

## **THE UNIVERSITY OF TENNESSEE AT MARTIN ADVISORY BOARD**

The summer meeting of The University of Tennessee at Martin Advisory Board will be held at 1:00 pm (CDT) on Friday, May 17, 2024, in the Boling University Center, Room 206AB, on the campus of The University of Tennessee at Martin.

### AGENDA

- I. Call to Order and Roll Call
- II. Opening Remarks (*Art Sparks and Yancy Freeman*)
- III. Approval of Minutes
- IV. Election of New Secretary – Mr. Jake Bynum (*Yancy Freeman*)
- V. Appointment of Faculty Representative – Dr. Dan McDonough (*Yancy Freeman*)
- VI. Appointment of Student Representative – Chayil Watkins (*Yancy Freeman*)
- VII. Update on Vice Chancellor for Advancement search (*Yancy Freeman*)
- VIII. 2025-2030 Strategic Planning Process (*Yancy Freeman*)
- IX. Enrollment Update (*Brad Baumgardner and Mykaela Waterfield*)
- X. Budget Overview and Approval of Proposed Annual Budget (*Petra McPhearson*)
- XI. Comments by the Chancellor
- XII. Closing remarks by the Chair
- XIII. Adjournment

## **THE UNIVERSITY OF TENNESSEE AT MARTIN ADVISORY BOARD**

The winter meeting of The University of Tennessee at Martin Advisory Board was held at 1:00 pm (CDT) on Friday, January 26, 2024, in the Boling University Center, Room 206AB, on the campus of The University of Tennessee at Martin.

### **I. Call to Order and Roll Call**

The meeting was open to the public and streamed via the campus website. A recording of the meeting will be posted on the Advisory Board website following the meeting. All votes were taken by roll call in compliance with the Advisory Board Bylaws.

Attendance:

*Hal Bynum, Taylor Cantrell, Monice Hagler (via Zoom), Art Sparks (Chair), Clinton Smith, and Johnny Woolfolk.* Others in attendance included UT Martin administrative and leadership staff.

A quorum was established. The meeting was called to order by Chair Sparks.

### **II. Opening Remarks (*Art Sparks and Yancy Freeman*)**

Chair Sparks recognized Dan Strasser, incoming Advisory Board member, who joined the meeting via Zoom. His appointment is not official yet so cannot vote, but he is participating in today's meeting. Chair Sparks encouraged all in attendance to speak up and ask questions.

Chancellor Freeman thanked the Advisory Board members for their hard work, and participation. Specifically, he thanked Johnny Woolfolk for attending the Future Skyhawks Reception in Jackson last night. He also thanked the campus for their cooperation during the cold weather and storms last week when UTM closed. He also specifically thanked the Facilities staff for all of their hard work during the cold weather and storms last week. He stated that he is looking forward to this meeting because the agenda is full.

### **III. Approval of Minutes**

**Motion #1:** To approve the minutes (Smith/Bynum) of the Advisory Board meeting for the September 8, 2023, meeting as presented with no corrections or modification. The motion carried unanimously.

IV. Recognition of UTAA Outstanding Teacher Awards – Dr. Jason Roberts and Dr. Janet Wilbert  
*(Yancy Freeman)*

Before reading their brief bios, Chancellor Freeman stated that Dr. Roberts and Dr. Wilbert define the ethic of care that so many of our faculty demonstrate. They were asked to stand as their bios were read.

These awards are given to faculty members on all UT campuses who have been selected by their colleagues and students as the outstanding teachers in a given year.

Dr. Jason Roberts, a veterinarian, is the director of the University of Tennessee at Martin Veterinary Technology Program and Professor in the Department of Agriculture, Natural Resources, and Geosciences. He is the founding Director of the Veterinary Technology program and helped establish a new degree program in veterinary science and technology at UT Martin. He also teaches, advises, and coordinates the pre-veterinary medicine program. Dr. Roberts has earned multiple teaching and advising awards including the 2013 UT Martin outstanding advisor award, the 2015 Coffee outstanding teacher award, and the 2017 University of Tennessee President's Award for outstanding educator.

Dr. Janet Wilbert is an Associate Professor in the department of Health and Human Performance since her hire in August of 2000. She has been instrumental in teaching and working with many pre-professional students who have gone on to become great athletic trainers, physical therapists, occupational therapists, and many other health care professionals. She was recognized with the Outstanding Advisor Award in 2008. She loves teaching and especially enjoys it when her students connect theory and practice. Dr. Wilbert was inducted to the Tennessee Athletic Trainers' Society Hall of Fame in January 2013.

V. Employee Engagement Survey Results *(Michael Washington and Petra McPhearson)*

Petra McPhearson, Senior Vice Chancellor for Finance & Administration began the presentation by introducing the survey. The UT System engages McLean & Co for this annual employee survey for UTM staff. Michael Washington, Director of Human Resources, then highlighted some key points of the survey. Gwendolyn Hopkins, Administrative Specialist, and Kenneth Jackson, student worker, both from Human Resources assisted him. The following are a few brief highlights; the entire presentation is in the Board materials.

- This survey was administered in the Fall of 2023. The survey was grouped into organizational drivers, job drivers, and individual drivers. UTM scored well on the recognition driver and the career advancement, development drivers, and the employee empowerment driver.
- There was a high survey participation rate (49%).
- The overall Employee Experience Monitor (EXM) score was 42.2 but the scale ranges from -100 to 100. So, this represents a good score.
- UTM is performing well in many categories but there is still room for improvement. Strategies for improvement will be campus-wide and not only for those departments identified with lower scores.
- There is a trend of white respondents scoring higher than black, and men scoring higher than women.
- Compensation usually scores lower in this type of survey, so that was not surprising. UTM will address this by focusing on the lowest paid staff, trying to get the minimum rate up to \$15/hour. A compensation panel is reviewing additional strategies for staff compensation.
- Among the strategies that emerged from the survey is a succession planning model with 5 pillars (mentoring, leadership, storytelling, job shadowing, stretch assignments, and career action planning), and an onboarding checklist.

Chair Sparks asked how often the survey is conducted and if it would be worth conducting the survey more frequently, especially focusing on those areas that are low performing. Michael Washington replied that an annual survey would be fine if the intervention strategies are implemented. Petra McPhearson stressed that this is a UT System survey, and we have the opportunity to do follow-up pulse surveys. Chair Sparks further stressed the probable effectiveness of the pulse surveys b/c “only expect if you follow with inspect.” Chancellor Freeman appreciated the feedback and is happy with how UTM compares to the other UT schools. The Cabinet is familiar with this report, and Chancellor Freeman will continue to focus on this survey’s results through conversations with the Cabinet and their areas.

Chair Sparks asked how we compare to the other UT schools. Chancellor Freeman stressed that UTM employees like working here and how their work contributes to the whole of the institution, and the scores reflect that. Opportunity areas include better engaging non-exempt staff, increasing scores from women and younger employees. Chancellor Freeman would rather be at UTM than others based on the scores that he has seen.

VI. Capital Projects update on College of Business & Global Affairs (*Jeanna Curtis-Swofford and Petra McPhearson*)

Jeanna Curtis-Swofford gave history and background of the current College of Business & Global Affairs building. It was built in 1951 as a dormitory and was converted to classrooms in 1975. A new building is a priority with financial and moral support from many. A donor has committed \$4M already.

Petra McPhearson shared that the UT System can submit three capital outlay projects each year, and this project did not make the top three this year. Still waiting on the Governor's budget to see if those three still stand, and the results may affect the three projects for next year. There are many state budget issues at play. If things go as we want and this gets approved in 2025, the anticipated opening for a new building will be Fall 2029.

Johnny Woolfolk asked about the proposed building site. Petra McPhearson said it would be built in the same footprint as the current building.

VII. Title III Grant – Center for Teaching and Learning (*Anderson Starling*); Learning Commons (*Erik Nordberg*)

Anderson Starling began the presentation and said UTM was notified in September 2023 that we were awarded the grant. He then shared the three committees that are required by the Department of Education: Steering, Management, and Evaluation. There are two main goals for this grant (1) Create a Center for Teaching and Learning (CTL), and (2) Create a Learning Commons. The goals of the grant also align well with 2 of the 4 QEP goals, and the DoE funding will help move these goals toward completion. He then discussed the goal progress and budget adjustments, including prioritizing the hiring of the CTL Director, which will be a national search.

Erik Nordberg discussed the Learning Commons by talking about physical space currently available in the library and future space with remodeling in the Library. This will increase capacity for many things including peer tutoring and distance learning.

Clinton Smith asked what role the CTL would play in faculty orientation.

Chancellor Freeman thanked the people who have been working on this, and is excited about what this could mean for UTM.

VIII. Athletics Update (*Ashley Bynum*)

Ashley Bynum shared information on academic highlights, NCAA updates, and the transfer portal. Academic Highlights: The Office of Intercollegiate of Athletics has staff, priorities, and policies around academic support. The four-year trend of UTM athletes having higher GPAs than the UTM

student body and the NCAA average demonstrates the success of our initiatives. The overall GPA goal is 3.2 and they've been above that since 2019.

NCAA Updates: There are still some unknowns surrounding NIL (Name, Image, Likeness) and these unknowns can complicate things, such as the role/reach of the coaches. It is difficult for schools like UTM to compete with Power 5 schools. The 4-year transfer scholarship requirements raise the stakes for taking in undergraduate transfer athletes. The slides detailed these requirements. Nationally, the number of athletes going into the transfer portal has more than doubled since 2018-19. The UTM numbers have also doubled in that same time frame (32 to 63). UTM has continued to bring in transfer students from 4-year and 2-year schools, with 4-year transfer outpacing the 2-year since 2020-21.

Chair Sparks asked how our number of athletes compares to previous years. Kurt McGuffin, Director of Athletics, said UTM had 370 athletes in 2017, and we now have 430-480. Most of these athletes do not have full scholarships but are on partial scholarship. Since 2017 when more walk-on and partial scholarship athletes were added, the revenue to UTM has increased by \$2.4M.

Chair Sparks asked if we lose transfer based on academics. Ashley said we don't lose many freshmen because of academics, but transfers can be a little more difficult. The transfer coursework coming in can be challenging and can be a multi-semester process. Chair Sparks followed up about whether students changing their major is a problem. Ashley responded that we are sometimes unable to start a student in the program they really want to be in, so they often start in BIS, which can sometimes lengthen a student's time to graduation. Chair Sparks pointed out that this issue cannot just be a student athlete problem, to which Ashley agreed. Ashley pointed out the importance of having staff dedicated to advocating for the student athletes. Students who are not athletes and do not have these advocates may struggle. Chair Sparks thanked Ashley for her comments and helping him understand that athletes have an advocate when students who are not athletes may not.

Chancellor Freeman shared there was a transfer initiative from the UT System a few years back. He was part of that work and during that process that working group learned just how difficult it was for students to transfer within the state. The focus was on students transferring between UT schools. Departments were to have conversations about seamless transfer. The upcoming implementation of DASH will force us to re-evaluate course equivalencies. There will always be work to do. The last conversations of that working group were in 2020. He said he would follow up on this issue with Chair Sparks.

Chair Sparks pointed out that if a student transfers out of UTM it hurts our numbers. He then asked if a student transfers in, does that help graduation rates? Ashley replied that we don't get credit for that. But NCAA has a report to account for things like that. The Ohio Valley Conference office and NCAA helps to keep things sorted.

IX. Retention update and anticipated Fall 2024 numbers (*Brad Baumgardner and Destin Tucker*)

Destin Tucker highlighted the Fall 2024 enrollment goals. Currently, Fall 2024 transfer applications are trending up, and we believe it is tied to scholarship increases for the 24-25 recruiting cycle. Recent declines in transfer student enrollment are due in-part to low enrollments of our community college feeders.

The measures used to track and predict numbers include the number of accepted students, intent to enroll survey (78% accurate), and housing deposits. Each of these indicators is higher over a three-year average.

UTM increased merit scholarships starting Fall 24. One reason this is important is because our top-level scholarships had not moved in a long time. We were not competitive with our peers, and we are getting closer now with this increase.

The changes in the FAFSA are making us nervous. The FAFSA opened three months later, which has delayed other processes such as financial aid packaging. Students are committing to us but don't yet know how much it will cost. These conversations with families are delayed because of this.

The strategic enrollment plan is still working and will help move us toward our goal of 7,105 students.

Brad Baumgardner shared that our retention numbers are good and we are showing persistent growth. Students who meet the guaranteed admissions standards are performing well. He thanked the Bursar's Office, Academic Records, and the Office of Financial Aid & Scholarships for partnering with the Student Success Center to help re-enroll students after the drop for non-payment. We are well-positioned to have an increased retention rate again next year.

Chair Sparks asked about enrollment challenges where the Advisory Board can help. Destin shared there are transfer initiatives across the state to help transferability (such as aligning course numbers). The UT schools are trying to work together. Brad said what can sometimes be a challenge is to identify institutional performance gaps to see where we can better support students. He's glad this is part of the strategic plan.

Johnny Woolfolk added that he attended the Future Skyhawk Reception in Jackson last night and gave kudos to all the UTM folks who were there. He was very impressed and said it was a learning

experience for him. Chair Sparks asked Destin to let the Advisory Board know about the other receptions so they can attend.

X. Revision and Approval of Meeting Schedule 2024-2025 (*Art Sparks*)

Chair Sparks said the intention of amending the meeting schedule was to avoid having an Advisory Board meeting the Friday of Memorial Day Weekend.

**Motion #2:** To approve the proposed amended meeting schedule (Hal/Cantrell) of the Advisory Board. The motion carried unanimously.

XI. Comments by the Chancellor

Summing up Chancellor Freeman's first 100 days (about 160 days now):

- The "Flight with Freeman" tours gave him a chance to meet with previous chancellors. UTM Chancellor Emeritus, Margaret Perry, shared with him that this job is a lifestyle and not a job, and he has already learned this. He has had over 500 meetings since being here and numerous visits. He gave special thanks to Advancement and Undergraduate Admissions for organizing and helping with the visits, including his high school, Central High School, in Memphis.
- UTM did receive its reaffirmation of its SACSCOC accreditation. It went so well and passed with such flying colors that SACS commended UTM. This required such hard work to pull this together so it deserves a celebration, which will be coming soon!
- UTM has a new partnership with the Volunteer State Community College location in Springfield, TN. There were over 100 people there for the kickoff celebration and ribbon cutting on November 29.
- Capital Projects: The Grove Apartments are now gone, and UTM will soon be selling some bricks as a fundraising effort. The Hall Moody Administration Building is still under construction. As highlighted earlier in this meeting, the forthcoming College of Business & Global Affairs Building is a high priority for him and he will keep it in front of the UT System.
- Access and Engagement is a new division focusing on student success for all students. It will focus on success programming and federal grants like TRIO.
- During Homecoming UTM renamed UVI and UVII residence halls to Arnold Pryor Place and Conner Community, respectively.
- UTM Skyhawk football team is now a three-time consecutive OVC football champion. Congratulations to the team and Coach Jason Simpson.



- We just finished the refresh of our current strategic plan, which runs through 2025. We will soon begin working on a new strategic plan that will take us to 2030. We will focus on questions such as, What is coming? What do we need to work on? How do we engage the entire campus?

## XII. Closing remarks by the Chair

- Chair Sparks congratulated Advisory Board member, Hal Bynum for recently graduating from UTM with his Bachelor's degree.
- UTM is creating a new Chief of Staff position. The search is currently open and moving forward. An announcement of this hire should come soon.
- UTM will soon begin the search for the Vice Chancellor for University Advancement, which was vacated when Charley Deal accepted a new position with the UT Institute of Agriculture. A committee will be formed soon to start this process.
- Chair Sparks thanked Chancellor Freeman, the UTM staff, and the Advisory Board for their hard work on behalf of UTM.

## XIII. Adjournment

**Motion #3:** To adjourn (Woolfolk/Bynum). The motion carried unanimously.

**BYLAWS  
OF  
THE UNIVERSITY OF TENNESSEE AT MARTIN  
ADVISORY BOARD**

**Adopted January 9, 2019  
Amended April 5, 2019**

**Article I  
Name and Purpose**

**Section 1.1** This advisory board has been established pursuant to Tennessee Code Annotated §§ 49-9-501 through -503 and shall be known as The University of Tennessee at Martin Advisory Board, hereinafter referred to in these Bylaws as "Advisory Board").

**Section 1.2** The purpose of the Advisory Board shall be to carry out the responsibilities outlined in Section 2.1 of these Bylaws.

**Article II  
Responsibilities**

**Section 2.1** Pursuant to Tennessee Code Annotated § 49-9-503(a), the Advisory Board shall have the following responsibilities:

- (a) Submit a recommendation regarding the proposed operating budget, including tuition and fees, for the campus in accordance with the process established by the University of Tennessee ("University") Board of Trustees ("Board of Trustees") pursuant to Tennessee Code Annotated § 49-9-209(d)(1)(N);
- (b) Submit a recommendation regarding the strategic plan for the campus in accordance with the process established by the Board of Trustees pursuant to Tennessee Code Annotated § 49-9-209(d)(1)(O);
- (c) Advise the Chancellor regarding operations and budget, campus master plan, campus life, academic programs, policies, and other matters related to the campus and as may be requested by the Chancellor from time to time;
- (d) Under the leadership of the Chancellor, seek to promote the overall advancement of the campus and The University of Tennessee System;
- (e) Advise the Board of Trustees or the President on matters related to the campus or the system as may be requested by the President or the Board of Trustees from time to time; and

(f) Comply with the Tennessee Open Meetings Act, Tennessee Code Annotated §§ 8-44-101 et seq. except as authorized by a statutory or judicially recognized exception to the Tennessee Open Meetings Act.

**Section 2.2** As provided by Tennessee Code Annotated § 49-9-503(b), the responsibilities of, and any actions taken by, the Advisory Board shall not conflict with or inhibit the authority of the Board of Trustees.

**Section 2.3** Each member shall conduct any efforts on behalf of the Advisory Board within the scope of the responsibilities provided in Section 2.1 of these Bylaws and in compliance with applicable University policies.

### **Article III Membership**

**Section 3.1** Membership on the Advisory Board is governed by the provisions of Tennessee Code Annotated § 49-9-501. The following sections represent a summary of some of the key statutory provisions.

**Section 3.2 Number of Members and Appointing Authority.** Pursuant to Tennessee Code Annotated § 49-9-501, the Advisory Board shall consist of five (5) members appointed by the Governor, one (1) faculty member appointed by the campus Faculty Senate, and one (1) student appointed in the manner determined by the Advisory Board. The Chancellor shall ensure that each new member receives a copy of these Bylaws and is notified of the expectations and responsibilities of membership.

**Section 3.3 Term of Members Appointed by the Governor.** The terms of the initial members appointed by the Governor shall be two (2), three (3), and four (4) years, as designated by the Governor, beginning on the date of appointment and ending on June 30 of the last year of the designated term. For all subsequent appointments by the Governor, the term shall be four (4) years from July 1 through June 30. All members appointed by the Governor must be confirmed by joint resolution of both houses of the Tennessee General Assembly; provided that if the General Assembly is not in session when an appointment is made, the members shall serve for the appointed term unless the appointment is not confirmed within ninety (90) calendar days after the General Assembly next convenes in regular session. Members may not serve more than two (2) consecutive terms but may be reappointed after four (4) years have elapsed since the last date of service on the Advisory Board.

**Section 3.4 Term of the Faculty Member.** The term of the initial faculty member shall begin on the date of the initial meeting of the Advisory Board and end on June 30 of the next year. For all subsequent faculty member

appointments, the term shall be two (2) years beginning July 1 and ending June 30.

**Section 3.5 Term of the Student Member.** The term of the initial student member shall begin on the date of appointment by the Advisory Board and end on June 30 of the same year. For all subsequent student member appointments, the term shall be one (1) year beginning July 1 and ending June 30.

## **Article IV Conflict of Interests**

**Section 4.1 General Conflict of Interests.** Members shall not use the authority, title, prestige, or other attribute of the office to acquire benefit or gain for themselves or for any relative. Nor shall members use the authority, title, prestige, or other attribute of the office to obtain favored consideration or treatment of any person, including but not limited to efforts to influence administrative decisions with respect to an individual's admission, employment, discipline, or similar matters. Members shall not knowingly accept any gift, favor, or gratuity from any person or entity that could reasonably be expected to affect the member's independence of judgment in performing official duties; however, this shall not be construed to prohibit acceptance of benefits from the University provided to all members by virtue of the office or provided in connection with donations to the University.

**Section 4.2 Financial Conflict of Interests.** It shall be the duty of each member of the Advisory Board to avoid any financial conflict of interests as defined in this Section 4.2. Tuition and fee payments, scholarships and other financial aid awards, and donations do not constitute a financial conflict of interests. Salary, a stipend, and other compensation for services paid by the University to the faculty member and student member of the Advisory Board do not constitute a financial conflict of interests.

**Section 4.2(a) Direct Interest.** A financial conflict of interests exists when a member has a direct interest in a contract with the University. "Direct interest" means a contract with the member personally or with any business in which the member is the sole proprietor, a partner, or the person having the controlling interest. The interests of a member's spouse and dependent children or stepchildren shall be treated as the member's interest for the purpose of determining whether the member has a direct interest. "Controlling interest" means the individual with the ownership or control of the largest number of outstanding shares owned by any single individual or corporation.

**Section 4.2(b) Indirect Interest.** A financial conflict of interests also exists when a member has an indirect interest in a contract with the University unless

the member has disclosed his or her interest in accordance with Section 4.2(c). "Indirect interest" means a contract in which the member has an interest that is not a "direct interest" as defined in Section 4.2(a). The interests of a member's spouse and dependent children or stepchildren shall be treated as the member's interest for the purpose of determining whether the member has an indirect interest.

**Section 4.2(c) Attempt to Influence a University Contract.** A member shall not attempt to influence any person who is involved in making or administering a contract with the University if the member would derive a direct benefit from the contract. Nor shall a member solicit or receive any gift, reward, or promise of reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the University. This section shall not be construed as constraining the faculty member of the Advisory Board, as part of their normal duties, from pursuing externally-funded contracts or grants for the University which may potentially benefit the faculty member directly or indirectly.

**Section 4.2(d) Disclosure of Financial Interests.** Initial members of the Advisory Board shall file a disclosure of financial interests with the Chancellor within thirty (30) calendar days after the called initial meeting of the Advisory Board. Thereafter, new members of the Advisory Board shall file the disclosure with the Chancellor within thirty (30) calendar days of appointment. After filing the disclosure, a member who becomes aware of a financial interest that may constitute a conflict of interest as defined in this Section 4.2 shall provide written notice to the Chancellor within seven (7) calendar days.

**Section 4.2(e) Addressing Financial Conflicts of Interest.** The Chancellor shall review all disclosures of financial interests filed by members with the Chair of the Advisory Board. It shall be the responsibility of the Chancellor to take necessary or appropriate steps to address any potential or actual financial conflict of interests of any member.

## **Article V Officers**

**Section 5.1 Chair.** The presiding officer of the Advisory Board shall be the Chair, who shall be elected by the Advisory Board. The term of the initial Chair shall begin on the date of election and end on June 30 of the following year. Thereafter, the term of the Chair shall begin on July 1 and end on June 30 of the second succeeding year. The Chair may not be elected to more than three (3) consecutive terms except upon the affirmative roll-call vote of a majority of the total membership. The Chair shall preside at all meetings of the Advisory Board; shall be responsible, in consultation with the Chancellor, for

coordinating the work of the Advisory Board; and shall be the spokesperson for the Advisory Board. If the Chair knows in advance that he or she will not be able to attend a meeting, the Chair shall appoint a Chair *pro tem* to preside over the meeting. In the unexpected absence of the Chair, the Chancellor shall preside over the meeting until the Advisory Board acts to appoint a Chair *pro tem*.

**Section 5.2 Secretary.** On the recommendation of the Chancellor, the Advisory Board shall elect a member of the campus administrative staff to serve as Secretary. The Secretary shall serve at the pleasure of the Advisory Board and without a definite term. The Secretary shall assist the Chair and the Chancellor in preparing the agenda and materials for Advisory Board meetings; prepare and maintain minutes of Advisory Board meetings; maintain a current set of the Bylaws and a record of all Bylaw amendments; and maintain all records pertaining to the business of the Advisory Board, except as may be otherwise provided by policies of the Board of Trustees or the University.

## **Article VI Operating Budget**

**Section 6.1** Financial support for the work of the Advisory Board shall be provided exclusively from the campus operating budget through established budgetary procedures. The Advisory Board's receipts and expenses shall be budgeted and accounted for in separate accounts. The accounts shall be specifically identifiable in the detail of the operating budget.

## **Article VII Meetings**

**Section 7.1 Regular Meetings.** In accordance with Tennessee Code Annotated § 49-5-502(a), the Advisory Board shall hold at least three (3) regular meetings each year on a day or days determined by the Advisory Board from year to year.

**Section 7.2 Special Meetings.** Special meetings of the Advisory Board may be called by the Chair or the Chancellor when deemed necessary.

**Section 7.3 Location of Meetings.** Regular and special meetings of the Advisory Board may be held at any location in Weakley County.

**Section 7.4 Notice of Meetings.** Notice of meetings may be delivered to members by postal mail, courier, electronic mail, or facsimile transmission at least seven days in advance of the meeting date. As required by Tennessee Code Annotated § 8-44-103(a) and (b), adequate public notice shall be given of all regular and special meetings.

**Section 7.5 Meetings Open to the Public.** In compliance with Tennessee Code Annotated § 49-9-503(a)(6), meetings of the Advisory Board shall be open to the public except as authorized by a statutory or judicially recognized exception to the Tennessee Open Meetings Act.

**Section 7.6 Agenda.** An agenda for every meeting of the Advisory Board shall be prepared by the Chancellor in consultation with the Chair and with the assistance of the Secretary. The agenda, with any proposed resolutions or reports, and shall be made available to the Advisory Board and made publicly available at least seven days in advance of the meeting, and shall list in outline form each item to be considered at the meeting. When feasible, a copy of the agenda shall accompany the notice of the meeting, but when not feasible, a copy shall be provided to the members before the meeting date. Items not appearing on the agenda of a regular meeting may be considered only upon an affirmative roll-call vote of a majority of the total voting membership of the Board. Items not stated in the call of a special meeting may not be considered at the meeting.

**Section 7.7 Manner of Voting.** In accordance with the Tennessee Open Meetings Act, all votes by the Advisory Board shall be by public voice vote, public ballot, or public roll-call vote, and proxy votes are not allowed. A public roll-call vote shall be required on the following: (1) all motions related to adoption, amendment, repeal, or suspension of these Bylaws in whole or in part; and (2) on any other motion if a voting Board member present at the meeting requests a roll-call vote before a vote is taken or demands a roll-call vote before the Chair announces the result of a vote.

**Section 7.8 Participation in Meetings by Electronic or Telephonic Means.** The Chair, after consultation with the Chancellor, may allow members to participate in a meeting by any means of electronic or telephonic communication, subject to the following requirements of the Tennessee Open Meetings Act:

- (1) A quorum of four (4) members must be physically present at the location specified in the public notice as the location of the meeting.
- (2) The meeting must be audible to the public at the location specified in the public notice of the meeting.
- (3) All members must be able to hear and speak to each other during the meeting.
- (4) Any member participating by telephonic or electronic means must identify the persons present at the location from which the member is participating.
- (5) Before the meeting, any member who will not be physically present at the meeting location specified in the public notice shall be provided with

documents to be discussed at the meeting with substantially the same content as the documents presented at the meeting.

(6) All votes shall be taken by roll call.

**Section 7.9 Minutes.** Minutes, including any resolutions or reports from meetings of the Advisory Board and committees that report to the Advisory Board, shall be made accessible through the Advisory Board website.

## **Article VIII Quorum**

**Section 8.1** Four (4) members shall constitute a quorum empowered to transact any business of the Advisory Board.

**Section 8.2** The action of a majority of the quorum of members present at any meeting shall be the action of the Advisory Board, except as otherwise provided in these Bylaws.

## **Article IX Committees**

**Section 9.1** The Chair is authorized to appoint such committees and committee chairs as the Chair may deem necessary from time to time.

## **Article X Rules of Procedure**

**Section 10.1** Questions of procedure and organization not specifically addressed in these Bylaws shall be governed by rules contained in the most current edition of *Robert's Rules of Order Newly Revised* to the extent applicable and consistent with these Bylaws and any special rules of order, standing rules, or policies adopted by the Advisory Board.

## **Article XI Adoption, Amendment, and Repeal of Bylaws**

**Section 11.1** These Bylaws shall be adopted by an affirmative two-thirds (2/3) roll-call vote of the total membership of the Advisory Board and shall be provisionally effective until subsequent review and approval by the Board of Trustees.

**Section 11.2** The Advisory Board may change these Bylaws by amendment, by adoption of one or more new Bylaws, or by repeal of one or more existing



Bylaws at any regular or special meeting by an affirmative two-thirds (2/3) roll-call vote of the total membership of the Advisory Board; provided that a copy of the amendments or new Bylaws to be offered or notation of the Bylaws to be repealed shall be furnished to each member in writing at least seven (7) days in advance of the meeting; and provided further that any change to the Bylaws shall not be effective until approved by the Board of Trustees.

Adopted: 01.09.19; Amended 04.05.19

## **The University of Tennessee at Martin Process for Selection of the Advisory Board Faculty Representative**

By the UT FOCUS Act, UT Martin's Faculty Senate selects the faculty representative for our Advisory Board. This process is described in the Faculty Senate Bylaws (an appendix to the Faculty Handbook) in section 14 of Article IV:

**Section 14.** The Faculty Senate shall appoint a full-time faculty member as faculty representative to the UT Martin Local Advisory Board no later than April 15<sup>th</sup> of each even numbered year. The faculty representative shall serve a two-year term and the term shall begin the following academic year. The most recent Faculty Senate President whose term began in an odd numbered year shall serve as faculty representative. The most recent Faculty Senate President whose term began in an even year shall serve as an alternate. If both faculty members either are unwilling to serve or are not qualified to do so in accordance with the UT FOCUS Act, the Executive Committee for the Faculty Senate shall nominate a past-president to be confirmed by the Faculty Senate.

*Approved by the Faculty Senate on March 19, 2019.*

# The University of Tennessee at Martin Advisory Board Student Member Appointment Process

(Adopted: 01.09.19; Modified: 04.05.19)

## Appointment Process:

Students seeking the position will follow the Student Government election process and complete the required election forms and the pledge form included in this document. The SGA Election Rules Packet (“Election Packet”) which includes all campaign rules and forms can be found on the SGA website ([www.utm.edu/election](http://www.utm.edu/election)).

Candidates must meet the qualifications as spelled out on page two of this document. Qualified candidates will be placed on the SGA General Election Ballot. Qualified candidates will campaign for the position, the same as a candidate would campaign for any elected SGA position.

The top three vote recipients in the election will be submitted to the Chancellor, and the Chancellor will make the appointment.

## Interested in The Position:

If you are interested in seeking this position, you need to complete the following tasks:

- (1) Review the qualifications on page two of this document.
- (2) Review the Election Packet that can found on the SGA website.
  - a. Be sure to complete all election forms and be familiar with all the elections rules.
- (3) Submit all your election documents, including the pledge form on page three of this document, to the SGA Elections Commissioner by Friday, March 15th, 2019.
- (4) Be prepared to discuss why you are best candidate at the open forum and election debates. The dates and locations of each are listed in the Election Packet.

**THE UNIVERSITY OF TENNESSEE AT MARTIN ADVISORY BOARD  
STUDENT MEMBER QUALIFICATIONS**

Article 1:

All nominees for The University of Tennessee Advisory Board Student Member position must be enrolled full-time at the University of Tennessee at Martin and in good academic and disciplinary standing at the time of the election, of appointment, and during the term of office.

Note: Good academic standing for Student Member position is classified as having a 2.75 cumulative grade point average at time of nomination and should maintain a 2.75 cumulative grade point average during the tenure of the position.

Article 2:

Nominees must be willing and able to serve as The University of Tennessee Advisory Board Student Member for one full year (July 1 through June 30). The Student Member shall attend all Advisory Board Meetings, SGA Senate meetings and SGA Legislative Council meetings.

Article 3:

Nominees must complete the pledge form stating that they have read The University of Tennessee Advisory Board Bylaws in detail, and will pledge to fulfill all duties and requirements of the position if appointed. A copy of the Bylaws will be made available in the SGA office and is available online at <http://www.utm.edu/advisoryboard/>.

Article 4:

Nominees must complete the Elections Rules Compliance Form stating that they will comply with all rules and requirements set forth by the Elections Commissioner and the SGA Constitution.

Article 5:

To qualify for candidacy, nominees need 50 signatures on an Elections Petition Form.

Article 6:

Nominees must comply with rules of Campaign Finance and complete the proper Campaign Finance Forms. These forms must be turned in to the Elections Commissioner by the date election packets are due.

Article 7:

Nominees are allowed to run for any SGA position and the Student Member position, excluding executive council positions.

Article 8:

The top three vote recipients for The University of Tennessee at Martin Advisory Board Student Member position in the general election will be submitted to the Chancellor, and the Chancellor will make the appointment.

The University of Tennessee at Martin Advisory Board  
Student Member Nominee Pledge Form

As a student seeking the student position on The University of Tennessee at Martin Advisory Board, my signature below affirms that:

- 1) I am a full-time student enrolled in The University of Tennessee at Martin and will remain so through May 31, 2020.
- 2) I have a 2.75 cumulative GPA or higher and will maintain a 2.75 GPA or higher through May 31, 2020.
- 3) I am in “good-standing” with the University in all respects (includes, but is not limited to, financial, disciplinary, etc.) and will remain in such standing through May 31, 2020.
- 4) I have read and fully understand the Bylaws of The University of Tennessee at Martin Advisory Board and pledge to fulfill all duties and requirements of the position through June 30, 2020, if selected.

Understanding, agreeing and committing to these conditions, I present myself for consideration.

Printed Name

Signature

Date

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# **FALL 2024 ENROLLMENT UPDATE**

**UT Martin Advisory Board Meeting**

**May 17, 2024**

# FALL 2024 ENROLLMENT GOALS

POPULATION	# STUDENTS	% INCREASE OVER 2023
Overall Enrollment	7,105	2.2%
First-Year Students	1,157	4.0%
First-Time Transfers	292	5.8%
First-Time Graduates	190	8.6%

# NEW STUDENT TRACKING

## First-Year Students | Benchmark Data

**First-Year Accepted Students**

**5,203**

**13.6% increase  
over 2-year  
average**

**First-Year Intent to Enroll Survey**

**1,295**

**8% increase  
over 2-year  
average**

**First-Year Housing Deposits**

**965**

**13% increase  
over 2023**

**First-Year FAFSA Filers- Intent to Enroll**

**64%**

**92.3% filed in  
2023**



# NEW STUDENT TRACKING

## Transfer & Readmit Students | Benchmark Data

<b>Transfer Accepted Students</b>	<b>364</b>	<b>15% increase over 2-year average</b>
<b>Transfer Intent to Enroll Survey</b>	<b>229</b>	<b>7% increase over 2-year average</b>
<b>Readmit Intent to Enroll Survey</b>	<b>81</b>	<b>24% increase over 2-year average</b>
<b>Transfer and Readmit FAFSA Filers-Intent to Enroll</b>	<b>39%</b>	<b>70% filed in 2023</b>

# LOOKING AHEAD

- UT System Strategic Enrollment Planning
- Implementation of Common Application
- International Student Enrollment Goal of 5% by 2030

# RETENTION METRICS

## New Tools

- Point to Point Retention Dashboard

## Summer Initiatives

- Engagement and Enrollment Campaign
- Registration Celebration (317)
- Completion Grant

# Point to Point Retention

Cohort	5.6.24	5.6.23	Difference	Fall 2023 Census
First Time Full Time	78.10%	74.50%	3.6	73.39%
All Freshmen	73.80%	70%	3.8	70.28%
Sophomore	83%	76.80%	6.2	80.67%
Junior	81.80%	79.90%	1.9	88.48%
Senior	91.60%	85.20%	6.4	89.83%
New Transfer	65.70%	62.70%	3	72.53%
All Undergraduate	82.40%	77.80%	4.6	81.89%

# FALL 23-SPRING 24 PERSISTENCE

<b>Student Cohort</b>	<b>Spring 2024</b>	<b>Gain over Spring 2023 Census</b>
<b>First Time Full Time</b>	<b>91.95%</b>	<b>3.06%</b>
<b>All Freshmen</b>	<b>89.93%</b>	<b>3.96%</b>
<b>Sophomores</b>	<b>93.51%</b>	<b>2.52%</b>
<b>Juniors</b>		<b>0.57%</b>
<b>Seniors</b>	<b>96.70%</b>	<b>2.71%</b>
<b>First-Year Transfers</b>	<b>87.95%</b>	<b>4.30%</b>

# Persistence Gains & Projected Retention Gains

Cohort	Persistence Gain	Current Retention Gain
First Time Full Time	3.06%	3.60%
All Freshmen	3.96%	3.80%
Sophomores	2.52%	6.52%
Juniors	0.57%	1.90%
Seniors	2.71%	6.40%
New Transfers	4.30%	4.60%

# FALL 2024 ENROLLMENT GOALS

POPULATION	# STUDENTS	% INCREASE OVER 2023
Overall Enrollment	7,105	2.2%
First-Year Students	1,157	4.0%
First-Time Transfers	292	5.8%
First-Time Graduates	190	8.6%

*What questions remain regarding fall 2024 enrollment goals and projections?*

# Campus Advisory Board FY 2024 - 2025

Budget Overview

May 17, 2024



# FY 2025 Proposed E&G Revenue Budget

Tuition & Fees	\$ 66.6 million
State Appropriations	\$ 49.4 million
Grants & Contracts	\$ 0.2 million
Sales & Services	\$ 4.1 million
Other Sources	\$ 0.6 million
Total	<hr/> \$120.9 million

# FY 2025 Proposed E&G Expense Budget

Instruction, Research, Public Service, & Academic Support	} Academic Affairs	\$ 63.2 million
Student Services	} Student Affairs and Athletics	\$ 16.2 million
Institutional Support and Operations & Maintenance	} Operations	\$ 24.8 million
Scholarships & Fellowships		\$ 13.1 million
Institutional Transfers	} Debt Service and Funds Transfers	\$ 3.6 million
Total		\$120.9 million

# FY 2025 State Appropriations Increases

✓ Formula funding adjustment	
• Outcome growth	\$0.4 million
• Formula performance	<u>\$0.5 million</u>
Net increase	\$0.9 million
✓ 3% salary increase pool	\$1.1 million
✓ Health insurance premium increase	\$0.5 million
✓ Tuition and Fee Waivers	<u>\$0.2 million</u>
Total increase	\$2.7 million

# FY 2025 Proposed Tuition Changes

- 3% increase in Maintenance Fees (In-state Tuition)
  - \$256 per year increase
  - \$8,802 per year
- New Dual Enrollment Rate
  - \$554.40 per 3-credit hour course
  - Consistent with locally-govern institutions
  - Same amount for TN Dual Enrollment Grant (Courses 1-5)
  - Easier for high school students and parents to understand

# FY 2025 Proposed Tuition Changes

	FY 2023-24	FY 2024-25	CHANGE	
			Amount	Percent
<b>DUAL ENROLLMENT</b>				
<b><u>Courses 1-5:</u></b>				
Tuition per Course	\$ 1,101.00	\$ 554.40	\$ (546.60)	-49.6%
Tennessee Dual Enrollment Grant	(554.40)	(554.40)	-	0.0%
UTM Dual Enrollment Scholarship	(546.60)		546.60	-100.0%
Net Tuition and Fees	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<b><u>Courses 6-10:</u></b>				
Tuition per Course	\$ 1,101.00	\$ 554.40	\$ (546.60)	-49.6%
Tennessee Dual Enrollment Grant	(300.00)	(300.00)	-	0.0%
UTM Dual Enrollment Scholarship	(546.60)	(254.40)	292.20	-53.5%
Net Tuition and Fees	<u>\$ 254.40</u>	<u>\$ -</u>	<u>\$ (254.40)</u>	<u>-100.0%</u>

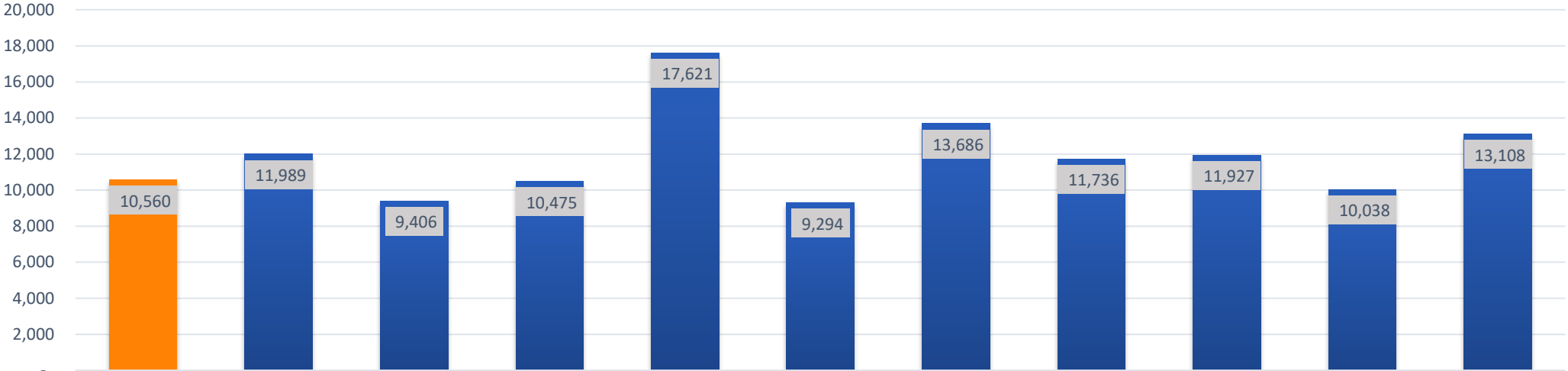
# FY 2025 Proposed Student Fee Changes

## Mandatory

- Publication (renamed Student Media)
  - \$16 per year (\$8 per semester) increase
  - \$30 per year
- Academic Support Fee - new
  - \$80 per year (\$40 per semester)
  - Only degree-seeking undergraduates
  - Provided increased supplemental instruction, tutoring, and other student academic support
  - Approved by Student Government Association (SGA)

# Comparable Peers: In-State

Undergraduate Proposed FY25 Rates



University of Tennessee, Martin

Coastal Carolina

Truman State

Auburn-Montgomery

Frostburg State University (MD)

Austin Peay State University (TN)

McNeese State (LA)

SE Missouri State

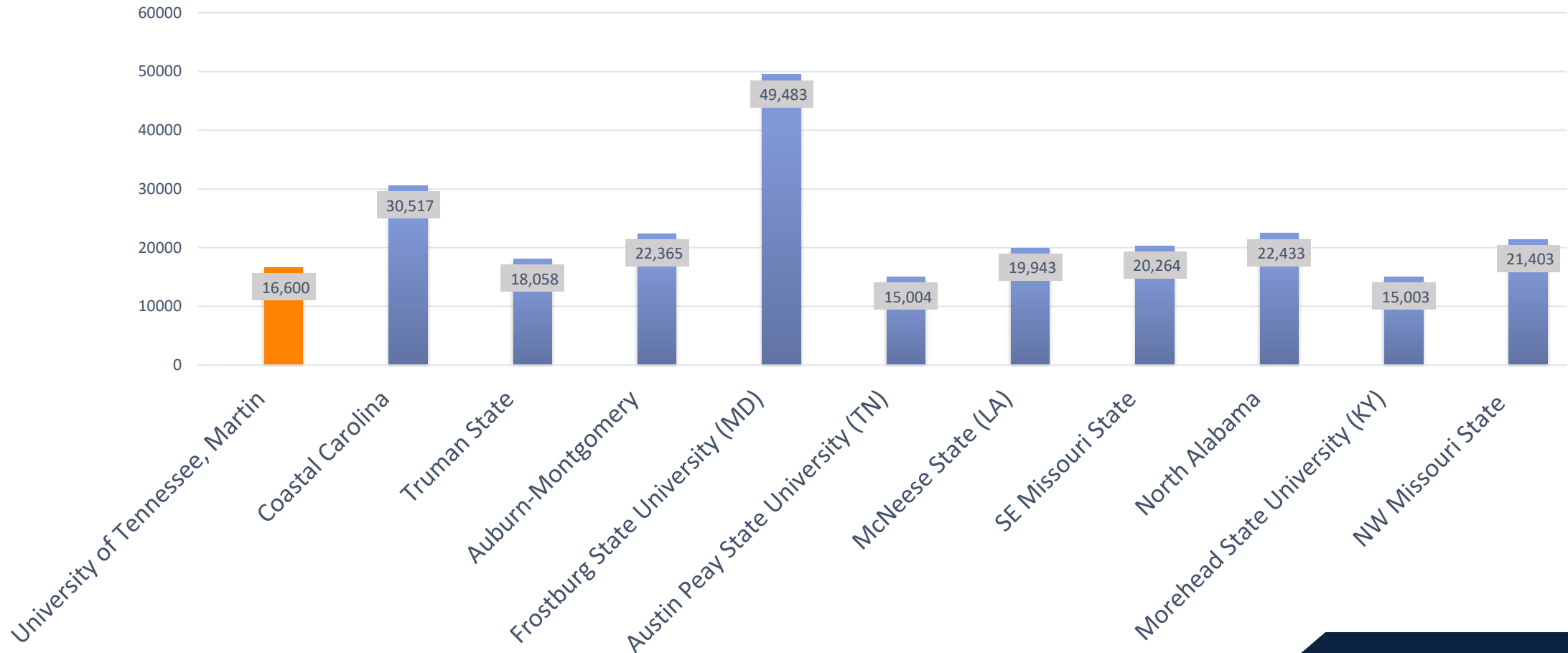
North Alabama

Morehead State University (KY)

NW Missouri State

# Comparable Peers: Out-of-State

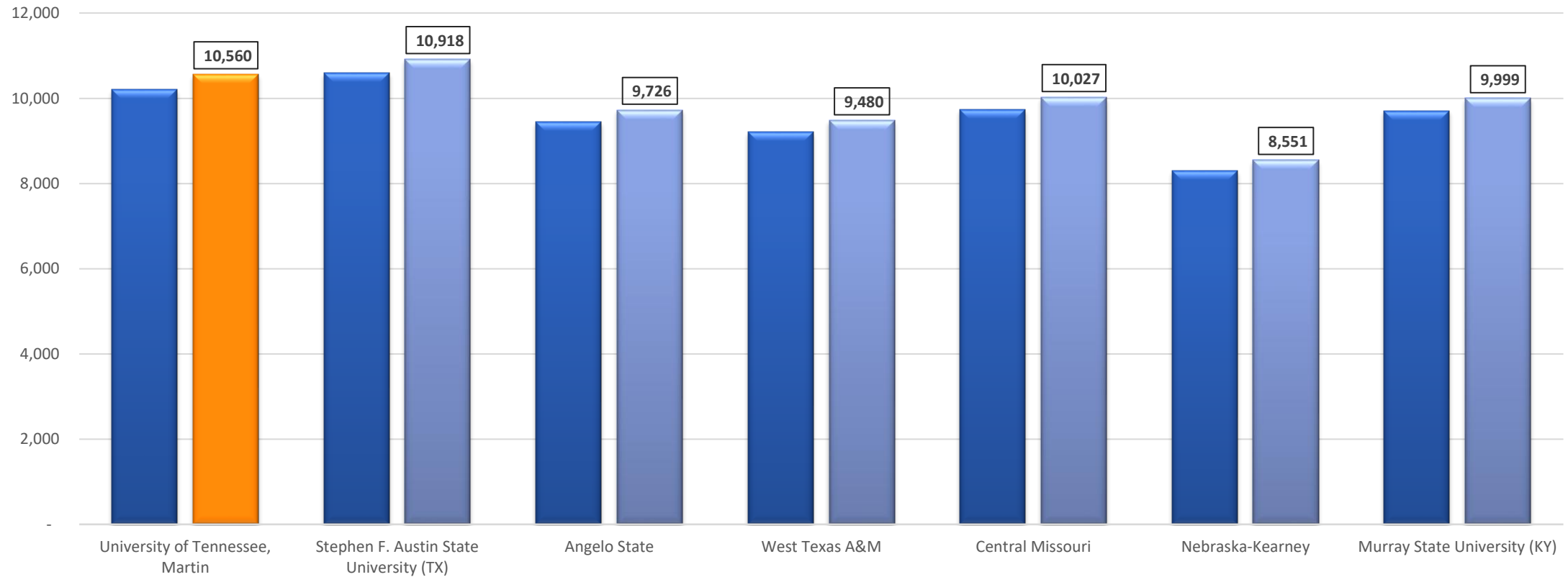
Undergraduate Proposed FY25 Rates





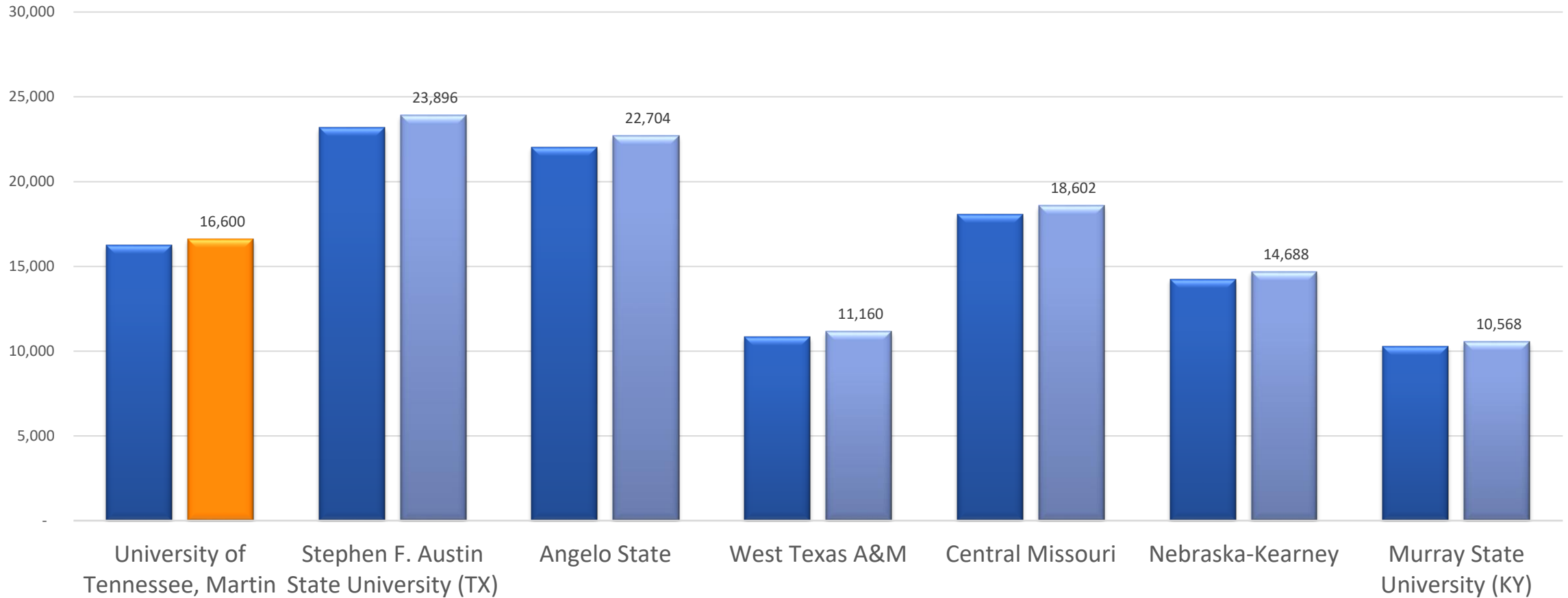
# Aspirational Peers: In-State

## Undergraduate Proposed FY25 Rates



# Aspirational Peers: Out-of-State

Undergraduate Proposed FY25 Rates



# FY 2025 Proposed Tuition & Fees

Tuition & Mandatory Fees	In-State: Amount	In-State: %-change	Out-of-State: Amount	Out-of-State: %-change
Undergraduate Maintenance Fee	\$8,802	3.0%	\$14,842	1.8%
Undergraduate Tuition & Mandatory Fees	\$10,560	3.45%	\$16,600	2.2%
Graduate Maintenance Fee	\$9,748	3.0%	\$15,788	1.8%
*Graduate Tuition & Mandatory Fees	\$11,396	2.6%	\$17,436	1.7%
**Dual Enrollment	\$554.40	-49.7%	\$554.40	-49.7%

\*Mandatory Fee increases are for Undergraduate Students only, there are no Mandatory Fee increases for Graduate Students.

\*\*This is per 3 credit hour course. An equivalent reduction to the Dual Enrollment Scholarship nets this to zero impact on the University.

# FY 2025 Proposed Current Operating Funds Budget

Fund Group	Revenues	Expenditures & Transfers
Unrestricted Educational & General (E&G) Funds	\$120,915,785	\$120,915,785
Unrestricted Auxiliary Funds	11,605,195	11,605,195
<b>Subtotal: Unrestricted Funds</b>	<b>\$132,520,980</b>	<b>\$132,520,980</b>
Restricted Funds	41,525,657	41,525,657
<b>Total Current Operating Funds</b>	<b>\$174,046,637</b>	<b>\$174,046,637</b>

# Questions???

