



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

Tuesday, June 2, 2020
11:00 am



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

June 2, 2020
11:00 am

AGENDA

Call to Order and Opening Remarks

Roll Call

Approval of Minutes (Action) Tab 1

Capital Outlay Project Submittal (Action)..... Tab 2

Capital Disclosures (Action) Tab 3

Capital Maintenance Projects Submittal (Action)..... Tab 4

Tuition, Fees and Housing Rates (Action)..... Tab 5

Operating Budgets (Action) Tab 6

1. Estimated 2019-20 Budget

2. Proposed 2020-21 Budget

Policy Revision (Action) Tab 7

Policy 641 – Student Fees, Incidental Charges and Refunds

Closing Remarks

Adjournment



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: June 2, 2020

SUBJECT: **Approval of Minutes**

PRESENTER: Joey Jacobs
Committee Chair

BACKGROUND INFORMATION:

The Finance and Personnel Committee met on March 17, 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, March 17, 2020, by way of electronic teleconference.

Call to Order and Opening Remarks

Committee Chair Jacobs welcomed those participating and called the meeting to order at 10:25 a.m.

Roll Call and Statement of Necessity

Chairman Jacobs asked Board Secretary Heidi Zimmerman to call the roll. Ms. Zimmerman stated that because members of the Committee were participating in the meeting electronically, in accordance with Tennessee Code Annotated Section 8-44-108(c)(3), there were two questions that needed to be answered by the Committee members for the record. First, could the trustee clearly hear others participating on the call in order to participate in the meeting. Second, were other individuals present in the room; if so, they would need to be identified.

The following Committee members were in attendance by way of teleconference: Joey Jacobs, Pete DeLay, Darrell Freeman, J.B. Baker, Tom Boyd, Mary Martin, Steve Smith, and Samantha Eisenberg. Each trustee indicated being able to clearly hear all others on the call. Trustees Smith, Baker, DeLay and Boyd all indicated they were present in the same room together. Trustees Freeman, Jacobs, Martin and Eisenberg indicated that there were no other individuals present at their locations.

Also present on the conference call were Trustee Pam Wright; President Sidney A. McPhee; Alan Thomas, Vice President for Business and Finance; Mark Byrnes, University 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 Burkhart, Chief Audit Executive; Heidi Zimmerman, University Counsel and Board Secretary; and, Kim Edgar, Assistant to the President and Chief of Staff.

Ms. Zimmerman stated that a quorum was not physically present but that one would exist with inclusion of the Committee members participating electronically. In accordance with T.C.A. § 8-44-108(b)(2), in order to proceed without a physical quorum, the Committee was required to make a determination that necessity for the meeting existed. Ms. Zimmerman provided the following circumstances for the Committee's consideration to establish the necessity for holding the meeting:

1. The agenda included matters the Committee must consider and vote on in order to make recommendations to the Board of Trustees. These recommendations included matters regarding capital disclosures and the MTSU Airport Master Plan. Additionally, there were informational items that must be shared with the Committee.
2. The Board of Trustees will meet on Tuesday, March 31.
3. It was necessary for the Committee to meet in order to consider these matters prior to the Board's next meeting.
4. Due to concerns related to exposure to the coronavirus, it was determined that the Committee meeting should be held electronically and, thus, there was not a physical quorum without electronic participation of Committee members.

Chairman Jacobs requested a motion and second be made concerning the necessity for the meeting. Board Chair Smith made the motion, which was seconded by Trustee DeLay. A roll call vote was taken. The vote was 7 Ayes and no Nays; the motion carried.

Approval of Minutes

The first agenda item was approval of the minutes of the November 12, 2019, meeting of the Finance and Personnel Committee. A motion was made by Board Chair Smith and seconded by Trustee Baker to approve the minutes. A roll call vote was taken and the motion to approve the minutes of the November 12, 2019 meeting of the Finance and Personnel Committee passed unanimously.

Compensation Plan Update – Information

The next agenda item was an information update provided by Kathy Musselman, Assistant Vice President for Human Resources on the Compensation Plan. Ms. Musselman informed the Committee that effective January 1, 2020, the University implemented 43% of the recommended market adjustments of \$2.6 million, which included benefits. Ms. Musselman thanked the Committee for approving the recommendations made by Dr. McPhee to implement these adjustments. She then directed the Committee to the schedule in the meeting materials that indicated the additional amounts still needed to fund salaries/benefits for faculty and staff based on both the 2014-15 CUPA data and the 2018-19 CUPA data. She stated that full funding of salary adjustments using 2014-15 data, after the salary adjustments in January 2020, would cost approximately \$3.4 million, including benefits, and full implementation of market adjustments for faculty using 2018-19 CUPA data would cost approximately \$8.2 million, including benefits. The salary ranges for both administrative and classified staff would need to be increased by 8.82% to reflect the current market. Full implementation of this increase would cost approximately \$3.9 million for administrative employee salaries and an additional \$2.0 million for classified employee salaries. The total cost of full implementation using 2018-19 data would be approximately \$14 million.

Trustee Boyd asked for the source of the information provided in the CUPA data. Ms. Musselman responded that the data was based on survey information obtained from 50 peer institutions located across the country regarding salaries for benchmarked positions. Much discussion ensued concerning the standards used to determine which institutions are comparable peers for the University. Provost Byrnes stated that MTSU has different peer groups for different purposes, and the groups are continuously monitored to ensure meaningful comparisons. Trustee Jacobs thanked Ms. Musselman for the update and requested that a list of the current 50 CUPA peer institutions be provided to the Committee members.

University Property Acquisitions – Information

The next information item was a presentation from Bill Waits, Assistant Vice President for Campus Planning, concerning University property acquisitions. Mr. Waits provided the Committee with a brief overview of the process required by the State Building Commission (SBC) and the involvement of the State of Tennessee Real Estate Asset Management (STREAM) Division in University property acquisitions. He directed the Committee to documents in the meeting materials containing the MTSU acquisition area map, a listing of properties acquired from 2009-2019, and a listing of properties approved for acquisition but not owned by the University. He noted that two additional properties are now in process for acquisition since the last Committee meeting – one located at 2727 Middle Tennessee Boulevard and the other located 2201 East Main Street. He stated that approval from the SBC Executive Subcommittee was expected later in the month. Board Chair Smith asked how the property acquisition costs are covered in the University budget. Mr. Thomas responded that MTSU collects an average of \$250,000 annually in rent commissions for property acquired but not currently in use by the University. The rent commissions are held in a property acquisition fund dedicated for use in purchasing additional University property.

Capital Disclosures – Action

The next agenda item concerned approval of two capital projects submitted to amend the FY 2019-20 and FY 2020-21 disclosed project lists in accordance with THEC Policy 4.0.6C. The first

project discussed was a \$5 million “Flight School Addition” needed to address the growth of the MTSU Aerospace program. Mr. Waits explained that this project was disclosed as an amendment to the FY 2020-21 capital budget request and was scheduled to take effect on July 1, 2020. The second project presented was a \$6.2 million “Food Services Improvements” project. This project will be undertaken by Aramark Food Services as part of their food services agreement with the University to renovate MTSU dining facilities in the Keathley University Center and McCallie Food Court. Mr. Waits explained that the renovations must start immediately after the end of the spring semester to be completed over the summer, so a decision was made to disclose this project in a quarterly amendment to the FY 2019-20 capital project list. A motion was made by Board Chair Smith to approve the FY 2019-20 and the FY 2020-21 capital project amendments. Trustee Martin seconded the motion. A roll call vote was taken and the motion to approve the FY 2019-20 and the FY 2020-21 capital project amendments passed unanimously.

Airport Master Plan – Action

The next item presented for approval was the new MTSU Airport Master Plan. Mr. Waits explained that the MTSU Airport Master Plan is a multi-phase plan that includes future improvements to the MTSU Department of Aerospace facilities located at the Murfreesboro Municipal Airport. The goal of the plan is to ensure accommodation for the future growth of the Aerospace program, meet accrediting board recommendations, provide a campus environment for students and faculty, and to ensure that the University’s long-range planning is in alignment with the Murfreesboro Municipal Airport’s Master Plan.

Improvements include new hangars to support the Maintenance Management and Flight School programs, a new 10,000 square foot Aerospace Instructional Center, additional aircraft apron, and a 90,000 square foot Academic / Lab Building, which would be a capital improvement. These improvements are envisioned around a new quadrangle space to give the MTSU Aerospace facilities a collegiate atmosphere.

Upon Board approval, the MTSU Airport Master Plan will be submitted to the Tennessee Higher

Education Commission for review and approval, and subsequently to the State Building Commission for inclusion as an amendment to the University's 2016 Campus Master Plan. Mr. Waits noted that the inclusion of these items in the Campus Master Plan would be required by the Tennessee Higher Education Commission to proceed with the improvements documented in the plan.

Trustee Boyd asked if the University has a long-term lease agreement for the property occupied by MTSU at the Murfreesboro Municipal Airport. Mr. Waits responded that the University is currently under a long-term ground lease with the City of Murfreesboro for the property on which the University-owned structures are located. Mr. Thomas indicated that the current term would be renegotiated for a more extended period when the lease is amended for any additions or improvements.

A motion was made by Board Chair Smith and seconded by Trustee Delay to approve the MTSU Airport Master Plan. A roll call vote was taken and the motion to approve the MTSU Airport Master Plan passed unanimously.

2020-21 Governor's Budget – Information

The next agenda item was an update provided by Mr. Thomas concerning the 2020-21 Governor's Budget. Mr. Thomas directed the Committee to the meeting materials containing THEC's analysis of the Governor's Budget related to higher education, and an email to the campus and Board members summarizing the impact to the University. He noted that the salary pool was 2.5% this year. The Governor's Budget funds approximately 60-63% of that amount, and the University must fund the remaining \$1.6 million from other revenue sources. He informed the Committee that the 88,000 square foot academic facility to house the Applied Engineering programs was not included in the Governor's Budget for funding this year. It ranked No. 7 on the higher education priority list by the Tennessee Higher Education Commission. The Governor's Budget did include maintenance funding for three (3) of MTSU's six (6) recommended capital projects totaling \$7.1 million. The largest maintenance project received \$4.6 million for the replacement of the

windows at Murphy Center. The University also received \$1.2 million to assist with the 3+4 Meharry Medical College partnership and \$2.0 million, in total, was included for campus safety initiatives at all higher education institutions. Mr. Thomas noted that funding for both of these items was non-recurring.

Composite Financial Index – Information

Next, Mr. Thomas presented information concerning the University's annual Composite Financial Index (CFI). He directed the Committee to the meeting materials containing the four (4) ratios that make up the overall CFI. He noted that MTSU's CFI has increased over the last two years from 1.3 to 1.57, mainly in relation to the increased receipt of capital appropriations in 2019 and 2020. He stated that all ratios had experienced an overall increase, except for the Net Operating Revenue. Mr. Thomas explained the decrease in this ratio was mainly attributed to depreciation expense, which is a non-cash item. Compared to the other LGIs, MTSU has the largest depreciation expense due to our building programs. Mr. Thomas ended the presentation with a brief discussion of the guidance provided by the CFI and the National Association of College and University Business Officers (NACUBO) regarding the recommended range and expected level of attainment identified for the LGIs based on factors trending over a five-year period.

Federal Funds Report and Plan of Potential Reductions – Information

The final agenda item was a presentation of the Federal Funds Report and Plan of Potential Reductions submitted for 2019. Mr. Thomas explained that under state legislation passed last year that amended TCA § 9-1-111, reporting is required to identify any federal program that the State would be mandated to administer and fund if the federal government no longer provided funding for that program. He stated that the University does not have any such programs. He noted that MTSU's largest federal program is the Student Financial Aid Title IV Program. Mr. Thomas stated that he anticipates clarification and additional guidance from the State for future reporting once the initial reporting cycle is complete.

Closing Remarks

Chairman Jacobs thanked Mr. Thomas and his team for putting the information together for the meeting and answering all of their questions.

The meeting adjourned at 11:20 a.m.

Respectfully submitted,
Finance and Personnel Committee

DRAFT



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: June 2, 2020

SUBJECT: **Capital Outlay Project Submittal**

PRESENTER: Bill Waits
Assistant Vice President for Campus Planning

BACKGROUND INFORMATION:

As part of the annual Capital Budget request process, institutions of higher education must submit their capital outlay project requests for state funding to the Tennessee Higher Education Commission (THEC) and the Tennessee Department of Finance and Administration. THEC ranks these project requests and issues project selection recommendations to the Governor of Tennessee based on their scoring.

The proposed MTSU capital outlay project for FY 2021-2022 is the Applied Engineering Building project that will provide lab, classroom, office space, and common space for the degree areas of Mechatronics Engineering (B.S.) and Engineering Technology (B.S. & M.S.). The Applied Engineering Project will provide needed space focused on collaborative learning to help students cultivate the knowledge and skills required in the viable and emerging fields of applied engineering. The following materials provide a brief summary of the work and are being presented for your review and approval.

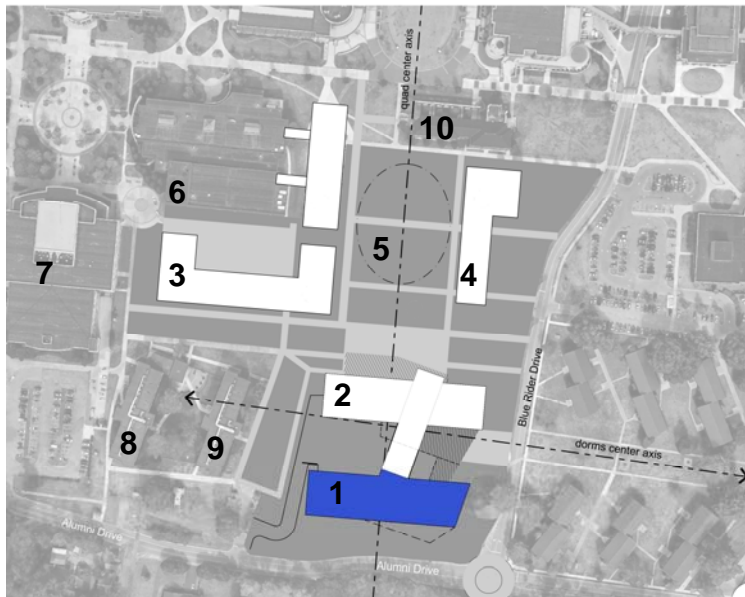
Applied Engineering Building

Proposed FY 2021/2022 Capital Outlay Project

Gross Square Footage:	92,000 Square Feet
Estimated Construction Cost:	\$42,000,000
Estimated Total Project Cost:	\$54,900,000
University Match funding (8%):	\$ 4,392,000 (\$1,450,000 in gift funding)

This project provides a new center for the Applied Engineering programs including Engineering Technology and Mechatronics Engineering. These highly related, integrative programs are currently located in multiple buildings across campus. This new facility will provide critically needed classrooms, offices, and labs designed to serve a technologically rich and collaborative pedagogy. The Applied Engineering Building is listed as a **“high priority”** project in the current 2016 MTSU Campus Master Plan.

The applied engineering programs are currently located in Voorhies and Midgett buildings. In a scale from A-D, Voorhies is rated a “C” in academic program suitability and a “D” in physical building condition rating in the Master Plan. The Midgett Building is rated a “D” in academic suitability and a “D” in physical building condition. The new Applied Engineering Building project includes the demolition of the Voorhies Engineering Technology building. The demolition of Voorhies is listed as a **“high priority”** project in the 2016 Campus Master Plan.



Site Vicinity Plan - East Quad

The proposed new location of the Applied Engineering Building is identified in the Campus Master Plan at the southern end of the East Quad on the north-west corner of Alumni Drive and Blue Raider Drive. This location will group the future home of the School of Concrete and Construction Management and the proposed Math and Computer Science and Applied Engineering buildings along with the existing Science Building together to create an **academic neighborhood focused on STEM and STEM disciplines.**

Future Work:

1. Applied Engineering
2. School of Concrete and Construction Management
3. Math & Computer Science
4. School of Music
5. East Quad Expansion

Existing Buildings:

6. Bragg Media
7. Walker Library
8. Deere Hall
9. Nicks Hall
10. Honors College
11. Womack Lane

3.1 DB70

1 **Department:** Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Applied Engineering Building
City/County: Murfreesboro / Rutherford

2 **Fiscal Year:** 2021 / 2022

3		New		Reno/Maint
<input checked="" type="checkbox"/>	Capital Outlay			
<input type="checkbox"/>	Capital Maintenance	92,000	Gross Sq.Ft.	0
<input type="checkbox"/>	Disclosure	53,350	Net Sq.Ft.	0
<input checked="" type="checkbox"/>	Designer Required	455.00	Cost/Sq.Ft.	0.00

4 Project Description:

Design and construct a new center and related work for the Applied Engineering disciplines at MTSU. The building program contains classroom, laboratory, office, and support spaces. The project contains required site development and utility infrastructure, and demolition of the Voorhies Engineering Technology building.

5	Total Project	This Request	Estimated Building Construction Cost:	
	42,000,000	42,000,000	Building Construction	
	2,400,000	2,400,000	Site & Utilities	
	100,000	100,000	Built-in Equipment	
	44,500,000	44,500,000	Bid Target	
	2,350,000	2,350,000	Contingency:	5.28 5.28 percent
	46,850,000	46,850,000	MACC (Maximum Allowable Construction Cost)	
	2,514,680	2,514,680	Fee:	35/LogP-1.15= 5.36751399 <input type="text" value="New"/>
	4,000,000	4,000,000	Movable Equipment	
	75,000	75,000	first other	Pre-Construction
	440,000	440,000	second other	Commissioning
	1,020,320	1,020,320	Administration & Miscellaneous	
	54,900,000	54,900,000	Total Cost	

6 Funding Request:	THIS REQUEST	
50,508,000	50,508,000	STATE funds
0	0	FEDERAL funds
4,392,000	4,392,000	Local and Institutional Funds <input type="text" value="Plant Funds, Gifts, Bonds"/>

7 Previous SBC Approved Funding:

	fund year	description
already approved for existing SBC project	0	
0	0	
plus This Request	0	
54,900,000	0	

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

9 **Designer:**

5.1 External Funding

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Applied Engineering Building

4,392,000 Total Match Funding (No Match Funding required for TCATs)			
Amount	Non-Appropriated Category		Specifics of Source
0%	\$ -	Plant Funds (Auxiliary)	
10%	\$ 442,000	Plant Funds (Non-auxiliary)	
0%	\$ -	Land Sale Proceeds	
0%	\$ -	Access Fees	
0%	\$ -	Student Fees	
33%	\$ 1,450,000	Gifts	
0%	\$ -	Local Government	
0%	\$ -	Federal Funds	
57%	\$ 2,500,000	5-Year Bond Funds	To be repaid by Plant Funds (Non-Auxiliary)
0%	\$ -	Other: Specify	
0%	\$ -	Other: Specify	

Community Colleges and Specialized Units		Total Project Cost	54,900,000	(No Gift Minimum) Required Total Match	
		Total Match	4,392,000		
		Renovation	0%	-	-
Match Requirement	New Construction		100%	-	2,196,000
2%	Renovation				2,196,000
4%	New (Gift minimum is 0%)			Eligible Check - Pass/Fail	Pass
				Over/Under Required Match	2,196,000

APSU TSU UTM		Total Project Cost	54,900,000	Gift Minimum	Required Total Match
		Total Match	4,392,000		
		Renovation	0%	-	-
Match Requirement	New Construction		100%	1,087,020	3,294,000
4%	Renovation				3,294,000
6%	New (Gift minimum is 33% of 6%)			Eligible Check - Pass/Fail	Pass
				Over/Under Required Match	1,098,000

ETSU MTSU TTU UTC		Total Project Cost	54,900,000	Gift Minimum	Required Total Match
		Total Match	4,392,000		
		Renovation	0%	-	-
Match Requirement	New Construction		100%	1,449,360	4,392,000
4%	Renovation				4,392,000
8%	New (Gift minimum is 33% of 8%)			Eligible Check - Pass/Fail	Pass
				Over/Under Required Match	-

UoM		Total Project Cost	54,900,000	Gift Minimum	Required Total Match
		Total Match	4,392,000		
		Renovation	0%	-	-
Match Requirement	New Construction		100%	1,811,700	5,490,000
4%	Renovation				5,490,000
10%	New (Gift minimum is 33% of 10%)			Eligible Check - Pass/Fail	Fail
				Over/Under Required Match	(1,098,000)

UT Knoxville		Total Project Cost	54,900,000	Gift Minimum	Required Total Match
		Total Match	4,392,000		
		Renovation	0%	-	-
Match Requirement	New Construction		100%	4,666,500	9,333,000
6%	Renovation				9,333,000
17%	New (Gift minimum is 50% of 17%)			Eligible Check - Pass/Fail	Fail
				Over/Under Required Match	(4,941,000)

**Applied Engineering
Program Space Summary**

5/7/2020

Sub Organization	Space Name	Room Use	Activity Description	Occupant Content	Area of Space (sf)	Number of Spaces	Primary Priority Total Area (sf)	Secondary Priority Total Area (sf)	Comments
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Classrooms & Support									
Classroom	CLS01	Classroom 1	01.100.10	Master classroom, no tiers with flexible seating. Adjacent to Machine Shop.	40	1,100	1	1,100	
Classroom	CLS02	Classroom 2	01.100.10	Master Classroom, with tiers (two levels) with flexible seating	80	1,925	1	1,925	
Classroom	CLS03	Classroom 3	01.100.10	Master Classroom, with tiers (two levels) with fixed seating	200	2,500	1	2,500	
Classroom Support	CLS04	Storage	01.100.15	Storage for materials, adjacent to classrooms		220	1	220	
Total 01.100.10 + 01.100.15					Classroom/Classroom Support		4	5,745	-

Discipline Specific Labs									
Lab	LAB 01A	Computer/CADD Lab	01.200.10	Computer Lab with 40 student workstations with computers and large monitors. CAD used for product design, modeling, and prototyping. Individual use and team-based environment.	48	1,644	1	1,644	
Lab	LAB 01B	Micro/LAN Lab	01.200.10	Lecture/Lab space with 16 work stations (two students and two computers per station). Design space with storage at each station. Students learn how to design, build, test, and simulate microcontroller and FPGA based systems. Students also learn how to design and connect wired and wireless local and wide area computer networks.	32	1,370	1	1,370	This lab will be heavily utilized throughout the year for courses such as ET 3620, 3640, 3650/5650, 4630/5630, 4660/5660, 4670/5670, 4801 as well as problems and graduate classes.
Lab	LAB 02A	Basic Electronics Lab	01.200.10	Lecture/Lab space Adjacent to the computer lab, 16 work stations (two students per station) design space with storage at each station. Students learn how to design, build, test, and simulate DC and AC circuits. The lab is used for student projects as well. Supports ET and Mechatronics.	32	1,370	2	2,740	Basic and Advanced Electronics Labs should be similar in set up and flexible to accommodate both levels of teaching.
Lab	LAB 02B	Advanced Electronics Lab	01.200.10	Lecture/Lab space Adjacent to the computer lab, 16 work stations (two students per station) design space with storage at each station. Students learn how to design, build, test, and simulate DC and AC circuits. The lab is used for student projects as well. Supports ET and Mechatronics.	32	1,370	2	2,740	Basic and Advanced Electronics Labs should be similar in set up and flexible to accommodate both levels of teaching.
Lab	LAB 03	Power Lab	01.200.10	Lecture/Lab space with 16 work stations (two students per station) design space with storage at each station. Students learn how to program and use Programmable Logic Controllers, instrumentation and controls, DC and AC motors and drivers, and industrial electricity. Trainer Space	32	1,720	1	1,720	360 If possible during design, adding a bay to this room is a priority.
Lab	LAB 04	Automation Lab	01.200.10	16 computer stations, the room will house Pneumatic/Hydraulic trainers, process control trainers and robotics stations	32	1,720	1	1,720	
Lab	LAB 05	Materials Science Lab	01.200.10	Students have hands-on experiences through lab sessions in the use of metallurgical and mechanical testing equipment. Lab and research space consisting of work benches, storage cabinets, tables and chairs along with a chemical fume hood. AV equipped space including large screens for data and microscope visualization.	30	1,720	1	1,720	
Lab	LAB 06	Vehicles Lab	01.200.10	Program provides unique hands-on education to design, manufacture and develop competition quality vehicles. Supports 6 projects.	-	1,720	1	1,720	360 High Bay Space - Exterior storage needed for past year vehicles. If possible during design, adding a bay to this room is a priority.

**Applied Engineering
Program Space Summary**
5/7/2020

Sub Organization	Space Name	Room Use	Activity Description	Occupant Content	Area of Space (sf)	Number of Spaces	Primary Priority Total Area (sf)	Secondary Priority Total Area (sf)	Comments	
Lab	LAB 07	Prototype Lab	01.200.10	Provide support for Faculty Research projects, Mechatronics student projects, and lab support. Controlled Access.	18	680	1	680		
Lab	LAB 08	Mechatronics Lab - Controls	01.200.10	Lecture/Lab space to Design, Engineer, Fabrication, Assembly and Test area for mechatronics. Supports Controls Classes	36	2,000	1	2,000		
Lab	LAB 09	Innovation Works Lab - Capstone	01.200.10	Supports mechatronics capstone projects (group projects of 4 students - 13 groups). Adjacent to Dry Expansion Lab. A space for design/engineering a fabrication of prototypes and testing.	60	2,760	2	5,520	360	If possible during design, adding a bay to this room is a priority.
Lab	LAB 10	Innovation Works Lab - Individual	01.200.10	Supports individual student projects and ET capstone projects. Has secure storage for projects. A space for design/engineering a fabrication of prototypes, test equipment, industry partner research and special projects.	12	680	1	680		
Lab	LAB 11A	Expansion Lab	01.200.10	New Program Expansion for future growth. Dry Lab.	32	1,370	2	2,740	1,370	
Lab	LAB 11B	Expansion Lab	01.200.10	New Program Expansion for future growth. Wet Lab.	32	1,720	2	3,440		
Lab Support	LAB 12	Storage	01.200.15	Lab support/storage distributed between labs		200	7	1,400		
Lab Support	LAB 13	Storage	01.200.15	New program expansion lab support distributed between labs		200	1	200		
Totals 01.200.10 + 01.200.15				Discipline Specific Lab Subtotal		27	32,034	2,450		

Open Labs/Support										
Lab	LAB 14	Machine Shop	01.200.20	Machine design and large equipment design techniques, projects, seminar and workshops. Needs a Dirty Area		2,420	1	2,420	1,000	High Bay Space, Room layout is based on 5,420sf.
Lab Support	LAB 15	Lab Support/Storage	01.200.25	Storage for fasteners, gears, bearings and general machinery		400	1	400		
Totals 01.200.20 + 01.200.25				Open Labs/Support		2	2,820	1,000		

Research Labs/Support										
Lab	LAB 16	Energy Harvesting Materials and Devices Instructional Lab (Vibration & Acoustics)	01.200.50	Research space		680	1	680		
Lab	LAB 17	Research Lab	01.200.50	Research space		400	5	2,000		One large space with bench rotation
Lab Support	LAB 18	Lab Support/Storage	01.200.55	Storage to support research spaces		15	1	15		
Totals 01.200.50 + 01.200.55				Open Labs/Support		7	2,695	-		

Office/Conference										
Office	OFF01	Department Chair	01.300.10	Single occupancy office for the Department Chair		270	1	270		
Office	OFF02	Departmental Office/Reception/Administrative Assistant	01.300.10	Departmental office and reception area for one administrative assistant, student assistant and visitor seating for two		270	1	270		
Office	OFF03	Faculty Office	01.300.10	Single occupancy office space for faculty		130	26	3,380	260	2 Offices as Secondary Priority

**Applied Engineering
Program Space Summary**
5/7/2020

Sub Organization	Space Name	Room Use	Activity Description	Occupant Content	Area of Space (sf)	Number of Spaces	Primary Priority Total Area (sf)	Secondary Priority Total Area (sf)	Comments	
Office	OFF04	Technician Office	01.300.10	Could be combined with Storage between labs.		130	3	390		Locate close to or combine with Lab Support spaces
Office	OFF05	Workroom/Supplies/ Kitchenette	01.300.15	For Departmental supplies, kitchenette, files, copy machine, and fax machine.		365	1	365		
Office	OFF06	Storage	01.300.15	General department storage		220	1	220		
Office	OFF07	Conference Room	01.300.50	Meeting and consultation space for staff and visitors		290	1	290		
Office	OFF08	Grad Student/Post Doc Seating	01.300.10	4 Grad Students, 2 Post-Docs or Visiting Prof/Researcher.		130	4	520		Same size as Offices to provide future flexibility.
Office	OFF09	Student Organization	01.300.50	Meeting area, Locker Storage, Student Collaboration space		400	1	400	400	
				Totals 01.300.10 + 01.300.15 + 01.300.50	Office/Office Service/Conference	39	6,105	660		

Study Facilities										
Library Study	LIB01	Informal Gathering	01.400.10	Distributed around classroom areas for students and faculty to meet before and after classes. Some equipped with marker boards, others with TV's with laptop connections		320	6	1,920		
Library Study	LIB02	Informal Gathering	01.400.10	Study and gathering space for students between classes		600	1	600		
				Totals 01.400.10	Study Facilities	7	2,520	-		

General Use										
Assignable General Use	X01	Vending	01.600.10	Vending on ground level		50	3	150		
Assignable General Use	X02	Dock	02.100.04	Include storage, receiving, chemical storage		400	1	400		Covered exterior trash/recycling.
Assignable General Use	X03	Personal Health Room	02.100.03	Mother's room - sink, comfortable chair.		80	1	80		
Assignable General Use	X04	Lobby	02.100.05	Could be combined with LIB01		800	1	800		
				Totals 01.600.10	General Use	6	1,430	-		
							Total Net Area	53,349	4,110	
							Total Gross Area	92,000	92,000	
							Efficiency based on NSF/GSF	57.99%		

Building Support (Not Included in Grossing Factor)										
Unassignable		MEP		Potentially Penthouse, Level 3, or Level 1		8,000	1	8,000		
Unassignable		Restrooms		2 per floor		150	6	900		
Unassignable		Janitor Closet		1 per floor		80	3	240		
Unassignable		Unisex Restroom		1 for the building at Level 1		80	1	80		
Unassignable		IT Support Rooms		MDF and IDF Rooms		150	3	450		
				Totals	Building Support	9,670	-			



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: June 2, 2020

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 plans to submit 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.

Included in the materials is information regarding the two proposed disclosures: A *New Student Housing* project to be located on the western half of the current Womack Lane housing site and the *Student Athlete Performance Center* project that is included as part of the MTSU Athletic Master Plan and amended into the 2016 MTSU Campus Master Plan. The *Student Athlete Performance Center* will take of the place of the *Football Operations Facility* (disclosed FY 19/20) on the MTSU Disclosure list and includes the addition of scope originally envisioned in later phases of the Athletic Master Plan.

The MTSU Capital Disclosure List (as of July 1, 2020) is also included in the materials for information only. This list reflects disclosures submitted for FY 2020/2021 that will become active July 1, 2020.

Proposed MTSU Disclosures FY 2021/2022

Project	Project Description	Disclosure Year	Project Cost	Funding Sources			
				Gifts	Gift-in-Place	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.	To be 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.	To be 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 below on July 1, 2021

MTSU Capital Disclosure List (As of July 1, 2020)

Project	Project Description	Disclosure Year	Project Cost	Funding Sources			
				Gifts	Gift-in-Place	Plant Funds	TSSBA Bonds
Miller Education Center - Academic Renovation	Renovate space in Miller Education Center for academic use including, but not limited to classroom, faculty/staff offices, study areas	FY 19/20	\$ 12,000,000			\$ 8,000,000	\$ 4,000,000
Parking Structure	Construct parking deck and associated site work.	FY 19/20	\$ 17,000,000				\$ 17,000,000
Football Operations Facility	Previously disclosed FY 17-18; Construct Football Team Facility - athletic offices, locker rooms, training areas, football operations and support	FY 19/20	\$ 50,000,000	\$ 10,000,000			\$ 40,000,000
Women's Softball Facility Upgrades	Renovations to Women's Softball Facility	FY 19/20	\$ 3,000,000	\$ 500,000			\$ 2,500,000
Athletic Video Board Upgrades	Video display, audio system, and support structure for Floyd Stadium; control board and display at Murphy Center	FY 19/20	\$ 3,000,000				\$ 3,000,000
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	
Food Service Improvements	Renovations to existing MTSU dining facilities at KUC and McCallie Food Court	FY 19/20 (Q3 Rev.)	\$ 6,200,000		\$ 6,200,000		
Floyd Stadium Stairs	Repair and Replacement of stairwells and egress components at Floyd Stadium	FY 19/20 (Q2 Rev.)	\$ 1,300,000			\$ 1,300,000	
Tennis Improvements	Demolition and construction of new tennis courts, seating, and support facilities. Previously disclosed in FY 18-19	FY 20/21	\$ 5,000,000	\$ 3,500,000		\$ 1,500,000	
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			
Flight School Addition	Construct a new academic building to support the MTSU Department of Aerospace.	FY 20/21	\$ 5,000,000				\$ 5,000,000
Softball Facility Bleacher Replacement	Replace existing bleachers with new, including new concrete foundation, site work, and all related work.	FY 19/20 (Q2 Rev.)	\$ 525,000	\$ 300,000		\$ 225,000	



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: June 2, 2020

SUBJECT: **Capital Maintenance Projects Submittal**

PRESENTER: Joe Whitefield
Assistant Vice President for Facilities Services

BACKGROUND INFORMATION:

The Board of Trustees is charged with approving the Capital Maintenance Project requests for Middle Tennessee State University for FY 2020-21 in conjunction with instructions received from the Tennessee Higher Education Commission (THEC).

Included in these materials are the FY 2021-22 Governing Board Maintenance Pools and Allocation(s) as provided by THEC for all public institutions.

These materials provide documentation to be submitted to THEC as follows:

- Capital Maintenance requests for ten (10) projects for FY 2021-22 totaling \$9,965,000.
- Summary of Capital Maintenance potential project requests for five years, FY 2021-22 thru FY 2025-26

**THEC FY2021-22 Governing Board
Maintenance Pools and Allocations**

(Total Recommendation \$150,000,000/\$46,500,000)

Governing Board	Maintenance Pool (%)	Maintenance Allocation (\$)	Maintenance Allocation (\$)
MTSU	6.6%	\$9,965,000	\$3,089,000
APSU	3.1%	\$4,701,000	\$1,457,000
ETSU	7.6%	\$11,364,000	\$3,523,000
TSU	4.9%	\$7,366,000	\$2,283,000
TTU	5.2%	\$7,834,000	\$2,429,000
UoM	12.0%	\$18,033,000	\$5,590,000
SPA/LGI Subtotal	39.5%	\$59,263,000	\$18,371,000
UT System Subtotal	40.5%	\$60,707,000	\$18,819,000
TBR System Subtotal	20.0%	\$30,030,000	\$9,309,000
Grand total	100%	\$150,000,000	\$46,500,000

Note: Recent MTSU Capital Maintenance Allocation by FY
 FY 2020-21; \$6.9million (3 projects)
 FY 2019-20; \$4.7million (5 projects)
 FY2018-19; \$8.2million (7 projects)
 FY2017-18; \$8.9million (5 projects)
 FY2016-17; \$6.7million (5 projects)
 FY2015-16; \$2.6million (1 project)
 FY2014-15; \$1.3million (1 project)

Capital Maintenance Request: FY2021-22

Governing Board:	Middle Tennessee
Maint. Allocation:	\$9,965,000
2021-22	

Fiscal Year	Priority*	Institution	Project	Project Cost	Project Description
2021-22	1	MTSU	Campus Wide Utilities A	\$ 1,139,000	Repair and replacement of the campus utility systems including but not limited to; underground electrical, steam, steam condensate, steam manholes, sanitary sewer, domestic water, and backflow preventers, stormwater infrastructure, and all related work. This project represents phase A of a two phase project request including phases A and B.
2021-22	2	MTSU	Several Buildings Elevator Modernization A	\$ 950,000	Modernization of elevators in several buildings to improve reliability and address current codes. This project represents phase A of a two phase project request including phases A and B.
2021-22	3	MTSU	Campus Wide Life Safety Systems Upgrade A	\$ 400,000	Upgrade fire alarm, fire sprinkler, and all related life safety systems campus wide to bring these systems up to current technology and improve reliability and addressability of these systems. This project represents phase A of a two phase project request including phases A and B.
2021-22	4	MTSU	Cope Building Roof Replacement	\$ 600,000	Replace roof on Cope Admin. Building.
2021-22	5	MTSU	Science Building HVAC and Exhaust System Upgrades	\$ 2,000,000	Replace and upgrade existing HVAC components to address operational deficiencies, re-balance and retro-commission existing systems, and implement energy conservation measures.
2021-22	6	MTSU	Campus Wide Life Safety Systems Upgrade B	\$ 1,285,000	Upgrade fire alarm, fire sprinkler, and all related life safety systems campus wide to bring these systems up to current technology and improve reliability and addressability of these systems. This project represents phase B of a two phase project request including phases A and B.
2021-22	7	MTSU	Campus Wide Utilities B	\$ 1,816,000	Repair and replacement of the campus utility systems including but not limited to; underground electrical, steam, steam condensate, steam manholes, sanitary sewer, domestic water, and backflow preventers, stormwater infrastructure, and all related work. This project represents phase B of a two phase project request including phases A and B.
2021-22	8	MTSU	College Heights Electrical Upgrades	\$ 400,000	Repair, replacement, and upgrades of the electrical systems serving the College Heights Building.
2021-22	9	MTSU	Several Buildings Elevator Modernization B	\$ 885,000	Modernization of elevators in several buildings to improve reliability and address current codes. This project represents phase B of a two phase project request including phases A and B.
2021-22	10	MTSU	Tennessee Livestock Roof Repair/Refurbishment	\$ 490,000	Repair and refurbish the metal roof of Tennessee Livestock Building to address leaks and deficiencies.
			Total Project Cost	\$ 9,965,000	

Capital Maintenance Out-Years: FY 2022-23 through 2025-26

Fiscal Year	Priority	Institution	Project	Project Cost	Project Description
2022-23	1	MTSU	Several Building Elevator Modernization	\$ 1,000,000	Modernization of elevators in several buildings to improve reliability and address current codes.
2022-23	2	MTSU	Campus Wide Utilities	\$ 2,000,000	Upgrades to the electrical, steam, water/sewer & stormwater utilities.
2022-23	3	MTSU	Several Buildings Window Replacement	\$ 1,550,000	Replace aging windows due to age and inefficiencies.
2022-23	4	MTSU	Several Buildings Roof Replacements	\$ 1,400,000	Replace roofs, for various buildings, that are out of warranty and in need of major repairs.
2022-23	5	MTSU	Several Building Pneumatic Controls Replacements	\$ 650,000	Replacement of aged pneumatic control systems and devices with electronic ddc devices in several buildings.
2022-23	6	MTSU	Pump and VFD Replacement Phase I	\$ 1,000,000	Replacement of pump & VFD systems for utility systems.
2022-23	7	MTSU	Sidewalk Repair/Replacement Phase I	\$ 800,000	Repairs & replacement of sidewalks to improve safety and address codes. Repair and replace seating walls, hardscapes and pave areas.
2023-24	1	MTSU	KUC Mechanical and HVAC Upgrades Phase II	\$ 1,500,000	Upgrade distributed mechanical and HVAC systems including piping systems and control devices.
2023-24	2	MTSU	Steam/Condensate & Manhole Repair/Replacement Phase I	\$ 1,500,000	Replacement of aged steam/condensate lines and rebuild manholes.
2023-24	3	MTSU	Several Buildings Plumbing & Restroom Upgrades	\$ 2,950,000	Plumbing & restroom upgrades, in several buildings, to improve functionality and meet current codes.
2023-24	4	MTSU	Several Buildings Roof Replacement	\$ 750,000	Replace roofs, for various buildings, that are out of warranty and in need of major repairs.
2023-24	5	MTSU	Domestic Water & Sewer System's Updates Phase II	\$ 650,000	Repairs/replacement of existing sewer and domestic water system sections across campus.
2023-24	6	MTSU	Elevator Modernization Phase V	\$ 750,000	Modernization of elevators in several buildings to improve reliability and address current codes.
2024-25	1	MTSU	JUB Building Mechanical HVAC, Windows & Ceiling Upgrades	\$ 2,550,000	Mechanical & HVAC upgrades and ceiling replacements in building to improve reliability and meet codes (coordinate with window project)
2024-25	2	MTSU	Life Safety Fire Alarm System Upgrades Phase III	\$ 850,000	Fire alarm system upgrades and testing.
2024-25	3	MTSU	Elevator Modernization Phase V	\$ 1,500,000	Modernization of elevators in several buildings to improve reliability and address current codes.
2024-25	4	MTSU	Campus Stormwater BMP Phase II	\$ 650,000	Stormwater improvements to meet best management practices.
2024-25	5	MTSU	Womack Lane Switchgear Replacement	\$ 900,000	Replace primary electrical switchgear.
2024-25	6	MTSU	Sidewalk Repair/Replacement Phase II	\$ 700,000	Repairs & replacement of sidewalks to improve safety and address codes.
2024-25	7	MTSU	Several Buildings Roof Replacements	\$ 950,000	Replace roofs, for various buildings, that are out of warranty and in need of major repairs.

2025-26	1	MTSU	Pump and VFD Replacement	\$ 1,200,000	Replacement of pump & VFD systems for utility systems.
2025-26	2	MTSU	Jones Hall Mechanical, HVAC, Lighting, Ceiling Upgrades	\$ 2,500,000	Mechanical and HVAC upgrades and ceiling replacements in building to improve reliability and meet codes. (coordinate with window project)
2025-26	3	MTSU	Several Buildings Plumbing Upgrades	\$ 1,250,000	Plumbing upgrades, in several buildings, to improve functionality and meet current codes.
2025-26	4	MTSU	PMH Gear Replacement	\$ 938,000	Replace pad mounted electrical switchgear.
2025-26	5	MTSU	Several Building Mechanical, HVAC, Lighting, Ceiling Upgrades	\$ 2,500,000	Mechanical and HVAC upgrades and ceiling replacements in buildings to improve reliability and meet codes. (coordinate with window project)

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Campus Wide Utilities A
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2021/ 2022

3	<input type="checkbox"/> Capital Outlay	New		Reno/Maint
	<input checked="" type="checkbox"/> Capital Maintenance	0	Gross Sq.Ft.	0
	<input type="checkbox"/> Disclosure	0	Net Sq.Ft.	0
	<input checked="" type="checkbox"/> Designer Required	0.00	Cost/Sq.Ft.	0.00

4 Project Description:

Repair and replacement of the following campus utilities including, but not limited to, underground electrical, steam, steam condensate, steam manhole, sanitary sewer, domestic water and backflow preventers, stormwater infrastructure, and all related work. This project represents Phase A of a two phase project including Phases A and B.

5	Total Project	Allocation	Estimated Building Construction Cost:	0
	0.00	0.00	Building Construction	
	2,372,000.00	900,000.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	2,372,000.00	900,000.00	Bid Target	
	237,200.00	90,000.00	Contingency: 10.00 10.00 percent	
	2,609,200.00	990,000.00	MACC (Maximum Allowable Construction Cost)	
	216,751.00	89,384.00	Fee: 35/LogP-1.15 = 6.64577063	Renovation
	0.00	0.00	Movable Equipment	
	40,000.00	20,000.00	first other Haz. Materials abatement	
	0.00	0.00	second other	
	89,049.00	39,616.00	Administration & Miscellaneous	
	2,955,000.00	1,139,000.00	Total Cost	

6 Funding Request:	THIS REQUEST	
2,955,000.00	1,139,000.00	STATE funds
0.00	0.00	FEDERAL funds
0.00	0.00	Local and Institutional Funds

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	0.00	
0.00	0.00	
plus This Request	0.00	
1,139,000.00	0.00	

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Campus Wide Utilities A

A. Program Scope:

Taking place throughout the nearly 500 acre boundary of the main campus, this project is intended to address necessary repairs to the aging utilities infrastructure. The utilities include, but are not limited to, the underground electrical, steam, steam condensate, steam manhole, sanitary sewer, domestic water and backflow preventers, and stormwater infrastructure. This project is intended to increase the functionality and reliability of these systems.

B. Evidence of Physical Facility Need:

Due to age, condition, settling, and localized disturbances, portions of the campus' utility infrastructure is in various stages of considerable deterioration and is at risk for failure. Potential power outages, local failures at various sections of sanitary sewer, deteriorated piping insulation systems, and steaming manholes have been observed and noted in the campus' work order system. Infrared surveys have shown evidence of steam and steam condensate leaks underground. In addition, a survey completed by the Murfreesboro Water Resources Dept. showed numerous locations around campus that need to be addressed.

C. Historical Profile:

Existing sanitary sewer line installations date back to 1911 in some cases. Other sewer lines needing improvement are over 50 years old and were installed as brittle clay pipe.

Underground domestic water piping installations range from 1960 to 1968 in various sections.

Refer to the 2016 Master Plan info for age of steam and steam condensate piping. Thermal imaging of the steam and steam condensate systems is also provided from a 2016 report.

D. Related Requirements:

N/A

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Several Buildings Elevator Modernization A
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2021/ 2022

3	<input type="checkbox"/> Capital Outlay	New		Reno/Maint
	<input checked="" type="checkbox"/> Capital Maintenance	0	Gross Sq.Ft.	0
	<input type="checkbox"/> Disclosure	0	Net Sq.Ft.	0
	<input checked="" type="checkbox"/> Designer Required	0.00	Cost/Sq.Ft.	0.00

4 Project Description:

Upgrade and repairs of elevators in multiple buildings campus wide and all related work. This project represents Phase A of a two phase project including Phases A and B.

5	Total Project	Allocation	Estimated Building Construction Cost:	0
	2,735,000.00	750,000.00	Building Construction	
	0.00	0.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	2,735,000.00	750,000.00	Bid Target	
	273,500.00	75,000.00	Contingency: 10.00 10.00 percent	
	3,008,500.00	825,000.00	MACC (Maximum Allowable Construction Cost)	
	247,021.00	75,724.00	Fee: 35/LogP-1.15 = 6.56863755	Renovation
	0.00	0.00	Movable Equipment	
	20,000.00	10,000.00	first other Haz. Materials abatement	
	20,000.00	10,000.00	second other	
	104,479.00	29,276.00	Administration & Miscellaneous	
	3,400,000.00	950,000.00	Total Cost	

6 Funding Request:	THIS REQUEST	
3,400,000.00	950,000.00	STATE funds
0.00	0.00	FEDERAL funds
0.00	0.00	Local and Institutional Funds

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	0.00	0 0
0.00	0.00	
plus This Request	0.00	
950,000.00	0.00	

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Several Buildings Elevator Modernization A

A. Program Scope:

To provide necessary modernization and/or repairs of passenger elevators including but not limited to those located in Keathley University Center, James Walker Library, and Peck Hall. This is a multi-phase project that consists of elevators in the buildings listed above as well as any elevators not funded in the FY 2020-2021 Several Buildings Elevator Modernizations Phase III project list.

B. Evidence of Physical Facility Need:

A review of the facilities' elevator inventory for these buildings, combined with age, general condition, past work order history, visual inspections, occurrence of repair, and lack of available replacement parts demonstrates the need for modernization.

C. Historical Profile:

Elevators in the Keathley University Center were installed in 1967.

Elevators in the James Walker Library were installed in 1997.

Elevators in Peck Hall were installed in 2005.

D. Related Requirements:

N/A

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Campus Wide Life Safety Systems Upgrades A
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2021/ 2022

3	<input type="checkbox"/> Capital Outlay	New		Reno/Maint
	<input checked="" type="checkbox"/> Capital Maintenance	0	Gross Sq.Ft.	0
	<input type="checkbox"/> Disclosure	0	Net Sq.Ft.	0
	<input checked="" type="checkbox"/> Designer Required	0.00	Cost/Sq.Ft.	0.00

4 Project Description:

The project will upgrade fire alarm systems, fire sprinkler systems, and all related life safety systems campus wide to address MTSU's priority list in bringing these systems up to current technology and to improve the reliability and addressability of these systems. This project represents Phase A of a two phase project including Phases A and B.

5	Total Project	Allocation	Estimated Building Construction Cost:	0
	1,315,000.00	300,000.00	Building Construction	
	0.00	0.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	1,315,000.00	300,000.00	Bid Target	
	131,500.00	30,000.00	Contingency: 10.00 10.00 percent	
	1,446,500.00	330,000.00	MACC (Maximum Allowable Construction Cost)	
	126,308.00	33,048.00	Fee: 35/LogP-1.15 = 6.98558394	Renovation
	0.00	0.00	Movable Equipment	
	60,000.00	20,000.00	first other Haz. Materials abatement	
	0.00	0.00	second other	
	52,192.00	16,952.00	Administration & Miscellaneous	
	1,685,000.00	400,000.00	Total Cost	

6 Funding Request:	THIS REQUEST	
1,685,000.00	400,000.00	STATE funds
0.00	0.00	FEDERAL funds
0.00	0.00	Local and Institutional Funds

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

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Campus Wide Life Safety Systems Upgrades A

A. Program Scope:

Modernization of the Fire Alarm and Fire Sprinkler Systems shall take place in the following buildings to include, but are not limited to Cope Administration, John C. Bragg Media and Entertainment, Dyslexia Center, Kirksey Old Main,/Midgett, Todd Hall, Alumni Memorial Gym, and the Paul Martin Honors buildings. This is a multi-phase project that consists of the fire sprinkler and fire alarms systems in the buildings listed above as well as any systems not funded in the FY 2017-2018 Life Safety Fire Alarm System Upgrades Phase I project list.

B. Evidence of Physical Facility Need:

A review of the fire alarm systems in the listed buildings has revealed that the combination of age, condition, past work order history, occurrence of repair, and lack of available replacement parts demonstrates the need for modernization.

C. Historical Profile:

Fire Alarm System in the Cope Administration Building was installed in 2002.

Fire Alarm Systems in the John C. Bragg Media and Entertainment Building were installed in 1997.

Fire Alarm System in Dyslexia Center Building was installed in 2000.

Fire Alarm System in KOM/Midgett Building was installed in 2002.

Fire Alarm System in Todd Hall was installed in 2004.

Fire Alarm System in Alumni Memorial Gym was installed in 2006.

Fire Alarm System in Paul W. Martin Honors college was installed in 2003.

D. Related Requirements:

N/A

DB70 Form - Project Request

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

2 Fiscal Year: 2021/ 2022

3	<input type="checkbox"/> Capital Outlay	New		Reno/Maint
	<input checked="" type="checkbox"/> Capital Maintenance	0	Gross Sq.Ft.	0
	<input type="checkbox"/> Disclosure	0	Net Sq.Ft.	0
	<input checked="" type="checkbox"/> Designer Required	0.00	Cost/Sq.Ft.	0.00

4 Project Description:

Roof replacement for the Cope Administration Building on campus that includes refurbishing wall panels and all related work.

5	Total Project	Allocation	Estimated Building Construction Cost:	0
	480,000.00	480,000.00	Building Construction	
	0.00	0.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	480,000.00	480,000.00	Bid Target	
	48,000.00	48,000.00	Contingency: 10.00 10.00 percent	
	528,000.00	528,000.00	MACC (Maximum Allowable Construction Cost)	
	40,414.00	40,414.00	Fee: 35/LogP-1.15 = 7.65423180	New
	0.00	0.00	Movable Equipment	
	10,000.00	10,000.00	first other Haz. Materials abatement	
	0.00	0.00	second other	
	21,586.00	21,586.00	Administration & Miscellaneous	
	600,000.00	600,000.00	Total Cost	

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

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	0.00	0 0
0.00	0.00	
plus This Request	0.00	
600,000.00	0.00	

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Cope Building Roof Replacement

A. Program Scope:

The Cope Administration Building roof is currently out of warranty and in need of replacement along with refurbishing wall panels.

B. Evidence of Physical Facility Need:

Due to age and numerous recurring leaks, the roof needs to be replaced. Roof replacement will eliminate any physical damage cause by roof leaks or water migration through flashings.

C. Historical Profile:

Cope Administration Building roof was last replaced in 2000.

D. Related Requirements:

N/A

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Science Building HVAC and Exhaust System Upgrades
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2021/ 2022

3	<input type="checkbox"/> Capital Outlay	New		Reno/Maint
	<input checked="" type="checkbox"/> Capital Maintenance	0	Gross Sq.Ft.	0
	<input type="checkbox"/> Disclosure	0	Net Sq.Ft.	0
	<input checked="" type="checkbox"/> Designer Required	0.00	Cost/Sq.Ft.	0.00

4 Project Description:

To improve the operational efficiency, system reliability, and diagnostic capability of the existing systems, this project includes addressing operational deficiencies, re-balancing and retro-commissioning existing components, and implementing new energy conservation measures. Existing HVAC components will be replaced and upgraded as necessary to facilitate the project goals.

5	Total Project	Allocation	Estimated Building Construction Cost:	0
	1,615,000.00	1,615,000.00	Building Construction	
	0.00	0.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	1,615,000.00	1,615,000.00	Bid Target	
	161,500.00	161,500.00	Contingency: 10.00 10.00 percent	
	1,776,500.00	1,776,500.00	MACC (Maximum Allowable Construction Cost)	
	152,408.00	152,408.00	Fee: 35/LogP-1.15 = 6.86333021	Renovation
	0.00	0.00	Movable Equipment	
	10,000.00	10,000.00	first other	
	0.00	0.00	second other	
	61,092.00	61,092.00	Administration & Miscellaneous	
	2,000,000.00	2,000,000.00	Total Cost	

6 Funding Request:	THIS REQUEST	
2,000,000.00	2,000,000.00	STATE funds
0.00	0.00	FEDERAL funds
0.00	0.00	Local and Institutional Funds

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	0.00	
0.00	0.00	
plus This Request	0.00	
2,000,000.00	0.00	

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Science Building HVAC and Exhaust System Upgrades

A. Program Scope:

The existing HVAC system including the air-handlers, variable volume air valves, exhaust fans, lab hoods, and control system will be upgraded and optimized for improved reliability, functionality, maintainability, and energy savings.

B. Evidence of Physical Facility Need:

The Science Building houses one of the most complicated and critical HVAC systems on campus. Utilized heavily year round by research and teaching faculty, the building's 160 lab hoods must meet strict operational limits to maintain their annual certification. As HVAC systems tend to drift over time from the original test and balance values and various operational issues related to the air valves have been discovered since the building's completion, it has become necessary to re-balance and retro-commission the HVAC systems in the building to "reset" to the original design values. Valve actuators have also been cycling excessively and failing prematurely leading to higher than expected maintenance costs. Additionally, several energy conservation measures have been identified that would provide an ongoing energy savings for the facility once implemented as a part of this effort. Failed or outdated equipment and programming will also be addressed and replaced if necessary to achieve the energy and operational goals of the project.

C. Historical Profile:

Original building was completed in 2014.

D. Related Requirements:

N/A

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Campus Wide Life Safety Systems Upgrades B
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2021/ 2022

3	<input type="checkbox"/> Capital Outlay	New		Reno/Maint
	<input checked="" type="checkbox"/> Capital Maintenance	0	Gross Sq.Ft.	0
	<input type="checkbox"/> Disclosure	0	Net Sq.Ft.	0
	<input checked="" type="checkbox"/> Designer Required	0.00	Cost/Sq.Ft.	0.00

4 Project Description:

The project will upgrade fire alarm systems, fire sprinkler systems, and all related life safety systems campus wide to address MTSU's priority list in bringing these systems up to current technology and to improve the reliability and addressability of these systems. This project represents Phase B of a two phase project including Phases A and B.

5	Total Project	Allocation	Estimated Building Construction Cost:	0
	1,315,000.00	1,015,000.00	Building Construction	
	0.00	0.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	1,315,000.00	1,015,000.00	Bid Target	
	131,500.00	101,500.00	Contingency: 10.00 10.00 percent	
	1,446,500.00	1,116,500.00	MACC (Maximum Allowable Construction Cost)	
	126,308.00	93,260.00	Fee: 35/LogP-1.15 = 6.98558394	Renovation
	0.00	0.00	Movable Equipment	
	60,000.00	40,000.00	first other Haz. Materials abatement	
	0.00	0.00	second other	
	52,192.00	35,240.00	Administration & Miscellaneous	
	1,685,000.00	1,285,000.00	Total Cost	

6 Funding Request:	THIS REQUEST	
1,685,000.00	1,285,000.00	STATE funds
0.00	0.00	FEDERAL funds
0.00	0.00	Local and Institutional Funds

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	0.00	
0.00	0.00	
plus This Request	0.00	
1,285,000.00	0.00	

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Campus Wide Life Safety Systems Upgrades B

A. Program Scope:

Modernization of the Fire Alarm and Fire Sprinkler Systems shall take place in the following buildings to include, but are not limited to Cope Administration, John C. Bragg Media and Entertainment, Dyslexia Center, Kirksey Old Main,/Midgett, Todd Hall, Alumni Memorial Gym, and the Paul Martin Honors buildings. This is a multi-phase project that consists of the fire sprinkler and fire alarms systems in the buildings listed above as well as any systems not funded in the FY 2017-2018 Life Safety Fire Alarm System Upgrades Phase I project list.

B. Evidence of Physical Facility Need:

A review of the fire alarm systems in the listed buildings has revealed that the combination of age, condition, past work order history, occurrence of repair, and lack of available replacement parts demonstrates the need for modernization.

C. Historical Profile:

Fire Alarm System in the Cope Administration Building was installed in 2002.

Fire Alarm Systems in the John C. Bragg Media and Entertainment Building were installed in 1997.

Fire Alarm System in Dyslexia Center Building was installed in 2000.

Fire Alarm System in KOM/Midgett Building was installed in 2002.

Fire Alarm System in Todd Hall was installed in 2004.

Fire Alarm System in Alumni Memorial Gym was installed in 2006.

Fire Alarm System in Paul W. Martin Honors college was installed in 2003.

D. Related Requirements:

N/A

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Campus Wide Utilities B
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2021/ 2022

3	<input type="checkbox"/> Capital Outlay	New		Reno/Maint
	<input checked="" type="checkbox"/> Capital Maintenance	0	Gross Sq.Ft.	0
	<input type="checkbox"/> Disclosure	0	Net Sq.Ft.	0
	<input checked="" type="checkbox"/> Designer Required	0.00	Cost/Sq.Ft.	0.00

4 Project Description:

Repair and replacement of the following campus utilities including, but not limited to, underground electrical, steam, steam condensate, steam manhole, sanitary sewer, domestic water and backflow preventers, stormwater infrastructure, and all related work. This project represents Phase B of a two phase project including Phases A and B.

5	Total Project	Allocation	Estimated Building Construction Cost:	0
	0.00	0.00	Building Construction	
	2,372,000.00	1,472,000.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	2,372,000.00	1,472,000.00	Bid Target	
	237,200.00	147,200.00	Contingency: 10.00 10.00 percent	
	2,609,200.00	1,619,200.00	MACC (Maximum Allowable Construction Cost)	
	216,751.00	127,367.00	Fee: 35/LogP-1.15 = 6.64577063	Renovation
	0.00	0.00	Movable Equipment	
	40,000.00	20,000.00	first other Haz. Materials abatement	
	0.00	0.00	second other	
	89,049.00	49,433.00	Administration & Miscellaneous	
	2,955,000.00	1,816,000.00	Total Cost	

6 Funding Request:	THIS REQUEST	
2,955,000.00	1,816,000.00	STATE funds
0.00	0.00	FEDERAL funds
0.00	0.00	Local and Institutional Funds

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	0.00	
0.00	0.00	
plus This Request	0.00	
1,816,000.00	0.00	

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Campus Wide Utilities B

A. Program Scope:

Taking place throughout the nearly 500 acre boundary of the main campus, this project is intended to address necessary repairs to the aging utilities infrastructure. The utilities include, but are not limited to, the underground electrical, steam, steam condensate, steam manhole, sanitary sewer, domestic water and backflow preventers, and stormwater infrastructure. This project is intended to increase the functionality and reliability of these systems.

B. Evidence of Physical Facility Need:

Due to age, condition, settling, and localized disturbances, portions of the campus' utility infrastructure is in various stages of considerable deterioration and is at risk for failure. Potential power outages, local failures at various sections of sanitary sewer, deteriorated piping insulation systems, and steaming manholes have been observed and noted in the campus' work order system. Infrared surveys have shown evidence of steam and steam condensate leaks underground. In addition, a survey completed by the Murfreesboro Water Resources Dept. showed numerous locations around campus that need to be addressed.

C. Historical Profile:

Existing sanitary sewer line installations date back to 1911 in some cases. Other sewer lines needing improvement are over 50 years old and were installed as brittle clay pipe.

Underground domestic water piping installations range from 1960 to 1968 in various sections.

Underground electrical utilities.....

Refer to the 2016 Master Plan info for age of steam and steam condensate piping. Thermal imaging of the steam and steam condensate systems is also provided from a 2016 report.

D. Related Requirements:

N/A

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: College Heights Electrical Upgrades
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2021/ 2022

3	<input type="checkbox"/> Capital Outlay	New		Reno/Maint
	<input checked="" type="checkbox"/> Capital Maintenance	0	Gross Sq.Ft.	0
	<input type="checkbox"/> Disclosure	0	Net Sq.Ft.	0
	<input checked="" type="checkbox"/> Designer Required	0.00	Cost/Sq.Ft.	0.00

4 Project Description:

Repair, replacement, and upgrades of the electrical systems serving the College Heights Building on campus.

5	Total Project	Allocation	Estimated Building Construction Cost:	0
	285,000.00	285,000.00	Building Construction	
	0.00	0.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	285,000.00	285,000.00	Bid Target	
	28,500.00	28,500.00	Contingency: 10.00 10.00 percent	
	313,500.00	313,500.00	MACC (Maximum Allowable Construction Cost)	
	31,557.00	31,557.00	Fee: 35/LogP-1.15 = 8.05294226	Renovation
	0.00	0.00	Movable Equipment	
	20,000.00	20,000.00	first other Haz. Materials abatement	
	20,000.00	20,000.00	second other Moving costs	
	14,943.00	14,943.00	Administration & Miscellaneous	
	400,000.00	400,000.00	Total Cost	

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

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

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: College Heights Electrical Upgrades

A. Program Scope:

Now serving as the campus' Emergency Operations Center, the College Heights building's electrical systems will be replaced and upgraded with new electrical components including but not limited to new wiring, switching, panels, lighting, switchgear, and an emergency generator to serve the facility's purpose on campus. Supporting general carpentry work will be provided as required to facilitate the installation of the new system.

B. Evidence of Physical Facility Need:

The current electrical system is not adequate for the new use of the building as the campus' Emergency Operations Center. Reliability of the electrical systems is critical since this facility will need to be able to operate during emergencies on campus 24/7/365. The age, condition, unsuitability, and potential unreliability of the current facility's electrical system necessitate a complete replacement and upgrade. Currently, back up power is not available at the building. This project will add the needed back up power to allow the facility to continue operations in the event of a power outage.

C. Historical Profile:

The existing electrical system serving the building dates back to its original construction in ??

D. Related Requirements:

N/A

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Several Buildings Elevator Modernization B
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2021/ 2022

3	<input type="checkbox"/> Capital Outlay	New		Reno/Maint
	<input checked="" type="checkbox"/> Capital Maintenance	0	Gross Sq.Ft.	0
	<input type="checkbox"/> Disclosure	0	Net Sq.Ft.	0
	<input checked="" type="checkbox"/> Designer Required	0.00	Cost/Sq.Ft.	0.00

4 Project Description:

Upgrade and repairs of elevators in multiple buildings campus wide and all related work. This project represents Phase B of a two phase project including Phases A and B.

5	Total Project	Allocation	Estimated Building Construction Cost:	0
	2,735,000.00	700,000.00	Building Construction	
	0.00	0.00	Site & Utilities	
	0.00	0.00	Built-in Equipment	
	2,735,000.00	700,000.00	Bid Target	
	273,500.00	70,000.00	Contingency: 10.00 10.00 percent	
	3,008,500.00	770,000.00	MACC (Maximum Allowable Construction Cost)	
	247,021.00	71,123.00	Fee: 35/LogP-1.15 = 6.56863755	Renovation
	0.00	0.00	Movable Equipment	
	20,000.00	10,000.00	first other Haz. Materials abatement	
	20,000.00	10,000.00	second other	
	104,479.00	23,877.00	Administration & Miscellaneous	
	3,400,000.00	885,000.00	Total Cost	

6 Funding Request:	THIS REQUEST	
3,400,000.00	885,000.00	STATE funds
0.00	0.00	FEDERAL funds
0.00	0.00	Local and Institutional Funds

7 Sources of Available Funding:	fund year	description
already approved for existing SBC project	0.00	0 0
0.00	0.00	
plus This Request	0.00	
885,000.00	0.00	

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Several Buildings Elevator Modernization B

A. Program Scope:

To provide necessary modernization and/or repairs of passenger elevators including but not limited to those located in Keathley University Center, James Walker Library, and Peck Hall. This is a multi-phase project that consists of elevators in the buildings listed above as well as any elevators not funded in the FY 2020-2021 Several Buildings Elevator Modernizations Phase III project list.

B. Evidence of Physical Facility Need:

A review of the facilities' elevator inventory for these buildings, combined with age, general condition, past work order history, visual inspections, occurrence of repair, and lack of available replacement parts demonstrates the need for modernization.

C. Historical Profile:

Elevators in the Keathley University Center were installed in 1967.

Elevators in the James Walker Library were installed in 1997.

Elevators in Peck Hall were installed in 2005.

D. Related Requirements:

N/A

DB70 Form - Project Request

1 Department: Tennessee Higher Education Commission
Institution: Middle Tennessee State University
Project: Tennessee Livestock Roof Repair/Refurbishment
City/County: Murfreesboro/Rutherford

2 Fiscal Year: 2021/ 2022

3	<input type="checkbox"/>	Capital Outlay		New		Reno/Maint
	<input checked="" type="checkbox"/>	Capital Maintenance		0	Gross Sq.Ft.	122,500
	<input type="checkbox"/>	Disclosure		0	Net Sq.Ft.	0
	<input checked="" type="checkbox"/>	Designer Required		0.00	Cost/Sq.Ft.	3.25

4 Project Description:

Repair and refurbish the metal roof of Tennessee Livestock Building to address leaks and deficiencies and all related work.

5	Total Project	Allocation	Estimated Building Construction Cost:		398,125
	400,000.00	400,000.00	Building Construction		
	0.00	0.00	Site & Utilities		
	0.00	0.00	Built-in Equipment		
	400,000.00	400,000.00	Bid Target		
	40,000.00	40,000.00	Contingency:	10.00	10.00 percent
	440,000.00	440,000.00	MACC (Maximum Allowable Construction Cost)		
	34,272.00	34,272.00	Fee:	35/LogP-1.15 = 7.78911063	
	0.00	0.00	Movable Equipment		
	0.00	0.00	first other		
	0.00	0.00	second other		
	15,728.00	15,728.00	Administration & Miscellaneous		
	490,000.00	490,000.00	Total Cost		

6 Funding Request:	THIS REQUEST			
490,000.00	490,000.00	STATE funds		
0.00	0.00	FEDERAL funds		
0.00	0.00	Local and Institutional Funds		

7 Sources of Available Funding:		fund year		description
already approved for existing SBC project	0.00	0	0	
	0.00			
	0.00			
plus This Request	0.00			
490,000.00	0.00			

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

9 Designer: tba

Project Support Documentation - 1

Department: Tennessee Higher Education Commission

Institution: Middle Tennessee State University

Project: Tennessee Livestock Roof Repair/Refurbishment

A. Program Scope:

The Tennessee Livestock Center roof is currently out of warranty and in need of replacment.

B. Evidence of Physical Facility Need:

The Livestock Center metal roof is over 30 years old. The center is used for educational purpose as well as for the general public. Due to age and numerous recurring leaks, the roof needs to be refurbished.

C. Historical Profile:

This building was originally constructed in 1972 with an addition completed in 1988. The Tennessee Livestock Center, which is located on the campus of Middle Tennessee State University, offers over 155,000 square feet of space under roof. The Center facilitates mostly horse, cattle, hog, sheep and other agriculture events as well as non-agriculture events.

D. Related Requirements:

N/A



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: June 2, 2020

SUBJECT: **Tuition, Fees, and Housing Rates**

PRESENTER: Alan Thomas
Vice President for Business and Finance

BACKGROUND INFORMATION:

Under the FOCUS Act, the Tennessee Higher Education Commission (THEC) now sets a binding range in which institutions can increase in-state tuition, as well as a binding range for the combined in-state tuition plus mandatory fees. For 2020-21, THEC recommended guidance for both of these ranges at 0 – 2.0% at its November 7, 2019, Commission meeting. Out of respect for potential administrative and legislative actions in June, THEC will consider binding ranges after the General Assembly reconvenes.

Attached is a calculation of the University's unmet financial needs for 2020-21. This additional financial need, which is net of funds provided through new state appropriations, is comprised of (1) faculty promotions; (2) scholarships and increased scholarship levels; (3) new academic programs and student success initiatives; and (4) fixed cost increases for software maintenance agreements. These fixed cost increases will be covered through reallocations

of existing resources.

Included in the materials for this section are comparisons of MTSU's fee rates to other public institutions in Tennessee, as well as comparisons to our THEC peers. The University is proposing no increase in tuition for undergraduate students, which complies with THEC's binding range of 0 – 2.0%. The University is proposing no increase in tuition for graduate students for the upcoming academic year as well.

In May 2019, the Board of Trustees approved adjusting the Corporate Partnership Rate from the eRate to the in-state rate for undergraduate students. The University is requesting a comparable rate for graduate students this year for consistency. The Corporate Partnership Rate for graduate students is still at the eRate. As with undergraduate students, the graduate rate would mirror the current in-state rate for graduate students.

In addition to tuition, no increases are requested for mandatory fees, non-mandatory fees, or housing rates. Only mandatory fees are subject to THEC's binding range. Non-mandatory fees and housing rates are only subject to approval by the MTSU Board of Trustees.

A summary of fees is provided at the end of this section for your approval. Since no increases are requested, there will be no impact on students taking 15 hours, which complies with THEC's total guidance of 0 – 2.0%.

In-State and Out-of-State Tuition

Fixed Cost Increases

	<u>Amount</u>
Salary Pool	\$ 1,711,700
Faculty Promotions	550,000
Scholarships & Discounts	1,319,000
Software Maintenance Agreements	725,000
New Academic Programs	650,702
Utilities and Maintenance Cost Increases	400,000
Other Fixed Costs and Student Success Initiatives	300,000
FY 20-21 Budget Need	<u>\$ 5,656,402</u>
State Appropriations	<u>3,576,400</u>
FY 20-21 Funds Available	<u>\$ 3,576,400</u>
Shortfall to be Covered By Reallocations	\$ 2,080,002
Equivalent Tuition Increase	1.34%

Tuition and Fees Comparison

Summary of Tuition and Mandatory Fees Compared to Peers, AY 2019-20

In-State/Resident, Undergraduate

	Tuition & Fees 19-20	Peer Tuition & Fees 19-20	+/- %	TN Rank ¹	Peer Max	Peer Min
APSU	\$8,627	\$8,967	-3.8%	9	\$11,120	\$5,775
ETSU	\$9,491	\$8,273	14.7%	6	\$11,016	\$5,775
MTSU	\$9,424	\$9,106	3.5%	7	\$12,564	\$6,253
TSU	\$8,183	\$9,149	-10.6%	10	\$11,076	\$5,775
TTU	\$9,318	\$8,290	12.4%	4	\$11,122	\$5,775
UM	\$9,924	\$10,907	-9.0%	10	\$14,686	\$6,410
UTC	\$9,268	\$7,877	17.7%	4	\$10,483	\$5,775
UTK	\$13,264	\$11,274	17.7%	3	\$16,520	\$6,380
UTM	\$9,748	\$9,862	-1.2%	7	\$15,966	\$6,904

Universities are ranked 1-13, with 1 being highest tuition and fees and 13 being lowest tuition and fee

Source: THEC-Defined Peers

MTSU Peers

2019-20 Tuition & Fees

University	Tuition & Fees
George Mason University (VA)	12,564
University of North Texas	11,581
Georgia State University	11,076
Old Dominion University (VA)	11,016
The University of Texas at Arlington	10,626
University of Texas at San Antonio	9,724
Middle Tennessee State University	9,424
University of Southern Mississippi	8,896
Georgia Southern University	7,556
University of North Carolina-Greensboro	7,403
University of North Carolina-Charlotte	7,096
Florida International University	6,566
Florida Atlantic University	6,253

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

In-State and Out-of-State Tuition (per credit hour)

Fee	Current	New	Increase
Undergraduate In-State Maintenance Fee	\$300	\$300	\$0
Over 12 hours	\$59	\$59	\$0
Undergraduate Out-of-State Tuition	\$1,078	\$1,078	\$0
Over 12 hours	\$216	\$216	\$0
Graduate In-State Maintenance fee	\$497	\$497	\$0
Over 10 hours	\$99	\$99	\$0
Graduate Out-of-State Tuition	\$1,376	\$1,376	\$0
Over 10 hours	\$274	\$274	\$0

TN E-Campus (per credit hour)

Fee	Current	New	Increase
TN eCampus Undergraduate In-State	\$420	\$420	\$0
TN eCampus Undergraduate Out-of-State	\$1,198	\$1,198	\$0
TN eCampus Graduate In-State	\$617	\$617	\$0
TN eCampus Graduate Out-of-State	\$1,496	\$1,496	\$0

-includes \$120 online course fee per credit hour

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

MTSU E-Rate (per credit hour)

Fee	Current	New	Increase
Undergraduate eRate	\$450	\$450	\$0
Undergraduate Online Course Fee	\$30	\$30	\$0
Graduate eRate	\$746	\$746	\$0
Graduate Online Course Fee	\$30	\$30	\$0

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

Regional Scholars

Fee	Current	New	Increase
Undergraduate Rate	\$540	\$540	\$0
Graduate Rate	\$785	\$785	\$0

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

Corporate Partnership Rate

Fee	Current	New	Decrease
Undergraduate Rate	\$300	\$300	\$0
Graduate Rate	\$746	\$497	(\$249)

The Corporate Partnership rate is available to out of state students who are employed by companies with a formal partnership with MTSU to develop and deliver a degree completion program. The rate is equal to the in-state rate for these students.

Mandatory Fee Requests FY 2020-21

FY 2020-21 Mandatory Fee Requests

Fee	Current	Proposed	Increase
Student Debt Service	\$ 204.00	\$ 204.00	-
Student Recreation	61.00	61.00	-
Student Government Association	40.00	40.00	-
Postal Services	12.00	12.00	-
Sustainable Campus Fee	8.00	8.00	-
Athletics	240.00	240.00	-
Parking Services	115.00	115.00	-
Technology Access Fee	112.50	112.50	-
Health Services	90.50	90.50	-
International Fee	16.00	16.00	-
Facilities Fee	36.00	36.00	-
Total	\$ 935.00	\$ 935.00	

There are no proposed increases for FY2020-21

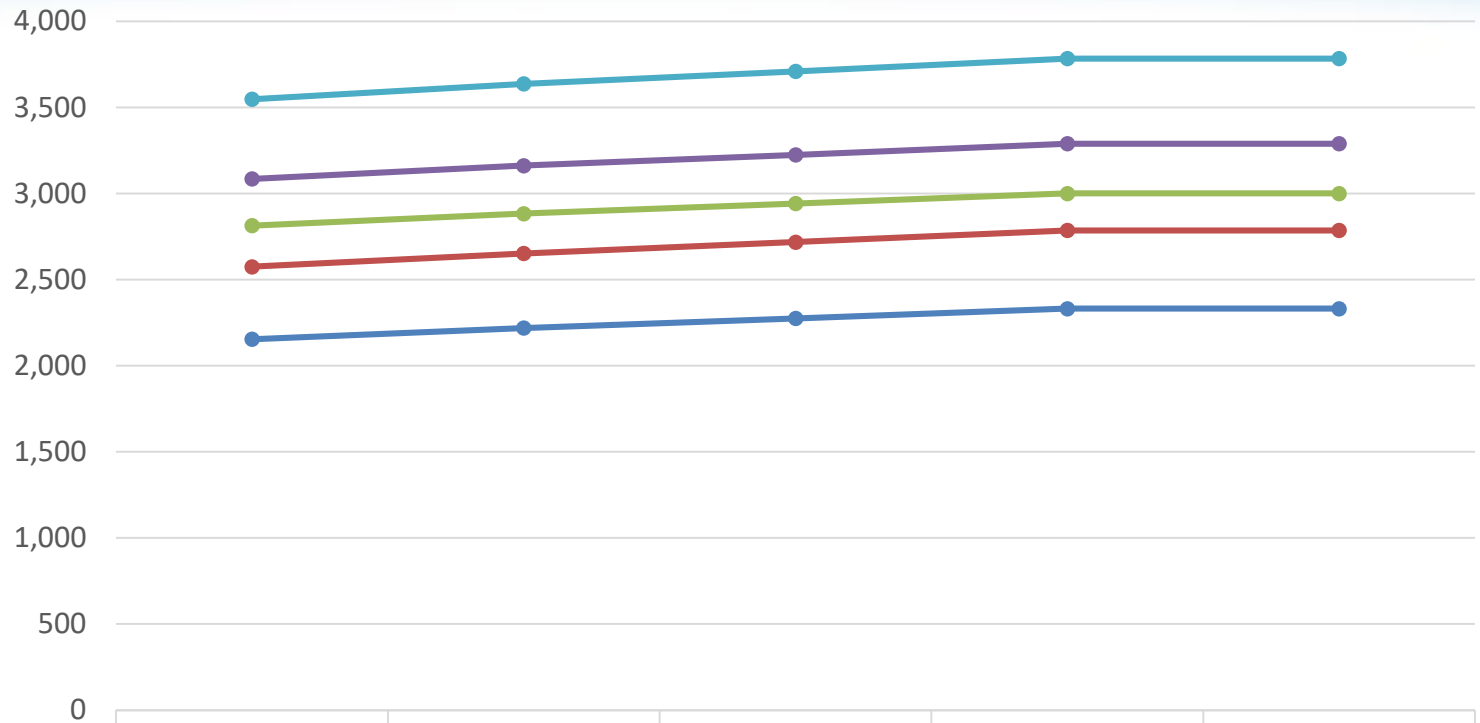
Non-Mandatory Fee Requests FY 2020-21

FY 2020-21 Non-Mandatory Fee Requests

There are no new fee requests for FY2020-21.

Housing Rates FY 2020-21

Housing History Rates Per Semester



	2016-17	2017-18	2018-19	2019-20	2020-21
Dorm	2,154	2,219	2,275	2,332	2,332
Renovated Dorm	2,575	2,652	2,718	2,786	2,786
Single Apt	2,814	2,884	2,942	3,001	3,001
Scarlett Commons	3,085	3,162	3,225	3,290	3,290
Family	3,548	3,637	3,710	3,784	3,784

FY 2020-21 Housing Rates

Fee	Current	Proposed	Increase	Prior Increase	Revenue Generated
Residence Halls	\$408 - \$3,290	\$408 - \$3,290	\$0	FY19-20 \$10 - \$65	\$0
Apartments	\$789 - \$3,784	\$789 - \$3,784	\$0	FY19-20 \$15 - \$74	\$0

No increase is proposed for FY2020-21

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

		% Increase
Current In-State Tuition	\$ 7,554	
Current Mandatory Fees	\$ 1,870	
Total In-State Tuition & Mandatory Fees	\$ 9,424	
0% In-State Tuition Increase**	\$ -	
Requested Mandatory Fees	\$ -	
Total Fee Increase	\$ -	
New In-State Tuition	\$ 7,554	
New Mandatory Fees	\$ 1,870	
New In-State Tuition & Mandatory Fees	\$ 9,424	0.00%

**THEC's guidance for the combined maintenance fee and mandatory fee increase is 0-2.0%.



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: June 2, 2020

SUBJECT: **Estimated 2019-20 and Proposed July 2020-21 Operating Budgets**

PRESENTER: Alan Thomas
Vice President for Business and Finance

BACKGROUND INFORMATION:

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

The Estimated Budget is the final budget for any given fiscal year and allows the University to reflect any adjustments needed for spring enrollment, funding provided through state appropriations, and other miscellaneous adjustments. The July Budget is the base budget for the upcoming fiscal year. This budget does not include a tuition increase or any fee increases; however, it does include an appropriation increase as approved by the General Assembly in March 2020 and adjustments for enrollment. A salary pool is budgeted for 2020-21, which is equal to the current Governor's Budget funding for salary increases.

The materials that follow represent the 2019-20 Estimated Budget and the 2020-21 Proposed Budget and are being presented for your approval.

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR REVENUE CATEGORIES
ESTIMATED BUDGET 2019-20**

<u>Revenue</u>	<u>2019-20 October Budget</u>	<u>2019-20 Estimated Budget</u>	<u>Difference</u>
Tuition and Fees	\$ 204,607,500	\$ 202,144,700	\$ (2,462,800)
State Appropriations	107,259,900	107,259,900	-
Federal Grants and Contracts	650,000	650,000	-
Local Grants and Contracts	60,000	60,000	-
State Grants & Contracts	45,000	45,000	-
Private Grants & Contracts	281,300	288,400	7,100
Private Gifts	-	399,700	399,700
Sales & Services of Educ Activities	740,800	740,800	-
Sales & Services of Other Activities	19,130,700	18,383,100	(747,600)
Other Sources	<u>1,371,700</u>	<u>1,371,700</u>	<u>-</u>
Total Revenue	<u>\$ 334,146,900</u>	<u>\$ 331,343,300</u>	<u>\$ (2,803,600)</u>

MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY FUNCTIONAL CATEGORY
ESTIMATED BUDGET 2019-20

	October Budget 2019-20	Estimated Budget 2019-20	Difference
Instruction	\$ 170,903,900	\$ 168,424,300	\$ (2,479,600)
Research	8,269,300	8,632,300	363,000
Public Service	5,724,500	5,967,500	243,000
Academic Support	35,013,700	34,575,200	(438,500)
Student Services	41,400,200	40,102,200	(1,298,000)
Institutional Support	27,852,200	27,930,200	78,000
Operation and Maintenance	29,506,800	29,311,200	(195,600)
Scholarships and Fellowships	27,921,400	28,668,800	747,400
Transfers	12,692,100	12,868,900	176,800
Total	<u>\$ 359,284,100</u>	<u>\$ 356,480,600</u>	<u>\$ (2,803,500)</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY NATURAL CATEGORY
ESTIMATED BUDGET 2019-20**

	<u>October Budget 2019-20</u>	<u>Estimated Budget 2019-20</u>	<u>Difference</u>
Professional Salaries	\$ 149,248,600	\$ 147,874,500	\$ (1,374,100)
Other Salaries	22,799,200	23,292,100	492,900
Employee Benefits	62,609,300	62,386,800	(222,500)
Travel	6,049,700	5,962,400	(87,300)
Operating Expense	101,868,300	100,079,100	(1,789,200)
Capital Outlay	4,016,900	4,016,800	(100)
Transfers	<u>12,692,100</u>	<u>12,868,900</u>	<u>176,800</u>
Total	<u>\$ 359,284,100</u>	<u>\$ 356,480,600</u>	<u>\$ (2,803,500)</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR AUXILIARIES
ESTIMATED BUDGET 2019-20**

<u>Auxiliary</u>	<u>2019-20 October Budget</u>	<u>2019-20 Estimated Budget</u>	<u>Difference</u>
Bookstore	\$ 415,000	\$ 340,000	\$ (75,000)
Food Service	2,700,000	3,000,000	300,000
Housing	16,968,487	15,972,964	(995,523)
Vending	130,000	80,000	(50,000)
Recreational Center	3,122,644	3,030,154	(92,490)
Post Office	468,500	447,009	(21,491)
Parking Services	5,114,200	4,939,737	(174,463)
Residential & Commercial Rentals	280,000	280,000	-
Health Services	4,110,700	4,110,700	-
TN Miller Coliseum	614,614	360,023	(254,591)
Student LD Service	4,500	2,000	(2,500)
TOTAL	<u>\$ 33,928,645</u>	<u>\$ 32,562,587</u>	<u>\$ (1,366,058)</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
SUMMARY OF RESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED
ESTIMATED BUDGET 2019-20**

Revenues	2019-20 October Budget	2019-20 Estimated Budget	Difference
Tuition and Fees	\$ 1,500,000	\$ 1,500,000	\$ -
Federal Grants and Contracts	42,850,000	55,393,500	12,543,500
State Appropriations: Centers of Excellence	390,200	390,200	-
State Appropriations: Special Allocations	489,500	489,500	-
State Grants & Contracts	38,750,000	39,250,000	500,000
Local Grants & Contracts	45,000	50,000	5,000
Private Grants & Contracts	850,000	750,000	(100,000)
Private Gifts	2,300,000	2,300,000	-
Endowment Income	750,000	775,000	25,000
Other Income	1,000,000	1,000,000	-
Total Revenues	<u>\$ 88,924,700</u>	<u>\$ 101,898,200</u>	<u>\$ 12,973,500</u>
Expenses			
Instruction	\$ 3,000,000	\$ 3,290,000	\$ 290,000
Research	3,650,000	4,183,000	533,000
Public Service	5,500,000	6,439,500	939,500
Academic Support	500,000	618,000	118,000
Student Services	3,400,000	3,521,000	121,000
Institutional Support	100,000	181,000	81,000
Operation and Maintenance	500	37,000	36,500
Scholarships and Fellowships	72,750,000	81,500,000	8,750,000
Auxiliary Enterprises	-	2,074,000	2,074,000
Total Expenses	<u>\$ 88,900,500</u>	<u>\$ 101,843,500</u>	<u>\$ 12,943,000</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
TOTAL REVENUE BUDGET
ESTIMATED BUDGET 2019-20**

Fund Group	2019-20 October Budget	2019-20 Estimated Budget	Difference
Unrestricted Education & General	\$ 334,146,889	\$ 331,343,203	\$ (2,803,686)
Auxiliary	33,928,645	32,562,587	(1,366,058)
Restricted	88,924,700	101,312,200	12,387,500
TOTAL	\$ 457,000,234	\$ 465,217,990	\$ 8,217,756

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR REVENUE CATEGORIES
JULY BUDGET 2020-21**

	2019-20	2020-21	
	<u>Estimated Budget</u>	<u>July Budget</u>	<u>Difference</u>
Tuition and Fees	\$ 202,144,700	\$ 200,742,000	\$ (1,402,700)
State Appropriations	107,259,900	112,109,300	4,849,400
Federal Grants and Contracts	650,000	650,000	-
Local Grants and Contracts	60,000	60,000	-
State Grants & Contracts	45,000	45,000	-
Private Grants & Contracts	288,400	281,300	(7,100)
Private Gifts	399,700	-	(399,700)
Sales & Services of Educ Activities	740,800	752,800	12,000
Sales & Services of Other Activities	18,383,100	18,314,100	(69,000)
Other Sources	<u>1,371,700</u>	<u>1,682,400</u>	<u>310,700</u>
	<u>\$ 331,343,300</u>	<u>\$ 334,636,900</u>	<u>\$ 3,293,600</u>

The following items are reflected above:
Appropriation Increases for Formula Funding
July Budget Figures are Base Budget

MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY FUNCTIONAL CATEGORY
JULY BUDGET 2020-21

	Estimated Budget 2019-20	July Budget 2020-21	Difference
Instruction	\$ 168,424,300	\$ 159,499,700	\$ (8,924,600)
Research	8,632,300	5,711,000	(2,921,300)
Public Service	5,967,500	4,453,000	(1,514,500)
Academic Support	34,575,200	34,277,800	(297,400)
Student Services	40,102,200	37,859,700	(2,242,500)
Institutional Support	27,930,200	25,659,100	(2,271,100)
Operation and Maintenance	29,311,200	28,677,900	(633,300)
Scholarships and Fellowships	28,668,800	27,166,800	(1,502,000)
Transfers	12,868,900	11,331,900	(1,537,000)
Total	\$ 356,480,600	\$ 334,636,900	\$ (21,843,700)

The following items are reflected above:
Salary Pool
July Budget Figures are Base Budget

**MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY NATURAL CATEGORY
JULY BUDGET 2020-21**

	Estimated Budget 2019-20	July Budget 2020-21	Difference
Professional Salaries	\$ 147,874,500	\$ 149,552,100	\$ 1,677,600
Other Salaries	23,292,100	23,321,200	29,100
Employee Benefits	62,386,800	63,045,900	659,100
Travel	5,962,400	5,312,600	(649,800)
Operating Expense	100,079,100	78,329,900	(21,749,200)
Capital Outlay	4,016,800	3,743,300	(273,500)
Transfers	12,868,900	11,331,900	(1,537,000)
Total	\$ 356,480,600	\$ 334,636,900	\$ (21,843,700)

The following items are reflected above:
Salary Pool
July Budget Figures are Base Budget

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR AUXILIARIES
JULY BUDGET 2020-21**

Auxiliary	2019-20 Estimated Budget	2020-21 July Budget	Difference
Bookstore	\$ 340,000	\$ 373,500	\$ 33,500
Food Service	3,000,000	2,808,000	(192,000)
Housing	15,972,964	17,220,720	1,247,756
Vending	80,000	130,000	50,000
Recreational Center	3,030,154	3,034,824	4,670
Post Office	447,009	452,576	5,567
Parking Services	4,939,737	4,959,488	19,751
Residential & Commercial Rentals	280,000	280,000	-
Health Services	4,110,700	4,110,700	-
TN Miller Coliseum	360,023	614,614	254,591
Student LD Service	2,000	4,000	2,000
TOTAL	\$ 32,562,587	\$ 33,988,422	\$ 1,425,835

MIDDLE TENNESSEE STATE UNIVERSITY
SUMMARY OF RESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED
JULY BUDGET 2020-21

Revenues	2019-20	2020-21	Difference
	Estimated Budget	July Budget	
Tuition and Fees	\$ 1,500,000	\$ 1,350,000	\$ (150,000)
Federal Grants and Contracts	55,393,500	48,879,300	(6,514,200)
State Appropriations: Centers of Excellence	390,200	394,600	4,400
State Appropriations: Special Allocations	489,500	489,500	-
State Grants & Contracts	39,250,000	39,150,000	(100,000)
Local Grants & Contracts	50,000	50,000	-
Private Grants & Contracts	750,000	750,000	-
Private Gifts	2,300,000	2,300,000	-
Endowment Income	775,000	800,000	25,000
Other Income	1,000,000	800,000	(200,000)
Total Revenues	<u>\$ 101,898,200</u>	<u>\$ 94,963,400</u>	<u>\$ (6,934,800)</u>
Expenses			
Instruction	\$ 3,290,000	\$ 3,800,000	\$ 510,000
Research	4,183,000	3,950,000	(233,000)
Public Service	6,439,500	7,657,300	1,217,800
Academic Support	618,000	5,014,000	4,396,000
Student Services	3,521,000	3,235,000	(286,000)
Institutional Support	181,000	150,000	(31,000)
Operation and Maintenance	37,000	-	(37,000)
Scholarships and Fellowships	81,500,000	70,975,000	(10,525,000)
Auxiliary Enterprises	2,074,000		
Total Expenses	<u>\$ 101,843,500</u>	<u>\$ 94,781,300</u>	<u>\$ (7,062,200)</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
TOTAL REVENUE BUDGET
JULY BUDGET 2020-21**

Fund Group	2019-20 Estimated Budget	2020-21 July Budget	Difference
Unrestricted Education & General	\$ 331,343,203	\$ 334,636,862	\$ 3,293,659
Auxiliary	32,562,587	33,988,422	1,425,835
Restricted	101,312,200	94,963,400	(6,348,800)
TOTAL	\$ 465,217,990	\$ 463,588,684	\$ (1,629,306)

MIDDLE TENNESSEE STATE UNIVERSITY
TSSBA DEBT SERVICE COVERAGE - DISCLOSED PROJECTS ADJUSTMENT
July Budget 2020-21

<u>Project Name</u>	<u>Total Project Budget</u>	<u>Amt. Financed by TSSBA</u>	<u>Est. Annual Debt Service</u>	<u>Est. Annual Related Fee Rev</u>
Estimated Budget:				
Parking Services Facility	3,400,000	2,850,000	346,250	
Academic Classroom Building	39,600,000	1,520,000	315,500	
Miller Education Center Renovation	12,000,000	4,000,000		
Parking Structure	17,000,000	17,000,000		
Student Athlete Performance Center	50,000,000	40,000,000		
Women's Softball Facility	3,000,000	2,500,000		
Athletic Video Board Upgrades	3,000,000	3,000,000		
July Budget:				
Parking Services Facility	3,400,000	2,850,000	346,250	
Academic Classroom Building	39,600,000	1,520,000	315,500	
Miller Education Center Renovation	12,000,000	4,000,000		
Parking Structure	17,000,000	17,000,000		
Student Athlete Performance Center	50,000,000	40,000,000		
Women's Softball Facility	3,000,000	2,500,000		
Athletic Video Board Upgrades	3,000,000	3,000,000		
School of Concrete & Construction	6,015,000	2,000,000		
Flight School Addition	5,000,000	5,000,000		



**Middle Tennessee State University
Board of Trustees**

Finance and Personnel Committee

Action Item

DATE: June 2, 2020

SUBJECT: **Policy Revision**

PRESENTERS: Alan Thomas
Vice President for Business and Finance

BACKGROUND INFORMATION:

Policy 641 Student Fees-Incidental Charges and Refunds

At the June 2019 Board of Trustees meeting, the Board approved changing the Corporate Partnership Rate from the eRate to the in-state rate for undergraduate students. The University is now requesting a comparable rate for graduate students and must revise the policy to reflect this change.

Copies of the redline policy and final revised policy containing this revision are attached for your review and approval.



641 Student Fees – Incidental Charges and Refunds

Approved by Board of Trustees

Effective Date: _____, 2020

Responsible Division: Business and Finance

Responsible Office: Business and Finance

Responsible Officer: Associate Vice President, Business and Finance

Deleted: December 5, 2017

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. 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.

Deleted: applies to out-of-state employees and

Deleted: eRate above

Deleted: The major difference is that it can be any type of course (hybrid, telecourse, distance education, etc.) offered as part of a Corporate Partnersh In-state students involved in a Corporate Partnership will pay normal in-state rates.

- 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.
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- 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.

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- E. Registration for conferences, institutes, and non-credit activities.
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IX. Student Residence Halls and Apartments

- A. All regular and special rental rates for student dormitories and student apartments 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 student dormitory or residence hall units shall be payable in full in advance of the beginning of a term. However, residence hall students can participate in the installment payment plan. See [Policy 644 Installment Payment Plan](#).

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- 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.

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- 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

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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 Hall/Apartment Rent and Meal Plan Refunds. Refund of residence hall rent and meal plans after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence hall 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; _____, 2020.

Last Reviewed: May 2020.

Deleted: December 2017

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 of Students; 644 Installment Payment Plan.



641 Student Fees – Incidental Charges and Refunds

Approved by Board of Trustees

Effective Date: _____, 2020

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. 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.
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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 Hall/Apartment Rent and Meal Plan Refunds. Refund of residence hall rent and meal plans after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence hall 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; _____, 2020.

Last Reviewed: May 2020.

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 of Students; 644 Installment Payment Plan.