs and CARES Act funding. He stated that lost revenues and additional COVID-19 expenses since March of approximately \$20 million could be attributed in large part to reduced housing occupancy, reduced athletic

revenues, and online course fee waivers. He informed the Committee that \$17.4 million of the \$19.7 million CARES Act funding had been spent, leaving a balance of approximately \$2.3 million in reserve to cover additional COVID-19 related expenses or fund other items as allowed by the U.S. Department of Education. All of the remaining funding will be spent by the middle of May 2021. Trustee Martin asked which University area was most affected by lost revenues and COVID-19 related costs. Mr. Thomas responded that auxiliaries took a large portion of the hit, with housing being the area most affected; however, they ended the 2020-21 fiscal year well by conservatively spending from March through June, allowing them to build up reserves that can be accessed this year as necessary. Trustee Baker stated the University must be prepared for the possibility of budget cuts due to the COVID-related economic challenges being experienced by the state. Dr. McPhee informed the Committee that he has held virtual campus town hall meetings with every department on campus over the past three weeks. Employees were informed in those meetings that even though higher education was held harmless from the 12% across-the-board budget reduction this year, they must be prepared for other challenges to the state budget that could significantly affect the University budget. He stated that scenario planning had been done at the executive leadership level in preparation for the possibility of a move in that direction. However, he indicated he was hopeful that higher education would not be affected by any state budget reductions during this particular economic downturn. Mr. Thomas added that the Tennessee Higher Education Commission (THEC) had submitted a 2% reduction scenario in the budget submitted to the Governor's Office, which is comparable to what had been presented in previous years.

Dr. McPhee thanked the Board for their approval in June of the University's recommendation for a 0% increase in tuition and fees. He indicated this was a factor in the Governor's decision to hold higher education harmless from the 12% across-the-board budget reduction. In a final note, Mr. Thomas informed the Committee that approximately 30 unfilled positions had been cut University-wide as part of the \$6.9 million in reductions needed to balance this year's budget. Chairman Jacobs asked for a motion to approve the revised budget. A motion was made by Trustee DeLay and seconded by Trustee Boyd to approve the FY 2021-22 October Revised

Operating Budget. A voice vote was taken, and the motion to approve the FY 2021-22 October Revised Operating Budget passed unanimously.

THEC 2021-22 Capital Outlay/Maintenance Recommendations – Information

The next agenda item was an information update from Bill Waits, Assistant Vice President for Campus Planning, concerning the University's capital outlay and capital maintenance funding requests. Mr. Waits reminded the Committee that the MTSU Board of Trustees approved the FY 2021-22 Capital Outlay Project Submittal for the Applied Engineering Building in June of this year. The \$55 million project is a 92,000 square foot building that will provide a new center for the University's expanding engineering and technology programs. Mr. Waits stated that he was happy to report that the project ranked #3 on THEC's priority list of capital outlay funding requests. He noted that the first two projects on the list were held over from THEC's prior year recommendations due to the pandemic, so the Applied Engineering Building ranked as high as possible on the list given the current circumstances.

Next, Mr. Waits provided an update on the ten (10) capital maintenance projects approved by the Board of Trustees in June for capital budget inclusion. He directed the Committee to THEC's 2021-22 Capital Maintenance Projects Recommendation list in the meeting materials and noted that all ten projects totaling approximately \$10 million were included in the recommendation in order of priority. He indicated that, as in previous years, 50% of the projects would likely be funded depending on their individual budgets.

Board Chair Smith congratulated Mr. Waits on the ranking for the Applied Engineering Building. Dr. McPhee informed the Committee that THEC relies on outside professionals to determine project rankings, and the University's Applied Engineering Building project ranked number one in this process for the new year. Dr. McPhee thanked the staff and faculty that worked to put the project together. He stated that the Executive Director of THEC had informed him that he was optimistic the project would move forward for state funding.

THEC 2021-22 Operating Recommendations – Information

The next item on the agenda was a report from Mr. Thomas on the recommendations made by THEC at its fall meeting concerning operating appropriations and a tuition guidance range. He informed the Committee that the 2021-22 operating state appropriations recommendation for MTSU was \$107.5, a \$1.0 million increase over 2020-21 appropriations. The net increase resulted from a combination of a decrease of \$2.2 million in the outcomes formula adjustments and a \$3.2 million increase in proposed new funding for higher education. A handout was provided to the Committee members containing metrics used in the funding formula for all of higher education. Mr. Thomas explained how a small decline in some of the metrics could significantly impact appropriations. Funding is reallocated from MTSU even when the University produces more Bachelor's degrees and has larger focus populations among all institutions other than the University of Tennessee at Knoxville. Discussion ensued concerning plans to work with THEC to develop an equitable solution for institutions that are penalized under the current formula for being successful.

Philanthropy Report - Information

The final agenda item was a report from Joe Bales, Vice President for University Advancement, on the Middle Tennessee State University Foundation's philanthropic activity. Items presented for discussion included the following:

- 5-year fundraising results, national trends, and comparisons
- Individual unit performance
- Foundation assets and endowment management
- Current challenges and opportunities
- Trustee Fund update

Mr. Bales informed the Committee that despite the difficult conditions this year due to the pandemic, natural disasters, and presidential race, the Foundation giving totals have remained relatively stable and were even up by a little over 5% last fiscal year. Even though there has been a decline in donations under \$1000, there is an expectation that major gifts for larger projects, such as the Applied Engineering Building, will increase the chance for continued stability. He noted that 92% of donations come from 10% of the Foundation donors, and that trend line is

expected to continue. He also reported that the Foundation's endowment fund performance numbers are in line with peer institutions all across the country. Mr. Bales ended the presentation with a brief update on five funds, including the Trustees Fund, set up to assist students in need. Collectively, the funds generate approximately \$100,000 annually to help address hardships that students are experiencing, particularly those affected by COVID-19.

Closing Remarks

Dr. McPhee ended the meeting with a reminder for faculty, staff, and students to be diligent about wearing masks in all University buildings.

The meeting adjourned at 11:53 a.m.

Respectfully submitted,

Finance and Personnel Committee

DRAFT



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: March 16, 2021

SUBJECT: **Policy Revisions**

PRESENTERS: Alan Thomas
Vice President for Business and Finance

BACKGROUND INFORMATION:

Policy 641 Student Fees-Incidental Charges and Refunds

- The revision is to update the policy to include the charging of maintenance fees and tuition for the Winter Session. Section VI.A.3.

Policy 730 Campus Crisis and Emergency Management

- The main revision to Policy 730 is to add the Academic Continuity Committee to evaluate needs and provide guidance to ensure continuity of instruction, research, and service and maintain quality and integrity of courses and programs. Section VI.M.
- Other revisions are minor edits and corrections.

Copies of the redline policies and final revised policies are attached for your review and approval.



641 Student Fees – Incidental Charges and Refunds

Approved by Board of Trustees

Effective Date: _____, 2021

Responsible Division: Business and Finance

Responsible Office: Business and Finance

Responsible Officer: Associate Vice President, Business and Finance

I. Purpose

This policy outlines significant provisions for the administration of fees, fines, charges, and refunds at Middle Tennessee State University (MTSU or University).

II. Establishment of Fees, Fines, and Charges

- A. The MTSU Board of Trustees (Board) must establish or approve all University fees, fines, and charges, unless specific exceptions are provided.
- B. The President is responsible for the enforcement and collection of all fees, fines, and charges. Fees, fines, and charges which specifically do not require Board approval must receive formal approval by the President or designee.
- C. The University should attempt to follow a general format in publishing information on fees, fines, and charges, including, but not limited to, the following:
 1. All statements which include the fee amount should be complete and specific enough to prevent misunderstanding by readers.
 2. When a fee is quoted, the refund procedures should be clearly stated. If there are qualifying conditions for refunds (i.e., specific dates), those conditions also should be stated. If there is no refund, it should be labeled as non-refundable.
 3. It should be made clear that all fees are subject to change at any time.
- D. Current tuition and fee rates, fee payment dates, and refund procedures can be found on the "[What Does it Cost](#)" webpage.

III. Approval of Exceptions

- A. In accordance with this policy, the President has the authority to determine the applicability of certain fees, fines, charges, and refunds, and to approve exceptions in instances of unusual circumstances or for special groups.
- B. All such actions should be properly documented for auditing purposes.

IV. Appeals Process

- A. An appeals process should be established by the University, and communicated to students, faculty, and staff.
- B. The process should provide for final appeal to the President or designee.
- C. Separate appeals processes may exist for different types of fees, charges, and refunds.

V. Exchange of Revenue

Public institutions exchange funds for tuition and fees of employees' spouses and dependents who participate in an education assistance program.

VI. Tuition and Fees Subject to Board Approval

- A. Maintenance Fees. Charged to students enrolled in credit courses or on an audit basis. It is an enrollment or registration fee and is calculated based on the number of Student Credit Hours (SCH's).
 - 1. Rates are established by student level (undergraduate and graduate). The hourly rate will be discounted when undergraduate students enroll in greater than twelve (12) hours and graduate students in greater than ten (10) hours, unless stated otherwise elsewhere in this policy.
 - 2. For multiple summer sessions, maintenance fees and tuition are assessed by using the current part-time rate with no maximum amount for total credit hours enrolled.
 - 3. For the Winter Session, maintenance fees and tuition are assessed by using the current part-time rate. Hours taken in the Winter Session do not count toward the twelve (12) undergraduate hours or ten (10) graduate hours needed to receive a discount in the Spring semester.
 - 4. Maintenance fees may not be waived unless specific exceptions are outlined in state statute. T.C.A. § 49-7-113 provides exceptions for certain disabled and elderly

- students, as well as state service retirees; T.C.A. § 49-7-102 outlines certain exceptions for dependents and spouses of military personnel; and T.C.A. § 49-7-2304 provides exceptions for certain military reserve and National Guard personnel.
- B. Out-of-State Tuition. An additional fee charged to students classified as non-residents who are enrolled in for-credit courses, including audit courses. This fee is in addition to the maintenance fee.
1. A separate hourly rate for out-of-state tuition will be set for undergraduate and graduate students. A full-time student is defined as an undergraduate enrolled in twelve (12) hours or a graduate student enrolled in ten (10) hours.
 2. Applicability of out-of-state tuition is determined pursuant to [Policy 501 Residency Classification](#). The Business Office will collect fees based upon student classification as determined under that policy.
- C. Regional Scholars Program
1. This program is restricted to:
 - a. admitted undergraduate students who graduate from a high school located in a county within a specified radius of the MTSU campus as determined by the Board of Trustees and published on the [Regional Scholars Program website](#), have at least a twenty-five (25) ACT, or the SAT equivalent, maintain full-time status (minimum of twelve [12] hours), and remain in good academic standing.
 - b. admitted graduate students who have a permanent address that is located in a county within the same specified radius of the MTSU campus as noted above, maintain full-time status (minimum of ten [10] hours), and remain in good academic standing.
 2. If a student drops below minimum hours stated above, they are assessed out-of-state fees for that term.
 3. The out-of-state tuition rate charged to students eligible for the program rate will equal the University's state subsidy per full-time equivalent for the prior fiscal year. This rate is capped at twelve (12) hours for undergraduate students and ten (10) hours for graduate students.
 4. The program rate does not impact students who otherwise qualify for border county classification or other in-state residency classification.

- D. eRate. Available to students who enroll at MTSU, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses.
1. The eRate is one hundred fifty percent (150%) of the University's approved undergraduate or graduate maintenance fee.
 2. The hourly rate will not be discounted for students receiving the eRate and enrolling in greater than twelve (12) undergraduate hours or ten (10) graduate hours.
 3. To qualify for an eRate, students must meet all University admission requirements and be verified as an online out-of-state student enrolled exclusively in courses delivered online by a procedure documented by the University. Out-of-state students refers to geographic location and does not include undocumented students living in Tennessee.
 4. Students enrolled in any type courses other than online (on-ground, telecourse, distance education, etc.) will not be eligible for the eRate specified in this policy and will instead incur traditional non-resident fees and charges. Students who enroll in both online courses and other type courses, and subsequently drop the other type courses, will not then become eligible for the eRate.
 5. Enrollment of eRate students as defined in this standard must mitigate any negative impact on the opportunity for Tennessee student enrollment in online courses.
- E. Corporate Partnership Rate. Available to corporations that have entered into a formal partnership with MTSU to develop and deliver a degree completion program to their employees. The rate is equal to the approved undergraduate and graduate in-state rates.
- F. Program Services Fee. A fee charged to students to support the following programs of the University:
1. Debt Service. Debt service fee revenue is used to retire debt on various capital projects of the University. At the conclusion of the debt retirement for a given project, the debt service fee attributed to the project will cease. Any new project requires the approval of a new debt service fee on its own merits without the reallocation of any existing fee. Any continuation of fees necessary for renewal and replacement of a project for which the debt is totally retired must be approved for that purpose by the Board.
 2. Student Government Activity Fee. A student government activity fee may be established pursuant to T.C.A. § 49-8-109. Any increase in this fee shall be subject to a referendum pursuant to T.C.A. § 49-8-110 for student body approval or rejection.

- The fee will be administered in accordance with the provisions adopted by the University. These fees will be recorded as restricted revenue.
3. Technology Access Fee. Assessed by the University for the purpose of providing student access to computing and similar technologies.
 - a. The revenue from Technology Access Fees (TAF) should be used by the University for direct student benefit, for items such as new and improved high technology laboratories and classrooms, appropriate network and software, computer and other equipment, and technological improvements that enhance instruction. Specifically, TAF funds may be used for the following items:
 - (1) Computers and other technical laboratory supplies, equipment, software, and maintenance.
 - (2) Network costs (internet, interactive video, etc.)
 - (3) Classroom equipment and classroom modifications.
 - (4) Lab, helpdesk, and instructional support staffing by student employees.
 - (5) Renewal and replacement reserves as necessary.
 - (6) New machines for faculty use when faculty are actively engaged in developing and conducting on-line courses.
 - (7) Faculty and staff development directly related to the introduction or application of new technology which impacts students. Travel costs are not to be funded from TAF revenues
 - (8) Infrastructure (wiring, network, servers, etc.) necessary to provide students maximum computing capability.
 - b. As part of the budget process, the University shall prepare a detailed spending plan for the use of funds generated by TAF.
 - c. The spending plan will be maintained by the University and will be updated throughout the year as needed. The President shall ensure that the spending plan is prepared. At the end of the fiscal year, a summary of the actual money generated and actual use of the money shall be prepared and maintained by the University.
 - d. Compliance with this policy will be audited by the internal audit staff and reported as determined by the internal auditor's annual risk-based planning process or other appropriate means.
 4. Campus Access Fee. Assessed to all students each academic term for services provided related to parking and transportation on campus, as well as maintenance of the transportation infrastructure.
 5. Postal Services Fee. Charged for U.S. postal services provided on campus to students.

6. Facilities Fee. Used to improve facilities and fund expenditures such as replacing carpets in student lounges, remodeling classrooms, provide matching funds for new academic building projects, etc. The fee is used to make improvements to areas that have an impact on students.
 7. Student Recreation Fee. Used to improve facilities and fund expenditures related to operating the student recreation center for student, faculty, staff, and alumni use. The Student Recreation center is an auxiliary fully funded by this fee and sales revenue from fitness programs, locker rental, facility rental, etc.
 8. Sustainable Campus Fee. A project voted on and approved by the students to support MTSU's participation in the TVA Green Power Switch program and clean energy initiatives on campus. A campus committee reviews proposals and assigns the funds to various projects.
 9. Athletics Fee. A fee used to support athletics which allows students access to all athletic events with no additional entrance fee. This fee, along with general fund support from the education and general fund, ticket sales, game guarantees, concessions, etc. fully supports athletics.
 10. Health Services Fee. Used to improve facilities and fund expenditures related to operating a Health Services facility for students, including a pharmacy. The Health Services center is an auxiliary fully supported by this fee and sales revenue.
 11. International Education Fee. A fee charged to all students to support international programs. Fees are used to provide travel support for study abroad students participating in consortia programs, MTSU faculty led programs, bilateral exchange programs, and international experiential and service learning experiences and for internationalization of courses across the curriculum.
- G. Specialized Academic Course Fees. Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Board's approval. Specialized academic course fee revenues are limited to funding only the related costs for providing these courses. To receive approval for a specialized academic fee, a program will be required to submit documentation to establish that the following criteria are met:
1. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by the University. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.

2. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
 3. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software, all of which are very expensive. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.
 4. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.
 5. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program must demonstrate that it has achieved exceptional recognition in its particular enterprise.
 6. High Value to Tennessee. The program must demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The program should be distinctive and of integral value to Tennessee. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the University to aid graduates in finding appropriate employment in Tennessee.
 7. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program must demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.
- H. Materials Fees. A fee charged for certain academic labs requiring students have specialized consumable materials. These supplies should be consumable products that the student will use up during the semester. Non-hazardous materials may be retained by the student at the end of the semester. Each request should include course number and a list of expendable supplies that will be purchased as a convenience to the students. It should be financially advantageous to students for the University to purchase the course materials.
- I. Miscellaneous Course Fees. Assessed for courses with additional requirements outside the normal instructional classroom or to provide additional support services to students (i.e., flight training fees, distance education fees, private instruction music fees, etc.)

J. Other Fees, Fines, and Charges

1. **Application Fee.** This is a non-refundable fee paid by an individual who applies for admission to the University. A student is required to pay this fee when he/she applies for admission as a graduate student even if the student attended another institution as an undergraduate student. Additionally, the student is required to pay this fee when he/she applies for admission to a doctoral-level program after receiving a masters-level degree from the institution.
2. **Applied Music Fees.** This fee is charged for private music lessons or small group training sessions. It is refundable on the same basis as maintenance fees or as established by the University.
3. **Late Registration Fee.** A late registration fee will be charged to students registering on or after the first day of the term or part-of-term.
4. **Orientation Fee.** An orientation fee will be charged to incoming students and their family who attend Customs Orientation.
5. **Study Abroad Fee.** Students participating in Study Abroad are charged a fee to cover a range of services available to them before, during, and after their abroad program. It also covers the Study Abroad online application fees.
6. **Installment Payment Service Fee.** Students who choose to participate in the installment plan will be charged a service charge.
7. **Installment Payment Plan Late Fee.** Students who do not pay their installment plan payments by the due date will be charged a late fee each month they are late.

VII. Fees, Fines, and Charges to be Established and Administered by the University

The following fees, fines, and charges may be established and administered by the University. No specific approval or notification to the Board will be required, unless subject to other Board or State requirements. These charges should be governed by an approved contract and/or approved by the Provost or the appropriate Vice President. The University will establish appropriate refund policies. Approval documents should be sent to the Office of Business and Finance.

- A. **Sales of goods and services of a commercial nature, including bookstores, food services, vending, laundry, and similar activities.** This includes the University's program which allows students to receive required course materials at a discounted rate on day one of a course.

- B. Rental of non-student housing and facilities.
- C. Admissions fees to athletic and other events open to the public, including special events sponsored by campus organizations and activities.
- D. Sales and services of educational activities such as clinical services, publications, etc.
- E. Registration for conferences, institutes, and non-credit activities.
- F. Fees for use of campus facilities for recreational purposes.
- G. Nonrefundable library fines, which apply to students, faculty, staff, and other library users.
- H. Thesis and dissertation fee - nonrefundable. The fee will be determined based upon cost to the University.
- I. Child Care Fees. Kindergarten, preschool, early childhood, day care, or similarly defined activities.
- J. Special Exam Fee - nonrefundable. The fee will be determined based upon cost to the University (i.e., certification fees, etc.).
- K. Standardized Test Fees - nonrefundable. The fee will be determined based upon the cost for administering the tests.
- L. Identification Card Replacement - nonrefundable. There will be no charge for the original identification card. A fee may be set by the University to offset the cost of replacing the card. This fee applies only to student ID cards and not to faculty and staff ID's.
- M. Returned Check Fee. The University will charge a nonrefundable returned check fee that is the maximum set by state law. This fee will apply to all returned checks received by the institution, whether from students, faculty, staff, or other parties. The University will review state statutes each spring to determine any changes.
- N. Diploma Fee. Students wanting a second (2nd) copy of their diploma will be charged for the reproduction.

VIII. Deposits

A deposit may be established by the University for rent or lease of buildings and facilities, or for the issuance of other University property or equipment. Deposits should be subject to a one hundred percent (100%) refund if no damage or loss occurs. The amount of such deposits

should be related to the value of the facilities or equipment subject to loss and the general ability of the University to secure reimbursement should loss or damage occur.

IX. Student Residence Facilities

- A. All regular and special rental rates for student residence facilities shall be approved by the Board upon the recommendation of the University. The University may recommend special rates for non-student groups during summer periods, etc.
- B. Pursuant to [Policy 640 Payment of Student Fees and Enrollment of Students](#), rental for assigned living space in a student residence facility shall be payable in full in advance of the beginning of a term. However, students can participate in the installment payment plan. See [Policy 644 Installment Payment Plan](#).

X. Other Fee and Charge Considerations

- A. Fees may be established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities. See [Policy 100 Use of Campus Property and Facilities Scheduling](#).
- B. When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds, and conditions must be clearly stated.
- C. Fees for auxiliary services must take into consideration that auxiliary enterprises should be a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget policies.
- D. Fees established for non-credit courses and activities shall be sufficient to cover the total costs incurred in providing instruction plus a minimum of twenty-five percent (25%) of the annual instructional salary costs including contractual salary costs or personal services contracts.
- E. Students enrolled for six (6) or more hours are eligible for full-time privileges, i.e., access to social, athletic, and cultural functions, pursuant to T.C.A. § 49-8-109.

XI. Refunds and Fee Adjustments

- A. Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.
- B. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a one hundred percent

(100%) adjustment or credit of mandatory fees. Housing and meal ticket charges may be prorated based on usage.

C. Maintenance Fee, Tuition, and Program Services Fee Refunds and Adjustments

1. Refunds are one hundred percent (100%) for courses canceled by the University.
2. Changes in courses involving the adding and dropping of equal numbers of SCH's for the same term at the same time require no refund or assessment of additional tuition or fees, unless the dropping and adding involves TN eCampus courses for which there would be a fee adjustment.
3. The fee adjustment for withdrawals or drops during regular terms (fall and spring) is seventy-five percent (75%) from the first (1st) day of classes through the fourteenth (14th) calendar day of classes and then reduced to twenty-five percent (25%) for a period of time which extends twenty-five percent (25%) of the length of the term. When the first (1st) day of the academic term falls on a Saturday, the one hundred percent (100%) refund period is extended through the weekend until the following Monday morning (12:01 am). There is no fee adjustment after the twenty-five percent (25%) period ends. Dropping or withdrawing from classes during either the seventy-five percent (75%) or the twenty-five percent (25%) fee adjustment period will result in a fee adjustment of assessed tuition and fees based on the total credit hours of the final student enrollment.
4. All fee adjustment periods will be rounded to whole days and included in all student communication. In calculating the seventy-five percent (75%) and twenty-five percent (25%) fee adjustment periods for other than the fall and spring (i.e., summer sessions), the number of calendar days during the term will be considered.
5. A full refund (one hundred percent [100%]) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.
6. A one hundred percent (100%) refund will be provided for students who enroll under an advance registration system but who drop a course or courses prior to the beginning of the first day of class.
7. A one hundred percent (100%) refund will be provided to students who are compelled by the University to withdraw when it is determined that through University error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.
8. When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the seventy-five

- percent (75%)/twenty-five percent (25%) fee adjustment periods will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.
9. The fee adjustment is calculated as the difference between (1) the per credit hour cost of originally enrolled hours and (2) the per credit hour cost of the courses at final enrollment after adjustments have been applied for all courses dropped. Adjustments are calculated at the full per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled). Not all drops/withdrawals will result in fee adjustments.
- D. Student Residence Facilities Rent and Meal Plan Refunds. Refund of student residence facility rent and meal plans after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the student residence facility or University:
1. Because of personal medical reasons confirmed in writing by a licensed physician, or
 2. At the request of the University for other than disciplinary reasons. Full refund will be made in the case of the death of the student. Withdrawals for other approved reasons will be subject to the same seventy-five percent (75%)/twenty-five percent (25%) fee adjustment periods as outlined for tuition and fees above.

Forms: none.

Revisions: June 5, 2017 (New); December 5, 2017; June 16, 2020; _____, 2021.

Last Reviewed: _____ 2021.

References: T.C.A. §§ 49-7-102; 49-7-113; 49-7-2301-2304; 49-8-109; 49-8-110; Policies 100 Use of Campus Property and Facilities Scheduling; 501 Residency Classification; 640 Payment of Student Fees and Enrollment; 644 Installment Payment Plan.



641 Student Fees – Incidental Charges and Refunds

Approved by Board of Trustees

Effective Date: _____, ~~2021~~

Responsible Division: Business and Finance

Responsible Office: Business and Finance

Responsible Officer: Associate Vice President, Business and Finance

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I. Purpose

This policy outlines significant provisions for the administration of fees, fines, charges, and refunds at Middle Tennessee State University (MTSU or University).

II. Establishment of Fees, Fines, and Charges

- A. The MTSU Board of Trustees (Board) must establish or approve all University fees, fines, and charges, unless specific exceptions are provided.
- B. The President is responsible for the enforcement and collection of all fees, fines, and charges. Fees, fines, and charges which specifically do not require Board approval must receive formal approval by the President or designee.
- C. The University should attempt to follow a general format in publishing information on fees, fines, and charges, including, but not limited to, the following:
 1. All statements which include the fee amount should be complete and specific enough to prevent misunderstanding by readers.
 2. When a fee is quoted, the refund procedures should be clearly stated. If there are qualifying conditions for refunds (i.e., specific dates), those conditions also should be stated. If there is no refund, it should be labeled as non-refundable.
 3. It should be made clear that all fees are subject to change at any time.
- D. Current tuition and fee rates, fee payment dates, and refund procedures can be found on the ["What Does it Cost"](#) webpage.

III. Approval of Exceptions

- A. In accordance with this policy, the President has the authority to determine the applicability of certain fees, fines, charges, and refunds, and to approve exceptions in instances of unusual circumstances or for special groups.
- B. All such actions should be properly documented for auditing purposes.

IV. Appeals Process

- A. An appeals process should be established by the University, and communicated to students, faculty, and staff.
- B. The process should provide for final appeal to the President or designee.
- C. Separate appeals processes may exist for different types of fees, charges, and refunds.

V. Exchange of Revenue

Public institutions exchange funds for tuition and fees of employees' spouses and dependents who participate in an education assistance program.

VI. Tuition and Fees Subject to Board Approval

- A. Maintenance Fees. Charged to students enrolled in credit courses or on an audit basis. It is an enrollment or registration fee and is calculated based on the number of Student Credit Hours (SCH's).
 - 1. Rates are established by student level (undergraduate and graduate). The hourly rate will be discounted when undergraduate students enroll in greater than twelve (12) hours and graduate students in greater than ten (10) hours, unless stated otherwise elsewhere in this policy.
 - 2. For multiple summer sessions, maintenance fees and tuition are assessed by using the current part-time rate with no maximum amount for total credit hours enrolled.
 - 3. [For the Winter Session, maintenance fees and tuition are assessed by using the current part-time rate. Hours taken in the Winter Session do not count toward the twelve \(12\) undergraduate hours or ten \(10\) graduate hours needed to receive a discount in the Spring semester.](#)
 - 4. Maintenance fees may not be waived unless specific exceptions are outlined in state statute. T.C.A. § 49-7-113 provides exceptions for certain disabled and elderly

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students, as well as state service retirees; T.C.A. § 49-7-102 outlines certain exceptions for dependents and spouses of military personnel; and T.C.A. § 49-7-2304 provides exceptions for certain military reserve and National Guard personnel.

B. Out-of-State Tuition. An additional fee charged to students classified as non-residents who are enrolled in for-credit courses, including audit courses. This fee is in addition to the maintenance fee.

1. A separate hourly rate for out-of-state tuition will be set for undergraduate and graduate students. A full-time student is defined as an undergraduate enrolled in twelve (12) hours or a graduate student enrolled in ten (10) hours.
2. Applicability of out-of-state tuition is determined pursuant to [Policy 501 Residency Classification](#). The Business Office will collect fees based upon student classification as determined under that policy.

C. Regional Scholars Program

1. This program is restricted to:
 - a. admitted undergraduate students who graduate from a high school located in a county within a specified radius of the MTSU campus as determined by the Board of Trustees and published on the [Regional Scholars Program website](#), have at least a twenty-five (25) ACT, or the SAT equivalent, maintain full-time status (minimum of twelve [12] hours), and remain in good academic standing.
 - b. admitted graduate students who have a permanent address that is located in a county within the same specified radius of the MTSU campus as noted above, maintain full-time status (minimum of ten [10] hours), and remain in good academic standing.
2. If a student drops below minimum hours stated above, they are assessed out-of-state fees for that term.
3. The out-of-state tuition rate charged to students eligible for the program rate will equal the University's state subsidy per full-time equivalent for the prior fiscal year. This rate is capped at twelve (12) hours for undergraduate students and ten (10) hours for graduate students.
4. The program rate does not impact students who otherwise qualify for border county classification or other in-state residency classification.

- D. eRate. Available to students who enroll at MTSU, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses.
1. The eRate is one hundred fifty percent (150%) of the University's approved undergraduate or graduate maintenance fee.
 2. The hourly rate will not be discounted for students receiving the eRate and enrolling in greater than twelve (12) undergraduate hours or ten (10) graduate hours.
 3. To qualify for an eRate, students must meet all University admission requirements and be verified as an online out-of-state student enrolled exclusively in courses delivered online by a procedure documented by the University. Out-of-state students refers to geographic location and does not include undocumented students living in Tennessee.
 4. Students enrolled in any type courses other than online (on-ground, telecourse, distance education, etc.) will not be eligible for the eRate specified in this policy and will instead incur traditional non-resident fees and charges. Students who enroll in both online courses and other type courses, and subsequently drop the other type courses, will not then become eligible for the eRate.
 5. Enrollment of eRate students as defined in this standard must mitigate any negative impact on the opportunity for Tennessee student enrollment in online courses.
- E. Corporate Partnership Rate. Available to corporations that have entered into a formal partnership with MTSU to develop and deliver a degree completion program to their employees. The rate is equal to the approved undergraduate and graduate in-state rates.
- F. Program Services Fee. A fee charged to students to support the following programs of the University:
1. Debt Service. Debt service fee revenue is used to retire debt on various capital projects of the University. At the conclusion of the debt retirement for a given project, the debt service fee attributed to the project will cease. Any new project requires the approval of a new debt service fee on its own merits without the reallocation of any existing fee. Any continuation of fees necessary for renewal and replacement of a project for which the debt is totally retired must be approved for that purpose by the Board.
 2. Student Government Activity Fee. A student government activity fee may be established pursuant to T.C.A. § 49-8-109. Any increase in this fee shall be subject to a referendum pursuant to T.C.A. § 49-8-110 for student body approval or rejection.

The fee will be administered in accordance with the provisions adopted by the University. These fees will be recorded as restricted revenue.

3. Technology Access Fee. Assessed by the University for the purpose of providing student access to computing and similar technologies.
 - a. The revenue from Technology Access Fees (TAF) should be used by the University for direct student benefit, for items such as new and improved high technology laboratories and classrooms, appropriate network and software, computer and other equipment, and technological improvements that enhance instruction. Specifically, TAF funds may be used for the following items:
 - (1) Computers and other technical laboratory supplies, equipment, software, and maintenance.
 - (2) Network costs (internet, interactive video, etc.)
 - (3) Classroom equipment and classroom modifications.
 - (4) Lab, helpdesk, and instructional support staffing by student employees.
 - (5) Renewal and replacement reserves as necessary.
 - (6) New machines for faculty use when faculty are actively engaged in developing and conducting on-line courses.
 - (7) Faculty and staff development directly related to the introduction or application of new technology which impacts students. Travel costs are not to be funded from TAF revenues
 - (8) Infrastructure (wiring, network, servers, etc.) necessary to provide students maximum computing capability.
 - b. As part of the budget process, the University shall prepare a detailed spending plan for the use of funds generated by TAF.
 - c. The spending plan will be maintained by the University and will be updated throughout the year as needed. The President shall ensure that the spending plan is prepared. At the end of the fiscal year, a summary of the actual money generated and actual use of the money shall be prepared and maintained by the University.
 - d. Compliance with this policy will be audited by the internal audit staff and reported as determined by the internal auditor's annual risk-based planning process or other appropriate means.
4. Campus Access Fee. Assessed to all students each academic term for services provided related to parking and transportation on campus, as well as maintenance of the transportation infrastructure.
5. Postal Services Fee. Charged for U.S. postal services provided on campus to students.

6. Facilities Fee. Used to improve facilities and fund expenditures such as replacing carpets in student lounges, remodeling classrooms, provide matching funds for new academic building projects, etc. The fee is used to make improvements to areas that have an impact on students.
 7. Student Recreation Fee. Used to improve facilities and fund expenditures related to operating the student recreation center for student, faculty, staff, and alumni use. The Student Recreation center is an auxiliary fully funded by this fee and sales revenue from fitness programs, locker rental, facility rental, etc.
 8. Sustainable Campus Fee. A project voted on and approved by the students to support MTSU's participation in the TVA Green Power Switch program and clean energy initiatives on campus. A campus committee reviews proposals and assigns the funds to various projects.
 9. Athletics Fee. A fee used to support athletics which allows students access to all athletic events with no additional entrance fee. This fee, along with general fund support from the education and general fund, ticket sales, game guarantees, concessions, etc. fully supports athletics.
 10. Health Services Fee. Used to improve facilities and fund expenditures related to operating a Health Services facility for students, including a pharmacy. The Health Services center is an auxiliary fully supported by this fee and sales revenue.
 11. International Education Fee. A fee charged to all students to support international programs. Fees are used to provide travel support for study abroad students participating in consortia programs, MTSU faculty led programs, bilateral exchange programs, and international experiential and service learning experiences and for internationalization of courses across the curriculum.
- G. Specialized Academic Course Fees. Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Board's approval. Specialized academic course fee revenues are limited to funding only the related costs for providing these courses. To receive approval for a specialized academic fee, a program will be required to submit documentation to establish that the following criteria are met:
1. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by the University. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.

2. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
 3. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software, all of which are very expensive. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.
 4. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.
 5. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program must demonstrate that it has achieved exceptional recognition in its particular enterprise.
 6. High Value to Tennessee. The program must demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The program should be distinctive and of integral value to Tennessee. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the University to aid graduates in finding appropriate employment in Tennessee.
 7. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program must demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.
- H. Materials Fees. A fee charged for certain academic labs requiring students have specialized consumable materials. These supplies should be consumable products that the student will use up during the semester. Non-hazardous materials may be retained by the student at the end of the semester. Each request should include course number and a list of expendable supplies that will be purchased as a convenience to the students. It should be financially advantageous to students for the University to purchase the course materials.
- I. Miscellaneous Course Fees. Assessed for courses with additional requirements outside the normal instructional classroom or to provide additional support services to students (i.e., flight training fees, distance education fees, private instruction music fees, etc.)

J. Other Fees, Fines, and Charges

1. Application Fee. This is a non-refundable fee paid by an individual who applies for admission to the University. A student is required to pay this fee when he/she applies for admission as a graduate student even if the student attended another institution as an undergraduate student. Additionally, the student is required to pay this fee when he/she applies for admission to a doctoral-level program after receiving a masters-level degree from the institution.
2. Applied Music Fees. This fee is charged for private music lessons or small group training sessions. It is refundable on the same basis as maintenance fees or as established by the University.
3. Late Registration Fee. A late registration fee will be charged to students registering on or after the first day of the term or part-of-term.
4. Orientation Fee. An orientation fee will be charged to incoming students and their family who attend Customs Orientation.
5. Study Abroad Fee. Students participating in Study Abroad are charged a fee to cover a range of services available to them before, during, and after their abroad program. It also covers the Study Abroad online application fees.
6. Installment Payment Service Fee. Students who choose to participate in the installment plan will be charged a service charge.
7. Installment Payment Plan Late Fee. Students who do not pay their installment plan payments by the due date will be charged a late fee each month they are late.

VII. Fees, Fines, and Charges to be Established and Administered by the University

The following fees, fines, and charges may be established and administered by the University. No specific approval or notification to the Board will be required, unless subject to other Board or State requirements. These charges should be governed by an approved contract and/or approved by the Provost or the appropriate Vice President. The University will establish appropriate refund policies. Approval documents should be sent to the Office of Business and Finance.

- A. Sales of goods and services of a commercial nature, including bookstores, food services, vending, laundry, and similar activities. This includes the University's program which allows students to receive required course materials at a discounted rate on day one of a course.

- B. Rental of non-student housing and facilities.
- C. Admissions fees to athletic and other events open to the public, including special events sponsored by campus organizations and activities.
- D. Sales and services of educational activities such as clinical services, publications, etc.
- E. Registration for conferences, institutes, and non-credit activities.
- F. Fees for use of campus facilities for recreational purposes.
- G. Nonrefundable library fines, which apply to students, faculty, staff, and other library users.
- H. Thesis and dissertation fee - nonrefundable. The fee will be determined based upon cost to the University.
- I. Child Care Fees. Kindergarten, preschool, early childhood, day care, or similarly defined activities.
- J. Special Exam Fee - nonrefundable. The fee will be determined based upon cost to the University (i.e., certification fees, etc.).
- K. Standardized Test Fees - nonrefundable. The fee will be determined based upon the cost for administering the tests.
- L. Identification Card Replacement - nonrefundable. There will be no charge for the original identification card. A fee may be set by the University to offset the cost of replacing the card. This fee applies only to student ID cards and not to faculty and staff ID's.
- M. Returned Check Fee. The University will charge a nonrefundable returned check fee that is the maximum set by state law. This fee will apply to all returned checks received by the institution, whether from students, faculty, staff, or other parties. The University will review state statutes each spring to determine any changes.
- N. Diploma Fee. Students wanting a second (2nd) copy of their diploma will be charged for the reproduction.

VIII. Deposits

A deposit may be established by the University for rent or lease of buildings and facilities, or for the issuance of other University property or equipment. Deposits should be subject to a one hundred percent (100%) refund if no damage or loss occurs. The amount of such deposits

should be related to the value of the facilities or equipment subject to loss and the general ability of the University to secure reimbursement should loss or damage occur.

IX. Student Residence Facilities

Deleted: Halls and Apartments

A. All regular and special rental rates for student residence facilities shall be approved by the Board upon the recommendation of the University. The University may recommend special rates for non-student groups during summer periods, etc.

Deleted: dormitories and student apartments

B. Pursuant to [Policy 640 Payment of Student Fees and Enrollment of Students](#), rental for assigned living space in a student residence facility shall be payable in full in advance of the beginning of a term. However, students can participate in the installment payment plan. See [Policy 644 Installment Payment Plan](#).

Deleted: student dormitory or residence hall units

Deleted: residence hall

X. Other Fee and Charge Considerations

A. Fees may be established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities. See [Policy 100 Use of Campus Property and Facilities Scheduling](#).

B. When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds, and conditions must be clearly stated.

C. Fees for auxiliary services must take into consideration that auxiliary enterprises should be a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget policies.

D. Fees established for non-credit courses and activities shall be sufficient to cover the total costs incurred in providing instruction plus a minimum of twenty-five percent (25%) of the annual instructional salary costs including contractual salary costs or personal services contracts.

E. Students enrolled for six (6) or more hours are eligible for full-time privileges, i.e., access to social, athletic, and cultural functions, pursuant to T.C.A. § 49-8-109.

XI. Refunds and Fee Adjustments

A. Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.

B. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a one hundred percent

(100%) adjustment or credit of mandatory fees. Housing and meal ticket charges may be prorated based on usage.

C. Maintenance Fee, Tuition, and Program Services Fee Refunds and Adjustments

1. Refunds are one hundred percent (100%) for courses canceled by the University.
2. Changes in courses involving the adding and dropping of equal numbers of SCH's for the same term at the same time require no refund or assessment of additional tuition or fees, unless the dropping and adding involves TN eCampus courses for which there would be a fee adjustment.
3. The fee adjustment for withdrawals or drops during regular terms (fall and spring) is seventy-five percent (75%) from the first (1st) day of classes through the fourteenth (14th) calendar day of classes and then reduced to twenty-five percent (25%) for a period of time which extends twenty-five percent (25%) of the length of the term. When the first (1st) day of the academic term falls on a Saturday, the one hundred percent (100%) refund period is extended through the weekend until the following Monday morning (12:01 am). There is no fee adjustment after the twenty-five percent (25%) period ends. Dropping or withdrawing from classes during either the seventy-five percent (75%) or the twenty-five percent (25%) fee adjustment period will result in a fee adjustment of assessed tuition and fees based on the total credit hours of the final student enrollment.
4. All fee adjustment periods will be rounded to whole days and included in all student communication. In calculating the seventy-five percent (75%) and twenty-five percent (25%) fee adjustment periods for other than the fall and spring (i.e., summer sessions), the number of calendar days during the term will be considered.
5. A full refund (one hundred percent [100%]) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.
6. A one hundred percent (100%) refund will be provided for students who enroll under an advance registration system but who drop a course or courses prior to the beginning of the first day of class.
7. A one hundred percent (100%) refund will be provided to students who are compelled by the University to withdraw when it is determined that through University error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.
8. When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the seventy-five

percent (75%)/twenty-five percent (25%) fee adjustment periods will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.

- 9. The fee adjustment is calculated as the difference between (1) the per credit hour cost of originally enrolled hours and (2) the per credit hour cost of the courses at final enrollment after adjustments have been applied for all courses dropped. Adjustments are calculated at the full per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled). Not all drops/withdrawals will result in fee adjustments.

D. Student Residence Facilities Rent and Meal Plan Refunds. Refund of student residence facility rent and meal plans after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the student residence facility or University:

Deleted: Hall/Apartment

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- 1. Because of personal medical reasons confirmed in writing by a licensed physician, or
- 2. At the request of the University for other than disciplinary reasons. Full refund will be made in the case of the death of the student. Withdrawals for other approved reasons will be subject to the same seventy-five percent (75%)/twenty-five percent (25%) fee adjustment periods as outlined for tuition and fees above.

Forms: none.

Revisions: June 5, 2017 (New); December 5, 2017; June 16, 2020; _____, 2021.

Last Reviewed: _____ 2021.

Deleted: June

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References: T.C.A. §§ 49-7-102; 49-7-113; 49-7-2301-2304; 49-8-109; 49-8-110; Policies 100 Use of Campus Property and Facilities Scheduling; 501 Residency Classification; 640 Payment of Student Fees and Enrollment; 644 Installment Payment Plan.



730 Campus Crisis and Emergency Management

Approved by Board of Trustees

Effective Date: _____, 2021

Responsible Division: Business and Finance

Responsible Office: University Police

Responsible Officer: Assistant Vice President, University Police

I. Purpose

Middle Tennessee State University (MTSU or University) considers emergency preparedness and planning activities essential for maintaining the safety and security of the campus and our community. This policy ensures that the University develops and maintains plans and procedures utilizing emergency mitigation, preparedness, response, and recovery criteria consistent with the National Incident Management System and the Tennessee Emergency Management Plan. These plans and procedures will help ensure that the University is able to respond appropriately in the case of emergencies or disasters that could occur within or around the University in order to mitigate risks to students, faculty, staff, and property.

II. Definitions, Types, and Levels of Crisis

The following definitions are provided as guidelines to assist personnel in determining the appropriate response:

- A. **Level 1 - Limited Crisis:** A limited crisis within the scope of this plan is any incident, potential or actual, that will not seriously affect the overall functional capacity of the University but requires some degree of action. A limited crisis may be small enough that the affected department can effectively resolve the issue. In other cases, assistance from the University Police Department and/or off-campus emergency response groups may be required according to the standard operating procedures of the MTSU Police Department. While some damage and/or interruptions may occur, conditions are localized and MTSU Emergency Operations Center (EOC) activation is not needed. Examples of Limited Crises in the context of this plan may include, but are not limited to, a localized chemical spill, plumbing failure, or water leak.
- B. **Level 2 - Issue-Driven Crisis:** Includes issue driven and/or slowly developing situations that negatively impact the University. The incident may be severe and cause damage and/or interruption to MTSU operations. A partial or full activation of the MTSU EOC may be needed. MTSU may be the only affected entity. Examples of issue-driven crises

may include, but are not limited to, unscheduled or planned protests or disruptions, civil disturbances, unauthorized occupancy of campus areas, sexual assaults, controversial speakers, and hate crimes.

- C. Level 3 - Major Crisis/Emergency: A major crisis or emergency, within the scope of this plan, is an incident posing major risk to University personnel, students, visitors, or resources that has caused or has the potential for causing fatalities or injuries and/or major damage. Such an incident is equivalent to a campus-wide state of emergency, and is expected to require activation of the MTSU EOC and Crisis Management Team (CMT) in order to provide an immediate emergency response. MTSU may request assistance from the City of Murfreesboro, Rutherford County, other state agencies or request federal assistance via the Rutherford County Emergency Operations Center. A Level 3 crisis may develop from incidents beginning at the Level 1 or 2 stages. Examples of major crises may include major emergencies, building emergencies, or disasters such as those listed in Section V.A. below.

III. Emergency Operations Planning

- A. An Emergency Operations Plan (EOP) addresses all types of emergency functions. MTSU shall develop, maintain, and execute an EOP that meets state and federal requirements. The EOP will guide the MTSU community in responding to natural, man-made, and/or public health hazards with the goal of mitigating risks to students, faculty, staff, and property.
- B. The EOP shall be based on the concepts and principles of the National Incident Management System (NIMS), incorporating elements of the Incident Command System (ICS). The EOP should identify how the University fits within the overall NIMS structure.
- C. The University should utilize the [Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education](#).
- D. The EOP shall address how MTSU will integrate and coordinate with other governmental entities and the EOP will be shared, as appropriate, with relevant local, regional and/or state agencies in order to promote coordination among the various entities.
- E. Since emergencies normally occur without warning, plans and procedures should provide sufficient flexibility to accommodate contingencies of assorted types and magnitudes.
- F. The EOP must be reviewed and revised, as necessary, at least annually by senior administrators in conjunction with the University's CMT.
- G. Additionally, aspects of the EOP must be tested in training exercises and drills consistent with Federal and State law.

- H. The University should undertake emergency operations planning within the context of local or regional, state, and federal emergency planning. To promote coordination among these entities, the University should include a local or regional emergency planning representative to assist in developing its EOP.
- I. University units that do not maintain an independent emergency management plan are still responsible for developing and maintaining local building emergency procedures to address the safety of occupants with the assistance of and oversight by campus safety officers.
- J. The University's EOP should be developed and maintained in compliance with Federal Emergency Management (FEMA) standards.
- K. Maintenance of the EOP
 - 1. Environmental Health and Safety will properly maintain the EOP and review it at least annually.
 - 2. Electronic and/or hard copies of the EOP will be maintained by all members of the CMT and department/office heads with significant roles in responding to emergencies.
 - 3. The EOP will also be maintained in the University Police Department.
 - 4. A redacted version of the EOP shall be kept updated and posted on the University's website.
 - 5. An electronic copy of the EOP must be maintained in a manner that will permit access during an emergency.
 - 6. Department/office heads should establish appropriate procedures within their work units to facilitate EOP implementation.
 - 7. The President or Designee, in consultation with the CMT, will annually review the EOP and update/modify it as necessary.

IV. Emergency Management Roles

- A. The administrative emergency management roles of Environmental Health and Safety and the University Police are to:
 - 1. Provide necessary guidance for University officials to meet federal and state requirements;

2. Act as liaison with Rutherford County Emergency Management Agency (RCEMA), which will coordinate with the Tennessee Emergency Management Association (TEMA) directly on MTSU's behalf;
 3. Coordinate meetings of University emergency management planning staff;
 4. Assist in coordinating key personnel training;
 5. Monitor compliance with this policy; and
 6. Report periodically to the President or Designee on the status of emergency preparedness.
- B. MTSU will develop and maintain a system that assigns and trains people within campus units to develop department/building specific responses to general emergencies, helps communicate campus requirements, provides information during emergencies and coordinates department/building specific drills.

V. Emergency Status

- A. A state of emergency may be declared at any time an emergency reaches such proportions that it cannot be handled by routine measures. Such emergencies may include, but not be limited to:
1. tornados
 2. earthquakes
 3. winter storms
 4. fires
 5. infectious diseases
 6. hazardous chemical spills
 7. transportation accidents
 8. explosions
 9. utility outages
 10. civil disturbances

11. bombs
 12. hostage situations
 13. terrorist activities
 14. active threats
 15. technological hazards
- B. The EOP shall designate an employee (or group of employees) authorized to Declare an Emergency.
1. The EOP provides that the President or Designee, with or without consultation from the CMT, will determine whether declaration of an emergency is appropriate.
 2. If an emergency is declared, the employee(s) authorizing the declaration will cause CMT members (as well as others as directed by the President or Designee) to be contacted, advise them that an emergency has been declared, and direct them to respond to the EOC.
 3. A systematic calling plan must be established to ensure that CMT members receive timely notification of the official declaration of emergency.
 4. The EOP designates that the President or Designee is the highest University authority in any emergency situation. The EOP must establish a clear chain of command specifying University employees with authority to act in response to the emergency.
 5. The CMT will serve in a support role to the President or Designee during an emergency.
 6. MTSU senior administrators have discretion to determine whom to appoint from their areas to the CMT; however, it is advisable that administrators seriously consider including the following personnel with potentially significant operational responsibilities:
 - a. President
 - b. Chief Academic Affairs Officer/Provost
 - c. Chief Business/Finance and Administration Officer
 - d. Chief Student Affairs Officer

- e. Chief Public Relations Officer
- f. Chief of University Police Department
- g. Director of University Health Services
- h. Chief Information Officer
- i. Housing/Residence Life Director
- j. Physical Plant/Facilities Director

VI. Emergency Processes

- A. The EOP will designate a location to serve as the University's EOC. An alternative location should also be designated in the event that the primary location is not available.
 - 1. Members of the CMT and others as designated by the President or Designee should be present in the EOC during emergencies, to the extent practicable.
 - 2. University administrators should consider having all activities, such as requests for personnel, equipment, and supplies, monitored from the EOC to ensure a coordinated effort and to ensure the best use of the resources needed to handle the emergency situation.
 - 3. A log should be maintained in the EOC that reflects all significant events and actions taken in the EOC.
 - 4. A communications log should also be maintained that notes the time, date, content, and source of every significant communication to/from the EOC; to whom the communication was directed; and any EOC action resulting from the communication.
- B. The EOP should authorize the establishment of a command post on campus that is near the scene of the emergency. The command post will maintain contact with the EOC for purposes of instruction, status reports, and requests for support.
- C. The EOP should authorize an appropriate administrator to determine that an evacuation is necessary and issue an evacuation order.
- D. The University should designate appropriate location(s) as safer areas at designated campus facilities.

- E. The University will develop and maintain a procedure to manage media inquiries during an emergency situation.
 - 1. The EOP will include a news/media procedure to direct the management of media inquiries during emergencies. The University's News and Media Relations office coordinates the University's response to news media inquiries at all times, including emergency situations.
 - 2. No University employee, other than employees of MTSU's News and Media Relations office or the designated administrator, should release information to news media representatives, unless instructed to do so.
 - 3. All news media requests should be directed to MTSU's News and Media Relations, the designated administrator, or the EOC.
 - 4. The news media procedures will designate a location for press conferences during emergency incidents.
 - 5. News media personnel should not be allowed into secure areas without an appropriate escort.

- F. MTSU will maintain a procedure to manage volunteers who respond to an emergency situation.
 - 1. Volunteers should be directed to the EOC or a central location for registration and assignment. During the registration process, volunteers will be required to provide some form of reliable identification.
 - 2. A volunteer log should be maintained to include the name, address, date of birth, driver's license or social security number, any particular skill of each volunteer, the name of the supervisor to whom they are assigned, and the number of the identification card issued to the volunteer. Access to this information should be limited to certain personnel and safeguarded at all times.
 - 3. If practical, each volunteer will sign a standard [Volunteer Release Form](#) and be issued an identification card that will be affixed to their outer clothing.
 - 4. Volunteers will be assigned to a supervisor involved in the emergency response.

- G. MTSU will document and maintain a procedure to manage purchases during an emergency situation.
 - 1. All emergency purchases will be handled in the shortest possible time frames.

2. To the greatest extent possible, University employees will make purchases using procurement cards.
 3. For those purchases that cannot be made by use of procurement cards, Business and Finance personnel will facilitate the timely acquisition of needed resources in a manner consistent with emergency situations.
 4. A record of all emergency related expenditures will be maintained by the work unit making those expenditures. A copy of those records will be forwarded to the EOC and the original purchase documents will be handled consistent with University purchasing guidelines.
- H. MTSU will develop and maintain a plan to transport persons and/or equipment during an emergency.
1. An appropriate University department should be designated to be responsible for providing vehicles for evacuations and other emergency related activities.
 2. Distribution of vehicles should be made in such a manner as to maintain accountability while being responsive to the emergency needs of the University.
 3. Facilities Services or appropriate personnel should be prepared to experience an increase in emergency maintenance to University vehicles, to include minor off-site repairs related to such problems as flat tires, dead batteries, etc.
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1. Generally, the primary means of communications during an emergency are telephones, cell phones, satellite phones, and two-way radios.
 2. If the University phone system has been rendered inoperable or if the emergency incident is a bomb threat, then the EOC, CMT, and other necessary personnel should use cell phones and radios.
 3. Radios should be the primary communications medium if landline phones, satellite phones, and cell phones are inoperable.
 4. If phones, cell phones, and radios become inoperable, consideration should be given to the use of "runners" to transmit messages.
- J. In response to an emergency, each department/office should be instructed to maintain a record of all emergency-related activities performed by the personnel of that

work unit. The record will reflect the personnel worker hours (for non-exempt staff), as well the assignments of personnel, the work performed by each work unit, and other resources expended in response to the emergency.

- K. MTSU will ensure that copies of campus maps, site maps, and building prints/records are in a central location and/or are disseminated to areas that will need access during emergency operations.
 - 1. To the extent that doing so does not compromise University security, the EOP should ensure that accurate copies of main and satellite campus maps/site plans, prints of buildings, and record plans of buildings are attached to the EOP.
 - 2. If the determination is made that security concerns outweigh the inclusion of such material in the EOP, then the University must ensure that accurate copies of campus maps and building prints are maintained in a secure location that is readily accessible by law enforcement personnel, the President or Designee, and the CMT.

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 - 1. The University's Student Assistance Coordinating Committee will meet on a regular basis to evaluate the needs and provide necessary assistance to students who are identified as distressed, disturbed, disruptive, and/or dangerous.
 - 2. The Division of Student Affairs has the sole discretion to determine which administrators to appoint to the Committee from the following departments, if applicable:
 - a. Student Conduct
 - b. Disability and Access Center
 - c. Student Health
 - d. Counseling Services
 - e. Academic Support Services
 - f. Housing and Residential Life
 - g. University Police Department

- M. MTSU will maintain an Academic Continuity Committee.

1. The Academic Continuity Committee will meet on a regular basis to evaluate needs and provide guidance to ensure continuity of instruction, research, and service and maintain quality and integrity of courses and programs.
2. The Division of Academic Affairs has the sole discretion to determine Committee appointments from the following departments as applicable:
 - a. Provost's Office
 - b. Deans' Cabinet
 - c. Council of Chairs
 - d. Faculty Senate
 - e. Student Affairs
 - f. Student Health Services
 - g. Disability and Access Center
 - h. University Police Department
 - i. Campus Planning and Facilities Services
 - j. Institutional Equity and Compliance
 - k. University Counsel

VII. Training

Emergency Operations Plan Training. MTSU shall conduct appropriate training for relevant personnel regarding the EOP.

- A. Members of the CMT and department/office heads should ensure that they and members of their staff are knowledgeable concerning the contents of the EOP.
- B. The CMT Members should receive training in the (NIMS) National Incident Management System method of handling emergency situations.
- C. All employees should have knowledge of the contents and procedures of the EOP. On a periodic basis different aspects of the EOP should be tested, either through simulated exercises or in-service training, as appropriate.

- D. A Safety Committee/Risk Management Committee may be established to assist in these training exercises as necessary. The Safety Committee/Risk Management Committee or appropriate personnel may consult the TEMA Training and Education Office to request information regarding special training seminars.

Forms:

[Volunteer Release](#)

Revisions: June 5, 2017 (original); _____, 2021.

Last Reviewed: _____ 2021.

References: none.



730 Campus Crisis and Emergency Management

Approved by Board of Trustees

Effective Date: _____, 2021

Responsible Division: Business and Finance

Responsible Office: University Police

Responsible Officer: Assistant Vice President, University Police

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I. Purpose

Middle Tennessee State University (MTSU or University) considers emergency preparedness and planning activities essential for maintaining the safety and security of the campus and our community. This policy ensures that the University develops and maintains plans and procedures utilizing emergency mitigation, preparedness, response, and recovery criteria consistent with the National Incident Management System and the Tennessee Emergency Management Plan. These plans and procedures will help ensure that the University is able to respond appropriately in the case of emergencies or disasters ~~that~~ could occur within or around the University in order to mitigate risks to students, faculty, staff, and property.

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II. Definitions, Types, and Levels of Crisis

The following definitions are provided as guidelines to assist personnel in determining the appropriate response:

- A. Level 1 - Limited Crisis: A limited crisis within the scope of this plan is any incident, potential or actual, ~~that~~ will not seriously affect the overall functional capacity of the University but requires some degree of action. A limited crisis may be small enough that the affected department can effectively resolve the issue. In other cases, assistance from the University Police Department and/or off-campus emergency response groups may be required according to the standard operating procedures of the MTSU Police Department. While some damage and/or interruptions may occur, conditions are localized and MTSU Emergency Operations Center (EOC) activation is not needed. Examples of Limited Crises in the context of this plan may include, but are not limited to, a localized chemical spill, plumbing failure, or water leak.
- B. Level 2 - Issue-Driven Crisis: Includes issue driven and/or slowly developing situations that negatively impact the University. The incident may be severe and cause damage and/or interruption to MTSU operations. A partial or full activation of the MTSU EOC may be needed. MTSU may be the only affected entity. Examples of issue-driven crises

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may include, but are not limited to, unscheduled or planned protests or disruptions, civil disturbances, unauthorized occupancy of campus areas, sexual assaults, controversial speakers, and hate crimes.

- C. Level 3 - Major Crisis/Emergency: A major crisis or emergency, within the scope of this plan, is an incident posing major risk to University personnel, students, visitors, or resources that has caused or has the potential for causing fatalities or injuries and/or major damage. Such an incident is equivalent to a campus-wide state of emergency, and is expected to require activation of the MTSU EOC and Crisis Management Team (CMT) in order to provide an immediate emergency response. MTSU may request assistance from the City of Murfreesboro, Rutherford County, other state agencies or request federal assistance via the Rutherford County Emergency Operations Center. A Level 3 crisis may develop from incidents beginning at the Level 1 or 2 stages. Examples of major crises may include major emergencies, building emergencies, or disasters such as those listed in Section V.A. below.

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III. Emergency Operations Planning

- A. An Emergency Operations Plan (EOP) addresses all types of emergency functions. MTSU shall develop, maintain, and execute an EOP that meets state and federal requirements. The EOP will guide the MTSU community in responding to natural, man-made, and/or public health hazards with the goal of mitigating risks to students, faculty, staff, and property.
- B. The EOP shall be based on the concepts and principles of the National Incident Management System (NIMS), incorporating elements of the Incident Command System (ICS). The EOP should identify how the University fits within the overall NIMS structure.
- C. The University should utilize the [Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education](#).
- D. The EOP shall address how MTSU will integrate and coordinate with other governmental entities and the EOP will be shared, as appropriate, with relevant local, regional and/or state agencies in order to promote coordination among the various entities.
- E. Since emergencies normally occur without warning, plans and procedures should provide sufficient flexibility to accommodate contingencies of assorted types and magnitudes.
- F. The EOP must be reviewed and revised, as necessary, at least annually, by senior administrators in conjunction with the University's CMT.
- G. Additionally, aspects of the EOP must be tested in training exercises and drills consistent with Federal and State law.

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H. The University should undertake emergency operations planning within the context of local or regional, state, and federal emergency planning. To promote coordination among these entities, the University should include a local or regional emergency planning representative to assist in developing its EOP.

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I. University units that do not maintain an independent emergency management plan are still responsible for developing and maintaining local building emergency procedures to address the safety of occupants with the assistance of and oversight by campus safety officers.

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J. The University's EOP should be developed and maintained in compliance with Federal Emergency Management (FEMA) standards.

K. Maintenance of the EOP

1. Environmental Health and Safety will properly maintain the EOP and review it at least annually.

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2. Electronic and/or hard copies of the EOP will be maintained by all members of the CMT and department/office heads with significant roles in responding to emergencies.

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3. The EOP will also be maintained in the University Police Department.

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4. A redacted version of the EOP shall be kept updated and posted on the University's website.

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5. An electronic copy of the EOP must be maintained in a manner that will permit access during an emergency.

6. Department/office heads should establish appropriate procedures within their work units to facilitate EOP implementation.

7. The President or Designee, in consultation with the CMT, will annually review the EOP and update/modify it as necessary.

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IV. Emergency Management Roles

A. The administrative emergency management roles of Environmental Health and Safety and the University Police are to:

1. Provide necessary guidance for University officials to meet federal and state requirements;

2. Act as liaison with Rutherford County Emergency Management Agency (RCEMA), which will coordinate with the Tennessee Emergency Management Association (TEMA) directly on MTSU's behalf;

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3. Coordinate meetings of University emergency management planning staff;

4. Assist in coordinating key personnel training;

5. Monitor compliance with this policy; and

6. Report periodically to the President or Designee on the status of emergency preparedness.

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B. MTSU will develop and maintain a system that assigns and trains people within campus units to develop department/building specific responses to general emergencies, helps communicate campus requirements, provides information during emergencies and coordinates department/building specific drills.

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V. Emergency Status

A. A state of emergency may be declared at any time an emergency reaches such proportions that it cannot be handled by routine measures. Such emergencies may include, but not be limited to:

1. tornados
2. earthquakes
3. winter storms
4. fires
5. infectious diseases
6. hazardous chemical spills
7. transportation accidents
8. explosions
9. utility outages
10. civil disturbances

11. bombs
 12. hostage situations
 13. terrorist activities
 14. active threats
 15. technological hazards
- B. The EOP shall designate an employee (or group of employees) authorized to Declare an Emergency.
1. The EOP provides that the President or Designee, with or without consultation from the CMT, will determine whether declaration of an emergency is appropriate.
 2. If an emergency is declared, the employee(s) authorizing the declaration will cause CMT members (as well as others as directed by the President or Designee) to be contacted, advise them that an emergency has been declared, and direct them to respond to the EOC.
 3. A systematic calling plan must be established to ensure that CMT members receive timely notification of the official declaration of emergency.
 4. The EOP designates that the President or Designee is the highest University authority in any emergency situation. The EOP must establish a clear chain of command specifying University employees with authority to act in response to the emergency.
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 6. MTSU senior administrators have discretion to determine whom to appoint from their areas to the CMT; however, it is advisable that administrators seriously consider including the following personnel with potentially significant operational responsibilities:
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 - d. Chief Student Affairs Officer

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- h. Chief Information Officer
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VI. Emergency Processes

A. The EOP will designate a location to serve as the University's EOC. An alternative location should also be designated in the event that the primary location is not available.

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1. Volunteers should be directed to the EOC or a central location for registration and assignment. During the registration process, volunteers will be required to provide some form of reliable identification.

2. A volunteer log should be maintained to include the name, address, date of birth, driver's license or social security number, any particular skill of each volunteer, the name of the supervisor to whom they are assigned, and the number of the identification card issued to the volunteer. Access to this information should be limited to certain personnel and safeguarded at all times.

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D. A Safety Committee/Risk Management Committee may be established to assist in these training exercises as necessary. The Safety Committee/Risk Management Committee or appropriate personnel may consult the TEMA Training and Education Office to request information regarding special training seminars.

Forms:

[Volunteer Release](#)

Revisions: June 5, 2017 (original); _____, 2021

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Last Reviewed: _____ 2021

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References: none.



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Information Item

DATE: March 16, 2021

SUBJECT: **University Budget Update**

PRESENTER: Alan Thomas
Vice President Business and Finance

BACKGROUND INFORMATION:

Alan Thomas, Vice President for Business and Finance, will provide updates of the University's FY 2020-21 and FY 2021-22 budgets.

As you are aware, Governor Lee held his State of the State Address on Monday, February 8, 2021, at which time he presented the 2021-22 State Budget. After a preliminary analysis of the budget in relation to higher education, a summary of the financial impact to MTSU was sent out to all Board members and the campus. An analysis prepared by the Tennessee Higher Education Commission (THEC) on the budget was released as well showing the impact to all of higher education. Both of these communications are included in these materials for your information and review.

Two committees of the General Assembly scheduled budget hearings for Middle Tennessee State University in February 2021. A budget hearing with

the House Finance, Ways and Means Committee was held on Monday, February 22. The budget hearing with the Senate Education Committee was held on Wednesday, February 24. We are awaiting to hear from the General Assembly on the appearance before other committees if required and before the Governor's Budget is passed in late April.

The University has received additional stimulus funding through the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act passed by Congress on December 27, 2020. The following documents are included in this section of the materials covering both stimulus packages:

- CARES Act Funding Status Report
- Information Related to the CRRSA Act Funding

As with any major program, the University will undergo various audits on how these funds were spent. These audits will probably be a combination of state and federal audit teams and occur over a period of time. Administration is very cognizant of these potential audits and have processes and controls in place to adhere to all regulations governing these funds.

Alan Thomas

From: Kimberly Edgar <Kimberly.Edgar@mtsu.edu>
Sent: Wednesday, February 10, 2021 9:26 AM
To: University
Subject: Message from President McPhee: Governor Lee's proposed 2021-22 budget

Good morning.

As you are aware, on Monday evening Governor Lee presented his 2021-22 budget to the Tennessee General Assembly. We have conducted a preliminary analysis of the details of the Governor's Budget and I wanted to outline how his proposed budget could affect our University, if approved by the Legislature.

Highlights of the budget as they relate to MTSU's institutional needs and priorities are as follows:

- Net operating appropriations, which includes adjustments made through the funding formula, will increase by \$1.0 million. The University will receive an additional \$673,800 to cover group health insurance premium increases for a partial year.
- The Governor's Budget included partial funding for a 4.0 percent salary pool for MTSU in the amount of \$4.5 million. If the budget is approved, 2.0 percent of the salary pool would be applied retroactively to January 1, 2021. As in years past, this is only partial funding and the University must fund the remaining pool from other university revenue sources. Improving employee salaries has been my number one priority for several years and it is encouraging to see the Governor taking steps toward improvement. I will work with our Board of Trustees to develop a compensation strategy that fairly allocates this funding to our employees.
- The Governor recommended \$260.9 million in capital improvements funding for higher education. This included the over 92,000 square foot Applied Engineering Building. The capital outlay request will provide \$50.5 million in state funding and require the University to raise \$4.4 million through other sources, representing a total project cost of \$54.9 million.
- Proposing the largest capital maintenance budget in state history, the Governor recommended \$153.3 million in capital maintenance funding for higher education, which includes funding for all seven (7) projects submitted by MTSU. These projects include campus-wide utilities repairs and replacement, multiple buildings

elevator modernization projects, campus-wide life safety systems upgrades, Cope Building roof replacement, Science Building HVAC and exhaust system upgrades, College Heights electrical upgrades, and Tennessee Livestock roof repair and refurbishment.

- Non-recurring funding of \$1.2 million was included in the budget for MTSU to assist with a 3+4 partnership we have with Meharry Medical College for a fast-track program for select, qualified students to receive both an undergraduate degree from MTSU and a medical degree from Meharry. The funding is earmarked for financial aid for the students in this medical education program.
- MTSU requested, and the Governor included, \$2.6 million for our new Data Science Pipeline initiative. This funding will enable partnerships between K-12 schools, higher education, and government and industry partners to identify needs and solutions in data science education. This positions MTSU and the state of Tennessee to be leaders in data science by collaboratively building a complete education pipeline from K-12 through PhD.

Although we are appreciative of the Governor's recommended funding for MTSU, the extra expenses and lost revenue caused by the pandemic will still have an impact on the University covering fixed costs increases (i.e. MTSU portion of salary increases, faculty promotions, utilities, software maintenance, etc.), increases in funding for scholarships, and funding new academic programs in the new year. The FOCUS Act, if you will remember, also gives THEC the authority to issue a binding tuition and mandatory fees range that the University must stay within when raising tuition and fees. While the preliminary recommendation is for a tuition increase in the range of 0 - 2.0%, the final range will not be issued until early May by THEC. MTSU did not increase tuition or fees in 2020-21 academic year.

As the Legislature debates the final budget, we will continue to review additional information as it becomes available and incorporate the impact into the University's budgeting process for the upcoming year. I will continue to communicate with the campus through our campus website and with email messages to keep you abreast of the General Assembly's actions. If approved, the new budget would take effect July 1, 2021.

Sidney A. McPhee
Middle Tennessee State University
Cope Administration Building, Room 204
1301 East Main Street
Murfreesboro, Tennessee 37132
Phone: 615-898-5825

State of Tennessee
Tennessee Higher Education Commission
Tennessee Student Assistance Corporation
9th Floor, 312 Rosa L. Parks Avenue
Nashville, TN 37243
(615) 741-3605

MEMORANDUM

To: Tennessee Higher Education Commission Members
Tennessee Student Assistance Corporation Board of Directors

From: Executive Director Emily House

Subject: Administration's FY 2021-22 Proposed Higher Education Budget

Date: February 8, 2021

This evening, Governor Bill Lee presented his 2021-22 budget proposal to the 112th General Assembly. It includes an operating improvement of \$36 million to fund productivity increases and \$45.4 million for salary increases across universities, community colleges, and the Tennessee Colleges of Applied Technology—a total of \$81.4 million for all formula units and TCATs.

The budget proposal also includes \$7.3 million to fund operating increases at the medical universities, \$11.5 million for new and existing Governor's Investment in Vocational Education (GIVE) sites, and \$17.1 million for salary increases across all specialized units. The Tennessee Student Assistance Awards will receive an improvement increase of \$4.0 million.

Finally, of THEC's 12 recommended capital outlay projects, the Governor's budget includes funding for six, totaling over \$260 million in capital improvements. The Governor's budget also recommends \$153.3 million for capital maintenance, \$50 million of which is identified as recurring funds. See below for additional details.

Recurring Institutional Improvements (\$120.4 million)

- \$45.4 million to annualize a 2.0 percent January 1, 2021 salary policy and a 2.0 percent July 1, 2021 salary policy at UT, TBR, and LGI formula units;
- \$36.0 million to fully fund university and community college growth in outcomes and TCAT growth;
- \$17.1 million to annualize a 2.0 percent January 1, 2021 salary policy and a 2.0 percent July 1, 2021 salary policy at Specialized Units;
- \$7.3 million for operating increases at the medical universities;
- \$5.1 million to the University of Tennessee for the acquisition of Martin Methodist College (*additional non-recurring outlined below*);
- \$4.6 million to fund the state share of a 3.5 percent group health insurance premium increase for January 1, 2022;
- \$3.6 million to annualize the state share of a 2.8 percent group health insurance premium increase for January 1, 2021;
- \$699,300 to annualize a 2.0 percent January 1, 2021 salary policy and a 2.0 percent July 1, 2021 salary policy at Centers of Excellence and Centers of Emphasis;
- \$400,000 to TBR for a Competency-Based Education (CBE) Capacity program to support faculty as they convert courses to a CBE model (*additional non-recurring outlined below*);
- \$222,000 to TBR to provide TCAT staffing necessary for the implementation of the Correctional Education Investment Initiative (*additional non-recurring outlined below*).

Non-recurring Institutional Improvements (\$9.4 million)

- \$3.6 million to TCAT Morristown to purchase equipment for a new building;
- \$2.6 million to Middle Tennessee State University for data science initiatives, such as graduate assistantships, space renovation, and programs targeting K-12 students;
- \$1.2 million to provide continued financial aid for the Early Acceptance Program jointly administered by Middle Tennessee State University and Meharry Medical College;
- \$1.0 million to the University of Tennessee for the acquisition of Martin Methodist College (*see above for accompanying recurring funding*);
- \$650,000 to TBR to provide equipment for the implementation of the Correctional Education Investment Initiative (*see above for accompanying recurring funding*);
- \$350,000 to TBR for a Competency-Based Education (CBE) Capacity program to support faculty as they convert courses to a CBE model (*see above for accompanying recurring funding*).

Capital Improvements & Maintenance (\$414.2 million)

- \$260.9 million for 6 capital outlay projects:
 - \$49.2 million for the Tennessee Technological University Engineering building;
 - \$66.1 million for the Austin Peay State University Health Professions building;
 - \$50.5 million for the Middle Tennessee State University Applied Engineering building;
 - \$27.0 million for the Columbia State Williamson County Arts and Technology building;
 - \$56.8 million for the University of Tennessee, Knoxville Nursing Renovation & Addition building; and
 - \$11.3 million for the University of Tennessee Health Science Center Nash Buildout.
- \$153.3 million for capital maintenance projects:
 - Increases recurring revenue from \$40 million to \$50 million.

Recurring THEC/TSAC Improvements (\$4.4 million)

- \$4.0 million for the Tennessee Student Assistance Awards (TSAA), Tennessee's primary need-based financial aid program. Earmarked for students attending independent colleges and universities;
- \$363,000 to provide Contract Education funding for the Southern College of Optometry.

Non-Recurring THEC Administered Initiatives (\$13 million)

- \$10.0 million to the Governor's Investment in Vocational Education (GIVE) initiative to fund ten new vocational educational sites;
- \$1.5 million to the GIVE initiative to fund micro-grants for the current 28 award recipients to refocus their mission due to COVID-19 pandemic disruptions;
- \$1.5 million to the Supporting Post-Secondary Access for Rural Communities (SPARC) initiative to equip dual-enrollment TCAT students in rural communities with equipment and necessary instruction to engage in career training earlier in their career.

Other Non-Recurring Initiatives (\$8 million)

- \$8.0 million to the University of Tennessee Oak Ridge Institute to provide innovative education, training, and workforce development for scientists and engineers.

CARES ACT

Summary of Legislation

The \$2.2 trillion Coronavirus Aid, Relief and Economic Security Act (CARES Act) was passed by Congress on March 27, 2020, to provide direct support to taxpayers, student borrowers, states, certain private industries, and educational institutions. One of the most significant components of the new stimulus installment was the Education Stabilization Fund, which provided \$30.75 billion to support education. This fund had two main components: (1) the Governor's Emergency Education Relief Fund (GEERF) and (2) the Higher Education Emergency Relief Fund (HEERF).

The Governor's Emergency Education Relief Fund (GEERF) was approximately \$3 billion. It provided funding to governors to support the states' school districts and higher education institutions. It was distributed to states based on a formula stipulated in the legislation: (1) 60% based on the population of individuals aged 5 through 24 and (2) 40% based on the relative number of children counted under section 1124(c) of the Elementary and Secondary Education Act of 1965. Governors were given flexibility in deciding how to best meet the needs of students, school, and post-secondary institutions. As a condition of receiving GEER funds, the state must maintain support for elementary, secondary, and higher education in fiscal years 2020 and 2021 at least at the same levels of support in the three fiscal years preceding March 27, 2020 (typically fiscal years 2019, 2018, and 2017).

The Higher Education Emergency Relief Fund (HEERF) was \$13.95 billion allocated to assist students and higher education institutions with the financial burden related to the COVID-19 pandemic and the conversion to remote delivery of classes. Of the HEER funds available, 90% (\$12.56 billion) was allocated to higher education institutions based on two factors: (1) 75% of the funds awarded was based on the number of Pell Grant eligible students enrolled who were not enrolled exclusively in on-line courses and (2) 25% of the funds were awarded based on the number of non-Pell eligible students who were not enrolled exclusively in on-line courses. The primary restriction was that at least 50% of the allocated funding be used to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations.

The remaining 10% of HEER funds were allocated to support higher education through existing Higher Education Act (HEA) programs:

- 7.5% (\$1.05 billion) allocated for institutions already receiving funds from 11 established grant programs. These programs fall into the following categories: Historically Black Institutions, American Indian Tribally Controlled Institutions, Minority Serving Institutions, and Strengthening Institutions Program. The funds were proportionally allocated based on the most recent year of funding for these grant programs.
- 2.5% (\$.35 billion) to address the greatest unmet needs related to COVID-19 through the Fund for the Improvement of Postsecondary Education Program.

**CARES Act Funding Status Report
As of February 19, 2021**

	Awarded	Spent	Remaining
Higher Education Emergency Relief Fund			
Emergency Aid (13,554 students)	8,649,706	8,649,706	-0-
Institutional Portion	8,649,705	7,237,334	1,412,371
Strengthening Institutions Program	845,908	845,908	-0-
Governor's Emergency Educ Relief Fund	1,554,075	1,554,075	-0-
Totals	<u>19,699,394</u>	<u>18,287,023</u>	<u>1,412,371</u>

Middle Tennessee State University received \$8,649,706 under the Higher Education Emergency Relief Fund (HEERF) specifically for student emergency financial aid grants. All of these funds have been awarded and disbursed.

Middle Tennessee State University received \$8,649,705 under the Higher Education Emergency Relief Fund (HEERF) specifically for institutional emergency relief. Below is the plan developed for the use of these funds:

Projects	Estimates
Housing Refunds	1,269,730
Meal Plan Refunds	638,220
Student Wage Payments	776,088
Classroom Capture Experience	3,500,000
Online Tests Proctoring	192,500
Student Hotspots	240,000
Student Laptops (including shipping/postage)	225,123
Other Technology	566,655
COVID-19 Protective Measures (masks, barriers, etc.)	378,086
Reserved (Housing, Additional Cleaning/Disinfecting, Etc.)	863,303
Total Projects	<u>8,649,705</u>

Middle Tennessee State University received \$845,908 under the Higher Education Emergency Relief Fund (HEERF) specifically for the Strengthening Institutions Program. These funds were used to offset revenue losses in the Summer of 2020 when the University charged all out-of-state and international students the e-Rate due to be fully online.

Middle Tennessee State University received \$1,554,075 under the Governor's Emergency Education Emergency Relief Fund (GEERF). These funds were used to purchase faculty laptops to assist with transitioning course delivery to online/remote.

CRRSA Act Summary of Legislation

The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) was signed into law on December 27, 2020 and provided \$21.2 billion in support of higher education.

Allocations to institutions were based on the relative shares of Federal Pell Grant recipients, the relative shares of non-Pell Grant recipients, and the relative shares of Federal Pell and non-Pell Grant recipients exclusively enrolled in distance education prior to the coronavirus emergency. The addition of distance education students is a change from the CARES allocations.

Unlike the CARES funds, institutions are not required to use 50% of the funds for financial aid grants to students. Instead, institutions are required to issue financial aid grants to students equal to the amount issued under CARES. Unlike with CARES, the student grants may be issued to students taking only online classes.

The CRRSAA Institutional portion may be used to defray expenses associated with coronavirus including lost revenue, reimbursement for expenses already incurred, and technology costs associated with the transition to distance education, faculty and staff trainings, and payroll. These restrictions are slightly less stringent than the restrictions on CARES institutional funding and any unspent CARES funds may be used consistent with the provisions of CRRSAA.

**CRRSA Act Funding Status Report
As of February 19, 2021**

	Awarded	Spent	Remaining
CRRSA			
Emergency Aid to students	8,649,706	-0-	8,649,706
Institutional Portion	20,309,575	-0-	20,309,575
Totals	<u>28,959,281</u>	<u>-0-</u>	<u>28,959,281</u>

Middle Tennessee State University received \$8,649,706 under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) specifically for student emergency financial aid grants. These funds will be distributed similarly to the original funds received under the CARES Act, with the exception these funds can be awarded to students who are fully online and will not be restricted to only students already receiving Title IV funds.

Middle Tennessee State University received \$8,649,705 under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) specifically for institutional emergency relief. The University is still awaiting guidance from the United States Department of Education (USDOE) on how these funds can be spent. Clarification is mainly needed in the following two areas:

- Can funds be used to cover expenses and lost revenue back to March, 2020, when the pandemic started, or are they restricted to only expenses/revenues incurred after the legislation was passed (i.e December 27, 2020)?
- What is an acceptable means of documenting revenue losses and how should those losses be recorded?



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Information Item

DATE: March 16, 2021

SUBJECT: **Composite Financial Index (CFI)**

PRESENTER: Alan Thomas
Vice President Business and Finance

BACKGROUND INFORMATION:

The Composite Financial Index (CFI) provides a more complex picture of the financial health of the institution at a point in time than is possible by simply comparing multiple indicators. Examining the trend of an institution's CFI score over an extended period offers a more stable long-term view of an institution's financial performance, given fluctuations in institutional conditions, and external circumstances, such as market performance.

The CFI includes four commonly used financial ratios:

- **Primary Reserve Ratio**

- Indicates the University's financial position related to liquidity
- Makes up 35% of the CFI
- Expendable net assets / total expenses

- **Viability Ratio**

- Indicates the capacity to repay total debt through reserves
- Makes up 35% of the CFI
- Expendable net assets / long-term debt

- **Return on Net Assets Ratio**

- Indicates whether the University is better off financially this year than last
- Makes up 20% of the CFI
- Change in net assets / beginning net assets

- **Net Operating Revenues Ratio**

- Indicates whether the University is generating adequate resources
- Makes up 10% of the CFI
- Operating surplus or deficit / operating revenues

The University's CFI over a five-year period is included in these materials for your review.

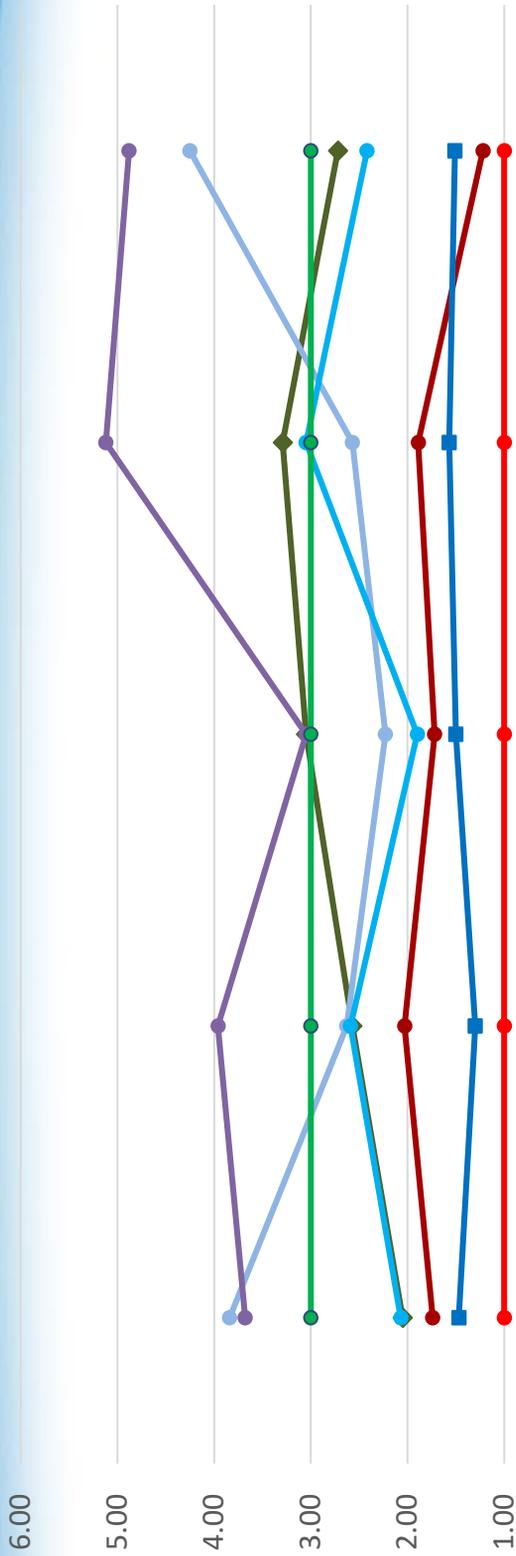
Composite Financial Index (CFI)

Strategic Risk Questions	Related Ratio
1. Overall – What is the institutions overall financial health?	Composite Financial Index
2. Liquidity – Does the institution have sufficient liquidity in the near and medium term?	Primary reserve ratio
3. Net Operating Revenues – Is the institution generating adequate resources in excess of its operational costs?	Net operating revenues ratio
4. Total Return - Does the institution have adequate return on all assets?	Return on net assets ratio
5. Viability – is debt managed strategically?	Viability ratio



Overall Financial Health?

Composite Financial Index (CFI)



	2016	2017	2018	2019	2020
APSU	1.74	2.03	1.72	1.89	1.22
ETSU	2.05	2.57	3.05	3.29	2.72
MTSU	1.47	1.30	1.50	1.57	1.51
TSU	3.84	2.63	2.23	2.57	4.25
TTU	3.68	3.96	3.05	5.12	4.88
UOM	2.07	2.59	1.90	3.05	2.42
Expected	3.00	3.00	3.00	3.00	3.00
Watch Level	1.00	1.00	1.00	1.00	1.00



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: March 16, 2021

SUBJECT: **Capital Disclosures**

PRESENTER: Bill Waits
Assistant Vice President for Campus Planning

BACKGROUND INFORMATION:

In accordance with THEC Policy 4.0.6C, concerning disclosure of projects funded through bonds, gifts, grants or local funds, MTSU submitted two projects as part of the FY 2021/2022 MTSU Capital Budget Request. Disclosure of a capital project is the first step in the project approval process and indicates an institution is considering a large-scale project investment but does not obligate the University to carry out the work identified.

On January 14, MTSU had the opportunity to amend our FY 21/22 Capital Budget Disclosure request to THEC. Included in the materials is a summary of proposed revisions, the original FY 21/22 Capital Budget Disclosure request, the amended FY21/22 Capital Budget Disclosure request, and the full MTSU disclosed project list as it will appear on July 1, 2021.

The amendments will be reflected in the MTSU disclosure list when they take effect on July 1, 2021.

MTSU Disclosures FY 2021/2022

As submitted to THEC via Capital Budget Request on July 31, 2020 and approved by the MTSU Board on June 16, 2020

Project	Project Description	Disclosure Year	Project Cost	Funding Sources		
				Gifts	Plant Funds	TSSBA Bonds
New Student Housing	Provide new student housing including dorm rooms, common areas, and support spaces. The project will contain a minimum of 500 beds. The project will be located on part of the existing Womack Lane housing complex. The project scope also includes partial demolition and abatement of the Womack Lane housing complex and associated infrastructure, site development, utilities, and all associated work.	Submitted for FY 21/22	\$ 63,200,000			\$ 63,200,000
Student Athlete Performance Center*	Provide a new Student Athlete Performance Center Building including athletic offices, locker rooms, training areas, football operations, and support spaces. The project scope also contains required site development including parking improvements and site utilities. To facilitate location identified in the 2016 MTSU Campus Master Plan, the Murphy Center loading dock will be relocated.	Submitted for FY 21/22	\$ 66,000,000	\$ 10,000,000		\$ 56,000,000

* Note: The Student Athlete Performance Center will take the place of the "Football Operations Facility" project disclosed in FY 19/20

MTSU Disclosures FY 2021/2022

FY 2021/2022 Capital Budget Disclosure Amendment as submitted to THEC on January 14, 2021

Project	Project Description	Disclosure Year	Project Cost	Funding Sources		
				Gifts	Plant Funds	TSSBA
Student Athlete Performance Center	This disclosure to replace the "Football Operations Facility" disclosed in FY 19/20. Provide a new Student Athlete Performance Center Building including athletic offices, locker rooms, training areas, football operations, and support spaces. The project scope also contains required site development including parking improvements and site utilities. To facilitate desired location of the building, relocating the Murphy Center loading dock and demolition of the upper deck on the north side of Floyd Stadium is required.	Submitted for FY 21/22	\$ 66,000,000	\$ 5,000,000		\$ 61,000,000
Athletic Video Board Upgrades	Replace video board, related audio systems, and control boards at Floyd Stadium and the Murphy Center that are at the end of their useful life.	Submitted for FY 21/22	\$ 3,900,000			\$ 3,900,000
Parking Structure	Construct parking deck and associated site work.	Submitted for FY 21/22	\$ 22,800,000			\$ 22,800,000
Aerospace Instructional Center	Construct a new academic building and site improvements to support the MTSU Department of Aerospace. This disclosure is to amend/replace the "New Flight School Academic Building" disclosed in FY 2020/2021.	Submitted for FY 21/22	\$ 5,000,000		\$ 5,000,000	
Tennis Facility Improvements	Demolition and construction of new tennis courts, seating, and support facilities. This disclosure is to revise and replace the "Tennis Facility Improvements" project disclosed in FY 2020/2021.	Submitted for FY 21/22	\$ 5,000,000	\$ 1,000,000	\$ 1,500,000	\$ 2,500,000

MTSU FY 21/22 Disclosure Amendment Revision Summary:

- **New Student Housing**
 - Project disclosure was included in the original FY 21/22 Capital Budget request and is to remain as part of MTSU's FY 21/22 request as originally submitted.
- **Student Athlete Performance Center**
 - Funding sources revised to \$61,000,000 in TSSBA bonds and \$5,000,000 in gifts.
 - Previously submitted funding sources included \$56,000,000 in TSSBA bonds and \$10,000,000 in gift funding.
- **Athletic Video Board Upgrades**
 - This project is currently on the disclosure list (FY 19/20) and is re-submitted to keep the project on the MTSU disclosure list.
 - The Total Project Budget increased to \$3,900,000 from \$3,000,000 to allow inclusion of additional scope items and construction escalation.
- **Parking Services Structure**
 - This project is currently on the disclosure list (FY 19/20) and is re-submitted to keep the project on the MTSU disclosure list.
 - The budget was increased to \$22,800,000 from \$17,000,000 based on updated cost information.
- **Aerospace Instructional Center**
 - This disclosure is to amend and replace the "New Flight School Academic Building" project disclosed in FY 20/21
 - Funding sources revised from TSSBA bonds to Plant Funds.
- **Tennis Facility Improvements**
 - This disclosure is to amend and replace the "Tennis Facility Improvements" project disclosed in FY 20/21
 - Funding sources revised to \$2,500,000 in TSSBA bonds, \$1,000,000 in gifts, and \$1,500,000 in non-auxiliary plant funds.
 - Original funding sources included \$3,500,000 in gifts and \$1,500,000 in non-auxiliary plant funds.

MTSU Capital Disclosure List (As of July 1, 2021)

Project	Project Description	Disclosure Year	Project Cost	Funding Sources		
				Gifts	Plant Funds	TSSBA Bonds
Campus Quadrangle	Site Improvements in the central campus quadrangle, including sidewalks lighting, landscaping, grading, drainage, and related work.	FY 20/21	\$ 1,700,000		\$ 1,700,000	
Renovations to Smith Baseball Clubhouse	Renovation to Smith Baseball Clubhouse to include weight training; previously disclosed FY 18-19 Q4 as "Baseball Weight Room"	FY 20/21	\$ 1,000,000	\$ 1,000,000		
New Student Housing	Provide new student housing including dorm rooms, common areas, and support spaces. The project will contain a minimum of 500 beds. The project will be located on part of the existing Womack Lane housing complex. The project scope also includes partial demolition and abatement of the Womack Lane housing complex and associated infrastructure, site development, utilities, and all associated work.	Submitted for FY 21/22	\$ 63,200,000			\$ 63,200,000
Student Athlete Performance Center	This disclosure to replace the "Football Operations Facility" disclosed in FY 19/20. Provide a new Student Athlete Performance Center Building including athletic offices, locker rooms, training areas, football operations, and support spaces. The project scope also contains required site development including parking improvements and site utilities. To facilitate desired location of the building, relocating the Murphy Center loading dock and demolition of the upper deck on the north side of Floyd Stadium is required.	Submitted for FY 21/22	\$ 66,000,000	\$ 5,000,000		\$ 61,000,000
Athletic Video Board Upgrades	Replace video board, related audio systems, and control boards at Floyd Stadium and the Murphy Center that are at the end of their useful life.	Submitted for FY 21/22	\$ 3,900,000			\$ 3,900,000
Parking Structure	Construct parking deck and associated site work.	Submitted for FY 21/22	\$ 22,800,000			\$ 22,800,000
Aerospace Instructional Center	Construct a new academic building and site improvements to support the MTSU Department of Aerospace. This disclosure is to amend/replace the "New Flight School Academic Building" disclosed in FY 2020/2021.	Submitted for FY 21/22	\$ 5,000,000		\$ 5,000,000	
Tennis Facility Improvements	Demolition and construction of new tennis courts, seating, and support facilities. This disclosure is to revise and replace the "Tennis Facility Improvements" project disclosed in FY 2020/2021.	Submitted for FY 21/22	\$ 5,000,000	\$ 1,000,000	\$ 1,500,000	\$ 2,500,000